REGULAR MEETING EL SEGUNDO SENIOR HOUSING CORPORATION SENIOR HOUSING BOARD

February 27, 2013

CALL TO ORDER:

The regular meeting was called to order at 7 p.m. at Park Vista. Carol Wingate, President Pro Tem, presiding.

ROLL CALL:

Directors present: Martin Stone, Carol Wingate, Karen Gorin, Paula Rotolo

Laura Freeman, James de Cordova and Terry Sue Aikens

Others: Neil Cadman, Cadman Group, a California Corporation

Gregg Kovacevich, City Legal Representative

Meredith Petit, Recreation Superintendent/City Liaison

PUBLIC COMMUNICATION:

Carol Wingate was asked to chair tonight's meeting since Martin Stone stated he is under the weather and losing his voice.

Ms. Wingate asked if there were any public communications regarding agenda items. There were none.

MINUTES:

Ms. Wingate asked for a recommendation for approval of the January 23, 2013 Minutes.

<u>Motion:</u> "To approve the January 23, 2013 Minutes as presented," was made by Paula Rotolo and seconded by Karen Gorin. All were in favor. Motion carried.

NEW BUSINESS:

President's Report:

There will be no President's report tonight.

Presentation of the Management Report for the Month of January 2013:

Mr. Cadman reported on the following items brought up last month, mostly from the management/tenant meeting: Motion sensor light switches were installed everywhere around the building except the laundry room. Since the sensor is too sensitive for that area, Mr. Cadman will look into other options. The new fireplace system is in place. The gardeners have been asked to be careful to avoid blowing dirt into the parking areas. The front door sensor has been adjusted. An alphabetical listing has been placed by the mailboxes. Four trees in the patio area

have been trimmed. Complaints have been received about a barking dog on or near the first floor, but the dog has not yet been identified. A complaint was received that it's taking too long to get units rent ready. Mr. Cadman noted that it typically takes four to five days from the date the previous tenant moves out, unless the new tenant is not moving in immediately. New copies of the building's evacuation plan have been placed on each floor by the elevator.

Mr. Cadman reported he is still working on the intercom list. Delivery of packages has become problematic since multiple tenants have the same or similar names; moreover, listing last names with unit numbers presents a security issue. Mr. Cadman stated that it will be an enormous task to completely reprogram the system, so all things must be taken into consideration before being implemented. Mr. Cadman will make his recommendation to the Board next month.

Mr. Cadman reported that he recently received a \$6,000 verbal quote to repair and waterproof the third floor deck. Previous quotes were a bit higher; therefore, it's not likely to be below the \$5,000 threshold.

Mr. Cadman reported on a plumbing issue that occurred last Friday evening by unit 413. A pipe broke in two places, behind the wall on the second floor, which caused damage to the first floor ceiling by the women's bathroom. Patching was completed on the second floor, and an access panel was installed. The first floor ceiling by the women's bathroom was purposely left open to allow it to thoroughly dry before being sealed.

Mr. Cadman noted that he is receiving more complaints about pets. Some people are reportedly feeding pigeons and stray cats, which can result in health hazards for residents, and vermin issues for the building. Mr. Cadman reminded tenants to avoid feeding animals around the building.

Ms. Freeman asked if the fireplace gas level can be pre-set to avoid wasting gas. Mr. Cadman will look into it.

Reserve Account LAIF:

Ms. Wingate asked for any comments or questions regarding the LAIF report. There were none.

<u>Motion:</u> "To accept the reserve account report as submitted," was made by Paula Rotolo and seconded by Martin Stone. All were in favor. Motion carried.

Presentation of the Financial Statements for the Month of January 2013:

For the month of January 2013, Mr. Cadman reported a net cash flow of \$12,808.18. As of January 31, 2013, cash in bank was \$106,687.26, Park Vista business checking account at Chase was \$11,100, Grandpoint account was \$216,114.02, LAIF was \$207,404.56, and Chase money market account was \$178,214.45, for a total checking and savings of \$719,520.29.

