

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

March 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, Paula
Rotolo and James de Cordova

Directors absent: None

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

A. PUBLIC COMMUNICATION:

There were no public communications.

B. APPROVAL OF MEETING MINUTES

MOTION: to approve the minutes of the Regular Meeting on February 26, 2014,
with correction was made by Member De Cordova, seconded by Member
Latta. Motion carried unanimously

C. NEW BUSINESS

1. President's Report

President Stone did not have a report.

Item Number 2 discussed later in the agenda.

3. Reserve Accounts LAIF (Local Agency Investment Fund)

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

4. Financial Statements for Approval by Board

For the month of February, 2014, Neil Cadman reported a net cash flow
of \$81,540.99. As of February, 2014 PV Grand Point Account, was

\$216,560.32. Park Vista Business checking account at Chase was \$11,100.00, LAIF was \$207,987.95, and Chase money market account was \$107,589.14 for a total checking and savings of \$624,778.40. The audit is on-going and should be done by mid-April.

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

Item taken out of order:

2. Presentation of the Management Report

Mr. Cadman gave a brief update: Notice of rent increase was distributed last month, and notice of rents changed to round numbers, effective May 1, 2014. Major problems are occurring with the phone system. He also asked for clarification on the wait list. He wanted to know what the Board desires to do when they are unable to contact the people on the wait list. To set this policy, it will be on the next agenda.

5. Senior Housing Board Corporation Bylaws

MOTION to proceed with the process to amend the by-laws to prohibit taking up a new item of business during a regular meeting after a specific time, consent of a majority of the members of the Board to continue the meeting is required, was made by Member De Cordova, seconded by Rotolo. Motion carried by the following vote: Ayes, Members Stone, Gorin, De Cordova, Rotolo, Latta, Aikens. Noes: Freeman.

D. UNFINISHED BUSINESS

1. Furniture for Landings

Member Aikens reported on the selection and purchase of furniture for common landing areas 2 chairs and a small table, and in the smaller areas, a small bench.

2. Park Vista Roof Replacement Project Update

Portions of the roof have been completed, the Tremco needs to be completed, one unit had a leak, but it was discovered that portion of the roof was not included in the scope of work, after consultation with Management and Public Works, the Contractor did fix the roof in that area. No more payments are going to be made until the damage to the building by the contractors has been done.

Regarding the phone problems, a tenant called and complained that their phone was not working, she was advised to call AT&T. Subsequently, they discovered 28 tenants did not have phone service; currently they are having a phone company to check and correct the problem. They have identified a section that has been cut right below the roof, through a piece of plywood. The roofer is stating they are not responsible for that area. Public Works is going to file a claim against the roofers. The phones are restored, but the drywall has not been replaced. Currently there is debate whether it was the roofer, a sub-contractors or actually the City itself. There is a meeting scheduled for tomorrow to resolve this issue.

3. Plan of Operations Sub-Committee Report and Recommendations

They are still working on the plan of operations; City Council will need to approve the changes in the policies.

4. Board Handbook Sub-Committee Status Update

Need the plan of operations finished prior to completion of the Board Handbook...

5. Future Senior Housing Options Sub-Committee Status

They have nothing to report report at this time, but are continuing to work on the item.

E. CITY STAFF REPORT

Ms. Petit reported that the rent requirement item will go to Council for discussion at the April 1, 2014 meeting.

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.

Are bicycles allowed to be parked on the landings?

No, the offending tenant will be notified of the violation.

Cars owners who have parking spaces are not parking in them.

They do check the license plates to make sure the proper car is parking in the space, but they cannot force the tenant to park in the garage.

Are tenants allowed to keep bags of items on their decks outside?

Management will check on this item.

G. BOARD MEMBERS REPORT

Member Aikens reported that a tenant informed them that the Fire Department was called but were unable to access the property, and proper plans of the floors is not posted near the door.

Mr. Cadman stated that he has spoken with James Carver from the fire department, and the fire department has been given proper plans of the building.

Member Latta suggested that the fire department be reminded at least twice a year, and updated on the regulations.

Member De Cordova asked if the Fire Department inspects the building yearly, they should update any information and provide the Department of any pertinent changes.

Mr. Cadman will meet with the Battalion Chief, and agree on a course of action, and how to make sure they know how to access the building.

Member Aikens asked if they can get the gardeners to plant more bougainvilleas across the fence.

Mr. Cadman stated they will talk to the gardeners.

Member Aikens asked if it is possible that every month before the Board Meeting, a notice is posted in the elevators.

Mr. Cadman stated that notices are posted.

Member Freeman reminded everyone that there is a service for Julia Abreu Mason this Friday at Chevron Park.

NEXT REGULAR MEETING: Wednesday, April 23, 2014; 7:00 pm at Park Vista.

ADJOURNMENT: at 8:24 p.m.

Submitted by,
Cindy Mortesen,
Recording Secretary

DRAFT