

Meeting of the El Segundo Senior Citizen Housing Board Corporation

Agenda

Wednesday, August 28, 2019 at 7:00 pm

Park Vista Senior Housing

615 E. Holly Avenue

El Segundo, CA 90245

Senior Citizen Housing Board

Paul Lanyi, President
Martin Stone, Vice President
Paula Rotolo, CFO
Jim Latta, Board Member
Patricia Gerber, Board Member

City Council

Mayor, Drew Boyles
Mayor Pro Tem, Carol Pirsztuk
Council Member, Dr. Don Brann
Council Member, Chris Pimentel
Council Member, Scot Nicol

Scott Mitnick - City Manager
Gregg Kovacevich - Board Representative per City Attorney, Mark Hensley
Neil Cadman - Cadman Group
Meredith Petit - Director, Recreation & Parks Department
Arecia Hester - Recreation Superintendent / City Liaison
Monse Palacios - Senior Administrative Analyst/City Liaison

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AGENDA

El Segundo Senior Citizen Housing Board Corporation Wednesday, August 28, 2019 at 7:00 pm

Park Vista Senior Housing 615 E. Holly Avenue, El Segundo, CA 90245

Please note that, with limited statutory exceptions, the El Segundo Senior Housing Board may not discuss or take action on any item that does not appear on the agenda.

There are two opportunities for public comment during each meeting. During the first public communication item at the beginning of the meeting, any member of the public may address the Board as to any item appearing on the agenda. During the second public communications item near the close of the meeting, any member of the public may address the Board as to any item of interest that is not on the agenda but which is within the subject matter jurisdiction of the Senior Housing Board. Members of the public may speak for up to five minutes during each public communication item. Before speaking to the Board, you are requested, but not required, to give your name and address (or organization you represent). Please respect the five-minute time limit.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact *Monse Palacios, Senior Administrative Analyst, at (310) 524-2882. Notification 48 hours prior to the meeting will enable the Housing Corporation to make reasonable arrangements to ensure accessibility to this meeting.*

CALL TO ORDER: 7:00 pm

ROLL CALL

A. PUBLIC COMMUNICATION

At this time, members of the public may speak to any item on the agenda only. Before speaking, you are requested, but not required, to state your name and address for the record. If you represent an organization or a third party, please so state.

B. APPROVAL OF MEETING MINUTES

- 1. Regular Meeting Wednesday, July 24, 2019**
Recommendation: Approval

C. NEW BUSINESS

- 1. President's Report**
Reports regarding correspondence, meetings, and business related to Park Vista.
Recommendation: Receive and File
- 2. Financial Statements and LAIF (Local Agency Investment Fund)**
Discussion, review and status report including, but not limited to, statements, invoices, finances, LAIF investment fund and transfers between accounts.
Recommendation: Receive and File

3. November and December Senior Housing Board Meetings

Discussion and recommendation to cancel the Senior Citizen Housing Board Corporation meetings for November and December due to conflicts with holidays. The option can remain to have Special Meetings in one or both months if needed.

Recommendation: Discussion and Possible Action

4. Washer and Dryer Contract

Discussion, review and possible action regarding the current contract for the Park Vista washer and dryer machines.

Recommendation: Discussion and Possible Action

5. Edison Appliance Offer

Discussion, review and possible recommendation regarding the offer from Edison to replace existing Park Vista apartment refrigerators with free energy efficient refrigerators.

Recommendation: Discussion and Possible Action

C. UNFINISHED BUSINESS

1. 2018 Park Vista Audit and Audit Fee

Discussion, review and possible action regarding the acceptance of the 2018 audit as well as the payment of the \$5000 audit fee.

Recommendation: Discussion and Possible Action

2. Transfer of Funds

Update from Neil on the recommendation from Joe Lillio regarding the transfer of \$150,000 from the Park Vista account to the LAIF account due to the current account reaching its maximum.

Recommendation: Discussion and Possible Action

D. MANAGEMENT REPORT

Report from the Cadman Group regarding Park Vista operations and management. Unless otherwise listed on the agenda, the Board may not discuss or take action on matters raised in the management report, but may vote to place an item on a future agenda for discussion and possible action.

E. CITY STAFF REPORT

A general report from City staff.

