

ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

<https://aasnhoa.com/>

NOTICE OF MEMBERSHIP MEETING **Date: WEDNESDAY, AUGUST 14 ,2024 7:30pm** **HYBRID Meeting** **IN PERSON 3RD FLOOR RECREATION ROOM**

MEETING MINUTES

1. CALL TO ORDER

7:34 pm

2. ROLL CALL

a. Board Members:

Arthur Filgueiras - Board President (on zoom)

Carol Laurence - Board Vice President

Anthony Moore - Board Treasurer

Katie Hickey - Board Secretary

Sarah Howard-Winebarger - Board Member at Large

b. Others:

Liza Nicoletti (PCM Management)

Dave Delamater – Unit 215

Michael Royal – Unit 309

Regina (Chris) Kapron – Unit 320

Dion Johnson – Unit 206

Chris Corral – Unit 310

Phoebe Chiang – Unit 310

Andrew Richardson – Unit 213

Charles Chilipala – Unit 303

Les Hammer – Unit 104

Benito – Unit 109

David Nicholson – Unit 221

3. Open Forum

Open forum was held.

4. Approval of Minutes July 17, 2024

Sara motioned to approve, Tony second. All yes

5. Announcements and Reports

a. Treasurer's Report: HOA Dues Billing and HOA Bank Accounts

- See attached report from Treasurer

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- b. Completed Projects/Manager's Report
 - Continued work on walkways and balconies
 - Completed repairs in unit 107
 - Replaced lights and timer in the laundry room
 - South gate repair
 - Requested bid from an insurance broker
 - Inspected water pressure in unit 320
 - Hydrojetted stack 21
 - Completed lock replacement
 - Sewer line camera inspection
 - c. Architectural Report
 - No meeting
 - d. Insurance Report
 - Handouts provided
 - Contacted a previous agent, was able to get initial quote through state fare plan of \$160,000
 - Supposedly fare plan may be out of money soon, may not be a good idea
 - With recent earthquakes, should really get earthquake insurance for the building if able to afford
 - e. CC&R's Committee
 - Asking for volunteers
 - Attorney is doing first draft after only 2 board members provided input on form sent
 - Propose committee review the first draft together instead of just having board review prior to approving for review to entire building
 - f. Vice President Report/West Nile virus/insurance
 - Rabid bat found in Pasadena recently, be aware
 - Dengue fever, West Nile, Covid, the Flu are all around please be careful
6. Unfinished Business
- a. Peeling popcorn ceiling
 - \$2800 to do one hallway on 3rd floor
 - Table decision and remove from agenda
 - b. Status on questionnaires to amend CC&Rs/Maintenance Matrix/Meeting with attorney
 - Covered above
 - c. Exit maps per code and paperwork of maps returned to co.
 - Waiting on second draft
 - d. RePipe 09 stack
 - Pressure still low and rusty water
 - Waiting on walkway project to be over
 - Quote already received in previous months
 - e. Owner hand out corrections
 - Completed and used for some recent new owner/residents
 - f. Camera exam of pipe from parkway to building
 - Pipe is corroded and there are a lot of tree roots
 - Big project, potentially need to remove tree?
 - 2 water lines not great condition, but both would be \$25-\$30k or so
 - Look into lining instead
 - g. Elevator inspection by state

