

# Special Meeting of the El Segundo Senior Citizen Housing Board Corporation

**Agenda**  
**Wednesday, September 23, 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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## **PUBLIC COPIES & POSTINGS:**

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Agenda Only - Posted at City Hall  
Agenda Only - Posted at Joslyn Center  
Agenda Only - Posted at Park Vista Apartments

**AGENDA**  
**SPECIAL MEETING**  
**El Segundo Senior Citizen Housing Board Corporation**  
**Wednesday, September 23, 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 Senior Citizen Housing Board Corporation meeting. Please contact Senior Administrative Analyst, Monse Palacios for connection details ([mpalacios@elsegundo.org](mailto: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](mailto: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, September 22 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.

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**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, August 26, 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

**D. UNFINISHED BUSINESS**

**Earthquake Insurance**

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.

**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.

Introductions- Sam Lee, Development Services Director

**G. BOARD MEMBERS REPORT**

A general report from the Senior Citizen Housing Board Members.

**NEXT REGULAR MEETINGS:**

Wednesday, October 28, 2020

Wednesday, November 18, 2020

**Wednesday, December 23, 2020 MEETING**

**CANCELLED**

ADJOURNMENT

**MINUTES OF THE SPECIAL MEETING**  
**El Segundo Senior Citizen Housing Board Corporation**  
**Wednesday, August 26, 2020**  
**Park Vista Senior Housing**  
**350 Main St., El Segundo, CA 90245**

**CALL TO ORDER:**

The special meeting was called to order at 3:34 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

**A. PUBLIC COMMUNICATION**

None

**B. APPROVAL OF MEETING MINUTES**

Motion: to approve the Wednesday, July 22, 2020 meeting minutes was made by Member Lanyi and Seconded by Member Latta. Motion carried 4-0

**C. NEW BUSINESS**

**1. President's Report**

President Lanyi informed the board of his meeting with the new Public Works Director and Joe Lillio, Finance Director. They will look into the finances and report back to the board. Overall it was a great meeting. Paul would like to report to city council in the month of November.

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

Jim- Noticed a charge for mold testing and asked for clarification.

Neli- Mold was found in the management unit.

Jim- Mentioned the exhaust replacement seemed high.

Neil- They had electrical problems which caused the price to increase.

Arecia Hester informed the board of her conversation with Joe Lillio, Finance Director. Joe confirmed \$500,000 can be transferred to LAIF then the city will complete the transaction. The current rate is .78% and it is estimated to continue to drop. It will take 48 hours to withdraw the money.

Neil suggested they liquidate the Chase and Grandpoint account and keep the funding in LAIF.

Motion: to close the Chase and Grandpoint account and move money to LAIF was made by Member Rotolo and Seconded by Member Latta. Motion carried 4-0

### **3. November and December Senior Housing Board Meetings**

Paul would like to keep the meetings and chose dates that work for the board.

Paula would like to keep the November meeting and cancel the December meeting.

Motion: to have a special meeting on Wednesday, November 18, 2020 at 3:30pm and cancel the December meeting was made by Member Lanyi and Seconded by Member Latta. Motion carried 4-0.

## **D. UNFINISHED BUSINESS**

Earthquake Insurance

Arecia- Joe is working on it and will get back to the board.

Paul would like to add this item to the September agenda.

Motion: to remove requirement of earthquake insurance policy from Cadman contract was made by Member Lanyi and Seconded by Member Latta. Motion carried 4-0.

## **E. MANAGEMENT REPORT**

Neil reported that vacancies are not being renovated as of now. Only required or necessary Maintenance is being done.

The washing and drying company Wash put up the prices without informing Cadman Group. After having trouble contacting the representative the prices are back to normal.

Residents are doing great. Next Wednesday he will be touring the building with the new Public Works Director, Captain Donovan and Engineering.

