

**MINUTES OF THE SPECIAL MEETING**  
**El Segundo Senior Citizen Housing Board Corporation**  
**Tuesday, November 17, 2015 - 7:00 pm**  
**Park Vista Senior Housing**  
**615 E. Holly Avenue, El Segundo, CA 90245**

**CALL TO ORDER:**

The regular meeting was called to order at 7:00 pm at Park Vista, Chairman Latta presiding.

**ROLL CALL**

**Members present:** Jim Latta, Martin Stone, Jim de Cordova, Terry Sue Aikens and Paula Rotolo.

**Members absent:**

**Others:**

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

**A. PUBLIC COMMUNICATION**

Shelly Tucker, 401, spoke regarding the elliptical machine, the list was not removed from the spot on the bulletin board. No one was coerced into signing.

Mary Jane Clutter, 208, Likes using an elliptical machine.

202, Requested information on when her balcony was going to be repair.

317, Asked if anyone was aware of the costs expenditures on such items, as elliptical machine. Stated that before things are purchased it should be determined if a majority of the tenants are interested.

**B. APPROVAL OF MEETING MINUTES**

Motion to approve the Minutes of the Regular Meeting of October 28, 2015 was made by Member Aikens, Seconded by Member Stone. Motion carried unanimously.

**C. NEW BUSINESS**

1. President's Report Reports --Member Latta spoke regarding speaking up and being quite during meetings.
2. Presentation of the Management Report from Mr. Cadman announced that the resident manager will be living on site in two to three weeks.
3. Reserve Accounts LAIF (Local Agency Investment Fund) For the month of October, 2015. Financial Statements including, but not limited to, statements, invoices, finances, and transfers

[Type text]

[Type text]

Special Senior Housing Board  
November 17, 2015

between accounts for the month October, 2015. Actual ending cash in the Bank \$160,527.61 as of September 2015 Grand Point Account, was \$26,730.25. Park Vista Business checking account at Chase was \$11,100.00, LAIF was \$208,881.15, and Chase money market account was \$107,669.57 for a total checking and savings of \$514,908.58

Motion was made to receive and file statements, LAIF (Local Agency Investment Fund), invoices, finances, and transfers between accounts for the month October, 2015 was made by Member Latta , Seconded by Member Stone. Motion passed unanimously.

***Held for latter in the agenda.***

4. Rental Rate Adjustments (Page 26)

5. Coin Change Machine for Laundry Room

Mr. Cadman may have bids at next meeting but wanted the Board informed that any company will charge a percentage. The machines may be converted to tokens or credit cards but the company would also charge a fee for this. No Action taken on this item.

6. Parking Policy

Mr. Cadman explained the current policy.  
No Action taken on this item.

7. Elliptical Machine

The most recent data was that 4 tenants had entered the exercise room in a month.  
No Action taken.

**D. UNFINISHED BUSINESS**

1. Repair and Modification of Patio Decks and Doors in Units 219, 220 and 221 to Prevent Further Water Intrusions.

Information from Public Works stated a building permit has been pulled and the contractor is meeting the specification. As soon as a contract is signed off and received the project will begin. Mr. Cadman anticipated that in 2-3 days work will begin.

2. Fan Unit on 2<sup>nd</sup> Floor at Park Vista

Mr. Cadman contacted Liberty at the suggestion of Member Aikens. They stated they only do Condo units but did recommend two other companies. They have been contacted to visit and bid on this project. Something should be ready by January.

3. Park Vista's Proposed Budget for 2016 (Page 27 – 53)

Motion to approve Park Vista's proposed budget for 2016 and authorize City staff to take to Council for approval in January, was made by Member Rotolo, Seconded by Member Stone.  
Motion carried unanimously.

Reserve Study was discussed. A projection of \$97,000 for the first four years should be designated each year for future expenditures.

The study determined that \$208,000 in a savings fund, could be designated as reserves. This study was based on the private sector not an public entity such as this building. The company was asked specifically to budget per the public works and city requirements, due to the certain requirements for public buildings.

Mr. Bobbitt gave a brief history on the loan on repayment terms with principal and interest.

The Board discussed the formation of a sub-committee to understand the different options prior to going to Council for an explanation of the different funds. Motion to appoint Members Stone

and Rotolo to form a sub-committee to look into the payment of the loan and how it can be used and what the options are was made by Member Latta, Seconded by Member Aikens, Motion carried unanimously.

**Moved down From New Business.**

4. Rental Rate Adjustments (Page 26)

Member Rotolo is not in favor of a rent raise for 2015, but stated it will probably be necessary to increase in 2016. Member Latta suggested they don't make any decisions until after the rent survey is complete.

4. November and December 2015 Meeting

Motion to cancel November and December 2015 regular meeting of the board was made by Member Aikens, Seconded by Member Stone. Motion carried unanimously.

**E. CITY STAFF REPORT**

None

**F. RESIDENT SUGGESTION BOX ITEMS**

None

**G. BOARD MEMBERS REPORT**

None

**H. PUBLIC COMMUNICATION (5 Minute Limit)**

Donna Cummings, 204. Stated the TV placement has not been addressed.

The Board responded that they remain the same, and the one in the exercise room be mounted on the wall.

Mr. Cadman responded to the request to change the trash pickup time. The company stated it cannot be changed.

Mr. Cadman responded that unit fire sprinklers are checked every 5 years.

Shelly Tucker, 401, would like to get some figures before the elliptical machine is turned down.

Mike, 217 spoke regarding the Cable TV charges, and requested that people send letters stating their requests, and not infer that they are of speaking for everyone.

Resident, Why is there not a copy of the bill submitted for the financials, so they can be verified. The Board stated that they do review the financials before accepting them.

Non-Resident; Asked if the audit group is external. Mr. Cadman stated they are.

**NEXT MEETING** January 27, 2016

**ADJOURNMENT** 9:50 P.M.

Recording Secretary,  
Cindy Mortesen

[Type text]

[Type text]

Special Senior Housing Board  
November 17, 2015