

Special Meeting of the El Segundo Senior Citizen Housing Board Corporation

Agenda
Wednesday, October 28, 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

PUBLIC COPIES & POSTINGS:

Public Copy - City Library Reference Desk
Public Copy - City Clerk's Office
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, October 28, 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 El Segundo Senior Citizen Housing Board 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, October 27, 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, September 23, 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. Annual Rental Rate Survey

Consider directing Cadman Group to conduct a market rent survey for consideration at a future meeting regarding adjustments to rental rates.

Recommendation: Discussion and Possible Action.

4. Annual Report (Paul Lanyi)

Discussion and possible recommendation regarding the Annual Report for presentation to Council scheduled for November 17, 2020. The Board may discuss ideas and how they would like to proceed with the report.

Recommendation: Discussion and possible action.

5. Presentation (Joe Lillio)

City of El Segundo Finance Director, Joe Lillio will report regarding Park Vista's replacement reserve funding.

Recommendation: Discussion and Possible Action

6. Park Vista Time Warner/ Spectrum Contract (Neil)

Recommendation: Discussion and Possible Action

D. UNFINISHED BUSINESS

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. Park Vista Update.

G. BOARD MEMBERS REPORT

A general report from the Senior Citizen Housing Board Members.

NEXT REGULAR MEETINGS:

Wednesday, November 18, 2020

Wednesday, December 23, 2020 MEETING (CANCELLED)

ADJOURNMENT

MINUTES OF THE SPECIAL MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday, September 23, 2020
Park Vista Senior Housing
350 Main St., El Segundo, CA 90245

CALL TO ORDER:

The special meeting was called to order at 3:35 p.m. by member Paul Lanyi presiding.

ROLL CALL

Members Present: Paul Lanyi
Paula Rotolo
Jim Latta

Member Absent: Patricia Gerber
Martin Stone

Others: Neil Cadman, Cadman Group
Arecia Hester, Recreation Superintendent
Monse Palacios, Administrative Analyst
Ryan Delgado, Recreation Supervisor
Sam Lee, Development Services Director

A. PUBLIC COMMUNICATION

None

B. APPROVAL OF MEETING MINUTES

Motion: to approve the Wednesday, August 26, 2020 meeting minutes was made by Member Lanyi and Seconded by Member Latta. Motion carried 3-0

C. NEW BUSINESS

1. President's Report

He would like to work with Martin and prepare the report for city council on November 3rd. He would like to have a follow up meeting with Elias, Public Works Director and Joe Lillio, Finance Director. Paul would like to know his timeframe during the presentation.

Sam Lee will circle back regarding the time frame after he speaks to the city manager.

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

Neil will contact Grand Point and Chase to inquire on the transfer and documents needed to complete it.

Jim- 5 or 6 vacancies last month and now it looks like we don't have any vacancies.

Neil- The vacancies have not changed.

Jim- When will vacancies be open?

Neil- That will be up to the team. Chief Donovan and the all hazardous team.

D. UNFINISHED BUSINESS

Earthquake Insurance

The Cadman amendment is in the process.

E. MANAGEMENT REPORT

Neil shared with the board that the Fire Chief was extremely helpful during the heat wave. He provided fans and water for the residents.

F. CITY STAFF REPORT

Arecia offered her support to the board in their city council report preparation.

Arecia introduced Sam Lee, Development Services Director. Sam introduced himself and his team.

Ryan Delgado informed the board the residents will once again receive hot meals starting October 1st. Residents are doing well. Staff helped take water to residents during the heat wave.

The Recreation Department will be conducting a variety of events to celebrate Halloween.

You've been Boo'd Candy Granham Deliveries

Dive in Movie at El Segundo Aquatics Center

Virtual Ghoul Hunt Social Media Scavenger Hunt

Car-Stume Contest

Pumpkin Contest

House Decorating Contest

H. BOARD MEMBER REPORT

None

NEXT MEETING:

Wednesday, October 28, 2020

ADJOURMENT: 4:43 pm

**EL SEGUNDO SENIOR CITIZENS HOUSING
DEVELOPMENT CORPORATION**

350 MAIN STREET, EL SEGUNDO, CA 90245

October 16, 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	September-20
		<u>Original</u>
Beginning balance at July 1, 2020		\$ 843,726.73
Accrued: Interest (Posted quarterly)		1,696.10
Add: Deposits		
Less: Withdrawals		
TOTAL IN LAIF - G/L# 504-101-0000-0004:	<u>As of</u> 9/30/2020	<hr/> \$ 845,422.83

