



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

MEETING DATE: Wednesday, September 28, 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. Regular Meeting: Wednesday, August 24, 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. On September 20, 2022, Board President Lanyi returned with recommendations and requests of City Council to ensure a more sustainable economic future.

Recommendation: Hear a report back from Board President Lanyi, discuss possible next steps, and/or Receive and File.

4. Financial Statements (Neil Cadman)

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

Recommendation: Receive and File.

5. Washer/Dryer Machines Contract (Neil Cadman)

On August 24, 2022, the Board directed Neil Cadman to obtain a bid for washer/dryer service to replace WASH, which continues to provide the machines on a month-to-month basis.

Recommendation: Review and consider contract proposal from All Valley Washer Service, Inc. to replace washers/dryers.

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

Each year the Cadman Group conducts a survey of market rents for comparable apartment units in El Segundo. Rental rates for new, incoming tenants are based on the annual market rent survey. Cadman Group will present its annual market rent survey and the Board will decide whether to adjust rental rates for new, incoming tenants accordingly.

Recommendation: Review and consider the annual market rent survey. Discussion and possible action regarding adjustment to rental rates for new, incoming tenants.

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

Update on proposals received to provide high speed internet/cable TV to Park Vista.

Recommendation: Discuss and Possible Action.

E. UNFINISHED BUSINESS

None.

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, October 26, 2022

Wednesday, November 23, 2022 (Day before Thanksgiving)

Wednesday, December 28, 2022

From: [Shelley Tucker](#)
To: [Schonborn, Eduardo](#)
Subject: Please read at next Park Vista board meeting
Date: Monday, September 12, 2022 2:21:19 PM
Attachments: [IMG_0667.jpg](#)
[IMG_0668.jpg](#)

Dear Mr Schonborn:

Please share with the board the attached photos of signs that appear in the elevators of Park Vista regarding animals in common areas of the building. The instructions are clear. However, some tenants feel they have a right to bring their animals into the lobby and let them lay on the floors and carpets. Everyone who has a pet was made aware or should have been made aware of the restrictions prior to their moving into their unit. These instructions were for the protection of all tenants, those like me who have asthma and other allergies that may be aggravated by animal dander, fleas, odors, fur, etc. Restricting where an animal can lounge is not discrimination against a service dog owner. If that was the case, then no animals would be allowed in the building. A tenant can certainly have their pet in their unit. They can walk them in and out of the building across the hallways. In the case of extremely hot weather, a dog can even be groomed short so the air gets to the animal's skin. That is how we groomed our chow dog each summer knowing the weather would get hot. It was much healthier for the dog.

I don't feel this is a rule that be fairly challenged because all tenants' health needs to be considered, not simply those who choose to have their service pets with them. Also, most tenants who have dogs and cats are observing the rules and the agreement they signed on taking possession of their Park Vista unit.

Thank you,
Shelley Tucker



Sent from my iPhone

ATTENTION PARK VISTA RESIDENTS

During the Board meeting held on August 24th, 2022, the Board decided to not change the pet rules for Park Vista.

This means that registered pets (a pet you have informed management of having and paid the pet deposit along with agreeing to the Pet Agreement) are not allowed in the common areas of the building except to enter and exit the property.

Non-registered pets or pets belonging to guests are not allowed in Park Vista.

Thank you.



PLEASE REMEMBER PARK VISTA PET RULES!!!

• DOGS ARE NOT TO BE IN THE COMMON AREAS
EXCEPT FOR WALKING IN AND OUT OF THE
BUILDING

• PLEASE KEEP YOUR DOG ON A LEASH AT ALL
TIMES WHEN WALKING THEM IN AND OUT OF
THE BUILDING

• DOGS ARE NEVER ALLOWED IN THE
COMMUNITY ROOM OR ON COMMON AREA
FURNITURE.

MINUTES OF THE MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday,
August 24, 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 Vice Denise Fessenbecker.