F. RESIDENT SUGGESTION BOX ITEMS

A designated Board member and/or the management company will report on comments received in the resident suggestion box since the last meeting. The Board may not discuss or take action on any comment or suggestion, but may vote to place an item on a future agenda for discussion and possible action.

G. BOARD MEMBERS REPORT

A general report from the Senior Citizen Housing Board Members.

H. PUBLIC COMMUNICATION (5 Minute Limit)

At this time, members of the public may speak to any item of interest not appearing on the agenda but which is within the subject matter jurisdiction of the Senior Housing Board. Please note that State law prohibits the Board from discussing or taking action on any item that does not appear on the agenda.

Each member of the public may speak for a maximum of five minutes. Before speaking, you are requested, but not required, to please state your name and address for the record. If you represent an organization or a third party, please state it for the minutes.

NEXT REGULAR MEETINGS:

Wednesday, September 25, 2019

Wednesday, October 23, 2019

ADJOURNMENT

POSTED BY

**EL SEGUNDO SENIOR CITIZENS HOUSING
DEVELOPMENT CORPORATION**

350 MAIN STREET, EL SEGUNDO, CA 90245

August 21, 2019

RE: Interest Income from Deposit with the City, per Agreement for Investment of Funds

Dear President:

The deposit and interest for the quarter/month ending is as follows:	Q3-2019	July-19 Original
Beginning balance at July 1, 2019		\$ 218,899.37
Accrued: Interest (Posted quarterly)		442.29
Add: Deposits		
Less: Withdrawals		
TOTAL IN LAIF - G/L# 504-101-0000-0004:	<u>As of</u> 7/31/2019	<hr/> \$ 219,341.66

Accrued Interest (posted quarterly by the 15th day following quarter):						
Interest Earned	July	@	2.379%	Actual	LAIF for 31 days	442.29
Interest Earned	August	@		Actual	LAIF for 31 days	-
Interest Earned	September	@		Actual	LAIF for 30 days	-
Accrued Interest	quarter to date					442.29

Interest earned is based on the interest earnings rate the City of El Segundo received from the Local Agency Investment Fund (LAIF), the State administered pool and the number of days the funds were held by the City during the given period. Per the understanding reached at the September 1997 meeting of the Board of Directors, interest will be credited to the account and compounded on a quarterly basis. Interest shown for each month is for your information only.

If you have any questions, please do not hesitate to give me a call.

Sincerely,
Dino R. Marsocci
Dino R. Marsocci
Deputy Treasurer II

Cc: Joseph Lillio, Director of Finance
Dave Davis, Finance Manager
Eva Gettler, Accounting Supervisor
Meredith Petit, Recreation and Parks Dept.
Neil Cadman, Facility Management for Park Vista
Arecia Hester, Recreation Superintendent
Monse Palacios, Senior Administrative Analyst

PARK VISTA

Financial Reporting Analysis

July 2019

Gross Income: \$61,593.27

No out of the ordinary issues with regards to income for the month

Gross Expenses: \$33,184.75

Expenses for the month were normal except for the following:

- *No Water bills.*
- *Maintenance of \$9,469.46 comprised of no vacancy prep work and the largest item was a final payment on the installation of the new flooring in the common area kitchen and several replacement appliances.*

Net Income: \$28,408.52

Total Account Balances: \$1,183,817.24

No known upcoming major expenses.

Total number of vacancies for the month: 96.9% occupied on 7/1/2019
96.9% occupied on 7/30/2019
2 notices to vacate received for 7/31 move-out.

NOTE: THIS DOCUMENT IS A SUMMARY AND ANALYSIS ONLY OF THE MONTHLY FINANCIAL STATEMENTS FOR PARK VISTA. THEY ARE NOT PART OF THE ACTUAL FINANCIAL STATEMENTS FOR PARK VISTA.

Budget Comparison Notes:

Income

- **Income now over budget by \$4,489.08 YTD.**

Expenses:

- **Maintenance is now right at budget YTD, \$1,194.46 over budget for July.**
- **Electricity YTD is under budget by \$3,754.20.**
- **Gas is over budget YTD by \$766.82. Annual budget does not alter for seasons in the year, therefore we anticipate this will stabilize, as the delta in actual versus budget is lowering monthly.**
- **Water: YTD \$6,811.29 under budget.**
- **Cable Television over budget by \$476.77. They raised fees again so the budget will not be met.**

NOTE: THIS DOCUMENT IS A SUMMARY AND ANALYSIS ONLY OF THE MONTHLY FINANCIAL STATEMENTS FOR PARK VISTA. THEY ARE NOT PART OF THE ACTUAL FINANCIAL STATEMENTS FOR PARK VISTA.

