

# Regular Meeting of the El Segundo Senior Citizen Housing Board Corporation

## Agenda

Wednesday, August 28, 2013 at 7:00 pm

**Park Vista Senior Housing  
615 E. Holly Avenue,  
El Segundo, CA 90245**

### Senior Citizen Housing Board

Martin Stone, President  
Karen Gorin, Secretary  
Paula Rotolo, CFO  
Jim de Cordova, Board Member  
Laura Freeman, Board Member  
Terry Sue Aikens, Board Member  
Jim Latta, Board Member

### City Council

Mayor, Bill Fisher  
Mayor Pro Tem, Carl Jacobson  
Council Member, Suzanne Fuentes  
Council Member, Dave Atkinson  
Council Member, Marie Fellhauer

Greg Carpenter - City Manager  
Gregg Kovacevich - Board Representative per City Attorney, Mark Hensley  
Neil Cadman - Cadman Group  
Cindy Mortesen - Stenographer  
Bob Cummings - Director, Recreation & Parks Department  
Meredith Petit - Recreation Superintendent / City Liaison

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**REGULAR MEETING AGENDA**  
**El Segundo Senior Citizen Housing Board Corporation**  
**Wednesday, August 28, 2013 - 7:00 pm**

**Park Vista Senior Housing**  
**615 E. Holly Avenue, El Segundo, CA 90245**

Please note that, with limited statutory exceptions, the El Segundo Senior Housing Board may not discuss or take action on any item that does not appear on the agenda. There are two opportunities for public comment during each meeting. During the first public communication item at the beginning of the meeting, any member of the public may address the Board as to any item appearing on the agenda. During the second public communications item near the close of the meeting, any member of the public may address the Board as to any item of interest that is not on the agenda but which is within the subject matter jurisdiction of the Senior Housing Board. Members of the public may speak for up to five minutes during each public communication item. Before speaking to the Board, please give: Your name and address (or organization you represent). Please respect the five-minute time limit.

**CALL TO ORDER: 7:00 pm**

**ROLL CALL**

**A. PUBLIC COMMUNICATION – (5 Minute Limit)**

At this time, members of the public may speak to any item **appearing on the agenda**. Each member of the public may speak for a maximum of five minutes. Before speaking, please state your name and address for the record. If you represent an organization or a third party, please so state.

**B. APPROVAL OF MEETING MINUTES**

1. **Regular Meeting on July 24, 2013. *Recommendation:*** Approval
2. **Special Meeting on August 13, 2013. *Recommendation:*** Approval

**C. NEW BUSINESS**

**1. Election of Board Vice President**

***Recommendation:*** Accept nominations and elect a new Vice President

**2. President's Report**

Reports regarding correspondence, meetings, and business related to Park Vista.

***Recommendation:*** Discussion and Possible Action

**3. Presentation of the Management Report**

Report from the Cadman Group regarding Park Vista operations and management.

*Recommendation:* Discussion and Possible Action

**4. Reserve Accounts LAIF (Local Agency Investment Fund)**

Discussion, review, and status report on the Investment Fund.

*Recommendation:* Review and Approve

**5. Financial Statements for Approval by Board**

Discussion and review including, but not limited to, statements, invoices, finances, and transfers between accounts.

*Recommendation:* Discussion and Possible Action

**6. Purchasing Policy**

Discussion and possible action regarding authorized purchasing procedures.

*Recommendation:* Discussion and Possible Action

**7. 2012 Financial Audit**

Discussion and possible action regarding retaining an outside consultant to perform a financial audit on the 2012 budget.

*Recommendation:* Discussion and Possible Action

**8. 2014 Reserve Study**

Discussion and possible action regarding the review of the first draft of the 2014 Reserve Study.

*Recommendation:* Discussion and Possible Action

**9. Housing Corporation Board Member Roles and Responsibilities**

Discussion regarding the proper roles and responsibilities of Board Members.

*Recommendation:* Discussion and Possible Action

**10. Security Cameras**

Discussion and possible action regarding research related to installing additional security cameras in and around the facility.

*Recommendation:* Discussion and Possible Action

**D. UNFINISHED BUSINESS**

**E. OLD BUSINESS**

**F. CITY STAFF REPORT**

A general report from City Liaison, Meredith Petit.

## **G. RESIDENT SUGGESTION BOX ITEMS**

A designated Board member and/or the management company will report on comments received in the resident suggestion box since the last meeting. The Board may not discuss or take action on any comment or suggestion, but may vote to place an item on a future agenda for discussion and possible action.

## **H. BOARD MEMBERS REPORT**

A general report from the Senior Citizen Housing Board Members.

## **I. PUBLIC COMMUNICATION (5 Minute Limit)**

At this time, members of the public may speak to any item of interest **not appearing on the agenda** but which is within the subject matter jurisdiction of the Senior Housing Board. Please note that State law prohibits the Board from discussing or taking action on any item that does not appear on the agenda. Each member of the public may speak for a maximum of five minutes. Before speaking, please state your name and address for the record. If you represent an organization or a third party, please state it for the Minutes.

NEXT REGULAR MEETING: **September 25, 2013**; 7:00 pm at Park Vista.

ADJOURNMENT

POSTED BY: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_