



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

MEETING DATE: Wednesday, December 1, 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 AND AB 361**

TELECONFERENCE VIA ZOOM MEETING
Meeting ID: 835 4801 6339
Passcode: 766049

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://us06web.zoom.us/j/83548016339?pwd=YjYxUIMxY3BLRGp2OE44czJNNzB3UT09>

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: [1-253-215-8782 US](tel:1-253-215-8782)
Enter Meeting ID: 835 4801 6339
Passcode: 766049

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: eschonborn@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 Wednesday, October 27, 2021

Recommendation: Approval

C. CITY STAFF REPORT

D. 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. Discuss, review and status report including, but not limited to, statements, invoices, and finances.

b. LAIF investment fund and transfers between accounts.

Recommendation: Receive and File

3. 2022 Park Vista Operating Budget (Neil Cadman)

Recommendation: Review and approve the draft 2022 Operating Budget.

E. UNFINISHED BUSINESS

4. Report from Ad Hoc Subcommittee; Consider Establishing a New Wait List and Corresponding Policy for Existing Tenants Seeking to Transfer Between Unit Types Due to a Life Changing Circumstance. (Paul Lanyi and Tim Whelan)

At its September 22, 2021 meeting, the Board amended the previous inter-unit transfer waiting list such that no additional residents could be added to the list, and appointed an ad hoc subcommittee to make recommendations to the Board regarding an inter-unit transfer policy for those wishing to change unit types due to life changing circumstances. At its October 27, 2021 meeting, the Board considered establishing a new inter-unit transfer waiting list and corresponding policy for existing residents that wish to transfer between unit types due to a "life changing circumstance"; however, the Board suggested changes to the draft proposed policy, which will be reviewed and considered by the Board.

Recommendation: Discussion and possible action regarding establishment of a new inter-unit transfer waiting list and corresponding policy for tenants seeking to transfer between unit types due to a "life changing circumstance."

5. Consider Imposing a Monthly Fee Upon New Incoming Tenants for Basic Cable Service. (Paul Lanyi)

The Senior Housing Corporation provides basic cable television service to all units at no additional cost to tenants. The Board will review the past and present costs associated with providing basic cable service and decide whether to impose additional fees for basic cable on all new incoming tenants.

Recommendation: Discussion and possible action regarding changes to cable television service.

F. 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.

G. BOARD MEMBERS REPORT

A general report from individual Board members.

ADJOURNMENT

NEXT REGULAR MEETINGS:

Wednesday, January 26, 2022

Wednesday, February 23, 2022

Wednesday, March 23, 2022

**MINUTES OF THE SPECIAL MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday,
October 27, 2021
Park Vista Senior Housing
350 Main St., El Segundo, CA 90245**

CALL TO ORDER:

The special meeting was called to order at 3:32 p.m. by Board President Paul Lanyi.

ROLL CALL

Members Present: Paul Lanyi
Paula Rotolo
Tim Whelan
Julia Newman
Denise Fessenbecker

Others: Steve Haxton

A. RESOLUTION AUTHORIZING TELECONFERENCED MEETINGS PURSUANT TO AB 361

Recommendation: After inviting and hearing public comment, adopt resolution making specified findings and authorizing the use of teleconferenced meetings pursuant to AB 361. Motion to approve carried 5-0.

B. PUBLIC COMMUNICATION

Steve Haxton gave input regarding increasing the parking rates and discontinuing cable television service (Items 4 & 5 on the agenda under new business); does not agree the Senior Housing Corporation provides basic cable television service to all units at no cost; and, clarified that rates were directed only at new residents entering Park Vista, not current residents.

Paul Lanyi read a comment from a long-time resident from Park Vista. The resident stated she would rather be charged for cable TV, rather than it being included in the monthly rent because there would be more channel options to choose from.

C. APPROVAL OF MEETING MINUTES

Paul motioned to approve the September 22nd minutes with one correction; to change the motion to approve last month's meeting minutes from 5-0 to 4-0 since there was one person absent at that meeting. Motion to approve carried 5-0.

D. CITY STAFF REPORT

Eduardo reported the City will be working and communicating with Neil Cadman & Park Vista management regarding setting up a vaccine clinic for residents that are interested.

Paul Lanyi requested an update regarding Many Mansions at the next meeting.

E. NEW BUSINESS

1. President's Report

Paul acknowledged Steve Haxton's comments regarding parking rate increases and the cost for Spectrum cable services. Paul stated there was miscommunication regarding the cost for Spectrum cable services that he would address later in the meeting.

Neil Cadman commented that Time Warner became Spectrum, so there is no option of Time Warner versus Spectrum. Paul clarified the unit is paying for cable TV and not internet services.

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

Paul addressed Steve Haxton's comment regarding increasing the parking rates and cable services in the public communication's section, and made the following remarks:

- A. He believes a lot of money is spent on Geraldo Garcia, Carpet Depot and Total Maintenance for vacancy preparation.
- B. In light of discussions to increase parking rates by \$5.00 to \$10.00, he believes that tripling the parking rates and filling all vacant apartments, Park Vista finances will continue to be in the red.
- C. Although Park Vista has a substantial amount of money in the budget (nearly \$2 million), the money will be spent quickly in the next 10 to 20 years, so the Board needs to be cognizant of what's right for the citizens living at Park Vista while trying to balance the budget.

Receive and file: Motion carried 5-0

3. Report from Ad Hoc Subcommittee; Consider Establishing a New Wait List and Corresponding Policy for Existing Tenants

Tim Whelan presented his Park Vista policy regarding inter-unit (unit-to-unit) transfers for change of life tenants that stated:

Effective October 27, 2021, a new policy regarding inter-unit transfers (unit-to-unit) by existing tenants within the Park Vista Senior Housing Facility (Park Vista) experiencing change of life circumstances ("Change of Life") is hereby enacted as follows:

On June 23, 2021, the Board of Directors of the El Segundo Senior Citizens Housing Corporation voted to close the waiting list for Park Vista's previous inter-unit transfer policy of allowing tenants, upon a vacancy, to transfer units within Park Vista at no cost to them or change to their existing rental rate. This decision was made to combat the exorbitant duplicative renovation costs caused by the prior policy in an effort to continue to provide affordable housing rates to Park Vista residents.

Recognizing that existing Park Vista tenants will sometimes experience unexpected or dramatic changes in their living situations and that priority should be given to keeping existent tenants within the Park Vista facility if this occurs, the following policy shall be enacted for these Change of Life circumstances:

For purposes of this policy "Change of Life" shall mean:

1. Any tenant who experiences a change in marital/partner/co-tenant status;
2. Any tenant who loses 25% more of their monthly income (subject to proof)
3. Any tenant who for health purposes needs a different sized unit (subject to proof).

All tenants experiencing a Change of Life, as defined above, shall have the option of placing themselves on a waiting list so that when a vacancy occurs of a unit of a different size of their designation, they will be given the one-time opportunity to transfer to that unit. Tenants on this Change of Life waiting list shall be given priority over those on the outside new tenant Park Vista waiting list.

Tenants opting to transfer units will pay the current rental rate for the unit being offered to new incoming tenants as of the date the unit becomes available.

If the tenant decides not to transfer to the unit type that they have identified at the time of their Change of Life circumstances, then they will be removed from the inter-unit Change of Life waiting list. They may then elect to place their name on the regular outside new tenant Park Vista waiting list, but will be placed at the bottom of the list and will be subject to new incoming tenant rental rates.

Adopted by the Board of the El Segundo Senior Citizens Housing Corporation, effective October 27, 2021.

