

**MINUTES OF THE REGULAR MEETING**  
**El Segundo Senior Citizen Housing Board Corporation**  
**Wednesday, October 24, 2018**  
**Park Vista Senior Housing**  
**615 E. Holly Avenue, El Segundo, CA 90245**

**CALL TO ORDER:**

The regular meeting was called to order at 7:02 p.m. at Park Vista, Chairman Latta presiding.

**ROLL CALL**

**Members Present:** Jim Latta  
Paula Rotolo  
Paul Lanyi  
Patricia Gerber

**Member Absent:** Martin Stone

**Others:** Neil Cadman, Property Manager, Cadman Group  
Arecia Hester, Recreation Superintendent  
Monse Palacios, Administrative Analyst  
Joe Lillio, Finance Director  
Ken Berkman, Public Works Director

**A. PUBLIC COMMUNICATION**

Shelly- Left a note in the suggestion box and would like it to be addressed as it was not available the previous meeting.

**B. APPROVAL OF MEETING MINUTES**

Under the September 26, 2018 Management Report, board member Paul Lanyi would like to know how residents are being made aware of the opportunity to have the switches changed.

Neil Cadman stated he will address it during his report.

Motion: to approve the August 22 and September 26, 2018 meeting minutes was made by Member Paul Lanyi and Seconded by Member Rotolo. Motion carried 4-0

**C. NEW BUSINESS**

**1. President's Report**

President Latta would like further clarification on the annual rental rate review adjustment.

President Latta introduced Finance Director Joe Lillio who reported on the reserve policy. The purpose of a reserve policy is to maintain financial stability and transparency. The following policies have been adopted by city council.

The operating budget reserve will take 15% of the annual expenditure budget. It will be in place for emergencies, unanticipated increases in expenses or unanticipated decline in revenues. Use of the operating reserve must be approved by city council.

A Capital Reserve policy will take any revenues that exceed operating revenues and will be placed in the Capital Reserve account for capital projects.

Public Works Director Ken Berkman informed the board of the city wide facility assessment. The city hired a firm to evaluate all facilities including structure, windows, roofing, elevators, air conditioning, electrical and plumbing. It is expected to have a draft for city council in January. This will allow the city to have a plan for all facilities. The firm hired is highly qualified and have experience with buildings such as Park Vista. The firm was given the reserve study previously done.

Ken Berkman explained the capital improvement project process and informed the board that moving forward Park Vista improvements will be added to the list of capital improvements and prioritized.

Park Vista is a city owned facility and public property therefore it must follow the same rules as other facility improvements including the state contract code.

## **2. Financial Reports and LAIF (Local Agency Investment Fund) – Neil Cadman**

No comments

## **3. State of the Union for Park Vista**

## **4. House Rules**

Board member Paul Lanyi tabled the item as a side discussion between two board members and Neil Cadman.

## **5. Annual Rental Rate Review and Adjustments**

Neil Cadman provided a rent survey for the board. It showed a significant increase in a two bedroom unit. The recommendation is to keep the prices the same for new tenants.

Motion: to keep the prices as is for new tenants was made by Member Jim Latta and Seconded by Member Paul Lanyi. Motion carried 4-0

Rental adjustments for current tenants according to the formula will be 1.44%. The board can raise rent up to 2% without city council approval.

Neil Cadman has been tracking expenditures from January – September 2017 and January – September 2018. The tracking shows a 2.3% increase in the current year expenditures.

Neil Cadman said due to rising expenditures it would be fiscally responsible to increase revenue to meet the capital reserve policy.

Board member Jim Latta is concern perhaps parking fees can be raised to \$5.00 per space.

Board member Paul Lanyi suggested a combination of 1% raise in rent and \$5.00 parking increase.

Neil Cadman stated a combination of rent and parking increase would have to be reviewed by the city attorney.

Motion: to increase rent by 1.44% effective January 1, 2018 and rounded down to the nearest dollar was made by Member Paula Rotolo and Seconded by Member Patricia Gerber. Motion carried 4-0

#### **D. UNFINISHED BUSINESS**

None

#### **E. MANAGEMENT REPORT**

Parking structures will potentially be resurfaced if Public Works can add the project to their existing projects as a change order. The parking structure also has root damage. The resurfacing of the structure will cost \$50,741. Perhaps a special meeting will be needed for approval.

#### **F. CITY STAFF REPORT**

Arecia Hester invited everyone to community transportation meeting on Thursday, October 25<sup>th</sup> at the Joslyn Center from 5:30pm-7:30pm. The meeting will cover the shuttle service, potential changes, funding and challenges.

#### **G. RESIDENT SUGGESTION BOX**

Gardening barbeque area looks like it belongs in a nursing home.

#### **H. BOARD MEMBER REPORT**

Paul Lanyi would like to add the parking increase discussion in the next agenda.

#### **I. PUBLIC COMMENT**

Virginia – She understands the potential parking increase however if the increase is approved she would like the parking rules to be enforced.

Donna 204-She was under the impression that the plumbing was waiting approval for the plumbing but Ken said they were not aware of the request.  
Has the assessment been done? Neil Cadman responded by saying yes.  
Did someone say the plumbing has a life time of 5-6 years? She feels it might be less due to all the plumbing issues.

NEXT MEETING: November 28, 2018

ADJOURMENT: 8:43pm.