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	@	0.784%	Actual	LAIF for 31 days	561.81
Interest Earned	September	@	0.685%	Actual	LAIF for 30 days	475.03
Accrued Interest	quarter to date					1,696.10

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
 Sam Lee, Director-Development Services
 Melissa McCollum, Director
 Neil Cadman, Facility Management for Park Vista
 Arcia Hester, Recreation Superintendent
 Monse Palacios, Senior Administrative Analyst



PARK VISTA

Financial Reporting Analysis

September 2020

Gross Income: \$61,179.93

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

Gross Expenses: \$41,687.02

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 for September.*
- *Maintenance of \$10,011.04 normal type of maintenance except for mold remediation rebuild work and hotel stay for affected tenant. Also included was an elevator emergency call.*

Net Income: \$19,492.91

Total Account Balances: \$1,406,668.77

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: 94.8% occupied on 9/1/2020
94.8% occupied on 9/30/2020**

Move-outs: 0

Move-ins: 0

Notices to Vacate: 0

Budget Comparison Notes:

Operations: Operations for the month was a net income of \$110.43 under budget. Year to Date, operations are \$13,637.11 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 September \$2,968.50 under budget while \$13,203.88 under budget YTD. This is all attributable to vacancies that are not being leased due to COVID-19.**

Expenses:

- **Overall \$2,624.64 under budget for all expenses for September, \$6,856.91 over budget YTD.**
- **Maintenance \$2,988.96 under budget for September, \$6,727.83 under budget YTD.**
- **Electricity \$436.49 over budget in September; \$2,747.20 under budget YTD.**
- **Gas \$77.22 under budget for September, \$1,169.64 over budget YTD.**
- **Cable Television over budget by \$174.16. Spectrum raised fees again and we did not know how much it would be raised when the budget was created.**
- **Water is \$7,647.77 under budget YTD.**
- **Elevator service over budget \$4,304.07 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.

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: Sep 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	60,157.00	99.11	543,848.59	97.15
Parking Income	1,445.00	2.38	12,960.00	2.32
Total RENT	61,602.00	101.49	556,808.59	99.47
Maintenance Charge (Income Account)	0.00	0.00	452.12	0.08
Prepayment	-905.50	-1.49	-679.00	-0.12
NSF Bank Fees Collected	0.00	0.00	50.00	0.01
Laundry Income	0.00	0.00	3,149.41	0.56
Late Fee	0.00	0.00	0.00	0.00
Total Operating Income	60,696.50	100.00	559,781.12	100.00
Expense				
Fire Service	0.00	0.00	4,973.87	0.89
Maintenance	10,011.04	16.49	110,272.17	19.70
Elevator service	1,338.48	2.21	11,954.07	2.14
Gardening	1,068.50	1.76	9,582.10	1.71
Management Fees	19,358.43	31.89	161,447.57	28.84
Pest Control	210.00	0.35	3,185.00	0.57
Insurance - Property	0.00	0.00	20,670.00	3.69
Licenses and Permits	0.00	0.00	75.00	0.01
Electricity	2,136.49	3.52	12,552.80	2.24
Gas	922.78	1.52	10,169.64	1.82
Water	0.00	0.00	26,102.23	4.66
Telephone/Internet	1,558.22	2.57	11,410.09	2.04
Cable/Television	4,674.16	7.70	41,677.66	7.45
Office Supplies	77.49	0.13	1,972.94	0.35
Uniforms	331.43	0.55	331.43	0.06
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
Professional Fees	0.00	0.00	0.00	0.00
Total Operating Expense	41,687.02	68.68	426,661.93	76.22
NOI - Net Operating Income	19,009.48	31.32	133,119.19	23.78

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	483.43	0.80	8,673.68	1.55
Total Other Income	483.43	0.80	8,673.68	1.55
Other Expense				
Capital Expenditures				
Fire Prevention	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	483.43	0.80	8,673.68	1.55
Total Income	61,179.93	100.80	568,454.80	101.55
Total Expense	41,687.02	68.68	426,661.93	76.22
Net Income	19,492.91	32.12	141,792.87	25.33

Balance Sheet

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

As of: 09/30/2020

Accounting Basis: Cash

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	258,498.70
Park Vista - Grandpoint Account	183,759.05
Park Vista Business Checking Account - CHASE	11,110.00
Park Vista Reserve Account - LAIF	845,422.83
Park Vista Money Market Account - CHASE	107,878.19
Total Cash	1,406,668.77
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	1,940,007.72
LIABILITIES & CAPITAL	
Liabilities	
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
Total Liabilities	58,634.00
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	141,792.87
Calculated Prior Years Retained Earnings	1,542,002.90
Total Capital	1,881,373.72
TOTAL LIABILITIES & CAPITAL	1,940,007.72