ROLL CALL

Members Present: Paula Rotolo
Tim Whelan
Julia Newman
Denise Fessenbecker

Members Absent: Paul Lanyi

Others: Neil Cadman
Eduardo Schonborn
Venus Wesson

A. PUBLIC COMMUNICATION

- Julia read into the record an anonymous letter from the suggestion box on the Pet Policy survey inquiring what is the current pet policy, to clarify the policy, pet should not be allowed on the furniture or on a person lap; are there additional fees having a pet; was not able to vote due to Teresa being sick.
- Donna stated that no return date was stated for pet policy survey.
- Some residents stated that they never received the survey

B. APPROVAL OF MEETING MINUTES

Paula Rotolo motioned and seconded by Julia Newman to approve the June 29th and August 3rd Minutes. Motion to approve passed 4-0.

C. CITY STAFF REPORT

Eduardo Schonborn addressed the board on why a few items were not added to the agenda such as a board member being able to review minutes and the draft agenda ahead of time. He stated after meeting with the City Attorney that it was not allowed to have a board member review either of the items.

Tim asked if that was due to the Brown Act. Eduardo stated that it was not the issue.

D. NEW BUSINESS

2. President's Report. (Paul Lanyi)

Paul was absent.

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

- Paula was able to provide feedback for Council to make some minor edits to the presentation regarding raising rents. They have revised the spreadsheet to include projections at 2% increases for current residents and increasing rents for new tenants to 65% of market rate.

Motion to include this proposal to the City Council to make the necessary changes in the presentation: Motion carried 4-0

4. Financial Statement. (Neil Cadman)

- Neil stated that now that board has combine funds into the General Funds for LAIF and a new software being used by the City's Finance Department, the financial report needs a month to reconcile. Moving forward all reconciliation will be a month behind in it reporting.
- Denise asked will it always be a month behind. Neil stated yes it will according to Dino.

Receive and file: Motion carried 4-0

5. 2021 Drat Financial Audit. (Neil Cadman)

- Neil stated that a draft audit was provided in the packet for today's meeting. He stated they reviewed document over 500 pages and the auditor requested canceled checks, invoices, receipts, and contracts. He stated that if the board approves the audit today that he will instruct Eduardo to provide it to finance. Neil stated that he will need someone designated to sign and accept the draft engagement letter to the auditor.
- Tim shared his concerns as a board member if it is their judicial authority to go through the report to agree with the audit report. Neil stated that it is a city approved auditing company.

Motion to approve the audit report and sign the draft engagement letter: Motion carried 4-0

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

- Neil stated that this will be a long-term project because it requires obtaining an inspection firm and the firm will inspect hundreds of balconies at the facility. He stated that he might request this be agendized again if there are multiple bids or proposals and costs.

7. Washer/Dryer Machines Contract (Neil Cadman)

- Neil gave several options: 1) do nothing and keep as is; 2) Park Vista owning their own machines but is not suggested; 3) instruct him to obtain competitive bids.
- Neil stated that WASH contract is on month to month, which any party can cancel at any time. He stated after meeting with City Attorney he was instructed to inform the board.
- Julia asked what the state of the condition is today. Neil indicated they receive complaint about the machines breaking down.

Julia Newman motioned and seconded by Tim Whelan to direct Cadman to obtain a quote for a new contract. Motion to approve passed 4-0.

E. UNFINISHED BUSINESS

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

- Neil stated that the pet policy survey was placed on all doors. He receives 50 responses and out the response was not to change the policy.

- Pets are not allowed in the common area which means egress and ingress.
- Pet Policy are allowed for registered pets living inside your unit will need to sign agreement and pay fees.
- Tim inquired about the agenda item for carts and shower issues. Neil stated that Ryan from Rec and Park has returned carts. He also acknowledged a cart onsite that a tenant was using during the meeting.
- Julia asked if the annual inspections been completed. Neil stated yes, they have been
Julia Newman motioned and seconded by Paula Rotolo to keep the Pet Policy to remain as is. Motion to approve passed 4-0.

F. MANAGEMENT REPORT (Neil Cadman)

- Resolved issue on retrofitting bathtub.
- Paula asked what the amount spent on vacancy preparation from 2020 through today. The amount in total was \$115,654.85.