The board members were pleased with the language of the policy.

Neil Cadman proposed several changes to the draft policy, including:

- a. Clarify if moving from a single to a one bedroom or from a one bedroom to a single because there are different floor plans and sizes.
- b. Requested guidelines or rules regarding the three qualifications.
- c. Asked if evidence for criteria number two would be in the form of tax returns or bank statements. Paul Lanyi suggested they write a letter or affidavit of some sort.
- d. For criteria number three, Neil did not feel comfortable making a health determination unless its subject to a doctor's note.

Gregg gave his advice regarding the pros and cons regarding the three qualifications. Recommendation was for Tim to remove the third criteria, and update the first by including language about affidavit or proof and share with Gregg to review. Changes will be reviewed at next meeting where board will vote to pass.

4. Consider Increasing Parking Rates for Residents. (Paul Lanyi)

Paul Lanyi reported there are 61 outdoor spaces for \$17.50 per month, while the indoor parking lot rents for \$27.50 per month. Paul asked the Board if they had knowledge when the last parking increase occurred. Neil Cadman reported that parking rates had not been increased since 1997. After Board discussion, Paul Lanyi made a motion to increase parking rates by \$2.50 per regardless of space, effective January 1, 2022 for the full calendar year of 2022, and that the Board re-address the issue in September of 2022. Motion carried, 5-0

5. Consider Discontinuing Cable Television Service. (Paul Lanyi)

Paul Lanyi clarified this will be for new residents and not all residents. Neil brought up the possibility of going to AT&T to put in a fiber network in the building that has a strong enough bandwidth, so that any tenant can subscribe and get good quality bandwidth Wi-Fi based on the fiber installation. Paul motioned to pass a \$50.00 fee for basic cable per month in 2022 to all new incoming tenants only; and that the fee be reviewed every September unless a new technology comes along. Will vote on changes at next meeting because the topic, "Consider Discontinuing Cable Television Service" is deceiving; we are not actually discontinuing cable service. Eduardo will change the heading and will be tabled to the next agenda.

6. Election of Board Officers

Effective January 1, 2022 the following roles have been assigned to Board Members

Board Member	Role	Motion
Paul Lanyi	President	5-0
Denise	Vice President	5-0
Paula	Treasurer	5-0
Julia	Secretary	5-0

7. Scheduling of November and December 2021 Board Meetings

Board voted to have next meeting on December 1, 2021 that will cover November and December.

8. Annual Market Rent Survey; Adjustment of Rental Rates for New, Incoming Tenants (Neil Cadman)

Neil Cadman highlighted that Park Vista offers more amenities than other properties in El Segundo; Rental rates increased during Covid, but not significantly; Recommended rent for one-bedroom units be raised to \$1,170 per month starting January 1, 2022; Recommended rent for single units be raised to \$870 per month starting January 1, 2022. Motion to approve rental rate increases for vacated units only carried, 5-0

F. UNFINISHED BUSINESS

None

G. MANAGEMENT REPORT

- Neil commented a series of complaints about the Park Vista property and its operations take up a significant amount of the City's time.
- Applicants are saying Park Vista's rent is too expensive.
- The community services department at the City of El Segundo has set up activities for Park Vista residents

H. BOARD MEMBER REPORT

NEXT MEETING: Wednesday, December 1, 2021

ADJOURMENT: 4:59 pm



PARK VISTA

Financial Reporting Analysis

October 2021

Gross Income: \$61,659.90

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

Gross Expenses: \$112,904.25

Expenses for the month were normal except for the following:

- *Insurance renewal paid in October of \$42,595.72 which represents a 30% premium increase due to the building being publicly owned and claims.*
- *Water bills of \$7,469.15 in October.*
- *Maintenance of \$35,867.90 which comprised mostly of normal maintenance plus vacancy preparation expenses and one large emergency plumbing repair due to a fresh water pipe leak.*
- *No Capital Repairs.*

Net Income: -\$51,244.35

Total Account Balances: \$1,510,062.45

Upcoming major expenses: Payment of the Earthquake Insurance premium estimated at over \$50,000.00; the City has not invoiced Park Vista at this time. Still have not been invoiced by the City (to our knowledge unless taken out of the 502 City controlled account).

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: 93.8% occupied on 10/1/2021
93.8% occupied on 10/31/2021**

Move-outs: 0

Move-ins: 1

Notices to Vacate: 0

Budget Comparison Notes:

Operations: Operations for the month was a net income of \$35,016.80 under budget for October, and \$41,099.81 under budget YTD.

Income

- **Income for the month of October \$2,013.80 under budget and \$15,721.31 under budget YTD due to the vacancies for the first 8 months of 2021 that are still residual due to the old waiting list policies that created 16 vacancies.**

Expenses:

- **Overall \$33,003.00 over budget for all expenses for October.**
- **Maintenance \$22,867.90 over budget for October and \$26,302.19 over budget YTD.**
- **Electricity \$132.73 under budget in October and \$3,935.76 under budget YTD.**
- **Gas \$64.15 under budget for October and \$395.55 under budget YTD.**
- **Cable Television over budget by \$273.45. Spectrum raised fees again and we did not know how much it would be raised when the budget was created.**
- **Water under budget \$1,591.47 YTD and this is more than likely due to lower occupancy.**

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**Company Group****Properties:** Park Vista - 615 E. Holly Avenue El Segundo, CA 90245**Owned By:** El Segundo Senior Citizens Housing Corporation**As of:** Oct 2021**Accounting Basis:** Cash**Level of Detail:** Detail View**Include Zero Balance** **L Accounts:** No

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Operating Income				
Expense				
Income				
RENT				
Rent Income	60,438.00	98.33	599,559.00	96.85
Parking Income	1,367.00	2.22	14,247.00	2.30
Total RENT	61,805.00	100.56	613,806.00	99.16
Maintenance Charge (Income Account)	0.00	0.00	0.00	0.00
Prepayment	-646.50	-1.05	1,697.50	0.27
NSF Bank Fees Collected	0.00	0.00	0.00	0.00
Laundry Income	302.84	0.49	3,526.59	0.57
Total Operating Income	61,461.34	100.00	619,030.09	100.00
Expense				
Fire Service	0.00	0.00	511.19	0.08
Maintenance	35,867.90	58.36	156,302.19	25.25
Carpet Cleaning	0.00	0.00	800.00	0.13
Elevator service	0.00	0.00	13,713.96	2.22
Gardening	1,122.90	1.83	11,161.80	1.80
Management Fees	15,500.00	25.22	184,464.16	29.80
Security Service	-848.68	-1.38	15,064.07	2.43
Pest Control	128.00	0.21	1,836.00	0.30
Insurance - Property	42,595.72	69.30	42,595.72	6.88
Licenses and Permits	0.00	0.00	525.00	0.08
Electricity	1,567.27	2.55	13,064.24	2.11
Gas	1,135.85	1.85	11,604.45	1.87
Water	7,469.15	12.15	33,408.53	5.40
Telephone/Internet	3,392.69	5.52	20,934.07	3.38
Cable/Television	4,973.45	8.09	48,959.10	7.91
Office Supplies	0.00	0.00	182.83	0.03
Uniforms	0.00	0.00	0.00	0.00
Advertising & Promotion	0.00	0.00	0.00	0.00
Bank Service Fees	0.00	0.00	60.00	0.01
Professional Fees	0.00	0.00	7,750.00	1.25
Total Operating Expense	112,904.25	183.70	562,937.31	90.94
NOI - Net Operating Income	-51,442.91	-83.70	56,092.78	9.06