Mr. Cadman asked for any questions. Ms. Freeman requested assistance in locating the reserve funds on the balance sheet. The explanation was given that with the exception of the first two line items, the accounts listed directly below act as reserve accounts. The \$719,520.29 of assets, minus cash in bank, is directly tied to the amounts in the reserve study. Ms. Wingate asked for

an update on the audit. Mr. Cadman responded that the audit itself is done, but he still needs the journal entry to make retained earnings, etc. correct. Mr. Cadman said he would talk to Jenny, but it is the auditor who really needs to give direction for the journal entry. Mr. Cadman also noted that it is time to start the 2012 audit.

<u>Motion:</u> "To approve the financial statements as presented," was made by Paula Rotolo and seconded by Martin Stone. All were in favor. Motion carried.

Park Vista Budget:

Mr. Cadman stated that he analyzed the 2012 numbers in preparing the draft 2013 budget. He changed the anticipated rent income for 2013 based on the budget. Each category of expenses was reviewed, and an anticipated percentage of the budget was assigned to each category. Mr. Cadman asked for any questions.

Ms. Wingate asked for an explanation on the high expenses listed in January, February and May for office supplies on the page titled "cash flow for 12 months for 2012." Mr. Cadman will look into exactly what the figures represent. Ms. Wingate suggested it is probably a computer or copy machine. Also, line items for licenses, permits, and security service were not on the 2012 budget. Mr. Cadman responded that it was probably the alarm, rather than security service, and therefore would not be listed in the 2013 budget. Mr. Cadman indicated the same applies to the licenses and permits categories. Ms. Wingate also noted that the management fees listed on the budget detail report for 2013 show \$1,007 for the year, which cannot be correct. Mr. Cadman will make the appropriate changes and provide a revised budget for the Board's review and comment. This item will be placed on next month's agenda.

Park Vista Roof Repair Project:

Meredith Petit introduced Stephanie Katsouleas, Director of Public Works, to address the Board and give a status report on the upcoming roof project. Ms. Katsouleas reported they have three quotes for different types of work ranging from spot repair, to major repair, to complete replacement. A fourth quote was received after the agenda was prepared. The fourth quote assesses the roof as "fair" condition, which is at the lower end of the scale of rated conditions. The fourth assessment recommends a five-year maintenance contract for \$5,000 per year to extend the life of the roof for another five years. The company would come out annually to check the roof for wear and tear and make any necessary repairs over the five-year period. At the end of that time (in 2018), Park Vista would install a new Tremco roof, which is a very durable roof offering a 30- to 35-year warranty, as opposed to a standard roof that would likely last 20 to 25 years. Tremco roofs are currently about \$300,000. Of course, in five years the price of the roof may be higher.

Ms. Katsouleas indicated that past bids received by the City have been all over the place, even though the bid specifications were exactly the same. These wildly different bids may be dependent on whether vendors already have enough work in a strong economy, or whether they are hungry for work and willing to negotiate on their price. Vendors' references are also checked. Ms. Wingate asked whether the City received any bids for a full roof replacement. Ms. Katsouleas responded that the bid for replacing the roof ranges from approximately

\$150,000 to \$300,000 depending on the type of roof installed, and that the City will ask for the Board's direction regarding the type of roof it wishes to have installed.

Ms. Wingate stated that since Park Vista's roof is already 27 years old, and the average life expectancy of a regular roof, as stated earlier, is 20 to 25 years, she has some concerns. If the roof should develop a major leak, it would cause major disruption to many of Park Vista's residents. Ms. Wingate indicated that the Board as a whole has been discussing for several years now doing a full roof replacement, and has been diligently setting aside the necessary funds for this purpose. Ms. Katsouleas agreed that it would be the smart decision financially.

Ms. Wingate asked if it is still the will of the Board to go forward with a full roof replacement. Ms. Katsouleas said she would need the Board to direct what caliber of roof they want to go forward with. She also urged the Board, when considering the cost difference, to consider that a Tremco roof will last approximately a decade longer than a typical roof. She explained that a Tremco roof is a brand/system name, like Cadillac or Ford, and that multiple vendors are capable of installing a Tremco roof.