G. BOARD MEMBER REPORT

- None.

ADJOURMENT: 4:26 pm

NEXT MEETING:
Wednesday, September 28, 2022



CADMANGROUP

PARK VISTA

Financial Reporting Analysis

August 2022

**NON-RECONCILED, CITY HAS NOT PROVIDED
TWO MONTHS OF LAIF STATEMENTS**

Gross Income: \$67,570.47

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

Gross Expenses: \$106,303.17

Expenses for the month were normal except for the following:

- *Earthquake insurance came due (by surprise) of \$55,197.00.*
- *Water bills of \$7,151.58 in August.*
- *Maintenance of \$13,370.43 which comprised mostly of normal operations plus some vacancy preparation cost.*

Net Income: (\$38,732.70)

Total Account Balances: \$1,637,989.82 (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: 97.9% occupied on 8/1/2022
97.9% occupied on 8/31/2022

Move-outs: 2

Move-ins: 0

Notices to Vacate: 2

Budget Comparison Notes:

Operations: Operations for the month was a net \$56,880.20 under budget for August, and \$9,789.60 under budget YTD.

Income

- **Income for the month of August \$104.53 under budget \$32,459.99 over budget YTD.**

Expenses:

- **Overall \$46,701.92 over budget for all expenses for August and \$42,339.59 over budget YTD, primarily due to TWO \$50,000 earthquake insurance that was not anticipated.**
- **Maintenance \$4,129.57 under budget for August and \$58,111.51 under budget YTD.**
- **Electricity \$900.75 over budget in August and \$470,86 over budget YTD.**
- **Gas \$269.90 under budget for August, but to be expected due to the time of year where tenant take longer showers with hot water. Gas \$617.05 over budget YTD**
- **Cable Television over budget due to billing practices by Spectrum.**
- **Water \$417.22 over 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: Aug 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	67,953.00	100.57	550,903.00	96.73
Parking Income	1,550.00	2.29	12,520.50	2.20
Total RENT	69,503.00	102.86	563,423.50	98.93
Prepayment	-3,072.50	-4.55	2,008.50	0.35
NSF Bank Fees Collected	0.00	0.00	25.00	0.00
Laundry Income	1,139.97	1.69	4,054.99	0.71
Total Operating Income	67,570.47	100.00	569,511.99	100.00
Expense				
Fire Service	255.00	0.38	12,470.00	2.19
Maintenance	13,370.43	19.79	81,888.49	14.38
Elevator service	0.00	0.00	2,966.40	0.52
Gardening	1,184.59	1.75	9,341.29	1.64
Management Fees	15,500.00	22.94	124,000.00	21.77
Security Service	0.00	0.00	0.00	0.00
Pest Control	420.00	0.62	3,929.00	0.69
Earthquake Insurance	55,197.00	81.69	105,952.00	18.60
Licenses and Permits	450.00	0.67	475.00	0.08
Electricity	2,600.75	3.85	14,070.86	2.47
Gas	1,230.10	1.82	12,617.05	2.22
Water	7,151.58	10.58	30,417.22	5.34
Telephone/Internet	3,422.15	5.06	19,279.27	3.39
Cable/Television	21.57	0.03	41,885.83	7.35
Office Supplies	0.00	0.00	670.18	0.12
Bank Service Fees	0.00	0.00	12.00	0.00
Professional Fees	5,500.00	8.14	5,500.00	0.97
Total Operating Expense	106,303.17	157.32	465,474.59	81.73
NOI - Net Operating Income	-38,732.70	-57.32	104,037.40	18.27
Other Income & Expense				
Other Income				
Interest on Bank Accounts	0.00	0.00	2,813.50	0.49
Total Other Income	0.00	0.00	2,813.50	0.49

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	0.49
Total Income	67,570.47	100.00	572,325.49	100.49
Total Expense	106,303.17	157.32	465,474.59	81.73
Net Income	<u>-38,732.70</u>	<u>-57.32</u>	<u>106,850.90</u>	<u>18.76</u>