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	198.56	0.32	2,442.65	0.39
Total Other Income	198.56	0.32	2,442.65	0.39
Other Expense				
Capital Expenditures				
Plumbing	0.00	0.00	19,504.00	3.15
Capital Improvements	0.00	0.00	-30,721.20	-4.96
Total Capital Expenditures	0.00	0.00	-11,217.20	-1.81
Total Other Expense	0.00	0.00	-11,217.20	-1.81
Net Other Income	198.56	0.32	13,659.85	2.21
Total Income	61,659.90	100.32	621,472.74	100.39
Total Expense	112,904.25	183.70	551,720.11	89.13
Net Income	-51,244.35	-83.38	69,752.63	11.27

Balance Sheet**Properties:** Park Vista - 615 E. Holly Avenue El Segundo, CA 90245**As of:** 10/31/2021**Accounting Basis:** Cash**Include Zero Balance** **L Accounts:** No

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	358,190.81
Park Vista Reserve Account - LAIF	1,151,871.64
Total Cash	1,510,062.45
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	2,043,401.40
LIABILITIES & CAPITAL	
Liabilities	
Pet Deposit	4,325.00
Key Deposit	1,380.00
Security Deposit	53,265.00
Passthrough Cash Account	-661.00
Accounts Payable	2,595.00
Total Liabilities	60,904.00
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	69,752.63
Calculated Prior Years Retained Earnings	1,715,166.82
Total Capital	1,982,497.40
TOTAL LIABILITIES & CAPITAL	2,043,401.40

Bill Detail

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

Payees: All

Payment Type: All

L Accounts: All

Bill Status: All

Date Type: Bill Date

Date Range: 10/01/2021 to 10/31/2021

Automated AP: All

Reversed Transactions: No

Reference	Bill Date	Due Date	<input type="checkbox"/> L Account	Property	<input type="checkbox"/> nit	Payee Name	Paid	<input type="checkbox"/> npaid	Chec <input type="checkbox"/>	Paid Date	Description
2120 - Passthrough Cash Account											
	10/14/2021	10/14/2021	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	101	Miller, Donna R.	767.00	0.00	5778	10/15/2021	Donna R. Miller, Park Vista - 101 <input type="checkbox"/> Move Out Refund
6210 - Maintenance											
586854	10/01/2021	10/01/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Frank Hauling & Maintenance	200.00	0.00	3EA1-4D92	10/19/2021	Hauling away old appliances and big furniture left by previous tenants/ vacancies.
586855	10/01/2021	10/01/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Frank Hauling & Maintenance	200.00	0.00	3EA1-4D92	10/19/2021	Hauling away old appliances, more big furnitures of vacancies.
11532	10/01/2021	10/01/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	216	Golden One Pest Control	325.00	0.00	3EA6-93A6	10/19/2021	Termite spot treatments in kitchen, 1 year warranty. <input type="checkbox"/> 216
02613	10/01/2021	10/01/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Hernandez <input type="checkbox"/> Carpet Care	900.00	0.00	5790	10/22/2021	Annual common area deep carpet cleaning and shampooing of entire 2nd floor and entry and hallways of 1st floor.
60343	10/01/2021	10/01/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El	510	Industrial Lock & Security Inc.	98.14	0.00	3000000244	10/19/2021	Rekey 25 years <input type="checkbox"/> old door lock from

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	Unpaid	Check	Paid Date	Description
				Segundo, CA 90245							and give tenant new keys.
21838	10/01/2021	10/01/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montanos Handyman and Ironwork Inc.	1,225.00	0.00	2C88-96D6	10/22/2021	Parking gate repairs Tech. inspected the engine, found the limit switch broken and that caused the engine to work excessively and burn, the engine capaciter was replaced and gate output sensor, necessary adustments were made, working properly again.
9252021-40379-2	10/01/2021	10/01/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Peraa, Gabriel	195.00	0.00	3EA5-BD82	10/19/2021	New door striker installed for common area door to courtyard patio. Parts labor.
36480	10/01/2021	10/01/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	313	Total Maintenance Group, Inc.	3,639.00	0.00	2C83-2E44	10/22/2021	Vacancy prep 313 1b/1b ADA minor repairs throughout unit, prime and paint entire unit, regROUT in bathroom, paint balcony, install new GFCI outlets and closet tracks, doors, full unit cleaning after contruction.
33045	10/05/2021	10/05/2021	6210 - Maintenance	Park Vista - 615 E. Holly		Cadman Group	110.95	0.00	ACH	10/05/2021	Bill INV 18986907 -

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	Unpaid	Check	Paid Date	Description
				Avenue El Segundo, CA 90245							cleaning supplies
33045	10/05/2021	10/05/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	112.43	0.00	ACH	10/05/2021	Bill INV 19398530 - cleaning and kitchen supplies
33045	10/05/2021	10/05/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	170.09	0.00	ACH	10/05/2021	Bill INV 19428097 - coffee and kitchen supplies
33045	10/05/2021	10/05/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	21.48	0.00	ACH	10/05/2021	Bill INV 19431353 -coffee supplies
33045	10/05/2021	10/05/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	50.00	0.00	ACH	10/05/2021	IT Service - Maintenance/ Service call
9195652565	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	51.84	0.00	5773	10/08/2021	Maintenance Supplies Unit 204
9195652562	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	41.31	0.00	5773	10/08/2021	Sanitorial supplies
9195652564	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	44.67	0.00	5773	10/08/2021	Maintenance supplies
9195726799	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	820.16	0.00		10/12/2021	New gas range for Unit 204
9195726800	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	131.79	0.00	5773	10/08/2021	Maintenance and Vacancy prep supplies for Unit 204

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	Unpaid	Check	Paid Date	Description
9195746590	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	95.68	0.00	5773	10/08/2021	New ADA toilet bowl Unit 202
9195746584	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	58.41	0.00	5773	10/08/2021	Sanitorial supplies
9195746585	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	109.63	0.00	5773	10/08/2021	New ADA toilet bowl Unit 204
9195746587	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	108.55	0.00	5773	10/08/2021	New ADA toilet bowl Unit 403
9195746591	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	53.48	0.00	5773	10/08/2021	Sanitorial supplies
9195746588	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	108.55	0.00	5773	10/08/2021	New ADA toilet bowl Unit 405
91954846053	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	820.16	0.00	5773	10/08/2021	New gas range for Unit 202
9195537538	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	51.50	0.00	5773	10/08/2021	Vertical blinds for Unit 327
9195486054	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	118.00	0.00	5773	10/08/2021	Sanitorial supplies
9195647247	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		HD Supply	798.26	0.00	5773	10/08/2021	New refrigerator for Unit 202

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	nit	Payee Name	Paid	npaid	Chec	Paid Date	Description
				Segundo, CA 90245							
9195652566	10/07/2021	10/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	-820.16	0.00		10/12/2021	Return credit apply to INV 9195486053
36739	10/11/2021	10/11/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	204	Total Maintenance Group, Inc.	235.00	0.00	1CE1-8AB8	10/26/2021	Replace toilet shut off valve to stop leak, repair valve for dishwasher to stop leak.
44096	10/12/2021	10/12/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	70.32	0.00	5775	10/12/2021	Maintenance supplies
44109	10/12/2021	10/12/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	175.18	0.00	5775	10/12/2021	Maintenance supplies
44129	10/12/2021	10/12/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	218.98	0.00	5775	10/12/2021	Maintenance supplies
44157	10/12/2021	10/12/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	37.19	0.00	5775	10/12/2021	Maintenance supplies
M15026	10/13/2021	10/13/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	204	CARPET DEPOT, INC.	1,897.98	0.00	B7AD-CBF2	10/26/2021	Vacancy prep 204 new vinyl installed in kitchen and commercial carpet throughout unit.
60954	10/14/2021	10/14/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Industrial Lock & Security Inc.	222.30	0.00	3000000246	10/26/2021	Replace cylinder lock to store room, new keys service call.
60499	10/14/2021	10/14/2021	6210 - Maintenance	Park Vista - 615 E. Holly		Industrial Lock & Security Inc.	80.00	0.00	3000000246	10/26/2021	Repair exterior parking lot

