

Elm Plaza

Homeowners

726 Elm Ave #106, Long Beach, CA 90813

HOA Annual Meeting Minutes (Zoom Meeting)

Friday, December 30, 2022

1. Call to Order: 7:00PM

2022 -2023 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. 2023 - 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, 2021 thru July 31, 2022:

1. Treasurer overview
2. Status of reserves

4. President's Report – Major Projects Completed 2022

1. Security Access Related Project
 - Installed ¼" steel latch guard on garage pedestrian door
 - Replaced the main garage gate rollers and installed track guard
 - Modified garage gate to prevent it from being lifted from tracks
 - Replaced main garage gate opener safety beam assembly
 - Fortified the striker plate on the from door
2. Unit 104 Wall Remediation & Rebuild
 - Rebuilt and stucco two walls in Unit 104
3. Surveillance System Attributes Project
 - 13 camera locations
 - High capacity drive 16TB
 - Added four new cameras in 2021
 - Two in guest parking east and west ends
 - One in east ally facing south
 - One at the front door facing entry area
4. Proactive Plumbing Repairs
 - Replaced plumbing in garage area at the bottom of the 01 and 02 stacks
 - Installed new storm drains leading to the street
 - Projects completed

5. Compliance Projects Completed:

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

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

1. Progressively move to key fob entry system where practical
2. Replace stairwell window seals
3. Install trash room gate keypad system
4. Complete lobby ceiling repairs following plumbing replacement
5. Directory Box - Door Bird **Postponed due to high cost and competing priorities**
6. Roof Repair Plan - Phase Three
 - Phase One Completed – 2018 - \$22K
 - Phase 2-A & 2-B Completed – 2021 - \$12K
 - Phase 3 A, B, C. Targeting - Early 2023 - \$23K (estimated)
 - Total \$57K (Original estimates came in at \$66K)
7. Plumbing Repairs
 - Replace horizontal lines under the 03 and 05 stacks
 - Hydro jetting all horizontal lines in the garage area
 - Clearing downspouts for roof and area drains
8. Installed Organic & Food and Dry waste/recycling carts in the trash bin room

7. Support Requests Closed

1. 83 Support requests closed out in 2022
 - 38 Resident Services
 - 13 Plumbing
 - 18 Repairs
 - 15 Compliance

8. Other HOA Issues and Administrative Actions & Reminders:

- **Effective February 1, 2023 HOA dues will increase from \$321 to \$353 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
- Resolved the HUGE broken key situation in the elevator
- Troubleshoot and resolved hot water issues
- Pulled way too many video clips for residents
- Adjusted door closers constantly
- Attacked all minor handyman repairs

9. Close of Meeting: 8:20PM

Submitted by: *RaJeannia Bohannon* – Secretary

Approved by: *David Weathers* – President