

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

October 23, 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,
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
Absent: Paula Rotolo

PUBLIC COMMUNICATION:

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

Millie, 213, presented the Board with a typed document.

MINUTES:

Motion: to approve the minutes for September 25, 2013 regular meeting, was made by Member Latta and seconded by Member Gorin. Motion carried unanimously.

NEW BUSINESS:

Park Vista Roof Replacement Project Update (taken out of order)

City of El Segundo Public Works Director Stephanie Katsouleas explained that the roofing contractor requested an asbestos test prior to beginning roof replacement. The test revealed a small amount of asbestos that will need to be removed. Director Katsouleas stated that the roofing contractor would be able to complete the necessary work and the expense, which is estimated at approximately \$16,000, would be accounted for in the already-approved contingency amount of the award. It is anticipated that the roof project will commence in mid-November and take about one month to complete.

President's Report

None.

Presentation of the Management Report

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

- Recommends revising the topic of Independent Living and the role of residents' emergency contact persons
- Installation and repair of awnings to help alleviate the water drainage problems caused by poor drainage systems
- Cadman still working to fix the reception problems with Time Warner Cable
- Additional surveillance camera bids were higher than the original
- Tenant relations and disputes are becoming problematic and disruptive to the living environment. Cadman urged residents to have tolerance and respect others.

Reserve Account LAIF

Motion to accept the reserve account report as presented, was made by Member de Cordova and seconded by Member Latta. Motion carried unanimously.

Presentation of the Financial Statements

For the month of September, 2013, Neil Cadman reported a net loss of \$13,526.49. As of September 30, 2013, Citizen's checking account was \$38,264.45, Park Vista business checking account at Chase was \$11,100.00, Grandpoint account was \$216,412.93, LAIF was \$207,768.78, and Chase money market account was \$178,273.12, for a total checking and savings of \$751,819.28.

Motion: To accept the financial reports as presented was made by Member de Cordova, seconded by Member Latta. Motion carried unanimously.

2014 Reserve Study

This item was skipped.

Preliminary 2014 Budget

Cadman emailed Member Rotolo, CFO, the preliminary 2014 Budget for review. Cadman also distributed documents to the Board for their review prior to the next meeting.

Rental Rates

Member Aikens requested a rent roll document organized to illustrate the types of apartment units and the rates associated with each unit in the facility. Member Aikens also inquired about security deposits for some residents seem too low and asked Cadman to look into it.

Member de Cordova made a motion to create an ad-hoc rent review committee consisting of Member de Cordova, Member Aikens and Member Freeman, to review existing rental rates and their history and make recommendations to the Board. Seconded by Member Aikens. Motion carried unanimously.

Purchase Authority

Mr. Kovacevich clarified for the Board the purchasing limits and authority based as specified in the Operating Agreement between the Board and the City and also by Public Contracting Codes. The Board has the discretion to spend up to \$10,000 on any single expense before requiring approval of

the City Council. Additionally, an expense that falls into a Public Works project scope (i.e. construction, erection, alteration, repair, or improvement to a public facility) requires the public bidding process if the expense is anticipated to be over \$5,000.

Furniture Expense Reimbursement

Motion made by Member de Cordova, seconded by Member Stone, to reimburse Member Aikens for the expenses she absorbed in the purchase of the furniture for \$168.68. Motion carried unanimously.

Member Aikens requested that the Board discuss purchasing new furniture for the landing areas for the facility.

Park Vista Waiting List Policy

Member de Cordova expressed concern about the Park Vista waiting list allowing people to stay on the list for an indefinite period of time after refusing apartment vacancies. Member Aikens expressed her desire to discuss the residency eligibility requirements. Member Freeman referenced a past policy that used a point system to determine eligibility priority for waiting list members.

Cadman expressed that a sub-committee in the recent past has reviewed and discussed this policy. He will distribute the findings of the previous sub-committee in the next meeting agenda.

Meeting Schedule for November and December 2013

City Liaison Petit noted that the regular meetings for November and December fall on or adjacent to holidays and asked that the Board discuss cancelling the meetings. The Board discussed the intention to cancel the regular meetings and to hold Special Meetings November 21, 2013, and December 19, 2013, to continue with regular Board business.

UNFINISHED BUSINESS:

Plan of Operations Sub-Committee Report and Recommendations

City Liaison Petit distributed an edited version of the Plan of Operations on behalf of the committee. Member Aikens requested that the Board review the document for discussion at a later meeting.

Senior Housing Needs Sub-Committee Status

Member Stone urged Park Vista residents to participate in the survey to obtain opinions about the need for future senior housing within the City.

Board Handbook Sub-Committee Status

No report.

CITY STAFF REPORT

City Liaison Petit announced that some televisions may require a converter box from Time Warner Cable to view the El Segundo Community Cable channel, and handed out a flyer with further information on obtaining the equipment.

SUGGESTION BOX

Cadman announced suggestions from residents included security cameras, residents leaving gates open, and the overuse of coffee supplies.

BOARD MEMBERS' REPORT

Member Freeman inquired about the smoking policy and enforcement options. She suggested researching the possibility of making smoking in the facility enforceable by the El Segundo Municipal Code. The Board concurred in placing the item on the next meeting agenda for discussion.

PUBLIC COMMUNICATION

Mary Anne Moore, 110, stated that nothing is being done about a barking dog that is a nuisance.

Mary Jane Clutter, 208, stated that the police should be called if there is a noise nuisance.

Jeanette Ringus, 211, inquired about the status of the petition she presented at the September meeting.

ADJOURNMENT: 9:20pm, to the Special Meeting scheduled for November 19, 2013, at 7:00pm.

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

Respectfully Submitted

Meredith Petit