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	Unpaid	Check	Paid Date	Description
				Avenue El Segundo, CA 90245							pedestrian gate lock.
91961757000	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	1,658.64	0.00	5783	10/18/2021	New Gas range and new refrigerator for Unit 322 -Vacancy prep
9196175701	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	204.08	0.00	5783	10/18/2021	Maintenance supplies
9196175699	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	798.26	0.00	5783	10/18/2021	New refrigerator for Unit 204
9195823344	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	18.21	0.00	5783	10/18/2021	Maintenance supplies
9195898882	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	98.55	0.00	5783	10/18/2021	Range hood for Unit 405
9195898883	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	55.13	0.00	5783	10/18/2021	Maintenance supplies
9196002274	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	78.07	0.00	5783	10/18/2021	Maintenance supplies
9196002276	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	67.46	0.00	5783	10/18/2021	Sanitorial supplies
36593	10/18/2021	10/18/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	204	Total Maintenance Group, Inc.	5,819.00	0.00	B7AE-D93E	10/26/2021	Vacancy prep 204 1b/1b entire unit patch, prime, paint, new

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	npaid	Chec	Paid Date	Description
											hardware for repairs throughout, paint stucco on patio, exterior floor coating, entire unit cleaning including appliances, repairs made to kitchen cabinetry, re-caulk bathroom sink and counter.
33068	10/19/2021	10/19/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,835.00	0.00	ACH	10/19/2021	Stanley Louis - Emergency service to boiler
3483	10/19/2021	10/19/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	323	OC-LA Appliance Solutions	190.00	0.00	1CE6-323E	10/26/2021	Repairs made to leaking dishwasher new parts labor. 323
3484	10/19/2021	10/19/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	404	OC-LA Appliance Solutions	200.00	0.00	1CE6-323E	10/26/2021	Repairs made to broken dishwasher parts labor. 404
3485	10/19/2021	10/19/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	216	OC-LA Appliance Solutions	200.00	0.00	1CE6-323E	10/26/2021	Service call and repairs made to thumping fridge motor 216.
S129042-CL1	10/19/2021	10/19/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		The Chute Doctor	878.00	0.00	3000000245	10/19/2021	Quarterly chute and trash door cleaning service to every floor trash room of building.
36648	10/22/2021	10/22/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA	315	Total Maintenance Group, Inc.	4,231.00	0.00	38F6-1EC8	11/04/2021	Vacancy prep 315 patch, prime and paint entire

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	npaid	Chec	Paid Date	Description
				90245							unit including patio, cabinets and closets, repairs and replacement to caulking in bathroom and kitchen, install new outlet covers throughout where needed, replace sliding door tracks to patio, hall closet.
36707	10/22/2021	10/22/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	317	Total Maintenance Group, Inc.	5,191.50	0.00	38F6-1EC8	11/04/2021	Vacancy prep 317 patch, prime and paint throughout unit including cabinets, patio, closets, repair and replace outlets and CFGI in kitchen and bathroom.
733860	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Garcia, Gerardo	460.00	0.00	3000000250	11/10/2021	Vacancy prep 202 Install new fridge, stove, range hood, screen door and ceiling panels in unit.
733861	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	401	Garcia, Gerardo	65.00	0.00	3000000250	11/10/2021	Replaced broken old shower head.
733862	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	323	Garcia, Gerardo	85.00	0.00	3000000250	11/10/2021	Unclogged kitchen sink.
733863	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El	503	Garcia, Gerardo	90.00	0.00	3000000250	11/10/2021	Cartridges checked and adjusted to fix

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	Unpaid	Check	Paid Date	Description
				Segundo, CA 90245							water pressure issue of kitchen sink.
733864	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Garcia, Gerardo	120.00	0.00	3000000250	11/10/2021	Repair stuck pocket door of bathroom and replace screen on patio door.
733865	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	323	Garcia, Gerardo	120.00	0.00	3000000250	11/10/2021	Replace broken old garbage disposal with new one.
733866	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	405	Garcia, Gerardo	120.00	0.00	3000000250	11/10/2021	Replace kitchen range hood with new working one.
733883	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	405	Garcia, Gerardo	90.00	0.00	3000000250	11/10/2021	Repair (2) burners on stove top to work again properly.
733879	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	406	Garcia, Gerardo	160.00	0.00	3000000250	11/10/2021	Replace shower faucet cartridges and new knobs to work properly.
733852	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	112	Garcia, Gerardo	160.00	0.00	3000000251	11/15/2021	After hours urgent unclogged kitchen sink with snake.
733853	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Garcia, Gerardo	850.00	0.00	3000000251	11/15/2021	Patch, plaster and paint to match areas affected by water damage from 2nd and 1st floor leak from ceiling, install access panels.
733854	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	309	Garcia, Gerardo	85.00	0.00	3000000250	11/10/2021	Unclogged bathroom sink.

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	npaid	Chec	Paid Date	Description
733855	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Garcia, Gerardo	160.00	0.00	3000000251	11/15/2021	Replace broken GFCI outlet on patio and install connector box.
733856	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	402	Garcia, Gerardo	120.00	0.00	3000000247	10/26/2021	Repair wall heater thermostat to work properly.
733857	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	310	Garcia, Gerardo	85.00	0.00	3000000247	10/26/2021	Unclog bathroom sink.
733858	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	313	Garcia, Gerardo	280.00	0.00	3000000247	10/26/2021	Vacancy prep 313 Repair handi-cap shower seat with all new wood, secure, primer and paint, replace patio door handle.
733859	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Garcia, Gerardo	260.00	0.00	3000000247	10/26/2021	Replace lightbulbs throughout building, replace ballasts on (2) light fixtures.
733884	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Garcia, Gerardo	130.00	0.00	3000000250	11/10/2021	Replace wax ring from leaking toilet, reseal toilet in place. 406
733868	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	202	Garcia, Gerardo	260.00	0.00	3000000250	11/10/2021	Replace shower faucet and cartridges.
733869	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	405	Garcia, Gerardo	120.00	0.00	3000000247	10/26/2021	Replace hardware in toilet tank. New parts labor.
733870	10/25/2021	10/25/2021	6210 -	Park Vista -	502	Garcia,	120.00	0.00	3000000247	10/26/2021	Replace

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	Unpaid	Check	Paid Date	Description
			Maintenance	615 E. Holly Avenue El Segundo, CA 90245		Gerardo					leaking drain pipe under sink and reseal parts labor.
733871	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	218	Garcia, Gerardo	65.00	0.00	3000000247	10/26/2021	Repairs made to mailbox door and lock in lobby.
733872	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	217	Garcia, Gerardo	260.00	0.00	3000000247	10/26/2021	Gas company repair serviced wall heater and replaced control valve, working properly.
733874	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Garcia, Gerardo	120.00	0.00	3000000247	10/26/2021	Replaced light bulbs around the common areas, units 214, 401, 321, hallway and 3rd-floor stairs.
733875	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	403	Garcia, Gerardo	120.00	0.00	3000000251	11/15/2021	Remove leaking toilet, replace wax ring, replace toilet and reseal, leak fixed. 403
90857	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Sal's Plumbing & Rooter Inc.	1,700.00	0.00	3000000248	11/04/2021	Repairs made to leaking shower/tub stall plumbing with new parts between units 202, 204. Materials labor.
89461	10/25/2021	10/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Sal's Plumbing & Rooter Inc.	975.00	0.00	3000000252	11/15/2021	Afterhours emergency flooding overflow into unit from toilet and tub including

