

**MINUTES OF THE SPECIAL MEETING  
EL SEGUNDO SENIOR HOUSING CORPORATION SENIOR  
HOUSING BOARD**

Thursday, December 19, 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

Directors absent Paula Rotolo

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

**PUBLIC COMMUNICATION:**

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

401, Shelly Tucker, Stated that at the last meeting the decision was made not to place a camera in the laundry room, she requested one be placed in the laundry.

407, Steve Haxton, agrees with the placement of a camera in the Laundry room.

**APPROVAL OF MEETING MINUTES**

**Motion:** to approve the minutes of the Special Meeting on November 21, 2013 with corrections, was made by Member Aikens, seconded by Member Latta copies to be sent to the Liaison Petit and the board copied with corrected pages. Motion carried unanimously

**NEW BUSINESS**

**President's Report:**

President Stone stated that Roberts Rules of order will be more closely followed.

**Presentation of the Management Report**

Nothing to report.

**Reserve Accounts LAIF (Local Investment Fund)**

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

**Financial Statements for Approval by Board**

Stated the LAIF report from the Finance office was not accurate, the ending balance and the beginning balance on last month's report was incorrect. The amended reports will be given to Liaison Petit for the permanent record. Mr. Cadman reported the LAIF statement issued by the City Finance Office was not received by the time reports were issued to the City therefore the balance of the LAIF is not accurate. Neil Cadman also reported back on what Board member Freeman inquired about the opening and closing balance of maintenance for the September and October were not consistent. Mr. Cadman stated the difference was

the replacement of sewer lines was changed from maintenance to capital expenditures. Neil Cadman issued updated financial reports for September and October to the City Liaison.

**MOTION:** to have a section below the line that states committed funds of \$10,000 or more, was made by Member de Cordova, seconded by Member Freeman.

Member Aikens agrees, Member Gorin asked if these numbers could be placed in the minutes, Member Latta stated he felt that a report included as a separate page within the report for all outstanding items in process. Member de Cordova stated only things that the Board is contractually committed to be placed on this list. Mr. Cadman stated that he is not comfortable putting anything in the report that is not done by the financial program. He suggested he include a one page summary of the profit and loss with the numbers, of what has been committed. Member Stone agrees that the committed money items be included, and have an overview of everything that is being considered, but not committed to. Member Freeman stated that she agrees on the separate page that Mr. Cadman has proposed.

**MOTION AMENDED:** to request Mr. Cadman to provide a separate financial page of profit and loss statements with the committed amounts on capital expenditures, by Member de Cordova, seconded by Member Gorin. Motion carried unanimously.

For the month of November, 2013, Neil Cadman reported a net cash flow of \$16,469.46. As of November, 2013 Citizen's checking, was \$156,747.01, Park Vista Business checking account at Chase was \$11,100.00. Grandpoint account was \$216,480.24, and Chase money market account was \$178,287.67 for a total checking and savings of \$770,430.64.

Member Freeman asked about the owner contributions, Mr. Cadman stated that after the 2013 audit these dollar amounts should not show, and in order for it to be removed from the sheet it must be reclassified to show 0-0 or they are filtered down to the last four lines.

**MOTION:** to accept the financial reports as presented was made by Member Latta and seconded by Member de Cordova. Motion carried unanimously.

Board consensus to change the order of the items.

### **Preliminary 2014 Budget**

**MOTION:** to approve the preliminary budget presented was made by Member Latta seconded by Member de Cordova. Motion carried unanimously.

A reflection of the yearly differences and 0/0 will be provided the Board. The budget is the best estimate that is projected to be expended, based on previous year's budget.

### **Independent Living and Emergency Contacts**

Mr. Cadman gave a letter to Liaison Petit to be approved by the Board.

**MOTION:** to approve the letter as presented to Liaison Petit and included in the packet, was made by Member Latta, seconded by Member de Cordova, Motion carried unanimously.

### **Surveillance Camera Purchase**

Mr. Cadman stated that Public Works suggested that Laurie Risk, from the ESPD access the situation and make recommendations. Officer Risk agreed that the surveillance system should be used to deter people from entering Park Vista, she agreed that the exercise room camera be removed, and she requested how many things had been stolen from the laundry room. She also stated that items should not be left in the laundry room unattended. She feels that cameras at egress and ingress points are important. She also suggested that other fenced areas be updated for better security to the grounds.

Member de Cordova suggested that a camera be placed at each entrance and the doors checked several times a daily and then the tapes be monitored for any one tampering with the doors. Mr. Cadman stated that the cameras would be mounted on the outside of the doors, not from the hall inside. He stated that this is a security issue or a thief issue.

Member Freeman stated that she does not want fencing installed, just have the landscape gown to deter people from entering the property. She also stated that the doors be alarmed, and checked daily, plus a laundry room camera should be installed. Member Aikens agrees with Member Freeman statements. Member Latta agrees that laundry not be left unattended and he would opt for a camera at the gate but not the laundry room. Member de Cordova, agrees with Member Latta's comments.

**MOTION:** to approve the six proposed cameras and add a camera at the front gate and have the project bid amended to include the seventh camera, was made by Member Latta, and seconded by Member Gorin. Motion failed by the following vote: Ayes: Latta, Gorin, Stone Noes: Aikens, Freeman, and de Cordova.

**MOTION:** to approve revised bid to include the following cameras, 4-9, with the addition of the camera that views down the hallway passed the laundry room and place a camera or alarm the door to the right of the main front entrance was made by Member Freeman. Motion died to lack of seconded

**MOTION:** to approve 4-9, and additional cameras as identified in discussion. And looking at the installation of the camera at some location at the front entrance was made by Member Latta, Motion failed due to lack of second.