Balance Sheet

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

As of: 08/31/2022

Accounting Basis: Cash

Include Zero Balance GL Accounts: No

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	482,905.16
Park Vista Reserve Account - LAIF	1,155,084.66
Total Cash	1,637,989.82
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	2,071,119.77
LIABILITIES & CAPITAL	
Liabilities	
Pet Deposit	4,525.00
Key Deposit	1,570.00
Security Deposit	59,175.00
Passthrough Cash Account	-661.00
Accounts Payable	4,957.00
Total Liabilities	69,566.00
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	106,850.90
Calculated Prior Years Retained Earnings	1,787,784.92
Total Capital	2,001,553.77
TOTAL LIABILITIES & CAPITAL	2,071,119.77

Bill Detail

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

Payees: All

Payment Type: All

GL Accounts: All

Bill Status: All

Date Type: Bill Date

Date Range: 08/01/2022 to 08/31/2022

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
2120 - Passthrough Cash Account											
	08/19/2022	08/19/2022	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	310	May, Jo Ann	875.00	0.00	6467	08/19/2022	Jo Ann May, Park Vista - 310: Move Out Refund
	08/19/2022	08/19/2022	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	311	Murphy, Joan	857.00	0.00	6468	08/19/2022	Joan Murphy, Park Vista - 311: Move Out Refund
							1,732.00	0.00			
4100 - Rent Income											
	08/05/2022	08/05/2022	4100 - Rent Income	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	504	Thomas, Stephan B.	1,288.00	0.00	6451	08/05/2022	Over Payment of rent
6210 - Maintenance											
4224	08/01/2022	08/01/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gerhard Weise Plumbing Inc	1,300.50	0.00	C9C1-2A60	08/25/2022	Gas leak repair; replaced section of gas pipe that Gas Company showed to be leaking near gas meters in garage area. Labor of plumber + materials.
4232	08/01/2022	08/01/2022	6210 - Maintenance	Park Vista - 615 E. Holly		Gerhard Weise	1,187.50	0.00	C9C1-2A60	08/25/2022	Urgent repairs made to

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Avenue El Segundo, CA 90245		Plumbing Inc					crossed gas lines issue in unit, leak locator cost, labor, materials used for repairs by Plumber. #423.
7133	08/01/2022	08/01/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	304	JMJ Handy Man in Minutes	530.00	0.00	C9C7-7A00	08/25/2022	Urgent repairs made to cracked and leaking tub, reglazed and repaired. #304.
3632	08/03/2022	08/03/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	324	OC-LA Appliance Solutions	140.00	0.00	A78A-04C2	08/29/2022	Repairs made to tenants fridge not cooling before.
08062022	08/08/2022	08/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	424	Vazquez, Raul	685.00	0.00	49EF-A088	08/09/2022	Start check for materials - tub door install
080522	08/08/2022	08/08/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	423	Vazquez, Raul	685.00	0.00	49EF-A088	08/09/2022	Start check for materials - tub door install
46515	08/10/2022	08/10/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	85.41	0.00	6453	08/10/2022	Maintenance supplies
46521	08/10/2022	08/10/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	25.69	0.00	6453	08/10/2022	Maintenance supplies
38663	08/12/2022	08/12/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	219	Total Maintenance Group, Inc.	1,735.00	0.00	9FD4-3E06	09/09/2022	Replaced kitchen countertops previously damaged by water leaks over the years and corrosion.

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
38666	08/12/2022	08/12/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	402	Total Maintenance Group, Inc.	305.00	0.00	A792-203A	08/29/2022	#219. Replaced bathroom ceiling exhaust and heating fan light fixture. #402.
918439	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	323	Garcia, Gerardo	220.00	0.00	3000000306	08/29/2022	Service and clean wall furnace after tenant reported heater not working.
918434	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Garcia, Gerardo	420.00	0.00	3000000306	08/29/2022	After hours urgent call to clean up area after water damage from overflow situation, move furniture, clean, sanitize. provide commercial blowers. #104.
918448	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Garcia, Gerardo	620.06	0.00	3000000307	09/09/2022	Replace drywall on complete hallways (ceilings and wall) due to water intrusion damages, patch and paint. #209.
918447	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	504	Garcia, Gerardo	90.00	0.00	3000000306	08/29/2022	Replace hardware inside toilet.
9205148427	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	177.78	0.00	6458	08/16/2022	Maintenance supplies
9205148429	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		HD Supply	192.83	0.00	6458	08/16/2022	New bath and kitchens faucets for

