

**¹REGULAR MEETING
EL SEGUNDO SENIOR HOUSING SENIOR HOUSING**

September 24, 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, Karen Gorin, Terry Sue Aikens, Laura Freeman, and James de Cordova

Directors absent Paula Rotolo

Others: Neil Cadman, Property Supervisor, Cadman Group, a California Corporation,
Gregg Kovacervich, City Legal Representative per Mark Hensley
Jesse Bobbett, Acting Recreation Superintendent/City Liaison

A. PUBLIC COMMUNICATION:

Resident, Room 220, spoke regarding number eight on the agenda, the exercise room; she stated that a smaller room could not accommodate it.

Resident, Room 211, spoke regarding item number seven on the agenda, occupancy of more than the specified tenant in a unit.

B. APPROVAL OF MEETING MINUTES

MOTION: to approve the minutes of the Regular Meeting on August 27, 2014 was made by Member Latta, Seconded by Member Aikens. Motion carried unanimously.

C. NEW BUSINESS

1. President's Report None

2. Presentation of the Management Report

Mr. Cadman stated that four tenants have been served with a "Notice to Perform or quit" for smoking. There is a unit that has been vacant for almost 4 months, the resident passed away and the next of kin cannot be located. It has become a health issue; the county will not allow management into the unit until the County releases it. The items in the unit may not be disposed of if the contents are above a certain value. When the unit is released, they will hire a company to catalog the contents and arrange for the disposal or sale of the items. Until this process is completed the unit must remain vacant.

3. Reserve Accounts LAIF (Local Agency Investment Fund)

Consensus to receive and file the reserve account report as presented.

4. Financial Statements

For the month of August, 2014, Ms. Cadman reported actual ending cash in the Bank \$79,328.31 as of July, 2014 PV Grand Point Account, was \$45,417.41 Park Vista Business checking account at Chase was \$11,100.00, LAIF was \$208,237.82, and Chase money market account was \$107,619.48 for a total checking and savings of \$451,703.02.

Motion to received and file the financial reports as presented was made by Member Stone, Seconded by Member Latta. Motion carried unanimously.

5. Review of Park Vista Management Contract

Motion to authorize the third amendment of the management agreement with Cadman Group for the term of three (3) years, with an increase of \$666.67 per month was moved by Member Latta seconded by Member de Cordova. Motion carried by the following roll call vote; Ayes: Members Stone, de Cordova, and Gorin. Noes: Member Freeman and Aikens 4/2. Member Rotolo absent.

Motion to authorize the President and the CFO to sign the third agreement with Cadman Group was made by Member Latta, Seconded by Member de Cordova. Motion carried by the following vote Ayes: Members Stone, Latta, de Cordova, and Gorin. Noes: Member Freeman and Aikens. 4/2. Member Rotolo absent.

6. Enforcement of Smoking Policy at Park Vista

Mr. Cadman stated they have the evidence of tenant smoking, and have enough evidence for them to issue a "Notice to Perform or quit", this is the first "strike"; the tenants still need to have another "strike" for procedure to evict. He further discussed the procedure used in enforcing the No Smoking policy, and how the Management group has handled it.

In the past the way cigarette complaints have been handled is; if someone has complained of cigarette smell, they locate the tenant possibly smoking. And contact them. The Management may not begin the "strike" sequence until a tenant has been observed smoking by a member of management.

7. Enforcement of Unauthorized Occupants Policy for Park Vista

Mr. Cadman read a letter sent to all resident's earlier this year. The same enforcement rules apply to this that apply to smoking. If Guests visit from 8 am to 11 pm, they are not technically living in the unit. The do notify the tenants when complaints are received, and inspect when appropriate. But as with the smoking issue, nothing can be done until it is proven that unauthorized persons are residing in the units.

8. Upgrades to Media and Exercise Rooms

Member Freeman stated that the media room has broken chairs and the TV is too small for that area. She requests that this room receive attention and is in need of updating. Perhaps they could get some outside help with paying for improvements. Member Stone and Member Freeman to work on this project.

9. Building Maintenance Issues

Mr. Cadman spoke regarding rain gutters that need fixed, and there are still sandbags around the outside balconies. Member Freeman stated that rain gutters would alleviate some of the need for sand bagging. Bids have been received to prepare the three decks so they will not leak. This is a Public Works project, and Mr. Cadman and Mr. Kovacovich are working on this. He stated that he hopes this is deemed an emergency situation

by Public Works and the City Manager which would authorize management to begin up-
grading the three decks.

Member Aikens stated the second floor fan is loud and ugly. The City is discussing and
management is working with Public Works to resolve this issue.

10. Unit Inspection Report

Member Aikens stated the units she inspected were mostly in very good shape. One
Tenant stated her bath tub would not turn on, but she didn't want it turned on. Mr. Cad-
man noted that and will have it fixed. It was stated that all handles are being replaced with
the handicap models for ease of use. Member Freeman stated these are being replaced
on an as needed basis. If a tenant complains or the faucet is broken they will be replaced.
Member Latta asked if there is a policy on hoarding, Mr. Cadman stated that there is a
clause in the rental agreement about a healthy and livable condition which he feels ad-
dresses hoarding issues. Balconies need to be readdressed, and a standard developed
that is enforceable. Mr. Cadman to create a proposal with guidelines on what and how
much may be kept on the balconies. Member Stone stated the biggest problem he found
were light bulbs being burned out. Member Latta stated that he found a unit that needed
attention to cleanliness was involved and one unit did smell like smoke.

D. UNFINISHED BUSINESS

1. Park Vista Roof Replacement Project Update

Mr. Cadman stated he has been working with Nick from Public Works, the carpet has
been fixed, some of the rails still need repainted, Trim Coat repaired a couple of sections
on the roof, Public Works has signed off on the Roof. Public Works is withholding one
payment until the solar panel issue resolved.

2. Contract Review – Laundry Services

Motion to authorize Cadman Group to inform Wash Web that their Contract will not be re-
newed, was made by Member Latta, Seconded by Member Gorin. Motion carried unani-
mously.

Motion to approve the bids from Wash Web Option D was made by Member Latta, Se-
conded by Member Stone. Motion carried unanimously.

3. Furniture for Landings

Member Aikens stated the tenants are not clear on what they want on the landings.
She would like to speak to the tenants directly. She asked the tenants present.

4. Board Handbook Sub-Committee Status Update

No Action taken

5. Future Senior Housing Options Sub-Committee Status

Continued to the October Agenda.

E. CITY STAFF REPORT

Mr. Bobbett stated the tennis courts are being resurfaced.

F. RESIDENT SUGGESTION BOX

Letters complaining on the smoking issue. Hazardous materials are being placed in the trash dumpsters. The second floor landing is very hot, and an air conditioner is needed. Manager should walk the building more often to observe conditions.

G. BOARD MEMBERS REPORT None

H. PUBLIC COMMUNICATIONS

Irene Sierra, spoke on new tenants not being given a tour of the building.
Member Latta suggested perhaps a "Welcome Wagon" committee could be formed.

Tenant: What happened to Seniors on the Go?
Member Freeman stated they needed new leaders.

Cynthia Jenkins, 104, submitted a letter to the Suggestion box asking if the bougainvillea could be trimmed where her window is.
Member Freeman stated that the gardeners were told to let the bougainvillea expand to cover the fence and inhibit persons entering the property from that site, directions to the gardeners will be clarified.

NEXT REGULAR MEETING: Wednesday, October 22, 2014, 7:00 pm at Park Vista.

ADJOURNMENT: at 9:10 p.m.

Submitted by,
Cindy Mortesen,
Recording Secretary