

Elm Plaza

Homeowners

726 Elm Ave #106, Long Beach, CA 90813

HOA Annual Meeting Minutes (Zoom Meeting)

December 30, 2021

1. Call to Order: 7:00PM

2020-2021 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. 2021 – 2022 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 – August 1, 2020 thru July 31, 2021:

1. Budget distribution
2. Treasurer overview
3. Status of reserves

4. Resident Changes:

#203, 205, 305

5. President's Report – Major Projects Completed 2021

1. Sprinkler Project
 - Replaced the timer module & sprinklers
 - Repaired the underground plumbing
2. Surveillance System Project
 - Replaced security camera recorder
 - Replaced the trash area camera
 - Added four new cameras
 - Two in guest parking east and west ends
 - One in east ally facing south
 - One at the front door facing entry area
3. Proactive Plumbing repairs in garage area
 - Two main drain section were totally replaced
 - Two sets of secondary shutoff valves installed
 - Projects completed

6. Compliance Projects Completed:

- Five year sprinkler inspection - Passed
- 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
- All exit signs failed and needed to be replaced
- Riser controller valve was broken and needed repairs
- New fire extinguisher in elevator machine room to meet current standards
- Two rusted extinguisher housings replaced in the garage

7. President's Report – Major Projects in Progress:

1. Main entry panic bar and keypad - Installed
2. North pedestrian gate keypad – Installed
3. Directory Box - Door Bird
 - Completely internet based
 - Eliminates the need to have landline
 - Two way audio/video through smart phone app
 - Free still image visitor history log
 - No subscription service required
 - RFID reader built in
 - Night vision infrared LEDS
 - Keypad mode configurable via app
 - Network compatible
 - Open API for third-party integrations
 - Analysis Underway - Pending Readiness
4. Roof Plan Phase Three
 - Phase One Completed – 2018 - \$22K
 - Phase 2-A & 2-B Completed – 2021 - \$12K
 - Phase 3 Targeting - Late 2022 - \$15K (estimated)
 - Total \$49K (Original estimates came in at \$66K)
5. Other Issues Resolved
 - Replaced the original public trash cans in the lobby and by the elevator
 - Also replaced the oldest garage door opener in the southeast enclosed garage
 - Installed an Access panel for riser in front stairwell
 - Replaced the refrigerator in the rec room
 - Mopping the mess up in the rec room

8. Support Requests Closed

1. 125 Support requests closed since we last met
 - 66 Services
 - 27 Plumbing
 - 21 Repairs
 - 11 Compliance

9. Other HOA Administrative Actions & Reminders:

1. HOA Administrative Ongoing Support

- **Effective February 1, 2022 HOA dues will increase from \$292 to \$321 IAW CC&Rs**
- Numerous condo questionnaires for refinancing & purchases
- Multiple budget reports prepared
- Furnished multiple monthly statements
- Responded to multiple complaints for rules violations
- Filing multiple police and post office reports for the break ins
- 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
- Letters for rules violations
- Master key distribution
- Roof access control
- Directory code / phone number maintenance
- Printing and distributing parking passes
- Help with garage openers and codes
- Pulling surveillance video
- Rental parking space management
- Light replacements

10. Close of Meeting: 8:15PM

Submitted by: Rafjeannia Bohannon – Secretary; Approved by: David Weathers – President