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9205143223	08/16/2022	08/16/2022	6210 - Maintenance	Segundo, CA 90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	710.66	0.00	6458	08/16/2022	Unit #311 - Vacancy Prep New gas range for Unit #405
9205148428	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	87.79	0.00	6458	08/16/2022	Janitorial supplies
9205148424	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	142.55	0.00	6458	08/16/2022	New hood range for Unit 405
9205148431	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	117.89	0.00	6458	08/16/2022	New elongated ADA toilet bowl for Unit #310 - Vacancy Prep
9205143222	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	100.88	0.00	6458	08/16/2022	New 20in range hood for Unit #303 - Vacancy Prep
9205148425	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	114.46	0.00	6458	08/16/2022	New lo Profile tank for Unit #311 - Vacancy Prep
9205148426	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	142.55	0.00	6458	08/16/2022	New 30" vented hood range for Unit #310 - Vacancy Prep
9205148433	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	175.06	0.00	6458	08/16/2022	New ceiling fan for Unit #214
9205148432	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	114.46	0.00	6458	08/16/2022	New lo profile toilet tank for Unit #310 - Vacancy Prep

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9205148430	08/16/2022	08/16/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	192.83	0.00	6458	08/16/2022	New kitchen and bath faucet for Unit #310 - Vacancy Prep
0000620	08/17/2022	08/17/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	103	Vazquez, Raul	225.00	0.00	A793-E960	08/29/2022	Emergency repairs made to replace shower faucet due to old one worn out and unable to turn water off in shower.
34274	08/18/2022	08/18/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	172.45	0.00	ACH	08/18/2022	Quill Invoice 26021084 - Kitchen cleaning supplies
34274	08/18/2022	08/18/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	126.25	0.00	ACH	08/18/2022	Quill INV 26222637 - U&S Fabric chair and cleaning supplies
9205263862	08/18/2022	08/18/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	108.41	0.00	6465	08/19/2022	New 24in Range Hood for Unit #311
9205263861	08/18/2022	08/18/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	117.89	0.00	6465	08/19/2022	New elongated ADA toilet bowl for Unit #311 - Vacancy Prep
9205263863	08/18/2022	08/18/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	180.48	0.00	6465	08/19/2022	Smoke and CO alarm for Unit #104
9205348541	08/18/2022	08/18/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	628.53	0.00	6465	08/19/2022	New 30" gas range for Unit #310 - Vacancy Prep
9205348540	08/18/2022	08/18/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		HD Supply	2,034.51	0.00	6465	08/19/2022	New gas range and dishwasher for

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9205348542	08/18/2022	08/18/2022	6210 - Maintenance	Segundo, CA 90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	118.23	0.00	6465	08/19/2022	Unit #311 - Vacancy Prep Maintenance supplies
9205348539	08/18/2022	08/18/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	26.84	0.00	6465	08/19/2022	Janitorial and maintenance supplies
0000626	08/23/2022	08/23/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	424	Vazquez, Raul	450.00	0.00	A793-E960	08/29/2022	Balance due to vendor for tub door accommodation installation. #424.
0000627	08/23/2022	08/23/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	423	Vazquez, Raul	450.00	0.00	A793-E960	08/29/2022	Balance due to vendor for tub door accommodation installation. #423.
38667	08/25/2022	08/25/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	504	Total Maintenance Group, Inc.	305.00	0.00	A792-203A	08/29/2022	Replaced bathroom ceiling exhaust and heating fan light fixture. #504.
M15587	08/30/2022	08/30/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	311	CARPET DEPOT, INC.	1,800.00	0.00	B93E-E5EC	09/19/2022	Vacancy prep #311 studio; new carpet and flooring installation.
M15588	08/30/2022	08/30/2022	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	310	CARPET DEPOT, INC.	2,300.00	0.00	B93E-E5EC	09/19/2022	Vacancy prep #310 1b/1b; new carpet and flooring installation.
							19,342.49	0.00			
6250 - Gardening											
5456	08/10/2022	08/10/2022	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	1,184.59	0.00	3537-E204	08/10/2022	Monthly Service - July

