

Special Meeting of the El Segundo Senior Citizen Housing Board Corporation

Agenda
Wednesday, August 26, 2020 at 3:30 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, Chris Pimentel
Council Member, Carol Pirsztuk
Council Member, Scot Nicol
Council Member, Lance Giroux

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
SPECIAL MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday, August 26, 2020 at 3:30 pm

City Council Chambers

350 Main Street

El Segundo, CA 90245

**DUE TO THE COVID-19 EMERGENCY, THIS
MEETING WILL BE CONDUCTED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20**

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 is one opportunity 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. 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.

How Can Members of the Public Observe and Provide Public Comments?

Residents are encouraged to participate remotely in the virtual Environmental Committee Meeting. Please contact Senior Administrative Analyst, Monse Palacios for connection details (mpalacios@elsegundo.org or 310-524-2882). Members of the Public may provide comments electronically by sending comments to the following e-mail address, seniorcitizenhousingboard@elsegundo.org. Please limit comments to 150 words or less. Comments will be accepted up until 30 minutes prior to the meeting: In the subject line of your e-mail, please state the meeting date and item number. Residents may also submit their public comment by dropping them off by **2pm, Tuesday, August 25, 2020**, in the Park Vista drop box. Depending on the volume of communications, the emails and comments submitted to the Park Vista drop box will be read to the Board during public communications and are subject to disclosure under the Public Records Act.

Members of the Public may also provide comments in the designated area in Council Chamber up to and during public communication portion of the meeting. Members of the public must observe "social distancing" requirements at all times, i.e., remain six (6) feet from other attendees during the entirety of the event or gathering.

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: 3:30 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 22, 2020

Recommendation: Approval

C. NEW BUSINESS

1. President’s Report

- a. Reports regarding correspondence, meetings, and business related to Park Vista.
- b. **Recommendation:** Receive and File

2. Financial Statements and LAIF (Local Agency Investment Fund)

- a. Discussion, review and status report including, but not limited to, statements, invoices, finances,
- b. LAIF investment fund and transfers between accounts.
- c. **Recommendation:** Receive and File

3. November and December Senior Housing Board Meetings

Discussion and/or 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

D. UNFINISHED BUSINESS

Earthquake Insurance– Possible Amendment of Management Agreement Provision Regarding Same
Park Vista is currently not covered by an earthquake policy. Management will provide the Board with quotes for earthquake coverage and the Board will decide whether to purchase earthquake coverage or to amend the Management Agreement to delete section 13.2.1.2 (the section that requires the manager to maintain earthquake coverage at the Housing Corporation’s expense.)

Recommendation: Discussion and possible action.

E. 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.

F. CITY STAFF REPORT

A general report from City staff.

Update regarding money transfer to LAIF and earthquake insurance for Park Vista.

G. BOARD MEMBERS REPORT

A general report from the Senior Citizen Housing Board Members.

NEXT REGULAR MEETINGS:

Wednesday, September 23, 2020

Wednesday, October 28, 2020

ADJOURNMENT

MINUTES OF THE SPECIAL MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday, July 22, 2020
Park Vista Senior Housing
350 Main St., El Segundo, CA 90245

CALL TO ORDER:

The special meeting was called to order at 3:36 p.m. by member Paul Lanyi presiding.

ROLL CALL

Members Present: Paul Lanyi
Martin Stone
Paula Rotolo
Jim Latta
Patricia Gerber

Member Absent:

Others: Neil Cadman, Cadman Group
Arecia Hester, Recreation Superintendent
Monse Palacios, Administrative Analyst
Ryan Delgado, Recreation Supervisor
Gregg Kovacevich, City Attorney

A. PUBLIC COMMUNICATION

None

B. APPROVAL OF MEETING MINUTES

Motion: to approve the Wednesday, February 26, 2020 meeting minutes was made by Member Rotolo and Seconded by Member Latta. Motion carried 4-0.

C. NEW BUSINESS

1. President's Report

Paul thanked all staff for coordinating the meeting. He would like to meet with the new Public Works Director and the Finance Director.

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

Paul – Inquired regarding the possibility of moving dollars into LAIF

Neil- All the money is in a money market accounts.

Paula- how long does it take to take it out of LAIF?