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- Temporary stickers for now and can request certificate
 - h. Emergency services training
 - Handout given
 - CERT training on hold for now
 - i. Elevator and other Medco lock replacements
 - Completed
 - j. Real estate sign replacement
 - Was tabled months ago, agreed to railing of some sort for lock boxes
 - Look into railing for lock boxes again – refer to architectural committee
 - k. Repipe outbound stack 15
 - Pipe in 115 was replaced already, suggested to continue re-piping
 - \$3500 repipe + \$2500-3000 additional because of asbestos abatement
 - Suggest start to track what has been replaced so far and maybe set up a schedule to replace to be fair to the entire building
 - Sara volunteered to organize, PCM to send records that are available
 - l. Table request for new signage until exit maps placed and determine if needed
 - Still waiting
 - m. Walkway, central stairway, and balcony repairs.
 - Ongoing
 - n. Reserve study
 - Done and will get draft shortly
 - o. Removal of equipment from 1st and 2nd floor rec rooms
 - Volunteers will remove the equipment as discussed in July meeting
 - p. Owners to collection
 - Not yet needed
 - q. Fincin tabled until Sept.
 - Tabled as discussed last meeting
 - r. 320 Repipe
 - On hold, not a priority based on other costs
 - s. Stairwell window suggestions/2 Bids?
 - PCM to investigate requirements and options
7. New Business
- a. Hire election company and have them send out stamped envelopes
 - Katie motion to get bids. Sara seconds.
 - b. Cleaning instructions for new hallway flooring.
 - Sweep and mop
 - PCM to check with cleaning company contract
 - c. FDIC insurance limit /spend reserves to maintain items covered under reserves
 - Not an issue right now we are under the limits
 - d. Community yard sale
 - To help fund town halls
 - Table for now
 - e. Remove members from committees According to Robert's Rules (11th ed., p. 502), unless the governing documents state otherwise, an HOA's board can replace committee members at will
 - Complaints about some members of committees

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- Not clear that Roberts rules applies – not in CC&Rs or Davis Stirling
 - No one has any issues
 - f. Town Hall meeting to discuss CC&Rs
 - Wait until we get draft from Attorney
 - g. Draft another letter to owners highlighting the reasons for CC&Rs restatement
 - Table until we have draft
 - h. Consider purchasing 2 gift cards winners to be drawn from all who submit ballots on CC&Rs
 - To encourage voting
 - Good idea but table until closer
 - i. Buck a door
 - Asking \$1 for each unit for CIA branch (advocates for HOAs etc)
 - Would come out the administrative budget
 - Carol motions, Tony second. All yes.
 - PCM to handle
 - j. Amend all documents that say security committee to camera committee
 - Handle with CC&Rs
 - Suggest write this committee into CC&Rs
 - k. Going forward any owner who wants to install doorbell camera needs to submit to architectural committee
 - Why would we limit who has a doorbell camera?
 - If they are out in the hall it is because the wiring for the original doorbell is there
 - l. Paint drywall on 3rd floor hallway
 - Only painted the lower half as a part of the walkway, looks messy
 - Ask Martin for bid to finish the job, a second bid perhaps
 - Is very expensive maybe do ourselves
 - m. Windows 210
 - Need new bids, previously approved bid is vendor we no longer use
 - n. Building work notifications
 - Owners text board members during the day asking about work
 - PCM cannot always send emails with last minute repairs
 - o. Hydrojet master bathroom sink drain line stack 21
 - Overflows several times
 - Plumber wants to hydrojet, about \$700
 - Do it, no need to vote under \$1000
 - p. CC&Rs Committee formation
 - Set a meeting with all volunteers after first draft comes out
8. Next Meeting Date: September 18 at 7:30PM (with zoom again)


Katie Hickey, 2024-2025 Board Secretary

Treasurer's Report: August 2024

Total Assets are \$350,315.77. But not ALL cash on hand as yet. That includes \$71,275.86 in accounts receivable that is from the insurance related special assessment .

Checking Account: \$47,271.41
General Reserve: \$286,054.88
Special Assessment: \$4,414.90
Accounts Receivable: \$58,805.86

Current liabilities: \$31,517.77

Income: \$33,002.55. From standard monthly, plus interest.

Total Operating Cost: \$4012.53

Most expense from that was water \$2055.25 and electric \$1322.64. Gas was zero due to credit.

Total Fixed Operating Costs \$5,365.85 - including elevator service, gardening, janitorial, pool service, trash etc.

Repair & Maintenance Costs - \$11,123.91. \$8,380 in general repair. \$1003.66 in driveway gates, \$900 drain stoppage, \$295 elevator repair, \$150 in plumbing repairs.

Insurance Cost - \$16,234.54

Reserve Repairs - \$25,000. This was entirely for the balcony/walkway repair (third floor currently underway).

TOTAL EXPENSES: \$61,736.83

BUDGET OVERAGE: -\$28,734.28 (\$25,000 of which is a reserve repair, plus the monthly insurance premium increase)