Ms. Freeman asked how long it would take to get the roof installed once the City receives direction from the Board to go forward. Ms. Katsouleas stated that if she receives direction from the Board tonight, the roof could be installed by the end of summer. Ms. Aikens asked if the prospective vendors are analyzed for how long they have been in business as an indicator whether they will be around down the line if problems are encountered with the roof. Ms. Katsouleas responded that Tremco has been around a long time, and provides a warranty for a certain number of years.

Ms. Gorin asked exactly what the process is going forward. Ms. Katsouleas indicated that if the Board directs her tonight to go forward with the Tremco roof, she will begin gathering the specifications to go out for bid. Once a bid is selected, she will bring the figure back to the Board to authorize the expenditure, probably sometime in April. The Board agreed that it would be willing to hold a special meeting in April in order to make the City Council's deadline to get the project on their agenda. It would be on the City Council's agenda for its first or second meeting in May. Once City Council approves the bid, the City would contact the vendor the next day. Ms. Katsouleas indicated that it does take about a month to get all the required bonds in place and to get the contract signed. During the months of July and August, all punch list items would be reviewed and wrapped up.

Mr. Cadman noted that although the Board has been saving money for the past several years to replace the roof, they should also discuss how they plan to re-fund Park Vista's reserves, since the reserve account would be underfunded once the money is used for the roof replacement. Mr. Cadman noted that the building also has major plumbing issues. Ms. Wingate agreed that the Board will have to discuss how best to rebuild the reserves to a safe level, but that the roof replacement is an important project that has been planned for quite some time, and is absolutely necessary. Mr. de Cordova asked if there were any other large ticket items that may need to be addressed before the reserves could be adequately built up. Mr. Cadman responded that the reserve account may need to be analyzed, taking into consideration that a large portion of the reserves will have been depleted in the short term.

Mr. Cadman suggested it may be prudent to hire the reserve study people to prepare a revised reserve study so the Board knows where things stand. Ms. Wingate noted that although the Board has been discussing painting the building, getting new furniture, etc., some projects could be held off until such time as the reserves are built up to a safe level. Ms. Wingate stated that spending the money to replace the roof at this time is integral to maintaining the structural integrity of the building. Mr. Stone recommended authorizing the \$300,000 for the roof replacement, and at the same time, hiring the reserve study people to prepare a new study based on the lower balance of the reserve fund, and the new roof. Ms. Wingate called for a motion.

<u>Motion:</u> "To direct Stephanie Katsouleas to obtain bids for a new Tremco roof recommendation," was made by Karen Gorin and seconded by Paula Rotolo. All were in favor. Motion carried.

Ms. Wingate clarified with Ms. Katsouleas that the scope of work should also include removal of the existing solar panels and related piping, etc. that have not been in use for decades. Ms. Katsouleas took note of this, and assured the Board that they always have the option of rejecting any or all bids brought to them.

Ms. Wingate asked to have the topic of having the reserve study revisited added to next month's agenda for discussion. Mr. Cadman indicated he would call the reserve study people in the meantime.

Application Fees for Prospective Tenants:

Mr. Cadman reported that the previous \$15 application fee the management company pays out of pocket to the service they use for background checks for prospective Park Vista tenants has gone up to \$20. Mr. Cadman said the service they use is very good and provides triple checks. Since the management company is paying \$20 out of pocket, Mr. Cadman asked if the application fee charged to prospective tenants could also be raised to \$20 to cover the increase.

<u>Motion:</u> "To raise the application fee limit to \$20," was made by Terry Sue Aikens and seconded by Paula Rotolo. All were in favor. Motion carried.

Night Manager Position:

Mr. Cadman stated that the subject of hiring a night manager was raised a month or so ago by a Board member. He and Ms. Freeman met to take a look at and analyze the structure of the site manager position at Park Vista. After a casual conversation, the Board directed Mr. Cadman to look into various options and bring back some ideas and the associated costs of having more site supervision, rather than the current operational 9 a.m. to 5 p.m. type hours. Keeping in mind that Park Vista does have 24-hour emergency pager service at Cadman Group, Mr. Cadman provided the following ideas for the Board's discussion.