Neil- Not sure, can follow up.

Paul- Asked Neil to ask Joe what the difference is in return.

Paula- Inquired regarding a double charge of \$457.12

Neil- It was not a double charge. An order was placed twice.

Jim- Inquired regarding COVID expenses.

Neil- COVID expenses were approved in order to increase management staff at the facility.

3. Earthquake Insurance- Possible Amendment of Management Agreement Provision Regarding Same

Neil informed the board the initial contract agreement terms stated that the management company was to provide earthquake insurance. Years later he was then directed to stop earthquake insurance as Park Vista falls under FEMA.

The management agreement should be amendment to reflect that the management company will not provide earthquake insurance. Neil would like the board to review this item and the quotes provided.

Paul asked who decided that Cadman Group did not need to require earthquake insurance?

Greg informed Paul that the Administrative Services Director in the early 2000 decided this for all city facilities. The board has the option to review the quotes and make a recommendation to city council or recommend that no earthquake insurance is needed and amend Cadman Group contract.

Neil suggested the board can ask assistance from risk management.

Motion: to push this to risk management to provide a recommendation weather the earthquake insurance is needed or not. Based on that recommendation provide Neil with a response was made by Member Lanyi and Seconded by Member Stone. Motion carried 4-0.

4. Management Services Agreement

Arecia explained to the board that the current management agreement expires October 31, 2020. The amendment provided is asking for a 3 year contract with a yearly increase for the next three years. Year one increase is of \$500 year two and three increase is \$250 per month. The board has the option to enter into an RFP process.

The board agreed to bypass the RFP process and continue with Cadman Group.

Motion: to accept the services agreement amendment and start November 1st, authorize the CFO & President to execute the amendment was made by Member Lanyi and Seconded by Member Rotolo. Motion carried 4-0.

For the record Jim Latta recuse himself from this agenda item.

5. Annual Report

Arecia informed the board that in previous years a member of the board provides city council with a Park Vista report. She would like the board to discuss how the report will be put together. The report will potentially be going to city council in October.

Paul would like to work with Marty on this report. In order to present a complete report he would like to speak to the new Public Works Director and the Finance Director.

D. UNFINISHED BUSINESS

None

E. MANAGEMENT REPORT

Neil shared how resilient and strong the residents have been. They are incredible citizens and have been understanding with all the changes and the heat wave. Still performing essential maintenance.

Ryan reported the Recreation & Parks department continues to have two staff members seven days a week. Staff sanitizes all packages. Residents have been great.

F. CITY STAFF REPORT

Arecia shared a few announcements.

Linnea Palmer has been promoted to Aquatic Supervisor.

Rachel Cummings has been hired as a new Recreation Supervisor.

The Wiseburn Aquatic Center has opened. It will open in three phases. First phase is aquatic teams, second phase is recreation swim and youth swim.

The Skate Park will soon open on a reservation system.

H. BOARD MEMBER REPORT

Member Stone thanked the city and Cadman group for keeping all the residents safe.

NEXT MEETING:

Wednesday, August 26, 2020

Wednesday, September 23, 2020

Wednesday, October 28, 2020

ADJOURNMENT: 4:42pm



PARK VISTA

Financial Reporting Analysis

July 2020

Gross Income: \$64,935.06

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

Gross Expenses: \$38,392.66

Expenses for the month were normal except for the following:

- *Increased management fees due to overtime of staff members during the COVID-19 crisis.*
- *No Water bills of \$6,537.15 for July.*
- *Maintenance of \$7,957.61 which was mostly supplies and plumbing issues.*

Net Income: \$26,542.40

Total Account Balances: \$1,376,115.35

No known upcoming major expenses.

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.

**Total number of vacancies for the month: 95.9% occupied on 7/1/2020
95.9% occupied on 7/31/2020**

Move-outs: 0

Move-ins: 0

Notices to Vacate: 0

Budget Comparison Notes:

Operations: Operations for the month was a net income of \$6,939.06 over budget. Year to Date, operations are \$5,441.85 under budget YTD based primarily on the installation of the heaters in units and excess management fees due to COVID-19. For July, no water bills accounts for most of the reason why the facility performed at above budget net income.