Income Statement

Cadman Group

Properties: Park Vista - 615 E. Holly Avenue El Segundo, CA 90245

Owned By: El Segundo Senior Citizens Housing Corporation

As of: Jul 2019

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Operating Income & Expense				
Income				
RENT				
Rent Income	57,934.00	94.77	411,371.45	95.70
Parking Income	2,028.00	3.32	14,186.00	3.30
Total RENT	59,962.00	98.09	425,557.45	99.00
Maintenance Charge (Income Account)	0.00	0.00	0.00	0.00
Prepayment	1,169.50	1.91	1,756.75	0.41
NSF Bank Fees Collected	0.00	0.00	100.00	0.02
Laundry Income	0.00	0.00	2,354.88	0.55
Late Fee	0.00	0.00	75.00	0.02
Total Operating Income	61,131.50	100.00	429,844.08	100.00
Expense				
Fire Service	0.00	0.00	828.27	0.19
Maintenance	9,194.46	15.04	56,027.90	13.03
Elevator service	997.25	1.63	6,542.86	1.52
Gardening	979.00	1.60	7,455.20	1.73
Management Fees	14,500.00	23.72	99,700.00	23.19
Pest Control	996.00	1.63	2,722.00	0.63
Insurance - Property	0.00	0.00	19,345.00	4.50
Licenses and Permits	0.00	0.00	2,120.70	0.49
Electricity	76.07	0.12	6,745.80	1.57
Gas	819.70	1.34	7,416.82	1.73
Water	0.00	0.00	19,438.71	4.52
Telephone/Internet	831.85	1.36	6,210.37	1.44
Cable/Television	4,358.60	7.13	30,635.37	7.13
Office Supplies	333.27	0.55	1,699.94	0.40
Advertising & Promotion	98.55	0.16	266.44	0.06
Bank Service Fees	0.00	0.00	36.00	0.01
Postage	0.00	0.00	24.32	0.01
Professional Fees	0.00	0.00	0.00	0.00
Total Operating Expense	33,184.75	54.28	267,215.70	62.17
NOI - Net Operating Income	27,946.75	45.72	162,628.38	37.83

Income Statement

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Other Income & Expense				
Other Income				
Interest on Bank Accounts	461.77	0.76	3,174.86	0.74
Total Other Income	461.77	0.76	3,174.86	0.74
Other Expense				
Capital Expenditures				
Capital Improvements	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	461.77	0.76	3,174.86	0.74
Total Income	61,593.27	100.76	433,018.94	100.74
Total Expense	33,184.75	54.28	267,215.70	62.17
Net Income	28,408.52	46.47	165,803.24	38.57

Balance Sheet

Properties: Park Vista - 615 E. Holly Avenue El Segundo, CA 90245

As of: 07/31/2019

Accounting Basis: Cash

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	661,905.75
Park Vista - Grandpoint Account	183,635.93
Park Vista Business Checking Account - CHASE	11,100.00
Park Vista Reserve Account - LAIF	219,341.66
Park Vista Money Market Account - CHASE	107,833.90
Total Cash	1,183,817.24
Building Improvements	1,046,041.00
Equipment	144,679.00
Furnishings	153,863.00
Personal Property	39.95
Accumulated Depreciation	-811,284.00
TOTAL ASSETS	1,717,156.19
LIABILITIES & CAPITAL	
Liabilities	
Pet Deposit	4,125.00
Key Deposit	980.00
Security Deposit	48,646.00
Passthrough Cash Account	-661.00
Accounts Payable	2,595.00
Total Liabilities	55,685.00
Capital	
Owner Contribution	35,996.00
Owner Distribution	-35,996.00
Retained Earnings	184,881.95
Prior Years Retained Earnings	12,696.00
Calculated Retained Earnings	165,803.24
Calculated Prior Years Retained Earnings	1,298,090.00
Total Capital	1,661,471.19
TOTAL LIABILITIES & CAPITAL	1,717,156.19

