

MINUTES OF THE REGULAR MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday, February 28, 2017
Park Vista Senior Housing
615 E. Holly Avenue, El Segundo, CA 90245

CALL TO ORDER:

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

ROLL CALL

Members Present: Jim Latta
Paula Rotolo
Martin Stone
Patricia Gerber

Member Absent: Marjolein Oakley

Others: Neil Cadman, Property Manager, Cadman Group
Arecia Hester, Recreation Superintendent
Monse Palacios, Sr. Administrative Specialist
Juliana Demers, Revenue Manager
Ryan Delgado, Recreation Supervisor

A. PUBLIC COMMUNICATION

Donna Cummings unit 204-When will Tito be replaced?

B. APPROVAL OF MEETING MINUTES

Motion: to approve the Minutes of the Meeting of November 29, 2017 was made by Member Rotolo and Seconded by Member Stone. Motion carried 4-0

C. NEW BUSINESS

1. President's Report

President Latta thanked the staff for coordinating a meeting with finance and discussing the financials.

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

Paula Rotolo had a question regarding the line item that showed Residence Inn. Neil Cadman explained that due to mold issues a resident was housed at the Residence Inn for a night.

Martin Stone asked if the mold was caused due to water damage. Neil Cadman stated it was difficult to determine.

Neil Cadman explained that the January reports are non-reconciled because of the discussion of Park Vista options. The money that was sitting in LAIF from the general fund has been taken away from Park Vista and has been removed from Park Vista books. The city has decided to

allocate the money to a senior needs account. He is waiting for direction from the finance department and the auditor to see when he can reconcile and remove it from his books.

3. Plumbing Assessment

Neil Cadman suggested hiring a forensic plumber to obtain a recommendation as far as the life expectancy of the plumbing and alternative repair methods. Neil explained to the board that Public Works will be more involved and add the building to the needs assessment.

Jim Latta would like to hire the forensic plumber now instead of waiting for a disaster to happen.

Martin Stone agreed and worries that something will happen to the building.

Jim Latta asked if the bids could be presented during the next regular scheduled meeting.

Neil Cadman he thinks it could be done.

Patricia Gerber asked if there was a possibility to fast track the project if it needs to be. Neil Cadman informed her that it would have to be called an emergency in order to expedite it.

Motion: to have Neil Cadman present the three bids for the services of a forensic plumber to discuss and make a decision was made by Member Stone and Seconded by Member Rotolo. Motion carried 4-0

4. Options and Strategies for Increasing Park Vista's Monthly Income

Martin Stone explained to the board that an architect took a look at the studios and explained that he does not foresee any ADA issues. A 10 feet wide by 10 feet long wall will be built and no other major changes will be made. He believes it will be cost effective to convert the studios into a one bedroom. He would like to speak to a license contractor and see what the cost will be.

Jim Latta asked Neil Cadman what would be the cost estimate on such project.

Neil Cadman informed the commission that the city will perhaps hire contractor to take a look at all the options.

Arecia Hester will follow up on this item and report back to the commission.

5. Fire Department Inspection

The facility had a fire inspections and it was determined that they were in violation of a few fire codes. One of the items was that the entry doors to the units do not have self-closing mechanisms. In the past a few residents have complained that the self-closing mechanisms were closing too fast. Because of the age of the building it is necessary that the self-closing mechanisms be installed. A total of 75 doors need to be replaced. A quote has been obtained from S&S Hardware. The cost will be between \$280-\$400 dollars per door. This project should be bid out to a license contractor which will be a public works project. The project will be a total of roughly \$80-\$90 thousand dollars.

Motion: to instruct Public Works to move forward with the project was made by Member Rotolo Seconded by Member Stone. Motion carried 4-0

6. Reserve Fund Policy

Julianna Demers talked about the reserve policy proposal. The long term goal is to achieve 20% of general fund reserve and they city is currently at 18%. In addition, the economic uncertainty reserve policy will holds 2 million dollars on a yearly basis. When both policies are met, excess revenues are rolled to a capital improvement fund.

Motion: that the commission is in support of the reserve policy for Park Vista was made by Member Rotolo Seconded by Member Stone. Motion carried 4-0

D. UNFINISHED BUSINESS

None

E. MANAGEMENT REPORT

None

F.CITY STAFF REPORT

Arecia Hester introduced Ryan Delgado, Recreation Supervisor. Ryan Delgado works closely with seniors at the Joslyn Center.

G. RESIDENT SUGGESTION BOX

Resident is concern regarding the second floor windows always being opened. They would like the window closed at night.

Neil Cadman addressed the question Tito was replaced by Estevan and the janitorial policy is being reviewed to determine the best course of action.

H. BOARD MEMBER REPORT

Jim Latta is excited that that city staff has been involved and is hopeful that things will get resolved.

I. PUBLIC COMMENT

Janet unit 211-she is concerned tenants are taking advantage of parking spaced by having family members utilize the parking spot.

NEXT MEETING: March 28, 2018

ADJOURMENT: 8:03 P.M.