Income

- **Income for the month of July \$602.12 over budget while \$8,249.51 under budget YTD.**

Expenses:

- **Overall \$5,919.00 under budget for all expenses for July, \$3,062.10 over budget YTD.**
- **Maintenance \$7,957.61 under budget for July, \$5,027.70 under budget YTD.**
- **Electricity \$174.97 under budget in July; \$3,304.16 under budget YTD.**
- **Gas \$39.70 under budget for July, \$1,290.72 over budget YTD.**
- **Cable Television over budget by \$143.78. Spectrum raised fees again and we did not know how much it would be raised when the budget was created.**
- **Water is \$6,699.25 under budget YTD.**
- **Elevator service over budget \$4,665.59 YTD due to unanticipated repairs. Also in July is when a 3rd quarterly service fee was paid.**

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 2020

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	60,689.00	94.43	423,734.59	96.87
Parking Income	1,435.00	2.23	10,070.00	2.30
Total RENT	62,124.00	96.67	433,804.59	99.18
Maintenance Charge (Income Account)	452.12	0.70	452.12	0.10
Prepayment	1,300.50	2.02	621.50	0.14
NSF Bank Fees Collected	0.00	0.00	50.00	0.01
Laundry Income	390.50	0.61	2,477.28	0.57
Late Fee	0.00	0.00	0.00	0.00
Total Operating Income	64,267.12	100.00	437,405.49	100.00
Expense				
Fire Service	271.19	0.42	4,973.87	1.14
Maintenance	7,957.61	12.38	85,972.30	19.66
Elevator service	1,309.08	2.04	10,615.59	2.43
Gardening	1,111.60	1.73	7,275.00	1.66
Management Fees	18,533.29	28.84	122,536.08	28.01
Pest Control	210.00	0.33	2,765.00	0.63
Insurance - Property	0.00	0.00	20,670.00	4.73
Licenses and Permits	0.00	0.00	75.00	0.02
Electricity	1,874.97	2.92	8,595.84	1.97
Gas	960.30	1.49	8,290.72	1.90
Water	0.00	0.00	19,550.75	4.47
Telephone/Internet	1,520.84	2.37	8,483.12	1.94
Cable/Television	4,643.78	7.23	32,359.72	7.40
Office Supplies	0.00	0.00	1,795.45	0.41
Advertising & Promotion	0.00	0.00	256.36	0.06
Bank Service Fees	0.00	0.00	29.00	0.01
Postage	0.00	0.00	0.00	0.00
Total Operating Expense	38,392.66	59.74	334,243.80	76.42
NOI - Net Operating Income	25,874.46	40.26	103,161.69	23.58

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	667.94	1.04	7,619.76	1.74
Total Other Income	667.94	1.04	7,619.76	1.74
Net Other Income	667.94	1.04	7,619.76	1.74
Total Income	64,935.06	101.04	445,025.25	101.74
Total Expense	38,392.66	59.74	334,243.80	76.42
Net Income	26,542.40	41.30	110,781.45	25.33

Balance Sheet

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

As of: 07/31/2020

Accounting Basis: Cash

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	228,999.20
Park Vista - Grandpoint Account	183,743.74
Park Vista Business Checking Account - CHASE	11,110.00
Park Vista Reserve Account - LAIF	844,385.99
Park Vista Money Market Account - CHASE	107,876.42
Total Cash	1,376,115.35
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	1,909,454.30
LIABILITIES & CAPITAL	
Liabilities	
Pet Deposit	4,125.00
Key Deposit	1,250.00
Security Deposit	51,783.00
Passthrough Cash Account	-661.00
Accounts Payable	2,595.00
Total Liabilities	59,092.00
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	110,781.45
Calculated Prior Years Retained Earnings	1,542,002.90
Total Capital	1,850,362.30
TOTAL LIABILITIES & CAPITAL	1,909,454.30

**EL SEGUNDO SENIOR CITIZENS HOUSING
DEVELOPMENT CORPORATION**

350 MAIN STREET, EL SEGUNDO, CA 90245

August 14, 2020

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:	Q3-2020	July-20 Original
Beginning balance at July 1, 2020		\$ 843,726.73
Accrued: Interest (Posted quarterly)		659.26
Add: Deposits		
Less: Withdrawals		
TOTAL IN LAIF - G/L# 504-101-0000-0004:	<u>As of</u> 7/31/2020	<hr/> \$ 844,385.99