## **F. CITY STAFF REPORT**

Arecia informed the board of a Department restructure. Planning and Building safety will become Development Services. Park Vista and the Board will be under that department Meredith will be leaving the city and her last day is September 4<sup>th</sup>. Parks will be moving under Public Works and Recreation will merge with the Library.

Ryan dropped off rent relief and mental health information to the residents. Overall residents are doing well. Staff continues to assist them.

## **H. BOARD MEMBER REPORT**

Jim encouraged everyone to apply for rent relief if needed. Lots of funding coming for residents.

NEXT MEETING:

Wednesday, October 28, 2020

ADJOURMENT: 4:27pm



# PARK VISTA

## Financial Reporting Analysis

August 2020

**Gross Income:** \$62,249.62

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

**Gross Expenses:** \$50,731.11

*Expenses for the month were normal except for the following:*

- *Increased management fees due to overtime of staff members during the COVID-19 crisis.*
- *Water bills of \$6,551.48 for August.*
- *Maintenance of \$14,288.83 which was mostly mold remediation.*

**Net Income:** \$11,518.51

**Total Account Balances:** \$1,387,175.86

*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 8/1/2020  
94.8% occupied on 8/31/2020**

**Move-outs: 1**

**Move-ins: 0**

**Notices to Vacate: 0**

#### **Budget Comparison Notes:**

**Operations: Operations for the month was a net income of \$8,084.83 under budget. Year to Date, operations are \$13,526.68 under budget YTD based primarily on the installation of the heaters in units and excess management fees due to COVID-19.**

#### **Income**

- **Income for the month of August \$1,985.87 under budget while \$10,235.38 under budget YTD.**

#### **Expenses:**

- **Overall \$6,419.45 over budget for all expenses for August, \$9,841.55 over budget YTD.**
- **Maintenance \$1,288.83 over budget for August, \$3,738.87 under budget YTD.**
- **Electricity \$120.47 over budget in August; \$3,183.69 under budget YTD.**
- **Gas \$43.86 under budget for August, \$1,246.86 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 \$3,897.77 under budget YTD.**
- **Elevator service over budget \$3,815.59 YTD due to unanticipated repairs.**

***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.***



**EL SEGUNDO SENIOR CITIZENS HOUSING  
DEVELOPMENT CORPORATION**

350 MAIN STREET, EL SEGUNDO, CA 90245

September 18, 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	<b>August-20 Original</b>
Beginning balance at July 1, 2020		\$ 843,726.73
Accrued: Interest (Posted quarterly)		1,221.07
Add: Deposits		
Less: Withdrawals		
<b>TOTAL IN LAIF - G/L# 504-101-0000-0004:</b>	<b><u>As of</u> 8/31/2020</b>	<hr/> <b>\$ 844,947.80</b>

Accrued Interest (posted quarterly by the 15th day following quarter):						
Interest Earned	July	@	0.920%	Actual	<b>LAIF</b> for <b>31</b> days	659.26
Interest Earned	August	@	0.784%	Actual	<b>LAIF</b> for <b>31</b> days	561.81
Interest Earned	September	@		Actual	<b>LAIF</b> for <b>30</b> days	-
<b>Accrued Interest</b>	<b>quarter to date</b>					<b>1,221.07</b>

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  
Melissa McCollum, Director  
Neil Cadman, Facility Management for Park Vista  
Arecia Hester, Recreation Superintendent  
Monse Palacios, Senior Administrative Analyst

