

**REGULAR MEETING
EL SEGUNDO SENIOR HOUSING SENIOR
HOUSING,
May 28, 2014**

CALL TO ORDER:

The regular meeting was called to order at 7 p.m. at Park Vista. Martin Stone, Chairman presiding.

ROLL CALL:

Directors present: Martin Stone, Jim Latta, Laura Freeman, Terry Sue Aikens, Paula Rotolo and James de Cordova

Directors absent Karen Gorin

Others: Neil Cadman, Cadman Group, a California Corporation,
Elizabeth Calciano, City Legal Representative
Vina Ramos, Acting Recreation Superintendent/City Liaison

A. PUBLIC COMMUNICATION:

Donna Cummings, 204; second floor furniture is really in poor shape, if no new furniture is going to be purchase, they would like the stuffed furniture that is there removed.

B. APPROVAL OF MEETING MINUTES

MOTION: to approve the minutes of the Regular Meeting on April 23, 2014, with corrections was made by Member Rotolo, seconded by Member Latta. Motion carried unanimously.

C. NEW BUSINESS

1. President's Report

None

2. Presentation of the Management Report

Mr. Cadman reported on his meeting with another security camera company for installation of security cameras. The new company is within the price range of the last bid received. This item will be placed on the agenda for Board approval at the next meeting.

There is an infestation of roaches. The residents have been notified, and an extermination company has been called. There is a new product that he will be trying on his own units. The first step is to clean, clean, clean, then spray, and return in two weeks and spray again.

The second quarter residents meetings will be scheduled in mid-June.

An awning on the east side was covered with trees and it was missed.

The Chase money market account, was set up with a checking account to receive a

better interest rate. Chase has placed the account on inactive status, due to lack of use. Member Rotolo stated that since the money market account has been active they cannot place the checking account on inactive.

The Fire Department has met with staff and walked the building and he checked the knock box and there is a master key. He stated that the map and notices that are posted are good and they can work with these notices.

3. Reserve Accounts LAIF (Local Agency Investment Fund)

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

4. Financial Statements for Approval by Board

For the month of April, 2014, Neil Cadman reported a net cash flow of (\$49,509.62). As of April, 2014 PV Grand Point Account, was \$216,614.62 Park Vista Business checking account at Chase was \$11,100.00, LAIF was \$208,069.46, and Chase money market account was \$107,598.07 for a total checking and savings of \$592,891.77.

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

Items 5 and 6 voted on together with the same motion

5. Contract Review – Amtech Elevator Services (pages 32-38)

6. Contract Review – Web Service Company (pages 39-44)

Motion: to seek bids from alternative service providers for an agreement for laundry service within Park Vista; seek bids from alternative service providers for a service agreement for elevators within Park Vista, bids to be presented bids at the next meeting was made by Member Rotolo and seconded by Member Latta. Motion carried unanimously.

7. Financial Audit (pages 45-59)

Motion: to accept and approve the Draft 2013 Financial Audit completed by accountants Forman, Richter, and Ruben was made by Member Rotolo, seconded by Member Latta. Motion carried unanimously

D. UNFINISHED BUSINESS

1. Furniture for Landings

Member Aikens asked for help on this item. Member Freeman volunteered to assist Member Aikens. They will remove the stuffed furniture on the second floor landing. They will have benches and chair samples for approval at the next meeting.

2. Park Vista Roof Replacement Project Update

Mr. Cadman reported the roof is completed. He is currently working with the roofing contractor, an amount is being withheld for the wall and carpet damage. The Public Works Department has stated that the remainder of the contract amount will not be paid until approved by the Board when the carpet and walls are completed to the Boards satisfaction.

3. Board Handbook Sub-Committee Status Update

There is a compilation of the history of the policies and procedures for the Board to assist current and new members with decisions and policies made in the past. This will be for the Board to refer to, when a policy change is made the Liaison will update and maintain the master.

4 Future Senior Housing Options Sub-Committee Status Update

Committee is still working on this item and will continue to update the Board on their progress.

E. CITY STAFF REPORT

Ms. Ramos reported that the Plan of Operations will go to City Council for their approval at the June 17, 2014 meeting.

F. RESIDENT SUGGESTION BOX

- 1) Regarding the landing and removing the stuffed furniture.
- 2) Appreciated the white roof, it made a difference during a heat.
- 3) Carpets need cleaned.
- 4) Complaint about shopping cart in the hallways.

Member Freeman stated that a policy is needed regarding the storage of wheel chairs, crutches and such in the utility closet.

G. BOARD MEMBERS REPORT

Member Rotolo would like to agendize for next month, direction to Management approval to investigate, what happened to the solar panels that were removed.

Member Latta announced he will not be at the next meeting.

H. Public Communications

Donna Cummings, asked when the approved minutes should be available on the Web Site and are they to be posted in the lobby, if so when?

Staff will investigate this.

NEXT REGULAR MEETING: Wednesday, June 25, 2014, 7:00 pm at Park Vista.

ADJOURNMENT: at 8:40 p.m.

Submitted by,
Cindy Mortesen,
Recording Secretary