Accrued Interest (posted quarterly by the 15th day following quarter):						
Interest Earned	July	@	0.920%	Actual	LAIF for 31 days	659.26
Interest Earned	August	@		Actual	LAIF for 31 days	-
Interest Earned	September	@		Actual	LAIF for 30 days	-
Accrued Interest	quarter to date					659.26

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

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:** 07/01/2020 to 07/31/2020

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
2120 - Passthrough Cash Account											
	07/16/2020	07/16/2020	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	320	Bethurum, Georgia	498.00	0.00	5508	07/16/2020	Georgia Bethurum, Park Vista - 320: Move Out Refund
6000 - Fire Service											
15206485	07/08/2020	07/08/2020	6000 - Fire Service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Protection One Alarm Monitoring, INC	271.19	0.00	3000000166	07/08/2020	Quarter Monitoring Service 7/1/20 - 9/30/20
6210 - Maintenance											
6282	07/08/2020	07/08/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Elim HVAC Inc.	300.00	0.00	7FD2-EB08	07/08/2020	Final amount due for new ceiling heaters installed and passed final inspection with the City
6268	07/08/2020	07/08/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	209	Elim HVAC Inc.	300.00	0.00	7FD2-EB08	07/08/2020	Final amount due for new ceiling heaters installed and passed final inspection with the City
6283	07/08/2020	07/08/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Elim HVAC Inc.	300.00	0.00	7FD2-EB08	07/08/2020	Final amount due for new ceiling heaters installed and passed final inspection with the City
9182419261	07/08/2020	07/08/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		HD Supply	111.57	0.00	5500	07/08/2020	Maintenance and Janitorial supplies

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
9182468320	07/08/2020	07/08/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	59.12	0.00	5500	07/08/2020	Maintenance and Janitorial supplies
9182537957	07/08/2020	07/08/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	820.16	0.00	5500	07/08/2020	New dishwasher for Unit #214
157336	07/08/2020	07/08/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	219	John E Phillips Plumbing Inc.	189.00	0.00	7FD4-5574	07/08/2020	Remove toilet and very old wax ring and caulking in bathroom, install new wax ring, new caulking and reset toilet and plumbing in place fixing leak
S18032-4	07/08/2020	07/08/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		The Chute Doctor	878.00	0.00	3000000165	07/08/2020	Quarterly Service - Chute cleaning and Collection room cleaning
9182689086	07/10/2020	07/10/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	111.55	0.00	5501	07/10/2020	Janitorial and maintenance supplies
9182689088	07/10/2020	07/10/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	67.44	0.00	5501	07/10/2020	Maintenance supplies
9182776859	07/10/2020	07/10/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	710.66	0.00	5501	07/10/2020	New gas range for Unit #420
9182813669	07/10/2020	07/10/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		HD Supply	44.59	0.00	5501	07/10/2020	Maintenance supplies

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
9182840663	07/14/2020	07/14/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	160.07	0.00	5502	07/14/2020	New toilet tank and bowl for Unit #321
9182840664	07/14/2020	07/14/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	57.97	0.00	5502	07/14/2020	Janitorial and maintenance supplies
42610	07/14/2020	07/14/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	48.96	0.00	5503	07/14/2020	Maintenance supplies
42657	07/14/2020	07/14/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	46.96	0.00	5503	07/14/2020	Maintenance supplies
42675	07/14/2020	07/14/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	63.43	0.00	5503	07/14/2020	Maintenance supplies
9183104898	07/27/2020	07/27/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	102.54	0.00	5509	07/27/2020	Maintenance supplies
9183143680	07/27/2020	07/27/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	160.07	0.00	5509	07/27/2020	New toilet bowl and tank for Unit #213
2044	07/27/2020	07/27/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	216	Hugo Gonzalez	550.00	0.00	2DE2-CC6A	07/28/2020	Replacement of combo exhaust and heater ceiling fan in bathroom, parts + labor
157411	07/27/2020	07/27/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El	215	John E Phillips Plumbing Inc.	569.45	0.00	2DDB-0D86	07/28/2020	Emergency kitchen sink stoppage and overflow

