



**REGULAR MEETING OF THE
Board of Directors of the
El Segundo Senior Citizens Housing Corporation
AGENDA
In-Person Meeting**

MEETING DATE: Wednesday, August 24, 2022

MEETING TIME: 3:30 p.m.

LOCATION: Peter and Edna Freeman Community Room
Park Vista Apartments
615 E. Holly Avenue
El Segundo, CA 90245

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.

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 before 3:00 P.M. on the day 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.

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 subject within the Board's subject matter jurisdiction. Also, any member of the public wishing to address the Board regarding an item listed

on this agenda must do so at this time. 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 Meetings: Wednesday, June 29, 2022 and Wednesday August 3, 2022

Recommendation: Approve

C. CITY STAFF REPORT

D. NEW BUSINESS

2. President's Report. (Paul Lanyi)

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

Recommendation: Receive and File

3. Recap of the Annual Update to City Council (Paul Lanyi and Paula Rotolo)

On August 16, 2022, Board President Lanyi provided City Council the Board's annual presentation on the status of Park Vista.

Recommendation: Discuss next steps and provide Paul Lanyi and Paula Rotolo with direction, including any revisions to the requests from City Council and modifications to the presentation.

4. Financial Statements (Neil Cadman)

a. Discuss, review and status report including, but not limited to, statements, invoices, and finances for July 2022.

Recommendation: Receive and File.

5. 2021 Draft Financial Audit (Neil Cadman)

a. Review and discuss the 2021 Draft Financial Audit documents for the El Segundo Senior Citizens Housing Corporation.

Recommendation: (1) Approve the draft 2021 audit, (2) Authorize a board member or Neil Cadman to execute the audit representation agreement and the final 2021 audit of the El Segundo Senior Citizens Housing Corporation.

6. Compliance with SB721 – Balcony Inspection Bill (Neil Cadman)

On September 17, 2018, California Governor Jerry Brown signed into law SB 721 ("The Balcony Inspection Bill"), which arose in response to the deaths of six UC Berkeley students in 2015 at an apartment complex due to the collapse of a balcony. The law took effect on January 1, 2019, and multi-family apartment buildings with three or more units must complete the first inspection by January 1, 2025.

Recommendation: Direct Neil Cadman to obtain bids from several qualified inspection firms to comply with SB721.

7. Washer/Dryer Machines Contract (Neil Cadman)

On January 15, 2022, the long-term laundry contract with WASH to provide washing and drying machines for Park Vista expired. WASH continues to provide the machines on a month-to-month basis.

Recommendation: Direct Neil Cadman to obtain bids for upgrading the washer/dryer service.

E. UNFINISHED BUSINESS

8. Review of Park Vista Pet Policy (Neil Cadman)

Recommendation: Discussion and possible action regarding possible amendments to Park Vista's Pet Policy.

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, September 28, 2022

Wednesday, October 26, 2022

Wednesday, November 24, 2022 (Thanksgiving Holiday)

MINUTES OF THE SPECIAL MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday,
June 29, 2022
Park Vista Senior Housing
350 Main St., El Segundo, CA 90245

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. by Board President Paul Lanyi.

ROLL CALL

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

Others: Neil Cadman
Michael Allen
Venus Wesson
Joe Lillio

A. PUBLIC COMMUNICATION

- Val Smith suggested making bathtubs more assessable for the residence.
- Arma suggested new washing machine and the inquiry of carts returning.
- Donna inquired what happened to carts for the residents.
- A resident requested that carts return to assist residents with carrying groceries.
- Jackie would like to see the carts returned. To revisit the house rules for all residents to pandemic turnover. She also expressed concern about animals inside the facility and safety precautions of the facility doors being open.
- Paula read into the record: Mona requested that the 5th floor patio needs painting; Anniversary party; discount cable; carts; consider installing ADA assemblies in resident bathrooms due recent slip and falls in bathtubs; and, Shelley Tucker's email regarding the start time of the meeting being changed.
- Paul had a brief discussion with staff on be able to allow board member to review minutes and agenda before being release to the public.

B. APPROVAL OF MEETING MINUTES

Denise Fessenbecker motioned and seconded by Julia Newman to approve the April 27, 2022 Minutes. Motion to approve passed 5-0.

C. CITY STAFF REPORT

Community Development Director Michael Allen was available to answer any questions or concerns.

D. NEW BUSINESS

1. President's Report. (Paul Lanyi)

- Paul asked staff if the city was able to share the agenda before distribution. Michael stated that according the Brown Act it will be a conflict.
- Paul stated that some items brought up by the board are being left off.
- Board members stated that they have not received email notification of agendas. Michael stated he will follow up with staff and IT Department.
- Neil addressed the cart issue and why the City retrieved them. Paul requested that on the next meeting to agendize the issue of carts and if the city will return them and have a method for Cadman Group to monitor them. Paul stated that he would contribute up to \$1,000 towards replacing the carts.
- Neil stated that he is working on providing documents storage of the house rules, lease, operation agreement. He is working with Eduardo on providing centralization location for the board.
- Paul would like to agendize the shower issue updates.

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

- Paul asked why \$50,000 for earthquake insurance was moved. Neil stated that the city paid insurance months ago and has now invoiced directly.
- Paul asked when the state of the city presentation to Council would occur. Michael stated that it is agendized for the August 16th Council meeting.

Receive and file: Motion carried 5-0

3. Presentation of Financial Projections (Joe Lillio)

- Joe presented to the board an overview of two financial scenarios to bridge the gap. Joe also explained the increase in the parking rate.
- Joe stated that he will provide to the Board member the fourth scenario projection by email.
- Paul asked Joe if the new projection can be emailed to board members that includes the CPI less 6%.
- Requested that CPI less 6% projection be agendize.
- Denise asked if there is anything that can aid the board in replenishing the 5054 funds. Joe responded that there is nothing at this time.
- Donna (resident) asked about the increase in rent. Paul responded that increase would not be every year.
- Joe mention to that he would suggest to City Council to add \$1000k to the board 504 funds starting in 2023 on annual.

4. Annual Update to City Council (Paul Lanyi and Paula Rotolo)

- Paul stated that he met with staff to make changes to the presentation. He asked what items can be discussed during the annual update.
- Paul recommended that the plan of operations be updated.
- Tim stated that we need to update the plan of operations. He stated that he will be the subcommittee to review over the plan of operations.
- Paul suggested forming a subcommittee to go over the presentation and remove the language referring to ethics and Many Mansion.
- Paul motion to strike Many Mansion and Ethics from the presentations. Paul moved and Paula second.

5. Annual Unit Inspections (Neil Cadman)

- Neil provided an update on unit inspection and to schedule inspections by August.

- Paul asked if Michael could locate past annual inspections.
- Neil stated to have the board look at the condition of the facility during inspections.
- Agreed on an inspection schedule for the annual walk through with Neil as follows for the following dates and floors: Paul will inspect the 1st and 5th floors on July 6, 2022 at 10:00am; Tim will inspect the 2nd floor on July 13, 2022 at 10:00 am; Julie will inspect the 3rd floor on July 21, 2022 at 10:00am; Denise will inspect the 4th floor on August 17, 2022 at 10:00 am
- Tim suggested to residents to state how they feel about the inspection.

E. UNFINISHED BUSINESS

None.

F. MANAGEMENT REPORT (Neil Cadman)

- Addressed the carts, fridge, and the house rules can be discussed at the tenant management meeting in July.
- Scheduled maintenance for the boiler will result in no water for approximately 3 hours. In addition to the residents, Public Works, Eduardo, City Attorney and Mishia will be notified.
- Dish Network proposal to the City is still in negotiations.
- Shower inquiry cannot be addressed at this time per City Attorney.
- Animals in the community room are not allowed and will be discussed with management.
- Washing machine is under contract

G. BOARD MEMBER REPORT

- Paula asked who holds the keys to the suggestion box. Paul is now the keyholder.
- Paul asked if the board would like to change the time of the meeting. The board members requested to keep it at 3:30 pm.

ADJOURMENT: 5:32 pm

NEXT MEETING: Wednesday, July 27, 2022

MINUTES OF THE SPECIAL MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday,
August 03, 2022
Park Vista Senior Housing
350 Main St., El Segundo, CA 90245

CALL TO ORDER:

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

ROLL CALL

Members Present: Paula Rotolo
Tim Whelan
Julia Newman
Paul Lanyi

Members Absent: Denise Fessenbecker

Others: Neil Cadman
Michael Allen
Eduardo Schonborn
Venus Wesson

A. PUBLIC COMMUNICATION

- Tenant inquired about the \$500 raised for Neil Cadman.
- Carpet on the 1st floor is filthy.
- Letter submitted by resident about the overall concern regarding the 3% increase in rent resulting from the increase in social security benefits.
- Member of the audience inquired about public communications not being allowed at the end of the meeting. The Board voted, 4-0, to keep public communications at the beginning of the agenda.

B. APPROVAL OF MEETING MINUTES

- Paul requested to have the June 29, 2022 minutes revised to have the following items reflected:
- The questions to allow a board member to review the minutes before the agenda is posted for the public due to Brown Act violations. Michael Allen stated that the subject was addressed during the meeting in that one board member is not authorized. Further, staff doesn't take direction from one single member, instead the direction must be provided by the whole board regarding items being added to the agenda.
 - Paul asked about Agenda items that have been requested at previous meetings but not appearing on the following Agenda; or, having to wait additional time to agendize.
 - Michael responded that this part of the discussion has been addressed previously as well but restated that items being requested might not appear due the nature of the item, City Attorney advise, or it's not an item that needs Board decision, but it will be addressed during the management report so the Board is aware of the reasons the item may not have been agendized.
 - Joe stated that he will provide all Board members the financial projection by email.
 - Paul asked Joe to mention to City Council that starting in 2023, \$100,000 be added to the 504 funds.

- Paul made suggestions to form a subcommittee to go over presentation and remove the language referring to ethics and Many Mansion; however, it was clarified that such a subcommittee already exists.
- Neil stated that the carts issue would be addressed at the tenant management meeting in July but clarified that it is not a management issue.

Board requested that the June 29, 2022 board minutes be re-agendized so that staff can listen to the audio to ensure the minutes reflect the Board's discussion on several items.

C. CITY STAFF REPORT

- Eduardo shared with the board that city staff and Cadmen Group are working together on gathering and going over all documents that pertain to the Board's Plans of Operations, Bylaws and policies.
- Tim raised concerns with the Plan of Operations version that state the "secretary" is advised to take meeting minutes but as of now the city is handling all minutes. He would like to know how it should be handled because there is not clear direction as to what is handled by city staff and what is handled by the Board.
- Neil stated that Cadmen is taking the lead on receiving all documents to review all operations.
- Eduardo stated that Bylaws are on the City website under the Senior Board's page.
- Paul brought up the cart's topic. Michael clarified that Cadmen Group will not be responsible on monitoring the carts and the city has recently returned two carts to Park Vista.

