

# **ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION**

125 N. Allen Avenue, Pasadena, CA 91106

Established November

1977 <https://aasnhoa.com/>

## **WEDNESDAY, SEPTEMBER 18, 2024 7:30 pm HYBRID Meeting IN-PERSON 3RD FLOOR RECREATION ROOM & Zoom Meeting**

### **MEETING MINUTES**

#### 1. CALL TO ORDER

#### 2. ROLL CALL

##### a. Board Members:

Carol Laurence - Board Vice President

Anthony Moore - Board Treasurer

Katie Hickey - Board Secretary

Sara 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

Les Hammer – Unit 104

Benito – Unit 109 joined via zoom around 7:45PM.

Arthur Filgueiras (Board President) was absent

#### 3. Open Forum

Open forum was held.

#### 4. Approval of Minutes AUGUST 14,2024

Tony motions to approve, Sara seconds. All present yes.

#### 5. Announcements and Reports

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

- Please see attached report from Treasurer

##### b. Completed Projects/Manager's Report

- 3<sup>rd</sup> floor walkways completed
- Balconies continues 208 and 222

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- Election bids
- Dryer duct cleaning bids
- Elevator fan bid
- Elevator repairs
- c. Architectural Report/rail for lock boxes
  - No meetings held
- d. Insurance Report
  - Gave 5 agents to PCM to get bids from, which they are still waiting on
  - (State) Fair plan should be last resort
  - Insurance commissioner does not
- e. Vice President Report/budget approval and earthquake insurance coming up very soon.
  - Earthquake insurance for building is not affordable, VP recommends you protect yourself and get own insurance
  - Budget will need to incorporate higher rates

## 6. Unfinished Business

- a. Status on CC&RS/Maintenance Matrix/Meeting with attorney
  - No update
- b. Exit maps per code and paperwork for maps
  - Sent back after second review, now waiting
- c. RePipe 09 stack
  - Needs to wait and do 103 work first before rainy season
  - Unit 209 pressure is fine, so may not actually be an issue
- d. Repipe 15 outbound stack
  - Needs to wait and do 103 work first
- e. Direction signs will be tabled until exit maps are completed
  - Waiting on maps
- f. Walkway and balcony repairs/2nd floor/unit 210
  - Covered in managers report
  - Do Unit 210 next? No vote
- g. Stairwell window suggestions from the fire company?
  - Metalworks 2 year old bid, get updated bid
- h. Ficin tabled until Sept. Update election rules that candidates have to agree to provide info to Fincen.
  - Each BOD member would go online and fill in information themselves
  - Then output # would be provided to PCM to send in
  - PCM to send to BOD members instructions
- i. Vote who will import information to Fincen/Motion for Liza
  - Carol motion PCM to input, Tony second. All present yes.
- j. Hire an election company and have them send stamped envelopes/possible vote by acclamation
  - Majority Rules \$1244.60 including mailing not postage +\$65, same company from 2 years ago with election issues
  - HOA Inspector (last year) \$895, ended up being more with mailings (\$2000). Ask to not use

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manilla envelopes jut regular to reduce costs?

- Get 3<sup>rd</sup> bid, if not under \$2000 then accept HOA Inspector

k. Community yard sale

- Propose to do out front
- No one on board is interested in putting together
- Perhaps donation drive for Goodwill instead?
- Table

l. Amend all documents that say security committee to camera committee

- Done

m. Paint drywall 3rd-floor hallway bids

- Martin \$3600
- No other bids
- Table for now, other expenses

n. Bids for windows in 210

- Measured and waiting on bid

## 7. New Business

a. Charter for committee/vote on one for Architectural

- Not a part of CC&Rs, but should have for every committee
- Table until after CC&Rs and make for each one to be consistent

b. Fire department Map your neighborhood training

- Board to look into first and determine if we should do so

c. Bids to repair the floor front of building with different type of material as recommended by contractor.

