

ARROYO OAKS HOA

BI-MONTHLY MEETING January 14, 2020

Meeting called to order at 7:03 pm

Board members present

President - Leticia Longoria

Secretary - Romy Teh

Member at Large - Laraine Kirihara

Peter Ryan from Cardinal Management Group - 323-349-0865

Nancy Anderson for Minutes

Homeowners present

Units 314, 103, 104, 309, 103, 315, 318, 402

Financial Report:

As of December 31st 2019, there is a total of \$262,764. in our Reserve account. \$6841 is going into the reserves every month. Our total assets including investments are \$317,599. Some of the repair money we currently have will be used for repairs in 2020. These are projects we have been saving and preparing for.

Old Business:

- **Water Proofing of Planters** – This is one of the important projects which the Association has been saving funds to implement. The planters which have been leaking and causing problems by flooding and leaking into the garage will be waterproofed. This will be done in three areas: the 124 courtyard, the 130 courtyard and the westside of the property leading to the pool area. The center courtyard was completed two years ago. All trees/plants must be removed and then the work will begin on the planters. After Peter interviewed contractors, it was decided to go with Primetime Landscape Maintenance, and the cost will be \$76,761. Peter said this work should last for about thirty years. This price does not include new plants, but does include putting the soil back into the planters. The price may be higher if unforeseen problems arise such as sloping cement, etc.
 - Vote was put to the board at the meeting at 7:10 pm, and was passed with three YES votes.
- **Earthquake Preparedness** – We need to install shut-off valves, placed on the gas meters, so that in case of an earthquake the gas is automatically shut off to prevent fire or explosions. Peter said that would not be a reserve item so the HOA would have to levy an assessment to homeowners to have the money for this project. After Peter interviewed contractors, it was decided to go with Western Rooter Plumbing Services for this work. The cost is estimated at \$273 per unit. The assessment will take place on March 1st, 2020. Each unit will have its own shut off valve switch which will be located in the garage. The HOA will pay for the pool area valve. The board is allowed to order an assessment up to 5% on the HOA's annual income with no owner approval. Nancy called the Gas Company to find out if there is a monetary rebate we could take advantage of in relation to having this done, but the Gas Co said no.
 - Vote was put to the board at the meeting at 7:19 pm, and was passed with three YES votes.It was also mentioned again that although the water shut off and gas shut off are located in the garage, it is not allowed for any homeowner to touch these. Homeowners must get approval for an approved vendor (plumber, etc) for any work or adjustment on these association mechanicals by emailing Peter at the management company.
- **Re-Keying** – Our current Association keying system is wearing out and we need new locks and new keys. Peter has put in a lot of work researching different types of systems which has been documented in prior minutes reports. When new keys are distributed, owners will be given a new key for each old key they currently hold. Peter thinks Medico keys are the best solution. They are more reliable and last longer. Right now we have a bid from Antrim for \$10,119. Peter will get a second proposal from another vendor to see if we can get a better price.

New Business:

- **Attempted Burglary** – A trespasser drove into the garage when the gate was stuck half-way open. He parked, went to a unit and was ringing the doorbell. The homeowner has a “Ring” doorbell and was able to see him and did not answer the door. The trespasser then put his hand over the camera of the doorbell to hide his face. He left there and was wandering the complex. The homeowner whose space he parked in and another homeowner confronted him in the garage, asked who he was, realized he should not be in the garage, and so took a picture of his car license plate as he drove away. This information has been sent to the police.
- **HOA Board Elections** – Peter will be sending forms for nominations in the near future, and then he will send ballots with the nominees on them for everyone to vote for new board members. Please make sure to return your ballot so that the Association will have a quorum for the vote. The votes will be counted in March at the meeting.

Homeowner Concerns:

Unit 115 - Wondering who to call in case the garage gate is malfunctioning. Peter (from the mgmt company) said to email him. He will get in touch with the repair people. Emailing Peter is better than calling the office because he will get the email on his phone and can act more quickly. Unit 115 also asked if a homeowner wants to install a Ring doorbell do we need permission? Peter said yes, all deviations from the approved HOA style need to be okayed through him. Unit 115 said a neighbor who is a renter asked if it was ok for renters to attend the HOA meetings. Peter said no, only homeowners can attend/participate in HOA meetings.

Unit 309 - Has leaks in the garage over the parking space. Peter said that it has just been approved to fix that leak. Peter mentioned that after the leaks are fixed he would like to remove all the makeshift troughs that have been installed above parking spaces. Once again, these leaks should be resolved by waterproofing the planter boxes.

Unit 318 - Had leaks from the big rain last month inside the kitchen. Peter needs a response to his proposal before he can fix it. He is still waiting for the company to get back to him, but Peter said there were already two workers up there to waterproof around the fireplace and the other flat area of the roof which has been repaired.

Unit 302 - Also had leaks.

Unit 104 - Found Amazon box opened and empty, with no address on it. Peter said Amazon contacted him about a new technology that allowed Amazon delivery people to get a one-time-code to enter the property to deliver boxes. However, there are many, many different delivery people, and we don't know if we really want to give them access.

Unit 316 - Heard a person walking around on the roof after dark. Reminder to everyone: no one is allowed up on the roof unless it is with an air conditioning repair person or another legitimate repair person. This rule is posted on the doors to the roofs.

Unit 103 - Noticed on the HOA dues invoice that there was a double-billed amount. Peter said some of the checks that were electronically sent from him to the bank did not go through, but that he isn't yet sure which went and which didn't. There will be no late fee if a check was sent on time but didn't transmit.

Unit 315 - Has been smelling the very strong odor of marijuana smoke coming into the unit from another unit. No smoking of any substance is allowed in the complex, even inside a unit. This is a South Pasadena law and violators can be prosecuted.

Meeting adjourned 8:06 pm

HOA meetings are held every other month on the second Tuesday of the month:

Next Meeting: March 10th at 7pm