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: 09/01/2020 to 09/30/2020

Automated AP: All

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
6210 - Maintenance											
DVB23395001	09/10/2020	09/10/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Amtech Elevator Service	1,385.00	0.00	3CC9-8B8F	09/15/2020	Afterhours emergency elevator service; elevator stopped on floor with doors stuck open required replacement of broken spirator by technician to work properly again
44363	09/10/2020	09/10/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	77.73	0.00	5539	09/14/2020	Maintenance Supplies
44386	09/10/2020	09/10/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	189.89	0.00	5539	09/14/2020	Maintenance Supplies
44400	09/10/2020	09/10/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	134.37	0.00	5539	09/14/2020	Maintenance Supplies
026401	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Garcia, Gerardo	130.00	0.00	9EA7-047E	09/16/2020	Extra long snake needed to clear stubborn kitchen sink clog between units; cleared and draining

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
											properly now, replaced drain pipe. #315 (Esteban out sick)
9184627219	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	103.58	0.00	5540	09/15/2020	New garbage disposal for Unit #212
9184313719	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	55.83	0.00	5540	09/15/2020	New kitchen faucet for Unit #414
9184313717	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	83.86	0.00	5540	09/15/2020	Maintenance supplies
9184313720	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	118.21	0.00	5540	09/15/2020	Janitorial supplies
9184313721	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	138.84	0.00	5540	09/15/2020	Maintenance supplies
9184313722	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	98.50	0.00	5540	09/15/2020	Maintenance supplies
9184382252	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	7.65	0.00	5540	09/15/2020	Maintenance supplies
9184382251	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	41.60	0.00	5540	09/15/2020	Maintenance supplies
9184429297	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		HD Supply	80.57	0.00	5540	09/15/2020	Maintenance supplies

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
9184462710	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	141.80	0.00	5540	09/15/2020	Maintenance supplies
9184502464	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	863.96	0.00	5540	09/15/2020	New dishwasher for Unit #305
0000313	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Vazquez, Raul	185.00	0.00	9EAB-412E	09/16/2020	Afterhours service - unclog kitchen sink, snake to drain pipe between units; cleared.
0000309	09/15/2020	09/15/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Vazquez, Raul	125.00	0.00	9EAB-412E	09/16/2020	Unclogged kitchen sink, stubborn clog, needed longer snake - cleared #305
000825	09/17/2020	09/17/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Vazquez, Raul	2,800.00	0.00	214A-5B68	09/17/2020	Start up money for materials of unit #109 rebuild after remediation
9184784241	09/21/2020	09/21/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	160.07	0.00	5547	09/21/2020	New toilet tank and toilet bowl for Unit #218
19184871210	09/21/2020	09/21/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	7.11	0.00	5547	09/21/2020	Maintenance supplies
8005	09/23/2020	09/23/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Golden One Pest Control	375.00	0.00	7132-8266	09/24/2020	Treated window in 2 spots for dry wood termites with 1 year warranty. #401

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
157669	09/23/2020	09/23/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		John E Phillips Plumbing Inc.	165.00	0.00	4D83-A94F	09/23/2020	Replacement of wall thermostat fixture and wiring. #208
229790	09/23/2020	09/23/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Perez Reconstruction Contractors, Inc.	470.00	0.00	A8E2-F0E6	09/23/2020	Mold remediation; Lead and asbestos testing required before work commencement
31371	09/28/2020	09/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	218.98	0.00	ACH	09/28/2020	Amazon - COVID19 sanitizing supplies
31371	09/28/2020	09/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	109.52	0.00	ACH	09/28/2020	Amazon - COVID19 sanitizing supplies
31371	09/28/2020	09/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,168.00	0.00	ACH	09/28/2020	Relocation #109 - Hotel Stay room charges
31371	09/28/2020	09/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	77.34	0.00	ACH	09/28/2020	Quill Invoice 9795705 - cleaning supplies
31371	09/28/2020	09/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	7.22	0.00	ACH	09/28/2020	Quill Invoice 9827741 - Janitorial supplies
31371	09/28/2020	09/28/2020	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	16.41	0.00	ACH	09/28/2020	Quill Invoice 9833581 Cleaning supplies
							9,536.04	0.00			