A night watch person could handle any emergencies that arise, take messages, walk the facility to ensure exterior doors remain closed, check the lights, etc. from 5 p.m. until 8:30 p.m. after Jim Maynard goes off the clock. Another option would be to have a Saturday component to accommodate residents who wish to move in on a Saturday, and to have someone available to meet residents' needs. Coverage on Monday through Friday from 5 p.m. to 8:30 p.m., and

Saturday from 9 a.m. to 3 p.m. (about 23 1/2 hours), at approximately \$12/hour, would cost about \$17,500 a year. Employment costs would be additional. Another option would be to provide 24-hour site supervision. Since that would entail way more than 40 hours a week, a definite wage cannot be determined. Mr. Cadman indicated he was not sure how employment law pertains to "on call" employees. Mr. Cadman stated when he met with Ms. Freeman, he advised her that if she felt this was something that would be beneficial to the building, then she should discuss the benefits.

Ms. Freeman stated that the extra coverage is warranted to secure the building, avoid thefts in the parking lots, ensure gates are locked and not propped open, lights and gas are turned off, and someone is available for late mail delivery, to walk the building, and be available for residents who wish to move in on Saturday.

Mr. de Cordova stated that \$17,500 per year is a lot of money to have someone walk around the building from 5 to 8:30 p.m. to avoid thefts, or to be available in case someone wants to move in on a Saturday. There are no guarantees that while a theft is taking place in a parking lot, that the night watch person will be in that area at that exact time.

Ms. Aikens stated that even though the building is not an assisted living building, she thinks the extra expense is warranted from a safety perspective because everyone living here is a senior.

Ms. Wingate asked Mr. Cadman if he sees the need for a night watch person. Mr. Cadman stated that based on the type of calls they receive after hours, which are not many, he cannot see that the building or residents are in harm's way by not having someone sitting in the office or patrolling the grounds after 5 p.m. He indicated he doesn't think any more incidents occur from 5 to 8:30 p.m. than after 8:30 p.m. Most of the calls he receives after hours are from people who have locked themselves out of the building. Mr. Cadman agreed that it may be convenient to have someone on site to oversee a Saturday move-in. However, the cost benefit does not bear out when you factor in the small number of times residents may have wanted to move in on a Saturday in any given year. Mr. Cadman stated that in his opinion having someone on site from 5 to 8:30 p.m. would not have a real impact on building security. Therefore, as a management company, he is not sold on the benefit to building security, or a greater experience to residents living here by having someone on site from 5 to 8:30 p.m.

Ms. Wingate stated that in light of the Board's decision tonight to spend approximately \$300,000 for a new roof, which may result in an underfunded reserve account, the Board may not be in a position to spend another \$17,500 per year for something that may not result in a definite benefit. Ms. Wingate stated that she has confidence that Park Vista residents are capable, responsible people who can ensure the doors are locked and not propped open.

Ms. Freeman reiterated her reasons in favor of hiring a part-time watch person. Ms. Freeman also noted that Jim Maynard must be getting paid overtime if he's off the clock at 5 p.m. because he and his wife set up the room for the monthly Board meetings. Therefore, if someone is not hired, someone will need to be paid overtime to get these things addressed. Ms. Freeman noted that people who are moving in need to be accommodated, as well as other things going on in the building.

Ms. Rotolo asked Mr. Cadman if the reason residents are not allowed to move in on a Saturday is because someone has to be available to install the elevator pads. Mr. Cadman responded that someone needs to be available because the elevators actually need to be stopped. Mr. Stone asked if Mr. Cadman could provide a figure regarding how much it would cost to pay someone overtime on a Saturday if a resident needed to move in. Mr. Cadman noted that resident managers are notorious for working over 40 hours per week. He indicated that if someone calls Jim with an emergency, he does respond.

