

**MINUTES OF THE REGULAR MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday, January 25, 2017
Park Vista Senior Housing
615 E. Holly Avenue, El Segundo, CA 90245**

CALL TO ORDER:

The regular meeting was called to order at 7:05 p.m. at Park Vista, Vice Chairman Stone presiding.

ROLL CALL

Members Present: Martin Stone, Terry Sue Aikens, Patricia Gerber
Members Absent: Jim Latta

Others: Neil Cadman, Property Manager, Cadman Group, a California Corporation
Liz Tran, Acting Recreation Superintendent/City Liaison

A. PUBLIC COMMUNICATION

Jeanette Ringus, #211, requested clarification on Agenda Item #5

B. APPROVAL OF MEETING MINUTES

1. Regular Meeting on Wednesday, November 30, 2016

Motion: to approve the Minutes of the Meeting of November 30, 2016 was made by Member Aikens and Seconded by Member Rotolo. Motion carried 4-0.

C. NEW BUSINESS

1. **President's Report – Jim Latta**
Absent

2. **Presentation of the Management Report – Neil Cadman**
Neil shared that a request was granted to rent the community room. However, due to impact to community rental of the community room will no longer be allowed.

Regarding plumbing issues, it has been found that the issues causing water shut-off were the result of shower valve failures. He explained that when there is a plumbing emergency, the protocol is to prioritize life or property first, then tenant convenience. Tenants are notified as soon as possible. Water shutoff can be confined to half of the building. Vice-Chairperson Stone requested that the repair costs are tracked and reported to the Board.

Management has found that the electrical outlets in the common areas are being used to charge motorized wheel chairs. Residents are advised that the outlets in the common areas are not for personal use.

Neil requested that an Agenda Item to clarify resident qualification when family members are added. Member Aikens requested that relevant policy is highlighted in the Agenda Item.

Neil reported that an El Segundo rent survey has been completed and commented that not much has changed. An Agenda Item to discuss further will be included for the next Meeting.

3. Financial Reports and LAIF (Local Agency Investment Fund) – Neil Cadman

Neil stated that he discovered that as of the October 2016 statement, the LAIF now reflects an account named “Operating Cash – G/L# 504-101-0000-0001” that he has never seen before. He was informed by the City Finance Department that the “Operating Cash” account is designated to cover operating costs such as legal fees and the deck replacement project. Neil is requesting further clarification from the City regarding the account and possible indemnification from the account.

Liz offered to work with Finance to clarify the questions and add an Agenda Item regarding the “Operating Cash” to the next meeting.

4. Park Vista’s Proposed Budget for 2017

Neil presented the Board with the 2017 Park Vista Budget for approval.

Motion by Member Aikens to approve the budget seconded by Member Gerber. Motion carried 4-0.

5. Parking Waitlist and Usage Policy

Neil reported that there was a conflict regarding a soon to be vacated ADA parking spot. He asked the Board to provide guidance on the conflict and proposed a parking policy that creates a specific waiting list for the ADA parking space. The initial list will be created via lottery of residents who are interested in being added to the ADA parking waiting list.

Motion to approve proposed policy by Member Rotolo seconded by Vice-Chairperson Stone. Motion carried 4-0.

UNFINISHED BUSINESS

1. Loan Repayment and Reserve Study Subcommittee

Vice-Chairperson Stone reported that the loan is repaid and that Neil is working on a reserve study and that no further action is required from the Board.

Motion to remove the Loan Payment and Reserve Study Subcommittee from the Agenda by Member Rotolo and seconded by Vice-Chairperson Stone carried 4-0.

D. CITY STAFF REPORT

Liz Tran reported that February Senior Newsletter is available at the Joslyn Center. Residents were invited to attend the El Segundo Youth Drama production of “Little Shop of Horrors” free of charge. The Spring edition of the Recreation Brochure will be published in the Herald on March 2nd.

E. RESIDENT SUGGESTION BOX

None

F. BOARD MEMBER REPORT

None

G. PUBLIC COMMENT

Shelley Tucker, #401, commented regarding the Family Addition Policy. She reported that she is aware of a resident with an “ongoing guest” and commented that the issue needs to be addressed.

A resident requested clarification on the ADA Parking Waitlist policy.

A resident asked for clarification on the issue regarding the Family Addition Policy.

NEXT MEETING: February 22, 2017

ADJOURMENT: 8:12 P.M.