# 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: Aug 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
<b>Operating Income &amp; Expense</b>				
<b>Income</b>				
<b>RENT</b>				
Rent Income	59,957.00	97.21	483,691.59	96.92
Parking Income	1,445.00	2.34	11,515.00	2.31
<b>Total RENT</b>	<b>61,402.00</b>	<b>99.55</b>	<b>495,206.59</b>	<b>99.22</b>
Maintenance Charge (Income Account)	0.00	0.00	452.12	0.09
Prepayment	-395.00	-0.64	226.50	0.05
NSF Bank Fees Collected	0.00	0.00	50.00	0.01
Laundry Income	672.13	1.09	3,149.41	0.63
Late Fee	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<b>61,679.13</b>	<b>100.00</b>	<b>499,084.62</b>	<b>100.00</b>
<b>Expense</b>				
Fire Service	0.00	0.00	4,973.87	1.00
Maintenance	14,288.83	23.17	100,261.13	20.09
Elevator service	0.00	0.00	10,615.59	2.13
Gardening	1,238.60	2.01	8,513.60	1.71
Management Fees	19,553.06	31.70	142,089.14	28.47
Pest Control	210.00	0.34	2,975.00	0.60
Insurance - Property	0.00	0.00	20,670.00	4.14
Licenses and Permits	0.00	0.00	75.00	0.02
Electricity	1,820.47	2.95	10,416.31	2.09
Gas	956.14	1.55	9,246.86	1.85
Water	6,551.48	10.62	26,102.23	5.23
Telephone/Internet	1,368.75	2.22	9,851.87	1.97
Cable/Television	4,643.78	7.53	37,003.50	7.41
Office Supplies	100.00	0.16	1,895.45	0.38
Advertising & Promotion	0.00	0.00	256.36	0.05
Bank Service Fees	0.00	0.00	29.00	0.01
Postage	0.00	0.00	0.00	0.00
<b>Total Operating Expense</b>	<b>50,731.11</b>	<b>82.25</b>	<b>384,974.91</b>	<b>77.14</b>
<b>NOI - Net Operating Income</b>	<b>10,948.02</b>	<b>17.75</b>	<b>114,109.71</b>	<b>22.86</b>

## Income Statement

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
<b>Other Income &amp; Expense</b>				
<b>Other Income</b>				
Interest on Bank Accounts	570.49	0.92	8,190.25	1.64
<b>Total Other Income</b>	<b>570.49</b>	<b>0.92</b>	<b>8,190.25</b>	<b>1.64</b>
<b>Net Other Income</b>	<b>570.49</b>	<b>0.92</b>	<b>8,190.25</b>	<b>1.64</b>
Total Income	62,249.62	100.92	507,274.87	101.64
Total Expense	50,731.11	82.25	384,974.91	77.14
<b>Net Income</b>	<b>11,518.51</b>	<b>18.67</b>	<b>122,299.96</b>	<b>24.50</b>

## Balance Sheet

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

As of: 08/31/2020

Accounting Basis: Cash

Account Name	Balance
<b>ASSETS</b>	
<b>Cash</b>	
Cash in Bank	239,489.22
Park Vista - Grandpoint Account	183,751.52
Park Vista Business Checking Account - CHASE	11,110.00
Park Vista Reserve Account - LAIF	844,947.80
Park Vista Money Market Account - CHASE	107,877.32
<b>Total Cash</b>	<b>1,387,175.86</b>
Building Improvements	1,046,041.00
Equipment	144,679.00
Furnishings	153,863.00
Personal Property	39.95
Accumulated Depreciation	-811,284.00
<b>TOTAL ASSETS</b>	<b>1,920,514.81</b>
<b>LIABILITIES &amp; CAPITAL</b>	
<b>Liabilities</b>	
Pet Deposit	4,125.00
Key Deposit	1,270.00
Security Deposit	51,305.00
Passthrough Cash Account	-661.00
Accounts Payable	2,595.00
<b>Total Liabilities</b>	<b>58,634.00</b>
<b>Capital</b>	
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	122,299.96
Calculated Prior Years Retained Earnings	1,542,002.90
<b>Total Capital</b>	<b>1,861,880.81</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>1,920,514.81</b>

