

**REGULAR MEETING  
EL SEGUNDO SENIOR HOUSING  
OCTOBER 22, 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, Paula Rotolo

Directors absent: None

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

**A. PUBLIC COMMUNICATION:**

Resident, Room 401, spoke regarding upgrades to Media and Exercise Rooms. Resident prefers not to make any changes in the room.

**B. APPROVAL OF MEETING MINUTES**

MOTION: To approve the minutes of the Regular Meeting on October 22, 2014, with corrections in the "Meeting Highlights" made by Member Freeman. Motion was made by Member Latta, Seconded by President Stone and motion carried unanimously.

**C. NEW BUSINESS**

**1. President's Report None**

**2. Presentation of the Management Report**

Unit 318 is now in Park Vista's possession and a dumpster will be placed outside the building for about 3 days to remove items and/or trash in the unit; roach problems continues but units adjacent to 318 have been treated; Management tenant meeting is on November 11; memo re-issued to tenants regarding unauthorized occupants; bougainvillea has been trimmed to stay closer to the fence; prepared a draft rule regarding appropriate items for the balconies; draft budget for 2015 being reviewed; discussed implementation of changes in the handbook.

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

MOTION: To accept the reserve account report as presented. Moved by Member Rotolo seconded by Member Latta and motion carried unanimously.

**4. Financial Statements**

For the month of September, 2014, Mr. Cadman reported that Net Income is \$13,119.47; actual ending cash in the bank is \$92,426.34, \$45,423.01 in the PV Grand Point Account, \$11,100 in the PV Business Checking Account Chase, \$208,279.91 in the PV Reserve Account LAIF, \$107,623.23 in PV Money Market Account Chase with total cash of \$464,852.49. Approximately \$18,034.40 is allocated for the roof project.

MOTION: Cadman Group to obtain bids for cable services and bring results back in next meeting. Motion made by Member Gorin, seconded by Member Freeman and motion carried unanimously.

MOTION: To receive and file the financial reports as presented was made by Member Stone, Seconded by Member Latta. Motion carried unanimously.

#### **5. Repair and Modification of Patio Decks and Doors in Units 219, 200, and 221 to Prevent Further Water Intrusion.**

City Attorney Kovacevich reported that the City assures that the repair will not be completed on time due to high volume of public projects. Mr. Kovacevich suggested that the Board approve Cadman Group to hire a private company to act in a capacity of Public Works Staff to take their place and prepare request for bids and circulate to get a qualified of contractor.

MOTION: Authorize Cadman Group to secure services of a consultant to act in a capacity of Public Works staff to prepare Request for Proposals or Bids to circulate and get a contract to complete the repair and modification of the patio decks, doors in units 219, 200 and 221 to prevent further water intrusion. Contract amount is not to exceed \$10,000. When bids are collected, a Special Meeting will be scheduled for Board's review and approval. Motion carried unanimously.

#### **6. Insurance for Senior Housing Board Corporation Members**

City Attorney Kovacevich discussed the Board's insurance coverage. All Board Members are covered in the City's insurance policy of \$30 million, unless, Board Members acted outside the scope of their duties. The City has a self-retention of \$750,000. Mr. Cadman is requesting for bids to purchase additional coverage but it has been a challenge to obtain bids due to covered party determination.

#### **7. Scheduling of November and December 2014 Meetings**

MOTION: The Board moved to approve to have a meeting on November 20, 2014 and canceled November 26, 2014 and December 24, 2014.

### **D. UNFINISHED BUSINESS**

#### **1. Contract Approval – Laundry Services**

Member Freeman was concerned about the response time for repair services not specified in the contract. She requested to change to 24 to 48 hours but motion was not seconded. Mr. Cadman reported that WASH promptly responds to repair services.

MOTION: To authorize contract with WASH and authorize President and CFO to sign the contract. President Stone made the motion and seconded by Member Latta. Motion carried unanimously.

#### **2. Board Handbook Sub-Committee Status Update**

Member Latta reported that any changes in the Board Handbook must be forwarded to City staff and City staff will update the Board Handbook and upload the changes on the City website and City Library. Mr. Cadman will update staff and Board Handbook placed in Park Vista Manager's office.

Member Freeman has concerns about tenants not receiving the correct information. Member Gorin mentioned that tenants should take the time to attend the meeting and to also check the bulletin board regarding notices of changes. Member Latta explained that the handbook is available in the office and available online. Member Latta also suggested having a welcome wagon to new residents.