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
6270 - Management Fees											
	08/18/2022	08/18/2022	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	15,500.00	0.00	ACH	08/18/2022	Management Fees for 08/2022
6315 - Pest Control											
15037	08/08/2022	08/08/2022	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	401	Golden One Pest Control	175.00	0.00	FD75-32C2	08/10/2022	Treated unit #401 for gnats.
148805	08/10/2022	08/10/2022	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Al & Sons Termite and Pest Control Inc.	175.00	0.00	3000000305	08/10/2022	Vermin Service 7/28/22
438951	08/18/2022	08/18/2022	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	70.00	0.00	6466	08/19/2022	Monthly Service - August
							420.00	0.00			
6321 - Earthquake Insurance											
00945	08/30/2022	08/30/2022	6321 - Earthquake Insurance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		City of El Segundo	55,197.00	0.00	6470	08/31/2022	Policy 2022-2023
6384 - Licenses and Permits											
E 1900879 MR	08/16/2022	08/16/2022	6384 - Licenses and Permits	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Department of Industrial Relations	225.00	0.00	6455	08/16/2022	Inspection 7/27/22 Conveyance Nbr 086616
E 1900880 MR	08/16/2022	08/16/2022	6384 - Licenses and Permits	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Department of Industrial Relations	225.00	0.00	6456	08/16/2022	Inspection 7/27/22 Conveyance Nbr 086694
							450.00	0.00			
6410 - Electricity											
700394170456	08/18/2022	08/18/2022	6410 - Electricity	Park Vista - 615 E. Holly		Edison	2,520.90	0.00	6463	08/19/2022	Service 7/13/22 - 8/10/22

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Avenue El Segundo, CA 90245							
700587779325	08/18/2022	08/18/2022	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	79.85	0.00	6464	08/19/2022	Service 7/13/ 22 - 8/10/22
							2,600.75	0.00			
6420 - Gas											
056 105 3200 3	08/16/2022	08/16/2022	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	1,230.10	0.00	6457	08/16/2022	Service 7/6/22 - 8/4/22
6430 - Water											
075-18321-000	08/10/2022	08/10/2022	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	6,002.54	0.00	ach	08/10/2022	Service 5/13/ 22 - 7/14/22
075-18531-000	08/10/2022	08/10/2022	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	76.64	0.00	ACH	08/10/2022	Service 5/13/ 22 - 7/14/22
075-18481-000	08/10/2022	08/10/2022	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	995.76	0.00	ACH	08/10/2022	Service 1/13/ 22 - 3/14/22
075-18411-000	08/10/2022	08/10/2022	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	76.64	0.00	ach	08/10/2022	Service 5/13/ 22 - 7/14/22
							7,151.58	0.00			
6445 - Telephone/Internet											
145150448	08/10/2022	08/10/2022	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	153.50	0.00	6452	08/10/2022	Service 7/27/ 22 - 8/26/22
310-322-5036	08/18/2022	08/18/2022	6445 - Telephone/	Park Vista - 615 E. Holly		AT&T	1,793.86	0.00	6461	08/19/2022	Service 8/4/22 - 9/3/22

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
			Internet	Avenue El Segundo, CA 90245							
310-640-7156	08/18/2022	08/18/2022	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	1,385.36	0.00	6462	08/19/2022	Service 8/5/22 - 9/4/22
337000205336	08/25/2022	08/25/2022	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	89.43	0.00	6469	08/26/2022	Service 8/9/22 - 9/8/22
							3,422.15	0.00			
6455 - Cable/Television											
8448 30 006 0255251	08/10/2022	08/10/2022	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	21.57	0.00	6454	08/10/2022	Service 7/30/ 22 - 8/29/22
7620 - Professional Fees											
0017005-IN	08/16/2022	08/16/2022	7620 - Professional Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Hoffman Short Rubin Dewinter Sanderson	5,500.00	0.00	6460	08/16/2022	Audit of financial statements for December 31. 2021
Total							115,040.23	0.00			

