

**REGULAR MEETING
EL SEGUNDO SENIOR HOUSING CORPORATION
SENIOR HOUSING BOARD**

January 23, 2013

CALL TO ORDER:

The regular meeting was called to order at 7 p.m. at Park Vista. Martin Stone, President, presiding.

ROLL CALL:

Directors present: Martin Stone, Carol Wingate, Karen Gorin, Paula Rotolo
Laura Freeman, Terry Sue Aikens, and James de Cordova
Others: Neil Cadman, Cadman Group, a California Corporation
Gregg Kovacevich, City Legal Representative
Meredith Petit, Recreation Superintendent/City Liaison

PUBLIC COMMUNICATION:

Martin Stone asked if there were any public communications regarding agenda items. There were none.

MINUTES:

Martin Stone asked for a recommendation for approval of the November 28, 2012 Minutes.

Motion: "To approve the November 28, 2012 Minutes as presented," was made by Carol Wingate and seconded by Paula Rotolo. All were in favor. Motion carried.

NEW BUSINESS:

President's Report:

Martin Stone did not have anything to report.

Presentation of the Management Report for the Months of November and December 2012:

Mr. Cadman reported having a tenant/management meeting yesterday morning. Some of the topics of discussion included the following:

Site staff reported to Neil Cadman that residents have been lighting the gas fireplace. Mr. Cadman requested that Jim Maynard remove the key from the fireplace to avoid any possible burn injuries. Since the management company was made aware of the situation, Mr. Cadman felt it would be negligent to allow this practice to continue. To allow a more safe use of the fireplace, Mr. Cadman ordered a self-igniting gas log set that includes a remote on/off button that will allow the fireplace to be turned on for a set period of time remotely. The plan is to fix the remote to the wall so it does not get misplaced. The cost was approximately \$600.

Residents reported that lights in the bathrooms were not working. Motion light sensors will be installed in both common area bathrooms. They will also be installed in the laundry and trash chute rooms, which will also save on electricity.

Residents reported that the gardeners are using the blowers, which results in debris being blown into the parking lots, which can cause allergy issues. The gardeners will be asked to be more careful to not blow debris back into the parking lots. Residents suggested having Al and Tito water down the dirt in various areas.

A couple of parking cards and personal items were taken during a recent parking lot break-in. The Police Department came out and reviewed the videotapes, but could only ascertain that it looked like a woman. Laurie Risk from the Police Department will be coming out on February 5th at 10 a.m. to give a safety presentation to residents, to be held in the community room.

Residents requested new elevator floor plan evacuation stickers. Mr. Cadman and Raquel will review the files and possibly re-do the stickers or get new ones. Cadman Management will not, however, be providing residents with evacuation instructions to use in case of emergency, as they are not qualified to do this. Residents should familiarize themselves with the nearest building exits.

The unit numbers and related residents' names will change to a different system for safety reasons. Names will also be alphabetized. A spreadsheet is being prepared to keep by the mailboxes to assist the mail carrier while sorting the mail.

Residents asked if a cable box could be installed on the downstairs television to allow for more channels. Note this would not be included in the existing Time Warner package for residents' individual units. This subject will be included on next month's agenda for discussion.

Residents asked if they could access the Internet by utilizing the management company's Wi-Fi password. Mr. Cadman indicated that he declined residents' request in order to keep the financial information contained on their system secure.

Mr. Cadman forwarded information to Meredith Petit concerning a program that provides free specialized amplified telephones to seniors. Residents asked if the organization could visit Park Vista to give a presentation to residents.

Mr. Cadman reported he is expecting to receive a bid for the third floor decking.

Other items reported by Neil Cadman consisted of the following:

The front door sensor failed, and was replaced at a cost of \$1,420.71. The new eye on the sensor has also now been adjusted to open if the door starts to close when someone is near to the doorway.

Next week one balcony will be re-sloped as a test, at a cost of \$750.

The recent fire sprinkler system test revealed a problem. The problem was resolved on an emergency basis, to repair the shutoff valves on the 2nd, 3rd, 4th and 5th floors, for a cost of \$2,875. A small amount of water was leaking in the first floor garage.