Someone called Cadman Group's emergency number on Super Bowl Sunday because they were locked out. Mr. Cadman called Jim Maynard to see if he was around. Since he wasn't in the building, Mr. Cadman called Industrial Lock & Key. Mr. Cadman also noted that after being the emergency on call person for three weeks, he only received one call from a Park Vista resident who got locked out. Mr. Cadman suggested that in the rare case when someone needs to move in on a Saturday, he could ask Jim Maynard if he would like to make a few hours of overtime. Mr. Cadman suggested it would be much more cost effective to offer an existing employee a chance for a few hours of overtime than to hire an additional person at a cost of \$17,500 per year.

After hearing all of the discussion, Ms. Wingate asked whether anyone had anything new to add. Ms. Wingate called for a vote by the Board to indicate whether they are in favor of or against hiring additional personnel for a night watch position. Two voted in favor and five voted against.

Ms. Wingate asked that the topic of Saturday move-ins be added to next month's agenda for discussion. Ms. Freeman asked that building security also be put on next month's agenda for discussion. Since hiring a night watch person was voted down, Ms. Freeman would like clarification regarding Jim Maynard's security related duties.

Senior Housing Board Member Insurance:

Mr. Cadman noted that several months ago the Board asked whether they had adequate liability insurance. Mr. Cadman discussed it with Angie Garcia at City Hall and was assured that the Board is adequately covered under the City's policy. However, the Board is free to take out additional coverage should they wish to do so.

UNFINISHED BUSINESS:

Furniture Sub-Committee Update:

Ms. Aikens reported that the committee did some preliminary shopping to test various types of furniture. The committee is looking for furniture that is moisture repellent, firm, comfortable, durable, and capable of having casters installed without voiding the warranty. The committee will continue their research until they are satisfied they have found something acceptable to bring back to the Board. Ms. Aikens indicated the committee is looking for a minimum of two love seats, one couch, seventeen rolling chairs, and two side chairs. This item will remain on the agenda for further updates.

Annual Income Requirements Sub-Committee Update:

Ms. Freeman reported on behalf of the committee. Ms. Freeman stated her understanding that the income requirement of 45,000 was derived from Hud and its median income. Ms. Freeman researched past minutes at the library, but no where in the Plan of Operations or in the creation of Park Vista does it tie this non-profit corporation to a government entity that subsidizes rent under Section 8 or a Hud or anything. Therefore, doing a Hud amount should not apply to the building. Ms. Freeman also found information substantiating that the residency requirement should be fifty to sixty percent of El Segundo's market rents. Ms. Freeman referred to a paper *Who Can Afford to Live in a Home*, and the data from the 2006 American Community Survey and its U.S. Census Bureau. It quotes that thirty to thirty-five percent of income is spent on rentals. If El Segundo's market rents for a one-bedroom are \$1,500 or \$1,200, sixty percent of that would be \$720 for a one-bedroom at Park Vista. At fifty percent, the rent would be \$600. Working backwards, it would equate to an annual income of \$24,000 or \$28,000. 2) Alternatively, if you use Hud, which uses \$47,000, thirty percent of your income would be \$14,100, and \$1,175 a month for a one-bedroom unit.

Depending on how you want to qualify people, Ms. Freeman indicated you're either going to have a huge rent raise, or you should not be using Hud, and just use the fifty to sixty percent working backwards. Ms. Wingate stated that she wasn't sure where Ms. Freeman was getting the Hud reference, because when she and Paula Rotolo worked on the rents, Hud was not used as a basis in determining Park Vista's rents. Ms. Freeman stated that a person making a \$47,000 annual income can afford to pay thirty percent of their income for a rent of \$1,175, which is market rent in El Segundo. Moreover, the person would be over qualified for affordable housing, and this is not serving the needs of seniors. The Plan of Operations was created for a non-profit building to offer affordable housing to El Segundo's seniors. People on social security and pensions are probably making \$30,000 or under, which is the figure that should be used to qualify prospective Park Vista residents.

Ms. Wingate explained the data used when she and Paula Rotolo previously looked into setting rents. Retired people often have savings in the bank, in addition to their monthly income. Five percent of what a person has in savings counts toward their income when qualifying to move into Park Vista. They assumed the cheapest studio or one-bedroom apartment in El Segundo goes for approximately \$1,000 a month, and wanted people who had been living in El Segundo, and who were now living on social security, to be able to move into Park Vista. Therefore, they took into consideration a person's social security income, plus five percent of the amount they might have in savings to arrive at the \$45,000 figure.