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							affecting unit 109 - cleared with 60-65 ft. snake several times by access outside unit 215 clean out and 2 inch cast iron pipe + labor
0000302	07/27/2020	07/27/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	316	Vazquez, Raul	55.00	0.00	5510	07/27/2020	Install new kitchen faucet
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	71.09	0.00	ACH	07/28/2020	Quill Invoice 7393026 - Janitorial Supplies
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	4.59	0.00	ACH	07/28/2020	Quill Invoice 7789004 - Janitorial supplies
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	32.84	0.00	ACH	07/28/2020	Quill Invoice 7388457 - Janitorial supplies
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	131.39	0.00	ACH	07/28/2020	Quill Invoice 8068166 - Maintenance supplies
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	10.28	0.00	ACH	07/28/2020	Quill Invoice 8099888 - maintenance supplies
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	69.47	0.00	ACH	07/28/2020	Quill Invoice 89104942 - Janitorial supplies
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		Cadman Group	46.56	0.00	ACH	07/28/2020	Quill Invoice 8105251 -

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							Janitorial supplies
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	10.50	0.00	ACH	07/28/2020	Quill Invoice 8216304 - Janitorial supplies
31105	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	28.12	0.00	ACH	07/28/2020	Quill Invoice 8223081 - Janitorial supplies
157465	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		John E Phillips Plumbing Inc.	1,521.69	0.00	326A-DBFC	08/05/2020	Replacement of 30 feet of 4 inch cast iron sewer piping to stop active leaking in 2nd floor garage, combi's, bands, + labor
157458	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	309	John E Phillips Plumbing Inc.	479.00	0.00	8902-17EE	07/30/2020	To clear kitchen sink stoppage in 409 and 507; 2ft x 2ft opening in wall made, found old clean out, ran snake to clear, installed new hub bands, test for leaks and proper flow
200725598	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Mold USA	650.00	0.00	3263-4306	08/05/2020	Mold testing in unit; baseline control, samples taken and testing
0000303	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	321	Vazquez, Raul	450.00	0.00	5516	07/30/2020	Remove existing cracked and leaking toilet, remove existing linoleum, install new linoleum with

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
											base board, install new wax ring and new toilet, install new angle stop valve and hose
0000301	07/28/2020	07/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	316	Vazquez, Raul	110.00	0.00	5516	07/30/2020	Urgent call; Unclogged kitchen sink by snaking drain twice 25 ft. snake
9183249217	07/29/2020	07/29/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	874.91	0.00	5521	08/11/2020	New refrigerator for Unit #104
9183375916	07/29/2020	07/29/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	145.71	0.00	5518	07/31/2020	Maintenance supplies
9183375917	07/29/2020	07/29/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	135.65	0.00	5518	07/31/2020	Maintenance supplies
9183396101	07/30/2020	07/30/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	140.80	0.00	5518	07/31/2020	Maintenance supplies
9183396099	07/30/2020	07/30/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	160.07	0.00	5518	07/31/2020	New toilet bowl and tank for Unit #302
							10,779.21	0.00			
6245 - Elevator service											
151400032525	07/08/2020	07/08/2020	6245 - Elevator service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Amtech Elevator Service	1,309.08	0.00	7FD5-3BEC	07/08/2020	Service 7/1/20 - 9/30/20

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
6250 - Gardening											
4117	07/08/2020	07/08/2020	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	979.00	0.00	7FC9-B4AC	07/08/2020	Monthly Service - June
4117	07/08/2020	07/08/2020	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	132.60	0.00	7FC9-B4AC	07/08/2020	Extra supplies and approved work for June: (4) 4" pop up sprinkler (1) tank of weed killer
							1,111.60	0.00			
6270 - Management Fees											
	07/01/2020	07/01/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	14,500.00	0.00	712	07/01/2020	Management Fees for 07/2020
31106	07/13/2020	07/13/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,231.34	0.00	ACH	07/13/2020	Increased maintenance and Janitorial due to COVID-19
31106	07/13/2020	07/13/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	275.42	0.00	ACH	07/13/2020	Increased management due to COVID-19
	07/28/2020	07/28/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,910.43	0.00	aCH	07/28/2020	Increased maintenance and Janitorial due to COVID-19
	07/28/2020	07/28/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	616.10	0.00	aCH	07/28/2020	Increased management due to COVID-19
							18,533.29	0.00			
6315 - Pest Control											
134154	07/08/2020	07/08/2020	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El		AI & Sons Termite and Pest Control Inc.	150.00	0.00	3000000164	07/08/2020	Service 6/18/20