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
6245 - Elevator service											
151400124992	09/24/2020	09/24/2020	6245 - Elevator service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Amtech Elevator Service	1,338.48	0.00	5724-C366	09/24/2020	Service 10/1/20 - 12/31/20
6250 - Gardening											
4204	09/15/2020	09/15/2020	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	979.00	0.00	3D45-AE4F	09/15/2020	Monthly Service - August
4204	09/15/2020	09/15/2020	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	89.50	0.00	3D45-AE4F	09/15/2020	Extra supplies and approved work, (5) 6" popup sprinkler
							1,068.50	0.00			
6270 - Management Fees											
	09/04/2020	09/04/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	14,500.00	0.00	942	09/04/2020	Management Fees for 09/2020
	09/07/2020	09/07/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,910.43	0.00	ACH	09/07/2020	Increased maintenance and Janitorial due to COVID-19
	09/07/2020	09/07/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	616.10	0.00	ACH	09/07/2020	Increased management due to COVID-19
	09/21/2020	09/21/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,838.37	0.00	ACH	09/21/2020	Increased maintenance and Janitorial due to COVID-19
	09/21/2020	09/21/2020	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	493.53	0.00	ACH	09/21/2020	Increased management due to COVID-19
							19,358.43	0.00			

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
6315 - Pest Control											
135254	09/15/2020	09/15/2020	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Al & Sons Termite and Pest Control Inc.	150.00	0.00	3000000172	09/15/2020	Vermin Service 8/20/20
438951	09/17/2020	09/17/2020	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	60.00	0.00	5546	09/17/2020	Monthly Service - September
							210.00	0.00			
6410 - Electricity											
2-22-974-6581	09/17/2020	09/17/2020	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	152.26	0.00	5544	09/17/2020	Service 8/12/20 - 9/11/20
2-02-314-5071	09/17/2020	09/17/2020	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	1,984.23	0.00	5543	09/17/2020	Service 8/12/20 - 9/11/20
							2,136.49	0.00			
6420 - Gas											
056 105 3200 3	09/15/2020	09/15/2020	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	916.54	0.00	3000000171	09/15/2020	Service 7/31/20 - 8/31/20
075 005 3297 8	09/15/2020	09/15/2020	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Gas Company	6.24	0.00	3000000171	09/15/2020	Service 7/31/20 - 8/31/20
							922.78	0.00			
6445 - Telephone/Internet											
310-519-1730	09/24/2020	09/24/2020	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	197.73	0.00	5550	09/24/2020	Service 9/13/20 - 10/12/20

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
310-640-7156	09/24/2020	09/24/2020	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	411.64	0.00	5549	09/24/2020	Service 9/5/20 - 10/4/20
310-322-5036	09/24/2020	09/24/2020	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	822.20	0.00	5548	09/24/2020	Service 9/4/20 - 10/3/20
337000205336	09/24/2020	09/24/2020	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	103.15	0.00	5551	09/24/2020	Service 9/9/20 - 10/8/20
287272447593	09/29/2020	09/29/2020	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	5553	09/29/2020	Service 9/17/20 - 10/16/20

1,558.22 0.00

6455 - Cable/Television

8448 30 006 0255251	09/15/2020	09/15/2020	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	17.16	0.00	5542	09/15/2020	Service 8/30/20 - 9/29/20
8448 30 006 0017008	09/17/2020	09/17/2020	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	4,657.00	0.00	5545	09/17/2020	Service 9/4/20 - 10/3/20

4,674.16 0.00

7420 - Office Supplies

31371	09/28/2020	09/28/2020	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	68.08	0.00	ACH	09/28/2020	Quill Invoice 9796701 - Cleaning supplies and office supplies
31371	09/28/2020	09/28/2020	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	9.41	0.00	ACH	09/28/2020	Quill Invoice 9813024 - Office supplies

77.49 0.00

Bill Detail

Reference	Bill Date	Due Date	Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
7422 - Uniforms											
31371	09/28/2020	09/28/2020	7422 - Uniforms	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	331.43	0.00	ACH	09/28/2020	New Shirts for uniforms
Total							41,212.02	0.00			