Ms. Freeman stated that the qualifying amount was originally \$20,000, and was later raised to \$30,000, and again in 2010 to \$45,000. Ms. Freeman stated that looking forward with increased Medicare, Medicaid, and social security costs, more and more seniors will be making less income, and will need more affordable places to live. With an annual income of \$47,000, a person can afford market rents in El Segundo. Ms. Wingate clarified that the qualifying income for Park Vista is \$45,000, rather than \$47,000. Ms. Freeman stated that the rents have not been adjusted in three years. Ms. Freeman recommended the qualifying income figure be rolled back to \$30,000, which would be thirty percent. Fifty to sixty percent of current market rates are

referenced in the Plan of Operations, which is for new tenants. Ms. Freeman indicated that she looked at the standards and personal finances.

Mr. Stone voiced his concerns about the set rents for Park Vista's apartments, rather than basing the rent on a tenant's percentage of income. Although \$45,000 is the maximum a person can earn and still qualify for housing at Park Vista, if a person earns an annual income of \$20,000, they pay the same set amount for an apartment as someone who makes \$45,000. Mr. Stone stated that he also did some research on the subject of rental rates and found several different government agencies that discuss affordable rent, especially for lower income people. Most of them use thirty percent of annual income. Therefore, if a one-bedroom apartment is \$567, and a person is making an annual income of \$45,000, they would be paying fifteen percent of their income for rent. If someone is only making \$2,000 per month, they are actually paying twenty-eight percent of their income for rent.

Mr. Stone stated that if the purpose of having affordable housing is to help people less fortunate financially, then charging them the same rent for the same apartment is actually not helping them, because people with lower incomes would be paying a much higher percentage of their income to live in the same apartment as someone with a higher income. Mr. Stone stated that he recognizes that if this system were to be implemented, it would only apply to prospective tenants, and would not affect current residents previously qualified for residency with a \$45,000 annual income, even if they now have a higher income because they took on a part-time job. Some Board members noted that this system would necessitate having a CPA re-evaluate residents' current income on a yearly basis to determine what percentage of their income is currently going toward rent.

Ms. Freeman stated that when the sub-committee met, they ran into some difficulty because they could not determine how the \$45,000 figure was arrived at. Ms. Wingate asked Ms. Freeman to clarify whether she is recommending lowering the amount of annual income people can have in order to qualify for residency at Park Vista. Ms. Freeman suggested using thirty percent of a person's income, based on what she read in the Plan of Operations, and based on the reason Park Vista was originally created. Ms. Freeman stated that it should be \$24,000 with the current rents.

Ms. Wingate explained that five percent of a person's assets are included in their total income. For instance, if someone has \$100,000 in the bank or in other asset, you would have to take into consideration five percent of the value of the asset to add to their total income. Ms. Freeman suggested that in that instance, the person just wouldn't move in until that asset was gone. Ms. Freeman suggested rolling the qualifying income requirement back to \$30,000.

Ms. Wingate stated that the waiting list is currently two years long. Ms. Freeman stated that if new qualification standards were implemented, all prospective tenants on the waiting list would be held to the new qualifications. Ms. Freeman also stated that every resident currently living at Park Vista should always be qualified for residency. Ms. Freeman also added that when tenants move from one apartment to another, they should get a new deposit, new rent, and need to be qualified based on their income.

Ms. Wingate clarified that the current annual qualifying amount for residency is \$45,000, and is comprised of both a person's annual income and a percentage of their assets. When Ms. Wingate and Ms. Rotolo previously looked into setting rents, \$45,000 was the figure they arrived at based on the information and documentation available at that time. Ms. Wingate explained that the previous income cap was so low that people could not qualify, and the waiting list was dwindling to the point that the Board was asked to advertise to attract El Segundo residents to Park Vista.

