

# ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

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

Minutes of the Regular of Homeowners Association Meeting

Meeting Date: August 20, 2025

## 1. Call to Order

Arthur (President) called meeting to order 7:32pm.

## 2. Roll Call

### A. 2025-2026 Board Members present

Arthur Filgueiras – President

Carol Laurence- Vice President

Sara Howard-Winebarger – Treasurer

Chris Corral - Secretary

Tony Moore – Board Member at Large

### B. Others Present

Owners present (5), via Zoom (3)

## 3. Open Forum

Open Forum was held

## 4. Approval of minutes

Arthur motions for approval of minutes, Seconded by Carol, Board votes yay 5/5. Minutes approved.

## 5. Meeting Items

### A. Treasurer's Report:

July Treasurer's Report

Balances for July 2025 are as follows:

Checking Account Balance \$40,578.32

Reserve Account Balance \$183,078.32

Accounts Receivable \$20,281.01

Insurance Repairs (\$46,231.28)

Total Assets \$197,706.37

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Current Liabilities \$10,816.28

## Income:

HOA Fees \$39,600  
Late Charges \$454.48  
Reserve Interest \$1.45  
Total Income \$40,055.93

## Expenses:

Operating Costs (water, electric, gas, pool extras, tree trimming) \$3,536.97  
Fixed Operating Costs (gardening, elevator service, janitorial services, pest control, trash, phone) \$5,634.67  
Repairs & Maintenance \$2,099.37  
Insurance Costs \$12,329.73  
Total Expenses \$23,600.74

## B. Completed Projects/Manager's 1min.

- a. Water heater repairs done, copper & insulation
- b. Water remediation completed for 2 units
- c. Contacted Fire technician for recommendations
- d. Routine plumbing repairs
- e. Elevator Key repairs (removal of broken key)
- f. Purchase of building materials for projects

## C. Architectural Reports

- a. Committee met, some committee members proposed other designs, will have a vote and recommendation next meeting. Will have cost proposals
- b. Updating Building signage, cost and labor to be discussed in upcoming meetings

## D. Fire Inspection

- a. Company came to inspect

## E. Unfinished Business

- a. Meeting with attorney – tabled
- b. Motion to approve By-Laws:
- c. First floor walkways start date: Likely end of September or October

## F. New business

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- a. Purchase power washer (under \$500) to clean stucco - Tabled; board will ask to borrow others
- b. Gift card for hero; Carol motioned, Arthur Seconded. Board voted yay 5/5
- c. The fire department found paint in north garage trash bin – not allowed
- d. Thank you to fire watch volunteers: Chris, Jeffery, David D., Sara, Les, Brett, Inka, Melissa, Danny, and Art. Please thank your neighbors who helped keep you safe! (Carol)
- e. Check light on fire panel regularly – possible volunteer needed; Chris and Sara to check occasionally
- f. Partial re-pipe (24 stack) and close-up; Bid received; \$3,400.
- g. Raccoons out back – avoid due to typhus risk; Liza to send reminder flyers
- h. Leaves in garage screens – volunteers to clean; Arthur to volunteer to attempt to clean
- i. Certificates of appreciation for committee members; Carol motions, Art Seconded, Board deliberated, not needed, but appreciated
- j. Hire election company; Carol motions to re-hire same election company; Arthur seconded board voted yay 5/5
- k. Motion: HOA only pays for prepaid envelopes for ballots, not nominations; motion denied.
- l. Service meeting room air conditioner (prevent condensation line leaks); Chris to send number to Liza for City of Pasadena
- m. Correct bank signature cards – need letter and copy of meeting minutes; Chris to write a letter to Chase Bank. (Chris to be added)
- n. Door camera policy (common area) – 1 on 1st floor, 2 on 2nd floor – complaints/motion Arthur motions to establish a camera policy; Tony seconded: board votes yay 5/5
- o. Wood doors to electric panel area (north back building)- tabled
- p. Torn carpet – tabled
- q. Attorney agreement; tabled; has not been sent
- r. Request to put bench back out front; Sara motioned, Chris seconded; board votes yay 4/5
- s. Paint numbers above lobby door; - tabled; look to cost replacement
- t. Consideration of Motus for earthquake insurance – tabled; we can have them give presentation
- u. Committee charters; tabled; Sara to give Liza potential templates for lawyer review
- v. Elevator inspection – renew permits; have been requested
- w. Signs for trash rooms: “No dumping” and “No pet waste in trash bin”; Sara has vinyl stickers for “no pet waste” next to lobby bins; Liza to cost for signs for trash rooms.
- x. Sewer laterals should be on reserve study
- y. CC&Rs update on reserve study (as a reservable item); will check with lawyer at meeting.

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5. Next Meeting Date

Tuesday, September 23, 2025

6. Executive Session

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Chris Corral, 2025-2026 Board Secretary