Bill Detail

Properties: Park Vista - 615 E. Holly Avenue El Segundo, CA 90245

Payees: All

Payment Type: All

GL Accounts: All

Bill Status: All

Date Type: Bill Date

Date Range: 07/01/2019 to 07/31/2019

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
2120 - Passthrough Cash Account											
	07/11/2019	07/11/2019	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	315	McCarthy, Donna	270.00	0.00	5288	07/12/2019	Donna McCarthy, Park Vista - 315: Move Out Refund
	07/11/2019	07/11/2019	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	325	Norlund, Patricia A.	478.00	0.00	5289	07/12/2019	Patricia A. Norlund, Park Vista - 325: Move Out Refund
	07/11/2019	07/11/2019	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	418	Ravis, Adrienne	200.00	0.00	5290	07/12/2019	Adrienne Ravis, Park Vista - 418: Move Out Refund
							948.00	0.00			
6210 - Maintenance											
9173264876	07/03/2019	07/03/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	131.31	0.00	5287	07/03/2019	Janitorial supplies
3238	07/03/2019	07/03/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Kirk Flooring	1,748.10	0.00	3000000102	07/03/2019	Final payment; balance of new flooring to common area kitchen on 1st floor
29045	07/09/2019	07/09/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	20.36	0.00	ACH	07/09/2019	Quill Invoice: 7828619 - LED flashlight
PETTY CASH	07/12/2019	07/12/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		Estrada, Teresa	87.37	0.00	5294	07/12/2019	Petty Cash - maintenance supplies

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
PETTY CASH	07/12/2019	07/12/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Estrada, Teresa	14.77	0.00	5294	07/12/2019	Petty Cash - maintenance supplies
41868	07/12/2019	07/12/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	32.84	0.00	5291	07/12/2019	Maintenance supplies
41832	07/12/2019	07/12/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	48.16	0.00	5291	07/12/2019	Maintenance supplies
933039	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	418	Frank Hauling & Maintenance	275.00	0.00	F926-3FBA	07/16/2019	Vacancy prep #418: entire unit furniture/ personal belongings haul away
933040	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Frank Hauling & Maintenance	150.00	0.00	F926-3FBA	07/16/2019	Hauling appliances
9173654550	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	158.77	0.00	5295	07/16/2019	New toilet tank and toilet bowl for unit #315
9173552984	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	144.85	0.00	5295	07/16/2019	Maintenance supplies
9173634850	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	31.37	0.00	5295	07/16/2019	Maintenance supplies
9173654548	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	158.77	0.00	5295	07/16/2019	New toilet tank and toilet bow for unit #220

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9173739541	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	158.77	0.00	5295	07/16/2019	New toilet tank and toilet bow for unit #325
9173814187	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	194.85	0.00	5295	07/16/2019	Janitorial supplies
9173818366	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	68.52	0.00	5297	07/16/2019	Vertical blinds for Unit #325
9173818367	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	184.09	0.00	5297	07/16/2019	Vertical blinds fro Units #315 and #418
9173818369	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	196.08	0.00	5297	07/16/2019	Maintenance supplies
9173875822	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	196.38	0.00	5297	07/16/2019	Maintenance supplies
9173875821	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	60.84	0.00	5297	07/16/2019	New range hood for Unit #315
9173931207	07/16/2019	07/16/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	783.47	0.00	5297	07/16/2019	New fridge for Unit #315
299822	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	409	Garcia, Gerardo	65.00	0.00	C39C-EA4E	07/24/2019	Unclog overflowing toilet
299825	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El	409	Garcia, Gerardo	95.00	0.00	C39C-EA4E	07/24/2019	unclog kitchen sink, replace drain pipes on