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	nit	Payee Name	Paid	npaid	Chec	Paid Date	Description
											sewage water cleaning up, toilet removal and commercial snake used to main sewer line several times to clear, reset toilet. □101
M15060	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	315	CARPET DEPOT, INC.	1,993.31	0.00	38FD-01AC	11/04/2021	Vacancy prep □315□install new flooring throughout unit - commercial carpet in living areas and vinyl in bathroom and kitchen.
M15059	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	317	CARPET DEPOT, INC.	1,301.29	0.00	38FD-01AC	11/04/2021	Vacancy prep □317□new commercial carpet throughout unit.
M15058	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	322	CARPET DEPOT, INC.	1,973.31	0.00	38FD-01AC	11/04/2021	Vacancy prep □322□install new flooring throughout unit - commercial carpet in living areas and vinyl in bathroom and kitchen.
9196366559	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	109.63	0.00	5792	10/26/2021	New ADA toilet bowl for □204
9196366560	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	60.30	0.00	5792	10/26/2021	Vacancy prep Unit □315
9196366564	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly		HD Supply	98.55	0.00	5792	10/26/2021	Maintenance supplies

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	npaid	Chec	Paid Date	Description
				Avenue El Segundo, CA 90245							
9196366566	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	206.96	0.00	5792	10/26/2021	Vertical blinds for Unit 321
9196366565	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	224.85	0.00	5792	10/26/2021	Vertical blinds for Unit 101
9196366562	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	197.10	0.00	5792	10/26/2021	New range hood non vented for Unit 322 and 204
9196366563	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	116.14	0.00	5792	10/26/2021	New kitchen faucet and lavatory faucet for unit 322
9196448281	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	31.56	0.00	5792	10/26/2021	Maintenance Supply for Unit 101 and 317
9196448283	10/26/2021	10/26/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	798.26	0.00	5792	10/26/2021	New refrigerator for Unit 317
36649	10/29/2021	10/29/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	322	Total Maintenance Group, Inc.	5,819.00	0.00	DDE9-10A4	11/15/2021	Vacancy prep 322 handyman repairs - install new toilet paper holder, repair weather damaged window siding and paint to match, scrub surfaces, patch, prime and paint entire 1b/1b unit, cabinets,

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	Unit	Payee Name	Paid	Unpaid	Check	Paid Date	Description
											closets and patio area.
36668	10/29/2021	10/29/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	221	Total Maintenance Group, Inc.	4,777.00	0.00	DDE9-10A4	11/15/2021	Vacancy prep 221 scrub surfaces, patch, prime and paint entire 1b/1b unit, cabinets, closets and patio area, clean entire unit.
36706	10/29/2021	10/29/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	101	Total Maintenance Group, Inc.	5,627.00	0.00	DDE9-10A4	11/15/2021	Vacancy prep 101 Vacancy prep 322 remove contact paper in cabinets and drawers, scrub surfaces, patch, prime and paint entire 1b/1b unit, cabinets, closets and patio area, clean entire unit.
							64,813.03	0.00			
6250 - Gardening											
4819	10/07/2021	10/07/2021	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	1,076.90	0.00	56A4-62CC	10/07/2021	Monthly Service - September
4819	10/07/2021	10/07/2021	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	46.00	0.00	56A4-62CC	10/07/2021	Extra supplies and approved work for Sep, 2021 - (50) lb lawn fertilizer
							1,122.90	0.00			
6270 - Management Fees											
	10/01/2021	10/01/2021	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El		Cadman Group	15,500.00	0.00	ACH	10/01/2021	Management Fees for 10/2021

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	nit	Payee Name	Paid	npaid	Chec	Paid Date	Description
				Segundo, CA 90245							
6315 - Pest Control											
438951	10/12/2021	10/12/2021	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	64.00	0.00	5777	10/12/2021	Monthly Service - September
438951	10/19/2021	10/19/2021	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	64.00	0.00	5789	10/19/2021	Monthly Service - October
							128.00	0.00			
6320 - Insurance - Property											
1223717	10/19/2021	10/19/2021	6320 - Insurance - Property	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		B & B Premier Insurance Solutions	25,154.59	0.00	5785	10/19/2021	Insurance premium policy 10/9/21 - 10/9/22
1221633	10/19/2021	10/19/2021	6320 - Insurance - Property	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		B & B Premier Insurance Solutions	17,441.13	0.00	5786	10/19/2021	Insurance premium policy 10/9/21 - 10/9/22
							42,595.72	0.00			
6410 - Electricity											
700394170456	10/19/2021	10/19/2021	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	1,502.99	0.00	5787	10/19/2021	Service 9/10/21 - 10/11/21
700587779325	10/19/2021	10/19/2021	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	64.28	0.00	5788	10/19/2021	Service 9/10/21 - 10/11/21
							1,567.27	0.00			
6420 - Gas											
056 105 3200 3	10/12/2021	10/12/2021	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	1,129.09	0.00	3000000238	10/12/2021	Service 9/1/21 - 10/4/21

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	nit	Payee Name	Paid	npaid	Chec	Paid Date	Description
075 005 3297 8	10/12/2021	10/12/2021	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Gas Company	6.76	0.00	3000000239	10/12/2021	Service 9/1/21 - 10/4/21
							1,135.85	0.00			
6430 - Water											
075-18321-000	10/12/2021	10/12/2021	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	6,341.03	0.00	ACH	10/12/2021	Service 7/14/ 21 - 9/14/21
075-18481-000	10/12/2021	10/12/2021	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	979.32	0.00	ACH	10/12/2021	Service 7/14/ 21 - 9/14/21
075-18531-000	10/12/2021	10/12/2021	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	74.40	0.00	ACH	10/12/2021	Service 7/14/ 21 - 9/14/21
075-18411-000	10/12/2021	10/12/2021	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	74.40	0.00	ACH	10/12/2021	Service 7/14/ 21 - 9/14/21
							7,469.15	0.00			
6445 - Telephone Internet											
714-547-4862	10/12/2021	10/12/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	257.73	0.00	3000000240	10/12/2021	Service 9/26/ 21 - 10/25/21
145150448	10/12/2021	10/12/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	153.50	0.00	3000000241	10/12/2021	Service 9/27/ 21 - 10/26/21
310-322-5036	10/18/2021	10/18/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	1,474.83	0.00	5780	10/18/2021	Service 10/4/ 21 - 11/3/21
310-640-7156	10/18/2021	10/18/2021	6445 - Telephone/	Park Vista - 615 E. Holly		AT&T	924.77	0.00	5781	10/18/2021	Service 10/5/ 21 - 11/4/21

