



**SPECIAL MEETING OF THE
Board of Directors of the
El Segundo Senior Citizens Housing Corporation
AGENDA
Virtual Meeting via Zoom Teleconferencing**

MEETING DATE: Thursday, February 4, 2021
MEETING TIME: 3:30 p.m.

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

TELECONFERENCE VIA ZOOM MEETING
Meeting ID: [996 3741 2468](#)
Passcode: [527906](#)

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

Join via Zoom from a PC, Mac, iPad, iPhone, or Android device, or by phone.

Please use this URL

<https://zoom.us/j/99637412468?pwd=Uk8vSGhXV1g1S3ZKZnQvdnRFaXhVUT09>

If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous.

OR

Join by phone: [1-669-900-9128 US](#)

Enter Meeting ID: [996 3741 2468](#)

Passcode: [527906](#)

Your phone number is captured by the zoom software and is subject to the Public Records Act unless you first dial "*67" before dialing the number as shown above to remain anonymous.

The time limit for comments is five (5) minutes per person. Before speaking to the Board, please state: your name and residence or the organization you represent. Please respect the time limits.

Members of the public may also provide comments electronically by sending an email to the following address prior to the start of the meeting: vwesson@elsegundo.org. ***Please include the meeting date and item number in the subject line.*** If you would like to request that your emailed comment be read into the record, please include the request at the top of your email, limit your comments to 150 words or less, and email your comments at least 30 minutes prior to the start of the meeting. Depending on the volume of communications, the emails will be read to the Board at the appropriate time.

NOTE: Emails and documents submitted will be considered public documents and are subject to disclosure under the Public Records Act and possibly posted to the City's website.

NOTE: Public Meetings can be recorded and are subject to disclosure under the Public Records Act and possibly posted to the City's website.

Additional Information:

The Board of the Senior Citizen Housing Corporation, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Unless otherwise noted in the agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Board.

PLEASE NOTE: Public Meetings are recorded.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Venus Wesson, 310-524-2344. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CALL TO ORDER:

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. Special Meeting Tuesday, November 24, 2020

Recommendation: Approval

C. NEW BUSINESS

1. President's Report (Paul Lanyi)

Reports regarding correspondence, meetings, and business related to Park Vista.

Recommendation: Receive and File

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

a. Discussion, review and status report including, but not limited to, statements, invoices, finances,

b. LAIF investment fund and transfers between accounts.

Recommendation: Receive and File

3. Draft 2019 Audit (Neil Cadman)

Discussion and review of the draft 2019 Audit.

Recommendation: Approve and authorize the Board President to sign the final 2019 Audit.

4. 2021 Park Vista Operating Budget (Neil Cadman)

Recommendation: Review and approve the draft 2021 Operating Budget.

5. Sustainable, Long-Term Economic Viability Plan (Neil Cadman)

Recommendation: Discussion and possible action regarding adjustments to Park Vista revenues and expenditures with a view towards increasing and maintaining adequate funding reserves. This could include, without limitation, rent increases for current tenants, rent increases for incoming tenants, rent increases applicable to inter-unit transfers, parking rate increases, and changes to the cable television contract and possible pass-through of all or part of cable television costs to tenants. Board may recommend one or more long-term economic viability plans to the City Council for action.

6. Subcommittee Update (Paul Lanyi and Paula Rotolo)

Subcommittee will report its findings and recommendations to the Board regarding waiting lists and other policies pertaining to current and prospective tenants of Park Vista.

Recommendation: Review, discuss, and consider amending policies regarding the current waiting list and other policies pertaining to the following:

- a. Transfers between units for current tenants.
- b. Transfers to ADA accessible units by current tenants.
- c. Parking spaces for current tenants.
- d. Transfers from outside parking space to interior parking space.
- e. Wait list and related policies for prospective tenants of Park Vista.

7. Preview of Draft Presentation to City Council (Paul Lanyi)

Board President will present a draft of the presentation of the annual Park Vista status report to City Council.

Recommendation: Discussion and Possible Action.

8. Notice of Change of Terms of Tenancy (Neil Cadman)

Discussion and possible action regarding a notice of change of terms of tenancy to provide that all tenants, authorized residents, and every guest or invitee of any tenant or authorized resident must wear a face covering or mask over both the nose and mouth whenever they are present within any common area inside the Park Vista senior housing facility, and further specifying that each tenant is responsible for ensuring that his or her guests/invitees abide with the face covering requirement and that the failure to do so constitutes a material violation of the lease agreement. The notice will further specify that the face covering requirement will remain in effect until the City Manager's Administrative Order requiring face coverings within the common areas of Park Vista expires or is rescinded.

Recommendation: Authorize management to issue a notice of change of terms of tenancy in accordance with applicable law specifying that all tenants, authorized residents, and every guest or invitee of any tenant or authorized resident must wear a face covering or mask over both the nose and mouth whenever they are present within any common area inside the Park Vista senior housing facility and further specifying that each tenant is responsible for ensuring that his or her guests/invitees abide with the face covering requirement and that the failure to do so constitutes a material violation of the lease agreement. The notice will further specify that the face covering requirement will remain in effect until the City Manager's Administrative Order requiring face coverings within the common areas of Park Vista expires or is rescinded.

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

G. BOARD MEMBERS REPORT

A general report from the Board members.

NEXT REGULAR MEETINGS:

Wednesday, February 24, 2021

Wednesday, March 24, 2021

Wednesday, April 28, 2021

ADJOURNMENT