D. NEW BUSINESS

1. President's Report. (Paul Lanyi)

- Paul asked staff if the city was able to share the agenda before distribution. Michael stated that according the Brown Act it will be a conflict.
- Paul stated that some items brought up by the board are being left off.
- Board members stated that they have not received email notification of agendas. Michael stated he will follow up with staff and IT Department.
- Neil addressed the cart issue and why the City retrieved them. Paul requested that on the next meeting to agendize the issue of carts and if the city will return them and have a method for Cadman Group to monitor them. Paul stated that he would contribute up to \$1,000 towards replacing the carts.
- Neil stated that he is working on providing document storage of the house rules, lease, operation agreement. He is working with Eduardo on providing a centralized location for the board.
- Paul would like to agendize the shower issue updates.

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

- Paul asked Neil to provide information on the next agenda regarding how much has been spent from 2021 to 2022 and explain the \$5000 expense in refurbishing one unit.

Receive and file: Motion carried 4-0

3. High-Speed Data, Internet, and Cable Television Service to Park Vista. (Neil Cadman)

- Neil stated that Dish Network fiber high speed internet and streaming service has submitted a proposal to the City Attorney who is reviewing it along with Public Works Director. He stated that is comment being review by Dish Network legal team. Neil also stated that the cost can be about \$50 for fiber speed and internet with installation of a box in every unit.
- Tim asked if you have calculated the current cable packages. Neil stated that currently it is \$47 a month.

4. Review of Park Vista Pet Policy. (Neil Cadman)

- Neil stated that no pets are allowed in the common area. Paul requested agendize this item on the next meeting to discuss the pet policy.
- Neil suggested to poll the tenants on pets being allowed. Paul agreed with polling the tenants.

5. Annual Update to City Council (Paul Lanyi and Paula Rotolo)

- Paul stated that he made edit to the power point presentation as suggested by staff.
- Paul acknowledged that Joe’s draft scenario projections were provided during the meeting.
- Tim asked if Joe will be presenting the request of \$100,000 funds to council. Neil stated that it will be asked for in 2023. Michael addressed the statement on allowing him to be the individual to present it to Council. Paul responded that he will go to Joe for his response on the statement being made in the presentation.

Receive and file: Motion carried 4-0

E. UNFINISHED BUSINESS

None.

F. MANAGEMENT REPORT (Neil Cadman)

- Tenant and management meeting were held last week, and a suggestion was made to have Board meetings in the evening.
- Concern was made during the meeting regarding emergency maintenance systems, bathtub issues, and handicap parking.
- Laundry machine brought up during public communications was discussed.
- Tenants asked if they could install Ring Systems and Cadman Group is up for discussion of approval.
- Pet agreement to be review and agendize for next meeting.
- Informed the Board about SB7, which requires that balcony inspections be completed by January 1, 2025 in multi-family residential buildings of three or more units. Board directed this item be agendized for the next meeting.
- Paul ask about the annual inspection status. Neil stated that it has not been completed.

G. BOARD MEMBER REPORT

- Paul acknowledged that Mayor Carl Jacobson was in attendance.

ADJOURMENT: 4:54 pm

NEXT MEETING: Wednesday, August 24, 2022
 Wednesday, September 28, 2022



PARK VISTA

Financial Reporting Analysis

July 2022

Gross Income: \$70,518.50

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

Gross Expenses: \$34,423.32

Expenses for the month were normal except for the following:

- *No Water bills July.*
- *Maintenance of \$11,507.30 which comprised mostly of normal operations plus one vacancy preparation cost.*

Net Income: \$36,095.18

Total Account Balances: \$1,678,454.52 (NOTE: LAIF not reconciled. Will discuss during the meeting).

Upcoming major expenses: Pipe replacement project run by Public Works.

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: 100% occupied on 7/1/2022
100% occupied on 7/31/2022**

Move-outs: 2

Move-ins: 1

Notices to Vacate: 1

Budget Comparison Notes:

Operations: Operations for the month was a net income of \$20,346.43 over budget for July, and \$37,016.85 over budget YTD.

Income

- **Income for the month of July \$2,843.50 over budget due to occupancy and \$32,654.42 over budget YTD.**

Expenses:

- **Overall \$17,502.93 under budget for all expenses for July and \$4,362.33 under budget YTD, primarily due to the \$50,000 earthquake insurance that was not anticipated.**
- **Maintenance \$5,992.70 under budget for July and \$53,981.94 under budget YTD.**
- **Electricity \$902.56 over budget in July and \$429.89 under budget YTD.**
- **Gas \$19.17 under budget for July, but to be expected due to the time of year where tenant take longer showers with hot water. Gas \$886.95 over budget YTD**
- **Cable Television over budget due to billing practices by Spectrum.**
- **Water \$2,984.36 under budget YTD.**

NOTE: THIS DOCUMENT IS A SUMMARY AND ANALYSIS ONLY OF THE MONTHLY FINANCIAL STATEMENTS FOR PARK VISTA. THEY ARE NOT PART OF THE ACTUAL FINANCIAL STATEMENTS FOR PARK VISTA.

Income Statement

Cadman Group

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

Owned By: El Segundo Senior Citizens Housing Corporation

As of: Jul 2022

Accounting Basis: Cash

Level of Detail: Detail View

Include Zero Balance GL 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	70,018.00	99.29	482,950.00	96.22
Parking Income	1,550.00	2.20	10,970.50	2.19
Total RENT	71,568.00	101.49	493,920.50	98.40
Prepayment	-1,049.50	-1.49	5,081.00	1.01
NSF Bank Fees Collected	0.00	0.00	25.00	0.00
Laundry Income	0.00	0.00	2,915.02	0.58
Total Operating Income	70,518.50	100.00	501,941.52	100.00
Expense				
Fire Service	1,075.00	1.52	12,215.00	2.43
Maintenance	11,507.30	16.32	68,518.06	13.65
Elevator service	0.00	0.00	2,966.40	0.59
Gardening	1,076.90	1.53	8,156.70	1.63
Management Fees	15,500.00	21.98	108,500.00	21.62
Security Service	0.00	0.00	0.00	0.00
Pest Control	1,020.00	1.45	3,509.00	0.70
Earthquake Insurance	0.00	0.00	50,755.00	10.11
Licenses and Permits	0.00	0.00	25.00	0.00
Electricity	2,602.56	3.69	11,470.11	2.29
Gas	1,480.83	2.10	11,386.95	2.27
Water	0.00	0.00	23,265.64	4.64
Telephone/Internet	-5,355.66	-7.59	15,857.12	3.16
Cable/Television	5,371.88	7.62	41,864.26	8.34
Office Supplies	144.51	0.20	670.18	0.13
Bank Service Fees	0.00	0.00	12.00	0.00
Professional Fees	0.00	0.00	0.00	0.00
Total Operating Expense	34,423.32	48.81	359,171.42	71.56
NOI - Net Operating Income	36,095.18	51.19	142,770.10	28.44
Other Income & Expense				
Other Income				
Interest on Bank Accounts	0.00	0.00	2,813.50	0.56
Total Other Income	0.00	0.00	2,813.50	0.56

Income Statement

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Other Expense				
Capital Expenditures				
Plumbing	0.00	0.00	0.00	0.00
Capital Improvements	0.00	0.00	0.00	0.00
Total Capital Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00	2,813.50	0.56
Total Income	70,518.50	100.00	504,755.02	100.56
Total Expense	34,423.32	48.81	359,171.42	71.56
Net Income	<u>36,095.18</u>	<u>51.19</u>	<u>145,583.60</u>	<u>29.00</u>

Balance Sheet

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

As of: 07/31/2022

Accounting Basis: Cash

Include Zero Balance GL Accounts: No

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	523,369.86
Park Vista Reserve Account - LAIF	1,155,084.66
Total Cash	1,678,454.52
Building Improvements	1,046,041.00
Equipment	167,194.00
Furnishings	153,863.00
Personal Property	-0.05
Accumulated Depreciation	-933,968.00
TOTAL ASSETS	2,111,584.47
LIABILITIES & CAPITAL	
Liabilities	
Pet Deposit	4,725.00
Key Deposit	1,640.00
Security Deposit	60,637.00
Passthrough Cash Account	-661.00
Accounts Payable	4,957.00
Total Liabilities	71,298.00
Capital	
Owner Contribution	35,996.00
Owner Distribution	-35,996.00
Retained Earnings	94,221.95
Prior Years Retained Earnings	12,696.00
Calculated Retained Earnings	145,583.60
Calculated Prior Years Retained Earnings	1,787,784.92
Total Capital	2,040,286.47
TOTAL LIABILITIES & CAPITAL	2,111,584.47

Bill Detail

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

Payees: All

Payment Type: All

GL Accounts: All

Bill Status: All

Date Type: Bill Date

Date Range: 07/01/2022 to 07/31/2022

Automated AP: All

Show Reversed Transactions: No

Project: All

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
4100 - Rent Income											
	07/07/2022	07/07/2022	4100 - Rent Income	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	322	Vasquez, Luis E.	1,112.00	0.00	6434	07/07/2022	Overpayment of rent
6000 - Fire Service											
1096639	07/01/2022	07/01/2022	6000 - Fire Service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Fire Safety First	1,075.00	0.00	3000000300	07/19/2022	Urgent fire alarm repairs due to communication failure.
1097397	07/27/2022	07/27/2022	6000 - Fire Service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Fire Safety First	255.00	0.00	3000000304	08/03/2022	quarterly fire alarm monitoring.
							1,330.00	0.00			
6210 - Maintenance											
62842	07/01/2022	07/01/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Industrial Lock & Security Inc.	403.04	0.00	3000000302	07/25/2022	Replace lock to exterior gate to parking that was broken and supply new keys.
562520	07/01/2022	07/01/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	350.00	0.00	4216-F9E0	07/25/2022	Removed old leaking toilet, install new toilet and wax ring, parts + labor. #423.
562528	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly		Montalvo, Uriel	150.00	0.00	8348-0960	07/26/2022	After hours service #318;

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Avenue El Segundo, CA 90245							replace shower valve plate, replace overflow gasket in tub to stop leaks into garage area below.
562529	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	95.00	0.00	57DB-54C2	07/19/2022	Repair kitchen light fixture, update LED T12 tube light.
562531	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	95.00	0.00	8348-0960	07/26/2022	Replace GFCI bathroom outlet. #211.
562532	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	180.00	0.00	8348-0960	07/26/2022	Purchase and install 2 walkway wall- mounted light fixtures.
562534	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	180.00	0.00	4216-F9E0	07/25/2022	Replace ceiling light ballasts in walkway and hall.
562537	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	160.00	0.00	4216-F9E0	07/25/2022	Replace (2) laundry room light ballasts.
562538	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	95.00	0.00	8348-0960	07/26/2022	Repair kitchen light fixture with updated LED TR 48" lamp.
3617	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	106	OC-LA Appliance Solutions	135.00	0.00	82E2-91C0	07/26/2022	Service call for dishwasher not getting water in to work.
3618	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	420	OC-LA Appliance Solutions	165.00	0.00	82E2-91C0	07/26/2022	Repaired leaking fridge service call.