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							bathroom sink to fix leak
299834	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Garcia, Gerardo	120.00	0.00	C39C-EA4E	07/24/2019	Patch hole on hallway ceiling due to water damage
299832	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	322	Garcia, Gerardo	85.00	0.00	C39C-EA4E	07/24/2019	Floor inspection; unclog kitchen sink - ran snake to clear slow draining fix
610980	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	220	Garcia, Gerardo	120.00	0.00	C39C-EA4E	07/24/2019	Inspection Repair; install new toilet
610981	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Garcia, Gerardo	180.00	0.00	C39C-EA4E	07/24/2019	patch, primer, paint ceiling on lobby by entrance and hallway
610982	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	202	Garcia, Gerardo	285.00	0.00	C39C-EA4E	07/24/2019	Emergency afterhours call; unclog kitchen sink, clean up floor/overflow water/sanitize, fix broken kitchen drain pipe
610983	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	203	Garcia, Gerardo	160.00	0.00	C39C-EA4E	07/24/2019	Inspection repair; fix wood entry door, adjust and replace loose hinges
610989	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	305	Garcia, Gerardo	160.00	0.00	C39C-EA4E	07/24/2019	Remove and install new bathroom exhaust fan
610990	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El	306	Garcia, Gerardo	130.00	0.00	C39C-EA4E	07/24/2019	Install new threshold and new

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							weatherstrip on front door
610987	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	511	Garcia, Gerardo	85.00	0.00	C39C-EA4E	07/24/2019	unclog bathroom sink
610988	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	401	Garcia, Gerardo	260.00	0.00	C39C-EA4E	07/24/2019	fix bedroom window to work properly by replacing hardware special latches and locks
610986	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	503	Garcia, Gerardo	160.00	0.00	C39C-EA4E	07/24/2019	Replace GFCI outlet, rewire, install new electrical switches in kitchen
610985	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	301	Garcia, Gerardo	170.00	0.00	C39C-EA4E	07/24/2019	unclog bathtub, unclog bathroom sink
610984	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	416	Garcia, Gerardo	180.00	0.00	C39C-EA4E	07/24/2019	Inspection Repair; replace complete shower valve, steam valve cartridge
9173961687	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	838.22	0.00	5300	07/24/2019	New Refrigerator for Unit 325
9173961688	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	141.90	0.00	5300	07/24/2019	Maintenance supplies
9174015652	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	85.30	0.00	5300	07/24/2019	Maintenance supplies

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9174020164	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	131.36	0.00	5300	07/24/2019	Maintenance supplies
9174020166	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	765.41	0.00	5300	07/24/2019	New dishwasher for unit 315
9174020167	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	158.77	0.00	5300	07/24/2019	New toilet tank and toilet bowl for unit #418
9174020162	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	131.38	0.00	5300	07/24/2019	Maintenance supplies
9174020165	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	32.83	0.00	5300	07/24/2019	Maintenance supplies
54219	07/24/2019	07/24/2019	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	101	Industrial Lock & Security Inc.	84.62	0.00	5299	07/24/2019	Rekey front door lock and give 2 new keys to tenant to fix broken lock + service call charge
							9,469.46	0.00			

6245 - Elevator service

18250001	07/24/2019	07/24/2019	6245 - Elevator service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Amtech Elevator Service	997.25	0.00	C3B8-B08A	07/24/2019	Emergency afterhours call; tenant trapped in elevator and tech came out to fix after fire dept. got him out
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6250 - Gardening

3464	07/03/2019	07/03/2019	6250 - Gardening	Park Vista - 615 E. Holly Avenue El		Octavio Rojas Landscaping	979.00	0.00	B077-E310	07/03/2019	Monthly Service - June
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Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
6270 - Management Fees											
	07/01/2019	07/01/2019	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	14,500.00	0.00	ACH	07/01/2019	Management Fees for 07/2019
6315 - Pest Control											
4222	07/24/2019	07/24/2019	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	409	Golden One Pest Control	950.00	0.00	C3BA-0674	07/24/2019	Bed bug treatment to 2 units with 30 day warranty
438951	07/24/2019	07/24/2019	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	46.00	0.00	5301	07/24/2019	Monthly Service - July
							996.00	0.00			
6410 - Electricity											
2-22-974-6581	07/16/2019	07/16/2019	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	76.07	0.00	5296	07/16/2019	Service 6/12/19 - 7/12/19
6420 - Gas											
056 105 3200 3	07/16/2019	07/16/2019	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	819.70	0.00	3000000106	07/16/2019	Service 6/4/19 - 7/3/19
075 005 3297 8	07/16/2019	07/16/2019	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Gas Company	4.77	0.00		07/16/2019	Service 6/4/19 - 7/3/19
							824.47	0.00			
6445 - Telephone/Internet											
424-225-4784	07/03/2019	07/03/2019	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.55	0.00	3000000101	07/03/2019	Service 6/17/19 - 7/16/19

