

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

July 24, 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, Jim Latta, 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:**

Motion: to approve the June 26, 2013 regular meeting minutes, was made by Member Stone and seconded by Member Rotolo. Motion carried unanimously.

**NEW BUSINESS:**

**President's Report**

Working on the sub-committee regarding senior housing needs and will make a report at a subsequent meeting

**Presentation of the Management Report**

Neil Cadman presented an oral report from the Cadman Group regarding Park Vista operations and management. The annual unit inspections are in progress and follow up will take place on any concerns from Board Members found during inspections. The draft Reserve Study for 2014 will be made available for discussion at the next meeting. Mr. Cadman discussed recycling receptacles in the building.

## **Reserve Account LAIF**

Motion to accept the reserve account report as presented, was made by Member Rotolo and seconded by Member Aikens. Motion carried unanimously.

## **Ratification of Emergency Expense**

Mr. Cadman reported that the leak in the drain line in the parking garage was determined to be an emergency. The City, City Attorney, and the Management worked together to prepare a report to receive authorization from the City Council to expend approximately \$11,750 for the repair by John Phillips Plumbing. The work is in progress. Motion to ratify the expense related to the emergency plumbing repair approved by the City Council, was made to by Member Stone, and seconded by Member Rotolo. Motion carried unanimously.

## **2012 Financial Audit**

Mr. Cadman reported that the 2012 Draft Financial Audit has been submitted and the Final Audit will be discussed at the following meeting.

## **Plan of Operations**

Member Aikens requested that the Plan of Operations and other documents be reviewed and revised based on policy and procedure changes over the past couple of years. Procedures can be put in place to keep documentation up to date. Discussion included the need to clarify what documents are included in the Plan of Operations, what party should be responsible for keeping documentation, what the purpose of the document is, and the review and approval process.

Motion to create an ad hoc sub-committee to review the Plan of Operations and recommend revisions to the Board in October, made by Member Stone, and seconded by Member Gorin. The sub-committee members are Member Gorin, Member Freeman, and Member Aikens.

## **Park Vista Roof Project Update**

City Liaison Petit reported that the Public Works Department held a mandatory job-walk with a large turnout from potential contractors, and anticipate opening the bids on July 31, 2013. The Board's consensus was to schedule a special meeting in early August to authorize the expenditure for a new contract.

## **Laundry Room Security**

Member Aikens expressed a desire to discuss adding security cameras to the laundry room and other areas of the facility. Cadman reported that a camera system would be used primarily as a deterrent. Member Stone requested Cadman report back with price estimates for various options of expanding the existing camera system.

## **Presentation of the Financial Statements**

Cadman provided explanation for various expenses indicated on the financial reports regarding water expenses, carpet replacement, and entertainment.

## **UNFINISHED BUSINESS**

Member Aikens reported that she received a bid for \$595.00 to reupholster the 17 chairs in the common area. She will arrange for the purchase of the fabric and upholstery of the chairs and other cushions to be all-inclusive of the original \$5,000 budgeted amount for the furniture replacement project.

## **OLD BUSINESS**

None

## **CITY STAFF REPORT**

City Liaison Petit introduced new Board Member Jim Latta, verified that the future exterior painting project is on the list of Public Works projects to be bid in the next calendar year, and encouraged residents to participate in providing stories and memories to help celebrate Park Vista's upcoming anniversary.

## **SUGGESTION BOX**

Cadman announced suggestions from residents included recycling, security cameras, a missing chair in a common area, concerns about family members staying for prolonged periods of time violating the house rules, and fire safety education.

## **BOARD MEMBERS' REPORT**

Member Gorin reported that she noticed during inspections that many residents are using portions of their parking spaces for storage purposes. Cadman will notify residents to remove items and comply with the rules of the facility.

Member Freeman thanked former Member Wingate for her 16 years of service on the Senior Housing Board Corporation and current Member Rotolo for their important work on the Board. She also expressed her desire to make Park Vista a better place by working together with the Board, Management, City, and residents.

## **PUBLIC COMMUNICATION**

Robert Arguello, 310, commented on the fire alarm system and rodent problem.

Jim F., 215, responded to the comment about rodents.

Virginia Tracy, 416, wondered if the exercise equipment instructions were going to be posted. Cadman announced that they were on order. Ms. Tracy also announced that the facility currently has recycling receptacles.

Unit 213, commented about how to evacuate in the event of a fire if the elevators are inoperable.

Unit 311, commented that the back gate is often propped open and suggested a sign by posted.

Mike Corenman, 317, suggested installing springs on gates to be self-closing.

Mary Ann Moore, 110, commented about a noisy dog problem that continues.

**ADJOURNMENT:** 8:40pm, to the next regularly scheduled meeting on August 28, 2013, at 7:00pm.

Motion to adjourn the meeting was made by Member and seconded by Member. Motion carried unanimously.

Respectfully Submitted

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Meredith Petit