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
3646	07/04/2022	07/04/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	214	OC-LA Appliance Solutions	450.00	0.00	82E2-91C0	07/26/2022	Dishwasher's drain water pump replaced; new parts + labor.
34250	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	120.60	0.00	782	07/08/2022	Quill INV 25119155 - cleaning supplies
34250	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	158.09	0.00	782	07/08/2022	Quill INV 25578596 - cleaning supplies
34250	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	93.70	0.00	782	07/08/2022	Quill INV 25610968 - cleaning/ janitorial supplies
46402	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	43.67	0.00	6436	07/08/2022	Maintenance supplies - 9V Batteries
46437	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	84.69	0.00	6436	07/08/2022	Maintenance supplies
46440	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	45.08	0.00	6436	07/08/2022	Maintenance supplies
46441	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	36.12	0.00	6436	07/08/2022	Maintenance supplies
46442	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	41.54	0.00	6436	07/08/2022	Maintenance supplies
46461	07/08/2022	07/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		Southbay Industrial Hardware	32.83	0.00	6436	07/08/2022	Maintenance supplies

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
024330	07/12/2022	07/12/2022	6210 - Maintenance	Segundo, CA 90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	201	Garcia, Gerardo	120.00	0.00	3000000303	07/26/2022	Repair garbage disposal, clean drain pipes.
024327	07/12/2022	07/12/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	315	Garcia, Gerardo	180.00	0.00	3000000303	07/26/2022	After-hours; unclog kitchen sinks drains affecting units #315, #319.
024323	07/12/2022	07/12/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	101	Garcia, Gerardo	120.00	0.00	3000000301	07/19/2022	After-hours; snaked kitchen sink to clear clog that caused overflow.
9204224259	07/15/2022	07/15/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	196.71	0.00	6444	07/15/2022	Janitorial supplies
34262	07/19/2022	07/19/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,298.00	0.00	ACH	07/19/2022	Stanley Louis Co, -7/8/22 - boiler repairs.
9204724528	07/27/2022	07/27/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	156.07	0.00	6450	07/27/2022	Maintenance supplies
9204771544	07/27/2022	07/27/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	820.16	0.00	6450	07/27/2022	New refrigerator for Unit #212
	07/27/2022	07/27/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	303	Total Maintenance Group, Inc.	483.00	0.00	3E29-0A80	08/03/2022	Vacancy prep #303; install new dishwasher, gas range, refrigerator in kitchen.
							6,488.30	0.00			

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
6250 - Gardening											
5388	07/08/2022	07/08/2022	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	1,076.90	0.00	5C49-8E9A	07/08/2022	Monthly Service - June
6270 - Management Fees											
	07/08/2022	07/08/2022	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	15,500.00	0.00	ACH	07/08/2022	Management Fees for 07/2022
6315 - Pest Control											
14550	07/01/2022	07/01/2022	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Golden One Pest Control	175.00	0.00	57D5-8498	07/19/2022	Treated unit for roaches with gel bait, 30 day warranty. #220
14583	07/04/2022	07/04/2022	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	211	Golden One Pest Control	175.00	0.00	57D5-8498	07/19/2022	Treated unit for roaches, 30 day warranty. #211.
148125	07/06/2022	07/06/2022	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AI & Sons Termite and Pest Control Inc.	175.00	0.00	3000000299	07/06/2022	Vermin Service 6/16/22
438951	07/20/2022	07/20/2022	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	70.00	0.00	6448	07/20/2022	Monthly Service - July
14931	07/22/2022	07/22/2022	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Golden One Pest Control	425.00	0.00	4228-C760	07/25/2022	Termite extermination #104; 2 windows, 1 in bedroom, 1 in living room for drywood termites, 1 year warranty.
							1,020.00	0.00			
6410 - Electricity											
700394170456	07/20/2022	07/20/2022	6410 -	Park Vista -		Edison	2,527.65	0.00	6446	07/20/2022	Service 6/13/

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
			Electricity	615 E. Holly Avenue El Segundo, CA 90245							22 - 7/12/22
700587779325	07/20/2022	07/20/2022	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	74.91	0.00	6447	07/20/2022	Service 6/13/22 - 7/12/22
							2,602.56	0.00			
6420 - Gas											
056 105 3200 3	07/15/2022	07/15/2022	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	1,480.83	0.00	6442	07/15/2022	Service 6/6/22 - 7/6/22
6445 - Telephone/Internet											
287282346147	07/06/2022	07/06/2022	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	6433	07/06/2022	Service 6/17/22 - 7/16/22
337000205336	07/08/2022	07/08/2022	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	89.43	0.00	6445	07/20/2022	Service 7/9/22 - 8/8/22
310-322-5036	07/15/2022	07/15/2022	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	1,775.83	0.00	6437	07/15/2022	Service 7/4/22 - 8/3/22
310-640-7156	07/15/2022	07/15/2022	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	1,129.26	0.00	6438	07/15/2022	Service 7/5/22 - 8/4/22
287282346147	07/15/2022	07/15/2022	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	248.51	0.00	6439	07/15/2022	Service 6/4/22 - 7/3/22
149394202	07/15/2022	07/15/2022	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA		AT&T	230.51	0.00	6440	07/15/2022	Service 7/3/22 - 8/2/22

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				90245							
145150448	07/15/2022	07/15/2022	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	153.50	0.00	6441	07/15/2022	Service 6/27/22 - 7/26/22
287282346147	07/27/2022	07/27/2022	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	6449	07/27/2022	Service 7/17/22 - 8/16/22
							3,674.04	0.00			
6455 - Cable/Television											
8448 30 006 0255251	07/08/2022	07/08/2022	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	21.57	0.00	6435	07/08/2022	Service 6/30/22 - 7/29/22
8448 30 006 0017008	07/15/2022	07/15/2022	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	5,350.31	0.00	6443	07/15/2022	Service 7/4/22 - 8/3/22
							5,371.88	0.00			
7420 - Office Supplies											
34250	07/08/2022	07/08/2022	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	144.51	0.00	782	07/08/2022	Quill INV 25119152 - coffee and kitchen supplies
Total							39,801.02	0.00			

Budget - Comparative

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

Period Range: Jul 2022 to Jul 2022

Comparison Period Range: Jul 2021 to Jul 2021

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	70,018.00	68,000.00	2,018.00	2.97%	58,397.40	63,562.00	-5,164.60	-8.13%
Parking Income	1,550.00	1,550.00	0.00	0.00%	1,447.50	1,445.00	2.50	0.17%
Total RENT	71,568.00	69,550.00	2,018.00	2.90%	59,844.90	65,007.00	-5,162.10	-7.94%
Vacancy	0.00	-2,250.00	2,250.00	100.00%	0.00	-1,906.86	1,906.86	100.00%
Prepayment	-1,049.50	0.00	-1,049.50	0.00%	30.00	0.00	30.00	0.00%
Laundry Income	0.00	375.00	-375.00	-100.00%	0.00	375.00	-375.00	-100.00%
Total Budgeted Operating Income	70,518.50	67,675.00	2,843.50	4.20%	59,874.90	63,475.14	-3,600.24	-5.67%
Expense								
Fire Service	1,075.00	300.00	-775.00	-258.33%	0.00	500.00	500.00	100.00%
Maintenance	11,507.30	17,500.00	5,992.70	34.24%	52,377.27	13,000.00	-39,377.27	-302.90%
Elevator service	0.00	1,500.00	1,500.00	100.00%	0.00	1,250.00	1,250.00	100.00%
Gardening	1,076.90	1,250.00	173.10	13.85%	1,076.90	1,250.00	173.10	13.85%
Management Fees	15,500.00	15,500.00	0.00	0.00%	16,179.19	15,000.00	-1,179.19	-7.86%
Pest Control	1,020.00	400.00	-620.00	-155.00%	214.00	400.00	186.00	46.50%
Licenses and Permits	0.00	75.00	75.00	100.00%	0.00	0.00	0.00	0.00%
Electricity	2,602.56	1,700.00	-902.56	-53.09%	1,623.38	1,700.00	76.62	4.51%
Gas	1,480.83	1,500.00	19.17	1.28%	1,001.89	1,200.00	198.11	16.51%
Water	0.00	3,750.00	3,750.00	100.00%	0.00	3,500.00	3,500.00	100.00%
Telephone/ Internet	-5,355.66	1,500.00	6,855.66	457.04%	1,968.25	1,300.00	-668.25	-51.40%
Cable/Television	5,371.88	5,000.00	-371.88	-7.44%	4,951.92	4,700.00	-251.92	-5.36%
Office Supplies	144.51	150.00	5.49	3.66%	0.00	300.00	300.00	100.00%
Uniforms	0.00	40.00	40.00	100.00%	0.00	40.00	40.00	100.00%
Advertising & Promotion	0.00	250.00	250.00	100.00%	0.00	250.00	250.00	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	5.00	5.00	100.00%	0.00	5.00	5.00	100.00%
Professional Fees	0.00	1,500.00	1,500.00	100.00%	0.00	500.00	500.00	100.00%
Total Budgeted Operating Expense	34,423.32	51,926.25	17,502.93	33.71%	79,392.80	44,901.25	-34,491.55	-76.82%
Total Budgeted Operating Income	70,518.50	67,675.00	2,843.50	4.20%	59,874.90	63,475.14	-3,600.24	-5.67%
Total Budgeted Operating Expense	34,423.32	51,926.25	17,502.93	33.71%	79,392.80	44,901.25	-34,491.55	-76.82%
NOI - Net Operating Income	36,095.18	15,748.75	20,346.43	129.19%	-19,517.90	18,573.89	-38,091.79	-205.08%
Other Income								
Interest on Bank Accounts	0.00	200.00	-200.00	-100.00%	216.05	600.00	-383.95	-63.99%
Total Budgeted Other Income	0.00	200.00	-200.00	-100.00%	216.05	600.00	-383.95	-63.99%
Net Other Income	0.00	200.00	-200.00	-100.00%	216.05	600.00	-383.95	-63.99%
Total Budgeted Income	70,518.50	67,875.00	2,643.50	3.89%	60,090.95	64,075.14	-3,984.19	-6.22%
Total Budgeted Expense	34,423.32	51,926.25	17,502.93	33.71%	79,392.80	44,901.25	-34,491.55	-76.82%
Net Income	36,095.18	15,948.75	20,146.43	126.32%	-19,301.85	19,173.89	-38,475.74	-200.67%
Cash								
Cash in Bank	37,045.18	0.00	-37,045.18	0.00%	-19,290.90	0.00	19,290.90	0.00%
Park Vista Reserve Account - LAIF	0.00	0.00	0.00	0.00%	216.05	0.00	-216.05	0.00%
Total Budgeted Cash	37,045.18	0.00	-37,045.18	0.00%	-19,074.85	0.00	19,074.85	0.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Liability								
Key Deposit	80.00	0.00	80.00	0.00%	-30.00	0.00	-30.00	0.00%
Security Deposit	870.00	0.00	870.00	0.00%	-1,300.00	0.00	-1,300.00	0.00%
Passthrough Cash Account	0.00	0.00	0.00	0.00%	1,557.00	0.00	1,557.00	0.00%
Total Budgeted Liability	950.00	0.00	950.00	0.00%	227.00	0.00	227.00	0.00%

**EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION
dba PARK VISTA**

FINANCIAL STATEMENTS

AND SUPPLEMENTARY INFORMATION

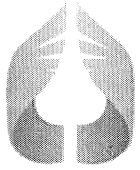
December 31, 2021 and 2020

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EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

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INDEPENDENT AUDITORS' REPORT

**To the Board of Directors
El Segundo Senior Citizen Housing Corporation
dba Park Vista**

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of **El Segundo Citizen Housing Corporation dba Park Vista**, which comprise the statements of financial position as of **December 31, 2021 and 2020**, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of El Segundo Senior Citizen Housing Corporation dba Park Vista as of December 31, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of El Segundo Senior Citizen Housing Corporation dba Park Vista and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about El Segundo Senior Citizen Housing Corporation dba Park Vista's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of El Segundo Senior Citizen Housing Corporation dba Park Vista's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about El Segundo Senior Citizen Housing Corporation dba Park Vista's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying supplementary information shown on page 12 is presented for the purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Hoffman, Short, Rubin, DeWinter, Sanderson

**HOFFMAN, SHORT, RUBIN, DEWINTER, SANDERSON
AN ACCOUNTANCY CORPORATION**

Covina, California

August 10, 2022

Lead Auditor: Aneela DeWinter, CPA

Employer Identification Number: 81-3709413

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

STATEMENTS OF FINANCIAL POSITION

December 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash and cash equivalents	\$ 380,095	\$ 590,809
Restricted cash	1,152,271	846,656
Prepaid expenses	31,947	27,899
Total Current Assets	<u>1,564,313</u>	<u>1,465,364</u>
PROPERTY AND EQUIPMENT		
Building improvements	1,046,041	1,046,041
Equipment	167,194	167,194
Furnishings	153,863	153,863
Total Property and Equipment	<u>1,367,098</u>	<u>1,367,098</u>
Less: accumulated depreciation	974,014	933,968
Net Property and Equipment	<u>393,084</u>	<u>433,130</u>
Total Assets	<u>\$ 1,957,397</u>	<u>\$ 1,898,494</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 10,831	\$ 4,957
Prepaid rent	7,320	3,544
Total Current Liabilities	<u>18,151</u>	<u>8,501</u>
TENANT SECURITY DEPOSITS	<u>65,836</u>	<u>55,472</u>
Total Liabilities	<u>83,987</u>	<u>63,973</u>
NET ASSETS		
Without donor restrictions		
Undesignated	721,139	987,865
Designated by the City	1,152,271	846,656
Total Net Assets	<u>1,873,410</u>	<u>1,834,521</u>
Total Liabilities and Net Assets	<u>\$ 1,957,397</u>	<u>\$ 1,898,494</u>

The accompanying Notes to Financial Statements
are an integral part of these statements

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

STATEMENTS OF ACTIVITIES

Years Ended December 31, 2021 and 2020

	2021	2020
REVENUES		
Rent	\$ 762,653	\$ 750,489
Parking	17,300	17,295
Interest	2,842	9,933
Insurance proceeds	30,721	-
Other revenue	4,350	5,035
	817,866	782,752
EXPENSES		
Administrative	96,326	95,493
Management fees	181,500	175,500
Utilities	125,133	124,204
Operating and maintenance	296,874	143,533
Licenses and permits	550	75
Insurance	38,548	17,948
Depreciation	40,046	40,399
	778,977	597,152
Change in Net Assets Without Donor Restrictions	38,889	185,600
Previous Year Net Assets Without Donor Restrictions	1,834,521	1,648,921
Net Assets Without Donor Restrictions	\$ 1,873,410	\$ 1,834,521

The accompanying Notes to Financial Statements
are an integral part of these statements

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

STATEMENTS OF CASH FLOWS

Years Ended December 31, 2021 and 2020

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 38,889	\$ 185,600
<i>Adjustments to reconcile change in net assets to net cash provided by operating activities:</i>		
Depreciation	40,046	40,399
(Increase) decrease in assets:		
Prepaid expenses	(4,048)	(23,063)
Security deposits, net	10,364	(420)
Increase (decrease) in liabilities:		
Accounts payable	5,874	(7,484)
Prepaid rent	3,776	227
	94,901	195,259
Net Cash Provided by Operating Activities		
Net Increase in Cash	94,901	195,259
Cash, Cash Equivalents, and Restricted Cash at Beginning of Year	1,437,465	1,264,721
Cash, Cash Equivalents, and Restricted Cash at End of Year	\$ 1,532,366	\$ 1,459,980
<i>Cash, Cash Equivalents, and Restricted Cash Comprised of:</i>		
Cash in bank - checking	\$ 380,095	\$ 482,928
Cash in bank - savings	-	107,881
Restricted cash	1,152,271	846,656
Total	\$ 1,532,366	\$ 1,437,465

The accompanying Notes to Financial Statements
are an integral part of these statements

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2021 and 2020

1. ORGANIZATION

El Segundo Senior Citizen Housing Corporation dba Park Vista ("the Corporation") is a California nonprofit public benefit corporation formed by the City of El Segundo ("the City") in 1984 to operate a low income senior apartment complex. The apartment complex was built and funded by the City. In 1987, the complex was ready for occupancy and was turned over to the Corporation for operation and management. The Corporation is governed by a seven-member Board of Directors which is appointed by the City Council. All members of the Board of Directors are unpaid volunteers.

The apartment complex consists of 97 apartment units, known as Park Vista ("the Project"), located at 615 East Holly Avenue in the City of El Segundo. The Corporation is responsible for the operation of Park Vista pursuant to an Operating Agreement dated May 6, 1986, between the City and the Corporation (see Note 4).

The Park Vista apartment complex is owned by the City of El Segundo and is recorded as 'Asset' under the Enterprise Fund of the City. The Corporation's role is to oversee its operation and management of the apartment complex. The facility is managed by an independent property management company (see Note 4).

The accompanying financial statements are those of the Corporation and do not represent the financial statements of El Segundo Senior Citizen Housing Corporation dba Park Vista.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements are prepared on the accrual basis of accounting and in accordance with accounting principles generally accepted in the United States of America.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Project considers all highly liquid debt instruments purchased with an initial maturity of three months or less to be cash equivalents.

The Project is subject to provisions of *Statement of Cash Flows (Topic 230): Restricted Cash* of the Financial Accounting Standards Board (FASB) Accounting Standards Update ASU No. 2016-18. This guidance requires entities to show the changes in the total of cash, cash equivalents, restricted cash and restricted cash equivalents in the statement of cash flows. As a result, entities will no longer present transfers between cash and cash equivalents and restricted cash and restricted cash equivalents in the statement of cash flows. The ASU requires changes in the Project's restricted cash to be classified as either operating activities, investing activities or financing activities in the Statement of Cash Flows, depending on the nature of the activities that gave rise to the restriction.

Accounts Receivable and Bad Debts

Tenant receivables are charged to bad debt expense when they are determined to be uncollectible based upon a periodic review of the accounts by management. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method. There were no bad debt write-offs in 2021 and 2020.

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2021 and 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and Equipment and Depreciation

Property and equipment are stated at cost. Assets are depreciated over their estimated useful lives of 5 to 27.5 years using the straight-line method. Major additions, betterments and improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Upon disposal of depreciable property, the appropriate property accounts are reduced by the related costs and accumulated depreciation. Depreciation expense as of December 31, 2021 and 2020, was \$40,046 and \$40,399, respectively.

Impairment of Long-Lived Assets

The Project is subject to the provisions of the Impairment or Disposal of Long-Lived Assets topic of the FASB Accounting Standard Codification (ASC) 260-10. The standard requires impairment losses to be recorded on long-lived assets when indicators of impairments are present and the undiscounted cash flows estimated to be generated by those assets (excluding interest) are less than the carrying value of the assets. In such cases, the carrying value of the assets to be held and used are adjusted to their estimated fair value and assets for sale are adjusted to their estimated fair value. Impairment or Disposal of Long-Lived Assets had no retroactive impact on the Project's financial statements. No impairment loss was recognized during the years ended December 31, 2021 and 2020.

Rental Revenue

Rental revenue is recognized as rents become due. Rental payments received in advance are deferred until earned. All leases between Project and tenants of the property are operating leases.

The Project is subject to provisions of *Revenue from Contracts with Customers (Topic 606)* of the Financial Accounting Standards Board (FASB) Accounting Standard Update ASU No. 2014-09. This ASU provides new revenue recognition guidance that superseded existing standards for revenue recognition. The update, as amended, requires the recognition of revenue related to the transfer of goods and services to customers reflects the consideration to which the Project expects to be entitled in exchange for those goods and services, as well as additional qualitative and quantitative disclosures about revenues. The new guidance was implemented using the modified retrospective method of transition for all contracts that were not completed as of that date. Most of the Project's revenue is generated from the lease of real estate to the tenants which is specifically excluded from the new revenue recognition guidance. Adoption of this guidance did not have a significant impact on the timing of the Project's revenue recognition nor the financial statement presentation thereof.

Advertising Costs

Advertising and marketing costs are expensed as incurred. Advertising expenses for the years ended December 31, 2021 and 2020 was \$-0- and \$256, respectively.

Income Taxes

The Project is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code, respectively. Accordingly, no provision for income taxes is included in the financial statements.

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2021 and 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Taxes (continued)

The Project's federal and state income tax returns are subject to possible examination by the taxing authorities until the expiration of the related statutes of limitations on those tax returns. In general, the federal income tax returns have a three year statute of limitations, and the state income tax returns have a four year statute of limitations.

The Project evaluates all significant tax positions. As of December 31, 2021 and 2020, the Project does not believe that it has taken any positions that would require the recording of any additional tax liability nor does it believe that there are any unrealized tax benefits that would either increase or decrease within the next year. It is the Project's policy to recognize any interest and penalties in the year incurred. There was no interest or penalties incurred in 2021 and 2020.