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
438951	07/30/2020	07/30/2020	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	60.00	0.00	5517	07/30/2020	Monthly Service - July
							210.00	0.00			
6410 - Electricity											
2-22-974-6581	07/28/2020	07/28/2020	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	104.77	0.00	5514	07/28/2020	Service 6/11/ 20 - 7/14/20
2-02-314-5071	07/28/2020	07/28/2020	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	1,770.20	0.00	5513	07/28/2020	Service 6/11/ 20 - 7/14/20
							1,874.97	0.00			
6420 - Gas											
056 105 3200 3	07/10/2020	07/10/2020	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	960.30	0.00	3000000167	07/10/2020	Service 6/2/20 - 7/1/20
6445 - Telephone/Internet											
145150448	07/08/2020	07/08/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	142.80	0.00	5498	07/08/2020	Service 6/27/ 20 - 7/26/20
310-519-1730	07/08/2020	07/08/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	196.65	0.00	5497	07/08/2020	Service 6/13/ 20 - 7/12/20
287272447593	07/08/2020	07/08/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	5499	07/08/2020	Service 6/17/ 20 - 7/16/20
310-640-7156	07/16/2020	07/16/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El		AT&T	363.89	0.00	5507	07/16/2020	Service 7/5/20 - 8/4/20

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
310-322-5036	07/16/2020	07/16/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	470.65	0.00	5506	07/16/2020	Service 7/4/20 - 8/3/20
337000205336	07/28/2020	07/28/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	103.15	0.00	5512	07/28/2020	Service 7/9/20 - 8/8/20
310-519-1730	07/28/2020	07/28/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	196.36	0.00	5511	07/28/2020	Service 7/13/ 20 - 8/12/20
287272447593	07/29/2020	07/29/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.84	0.00	5515	07/30/2020	Service 6/17/ 20 - 7/16/20
							1,520.84	0.00			
6455 - Cable/Television											
8448 30 006 0255251	07/14/2020	07/14/2020	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	17.16	0.00	5505	07/14/2020	Service 6/30/ 20 - 7/29/20
8448 30 006 0017008	07/14/2020	07/14/2020	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	4,626.62	0.00	5504	07/14/2020	Service 6/30/ 20 - 7/29/20
							4,643.78	0.00			
Total							41,712.26	0.00			