Bill Detail

Reference	Bill Date	Due Date	L Account	Property	nit	Payee Name	Paid	npaid	Chec	Paid Date	Description
			Internet	Avenue El Segundo, CA 90245							
149394202	10/18/2021	10/18/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	253.86	0.00	5782	10/18/2021	Service 9/3/21 - 10/2/21
337000205336	10/19/2021	10/19/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	103.19	0.00	5784	10/19/2021	Service 10/9/ 21 - 11/8/21
310-519-1730	10/26/2021	10/26/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	224.81	0.00	5791	10/26/2021	Service 10/13/ 21 - 11/12
							3,392.69	0.00			
6455 - Cable Television											
8448 30 006 0255251	10/12/2021	10/12/2021	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	38.76	0.00	5776	10/12/2021	Service 9/30/ 21 - 10/29/21
8448 30 006 0017008	10/15/2021	10/15/2021	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	4,934.69	0.00	5779	10/15/2021	Service 10/4/ 21 - 11/3/21
							4,973.45	0.00			
Total							143,465.06	0.00			

Budget - Comparative

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

Period Range: Oct 2021 to Oct 2021

Comparison Period Range: Oct 2020 to Oct 2020

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	60,438.00	63,562.00	-3,124.00	-4.91%	60,157.00	62,000.00	-1,843.00	-2.97%
Parking Income	1,367.00	1,445.00	-78.00	-5.40%	1,445.00	1,250.00	195.00	15.60%
Total RENT	61,805.00	65,007.00	-3,202.00	-4.13%	61,602.00	63,250.00	-1,648.00	-2.61%
Vacancy	0.00	-1,906.86	1,906.86	100.00%	0.00	0.00	0.00	0.00%
Prepayment	-646.50	0.00	-646.50	0.00%	705.50	0.00	705.50	0.00%
Laundry Income	302.84	375.00	-72.16	-19.24%	756.92	415.00	341.92	82.39%
Total Budgeted Operating Income	61,461.34	63,475.14	-2,013.80	-3.17%	63,064.42	63,665.00	-600.58	-0.44%
Expense								
Fire Service	0.00	500.00	500.00	100.00%	271.19	335.00	63.81	19.05%
Maintenance	35,867.90	13,000.00	-22,867.90	-175.91%	8,022.53	13,000.00	4,977.47	38.29%
Elevator service	0.00	1,250.00	1,250.00	100.00%	1,338.48	850.00	-488.48	-57.47%
Gardening	1,122.90	1,250.00	127.10	10.17%	1,023.00	1,350.00	327.00	24.22%
Management Fees	15,500.00	15,000.00	-500.00	-3.33%	19,663.80	14,500.00	-5,163.80	-35.61%
Security Service	-848.68	0.00	848.68	0.00%	0.00	0.00	0.00	0.00%
Pest Control	128.00	400.00	272.00	68.00%	360.00	400.00	40.00	10.00%
Insurance - Property	42,595.72	35,000.00	-7,595.72	-21.70%	30,308.00	0.00	-30,308.00	0.00%
Licenses and Permits	0.00	0.00	0.00	0.00%	0.00	35.00	35.00	100.00%
Electricity	1,567.27	1,700.00	132.73	7.81%	1,712.40	1,700.00	-12.40	-0.73%
Gas	1,135.85	1,200.00	64.15	5.35%	6.23	1,000.00	993.77	99.38%
Water	7,469.15	3,500.00	-3,969.15	-113.40%	6,761.05	3,750.00	-3,011.05	-80.29%
Telephone/ Internet	3,392.69	1,300.00	-2,092.69	-160.98%	942.16	1,250.00	307.84	24.63%
Cable/Television	4,973.45	4,700.00	-273.45	-5.82%	4,674.16	4,500.00	-174.16	-3.87%
Office Supplies	0.00	300.00	300.00	100.00%	100.29	300.00	199.71	66.57%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Uniforms	0.00	40.00	40.00	100.00%	0.00	50.00	50.00	100.00%
Advertising & Promotion	0.00	250.00	250.00	100.00%	0.00	625.00	625.00	100.00%
Entertainment	0.00	0.00	0.00	0.00%	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	5.00	5.00	100.00%	0.00	10.41	10.41	100.00%
Professional Fees	0.00	500.00	500.00	100.00%	0.00	500.00	500.00	100.00%
Total Budgeted Operating Expense	112,904.25	79,901.25	-33,003.00	-41.30%	75,183.29	44,311.66	-30,871.63	-69.67%
Total Budgeted Operating Income	61,461.34	63,475.14	-2,013.80	-3.17%	63,064.42	63,665.00	-600.58	-0.94%
Total Budgeted Operating Expense	112,904.25	79,901.25	-33,003.00	-41.30%	75,183.29	44,311.66	-30,871.63	-69.67%
NOI - Net Operating Income	-51,442.91	-16,426.11	-35,016.80	-213.18%	-12,118.87	19,353.34	-31,472.21	-162.62%
Other Income								
Interest on Bank Accounts	198.56	600.00	-401.44	-66.91%	453.83	250.00	203.83	81.53%
Total Budgeted Other Income	198.56	600.00	-401.44	-66.91%	453.83	250.00	203.83	81.53%
Net Other Income	198.56	600.00	-401.44	-66.91%	453.83	250.00	203.83	81.53%
Total Budgeted Income	61,659.90	64,075.14	-2,415.24	-3.77%	63,518.25	63,915.00	-396.75	-0.62%
Total Budgeted Expense	112,904.25	79,901.25	-33,003.00	-41.30%	75,183.29	44,311.66	-30,871.63	-69.67%
Net Income	-51,244.35	-15,826.11	-35,418.24	-223.80%	-11,665.04	19,603.34	-31,268.38	-158.51%
Cash								
Cash in Bank	-51,951.91	0.00	51,951.91	0.00%	-12,118.87	0.00	12,118.87	0.00%
Park Vista - Grandpoint	0.00	0.00	0.00	0.00%	7.78	0.00	-7.78	0.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Account								
Park Vista Reserve Account - LAIF	198.56	0.00	-198.56	0.00%	445.18	0.00	-445.18	0.00%
Park Vista Money Market Account - CHASE	0.00	0.00	0.00	0.00%	0.87	0.00	-0.87	0.00%
Total Budgeted Cash	-51,753.35	0.00	51,753.35	0.00%	-11,665.04	0.00	11,665.04	0.00%
Liability								
Key Deposit	80.00	0.00	80.00	0.00%	0.00	0.00	0.00	0.00%
Security Deposit	-552.00	0.00	-552.00	0.00%	0.00	0.00	0.00	0.00%
Passthrough Cash Account	-37.00	0.00	-37.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Liability	-509.00	0.00	-509.00	0.00%	0.00	0.00	0.00	0.00%

2022 PARK VISTA OPERATING BUDGET

Budget Detail

Cadman Group

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

Period Range: Jan 2022 to Dec 2022

Consolidate: No

Include Zero Balance L Accounts: No

Account Name	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total	Percent
Par Vista - 615 E. Holly Avenue El Segundo, CA 90245 - Fiscal 2021 Budget														
Income														
RENT														
Rent Income	63,562.00	68,000.00	68,000.00	68,000.00	68,000.00	68,000.00	68,000.00	68,000.00	68,000.00	68,000.00	68,000.00	68,000.00	811,562.00	100.48
Parking Income	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	18,600.00	2.30
Total RENT	65,112.00	69,550.00	69,550.00	69,550.00	69,550.00	69,550.00	69,550.00	69,550.00	69,550.00	69,550.00	69,550.00	69,550.00	830,162.00	102.79
Vacancy	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-2,250.00	-27,000.00	-3.34
Laundry Income	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	4,500.00	0.56
Total Budgeted Income	63,237.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	807,662.00	100.00
Expense														
Fire Service	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00	0.53
Maintenance	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	210,000.00	30.79
Elevator service	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00	2.64
Gardening	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00	2.20
Management Fees	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	16,000.00	16,000.00	16,000.00	187,500.00	27.49
Pest Control	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00	0.70
Insurance - Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	50,000.00	7.33
Licenses and Permits	0.00	0.00	0.00	500.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	575.00	0.08
Electricity	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	20,400.00	2.99
Gas	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00	2.64
Water	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	45,000.00	6.60
Telephone/Internet	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00	2.64
Cable/Television	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	60,000.00	8.80