Budget - Comparative

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

Period Range: Sep 2020 to Sep 2020

Comparison Period Range: Sep 2019 to Sep 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	60,157.00	62,000.00	-1,843.00	-2.97%	58,249.00	58,900.00	-651.00	-1.11%
Parking Income	1,445.00	1,250.00	195.00	15.60%	2,000.50	1,450.00	550.50	37.97%
Total RENT	61,602.00	63,250.00	-1,648.00	-2.61%	60,249.50	60,350.00	-100.50	-0.17%
Prepayment	-905.50	0.00	-905.50	0.00%	-1,728.00	0.00	-1,728.00	0.00%
Laundry Income	0.00	415.00	-415.00	-100.00%	364.98	415.00	-50.02	-12.05%
Total Budgeted Operating Income	60,696.50	63,665.00	-2,968.50	-4.66%	58,886.48	60,765.00	-1,878.52	-3.09%
Expense								
Fire Service	0.00	335.00	335.00	100.00%	0.00	335.00	335.00	100.00%
Maintenance	10,011.04	13,000.00	2,988.96	22.99%	6,564.12	8,000.00	1,435.88	17.95%
Elevator service	1,338.48	850.00	-488.48	-57.47%	1,309.08	850.00	-459.08	-54.01%
Gardening	1,068.50	1,350.00	281.50	20.85%	979.00	1,350.00	371.00	27.48%
Management Fees	19,358.43	14,500.00	-4,858.43	-33.51%	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	2,136.49	1,700.00	-436.49	-25.68%	2,121.53	1,500.00	-621.53	-41.44%
Gas	922.78	1,000.00	77.22	7.72%	844.88	950.00	105.12	11.07%
Water	0.00	3,750.00	3,750.00	100.00%	0.00	3,750.00	3,750.00	100.00%
Telephone/ Internet	1,558.22	1,250.00	-308.22	-24.66%	1,369.86	1,000.00	-369.86	-36.99%
Cable/Television	4,674.16	4,500.00	-174.16	-3.87%	4,358.60	4,300.00	-58.60	-1.36%
Office Supplies	77.49	300.00	222.51	74.17%	833.16	300.00	-533.16	-177.72%
Uniforms	331.43	50.00	-281.43	-562.86%	0.00	50.00	50.00	100.00%
Advertising & Promotion	0.00	625.00	625.00	100.00%	4,784.66	625.00	-4,159.66	-665.55%
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%	5,000.00	458.33	-4,541.67	-990.92%
Total Budgeted Operating Expense	41,687.02	44,311.66	2,624.64	5.92%	43,185.89	38,461.65	-4,724.24	-12.28%
Total Budgeted Operating Income	60,696.50	63,665.00	-2,968.50	-4.66%	58,886.48	60,765.00	-1,878.52	-3.09%
Total Budgeted Operating Expense	41,687.02	44,311.66	2,624.64	5.92%	43,185.89	38,461.65	-4,724.24	-12.28%
NOI - Net Operating Income	19,009.48	19,353.34	-343.86	-1.78%	15,700.59	22,303.35	-6,602.76	-29.60%
Other Income								
Interest on Bank Accounts	483.43	250.00	233.43	93.37%	428.95	50.00	378.95	757.90%
Total Budgeted Other Income	483.43	250.00	233.43	93.37%	428.95	50.00	378.95	757.90%
Other Expense								
Capital Expenditures								
Fire Prevention	0.00	0.00	0.00	0.00%	330.00	0.00	-330.00	0.00%
Total Capital Expenditures	0.00	0.00	0.00	0.00%	330.00	0.00	-330.00	0.00%
Total Budgeted Other Expense	0.00	0.00	0.00	0.00%	330.00	0.00	-330.00	0.00%
Net Other Income	483.43	250.00	233.43	93.37%	98.95	50.00	48.95	97.90%
Total Budgeted Income	61,179.93	63,915.00	-2,735.07	-4.28%	59,315.43	60,815.00	-1,499.57	-2.47%
Total Budgeted Expense	41,687.02	44,311.66	2,624.64	5.92%	43,515.89	38,461.65	-5,054.24	-13.14%
Net Income	19,492.91	19,603.34	-110.43	-0.56%	15,799.54	22,353.35	-6,553.81	-29.32%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Cash								
Cash in Bank	19,009.48	0.00	-19,009.48	0.00%	14,630.59	0.00	-14,630.59	0.00%
Park Vista - Grandpoint Account	7.53	0.00	-7.53	0.00%	15.10	0.00	-15.10	0.00%
Park Vista Reserve Account - LAIF	475.03	0.00	-475.03	0.00%	410.21	0.00	-410.21	0.00%
Park Vista Money Market Account - CHASE	0.87	0.00	-0.87	0.00%	3.64	0.00	-3.64	0.00%
Total Budgeted Cash	19,492.91	0.00	-19,492.91	0.00%	15,059.54	0.00	-15,059.54	0.00%
Liability								
Pet Deposit	0.00	0.00	0.00	0.00%	-200.00	0.00	-200.00	0.00%
Security Deposit	0.00	0.00	0.00	0.00%	-540.00	0.00	-540.00	0.00%
Total Budgeted Liability	0.00	0.00	0.00	0.00%	-740.00	0.00	-740.00	0.00%