Mr. Cadman reported that he did some preliminary shopping for new common area furniture. Based on the Board's request for the material to be stain and moisture resistant, the best choices

seem to be leather or a treated denim fabric. These requirements are more in line with dorm-type furniture, which is, of course, more expensive. Mr. Cadman found couches that would be appropriate for the common area from such places as Living Spaces, and cost approximately \$700 to \$800. The dorm-type furniture would be closer to \$2,000 or so. Residents also reminded Mr. Cadman that the furniture should be on casters. The Board indicated that casters could be installed later. Adding casters would also result in making the furniture higher for ease of getting up and down. Mr. Cadman found that chairs could be purchased for approximately \$350 to \$400. The budget to get a couch and chairs for the community room should be approximately \$8,000 to \$9,000.

The \$53,000 line item on the reserve study for furniture replacement includes all landing area furniture. The Board asked if there are any alternatives available to leather or treated denim, similar to the Sunbrella fabric used for the patio, except appropriate for indoor furniture. The Board suggested forming a committee to research what types of furniture may be appropriate.

Motion: “To form a furniture shopping evaluation/recommendation committee consisting of Laura Freeman, Jim de Cordova, and Terry Sue Aikens,” was made by Carol Wingate and seconded by Martin Stone. All were in favor. Motion carried.

Mr. Cadman noted that the landing furniture tends to be less permanent than furniture located in the community room. However, furniture located in any common area is City property, and anything removed is considered theft. The committee will provide a two-tier recommendation for community room furniture, as well as furniture for the landings. This item will be put on next month’s agenda for discussion.

Reserve Account LAIF:

Martin Stone asked if there were any comments or questions regarding the LAIF report. There were none.

Motion: “To accept the reserve account report as presented,” was made by Carol Wingate and seconded by Martin Stone. All were in favor. Motion carried.

There was a discussion regarding the balance of the reserve study being a little off. The projected amount of \$715,000 for January 2013 was done in July, when the correct figure was actually \$710,375. Mr. Cadman recalled that an error was made on the 2011 reserve study by not taking into account the money market accounts. The 2011 study was later revised. Therefore, the 2012 reserve study does have the correct opening balance, and the 2013 reserve study balance is very close, keeping in mind that the reserve study is an estimate.

Presentation of the Financial Statements for the Months of November and December 2012:

For the month of November 2012, Neil Cadman reported a net cash flow of \$12,720.74. As of November 30, 2012, Citizen’s checking account was \$84,446.34, Park Vista business checking account at Chase was \$11,100, Grandpoint account was \$215,830.44, LAIF was \$207,149.49, and Chase money market account was \$178,110.67, for a total checking and savings of \$696,636.94.

Mr. Cadman asked for any questions. Karen Gorin asked if the redo of the fireplace would result in an increase to the gas bill. Mr. Cadman replied that the difference would be negligible.

For the month of December 2012, Neil Cadman reported a net cash flow of \$13,287.27. As of December 31, 2012, Citizen's operating checking account was \$97,926.97, Park Vista Grandpoint account was \$215,830.44, Chase checking account was \$11,100, LAIF was \$207,206.86, and Chase money market account was \$187,110.67, for a total of checking and savings of \$710,374.94. Mr. Cadman said to ignore the escrow cash category because it is a general journal item, which should not be there and will be taken care of tomorrow.

Mr. Cadman asked for any questions. Carol Wingate asked for the status of the audit. Mr. Cadman replied that the audit was completed and sent to the City six weeks ago. Mr. Cadman is currently waiting to receive from the City the general journal to remove extraneous items, and hopes it will be forthcoming. Ms. Wingate asked for an explanation.

Mr. Cadman explained that he needs a general journal to wipe some of these things out. The City Finance Department needs to have Park Vista's loan audited, which takes an auditor to affirm that as of December 31st the loan is in the stated amount. The auditor will not do that, possibly because the actual loan documents are needed in order to get the beginning balance, etc. The Finance Department has asked Mr. Cadman to validate the amount of the loan, which he cannot do until he has the beginning balance as audited last year. He could then provide the City with the number of \$13,000 payments he made to the principal. Then the current loan amount could be ascertained. Mr. Cadman indicated that the 2012 audit will soon be available for the Board's approval.

Motion: "To accept the financial reports as presented," was made by Carol Wingate and seconded by Paula Rotolo. All were in favor. Motion carried.

Management-Provided Loaner Beds:

Carol Wingate proposed doing away with the management-provided loaner beds because they are not being maintained and can harbor bed bugs. She noted that residents could always get blow-up beds for their company.

Motion: "To do away with the loaner beds that have been in the building for a long time, and let residents take care of providing bedding for their own short-term guests," was made by Carol Wingate and seconded by Paula Rotolo. All were in favor. Motion carried.