Budget Detail

Account Name	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total	Percent
Office Supplies	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	0.26
Uniforms	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00	0.07
Advertising & Promotion	250.00	250.00	250.00	250.00	250.00	250.00	250.00	6,000.00	250.00	250.00	250.00	250.00	8,750.00	1.28
Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.29
Bank Service Fees	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	75.00	0.01
Postage	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00	0.01
Professional Fees	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00	2.64
Total Budgeted Expense	51,851.25	51,851.25	51,851.25	52,351.25	51,851.25	51,851.25	51,926.25	59,601.25	51,851.25	102,351.25	52,351.25	52,351.25	682,040.00	100.00
Total Budgeted Income	63,237.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	67,675.00	807,662.00	100.00
Total Budgeted Expense	51,851.25	51,851.25	51,851.25	52,351.25	51,851.25	51,851.25	51,926.25	59,601.25	51,851.25	102,351.25	52,351.25	52,351.25	682,040.00	100.00
Net Operating Income	11,385.75	15,823.75	15,823.75	15,323.75	15,823.75	15,823.75	15,748.75	8,073.75	15,823.75	-34,676.25	15,323.75	15,323.75	125,622.00	100.00
Other Income														
Interest on Bank Accounts	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	100.00
Total Budgeted Other Income	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	100.00

Annual Budget - Comparative

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

As of: Dec 2020

Additional Account Types: None

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Income					
RENT					
Rent Income	723,689.59	744,000.00	-20,310.41	-2.73%	744,000.00
Parking Income	17,295.00	15,000.00	2,295.00	15.30%	15,000.00
Total RENT	740,984.59	759,000.00	-18,015.41	-2.37%	759,000.00
Maintenance Charge (Income Account)	452.12	0.00	452.12	0.00%	0.00
Prepayment	26.50	0.00	26.50	0.00%	0.00
NSF Bank Fees Collected	50.00	0.00	50.00	0.00%	0.00
Laundry Income	4,533.58	4,980.00	-446.42	-8.96%	4,980.00
Total Operating Income	746,046.79	763,980.00	-17,933.21	-2.35%	763,980.00
Expense					
Fire Service	5,845.06	4,020.00	-1,825.06	-45.40%	4,020.00
Maintenance	131,792.36	156,000.00	24,207.64	15.52%	156,000.00
Elevator service	17,401.03	10,200.00	-7,201.03	-70.60%	10,200.00
Gardening	13,273.00	16,200.00	2,927.00	18.07%	16,200.00
Management Fees	220,761.52	174,000.00	-46,761.52	-26.87%	174,000.00
Pest Control	3,965.00	4,800.00	835.00	17.40%	4,800.00
Insurance - Property	41,011.00	21,000.00	-20,011.00	-95.29%	21,000.00
Licenses and Permits	75.00	420.00	345.00	82.14%	420.00
Electricity	16,746.50	20,400.00	3,653.50	17.91%	20,400.00
Gas	13,178.94	12,000.00	-1,178.94	-9.82%	12,000.00
Water	39,503.18	45,000.00	5,496.82	12.22%	45,000.00
Telephone/Internet	15,372.72	15,000.00	-372.72	-2.48%	15,000.00
Cable/Television	55,700.14	54,000.00	-1,700.14	-3.15%	54,000.00
Office Supplies	2,073.23	3,600.00	1,526.77	42.41%	3,600.00
Uniforms	331.43	600.00	268.57	44.76%	600.00
Advertising & Promotion	256.36	7,500.00	7,243.64	96.58%	7,500.00
Entertainment	0.00	1,800.00	1,800.00	100.00%	1,800.00
Bank Service Fees	29.00	75.00	46.00	61.33%	75.00

Annual Budget - Comparative

Account Name	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Postage	0.00	125.00	125.00	100.00%	125.00
Professional Fees	5,500.00	6,000.00	500.00	8.33%	6,000.00
Total Operating Expense	582,815.47	552,740.00	-30,075.47	-5.44%	552,740.00
Total Operating Income	746,046.79	763,980.00	-17,933.21	-2.35%	763,980.00
Total Operating Expense	582,815.47	552,740.00	-30,075.47	-5.44%	552,740.00
NOI - Net Operating Income	163,231.32	211,240.00	-48,008.68	-22.73%	211,240.00
Other Income					
Interest on Bank Accounts	9,932.60	3,000.00	6,932.60	231.09%	3,000.00
Total Other Income	9,932.60	3,000.00	6,932.60	231.09%	3,000.00
Net Other Income	9,932.60	3,000.00	6,932.60	231.09%	3,000.00
Total Income	755,979.39	766,980.00	-11,000.61	-1.43%	766,980.00
Total Expense	582,815.47	552,740.00	-30,075.47	-5.44%	552,740.00
Net Income	173,163.92	214,240.00	-41,076.08	-19.17%	214,240.00

Annual Budget - Comparative

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

As of: Dec 2019

Additional Account Types: None

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Income					
RENT					
Rent Income	707,577.60	706,800.00	777.60	0.11%	706,800.00
Parking Income	23,107.50	17,400.00	5,707.50	32.80%	17,400.00
Total RENT	730,685.10	724,200.00	6,485.10	0.90%	724,200.00
Prepayment	172.75	0.00	172.75	0.00%	0.00
NSF Bank Fees Collected	100.00	0.00	100.00	0.00%	0.00
Laundry Income	4,231.25	4,980.00	-748.75	-15.04%	4,980.00
Late Fee	75.00	0.00	75.00	0.00%	0.00
Total Operating Income	735,264.10	729,180.00	6,084.10	0.83%	729,180.00
Expense					
Fire Service	7,175.74	4,020.00	-3,155.74	-78.50%	4,020.00
Maintenance	125,808.36	96,000.00	-29,808.36	-31.05%	96,000.00
Elevator service	7,851.94	10,200.00	2,348.06	23.02%	10,200.00
Gardening	13,165.10	16,200.00	3,034.90	18.73%	16,200.00
Management Fees	172,200.00	174,000.00	1,800.00	1.03%	174,000.00
Pest Control	4,361.00	3,500.00	-861.00	-24.60%	3,500.00
Insurance - Property	19,345.00	19,000.00	-345.00	-1.82%	19,000.00
Licenses and Permits	2,120.70	420.00	-1,700.70	-404.93%	420.00
Electricity	16,304.89	18,000.00	1,695.11	9.42%	18,000.00
Gas	11,639.32	11,400.00	-239.32	-2.10%	11,400.00
Water	39,281.16	45,000.00	5,718.84	12.71%	45,000.00
Telephone/Internet	12,512.38	12,000.00	-512.38	-4.27%	12,000.00
Cable/Television	52,436.97	51,600.00	-836.97	-1.62%	51,600.00
Office Supplies	3,243.82	3,600.00	356.18	9.89%	3,600.00
Uniforms	0.00	600.00	600.00	100.00%	600.00
Advertising & Promotion	6,782.67	7,500.00	717.33	9.56%	7,500.00
Entertainment	0.00	1,800.00	1,800.00	100.00%	1,800.00
Bank Service Fees	36.00	75.00	39.00	52.00%	75.00