**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:** 08/01/2020 to 08/31/2020**Automated AP:** All

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
<b>2120 - Passthrough Cash Account</b>											
	08/18/2020	08/18/2020	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	421	Moran, Margaret	478.00	0.00	5528	08/18/2020	Margaret Moran, Park Vista - 421: Move Out Refund
<b>6210 - Maintenance</b>											
9183573018	08/11/2020	08/11/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	160.07	0.00	5520	08/11/2020	New toilet tank and bowl for Unit #306
9183573020	08/11/2020	08/11/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	119.90	0.00	5520	08/11/2020	Maintenance supplies
9183690934	08/11/2020	08/11/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	103.58	0.00	5520	08/11/2020	Maintenance supplies for Unit #323
9183716719	08/11/2020	08/11/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	222.29	0.00	5520	08/11/2020	Maintenance supplies
9183716718	08/11/2020	08/11/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	28.46	0.00	5520	08/11/2020	Maintenance supplies
42700	08/13/2020	08/13/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		Southbay Industrial Hardware	120.36	0.00	5523	08/13/2020	Maintenance supplies

**Bill Detail**

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
42746	08/13/2020	08/13/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	51.38	0.00	5525	08/13/2020	Maintenance supplies
42764	08/13/2020	08/13/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	55.78	0.00	5524	08/13/2020	Maintenance supplies
157507	08/14/2020	08/14/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	John E Phillips Plumbing Inc.	555.13	0.00	7460-238C	08/14/2020	To fix active pipe leak behind wall causing water intrusion; replace kitchen drain, disconnect and reconnect the P-trap + parts + labor
200729600	08/14/2020	08/14/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Mold USA	750.00	0.00	746C-0CF6	08/14/2020	For mold testing of living area of entire apartment; air samples taken - living room, kitchen, hallway, east bedroom, north bedroom, bathroom
9183760884	08/20/2020	08/20/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	53.28	0.00	5533	08/20/2020	Vertical blinds for Unit 214
1200820611	08/20/2020	08/20/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Mold USA	550.00	0.00	4AF5-9A8E	08/25/2020	Clearance mold tests after remediation of entire unit.
229790	08/21/2020	08/21/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		Perez Reconstruction Contractors, Inc.	6,142.84	0.00	4AFD-3816	08/25/2020	Mold remediation #109 of expanded

**Bill Detail**

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							kitchen area, hallway, closet; removal of cabinets, appliances, drywall, flooring, microbial treatment, drying out of unit with commercial equipment, haul away, trash fees
VOUCHER	08/25/2020	08/25/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Estrada, Teresa	500.00	0.00	5537	08/25/2020	Food Voucher - 10 days. #109
9184135848	08/25/2020	08/25/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	754.46	0.00	5536	08/25/2020	New refrigerator for Unit #327
157527	08/26/2020	08/26/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		John E Phillips Plumbing Inc.	495.00	0.00	7CAC-3340	08/28/2020	Urgent active leak repair coming off sewer line from 2nd floor into 1st floor, opened up floor, repaired sewer line from dishwasher to drain, supplied flex and fixed angle stop, installed new 3/8 plug and cap on dripping hose, stopped leak
157566	08/26/2020	08/26/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		John E Phillips Plumbing Inc.	200.00	0.00	7CAC-3340	08/28/2020	Patch the ceiling after repair of broken pipe behind drywall

**Bill Detail**

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
											above common area ladies bathroom
157598	08/26/2020	08/26/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		John E Phillips Plumbing Inc.	189.00	0.00	7CAC-3340	08/28/2020	Run cable #313 to try and clear kitchen sink stoppage and flush line off angle stop, reconnected drain and tested, flowing well after work
7756	08/27/2020	08/27/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Golden One Pest Control	475.00	0.00	51FC-88AE	09/02/2020	Termite spot treatment in unit around windows and sliding door, 1 year warranty.
4364	08/27/2020	08/27/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		JMJ HANDYMAN IN MINUTES	65.00	0.00	7CB2-A2D4	08/28/2020	Securely installed Fair Housing sign to building's exterior in visible area.
31225	08/28/2020	08/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	5.03	0.00	ACH	08/28/2020	Quill Invoice: 8632015 - cleaning supplies
31225	08/28/2020	08/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	82.03	0.00	ACH	08/28/2020	Quill Invoice: 8634434 - Cleaning supplies
31225	08/28/2020	08/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	38.64	0.00	ACH	08/28/2020	Quill Invoice: 926038- janitorial and cleaning supplies
							<b>11,717.23</b>	<b>0.00</b>			
<b>6250 - Gardening</b>											
4151	08/14/2020	08/14/2020	6250 - Gardening	Park Vista - 615 E. Holly Avenue El		Octavio Rojas Landscaping	979.00	0.00	746C-CF4C	08/14/2020	Monthly Service - July