Night Manager Position:

Laura Freeman stated the building should have a part-time position for a night and weekend manager because there have been incidents of theft, break-ins, people being locked outside, and unruly people and children in the building. Additionally, after 5 p.m. there is no one on site to allow someone to move into the building, or to allow existing residents to move from one unit to another. Ms. Freeman suggested having a part-time manager position to cover the peak hours of 5-10 p.m. on weekdays and 10 a.m. to 2 p.m. on weekends. Ms. Freeman noted that most residents return home by 10 p.m. Ms. Freeman felt this would boost security around the building and allow things to be checked, such as the fireplace, secure all doors and parking lots, turn lights off, bring in the patio furniture at night, and allow for possible late mail delivery. It would also avoid residents disturbing Jim Maynard after his normal work hours.

Mr. Cadman confirmed that although Jim Maynard gets off work at 5 p.m., residents are still able to reach the management company by calling the 24-hour emergency line for any emergency.

Additionally, Jim has always assisted residents in the past when emergencies occurred, whether he was on the clock or not. Even though a person cannot be made to work over eight hours a day because of labor laws, Mr. Cadman stated that any resident manager knows it is a 24-hour-a-day job. Additionally, Park Vista has a resident manager who is receptive to tenants' needs, and if there is a true emergency, Jim responds.

Mr. Cadman indicated that he is willing to put together a package to restructure his management service fees to allow for 24-hour-a-day service to the building, but it will be pricey. Another possible structure for a building of this size may be to have a manager who clocks in at 8 a.m., clocks out at 5 p.m., leaves the building, and drives home. Then the on-call night manager, who could be your regular maintenance position or similar position, who may just happen to live in the building, has access to the building keys and emergency numbers, etc., could take over. This is another possible management structure. Mr. Cadman noted that even providing coverage for the hours of 5-10 p.m. would not provide assistance for emergency situations that occur at any time.

Jim de Cordova stated his understanding that rents for the building were determined predicated on a study done that included collecting information such as rents in the surrounding areas to determine a percentage below those rents, as well as taking into consideration management service costs, etc. Mr. de Cordova wondered whether requiring more management coverage would significantly impact existing rents.

Laura Freeman asked Neil Cadman if he could prepare a proposal, taking into consideration the extra hours requested from 5-10 p.m. on weekdays and 10 a.m. to 2 p.m. on weekends, to see how much it would cost for the proposed additional coverage. Karen Gorin felt having additional coverage for just one weekend day would be sufficient to assist residents trying to move.

Gregg Kovacevich stated that a motion would be needed to specify exactly what Neil Cadman is to include in his informal proposal for the Board's review. For example, how many hours, what days, and what the responsibilities of the position should be, etc.

Motion: "To direct Neil Cadman to provide a cost proposal for Monday through Friday from the hours of 5 to 10 p.m., and weekends from 10 a.m. to 2 p.m. (not to exceed four hours), for a 33-hour work week, and job duties to include walking the floor, checking the lights, checking that doors are locked, and providing general security of the building," was made by Laura Freeman and seconded by Terry Sue Aikens. Four were in favor and three were opposed. Motion carried.

Neil Cadman stated that based on the information provided, it would cost approximately \$23,000 annually based on a \$13/hour wage. For 30 hours a week, it would be approximately \$19,000 gross pay plus another \$4-5,000 in payroll taxes. Laura Freeman asked that the proposal for the part-time position include the cost for both Saturday and Sunday coverage.

Jim de Cordova asked if there would be any additional costs incurred because Park Vista is a public building. Mr. Cadman replied that his proposal would include more on-site management of the facility. He would then provide a proposal for the resulting increase in his management fee. Because the part-time person would be an employee of Cadman Group, all associated payroll costs would be included. Karen Gorin asked whether benefits would be included, since it is a part-time position. Mr. Cadman replied that he would have to leave that aspect open because he does not know if he would be required by the federal government at some point in the future to provide

health insurance to part-time employees as well. No one knows at this point what is going to be required regarding health benefits. Ms. Freeman asked if Cadman Group's other employees, such as the janitor, maintenance and present manager and staff would be included in the breakdown. Mr. Cadman responded that he would only do that in private because he would not divulge people's salaries to the public.

Parking Policy and Restrictions:

It was noted that what can or cannot be kept in a parking space is covered in the rental agreement, which states that it must be an operational vehicle. If a car is not operational, the parking space must be vacated and offered to the next person on the waiting list. Mr. Cadman noted that a complaint was made last month about possible non-operational cars being parked in Park Vista's parking spaces.