Mr. Stone stated that this is a very complicated issue to determine what the qualifying income should be for residency, and including in the mix a percentage of a person's assets. In his opinion, it's not fair to base rents strictly on a person's income and assets, because a person who has a low annual income pays the same rent for an apartment as a person who may have double the income, and still be able to qualify for residency at Park Vista. In his opinion, it would be more equitable to base rents on a percentage of a person's income.

Ms. Freeman stated the goal should be to provide affordable housing to senior citizens of El Segundo, while ensuring the system is not taken advantage of. Ms. Freeman stated her opinion that a person making \$45,000 can afford market rents in El Segundo. Mr. Stone reported that the census indicated there are currently1,600 El Segundo residents who qualify for residency at Park Vista based on their age, with an additional 2,400 residents qualifying soon based on age. Of course, it doesn't mean any of those people will need to live at Park Vista, financially speaking. Ms. Freeman suggested looking forward to see what's trending. For example, considering the state of the economy and cuts being made to Medicare, Medicaid, and social security, where do the trends point? Seniors living on fixed incomes will likely have a harder time financially. Baby boomers are also coming of age at the same time there have been huge layoffs. Retirement age has also increased from age 62 to 65 to 67, and possibly 70.

Ms. Wingate suggested the current issue in determining how to set residency requirements is whether people are being kept out of Park Vista. She explained that there aren't a lot of residents who earn \$45,000 and wish to live in a one-room apartment at Park Vista. Moreover, based on the current \$45,000 residency requirement, the waiting list continues to get shorter, and many people coming to the top of the list have already rejected an apartment, saying they are not ready to move in. If there were still a three- to four-year waiting list, then certainly it would make sense to revisit the income residency requirement. To that end, Ms. Wingate indicated she is content to keep the qualifying income amount as set at \$45,000.

Ms. Aikens stated that she agrees with Ms. Freeman that the \$45,000 qualifying income amount is too high. Ms. Rotolo stated that she believes the qualifying income amount set at \$45,000 should remain the same. Ms. Gorin indicated \$45,000 was a little high because some residents initially qualify for residency at Park Vista based on their income at the time, but later get full-time jobs and supplement their income after they have already qualified to move in. Since it would be very difficult to re-visit residents' income on a yearly basis to see if their income is still under the \$45,000 cap, she believes it would be a good idea to lower the qualifying income amount. Ms. Gorin asked Ms. Wingate to clarify what goes into the \$45,000 figure. Ms. Wingate responded that it is a combination of a person's annual income plus five percent of their assets. Based on the formula being used, Ms. Gorin recommended the residency requirement be set at \$35,000.

Mr. Stone felt that the current \$45,000 residency requirement was probably too high based on the current rent schedule. Mr. de Cordova stated that if the \$45,000 residency income requirement was tied to a different rent schedule, he would not have a problem with it. After discussion, it was decided to table this topic until next month to be able to also discuss reviewing rents, which is not on tonight's agenda. Therefore, both annual income requirements and reviewing rents will be put on the agenda for further discussion next month.

Independent Living Sub-Committee Update:

Last month Ms. Wingate provided a list of questions to the Board's review. Mr. Cadman confirmed that he sent out requests to all tenants for updated emergency contact information. He will send out a reminder to residents who have not yet returned the updated list. Once he receives the updated information from all residents, he will build a database. Thereafter, he will follow the Board's instructions to send out a letter to all emergency contact people describing what their responsibilities are, and what to look for in their loved ones.

Ms. Wingate noted that if the management company comes across someone who seems to be a danger to themselves or other residents, their emergency contact person would be contacted for assistance. If no response is received, the management company would then contact Adult Protective Services for assistance.

OLD BUSINESS:

There was no old business to report.

CITY STAFF REPORT:

Meredith Petit reported that the Board meetings have been getting progressively longer, which results in longer than usual processing times for the stenographer to prepare the minutes. What used to take six to eight hours is now taking approximately 16 hours, taking into consideration the longer meetings and extra hours required to transcribe the minutes. The stenographer has indicated that she unfortunately does not have the required amount of time to devote to the minutes. Ms. Petit asked the Board to consider two options: 1) go back to summary minutes and store the audio files to make them available for reference, or 2) hire a new stenographer and compensate them appropriately. Ms. Petit asked for a general consensus from the Board. Gregg Kovacevich stated that since this item is not on the agenda, Board members can only make brief comments, but a vote cannot be taken.

