

Elm Plaza

Homeowners

726 Elm Ave #106, Long Beach, CA 90813

HOA Annual Meeting Minutes (Zoom Meeting)

Friday, December 29, 2023 – 7:30PM to 8:30PM

1. Call to Order: 7:30PM:

2023 -2024 Board Members in Attendance: President-David Weathers #202, Vice President-Tricia Leskiw #402, Treasurer-Russ Biscak #401, Secretary-RaJeannia Bohannon #207, Member at Large-Casandra Wada #103

2. 2024 - Board Elect:

- President: David Weathers #202
- Vice President: Tricia Leskiw #402
- Treasurer: Russ Biscak #401(Offsite)
- Secretary: RaJeannia Bohannon #207
- Member at Large: Casandra Wada #103

3. Budget Report – December 1, 2022 thru November 30, 2023:

- Treasurer overview
- Status of reserves

4. President's Report – Major Projects Completed 2023:

- Contracted with a single fire compliance company (Western Fire Inspections) to address all fire related needs with one vendor and lowered costs to comply
- Completed lobby ceiling repairs and lighting replacements
- Replaced the door from the lobby to the garage (red door)
- Completed roof sections – 3-A & 3-B
- 3rd floor landing subfloor rebuild and carpeted
- 201 balcony resurfaced
- Water heater overhauled
 - Replaced tube bundle
 - Replaced all burners
 - Replaced switching circuit boards and sensors

5. Compliance Projects Completed:

- Trash chute inspections - Passed
- Fire extinguisher certification - Passed
- Standpipe valve - Passed
- Backflow valve - Main - Passed
- Backflow valve - Irrigation system - Passed
- Annual fire alarm system testing – Passed

6. Major Projects in Progress:

- Fire riser flow switch on the 4th floor needs to be replaced – next scheduled inspection
- Main backflow valve rebuild & certification – pending inspection
- Replace stairwell window seals – scheduled for March 2024
- Completing roof phase 3-C section – targeting Q1 2024
- Completing roof phase 4 section – targeting Q4 2024

7. Plumbing Repairs on-hold:

- Proactively snake stacks 03 and 05 – Q1 2024
 - Replacing horizontal lines under the 03 stack
 - Replacing horizontal lines under the 05 stack
 - Clearing downspouts for roof and area drains
 - Storm drain replacement project

8. 2024 New Major Projects:

- Water heater tank rebuild or replacement depending on Porter Boiler findings/recommendations
- SB 326 related Reserves Assessment
- SB 326 Inspections

9. Support Requests Closed

1. 83 Support requests closed out in 2023
 - 40 Resident Services
 - 17 Plumbing
 - 24 Repairs
 - 2 Compliance

10. Other HOA Issues and Administrative Actions & Reminders:

- **HOA dues will remain at \$353 for 2024.** We will pick up on increases next year following the SB 326 recommendations from the study
- Numerous condo questionnaires for refinancing/purchases
- Multiple budget reports prepared
- Furnished multiple monthly statements
- Responded to complaints for rules/parking violations
- Pay the bills & coordinate with support vendors
- Reconcile the checking account
- Log payments in QuickBooks
- Elm Plaza now accepts online payments through Zelle
- Prepare delinquency notices
- Master key distribution/replacement
- Roof access control
- Directory code / phone number maintenance
- Printing and distributing parking passes
- Help with garage openers and codes
- Miscellaneous garage door repairs

- Pulling surveillance video
- Rental parking space management
- Light replacements
- Troubleshoot and resolved hot water issues
- Serviced numerous drain related issues
- Pulled video clips for residents
- Attacked all minor handyman repairs
- Elevator phone system replacement
- Elevator recall switch replacement
- Annual fire alarm testing
- Replaced roof key in Knox Box
- Replaced combination lock in trash room
- Repaired water heater supply line leak over Unit 403
- Replaced the striker mechanism in the pedestrian gate to the garage
- Two common area walkway patches applied
- Permanently solved the persistent laundry drain issue in Unit 101
- Major drain line repair in Unit 103

11. Close of Zoom Meeting: 8:15PM

Submitted by: *Ra Jeannia Bohannon* - Secretary

Approved by: *David Weathers* - President