

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

February 26, 2014

**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

Directors absent Paula Rotolo

Others: Neil Cadman, Cadman Group, a California Corporation Gregg  
Kovacevich, City Legal Representative Meredith Petit, Recreation  
Superintendent/City Liaison

**A. PUBLIC COMMUNICATION:**

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

**B. APPROVAL OF MEETING MINUTES**

MOTION: to approve the minutes of the Special Meeting on December 19, 2013 was made by Member Aikens, seconded by Member Latta. Motion carried unanimously

**C. NEW BUSINESS**

**1. President's Report**

President Stone reported on speeding the meetings up and keeping track of procedures. He explained the grievance procedure.

**2. Presentation of the Management Report**

Mr. Cadman gave a brief update: sliding glass doors are being taken care of on a case by case instance, a quarterly management meeting in the evening with residents, the discussion was on smoking, rent raises, tenant issues. A hot water heater emergency occurred and water had to be shut off to part of the building without notice. We must use preventative measures rather than reactive measures. Mr. Cadman announced Cadman Group's quarterly charitable event which seeks donations for the Los Angeles Mission and Los Angeles Food Bank. A box will be in the lobby at Park Vista and several Cadman Group properties looking for clothing, canned goods, and most

importantly toiletries which charities such as these are in desperate need of.

### **3. Reserve Accounts LAIF (Local Agency Investment Fund)**

Motion: to receive and file the reserve account report as present was made by Member Gorin and seconded by Member Latta. Motion carried unanimously.

### **4. Financial Statements for Approval by Board**

For the month of December, 2013, Neil Cadman reported a net cash flow of \$6,934.21. As of December, 2013 Citizen's checking, was \$163,806.70. Park Vista Business checking account at Chase was \$11,100.00. Grandpoint account was \$216,507.82, LAIF was \$207,907.57, and Chase money market account was \$178,287.67 for a total checking and savings of \$777,609.76.

For the month of January, 2014, Neil Cadman reported a net cash flow of -\$159,870.17. As of January, 2014 Citizen's checking, was \$216,535.40. Park Vista Business checking account at Chase was \$11,100.00, LAIF was 207,950.31, Grandpoint account was \$216,507.82, and Chase money market account was \$107,577.28 for a total checking and savings of \$618,039.59.

MOTION: to receive and file the financial reports as presented was made by Member Gorin and seconded by Member de Cordova. Motion carried unanimously.

MOTION to authorize funds transferred out of Grandpoint account and deposit into the Chase checking account was made by Member Latta, seconded by Member Freeman

A footnote will be added to the first page summary report for discussion purposes only.

### **5. Updating the Authorized Signers on Senior Housing Board Corporation Bank Accounts**

MOTION: for Member Rotolo, Member Stone, Member Latta, to be the authorized signatory's for the accounts, and a minimum of two are needed to authorize a transaction for the Grandpoint account was made by Member Gorin seconded by Member Latta. Motion carried unanimously

MOTION: for Member Rotolo, Member Stone, Member Latta, too be the authorized signatory's for the account, and a minimum of two are needed to authorize a transaction for the Chase accounts by Member Gorin seconded by Member de Cordova.

### **6. Rental Rates and Tenant Eligibility Requirements - Sub-Committee Recommendations**

MOTION: to adjust eligibility requirements for new Park Vista tenant applicants to have lived for five consecutive years in their adult lifetime (18 or older) with proof of residency is verified, by Member de Cordova seconded by Member Gorin. Motion carried unanimously. This item will be presented to Council for their approval.

MOTION: to have an in-house rule that intra facility transfer applicants must demonstrate that they meet the income eligibility requirements upon transfer. The applicable income eligibility requirement will be based on the requirement at the time the tenant moved in Park Vista was made by Member de Cordova, seconded by Member Gorin, Motion carried unanimously.

MOTION: all rental rates will be adjusted to the nearest whole dollar was made by Member de Cordova, seconded by Member. Motion carried unanimously.

These new rounded rental rates will take effect June 1, 2014, after the tenants are notified.

#### **7. Park Visa Roof Replacement Project Possible Change Order**

Mr. Cadman stated that roof contractor will not guarantee leaks if the parapet walls are not repainted. Public Works requested they bid a change order (\$33,000) for waterproof painting of the walls. The Board has demonstrated a request to paint the entire building within the next 3-5 years.

#### **8 Surveillance Camera Purchase**

In the process of re-bidding the purchase.

**9. Furniture for Landings** Member Aikens will present to the Board the choices at a future meeting.

#### **10. Priority of Public Works Projects**

MOTION: to re-prioritize the pending projects that require the involvement of the City's Public Works department: First: installation of six awnings, Second deck repair, Third: exterior painting was made by Member Stone seconded by Member Latta. Motion carried unanimously.

### **D. UNFINISHED BUSINESS**

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

Mr. Cadman stated the roof is ready for the rain but the project is not quite complete. They are confident that there will be no leaks. Representative from Public Works and the Contract and the Management, have met and Public Works has stated that the areas that need to be cleaned and/or painted are being addressed.

## **2. Plan of Operations Sub-Committee Report and Recommendations**

MOTION: to approve the changes and direct the sub-committee to present a redline version and complete version of the updates and present to the Board at the next meeting was made by Member Latta seconded by Aikens. Motion carried unanimously.

## **3. Senior Housing Needs Sub-Committee Status**

MOTION: to create a new Board Ad-hoc subcommittee to identify options to provide more affordable senior housing without impacting the economics of the City, was made by Member Freeman seconded by Member de Cordova. Motion carried unanimously.

MOTION: to form an Ad-hoc subcommittee with Members Stone and Latta was made by Member Gorin, seconded by Member Freeman. Motion carried unanimously.

## **4. Board Handbook Sub-Committee Status Update**

Member Latta reported that they had gathered the materials to present a red-line version and an outline version to the Board as a whole at the next meeting.

## **E. CITY STAFF REPORT**

The City Council approved 2014 Budget, approved the rental increases and cost of living updates, and was given by City Liaison, Meredith Petit.

## **F. RESIDENT SUGGESTION BOX ITEMS**

A calendar for functions should be posted so tenants are aware of when the communal room and other communal areas are reserved.

Mr. Cadman stated there is no way to determine which units are wired for emergency generator use and which are not. Tenants are concerned about identifying which outlets have power during power outages. And Management will address that issue.

How often may a tenant use the communal room? Mr. Cadman stated this is done internally.

Addressed buckets of dirty water being left in the hallways, and the utility rooms should be utilized.

New tenants should be given a handbook of where things are and what the general procedures are.

## **G. PUBLIC COMMUNICATION:**

Tenant asked for clarification on item number 6, and how the grandfathering will be determined for the rent increase and income check. If the existing tenants who do an intra-building transfer are affected, and are people who are on the waiting list impacted by the increases? She also asked for the specific amounts the increase will be.

Member de Cordova responded for an example, if the tenant is in a studio and

transfers to a one bedroom they will pay the new amounts.

She asked if the grandfather only is for the income adjustment and not the rent increases.

Member Stone stated that they provide affordable housing for the seniors, but the building is getting older, and needs more work. They need to increase rents to support the building, and maintain it.

#### **H. BOARD MEMBERS REPORT**

None

**NEXT REGULAR MEETING:** Wednesday, March 26, 2014; 7:00 pm at Park Vista

**ADJOURNMENT:** at 9:50 p.m.

Submitted by,  
Cindy Mortesen,  
Recording Secretary