Ms. Freeman asked if Mr. Cadman had provided the Board with a revised copy of the Vacated ADA Parking Space Policy as requested last month. Mr. Cadman replied that the requested change was made, but that he did not have a copy with him tonight. Mr. Cadman noted that he would provide a copy of the revised policy to the Board via email.

Reserve Study:

Karen Gorin asked earlier in the evening about the projected starting balance and why it was different between last year and this year. Mr. Cadman explained earlier that it was an error on the earlier reserve study. Mr. Cadman suggested checking the Three-Minute Executive Summary for a summary of what the reserve study says.

Ms. Freeman noted that many of the repairs listed in the reserve study have already been done. Paula Rotolo explained that items that have been addressed remain line items, but that their life span is redistributed. Martin Stone asked where the line item was noted in the budget to show where the money is going into the reserve account. Ms. Wingate explained that you would have to compare the difference in the balances between the end of December and the beginning of November, which is about a \$13,000 increase in those two months. It indicates about \$7,500 going in, but there is no specific reserve account. Mr. Cadman said that you will not see a check register because it is not a profit and loss item, nor is it considered income or expense. You will only see it reflected as an increase on the balance sheet. For example, if you total all the balances of the bank accounts for the end of December and compare it to the total balance of all the bank accounts for the end of October, you will see a difference of \$13,000. The cash on hand increases every month. Mr. Cadman also noted that the reserve study does not reflect the \$50,000 the Board previously had him transfer from checking into LAIF.

Mr. Cadman explained the purpose of having the reserve study. Several years ago new increased rental rates were implemented based on a new formula. Mr. Cadman noted there was some concern about raising rents when the facility had money in its accounts, but back when Cadman Group first took over management of the building, it was financially upside down. Paula Rotolo and Carol Wingate worked diligently to renegotiate the building's loan with the City, and eight years later there was once again money in the accounts, and the building was once again fully functional. Then there were questions about possibly reducing rental rates because there was finally enough money in the accounts. Mr. Cadman warned that upcoming repairs to the building would be

expensive, such as the roof replacement, the 27-year-old pipes, modernizing the elevators, etc. Since condominium buildings utilize reserve studies to determine how much money they should have on hand, Mr. Cadman came up with the idea to request a reserve study for Park Vista. It was to provide a useful perspective on how much funds a building of this size and age should have on hand to maintain its various components, taking inflation into consideration. The figures used in the reserve study are general in nature, rather than specific. A company comes out and walks through the building to conduct an on-site survey every four years, and then provides an off-site updated study every other year.

Martin Stone asked Neil Cadman if it would be a good idea to work together on some of the building's larger issues, since the reserve study is not precise, and since the building does have some current issues that need to be addressed, such as the balconies, roof, and plumbing. Mr. Stone indicated that maybe some of the bigger items should be compared to what the reserve study is recommending to see how close we are to what the reserve study indicates.

Mr. Cadman indicated, as he did last month, that he would need specific direction from the Board as to what they want him to do. Mr. Cadman does not want to call vendors out to give their expert opinions and proposals if they have no chance of getting the work. The vendors typically want to be paid to give their opinion on what is wrong and how best to fix the problem. Otherwise, they will eventually stop coming out. Laura Freeman asked what happened to the idea of having someone from the City come over to give an opinion as a liaison of sorts. Mr. Cadman stated that he plans to talk with Martin Whitehead at the City to see if Mr. Whitehead can give an opinion. Meredith Petit, Recreation Superintendent for the City, indicated that Mr. Whitehead may not have specific expertise, although he does meet with the contractors that the City hires. Therefore, it would still mean hiring someone to come out. Mr. Cadman stated that he has in the past requested an opinion from Mr. Whitehead, and found him to be very helpful.

Mr. Cadman stated that the Board could direct Mr. Cadman to hire a construction consultant to come out and give an opinion. However, the reserve study already provides an estimated life expectancy of the building's various assets, and it is ultimately up to the Board and the management company to replace items as necessary, and in a timely manner, before something becomes an emergency. Laura Freeman brought up the comparison Mr. Cadman made last month regarding the difference between property management and facility management. Ms. Freeman asked whether Park Vista might benefit from having a person somewhere in between the function of the property management company and the City to assist with some of these things, since Park Vista seems to have more issues on an ongoing basis than some of the City's other buildings and has to go through the bidding process on top of it. It might be better than having to go through outside vendors.