Description of Net Assets

The Project is subject to provisions of *Presentation of Financial Statements for Not-for-Profit Entities (Topic 958)* of the FASB Accounting Standards Update ASU No. 2016-14. This guidance revised the net asset classification requirements and the information presented in the financial statements and notes about a not-for-profit entity's liquidity, financial performance, and cash flows. The main provisions of this guidance include: presentation of two classes of net assets versus the previously required three; enhances disclosures for board designated amounts, compositions of net assets with donor restrictions and how the restrictions affect the use of resources, qualitative and quantitative information about the liquidity and availability of financial assets to meet general expenditures within one year of the balance sheet date, and expenses by both their natural and functional classification, including methods used to allocate costs among program and support functions.

Net assets are classified based on existence or absence of donor-imposed restrictions as follows:

- *Without Donor Restrictions - Undesignated* are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in the corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.
- *Designated by the City* are funds held by the City in accordance with the Agreement for Investment of Funds, entered into on May 20, 1998, by and between the City and the Corporation. The Corporation has access to the funds within 14 days of providing notice to the City of its desire to withdraw some or all of the funds. Under this Agreement, the City is holding these funds in its investment pool and as of December 31, 2021 and 2020, the balances are \$1,152,271 and \$846,656, respectively.

Use of Estimates

Management uses estimates and assumptions in preparing financial statements in accordance with U.S. generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure or contingent assets and liabilities and the reported revenues and expenses. Actual results could vary from the estimates that were utilized in preparing the financial statements.

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2021 and 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fair Value Measurement

In accordance with U.S. generally accepted accounting principles, valuation techniques are based on observable and unobservable inputs. Observable inputs reflect readily obtainable data from independent sources, while unobservable inputs are internally derived, reflecting what the reporting entity believes to be market assumptions. U.S. generally accepted accounting principles classifies these inputs into the following hierarchy:

- Level One Inputs - Quoted prices in active market for identical assets and liabilities as of the reporting date.
- Level Two Inputs - Observable inputs other than Level One prices, such as quoted prices for identical instruments, quoted prices in market that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets and liabilities.
- Level Three Inputs - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the asset or liabilities.

These standards do not have any financial impact on the Project's financial statements.

Reclassifications

Certain amounts have been reclassified in the 2020 financial statements to be comparative with the amounts reported in 2021. These reclassifications have no effect on the Corporation's previously reported net assets and changes in net assets, or cash flows.

3. RESTRICTED CASH

Investment with City

Investment with City are funds held by the City in accordance with the Agreement for Investment of Funds, entered into on May 20, 1998, by and between the City and the Corporation. The Corporation has access to the funds within 14 days of providing notice to the City of its desire to withdraw some or all of the funds. Under this Agreement, the City is holding these funds in its investment pool. During 2021, it was decided by the Board of Directors to close out and transfer a total of \$302,813 from the various cash accounts to the Investment with City account.

As of December 31, 2021 and 2020 restricted cash consists of the following:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending Balance</u>
Investment with City	\$ 846,656	\$ 305,615	\$ -	\$ 1,152,271
Total	\$ 846,656	\$ 305,615	\$ -	\$ 1,152,271

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2021 and 2020

4. FACILITY OPERATIONS – OPERATING AND MANAGEMENT AGREEMENTS / RELATED PARTY TRANSACTIONS

Operating Agreement - On May 6, 1986, the City entered into an Operating Agreement with the Corporation to operate and manage the Park Vista facility for the City. This Agreement provides that the Corporation's relationship with the City is one of an independent contractor and that the City, through its City Council, at all times has ultimate control and authority over the Park Vista facility. Under the Operating Agreement, the Corporation (through its Board of Directors) is charged with preparing an annual Plan of Operation which covers matters necessary and appropriate to the efficient and effective management of the Park Vista facility. The Plan of Operation includes such items as eligibility standards, rental contracts, rental rates, methods and standards for general maintenance and upkeep of the facility, insurance coverage, ongoing management of the facility through the retention of a professional real estate management firm and a recommended annual budget.

The Operating Agreement provides that the Corporation is responsible for hiring, supervising and discharging of employees, contractors and other persons necessary to properly maintain and operate the Park Vista facility. The Corporation also must maintain the Park Vista facility in good order and condition according to standards consistent with the Plan of Operation. The Operating Agreement further requires that any check drawn in an amount equal to or greater than \$5,000 shall require the signature of the City Treasurer. Finally, the Agreement provides that it may be terminated by either the City or by the Corporation at any time upon giving at least thirty days prior written notice of such termination.

Property Management Agreement - The Corporation entered into a Management Agreement with Cadman Group, a property management firm. The Agreement provides that Cadman Group will manage, maintain, operate, lease and rent the Park Vista units for the Corporation. The terms of service also provides that Cadman Group will: hire, discharge and supervise all labor required for the operation and maintenance of the property as employees of Cadman Group; make repairs and alterations, decorations of the premises, purchases of supplies, and payments of all bills of the Park Vista facility; assume responsibility for periodic cleaning and maintenance of the facility as provided in the Agreement. The Property Management Agreement provides compensation at \$15,000 per month, which include rent payments and payroll related expenses. Effective October 1, 2021, the compensation increased to \$15,500 per month. Total management fees for the years ended December 31, 2021 and 2020 was \$215,464 and \$220,762, respectively.

During 2021 and 2020, there was a significant increase in overtime by the Cadman Group that was approved by the Board as a result of COVID. These COVID related expenses totaled \$33,964 and \$45,262, for the years ended December 31, 2021 and 2020, respectively.

5. INSURANCE PROCEEDS / WATER INTRUSION

On December 13, 2020, a major line broke in a unit that caused flooding in the hallway and (2) below units. As of December 31, 2021, insurance proceeds and costs incurred totaled \$30,721 and \$19,504, respectively.

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2021 and 2020

6. LIQUIDITY AND FUNDS AVAILABLE

The following reflects El Segundo Senior Citizen Housing Corporation dba Park Vista's financial assets as of December 31, 2021 and 2020, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date.

Financial assets available to meet cash needs for general expenditures within one year as December 31, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Financial assets		
Cash and cash equivalents	\$ 380,095	\$ 590,809
Investment with City	<u>1,152,271</u>	<u>846,656</u>
Total Financial Assets	\$ 1,532,366	\$ 1,437,465
Less those unavailable for general expenditure within one year, due to:		
Investment with City not available within the next 12 months	<u>(1,152,271)</u>	<u>(846,656)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures within One Year	<u>\$ 380,095</u>	<u>\$ 590,809</u>

7. SUBSEQUENT EVENTS

The Project has evaluated events and transactions occurring subsequent to the statement of financial position date of December 31, 2021 for items that should potentially be recognized or disclosed in these financial statements. The evaluation was conducted through August 10, 2022, the date these financial statements were available to be issued. Except for the matter noted below, there were no subsequent events requiring adjustments to or disclosures of as stated herein.

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION
SCHEDULES OF ADMINISTRATIVE, UTILITIES, MAINTENANCE,
TAXES AND INSURANCE EXPENSES

Years Ended December 31, 2021 and 2020

	2021	2020
ADMINISTRATIVE EXPENSES		
Office expenses	\$ 183	\$ 2,073
COVID related expenses	33,964	45,262
Manager rent-free unit	27,000	27,000
Auditing	7,750	5,500
Telephone	27,357	15,373
Miscellaneous administrative	72	285
Total Administrative	\$ 96,326	\$ 95,493
MANAGEMENT FEES	\$ 181,500	\$ 175,500
UTILITIES		
Electricity	\$ 15,823	\$ 15,749
Water	40,769	39,503
Gas	14,608	13,252
Cable TV	53,933	55,700
Total Utilities	\$ 125,133	\$ 124,204
MAINTENANCE EXPENSES		
Janitorial contract	\$ 40,419	\$ 14,271
Exterminating contract	2,964	3,965
Ground contract	13,984	13,371
Repairs material	14,784	11,632
Repairs contract	131,988	56,345
Elevator maintenance	14,450	13,617
Decorating contract	6,463	8,954
Decorating supplies	36,743	16,248
Security service	15,064	-
Fire protection expense	511	5,130
Water intrusion costs	19,504	-
Total Maintenance	\$ 296,874	\$ 143,533
LICENSES AND PERMITS		
Miscellaneous	\$ 550	\$ 75
INSURANCE EXPENSE		
Property insurance	\$ 38,548	\$ 17,948

See Independent Auditors' Report

Client:
Engagement:
Current Period:
Workpaper:

EL SEGUNDO SENIOR CITIZEN HOUSING
 CORPORATION
 Park Vista
 12/31/2021
 Adjusting Journal Entries 2021

Account	Description	Workpa per Referen ce	Debit	Credit	Net Income Effect
AJE 01					
To correct beginning net assets balance					
1600	MISCELLANEOUS PREPAID EXPENSES		27,899.00	0.00	
4300	PREPAID RENT		0.00	3,544.00	
3300	RETAINED EARNINGS		0.00	24,355.00	
Total			<u>27,899.00</u>	<u>27,899.00</u>	<u>0.00</u>
AJE 02					
To correct prepaid rent per schedule					
4300	PREPAID RENT	B-1	214.00	0.00	
4100	RENT INCOME		0.00	214.00	
Total			<u>214.00</u>	<u>214.00</u>	<u>214.00</u>
AJE 03					
To correct prepaid insurance per policy renewal					
1600	MISCELLANEOUS PREPAID EXPENSES	E-1	4,048.00	0.00	
6320	INSURANCE - PROPERTY		0.00	4,048.00	
Total			<u>4,048.00</u>	<u>4,048.00</u>	<u>4,048.00</u>
AJE 04					
To correct prepaid insurance per policy renewal					
N-01					

To record current year vacancies per
monthly rent rolls

4230	VACANCY	48,297.00	0.00	
4100	RENT INCOME	0.00	48,297.00	
Total		48,297.00	48,297.00	0.00

AJE 05

N-01

To record manager rent-free unit

6331	ADMINISTRATIVE RENT FREE UNIT	27,000.00	0.00	
4100	RENT INCOME	0.00	27,000.00	
Total		27,000.00	27,000.00	0.00

AJE 06

To reverse prior year accounts
payable

2500	ACCOUNTS PAYABLE	4,957.00	0.00	
6245	ELEVATOR SERVICE	0.00	747.00	
65202	REPAIR CONTRACTS	0.00	1,800.00	
6250	GARDENING - GROUNDS CONTRACT	0.00	1,077.00	
6420	GAS	0.00	1,333.00	
Total		4,957.00	4,957.00	4,957.00

