Special Meeting of the El Segundo Senior Citizen Housing Board Corporation

Agenda

Thursday, November 21, 2013 at 7:00 pm

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

Senior Citizen Housing Board	**City Council**
Martin Stone, President	Mayor, Bill Fisher
Jim Latta, Vice President	Mayor Pro Tem, Carl Jacobson
Karen Gorin, Secretary	Council Member, Suzanne Fuentes
Paula Rotolo, CFO	Council Member, Marie Fellhauer
Jim de Cordova, Board Member	Council Member, Dave Atkinson
Laura Freeman, Board Member	
Terry Sue Aikens, Board Member	

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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Agenda Only	-	Posted at Joslyn Center
Agenda Only	-	Posted at Park Vista Apartments

SPECIAL MEETING AGENDA
El Segundo Senior Citizen Housing Board Corporation
Thursday, November 21, 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 October 23, 2013**
   Recommendation: Approval

C. NEW BUSINESS

1. **President's Report**
   Reports regarding correspondence, meetings, and business related to Park Vista.
   Recommendation: Discussion and Possible Action

2. **Presentation of the Management Report**
   Report from the Cadman Group regarding Park Vista operations and management.
   Recommendation: Discussion and Possible Action

3. **Reserve Accounts LAIF (Local Agency Investment Fund)**
   Discussion, review, and status report on the Investment Fund.
   Recommendation: Review and Approve

4. **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

5. **2014 Reserve Study**
   Discussion and possible action regarding the review of the 2014 Reserve Study.
   Recommendation: Discussion and Possible Action

6. **Preliminary 2014 Budget**
   Discussion and possible action regarding the preliminary 2014 operating budget for Park Vista.
   Recommendation: Discussion and Possible Action

7. **2013 Financial Audit**
   Discussion and possible action regarding the 2013 Financial Audit and Engagement Letter.
   Recommendation: Discussion and Possible Action

8. **Rental Rates and Sub-Committee Recommendations**
   Discussion regarding current rental rates and possible action to adjust future rental rates.
   Recommendation: Discussion and Possible Action

9. **Furniture for Landings**
   Discussion and possible action regarding the selection and purchase of furniture for common landing areas of the facility.
   Recommendation: Discussion and Possible Action

10. **Purchase and Repair of Awnings and Balconies**
    Discussion and possible action regarding the possible purchase and repairs to address the drainage system problems.
    Recommendation: Discussion and Possible Action

11. **Surveillance Camera Purchase**
    Discussion and possible action regarding the purchase of surveillance cameras.
    Recommendation: Discussion and Possible Action

12. **Independent Living and Emergency Contacts**
    Discussion and possible action regarding the topic of independent living and the role of the residents' emergency contact persons.
    Recommendation: Discussion and Possible Action

13. **No-Smoking Policy and Enforcement**
    Discussion and possible action regarding the enforcement of the non-smoking policy at Park Vista.
    Recommendation: Discussion and Possible Action

14. **Park Vista Waiting List Policy**
    Discussion and possible action regarding the current policy for the Park Vista tenant waiting list.
    Recommendation: Discussion and Possible Action

D. UNFINISHED BUSINESS

1. **Park Vista Roof Replacement Project Update**
   Discussion and possible action regarding the status of the roof project.
   Recommendation: Discussion and Possible Action

2. **Plan of Operations Sub-Committee Report and Recommendations**
   Discussion and possible action regarding recommendations from the members of the sub-committee to review and update the Plan of Operations.
   Recommendation: Discussion and Possible Action

3. **Senior Housing Needs Sub-Committee Status**
   Discussion and possible action regarding the progress of the sub-committee created to research the needs of future senior housing within the City of El Segundo.
   Recommendation: Discussion and Possible Action

4. **Board Handbook Sub-Committee Status Update**
   Discussion and possible action regarding the progress of the sub-committee created to compile a Board Handbook.
   Recommendation: Discussion and Possible Action

E. CITY STAFF REPORT

A general report from City Liaison, Meredith Petit.

F. 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.

G. BOARD MEMBERS REPORT

A general report from the Senior Citizen Housing Board Members.

H. 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 SPECIAL MEETING: Thursday, December 19, 2013; 7:00 pm at Park Vista.

ADJOURNMENT

POSTED BY: _____

DATE/TIME: _____