Ms. Freeman asked Meredith Petit if the City has some kind of estimator that Park Vista could utilize, because hiring a vendor to come out does not accomplish anything since the job would have to go out for bid. Moreover, the vendor would not end up getting the work anyway. Karen Gorin referred back to last month's minutes that suggested asking the City what method they use to monitor the conditions of City Hall, the Police and Fire Departments, or if they have someone who monitors those facilities for them. Ms. Petit indicated that she would check with the City to see if they have someone who does this for their various buildings.

Martin Stone stated that because of the size of some of these repair items, and because they have to go through the bidding process, it takes a long time to get the projects moving forward. Carol

Wingate summarized the current projects on the table: 1) the roofing project is in the City's cue, 2) Neil Cadman has someone coming out to fix one of the balconies to determine an approximate cost for the rest, and 3) painting of the building needs to be put on the agenda because it will take several months to get the project moving forward.

Neil Cadman suggested doing spot inspections of the building, and invited Board members to call on him anytime to arrange a walk through of the building so they could bring any items to his attention that need to be addressed. Then the issues could be put on the agenda for discussion at the next Board meeting and get on the City's radar.

Laura Freeman stated that she brought up the painting project a couple of months ago because she wanted the decks and painting of the building included with the roofing project. She wanted all three in because it takes so long. Neil Cadman questioned whether painting the building was ever formally submitted to Public Works with the roofing project. Carol Wingate agreed that they are not sure whether it was ever formally submitted to Public Works, and that it may have been just the roof. Meredith Petit will check with Public Works to determine whether painting of the building was included with the roofing project. Ms. Wingate suggested holding off putting the decks in right now because it will take nine months to get the decks fixed as a whole. She indicated that the decks should be addressed on an individual basis as needed.

UNFINISHED BUSINESS:

Park Vista Roof Project Update:

Meredith Petit reported that she had talked with Stefanie regarding the roofing project. Martin Whitehead will be coming out to Park Vista to inspect the roof and to make an assessment. He will be using the three quotes previously provided by Neil Cadman as a baseline for full roof replacement. The Board will then be presented with some recommendations and options at the next Board meeting. The Board can take a look at what the City is recommending, and then the Board can potentially approve a not-to-exceed amount. Once the City gets the bids back, it will go to the lowest qualified bidder. If it falls within the range of what the Board is willing to spend, Mr. Whitehead will provide some cost estimates to give the Board an idea. It will also need to go to Council a couple of times in March and April to award the contract and to secure the insurance and bond for the contractor, with work probably starting in the summer.

Neil Cadman recommended against a rock roof. He also recommended removing the old solar panels, and use of a reflective white coating on the roof.

OLD BUSINESS:

Carol Wingate reported for the ad hoc committee formed last month for the purpose of addressing questions regarding qualifications for independent living. Ms. Wingate and Mr. de Cordova met with Marty Stone's wife, Laurie, who is an expert in this field. Ms. Wingate handed out a list of 12 commonly asked questions concerning a person's Activities of Daily Living (ADLs) for the Board's review. These ADLs should be used as a sort of guideline to determine if a person is still capable of independent living.

Concerns have come up about some residents in the building who are creating a danger to the rest of the residents. Residents have complained about their neighbors and have been asking what is going

on. Ms. Wingate stated that the Board is not qualified to evaluate whether someone is capable of living independently. The list of questions is a useful guideline. If there are two or three no answers to the questions, it may indicate that someone needs to be looked at. The emergency contact or family member for the resident would then be contacted to ask if they have visited their loved one recently. If someone really does need more help than should be necessary, and if the family does not take action, Adult Protective Services would be contacted.

Neil Cadman has prepared a request for updated emergency contact information with a cover letter to be distributed to all residents. It will become part of the rental agreement because residents are required to fill out an emergency contact form. Mr. Cadman will have a due date on that. The emergency contact will be sent a letter stating that they have been named as an emergency contact. The list of questions will be sent to the emergency contact person. The list of independent living questions can be used by the emergency contact person, the resident, and Park Vista management to evaluate the capability of residents to live independently. If there are concerns about a resident's well being, an informal evaluation can be done by the concerned parties using the list of questions. If the evaluation raises questions, the emergency contact would be requested to provide assistance or further investigation. If the contact does not act, and the safety of the resident and/or the rest of the residents is called into question, Adult Protective Services would be called to make a formal evaluation and a recommendation for action.