AJE 07

H-1

To record current year accounts
payable

65202	REPAIR CONTRACTS	6,529.00	0.00	
6250	GARDENING - GROUNDS CONTRACT	1,077.00	0.00	
6420	GAS	1,785.00	0.00	
65201	JANITORS' CONTRACT	1,440.00	0.00	
2500	ACCOUNTS PAYABLE	0.00	10,831.00	
Total		10,831.00	10,831.00	(10,831.00)

AJE 08

F-1

To record current year depreciation expense

6600	DEPRECIATION EXPENSE	40,046.00	0.00	
1790	ACCUMULATED DEPRECIATION	0.00	40,046.00	
Total		<u>40,046.00</u>	<u>40,046.00</u>	<u>(40,046.00)</u>

AJE 09

N-04

To reclass maintenance expenses to proper account

65201	JANITORS' CONTRACT	38,979.00	0.00	
65155	REPAIR MATERIALS	14,784.00	0.00	
65202	REPAIR CONTRACTS	127,259.00	0.00	
6210-10	DECORATING CONTRACT	6,463.00	0.00	
65156	DECORATING SUPPLIES	36,743.00	0.00	
6210	MAINTENANCE - REPAIRS CONTRACT	0.00	224,228.00	
Total		<u>224,228.00</u>	<u>224,228.00</u>	<u>0.00</u>

GRAND TOTAL

<u>387,520.00</u>	<u>387,520.00</u>	<u>(41,658.00)</u>
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Client: EL SEGUNDO
 SENIOR CITIZEN
 HOUSING
 CORPORATION
Engagement: Park Vista
Current Period: 12/31/2021
 Audited Trial
Workpaper: Balance 2021

Code	Account	Description	Adjusted 12/31/2020	Unadjusted 12/31/2021	Adjusting JE 12/31/2021	Adjusted 12/31/2021
4100		Cash and Cash Equivalents				
	1150	CASH IN BANK	288,036.00	380,095.00	0.00	380,095.00
	1170	PARK VISTA - GRANDPOINT ACCOUNT	183,782.00	0.00	0.00	0.00
4100 Total			471,818.00	380,095.00	0.00	380,095.00
4150		Restricted Cash				
	1171	PARK VISTA BUSINESS CHECKING ACCOUNT	11,110.00	0.00	0.00	0.00
	1172	PARK VISTA RESERVE ACCOUNT - LAIF	846,656.00	1,152,271.00	0.00	1,152,271.00
	1173	PARK VISTA MONEY MARKET ACCOUNT	107,881.00	0.00	0.00	0.00
4150 Total			965,647.00	1,152,271.00	0.00	1,152,271.00
4400		Prepaid Expenses				
	1600	MISCELLANEOUS PREPAID EXPENSES	27,899.00	0.00	31,947.00	31,947.00
	AJE 01	To correct beginning net assets balance			27,899.00	
	AJE 03	To correct prepaid insurance per policy renewal			4,048.00	

4400 Total			27,899.00	0.00	31,947.00	31,947.00
4600		Property, Plant and Equipment				
	1710	BUILDING IMPROVEMENTS	1,046,041.00	1,046,041.00	0.00	1,046,041.00
	1720	EQUIPMENT	167,194.00	167,194.00	0.00	167,194.00
	1730	FURNISHINGS	153,863.00	153,863.00	0.00	153,863.00
	1790	ACCUMULATED DEPRECIATION	(933,968.00)	(933,968.00)	(40,046.00)	(974,014.00)
		To record current year depreciation				
	AJE 08	expense			(40,046.00)	
4600 Total			433,130.00	433,130.00	(40,046.00)	393,084.00
5100		Accounts Payable				
	2500	ACCOUNTS PAYABLE	(4,957.00)	(4,957.00)	(5,874.00)	(10,831.00)
	AJE 06	To reverse prior year accounts payable			4,957.00	
	AJE 07	To record current year accounts payable			(10,831.00)	
5100 Total			(4,957.00)	(4,957.00)	(5,874.00)	(10,831.00)
5200		Accrued Liabilities				
	4300	PREPAID RENT	(3,544.00)	(3,990.00)	(3,330.00)	(7,320.00)
	AJE 01	To correct beginning net assets balance			(3,544.00)	
	AJE 02	To correct prepaid rent per schedule			214.00	
5200 Total			(3,544.00)	(3,990.00)	(3,330.00)	(7,320.00)
5250		Tenant Security Deposits				
	2103	PET DEPOSIT	(4,125.00)	(4,725.00)	0.00	(4,725.00)
	2104	KEY DEPOSIT	(1,270.00)	(1,530.00)	0.00	(1,530.00)
	2110	SECURITY DEPOSIT HELD BY OWNER	(50,738.00)	(60,242.00)	0.00	(60,242.00)
	2120	PASSTHROUGH CASH ACCOUNT	661.00	661.00	0.00	661.00
5250 Total			(55,472.00)	(65,836.00)	0.00	(65,836.00)

6100		Net Assets				
	3150	OWNER CONTRIBUTION	(35,996.00)	(35,996.00)	0.00	(35,996.00)
	3250	OWNER DISTRIBUTION	35,996.00	35,996.00	0.00	35,996.00
	3300	RETAINED EARNINGS	(1,636,225.00)	(1,797,470.00)	(24,355.00)	(1,821,825.00)
	AJE 01	To correct beginning net assets balance			(24,355.00)	
	3350	PRIOR YEARS RETAINED EARNINGS	(12,696.00)	(12,696.00)	0.00	(12,696.00)
6100 Total			<u>(1,648,921.00)</u>	<u>(1,810,166.00)</u>	<u>(24,355.00)</u>	<u>(1,834,521.00)</u>
7100		Rental Revenue				
	4100	RENT INCOME	(775,413.00)	(735,439.00)	(75,511.00)	(810,950.00)
	AJE 02	To correct prepaid rent per schedule			(214.00)	
	AJE 04	To record current year vacancies per monthly rent rolls			(48,297.00)	
	AJE 05	To record manager rent-free unit			(27,000.00)	
	4230	VACANCY	24,924.00	0.00	48,297.00	48,297.00
	AJE 04	To record current year vacancies per monthly rent rolls			48,297.00	
7100 Total			<u>(750,489.00)</u>	<u>(735,439.00)</u>	<u>(27,214.00)</u>	<u>(762,653.00)</u>
7110		Revenue from Investments				
	5710	INTEREST ON BANK ACCOUNTS	(9,933.00)	(2,842.00)	0.00	(2,842.00)
7110 Total			<u>(9,933.00)</u>	<u>(2,842.00)</u>	<u>0.00)</u>	<u>(2,842.00)</u>
7120		Other Revenue				
	4106	PARKING INCOME	(17,295.00)	(17,300.00)	0.00	(17,300.00)
	4225	MAINTENANCE CHARGES	(452.00)	0.00	0.00	0.00
	4410	NSF FEES COLLECTED	(50.00)	(50.00)	0.00	(50.00)
	4560	LAUNDRY INCOME	(4,533.00)	(4,300.00)	0.00	(4,300.00)
7120 Total			<u>(22,330.00)</u>	<u>(21,650.00)</u>	<u>0.00)</u>	<u>(21,650.00)</u>
7200		Administrative Expenses				
	6270	MANAGEMENT FEES	220,762.00	215,464.00	0.00	215,464.00

	6331	ADMINISTRATIVE RENT FREE UNIT	27,000.00	0.00	27,000.00	27,000.00
	AJE 05	To record manager rent-free unit			27,000.00	
	6445	TELEPHONE	15,373.00	27,357.00	0.00	27,357.00
	7420	OFFICE SUPPLIES	2,073.00	183.00	0.00	183.00
	7450	ADVERTISING AND PROMOTION	256.00	0.00	0.00	0.00
	7615	BANK SERVICE FEES	29.00	72.00	0.00	72.00
	7620	OTHER PROFESSIONAL FEES	5,500.00	7,750.00	0.00	7,750.00
7200 Total			<u>270,993.00</u>	<u>250,826.00</u>	<u>27,000.00</u>	<u>277,826.00</u>
7300		Utilities				
	6410	ELECTRICITY	15,749.00	15,823.00	0.00	15,823.00
	6420	GAS	13,252.00	14,156.00	452.00	14,608.00
	AJE 06	To reverse prior year accounts payable			(1,333.00)	
	AJE 07	To record current year accounts payable			1,785.00	
	6430	WATER	39,503.00	40,769.00	0.00	40,769.00
	6455	CABLE/TELEVISION	55,700.00	53,933.00	0.00	53,933.00
7300 Total			<u>124,204.00</u>	<u>124,681.00</u>	<u>452.00</u>	<u>125,133.00</u>
7310		Operating and Maintenance				
	6000	FIRE SERVICE	5,845.00	511.00	0.00	511.00
	6210	MAINTENANCE - REPAIRS CONTRACT	0.00	224,228.00	(224,228.00)	0.00
	AJE 09	To reclass maintenance expenses to proper account			(224,228.00)	
	6210-10	DECORATING CONTRACT	8,954.00	0.00	6,463.00	6,463.00
	AJE 09	To reclass maintenance expenses to proper account			6,463.00	
	6245	ELEVATOR SERVICE	13,617.00	15,197.00	(747.00)	14,450.00
	AJE 06	To reverse prior year accounts payable			(747.00)	
	6250	GARDENING - GROUNDS CONTRACT	13,371.00	13,984.00	0.00	13,984.00
	AJE 06	To reverse prior year accounts payable			(1,077.00)	

	AJE 07	To record current year accounts payable			1,077.00	
	6310	SECURITY SERVICE	0.00	15,064.00	0.00	15,064.00
	6315	PEST CONTROL	3,965.00	2,964.00	0.00	2,964.00
	65155	REPAIR MATERIALS	11,632.00	0.00	14,784.00	14,784.00
		To reclass maintenance expenses to proper account			14,784.00	
	AJE 09	65156 DECORATING SUPPLIES	16,248.00	0.00	36,743.00	36,743.00
		To reclass maintenance expenses to proper account			36,743.00	
	AJE 09	65201 JANITORS' CONTRACT	14,271.00	0.00	40,419.00	40,419.00
		To record current year accounts payable			1,440.00	
		To reclass maintenance expenses to proper account			38,979.00	
	AJE 09	65202 REPAIR CONTRACTS	56,014.00	0.00	131,988.00	131,988.00
	AJE 06	To reverse prior year accounts payable			(1,800.00)	
		To record current year accounts payable			6,529.00	
		To reclass maintenance expenses to proper account			127,259.00	
	AJE 09	7422 UNIFORMS	331.00	0.00	0.00	0.00
		9121 PLUMBING	0.00	19,504.00	0.00	19,504.00
		9136 FIRE PREVENTION	(715.00)	0.00	0.00	0.00
		9137 CAPITAL IMPROVEMENTS	0.00	(30,721.00)	0.00	(30,721.00)
	7310 Total		143,533.00	260,731.00	5,422.00	266,153.00
	7320	Taxes and Insurance				
	6320	INSURANCE - PROPERTY	17,948.00	42,596.00	(4,048.00)	38,548.00
		To correct prepaid insurance per policy renewal			(4,048.00)	
	AJE 03	6384 LICENSES AND PERMITS	75.00	550.00	0.00	550.00
	7320 Total		18,023.00	43,146.00	(4,048.00)	39,098.00