Ms. Petit reported that the City is now digitally recording the meetings, and she offered to work with the City to see if the audio could be easily available. Ms. Rotolo stated that if the audio was easily available, she would be okay with going back to summary minutes. Ms. Gorin liked the idea of summary minutes if the audio was easily accessible for reference. Mr. de Cordova liked the idea of summary minutes. Ms. Freeman asked if she would be able to read the minutes. Ms. Petit responded that summary minutes reflect any action taken by the Board, with a brief summary, and all motions listed. Ms. Aikens indicated she would prefer to have full written minutes to be able to refer back to. Ms. Petit will look into stenographers' compensation, and will report back with the information. This item will be put on next month's agenda for discussion.

Ms. Petit announced to Park Vista residents that the Department of Recreation and Parks is now accepting nominations for the Older American of the Year Award. Nomination forms are now available in Park Vista's lobby. Ms. Petit stated that if residents know of anyone over the age of 60 who has made a significant contribution to the community, please start spreading the word. Nominations will be accepted until April 3rd.

Ms. Petit announced that she has a tentative date for the upcoming presentation for California Phones, an organization that provides free specialized phones to those who qualify. The presentation is tentatively scheduled for April 8th, but Ms. Petit will confirm the date with Neil and Jim first.

Ms. Petit reported on the Board's previous request to add the exterior painting of the building to Public Works' cue. Ms. Petit confirmed that it has now been added. Ms. Petit also noted that the ideal time to do a project like this would not be in the winter.

Ms. Petit reported that the Senior Housing Board's agendas and minutes for this year are now being posted on the City's website.

RESIDENT SUGGESTION BOX ITEMS:

Ms. Freeman reported that there were a lot of letters in the suggestion box this month. Unfortunately, she and Mr. Cadman were not able to meet prior to the meeting to discuss them. The letters were distributed to the Board and to Mr. Cadman for review and comment. Ms. Freeman also reported that she received an email communication from a resident regarding stray cats. Ms. Wingate asked to have the animal issue put on the agenda for discussion next month.

Mr. Cadman reported that he also received an email about pets, which he discussed tonight under his management report. He reported that more animals are being brought into the community room, which may necessitate an amendment being made to the pet policy. Mr. Cadman indicated that he will report more on this in his management report next month.

Mr. Cadman stated that he received a complaint about someone smoking in the building. Mr. Cadman noted that like any house rule, it will be handled on a case-by-case basis. The management group typically reminds residents of the building's no-smoking policy when a complaint is received. Mr. Cadman indicated that management cannot enter a resident's unit without first providing 48 hours' notice.

A resident was upset that the fireplace had been turned off. Mr. Cadman stated that the issue has been resolved.

A resident reported that the lights are not operating properly in the trash rooms. Mr. Cadman noted he will look into it.

BOARD MEMBERS' REPORT:

There was nothing to report.

PUBLIC COMMUNICATION:

Ms. Wingate asked for any public communications.

Mona Wenzel, Unit 220, stated that when Adult Protective Services is called, they will not enter an apartment without the occupant's authorization.

Mike Corenman, Unit 317, stated that he is an "on call" employee. He stated that he is part time, does not receive any benefits, and only gets paid for hours worked. Mr. Cadman said "on call" works a little different in a building like this.

Sally Miller, Unit 107, stated that she was told Park Vista was a smoke-free building when she moved into Park Vista. She indicated that she has a disease that makes it very harmful to her health to breath second hand smoke.

ADJOURNMENT:

The next regular meeting is scheduled for March 27, 2013 at 7 p.m. at Park Vista. Ms. Wingate called for a motion to adjourn.

<u>Motion:</u> "To adjourn the meeting," was made by Paula Rotolo and seconded by Martin Stone. All were in favor. Motion carried. The meeting was adjourned at 9:15 p.m.