

ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

<https://www.aasnhoa.com/>

Minutes of the Homeowners Association Meeting

Meeting Date: 10/22/2024

1. Call to Order

Meeting called to order by Vice President Carol Laurence at 7:31pm.

2. Roll Call

a. 2024-2025 Board Members present

Carol Laurence, Vice President

Sara Howard-Winebarger, Member at Large

Tony Moore, Treasurer

b. Others Present

Liza Nicoletti, Les Hammer, Benito Sanchez, Inka Bujalska

3. Open Forum

Open Forum was held.

4. Approval of Minutes

Tabled approval of September meeting minutes to next meeting pending corrections.

5. Announcements and Reports

a. Treasurer's Report

Total Assets are \$321,540.31. But not ALL cash on hand as yet. That includes \$51,570.26 in accounts receivable that is from the insurance related special assessment.

Checking Account: \$36,485.49

General Reserve: \$286,059.59

Special Assessment: \$4,414.90

Accounts Receivable: \$40,811.61

Current liabilities: \$16,444.53

Income: \$33,136.78. \$33,000 from standard monthly assessment, \$132 late fees, and \$4.78 interest.

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Total Operating Cost: \$3860.47

Most expense from that was water \$1759.18, electric \$882.03 and gas \$745.21 and general admin of \$211.49.

Total Fixed Operating Costs \$4,535.11 - including elevator service (\$428), janitorial (\$1075), management (\$1315), pool service (\$215) and trash (\$1182.88).

Repair & Maintenance Costs - \$11,780.37. \$6012.05 general repairs, \$2610 entry system and \$2776 plumbing repairs.

Insurance Cost - \$0.0

Reserve Repairs - \$10,000. This was entirely for balcony and walkways.

TOTAL EXPENSES: \$30,175.95.

BUDGET OVERAGE: +\$2,960.83

b. Completed Projects/Manager's Report

Replaced wood beams on front of bldg., got bid for Unit #210 windows, requested bid for roof annual maintenance, CPA review, and got bid for gate maintenance contract.

c. Architectural Report

No new items since the last meeting. Committee looking to update unit numbers, building numbers, and provide lockbox solution for the front of the building.

d. Insurance Report

Algorithm based insurance rates could potentially increase rates in CA similar to what has happened in FL. 5 insurance brokers have been submitted to PCM to reach out to for next year's insurance bids.

e. Vice President's Report

If you report an issue in the building please report to the whole board and PCM. Please send pictures of issues if possible. For stolen packages, please report it to the police as well as the board. Please pick up packages promptly.

6. Unfinished Business

a. Status on CC&Rs/Maintenance Matrix/Meeting with Attorney

Attorney will be available starting mid-November to meet with the Board. Board will need to provide dates available. CCC&R meeting and yearly meeting are separate. Board should gather their questions

b. Exit Maps

Still ongoing.

c. Repipe Stack 09

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Tabled to next meeting.

d. Repipe Stack 15 Outbound

Tabled to next meeting.

e. Direction Signs

Tabled to next meeting.

f. Walkway/Balcony Repairs

2nd floor walkway waterproofing underway. Unit 210 balcony repair should wait until the 2nd floor walkways are done.

g. Stairwell Windows

Waiting on a bid from Martin Avila.

h. FinCen Update

Board to send Liza their ID numbers

i. Election Company

Accurate Election company selected for \$1400.

j. Window Bids for Unit 210

Martin bid for \$2640 per window to install + \$3700 for the window. Awaiting bid from SG Construction.

k. Charter for Architectural Committee

Committee review the sample charter provided.

l. Fire Department Map your Neighborhood Training

Emergency Preparedness training is available to those who wish to participate.

m. Building Entry Repair

Waiting on bid from Martin Avila.

n. BOD Attorney Meeting

Board to pick a date after November 16th.

o. Maintenance Plan for Gates

We have three gates and this plan would include two inspections per year at \$645 per visit. The inspections include testing, lubrication of bearings, rollers, springs, any adjustments needed. Motion to accept this bid – vote: Carol, Tony, Sara – Yes. Motion passes.

p. Rail for Lock Boxes

To stay in place pending new solution.

q. Removal of Junk

Waiting on bid.

r. Leak in S Garage

Stack 10 repair is still in process. Not yet resolved.

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7. New Business

a. Budget Approval and Discussion

Dues increase and reserve contribution reductions are necessary to cover the cost of insurance for 2025.

Motion to approve the budget as written, Vote: Carol, Tony, Sara – Yes. Budget is approved.

b. Coping/Tile Waterproofing

Liza to get bids.

c. Monthly Dues Increase

Motion to increase monthly dues by 20% to cover the insurance premiums. Vote Carol, Sara, Tony – Yes. Dues to be increased in 2025.

d. Amend Election Rules

Motion made to allow electronic voting. All candidates to comply with transparency rules. Motion to accept Carol, Sara, Tony – Yes.

e. Contact HOA CPA

Liza contacted CPA. She will send the information for signature.

f. Annual Roof/Gutter Inspection

Liza requested bid for annual maintenance bid from SG Construction.

g. Repaint or Replace Numbers above Lobby Door

We will repaint the building numbers above the front door.

h. Power Wash Garages and Courtyards

Tabled to next meeting.

i. Sump Pump Clean out Request

Edmund will come to service.

j. Courtyard Drain Cleaning

Will have the courtyard drains checked when sump pumps are cleaned out.

l. Motion to add buck a door to budget for CAI/CLAC

\$75 contribution for 2025.

m. Rodent Pest Control

S garage outside and 2nd floor sighting of pests. Roof has been cleared of rats. Please do not leave out food or garbage that might attract rodents. No action to be taken at this time.

n. Couch Dumped in Garbage Bin

Liza to send out an email about bulky item pickup. Those items do not go in the bins.

8. Next Meeting Date

Tentatively November 26th pending availability at 7:30pm.

9. Adjournment to Executive Session

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Sara Howard-Winebarger, 2024-2025 Member at Large