- Floor in lobby entrance is peeling at front because of sprinkler overspray
- Front numbers are also chipped off

d. The fan in the south elevator is broken and dirty

- Elevator company looked at
- \$610 to put in new one
- Carol motions to accept bid, Tony second. All present yes.

e. Rerun/repair damaged gutter over south driveway bids

- Doesn't drain right, leak in middle of pipe
- PCM and board to look at

f. Motion to do termite treatment when the wood is removed

- Unclear what wood, asked board member to clarify
- Board member thought previous board had approved bid to replace all exterior wood trim
- No approved bid to replace wood trim, walkways were prioritized
- Table

g. Transfer money from reserve to operating.

- To cover reserve expenses: walkways and balconies. All present yes.

h. If BOD still has a free 2 hr meeting with the attorney/move to go forward with it

- waiting on attorney's schedule

i. Pallet in north garbage room/Charge owner for pallet removal

- Put with junk pickup this year, unknown who placed in garbage room

k. Maintenance plan for gates

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- Need to get info on what is covered and cost
- May save money since would lube and check chain which are majority of repairs
- l. Rail for lock boxes
  - Table until architectural committee looks into
- m. Solicitors in building
  - Private property, should not be in building
  - Signs are up, just don't open the door for strangers
- n. CSC increasing laundry room rates without any notice
  - Per contract this is allowed
- o. Motion to declare bod position vacant if bod refuses to disclose information for Fincen
  - No one has said they will refuse
- p. Motion to have a notification sent out that anyone running for bod must be willing to provide Fincen Info
  - Once election company
- q. Damage to new paint 3rd floor north elevator entry
  - Just a note
- r. Motion to transfer part of reserve money to another bank to stay within FDIC limits.
  - Board member noted that large checks will be paid through reserve account for walkway project shortly
  - Table until next meeting so board can do research
- s. Newsletter/anyone interested who is willing to get to know fellow neighbors and has writing skills
  - No one is interested
- t. Need someone to take compost bin out by 6am on Thursdays and bring it back in ASAP after emptied
  - Les and Carol have been doing but cannot
  - Volunteers?
  - Pay for roll out service?
  - PCM to verify the price
- u. Map your neighborhood
  - Table for now

Table, discussed above

- v. Laundry room cleanout
  - \$900 typical company
  - \$720 for a new company
  - Stick with current since been doing a good job
- w. Clarification of construction noise ordinance
  - On Sundays and holidays you are allowed to do your own work as an owner or tenant with up to 2 helpers, but contractors are not allowed per city rules
- y. Request for alteration of the common area.
  - Unit is asking to add handicap ramp to 1<sup>st</sup> floor patio for ADA accommodation
  - Board member is claiming this is not allowed per code, PCM agrees
  - Safety issue especially with proximity to pool
  - PCM suggests to remove stairs on both sides and lower doorway to front, which was done in the past and then restored after owner passed away, will respond to owner
- z. Pool cleanliness - Have it cleaned more often in summer or provide a net?
  - Consider for next summer, some residents have complained

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- aa. Laundry room etiquette.
  - There have been issues with laundry room, people leaving clothes for a long time or making a mess, not washing just clothes but ones with a lot of food
  - PCM suggest to put up a sign once BOD agrees on some ground rules and then it can be posted and emailed
  
- 7. Next Meeting Date: Tuesday October 22, 7:30 PM in 3<sup>rd</sup> Floor Common Room and on ZOOM
  
- 8. Adjournment to Executive Session:
  - a. Lawsuit insurance claim.
    - August hearing was delayed, later this month
    - No updates
  - b. Owner payment plan request
    - Hasn't bounced any checks in 4-5 months
    - Suggest ask for double payment first month and go back to regular payments
    - If not send to collections
    - For insurance special assessment, by Nov 1 all are supposed to be paid 100%
    - PCM to send reminder to those that have been sending some payments
    - For several units have paid none, one last letter