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
145150448	07/16/2019	07/16/2019	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	151.25	0.00	3000000103	07/16/2019	Service 6/27/19 - 7/26/19
310-322-5036	07/16/2019	07/16/2019	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	400.21	0.00	3000000104	07/16/2019	Service 6/27/19 - 7/26/19
310-640-7156	07/16/2019	07/16/2019	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	171.73	0.00	3000000105	07/16/2019	Service 7/5/19 - 8/4/19
310-779-1026	07/18/2019	07/18/2019	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	85.11	0.00	5298	07/18/2019	Service 6/9/18 - 7/8/19

831.85 0.00

6455 - Cable/Television

8448 30 006 0017008	07/12/2019	07/12/2019	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	4,345.74	0.00	5292	07/12/2019	Service 7/4/19 - 8/3/19
8448 30 006 0255251	07/12/2019	07/12/2019	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	12.86	0.00	5293	07/12/2019	Service 6/30/19 - 7/29/19

4,358.60 0.00

7420 - Office Supplies

29045	07/09/2019	07/09/2019	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	88.94	0.00	ACH	07/09/2019	Quill Invoice: 7316097 - kitchen cleaning supplies
29045	07/09/2019	07/09/2019	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	78.22	0.00	ACH	07/09/2019	Quill Invoice: 7456284 - coffee supplies
29045	07/09/2019	07/09/2019	7420 - Office Supplies	Park Vista - 615 E. Holly		Cadman Group	36.12	0.00	ACH	07/09/2019	Quill Invoice: 7761803 -

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Avenue El Segundo, CA 90245							footrest for office
29045	07/09/2019	07/09/2019	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	78.32	0.00	ACH	07/09/2019	Quill Invoice: 7789064 - kitchen supplies
PETTY CASH	07/12/2019	07/12/2019	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Estrada, Teresa	51.67	0.00	5294	07/12/2019	Office supplies and kitchen supplies
							333.27	0.00			
7450 - Advertising & Promotion											
29045	07/09/2019	07/09/2019	7450 - Advertising & Promotion	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	98.55	0.00	ACH	07/09/2019	Flower arrangement for celebration of life - Tenant Donna McCarthy
Total							34,412.52	0.00			