**Bill Detail**

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
4151	08/14/2020	08/14/2020	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	259.60	0.00	746C-CF4C	08/14/2020	Extra supplies and approved work, (1) 50lb bag of lawn fertilizer, (4) 6" popup sprinkler, (1) 1" superior valve

**1,238.60      0.00**

**6270 - Management Fees**

312034	08/10/2020	08/10/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,910.43	0.00	ACH	08/10/2020	Increased maintenance and Janitorial due to COVID-19
312034	08/10/2020	08/10/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	616.10	0.00	ACH	08/10/2020	Increased management due to COVID-19
31221	08/24/2020	08/24/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,910.43	0.00	ACH	08/24/2020	Increased maintenance and Janitorial due to COVID-19
31221	08/24/2020	08/24/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	616.10	0.00	ACH	08/24/2020	Increased management due to COVID-19
	08/24/2020	08/24/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	14,500.00	0.00	824	08/24/2020	Management Fees for 08/ 2020

**19,553.06      0.00**

**6315 - Pest Control**

134648	08/14/2020	08/14/2020	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Al & Sons Termite and Pest Control Inc.	150.00	0.00	3000000168	08/14/2020	Vermin Service 7/16/ 20
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**Bill Detail**

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
438951	08/20/2020	08/20/2020	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	60.00	0.00	5534	08/20/2020	Monthly Service - August
							<b>210.00</b>	<b>0.00</b>			
<b>6410 - Electricity</b>											
2-02-314-5071	08/20/2020	08/20/2020	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	1,689.26	0.00	5531	08/20/2020	Service 7/14/20 - 8/12/20
2-22-974-6581	08/20/2020	08/20/2020	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	131.21	0.00	5532	08/20/2020	Service 7/14/20 - 8/12/20
							<b>1,820.47</b>	<b>0.00</b>			
<b>6420 - Gas</b>											
075 005 32978	08/14/2020	08/14/2020	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Gas Company	5.22	0.00	3000000169	08/14/2020	Service 7/1/20 - 7/31/20
056 105 32003	08/14/2020	08/14/2020	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	950.92	0.00	3000000170	08/14/2020	Service 7/1/20 - 7/31/20
							<b>956.14</b>	<b>0.00</b>			
<b>6430 - Water</b>											
075-18531-000	08/13/2020	08/13/2020	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	241.42	0.00	ACH	08/13/2020	Service 5/14/20 - 7/14/20
075-18411-000	08/13/2020	08/13/2020	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	241.42	0.00	ACH	08/13/2020	Service 5/14/20 - 7/14/20
075-18321-000	08/13/2020	08/13/2020	6430 - Water	Park Vista - 615 E. Holly Avenue El		El Segundo Water	5,161.55	0.00	ACH	08/13/2020	Service 5/14/20 - 7/14/20