Member de Cordova stated that it seems that the location of the cameras should be on the inside of the doors, due to the fact that the complaints are being made about people propping doors open.

Mr. Cadman stated that the cameras are a deterrent from people entering the building unauthorized.

Member Gorin asked why the cameras, could not be placed on the inside, monitoring the doors? Member Aikens stated that perhaps at the door a camera could be placed on the inside and the outside, and that there needs to be a camera in the laundry room because the tenants want one.

Member Freeman agrees with Member Gorin and Aikens, and she does like the idea of the alarmed door.

Member Latta stated that the interior camera would be too easy to tamper with.

Member de Cordova stated he did not feel that anyone could reach the interior camera to tampered with it.

**MOTION:** to approve a new bid for items 4-9, and additional bid each for additional camera; at laundry room; and the back gate; and exterior front stair way door; was made by Member Latta, seconded by Member de Cordova. Motion passed unanimously.

### **Furniture for Landing**

Member Aikens stated that she intends to continue working towards gathering information from the residents through a survey. Mr. Cadman wanted to clarify exactly what areas are being proposed and recommended that Member Aikens visit the areas to determine the appropriate size and amount of furniture. The Board authorized Mr. Cadman to prepare a survey and place the survey on each tenant's door for their input.

### **Rental Rates and Sub-Committee Recommendations**

Member de Cordova handed out a report. He stated that the figures are not final, and some are estimates. (Report attached)

**MOTION:** to approve the Sub-Committee recommendations of 2% increase per unit annually including the offset of .25% for Medicare, with annual rental increase tied to the 10 year average for Social Security

increases. With the minimum floor being set at 2% minimum per annum starting in March, was made by Member de Cordova, seconded by Member Gorin. Motion carried unanimously.

**MOTION:** to approve the Sub-Committee recommendations of rents for new applicants to be set at 50% below fair market value, Fair market rate to be established by Park Vista Management Company and approved by the City Council was made by Member de Cordova, seconded by Member Gorin. Motion carried unanimously.

**MOTION:** to approve lowering the income limit to \$35,000 for a one person household and \$40,000 for a two person income, and City Council approval was made by Member de Cordova, seconded by Member Freeman. Motion carried unanimously.

**MOTION:** to approve the policy that if a unit is declined two times by a tenant on the waiting list they are removed from the list for two years was made by Member de Cordova, seconded by Member Freeman. Motion carried unanimously.

Residency requirements to be discussed at a future meeting.

### **No-Smoking Policy and Enforcement**

Attorney Kovacevich reported that smoke detectors in selected units would be privacy concern and not recommended.

**MOTION:** if any reports are received suspecting someone is smoking in their room the Manager Jim Maynard or the resident Manager immediately goes to the unit and confirms the report as true or false. If no one answers the door then a note is placed under the door, and gives the occupant a warning, if there is a second offense a note is placed in their file, the third time house rules are violated the tenant is given a notice of intent to evict, was made by Member Freeman, seconded by Member Aikens. Motion failed by the following vote: Ayes: Freeman, Aikens, Noes Latta, de Cordova, Stone, Gorin.

Mr. Cadman reported that currently if a report is received, a letter is issued to the tenant and the emergency contact person advising them that a violation of the house rules has been reported and grounds for eviction has been determined. If there is another complaint then a request to inspect the unit is made. Management determines if there has been smoking in the unit. If a person is found smoking, a notice to perform or quit is put in their files, and a second time they can be evicted.

Member Freeman asked if Park Vista could be added to the current City Ordinance for a No Smoking law. Attorney Kovacevich stated that they may ask Council to take this action.

## **A. UNFINISHED BUSINESS**

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

The contractor has requested that certain things must be done before the work can be done. It is being accomplished and the work is progressing. Mr. Cadman reported the contractor stated that the roof work was going to stop, because requirements were not in the original bid, the city and the plumber and roof contract met and these requirements were completed.

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

**Motion:** to continue to next meeting, was made by Member Gorin, seconded by Member de Cordova. Motion passed unanimously.

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

**Motion:** to continue to next meeting, was made by Member Stone seconded by Member Latta, Motion passed unanimously.

**Board Handbook Sub-Committee Status Update**

**Motion:** to continue to next meeting, was made by Member Stone, seconded by Member Latta. Motion passed unanimously

**CITY STAFF REPORT**

A general report from City Liaison, Meredith Petit including an update from Public Works on Options for repairs.

**RESIDENT SUGGESTION BOX ITEMS**

To be discussed at the next meeting.

**BOARD MEMBERS REPORT**

A general report from the Senior Citizen Housing Board Members.

**PUBLIC COMMUNICATION (5 Minute Limit)**

At this time, members of the public may speak to any item of interest **not appearing on the agenda** but which is within the subject matter jurisdiction of the Senior Housing Board. Please note that State law prohibits the Board from discussing or taking action on any item that does not appear on the agenda. Each member of the public may speak for a maximum of five minutes. Before speaking, please state your name and address for the record. If you represent an organization or a third party, please state it for the Minutes.

104, Cynthia Jenkins; stated she has water damage to her carpet which she paid to upgrade, a plumber has reviewed the damage and the issue is still not resolved.

204, Donna Cummings, stated that sandbags need to be on hand for future runs before the water can enter the effected units.

211, Jeannette Ringus, stated that she is not comfortable with tenets paying different rents for the same type of apartments. The earlier tenants are at a much lower scale that the new tenants.

**NEXT REGULAR MEETING:** Wednesday, January 22, 2013; 7:00 pm at Park Vista.

**ADJOURNMENT:** 10:37 p.m.

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Cindy Mortesen, Recorder