Budget - Comparative

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

Period Range: Jul 2020 to Jul 2020

Comparison Period Range: Jul 2019 to Jul 2019

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								
RENT								
Rent Income	60,689.00	62,000.00	-1,311.00	-2.11%	57,934.00	58,900.00	-966.00	-1.64%
Parking Income	1,435.00	1,250.00	185.00	14.80%	2,028.00	1,450.00	578.00	39.86%
Total RENT	62,124.00	63,250.00	-1,126.00	-1.78%	59,962.00	60,350.00	-388.00	-0.64%
Maintenance Charge (Income Account)	452.12	0.00	452.12	0.00%	0.00	0.00	0.00	0.00%
Prepayment	1,300.50	0.00	1,300.50	0.00%	1,169.50	0.00	1,169.50	0.00%
Laundry Income	390.50	415.00	-24.50	-5.90%	0.00	415.00	-415.00	-100.00%
Total Budgeted Operating Income	64,267.12	63,665.00	602.12	0.95%	61,131.50	60,765.00	366.50	0.60%
Expense								
Fire Service	271.19	335.00	63.81	19.05%	0.00	335.00	335.00	100.00%
Maintenance	7,957.61	13,000.00	5,042.39	38.79%	9,194.46	8,000.00	-1,194.46	-14.93%
Elevator service	1,309.08	850.00	-459.08	-54.01%	997.25	850.00	-147.25	-17.32%
Gardening	1,111.60	1,350.00	238.40	17.66%	979.00	1,350.00	371.00	27.48%
Management Fees	18,533.29	14,500.00	-4,033.29	-27.82%	14,500.00	14,500.00	0.00	0.00%
Pest Control	210.00	400.00	190.00	47.50%	996.00	291.66	-704.34	-241.49%
Licenses and Permits	0.00	35.00	35.00	100.00%	0.00	35.00	35.00	100.00%
Electricity	1,874.97	1,700.00	-174.97	-10.29%	76.07	1,500.00	1,423.93	94.93%
Gas	960.30	1,000.00	39.70	3.97%	819.70	950.00	130.30	13.72%
Water	0.00	3,750.00	3,750.00	100.00%	0.00	3,750.00	3,750.00	100.00%
Telephone/ Internet	1,520.84	1,250.00	-270.84	-21.67%	831.85	1,000.00	168.15	16.82%
Cable/Television	4,643.78	4,500.00	-143.78	-3.20%	4,358.60	4,300.00	-58.60	-1.36%
Office Supplies	0.00	300.00	300.00	100.00%	333.27	300.00	-33.27	-11.09%
Uniforms	0.00	50.00	50.00	100.00%	0.00	50.00	50.00	100.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Advertising & Promotion	0.00	625.00	625.00	100.00%	98.55	625.00	526.45	84.23%
Entertainment	0.00	150.00	150.00	100.00%	0.00	150.00	150.00	100.00%
Bank Service Fees	0.00	6.25	6.25	100.00%	0.00	6.25	6.25	100.00%
Postage	0.00	10.41	10.41	100.00%	0.00	10.41	10.41	100.00%
Professional Fees	0.00	500.00	500.00	100.00%	0.00	458.33	458.33	100.00%
Total Budgeted Operating Expense	38,392.66	44,311.66	5,919.00	13.36%	33,184.75	38,461.65	5,276.90	13.72%
Total Budgeted Operating Income	64,267.12	63,665.00	602.12	0.95%	61,131.50	60,765.00	366.50	0.60%
Total Budgeted Operating Expense	38,392.66	44,311.66	5,919.00	13.36%	33,184.75	38,461.65	5,276.90	13.72%
NOI - Net Operating Income	25,874.46	19,353.34	6,521.12	33.70%	27,946.75	22,303.35	5,643.40	25.30%
Other Income								
Interest on Bank Accounts	667.94	250.00	417.94	167.18%	461.77	50.00	411.77	823.54%
Total Budgeted Other Income	667.94	250.00	417.94	167.18%	461.77	50.00	411.77	823.54%
Net Other Income	667.94	250.00	417.94	167.18%	461.77	50.00	411.77	823.54%
Total Budgeted Income	64,935.06	63,915.00	1,020.06	1.60%	61,593.27	60,815.00	778.27	1.28%
Total Budgeted Expense	38,392.66	44,311.66	5,919.00	13.36%	33,184.75	38,461.65	5,276.90	13.72%
Net Income	26,542.40	19,603.34	6,939.06	35.40%	28,408.52	22,353.35	6,055.17	27.09%
Cash								
Cash in Bank	25,406.46	0.00	-25,406.46	0.00%	26,973.75	0.00	-26,973.75	0.00%
Park Vista - Grandpoint Account	7.78	0.00	-7.78	0.00%	15.60	0.00	-15.60	0.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Park Vista Reserve Account - LAIF	659.26	0.00	-659.26	0.00%	442.29	0.00	-442.29	0.00%
Park Vista Money Market Account - CHASE	0.90	0.00	-0.90	0.00%	3.88	0.00	-3.88	0.00%
Total Budgeted Cash	26,074.40	0.00	-26,074.40	0.00%	27,435.52	0.00	-27,435.52	0.00%
Liability								
Pet Deposit	0.00	0.00	0.00	0.00%	200.00	0.00	200.00	0.00%
Key Deposit	10.00	0.00	10.00	0.00%	50.00	0.00	50.00	0.00%
Security Deposit	-478.00	0.00	-478.00	0.00%	-1,223.00	0.00	-1,223.00	0.00%
Total Budgeted Liability	-468.00	0.00	-468.00	0.00%	-973.00	0.00	-973.00	0.00%