**Bill Detail**

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
	08/13/2020	08/13/2020	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	907.09	0.00	ACH	08/13/2020	Service 3/12/ 20 - 5/14/20
							<b>6,551.48</b>	<b>0.00</b>			
<b>6445 - Telephone/Internet</b>											
145150448	08/05/2020	08/05/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	142.80	0.00	5519	08/05/2020	Service 7/27/ 20 - 8/26/20
310-322-5036	08/13/2020	08/13/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	474.89	0.00	5522	08/13/2020	Service 8/4/20 - 9/3/20
310-640-7156	08/20/2020	08/20/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	420.93	0.00	5529	08/20/2020	Service 8/5/20 - 9/4/20
337000205336	08/20/2020	08/20/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	108.90	0.00	5530	08/20/2020	Service 7/9/20 - 8/8/20
310-519-1730	08/25/2020	08/25/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	197.73	0.00	5535	08/25/2020	Service 8/13/ 20 - 9/12/20
287272447593	08/28/2020	08/28/2020	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	5538	08/28/2020	Service 8/17/ 20 - 9/16/20
							<b>1,368.75</b>	<b>0.00</b>			
<b>6455 - Cable/Television</b>											
8448 30 006 0255251	08/13/2020	08/13/2020	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	17.16	0.00	5527	08/13/2020	Service 7/30/ 20 - 8/29/20

**Bill Detail**

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
8448 30 006 0017008	08/13/2020	08/13/2020	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	4,626.62	0.00	5526	08/13/2020	Service 8/4/20 - 9/3/20
							<b>4,643.78</b>	<b>0.00</b>			
<b>7420 - Office Supplies</b>											
31225	08/28/2020	08/28/2020	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	100.00	0.00	ACH	08/28/2020	IT Service - managers outlook crashing
<b>Total</b>							<b>48,637.51</b>	<b>0.00</b>			

## Budget - Comparative

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

Period Range: Aug 2020 to Aug 2020

Comparison Period Range: Aug 2019 to Aug 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
<b>Income</b>								
<b>RENT</b>								
Rent Income	59,957.00	62,000.00	-2,043.00	-3.30%	59,162.00	58,900.00	262.00	0.44%
Parking Income	1,445.00	1,250.00	195.00	15.60%	2,028.00	1,450.00	578.00	39.86%
<b>Total RENT</b>	<b>61,402.00</b>	<b>63,250.00</b>	<b>-1,848.00</b>	<b>-2.92%</b>	<b>61,190.00</b>	<b>60,350.00</b>	<b>840.00</b>	<b>1.39%</b>
Prepayment	-395.00	0.00	-395.00	0.00%	-665.00	0.00	-665.00	0.00%
Laundry Income	672.13	415.00	257.13	61.96%	774.51	415.00	359.51	86.63%
<b>Total Budgeted Operating Income</b>	<b>61,679.13</b>	<b>63,665.00</b>	<b>-1,985.87</b>	<b>-3.12%</b>	<b>61,299.51</b>	<b>60,765.00</b>	<b>534.51</b>	<b>0.88%</b>
<b>Expense</b>								
Fire Service	0.00	335.00	335.00	100.00%	0.00	335.00	335.00	100.00%
Maintenance	14,288.83	13,000.00	-1,288.83	-9.91%	19,059.82	8,000.00	-11,059.82	-138.25%
Elevator service	0.00	850.00	850.00	100.00%	0.00	850.00	850.00	100.00%
Gardening	1,238.60	1,350.00	111.40	8.25%	1,025.00	1,350.00	325.00	24.07%
Management Fees	19,553.06	14,500.00	-5,053.06	-34.85%	14,500.00	14,500.00	0.00	0.00%
Pest Control	210.00	400.00	190.00	47.50%	521.00	291.66	-229.34	-78.63%
Licenses and Permits	0.00	35.00	35.00	100.00%	0.00	35.00	35.00	100.00%
Electricity	1,820.47	1,700.00	-120.47	-7.09%	3,568.62	1,500.00	-2,068.62	-137.91%
Gas	956.14	1,000.00	43.86	4.39%	825.21	950.00	124.79	13.14%
Water	6,551.48	3,750.00	-2,801.48	-74.71%	6,526.55	3,750.00	-2,776.55	-74.04%
Telephone/ Internet	1,368.75	1,250.00	-118.75	-9.50%	1,041.48	1,000.00	-41.48	-4.15%
Cable/Television	4,643.78	4,500.00	-143.78	-3.20%	4,358.60	4,300.00	-58.60	-1.36%
Office Supplies	100.00	300.00	200.00	66.67%	0.00	300.00	300.00	100.00%
Uniforms	0.00	50.00	50.00	100.00%	0.00	50.00	50.00	100.00%
Advertising & Promotion	0.00	625.00	625.00	100.00%	671.85	625.00	-46.85	-7.50%
Entertainment	0.00	150.00	150.00	100.00%	0.00	150.00	150.00	100.00%

## Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
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%
<b>Total Budgeted Operating Expense</b>	<b>50,731.11</b>	<b>44,311.66</b>	<b>-6,419.45</b>	<b>-14.49%</b>	<b>52,098.13</b>	<b>38,461.65</b>	<b>-13,636.48</b>	<b>-35.45%</b>
Total Budgeted Operating Income	61,679.13	63,665.00	-1,985.87	-3.12%	61,299.51	60,765.00	534.51	0.88%
Total Budgeted Operating Expense	50,731.11	44,311.66	-6,419.45	-14.49%	52,098.13	38,461.65	-13,636.48	-35.45%
<b>NOI - Net Operating Income</b>	<b>10,948.02</b>	<b>19,353.34</b>	<b>-8,405.32</b>	<b>-43.43%</b>	<b>9,201.38</b>	<b>22,303.35</b>	<b>-13,101.97</b>	<b>-58.74%</b>
<b>Other Income</b>								
Interest on Bank Accounts	570.49	250.00	320.49	128.20%	454.36	50.00	404.36	808.72%
<b>Total Budgeted Other Income</b>	<b>570.49</b>	<b>250.00</b>	<b>320.49</b>	<b>128.20%</b>	<b>454.36</b>	<b>50.00</b>	<b>404.36</b>	<b>808.72%</b>
<b>Net Other Income</b>	<b>570.49</b>	<b>250.00</b>	<b>320.49</b>	<b>128.20%</b>	<b>454.36</b>	<b>50.00</b>	<b>404.36</b>	<b>808.72%</b>
Total Budgeted Income	62,249.62	63,915.00	-1,665.38	-2.61%	61,753.87	60,815.00	938.87	1.54%
Total Budgeted Expense	50,731.11	44,311.66	-6,419.45	-14.49%	52,098.13	38,461.65	-13,636.48	-35.45%
<b>Net Income</b>	<b>11,518.51</b>	<b>19,603.34</b>	<b>-8,084.83</b>	<b>-41.24%</b>	<b>9,655.74</b>	<b>22,353.35</b>	<b>-12,697.61</b>	<b>-56.80%</b>
<b>Cash</b>								
Cash in Bank	10,490.02	0.00	-10,490.02	0.00%	10,773.38	0.00	-10,773.38	0.00%
Park Vista - Grandpoint Account	7.78	0.00	-7.78	0.00%	15.60	0.00	-15.60	0.00%
Park Vista Reserve Account - LAIF	561.81	0.00	-561.81	0.00%	435.23	0.00	-435.23	0.00%

## Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Park Vista Money Market Account - CHASE	0.90	0.00	-0.90	0.00%	3.53	0.00	-3.53	0.00%
<b>Total Budgeted Cash</b>	<b>11,060.51</b>	<b>0.00</b>	<b>-11,060.51</b>	<b>0.00%</b>	<b>11,227.74</b>	<b>0.00</b>	<b>-11,227.74</b>	<b>0.00%</b>
<b>Liability</b>								
Key Deposit	20.00	0.00	20.00	0.00%	40.00	0.00	40.00	0.00%
Security Deposit	-478.00	0.00	-478.00	0.00%	1,532.00	0.00	1,532.00	0.00%
<b>Total Budgeted Liability</b>	<b>-458.00</b>	<b>0.00</b>	<b>-458.00</b>	<b>0.00%</b>	<b>1,572.00</b>	<b>0.00</b>	<b>1,572.00</b>	<b>0.00%</b>