MOTION: Cadman Group to 1) post a memo that the Board Handbook is available for all tenants

in the office and online; 2) post a quarterly flyer in the bulletin board and typical places around the building for any changes in the handbook; 3) Email the handbook if requested. Motion made by President Stone, seconded by Member Rotolo. Motion carries unanimously.

Mr. Cadman also had questions regarding Plan of Operations regarding Income and Residency Requirements. The new requirements are not in the Board Handbook. City Attorney Kovacevich suggested checking City Council action and updating the Board Handbook for consistency. City staff will look into it and update the handbook with the correct documents.

### **3. Upgrades to Media and Exercise Rooms**

Member Freeman and President Stone reported that the media and exercise rooms will be upgraded. Possible upgrades are new lights, instructions on how the machine works, new seating and better television. Member Freeman and President Stone are working on donations for the upgrades.

### **4. Building Maintenance Issues**

Mr. Cadman went over his proposed balcony policies. The following are not allowed in the patio/balcony: storage, hanging clothes, carpeting, grilling, open flame, electric cords, bird feeding, tape, installation of any items on the railing and decorations. Plants are accepted but tenants are responsible for keeping the water from leaking and tenant is responsible for any damages. The policy should help with the current hoarding issues. Item will go in the next meeting for discussion and possible approval.

Member Aikens noticed that on the corner of Holly & Sierra, the paint on the planter is peeling and has molds. Member Aikens and Member Freeman requested Cadman Group to check the building and fill the holes and paint the peeling paint.

Member Freeman and Member Aikens requested for lights to be changed in the Exercise Room. Mr. Cadman will ask staff to fix the lights.

### **5. Furniture for Landings**

Member Aikens reported that they are looking into placing 8 flat bedded benches by the elevator sections. Front landings and back landings estimated at around \$7,500 to \$9,000. Member Gorin likes the flat benches and staying consistent around the areas. Member Rotolo and Member Latta like the flat benches and some occasional chairs and end tables. President Stone would like to see a quote to be discussed in the next meeting.

### **6. Future Senior Housing Options**

President Stone reported that Park Vista can seek donations for the possibility of adding a housing stock in the City. Talked to different industries and researched ideas that are used in similar communities. President Stone and Member Latta will continue report about the item as it is a long process.

## **E. CITY STAFF REPORT**

Mr. Bobbett reported that Time Warner contract will expire in July 2015. Relayed apologies from Mayor Pro Tem Carl Jacobson and Mayor Suzanne Fuentes for missing the meeting due to conflict with another meeting. Mr. Bobbett also reported that Floriza Rivera from Public Works mentioned that the Park Vista roof project is complete.

## **F. RESIDENT SUGGESTION BOX**

New washers and dryers are not stacked. Member Freeman suggested putting a sign by the recycling bins and garbage. Member Freeman asked about the fan on the second floor. Per Mr. Cadman, City staff does not have any other suggestions. Member Freeman would like an air conditioner on the hallway. Mr. Cadman mentioned that few years ago, the second floor did not

have air circulation. Mr. Cadman brought a contractor to put a bid but City decided to install the fan. The second floor improved but the fan noise is loud. President Stone asked Mr. Cadman to look into quieter fan as air conditioner will likely cost a lot of money and does not guarantee a fix due to the size of the room.

MOTION: Member Freeman made a motion to extend the meeting for 30 minutes. 4 Yes from Members Freeman, Gorin, Rotolo and Aikens. 3 Noes from Members Stone, deCordova and Latta.

Rowing machine is no longer available but elliptical machines are similar to rowing machines. Member Freeman and President Stone will look into it. Media and Exercise Rooms and Laundry Rooms are not being monitored. Member Freeman noticed that front door is unlocked all the time. Mr. Cadman agreed that it is open all the time due to tenants leaving it open all the time.

Board Members requested that the Board discuss the enforcement of front door being locked in the next meeting.

**G. BOARD MEMBERS REPORT**

None

**H. PUBLIC COMMUNICATIONS**

Resident, Room 401, like the benches and chairs idea by the elevators but make sure it does not look institutionalized.

Tenant looked at the handbook last week and wants to know about the residency requirements. Board will clarify in the next meeting the requirements.

Tenant asked about the videos and Mr. Cadman reported that the project already started.

NEXT REGULAR MEETING: Thursday, November 20, 2014, 7:00 pm at Park Vista.

ADJOURNMENT: at 9:11 p.m.

Submitted by,  
Vina Ramos,  
City Staff