Budget - Comparative

Properties: Park Vista - 615 E. Holly Avenue El Segundo, CA 90245

Period Range: Jul 2019 to Jul 2019

Comparison Period Range: Jul 2018 to Jul 2018

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Income								
4000: RENT								
4100: Rent Income	57,934.00	58,900.00	-966.00	-1.64%	57,254.50	51,250.00	6,004.50	11.72%
4106: Parking Income	2,028.00	1,450.00	578.00	39.86%	1,445.00	1,500.00	-55.00	-3.67%
Total 4000: RENT	59,962.00	60,350.00	-388.00	-0.64%	58,699.50	52,750.00	5,949.50	11.28%
4300: Prepayment	1,169.50	0.00	1,169.50	0.00%	1,283.00	0.00	1,283.00	0.00%
4560: Laundry Income	0.00	415.00	-415.00	-100.00%	414.04	375.00	39.04	10.41%
Total Budgeted Operating Income	61,131.50	60,765.00	366.50	0.60%	60,396.54	53,125.00	7,271.54	13.69%
Expense								
6000: Fire Service	0.00	335.00	335.00	100.00%	236.87	270.83	33.96	12.54%
6210: Maintenance	9,194.46	8,000.00	-1,194.46	-14.93%	2,322.30	8,333.33	6,011.03	72.13%
6245: Elevator service	997.25	850.00	-147.25	-17.32%	1,493.37	666.66	-826.71	-124.01%
6250: Gardening	979.00	1,350.00	371.00	27.48%	1,042.60	1,250.00	207.40	16.59%
6270: Management Fees	14,500.00	14,500.00	0.00	0.00%	14,500.00	14,500.00	0.00	0.00%
6315: Pest Control	996.00	291.66	-704.34	-241.49%	346.00	291.66	-54.34	-18.63%
6384: Licenses and Permits	0.00	35.00	35.00	100.00%	0.00	58.33	58.33	100.00%
6410: Electricity	76.07	1,500.00	1,423.93	94.93%	1,741.91	1,666.66	-75.25	-4.52%
6420: Gas	819.70	950.00	130.30	13.72%	750.10	1,000.00	249.90	24.99%
6430: Water	0.00	3,750.00	3,750.00	100.00%	0.00	3,333.33	3,333.33	100.00%
6445: Telephone/Internet	831.85	1,000.00	168.15	16.82%	314.77	1,333.33	1,018.56	76.39%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
6455: Cable/ Television	4,358.60	4,300.00	-58.60	-1.36%	4,130.71	3,500.00	-630.71	-18.02%
7193: Stenographer	0.00	0.00	0.00	0.00%	0.00	200.00	200.00	100.00%
7420: Office Supplies	333.27	300.00	-33.27	-11.09%	231.04	145.83	-85.21	-58.43%
7422: Uniforms	0.00	50.00	50.00	100.00%	0.00	100.00	100.00	100.00%
7450: Advertising & Promotion	98.55	625.00	526.45	84.23%	600.00	125.00	-475.00	-380.00%
7460: Entertainment	0.00	150.00	150.00	100.00%	0.00	183.33	183.33	100.00%
7615: Bank Service Fees	0.00	6.25	6.25	100.00%	0.00	6.25	6.25	100.00%
7616: Postage	0.00	10.41	10.41	100.00%	0.00	10.41	10.41	100.00%
7620: Professional Fees	0.00	458.33	458.33	100.00%	5,000.00	458.33	-4,541.67	-990.92%
Total Budgeted Operating Expense	33,184.75	38,461.65	5,276.90	13.72%	32,709.67	37,433.28	4,723.61	12.62%
Total Budgeted Operating Income	61,131.50	60,765.00	366.50	0.60%	60,396.54	53,125.00	7,271.54	13.69%
Total Budgeted Operating Expense	33,184.75	38,461.65	5,276.90	13.72%	32,709.67	37,433.28	4,723.61	12.62%
NOI - Net Operating Income	27,946.75	22,303.35	5,643.40	25.30%	27,686.87	15,691.72	11,995.15	76.44%
Other Income								
5710: Interest on Bank Accounts	461.77	50.00	411.77	823.54%	388.28	50.00	338.28	676.56%
Total Budgeted Other Income	461.77	50.00	411.77	823.54%	388.28	50.00	338.28	676.56%
Other Expense								
9120: Capital Expenditures								
9137: Capital Improvements	0.00	0.00	0.00	0.00%	17,689.73	0.00	-17,689.73	0.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Total 9120: Capital Expenditures	0.00	0.00	0.00	0.00%	17,689.73	0.00	-17,689.73	0.00%
Total Budgeted Other Expense	0.00	0.00	0.00	0.00%	17,689.73	0.00	-17,689.73	0.00%
Net Other Income	461.77	50.00	411.77	823.54%	-17,301.45	50.00	-17,351.45	-34,702.90%
Total Budgeted Income	61,593.27	60,815.00	778.27	1.28%	60,784.82	53,175.00	7,609.82	14.31%
Total Budgeted Expense	33,184.75	38,461.65	5,276.90	13.72%	50,399.40	37,433.28	-12,966.12	-34.64%
Net Income	28,408.52	22,353.35	6,055.17	27.09%	10,385.42	15,741.72	-5,356.30	-34.03%
Cash								
1150: Cash in Bank	26,973.75	0.00	-26,973.75	0.00%	9,997.14	0.00	-9,997.14	0.00%
1170: Park Vista - Grandpoint Account	15.60	0.00	-15.60	0.00%	31.16	0.00	-31.16	0.00%
1172: Park Vista Reserve Account - LAIF	442.29	0.00	-442.29	0.00%	353.36	0.00	-353.36	0.00%
1173: Park Vista Money Market Account - CHASE	3.88	0.00	-3.88	0.00%	3.76	0.00	-3.76	0.00%
Total Budgeted Cash	27,435.52	0.00	-27,435.52	0.00%	10,385.42	0.00	-10,385.42	0.00%
Liability								
2103: Pet Deposit	200.00	0.00	200.00	0.00%	0.00	0.00	0.00	0.00%
2104: Key Deposit	50.00	0.00	50.00	0.00%	0.00	0.00	0.00	0.00%
2110: Security Deposit	-1,223.00	0.00	-1,223.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Liability	-973.00	0.00	-973.00	0.00%	0.00	0.00	0.00	0.00%