Annual Budget - Comparative

Account Name	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Postage	24.32	125.00	100.68	80.54%	125.00
Professional Fees	5,000.00	5,500.00	500.00	9.09%	5,500.00
Total Operating Expense	499,289.37	480,540.00	-18,749.37	-3.90%	480,540.00
Total Operating Income	735,264.10	729,180.00	6,084.10	0.83%	729,180.00
Total Operating Expense	499,289.37	480,540.00	-18,749.37	-3.90%	480,540.00
NOI - Net Operating Income	235,974.73	248,640.00	-12,665.27	-5.09%	248,640.00
Other Income					
Interest on Bank Accounts	8,268.17	600.00	7,668.17	1,278.03%	600.00
Total Other Income	8,268.17	600.00	7,668.17	1,278.03%	600.00
Other Expense					
Capital Expenditures					
Fire Prevention	330.00	0.00	-330.00	0.00%	0.00
Total Capital Expenditures	330.00	0.00	-330.00	0.00%	0.00
Total Other Expense	330.00	0.00	-330.00	0.00%	0.00
Net Other Income	7,938.17	600.00	7,338.17	1,223.03%	600.00
Total Income	743,532.27	729,780.00	13,752.27	1.88%	729,780.00
Total Expense	499,619.37	480,540.00	-19,079.37	-3.97%	480,540.00
Net Income	243,912.90	249,240.00	-5,327.10	-2.14%	249,240.00

Annual Budget - Comparative

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

As of: Dec 2018

Additional Account Types: None

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Income					
RENT					
Rent Income	681,917.23	615,000.00	66,917.23	10.88%	615,000.00
Parking Income	17,277.83	18,000.00	-722.17	-4.01%	18,000.00
Total RENT	699,195.06	633,000.00	66,195.06	10.46%	633,000.00
Maintenance Charge (Income Account)	410.00	0.00	410.00	0.00%	0.00
Prepayment	-1,638.59	0.00	-1,638.59	0.00%	0.00
NSF Bank Fees Collected	25.00	0.00	25.00	0.00%	0.00
Laundry Income	5,047.01	4,500.00	547.01	12.16%	4,500.00
Late Fee	25.00	0.00	25.00	0.00%	0.00
Total Operating Income	703,063.48	637,500.00	65,563.48	10.28%	637,500.00
Expense					
Fire Service	3,818.40	3,250.00	-568.40	-17.49%	3,250.00
Maintenance	91,939.61	100,000.00	8,060.39	8.06%	100,000.00
Elevator service	11,216.61	8,000.00	-3,216.61	-40.21%	8,000.00
Gardening	15,957.80	15,000.00	-957.80	-6.39%	15,000.00
Management Fees	174,000.00	174,000.00	0.00	0.00%	174,000.00
Pest Control	3,302.00	3,500.00	198.00	5.66%	3,500.00
Insurance - Property	18,323.00	18,500.00	177.00	0.96%	18,500.00
Licenses and Permits	75.00	700.00	625.00	89.29%	700.00
Electricity	16,249.31	20,000.00	3,750.69	18.75%	20,000.00
Gas	9,790.92	12,000.00	2,209.08	18.41%	12,000.00
Water	39,884.80	40,000.00	115.20	0.29%	40,000.00
Telephone/Internet	10,221.49	16,000.00	5,778.51	36.12%	16,000.00
Cable/Television	49,564.01	42,000.00	-7,564.01	-18.01%	42,000.00
Stenographer	0.00	2,400.00	2,400.00	100.00%	2,400.00
Office Supplies	2,812.65	1,750.00	-1,062.65	-60.72%	1,750.00
Uniforms	0.00	1,200.00	1,200.00	100.00%	1,200.00
Advertising & Promotion	7,317.66	1,500.00	-5,817.66	-387.84%	1,500.00

Annual Budget - Comparative

Account Name	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Entertainment	0.00	2,200.00	2,200.00	100.00%	2,200.00
Bank Service Fees	44.00	75.00	31.00	41.33%	75.00
Postage	0.00	125.00	125.00	100.00%	125.00
Professional Fees	5,000.00	5,500.00	500.00	9.09%	5,500.00
Total Operating Expense	459,517.26	467,700.00	8,182.74	1.75%	467,700.00
Total Operating Income	703,063.48	637,500.00	65,563.48	10.28%	637,500.00
Total Operating Expense	459,517.26	467,700.00	8,182.74	1.75%	467,700.00
NOI - Net Operating Income	243,546.22	169,800.00	73,746.22	43.43%	169,800.00
Other Income					
Interest on Bank Accounts	4,092.23	600.00	3,492.23	582.04%	600.00
Total Other Income	4,092.23	600.00	3,492.23	582.04%	600.00
Other Expense					
Capital Expenditures					
Capital Improvements	29,012.71	0.00	-29,012.71	0.00%	0.00
Total Capital Expenditures	29,012.71	0.00	-29,012.71	0.00%	0.00
Total Other Expense	29,012.71	0.00	-29,012.71	0.00%	0.00
Net Other Income	-24,920.48	600.00	-25,520.48	-4,253.41%	600.00
Total Income	707,155.71	638,100.00	69,055.71	10.82%	638,100.00
Total Expense	488,529.97	467,700.00	-20,829.97	-4.45%	467,700.00
Net Income	218,625.74	170,400.00	48,225.74	28.30%	170,400.00

PARK VISTA POLICY REGARDING INTER-UNIT (UNIT-TO-UNIT) TRANSFERS FOR “CHANGE OF LIFE” TENANTS

Effective December 1, 2021, a new policy regarding inter-unit transfers (unit-to-unit) by existing tenants within the Park Vista Senior Housing Facility (“Park Vista”) experiencing change of life circumstances (“Change of Life”) is hereby enacted as follows:

On June 23, 2021, the Board of Directors of the El Segundo Senior Citizens Housing Corporation voted to close the waiting list for Park Vista’s previous inter-unit transfer policy of allowing tenants, upon a vacancy, to transfer units within Park Vista at no cost to them or change to their existing rental rate. This decision was made in an effort to combat the exorbitant duplicative renovation costs caused by the prior policy in an effort to continue to provide affordable housing rates to Park Vista residents.

Recognizing that existing Park Vista tenants will sometimes experience unexpected or dramatic changes in their living situations and that priority should be given to keeping existent tenants within the Park Vista facility if this occurs, the following policy shall be enacted for these Change of Life circumstances:

For purposes of this policy “Change of Life” shall mean:

- 1) Any tenant who experiences a change in marital/partner/co-tenant status (subject to a letter or affidavit from tenant attesting to the change);
- 2) Any tenant who loses 25% or more of their monthly income (subject to a letter or affidavit from tenant attesting to the change);

All tenants experiencing a Change of Life, as defined above, shall have the option of placing themselves on a waiting list so that when a vacancy occurs, they will be given the one-time opportunity to transfer from a single to one-bedroom unit, or one-bedroom to single unit. Tenants on this Change of Life waiting list shall be given priority over those on the outside new tenant Park Vista waiting list.

Tenants opting to transfer units will pay the current rental rate for the unit being offered to new incoming tenants as of the date the unit becomes available.

If the tenant decides not to transfer to the different unit type, then they will be removed from the inter-unit Change of Life waiting list. They may then elect to place their name on the regular outside new tenant Park Vista waiting list, but will be placed at the bottom of the list and will be subject to new incoming tenant rental rates.

Adopted by the Board of the El Segundo Senior Citizens Housing Corporation, effective October 27, 2021.