7400		Depreciation and Amortization				
	6600	DEPRECIATION EXPENSE	40,399.00	0.00	40,046.00	40,046.00
	AJE 08	To record current year depreciation expense			40,046.00	
7400 Total			<u><u>40,399.00</u></u>	<u><u>0.00</u></u>	<u><u>40,046.00</u></u>	<u><u>40,046.00</u></u>
Financial Statements			<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>
	Net Income (Loss)		<u><u>185,600.00</u></u>	<u><u>80,547.00</u></u>		<u><u>38,889.00</u></u>
	Total Assets		<u><u>1,898,494.00</u></u>	<u><u>1,965,496.00</u></u>	<u><u>(8,099.00)</u></u>	<u><u>1,957,397.00</u></u>
	Total Liabilities		<u><u>(63,973.00)</u></u>	<u><u>(74,783.00)</u></u>	<u><u>(9,204.00)</u></u>	<u><u>(83,987.00)</u></u>
	Total Equity		<u><u>(1,648,921.00)</u></u>	<u><u>(1,810,166.00)</u></u>	<u><u>(24,355.00)</u></u>	<u><u>(1,834,521.00)</u></u>
	Total Revenue		<u><u>(782,752.00)</u></u>	<u><u>(759,931.00)</u></u>	<u><u>(27,214.00)</u></u>	<u><u>(787,145.00)</u></u>
	Total Expense		<u><u>597,152.00</u></u>	<u><u>679,384.00</u></u>	<u><u>68,872.00</u></u>	<u><u>748,256.00</u></u>

EL SEGUNGO SENIOR CITIZEN CORPORATION
dba PARK VISTA

August 10, 2022

Hoffman, Short, Rubin, DeWinter, Sanderson
An Accountancy Corporation
1037 Park View Drive
Covina, CA 91724

This representation letter is provided in connection with your audit of the financial statements of **El Segundo Senior Citizen Corporation dba Park Vista**, which comprise the statements of financial position as of **December 31, 2021 and 2020**, and the related statements of activities and cash flows for years then ended, and the disclosures (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of August 10, 2022, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 26, 2021, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole.

- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Significant estimates and material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

- 12) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general subsidiary ledgers), documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 15) We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
- 17) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 18) We have disclosed to you all known actual or possible litigation, claims, and assessment whose effects should be considered when preparing the financial statements.
- 19) We have disclosed to you the names of all the Organization's related parties and all the related-party relationships and transactions of which we are aware.
- 20) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.

22) El Segundo Senior Citizen Corporation dba Park Vista is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.

23) We acknowledge our responsibility for presenting the supplementary information in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Signature: _____

Title: _____

Park Vista Rental Agreement Addendum No.2

PET AGREEMENT

THIS PET AGREEMENT is made and entered into this ____ day of _____, 20____, by and between the El Segundo Senior Citizen Housing Corporation (hereinafter referred to as "Landlord") and _____ (hereinafter referred to as "Tenant" or "Resident").

WITNESSETH:

WHEREAS, Residents of Park Vista are permitted to keep certain household pets in their dwelling units (subject to Park Vista's Pet Rules, which are incorporated herein by reference and attached hereto as Exhibit A), and

WHEREAS, Tenant hereby agrees to comply with these Pet Rules, and

WHEREAS, violation of these rules by the Tenant may be grounds for removal of the pet or termination of the pet owner's tenancy (or both) in accordance with the terms of the Rental Agreement and State or local law,

NOW THEREFORE, in consideration of the mutual agreements herein contained, Landlord and Tenant hereby covenant and agree with each other as follows:

1. In addition to other inspections permitted under the Rental Agreement, the Landlord may, after reasonable notice to the Tenant during reasonable hours, enter and inspect the premises. Inspections under this section shall only be made if the Landlord has received a signed, written complaint alleging (or the Landlord has reasonable grounds to believe) that the conduct or condition of a pet in the dwelling constitutes, under applicable State or local law, a nuisance or a threat to the health or safety of the occupants of the building or other persons in the City of El Segundo.
2. If there is no State or local authority authorized under applicable State or local law to remove a pet that becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of the tenants as a whole, the Landlord may enter the premises (if necessary), remove the pet, and take such action with respect to the pet as may be permissible under State and local law, which may include placing it in a facility that will provide care and shelter for a period of time not to exceed thirty (30) days. The Landlord may enter the premises and remove the pet or take such other permissible action only if the Landlord requests that the Tenant remove the pet from the premises immediately, and the Tenant refuses to do so, or if the Landlord is unable to contact the pet owner to make such a request for removal.
3. Tenant agrees to pay a deposit of \$200.00 for each cat and dog prior to occupancy by the Tenant's pet. The deposit will be used as specified in the Pet Rules, attached hereto as Exhibit A and incorporated herein by reference.

4. Refund Policy

- 4.1 A Pet Deposit may be refunded only upon end of tenancy; regardless of whether the pet(s) has/have permanently vacated the unit prior to the end of the tenancy. A request for refund of a pet deposit must be in writing and delivered to the manager. Upon receipt of the refund request, the manager will contact the tenant to arrange a mutually agreeable date and time to perform an inspection of the unit to assess whether any damage beyond normal wear and tear has been caused by the pet(s).
 - 4.2 If the manager's inspection reveals damage to the unit beyond normal wear and tear and likely the result of the pet(s), the tenant will, if he or she so requests, be given the opportunity to repair the damage in a manner acceptable to the manager. A second inspection will occur after repairs have been undertaken. If the manager's inspection reveals no damage to the unit as a result of the pet(s), the manager will report the finding to the main office and recommend that the pet deposit be returned in full, less the cost of fumigation as provided in the Pet Rules. The remainder of the deposit will then be refunded within 21 days.
 - 4.3 If the manager's inspection reveals damage to the unit beyond normal wear and tear and likely the result of the pet, and the tenant chooses not to remediate the damage, the tenant will forfeit the amount of the deposit required to make necessary repairs or perform the required cleaning, Any excess deposit not expended to clean or repair damage to the unit or to fumigate the unit will be returned to the tenant within 21 days of completion of the repairs.
5. Pet License/Vaccination Certificate. Tenant agrees to provide a vaccination certificate from a licensed California veterinarian demonstrating that the pet (dog or cat) is current on all vaccinations necessary to protect other tenants and other tenants' pets from communicable disease. Tenant agrees to keep all vaccinations current during the pet's stay in the Unit and to provide Landlord with updated vaccination certificates as necessary. If a pet license is required by law, Tenant agrees to obtain and keep current any such license and to provide Landlord with a current copy of same.

I UNDERSTAND THAT MY LIABILITY FOR DAMAGES CAUSED BY PETS AND PET-RELATED ITEMS IS NOT LIMITED TO THE AMOUNT OF THE LANDLORD FOR THE TOTAL ACTUAL COSTS INCURRED IN REMEDICATING DAMAGE CAUSED BY THE PET(S).

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

TENANT 1

Date:

Signature

Printed Name

TENANT 2

Date:

Signature

Printed Name

LANDLORD

Date:

Signature

Printed Name

ATTACHMENTS:

- Pet Rules
- Pet Registration Form

Date	Payee / Payer	Debit
01/08/2020	CARPET DEPOT, INC.	\$ 1,133.81
01/13/2020	Raul Vazquez	\$ 3,000.00
01/22/2020	Melendez Janitorial Service	\$ 135.00
01/27/2020	Raul Vazquez	\$ 2,280.00
01/28/2020	John E Phillips Plumbing Inc.	\$ 717.50
02/13/2020	Frank Hauling & Maintenance	\$ 200.00
02/13/2020	HD Supply	\$ 225.76
02/13/2020	HD Supply	\$ 54.74
02/14/2020	CARPET DEPOT, INC.	\$ 1,073.34
02/14/2020	Industrial Lock & Security Inc.	\$ 84.62
02/20/2020	HD Supply	\$ 24.09
02/20/2020	HD Supply	\$ 1,702.18
02/20/2020	HD Supply	\$ 153.94
02/20/2020	HD Supply	\$ 153.94
02/20/2020	HD Supply	\$ 780.68
02/28/2020	HD Supply	\$ 65.69
02/28/2020	Raul Vazquez	\$ 1,875.00
03/11/2020	Raul Vazquez	\$ 3,000.00
03/19/2020	CARPET DEPOT, INC.	\$ 1,077.65
03/19/2020	Melendez Janitorial Service	\$ 135.00
03/19/2020	Raul Vazquez	\$ 2,295.00
03/20/2020	Industrial Lock & Security Inc.	\$ 17.43
03/20/2020	Raul Vazquez	\$ 220.00
04/06/2020	HD Supply	\$ 160.07
04/06/2020	HD Supply	\$ 1,233.47
04/06/2020	HD Supply	\$ 838.22
04/06/2020	HD Supply	\$ 113.88
04/06/2020	Melendez Janitorial Service	\$ 135.00
04/13/2020	Raul Vazquez	\$ 1,965.00

04/20/2020	CARPET DEPOT, INC.	\$	1,077.65
04/23/2020	HD Supply	\$	91.75
06/16/2020	CARPET DEPOT, INC.	\$	1,077.65
06/16/2021	HD Supply	\$	812.90
06/25/2021	HD Supply	\$	103.30
07/08/2021	HD Supply	\$	1,460.73
07/08/2021	HD Supply	\$	92.71
07/08/2021	HD Supply	\$	94.15
07/08/2021	HD Supply	\$	2,528.86
07/19/2021	Total Maintenance Group, Inc.	\$	4,772.00
07/19/2021	Total Maintenance Group, Inc.	\$	4,272.00
07/19/2021	Total Maintenance Group, Inc.	\$	4,807.00
07/19/2021	Total Maintenance Group, Inc.	\$	3,719.00
07/19/2021	Total Maintenance Group, Inc.	\$	4,937.00
07/19/2021	Total Maintenance Group, Inc.	\$	3,995.00
07/19/2021	Total Maintenance Group, Inc.	\$	4,832.00
07/20/2021	HD Supply	\$	93.06
07/20/2021	HD Supply	\$	2,394.77
07/20/2021	CARPET DEPOT, INC.	\$	1,600.00
07/20/2021	CARPET DEPOT, INC.	\$	1,250.00
07/20/2021	CARPET DEPOT, INC.	\$	1,200.00
07/20/2021	CARPET DEPOT, INC.	\$	1,200.00
07/20/2021	CARPET DEPOT, INC.	\$	1,200.00
07/20/2021	CARPET DEPOT, INC.	\$	1,200.00
07/20/2021	CARPET DEPOT, INC.	\$	1,600.00
07/20/2021	Frank Hauling & Maintenance	\$	200.00
07/20/2021	Frank Hauling & Maintenance	\$	200.00
08/06/2021	HD Supply	\$	765.41
08/06/2021	HD Supply	\$	765.41
08/06/2021	HD Supply	\$	765.41
08/06/2021	HD Supply	\$	780.71
08/10/2021	HD Supply	\$	1,661.95

