REGULAR MEETING
EL SEGUNDO SENIOR HOUSING SENIOR
HOUSING BOARD CORPORATION
April 23, 2014

CALL TO ORDER:

The regular meeting was called to order at 7 p.m. at Park Vista. Jim Latta, Vice Chair presiding.

ROLL CALL:

Directors present: Jim Latta, Karen Gorin, Laura Freeman, Terry Sue Aikens, Paula Rotolo and James de Cordova
Directors absent Martin Stone
Others: Neil Cadman, Cadman Group, a California Corporation,
Elizabeth Calciano, City Legal Representative
Meredith Petit, Recreation Superintendent/City Liaison

A. PUBLIC COMMUNICATION:

Mike, 317, asked why there was not public communications at the end of the meeting.
Member Latta explained that we have communications at the beginning of the meeting and the public may speak during the discussion of each item.

B. APPROVAL OF MEETING MINUTES

MOTION: to approve the minutes of the Regular Meeting on March 26, 2014, with correction was made by Member Rotolo, seconded by Member Aikens Motion carried unanimously.

C. NEW BUSINESS

1. President's Report

Member Latta announced the Board will be following Roberts Rules of order more closely and every Board member will be able to address each item.

2. Presentation of the Management Report

Mr. Cadman reported on action items, the Bougainvillea will be trained to cover more of the fencing; attempted to contact the Fire Department, and will continue to do so, on the access to the building, Management will be speaking with them on clarifying access and more signs will be posted for their reference. The balcony clutter is being addressed. The Camera bid situation will hopefully be on the next agenda. Member Aikens asked if the signs on the landings could be replaced with something more attractive. Member Freeman asked if a new sign could be placed in the elevators announcing the date and time of the meetings.

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

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

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

For the month of March, 2014, Neil Cadman reported a net cash flow of $91,757.87. As of March, 2014 PV Grand Point Account, was $216,587.91 Park Vista Business checking account at Chase was $11,100.00, LAIF was $208,029.62, and Chase money market account was $107,593.68 for a total checking and savings of $635,069.08.

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

5. **Waiting List Policies**

Motion: to have a policy that when the outside waiting list is used to fill a vacancy at Park Vista, the management company will contact the next person on the Outside Waiting List by phone call, e-mail, and letter mailed by first class mail. After 5 business days, if no reply is received, the Management Company shall call the person again, giving them until the end of the day to reply. If no reply after 5 business days, the management company shall move on to the next person on the list. The management company shall also issue a letter to the prospect who did not reply giving them 30 days to reply and affirm their desire to remain on the Park Vista waiting list. If no reply in 30 calendar days, the person shall be removed from the outside waiting list was made by Member de Cordova and seconded by Member Aikens. Motion carried unanimously.

6. **Senior Housing Board Corporation Bylaws**

Board consensus that they make the Adjournment rule, a procedure, and not a Bylaw.

Motion that the rule will state:
At 9:00 pm if the business has not concluded, the chairperson will poll all Members and upon majority vote, the meeting will be extended for a maximum of one half hour. If business has not been concluded after one hour, the meeting may be further extended by one half hour increments upon a majority vote was made by Member Latta, seconded by Member Aikens. Motion carried by the following vote: Ayes: Members Latta, Aikens, Rotolo, Gorin, and de Cordova. No's: Member Freeman. Absent: Member Stone. 5/1/1

Elizabeth Calciano, Assistant City Attorney will insert a Rules and Procedure section in the Handbook.

D. UNFINISHED BUSINESS

1. **Furniture for Landings**

Member Aikens reported there is no update for this meeting.

2. **Park Vista Roof Replacement Project Update**

Mr. Cadman reported the process of replacing some of the awnings will begin shortly. Public Works is dealing with the contractor on the cleanup of the hall ways, and the solar panel removal, since the City removed the panels not the contractor, Public Works stated that portion of the scope of services should not be included in the payment. The 4 and 5 floors still have many holes to be repaired.
It has been determined that at some point in February/March, Management was notified that some of the phones were not working. AT&T was notified and they resolved their portion of the problem. It was determined that more interior damage needed repaired, an outside contractor was hired to resolved why some of the phones worked and why some did not. The Company found cut wires, and new wood replacement in certain areas. Public Works was notified, and they requested that they leave the dry wall etc. exposed until a determination of who is responsible for this problem. While responsibility is being determined, each affected unit has been provided with a working land line. Currently Public Works and the roofing contractor are debating who is responsible for the cut wires and new wood installation. Public Works has approached Management to ask how they want to resolve this issue. Responsibility cannot be determined unless the new roof is removed from and the repairs viewed from above. Public Works Director Stephanie Katsoluleas stated they have records with what was done and on what dates. Management contacted the tenants and requested when their phone outage began and determined if it coincides with the time the roof wood was replaced, then they can identify who is responsible. It was determined that approximately March 1, phone service stopped, and at that time the roofers were finished with the affected areas. The cost will be approximately $12,000 for the necessary repairs. Management would like the Board to determine whether or not to they want to continue the dispute with the contractors or proceed with repairs and have the Board pay for the damage.

MaryAnn Moore asked if the phones are now working. All phones are currently working.

MOTION: to not pursue the determination of responsibility for the damaged phone lines with the roofers, and the Board approved payment for the costs was made by Member Rotolo Seconded by Member Aikens. Motion passed unanimously.

3. Plan of Operations Sub-Committee Report and Recommendations

MOTION: to approve the red line version and take the item to the City Council for their approval was made by Member Aikens, Seconded by Member Gorin. Motion carried unanimously.

4. Board Handbook Sub-Committee Status Update

Items number 7, 8 and 9 in the handbook are going to be checked by Mr. Cadman and Ms. Petit
Consensus to approve the working copy of the title pages supplied for the Board Handbook.

Mary Jane, 208 asked about Fire extinguisher functions and how to work them. She asked if there was a book, or if a demonstration could be made.

5. **Future Senior Housing Options Sub-Committee Status**

They have been looking at other cities and how donation of buildings is handled, but they have nothing specific to report at this time, they are continuing to work on the item.

E. CITY STAF REPORT

Liaison Petit announced Elderfest is coming up May 10, transportation will be provided, and reservations must be made to insure a ride to and from the event.

Virginia Tracy, 416; Stated that people who don't drive may bring their drugs to her and she will dispose of them at the City drug drop-off event.

F. RESIDENT SUGGESTION BOX ITEMS

Mr. Cadman has addressed the problems on the 4 and 5 floors.

The Broken table will be discussed with Management.

G. BOARD MEMBERS REPORT

People walking in late for the meeting and asked why public communication is not also at the end of the meeting. They have no place to make announcements, etc.

Member Latta stated that at the beginning the public may talk about any subject, and then they may address any subject on the agenda at the time the item is discussed by the Board.

Assistant City Attorney Calciano explained the Brown Act and how it functions with Public Communications. The agenda may be changed at the direction of the Board.

NEXT REGULAR MEETING: Wednesday, May 28, 2014, 7:00 pm at Park Vista.

ADJOURNMENT: at 9:08 p.m.

Submitted by,
Cindy Mortesen,
Recording Secretary

DRAFT