

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

September 25, 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:**

Member Stone asked if there were any public communications regarding agenda items.

There were none.

**MINUTES:**

Motion: to approve the minutes for August 28, 2013 regular meeting, was made by Member Rotolo and seconded by Member de Cordova. Motion carried unanimously.

**NEW BUSINESS:**

**Election of a Board Vice President**

Member Stone asked the Board for nominations. Member Rotolo nominated Member de Cordova. Member Aikens nominated Jim Latta. Member Gorin nominated Member Aikens. Member de Cordova withdrew his nomination. Member Stone asked for a roll call vote for Member Latta to be named Vice President, which passed 5-1 with Member Latta abstaining.

**President's Report**

Member Stone reported that his sub-committee continues to gather information and will bring a report to the Board in the near future.

**Presentation of the Management Report**

Neil Cadman introduced Raquel Martinez from the Cadman Group and presented an oral report from the Cadman Group regarding Park Vista operations and management. Topics included:

- Obtaining quotes for re-routing rain gutters and fixing deck issues and anticipate the cost to be around \$3,000-\$4,000.
- Residents stating some Time Warner Cable Service has bad reception and the contract may or may not cover re-wiring. The current contract is for 5-years and was executed in 2010.
- Cadman held a resident/management meeting and hosted Fire Marshall James Carver from the El Segundo Fire Department who discussed fire safety and encouraged a “buddy system” among neighbors who may need additional assistance in the event of an evacuation.

### **Security [Surveillance] Cameras – Item taken out of order**

Cadman introduced Bob DeYoung from Perimeter Logics to review the proposal for the purchase and installation of additional surveillance cameras in the facility. Mr. DeYoung answered questions from the Board and explained the technology of the system.

The Board requested clarification from Kovacevich regarding the purchasing limits and bid requirements of the Board. Kovacevich explained the difference is determined by the type of purchase, such as a public works project.

Member Aikens supports the expansion of the surveillance system. Member Freeman inquired about how the expanded system would impact the reserve study and obtaining additional quotes for cost comparison. Member Aikens made a motion to solicit additional bids for a comparable surveillance system as proposed by Perimeter Logics, seconded by Member Gorin, passed unanimously.

### **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.

### **Presentation of the Financial Statements**

For the month of August, 2013, Neil Cadman reported a net loss of -\$12,327.71. As of August 31, 2013, Citizen’s checking account was \$124,749.91, Park Vista business checking account at Chase was \$11,100.00, Grandpoint account was \$216,377.36, LAIF was \$207,724.92, and Chase money market account was \$178,265.60, for a total checking and savings of \$738,217.79.

Cadman explained that the emergency repair cost was reflected in this month’s statements.

Cadman is in the process of updated the general journal requests from the results of the financial audit.

Motion: To accept the financial reports as presented was made by Member Stone, seconded by Member Rotolo. Motion carried unanimously.

### **Cadman Group Employee Uniforms**

Mr. Cadman reported that the Board entered into a service agreement with Prudential Supply in 2009 to provide uniform services to Cadman Group employees through May 6, 2015. Member Aikens commented that the Board should discuss uniform alternatives such as collared shirts when

the service agreement expires. It was noted that the current budgeted amount seems to be under-budgeted and should be modified in next year's budget.

### **Parking Space Policy**

Mr. Cadman requested direction from the Board to determine if a motorized scooter should be considered a personal belonging that is prohibited from being stored in a rented parking space intended for one operational vehicle. Additional discussion ensued regarding bicycle and motorcycle parking. The Board discussed alternative solutions to park bicycles such as a bicycle rack inside the garage or somewhere on the property.

Member Rotolo made a motion to research the feasibility of installing a bike rack on the Park Vista property, seconded by Member Aikens, passed unanimously.

Member Rotolo made a motion to enforce the lease agreement that states only one operational vehicle is permitted in a parking space, seconded by Member Gorin, passed unanimously.

Mr. Kovacevich clarified that ADA enables a party to make reasonable accommodations on a case-by-case basis if a need arises. He also explained that any policy allows for some discretion in its enforcement.

Member Latta made a motion to continue with storage and personal belongings not allowed in parking spaces, including bicycles, shopping carts, motorized scooters, wheelchairs, etc., and that if there are occasions where an individual needs unique accommodation that they talk to management to deal with each situation on a case-by-case basis, seconded by Member Gorin, passed 6-1 with Member Freeman dissenting.

### **Housing Corporation Board Member Roles and Responsibilities**

Mr. Kovacevich handed out a document to clarify and summarize the roles and responsibilities of the Senior Housing Board Members (aka Board of Directors), indicating that the primary responsibility for the Board is to set overall long term policy and strategy for the corporation and hire a management company to implement the day-to-day operations. The City Council ultimately has overall authority pursuant to an Operating Agreement.

Member Latta recommended that new board members undergo an orientation upon appointment and create a sub-committee to compile a new Board Handbook consisting of all pertinent documents and contracts that guide the actions of the Board.

Member Aikens made a motion to create an ad-hoc sub-committee to create a Board Handbook consisting of Member Latta and Member Freeman.

### **Purchasing Policy**

Mr. Kovacevich advised the Board members to avoid purchasing items or running errands on their own to avoid the risk and liability of an incident while on business of the Board. Business should be conducted at the site of the meeting and/or delegated to the property management company.

## **UNFINISHED BUSINESS**

### **2014 Reserve Study**

The Board determined that this item would be discussed further at the next meeting.

### **Park Vista Roof Replacement Project Update**

City Liaison Petit reported that the City Council authorized Public Works to award the roofing contract with the lowest qualified bidder. Additionally, the contractor requested an asbestos report that added an additional expense of approximately \$600-\$700.

### **OLD BUSINESS**

### **CITY STAFF REPORT**

City Liaison Petit announced the Red Cross Emergency Preparedness for Seniors presentation at Park Vista on Thursday, September 26<sup>th</sup> at 10:00am.

### **SUGGESTION BOX**

Cadman announced suggestions from residents included security cameras and financial audits.

### **BOARD MEMBERS' REPORT**

Member Rotolo requested that the Board place an item on the next meeting agenda to discuss reimbursing Member Aikens for the personal expenses incurred in the purchase of the furniture.

Member de Cordova requested that the Park Vista Waiting List Policy be discussed among the Board.

Member Gorin requested that the City Attorney provide clarification of the purchasing authority guidelines for the Board on the next agenda.

Member Latta requested that the meeting agendas include the ad-hoc committees as standing items as place holders.

Member Freeman inquired about the follow-up on the resident complaining about a barking dog in the facility.

### **PUBLIC COMMUNICATION**

Jeanette Ringus, 211, handed out a printed document to each Board Member.

Sally Biller, 107, stated that residents continue to smoke indoors and it is affecting her help. She would like something more to be done to address the issue.

Mary Anne Moore, 110, expressed thanks to the gardeners who are keeping the flowers and landscaping looking very nice.

**ADJOURNMENT:** 9:15pm, to the next regularly scheduled meeting on October 23, 2013, at 7:00pm.

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

Respectfully Submitted

---

Meredith Petit