08/10/2021	HD Supply	\$	152.93
08/17/2021	Golden Plus Cleaning Services	\$	140.00
08/17/2021	Uriel Montalvo	\$	180.00
08/30/2021	Total Maintenance Group, Inc.	\$	5,218.00
09/03/2021	HD Supply	\$	1,854.93
09/08/2021	HD Supply	\$	170.39
09/09/2021	V&E Carpet Care	\$	85.00
09/15/2021	CARPET DEPOT, INC.	\$	1,958.84
09/29/2021	Total Maintenance Group, Inc.	\$	5,687.00
10/08/2021	Gerardo Garcia	\$	265.00
10/15/2021	CARPET DEPOT, INC.	\$	1,599.33
10/22/2021	Total Maintenance Group, Inc.	\$	3,639.00
10/26/2021	HD Supply	\$	60.30
10/26/2021	Gerardo Garcia	\$	280.00
10/26/2021	CARPET DEPOT, INC.	\$	1,897.98
10/26/2021	Total Maintenance Group, Inc.	\$	5,819.00
11/04/2021	CARPET DEPOT, INC.	\$	1,993.31
11/04/2021	CARPET DEPOT, INC.	\$	1,301.29
11/04/2021	CARPET DEPOT, INC.	\$	1,973.31
11/04/2021	Total Maintenance Group, Inc.	\$	4,231.00
11/04/2021	Total Maintenance Group, Inc.	\$	5,191.50
11/05/2021	HD Supply	\$	1,034.78
11/05/2021	HD Supply	\$	820.16
11/10/2021	Gerardo Garcia	\$	460.00
11/15/2021	Total Maintenance Group, Inc.	\$	5,819.00
11/15/2021	Total Maintenance Group, Inc.	\$	4,777.00
11/15/2021	Total Maintenance Group, Inc.	\$	5,627.00
11/22/2021	Total Maintenance Group, Inc.	\$	227.00
11/24/2021	CARPET DEPOT, INC.	\$	1,973.31
11/24/2021	HD Supply	\$	1,034.78
11/24/2021	HD Supply	\$	1,034.78
11/24/2021	HD Supply	\$	210.15

11/24/2021	HD Supply	\$	820.16
11/24/2021	HD Supply	\$	798.26
12/10/2021	Total Maintenance Group, Inc.	\$	207.00
12/17/2021	CARPET DEPOT, INC.	\$	1,848.63
12/23/2021	HD Supply	\$	95.01
06/17/2022	HD Supply	\$	83.29
06/27/2022	CARPET DEPOT, INC.	\$	1,700.00
07/15/2022	Total Maintenance Group, Inc.	\$	190.00
07/25/2022	Total Maintenance Group, Inc.	\$	5,312.00
08/03/2022	Total Maintenance Group, Inc.	\$	483.00
			\$ 158,654.85

Description

Vacancy prep #209; replace entire unit carpet and padding
Vacancy prep; Park Vista #415 start up check for materials
Vacancy prep #209; entire unit cleaning
Vacancy prep #111; start up check for materials
Transfer ceiling heating unit from one apartment to another; service, install, test - working. Replace thermostat.
vacancy prep; Park Vista #415, #111 haul away old appliance plus disposal fees
Vacancy Prep - New Toilet tank and bowl and new hood range for Unit 415
Vacancy Prep - New faucet for bathroom unit 415
Vacancy prep; 317 - install new commercial carpet and padding throughout unit
Vacancy prep 209; service call: rekey locks with new keys to master and unit's keys
Vacancy Prep - Maintenance supplies for Unit #415
Vacancy Prep - New refrigerator and dishwasher for unit #415
Vacancy Prep - New range hood non vented for unit #111
Vacancy Prep - New range hood non vented for unit #415
Vacancy Prep - New gas range for unit #111
Vacancy Prep for Unit 205
Vacancy prep; Park Vista #415 start up check for materials
Vacancy prep; 205 - start up check for materials
Vacancy prep; Park Vista #111 - new carpet padding and commercial carpet installed throughout unit 1b/1b
Vacancy prep; Park Vista #415
Vacancy prep #111; start up check for materials
Vacancy prep; #315 - create new keys and rekey
Vacancy prep #415; Install new ceiling fan, install new 30 amp breaker; labor and materials
Vacancy Prep - #205 - new toilet bowl and tank
Vacancy Prep - #205 - new gas range and dishwasher
Vacancy Prep - #205 - new refrigerator
Vacancy Prep - #205 -New LED light fixture
Vacancy prep #111; entire unit cleaning after construction
Vacancy prep; 205 - start up check for materials

Vacancy prep #205; new carpet throughout 1b/1b
Vacancy Prep - #415 and #111
Vacancy prep #415; Install new carpet and padding throughout unit 1b/1b
Vacancy prep; new gas range and supplies for Unit #103
Vacancy prep supplies for Unit #421
Vacancy prep new appliances, supplies for Unit #414
Vacancy prep supplies for Unit #414 & #320
Vacancy prep supplies for Unit #103 & #509
Vacancy prep new appliances, supplies for Unit #320
Vacancy prep #304; cabinets, countertops, paint, repairs, new fixtures, and entire unit cleaning after construction.
Vacancy prep #509; cabinets, countertops, patch and paint, repairs, new fixtures, and entire unit cleaning after construction.
Vacancy prep #414 (ADA); cabinets, countertops, paint, repairs, new fixtures, and entire unit cleaning after construction.
Vacancy prep #220; cabinets, countertops, paint, repairs, new fixtures, and entire unit cleaning after construction.
Vacancy prep #103; cabinets, countertops, paint, repairs, new fixtures, and entire unit cleaning after construction.
Vacancy prep #421; cabinets, countertops, paint, repairs, new fixtures, and entire unit cleaning after construction.
Vacancy prep #320; cabinets, countertops, paint, repairs, new fixtures, and entire unit cleaning after construction.
Vacancy prep supplies for Units #414, #320
Vacancy prep; new refrigerator, dishwasher and gas range for unit #509
Vacancy prep; #220 - new flooring throughout unit.
Vacancy prep; #414 - new flooring throughout unit.
Vacancy prep; #421 - new flooring throughout unit.
Vacancy prep; #509 - new flooring throughout unit.
Vacancy prep; #320 - new flooring throughout unit.
Vacancy prep; #304 - new flooring throughout unit.
Vacancy prep; #103 - install new flooring throughout unit.
Vacancy preps; - haul away of old appliances #320, #509, #421 and #414.
Vacancy preps; - haul away of old appliances in #103 and #304.
Vacancy prep; New refrigerator for Unit #103
Vacancy prep; New refrigerator for Unit #414
Vacancy prep; New refrigerator for Unit #304
Vacancy prep; New refrigerator for Unit #421
Vacancy prep supplies for Unit #421

Vacancy prep for unit #421 & #320
Vacancy prep #205; 1b/1b entire unit cleaning for new tenant.
Vacancy prep #103 - repair stove gas valve connection; parts + labor.
Vacancy Prep #104; Patch and paint entire unit including patio, cabinets, closets, new caulking and sealing in bathroom, new
Vacancy prep; new dishwasher and gas range for #202
Vacancy prep - Unit #202 and #104
Vacancy prep #205; deep cleaning of carpet.
Vacancy prep #104; new carpeting in living areas and vinyl installed in bathroom and kitchen.
Vacancy prep #202; Primer cabinets and revarnished, patch and paint full 1b/1b, repairs made to closet shelving in bedroom
Vacancy prep; install new gas range, install new bathroom mirror. #104
Vacancy prep; #202 - 1b/1b new carpet and flooring install throughout.
Vacancy prep #313; 1b/1b ADA minor repairs throughout unit, prime and paint entire unit, regROUT in bathroom, paint balcony,
Vacancy prep Unit #315
Vacancy prep #313; Repair handi-cap shower seat with all new wood, secure, primer and paint, replace patio door handle.
Vacancy prep #204; new vinyl installed in kitchen and commercial carpet throughout unit.
Vacancy prep #204; 1b/1b entire unit patch, prime, paint, new hardware for repairs throughout, paint stucco on patio, exterior
Vacancy prep #315; install new flooring throughout unit - commercial carpet in living areas and vinyl in bathroom and kitchen.
Vacancy prep #317; new commercial carpet throughout unit.
Vacancy prep #322; install new flooring throughout unit - commercial carpet in living areas and vinyl in bathroom and kitchen.
Vacancy prep #315; patch, prime and paint entire unit including patio, cabinets and closets, repairs and replacement to caulking
Vacancy prep #317; patch, prime and paint throughout unit including cabinets, patio, closets, repair and replace outlets and
Vacancy prep; new dishwasher for Unit #204
Vacancy prep; new gas range for Unit #101
Vacancy prep #202; Install new fridge, stove, range hood, screen door and ceiling panels in unit.
Vacancy prep #322; handyman repairs - install new toilet paper holder, repair weather damaged window siding and paint to
Vacancy prep #221; scrub surfaces, patch, prime and paint entire 1b/1b unit, cabinets, closets and patio area, clean entire unit.
Vacancy prep #101; Vacancy prep #322; remove contact paper in cabinets and drawers, scrub surfaces, patch, prime and paint
Vacancy prep #221; 1b/1b entire unit cleaning, patios, appliances, blinds.
Vacancy prep #221; new carpet installation throughout unit.
Vacancy prep; new dishwasher for Unit #101
Vacancy prep; new dishwasher for Unit #322
Vacancy prep; maintenance supplies for Unit #101

Vacancy prep; new gas range for Unit #221
vacancy prep; new refrigerator for Unit #101
Vacancy prep #101; full unit cleaning 1b/1b.
Vacancy prep #101; commercial carpet install in living areas and vinyl in kitchen and bath.
Vacancy prep #322 - ADA Toilet bowl
Vacancy Prep supplies for #303
Vacancy prep #303; entire studio unit new commercial carpet and linoleum in bathroom and kitchen. Materials and labor.
Vacancy prep; entire unit cleaning after work done.
Vacancy prep #303; studio updates, patch and paint walls entire unit, remove and re-install new caulking throughout bathroom
Vacancy prep #303; install new dishwasher, gas range, refrigerator in kitchen.