Neil Cadman indicated that the request for updated emergency contact information sheet and cover letter will be distributed to all residents tomorrow morning with a request that it be returned to the office by February 1, 2013. The updated information will be entered in the database, and then the emergency contact people will be contacted.

Mr. Cadman also reported that the two active related situations in the building are about to be resolved.

Motion: "To put discussion of the independent living status and questions on the agenda for the next Board meeting," was made by Carol Wingate and seconded by Paula Rotolo. All were in favor. Motion carried.

Laura Freeman reported on behalf of the ad hoc committee with the permanent goals of establishing what the residency eligibility requirements will be for new tenants, and also for reviewing rents. Terry Sue Aikens stated that while reviewing past documents, the committee came across information that brought up more questions, and as new Board members, they were not able to answer. Karen Gorin passed out packets for the Board to review for discussion at the next Board meeting and, in particular, the three highlighted areas. Ms. Aikens also added that the committee would like an explanation in writing or verbally on the formula used to qualify for tenancy at Park Vista, and to explain regarding the 45 percent. The committee would also like to know when the amount of money an applicant could have went from \$21,000 to \$30,000 to \$45,000, and what discussion occurred to support raising the amount and still qualify for living at Park Vista. Gregg Kovacevich asked Ms. Gorin to email the three questions to Neil Cadman, so together he and Mr. Kovacevich could do the research to find the answers the committee is seeking.

Motion: "To place on the next agenda the ad hoc sub-committee report regarding tenant eligibility requirements for discussion and possible action," was made by Terry Sue Aikens and seconded by Carol Wingate. All were in favor. Motion carried.

CITY STAFF REPORT:

Meredith Petit reported the youth drama production of *Oklahoma* will be held at Rec Park this Thursday through Sunday. There are a few free tickets available for Park Vista residents that can be picked up at the front desk at Joslyn Center. Ms. Petit also has flyers for the upcoming Comedy Night, to be held at the high school on February 4th at 6 p.m. Tickets are \$20, but there are a few free tickets available at Joslyn Center for Park Vista residents.

BOARD MEMBERS' REPORT:

Laura Freeman reviewed the letters received in the suggestion box, which included topics such as concern about the fireplace, which Neil addressed earlier tonight; a question why the rec room is not being reserved by posting reservations on the lobby calendar when the rec room is being used for activities, and Neil Cadman will put up a calendar for this purpose; a short note of thanks for the replacement awnings; a question why two different residents have had their sons living here for months; something about empty apartments on the first floor; people are still smoking in the building; storage in the garage; and shopping carts ending up at Park Vista.

PUBLIC COMMUNICATION:

Martin Stone asked for any public communications.

Mike Corenman, Unit 317, asked the Board to decline the proposal for a night manager. He indicated he is also opposed to getting a cable box installed downstairs.

Mary Jane Clutter, Unit 208, asked what items, other than a car, are allowed in their parking spaces, because people are storing their stuff there. Mr. Cadman confirmed that only a car should be in a parking space.

Norma McLynne, Unit 503, thanked the Board for their volunteer service on the Board, and especially thanked Laura Freeman for her concern about the residents. She also asked if the emergency contact person for a resident must be local, or if they could be out of town. The Board replied that it would be best to have at least one emergency contact near by.

Donna Cummings, Unit 204, asked how residents could provide input to sub-committees on items affecting residents. Ms. Freeman responded that the suggestion box can be used, as well as the email that Ms. Freeman set up.

Donna McCarthy, Unit 315, asked who screens and interviews prospective tenants for Park Vista. Neil Cadman responded that management screens prospective tenants. Karen Gorin asked Ms. McCarthy what her concerns are. Ms. McCarthy stated that since Park Vista is an independent living building, residents who cannot care for themselves should not be allowed to move in. They should not require part-time or full-time caretakers at the time they move in, and the screening process should be more stringent.

Mary Anne Moore, Unit 110, asked what happened to the previous system of having on-call night managers. Neil Cadman responded that it was stopped because it was a liability issue.

Donna Cummings, Unit 204, asked what the status is for getting a cable box downstairs. Paula Rotolo responded that it is on the agenda for discussion next month.

ADJOURNMENT:

Motion: “To adjourn the meeting,” was made by Paula Rotolo and seconded by Laura Freeman. All were in favor. Motion carried. The meeting was adjourned at 9:30 p.m.