Budget - Comparative

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

Period Range: Aug 2022 to Aug 2022

Comparison Period Range: Aug 2021 to Aug 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	67,953.00	68,000.00	-47.00	-0.07%	61,055.20	63,562.00	-2,506.80	-3.94%
Parking Income	1,550.00	1,550.00	0.00	0.00%	1,390.00	1,445.00	-55.00	-3.81%
Total RENT	69,503.00	69,550.00	-47.00	-0.07%	62,445.20	65,007.00	-2,561.80	-3.94%
Vacancy	0.00	-2,250.00	2,250.00	100.00%	0.00	-1,906.86	1,906.86	100.00%
Prepayment	-3,072.50	0.00	-3,072.50	0.00%	3,832.20	0.00	3,832.20	0.00%
Laundry Income	1,139.97	375.00	764.97	203.99%	335.13	375.00	-39.87	-10.63%
Total Budgeted Operating Income	67,570.47	67,675.00	-104.53	-0.15%	66,612.53	63,475.14	3,137.39	4.94%
Expense								
Fire Service	255.00	300.00	45.00	15.00%	0.00	500.00	500.00	100.00%
Maintenance	13,370.43	17,500.00	4,129.57	23.60%	21,510.07	13,000.00	-8,510.07	-65.46%
Elevator service	0.00	1,500.00	1,500.00	100.00%	2,142.60	1,250.00	-892.60	-71.41%
Gardening	1,184.59	1,250.00	65.41	5.23%	1,122.90	1,250.00	127.10	10.17%
Management Fees	15,500.00	15,500.00	0.00	0.00%	15,000.00	15,000.00	0.00	0.00%
Pest Control	420.00	400.00	-20.00	-5.00%	64.00	400.00	336.00	84.00%
Earthquake Insurance	55,197.00	0.00	-55,197.00	0.00%	0.00	0.00	0.00	0.00%
Licenses and Permits	450.00	0.00	-450.00	0.00%	75.00	0.00	-75.00	0.00%
Electricity	2,600.75	1,700.00	-900.75	-52.99%	1,640.21	1,700.00	59.79	3.52%
Gas	1,230.10	1,500.00	269.90	17.99%	1,059.47	1,200.00	140.53	11.71%
Water	7,151.58	3,750.00	-3,401.58	-90.71%	7,327.84	3,500.00	-3,827.84	-109.37%
Telephone/Internet	3,422.15	1,500.00	-1,922.15	-128.14%	2,454.57	1,300.00	-1,154.57	-88.81%
Cable/Television	21.57	5,000.00	4,978.43	99.57%	4,951.92	4,700.00	-251.92	-5.36%
Office Supplies	0.00	150.00	150.00	100.00%	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%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Advertising & Promotion	0.00	6,000.00	6,000.00	100.00%	0.00	6,000.00	6,000.00	100.00%
Entertainment	0.00	2,000.00	2,000.00	100.00%	0.00	2,000.00	2,000.00	100.00%
Bank Service Fees	0.00	6.25	6.25	100.00%	0.00	6.25	6.25	100.00%
Postage	0.00	5.00	5.00	100.00%	0.00	5.00	5.00	100.00%
Professional Fees	5,500.00	1,500.00	-4,000.00	-266.67%	2,050.00	500.00	-1,550.00	-310.00%
Total Budgeted Operating Expense	106,303.17	59,601.25	-46,701.92	-78.36%	59,398.58	52,651.25	-6,747.33	-12.82%
Total Budgeted Operating Income	67,570.47	67,675.00	-104.53	-0.15%	66,612.53	63,475.14	3,137.39	4.94%
Total Budgeted Operating Expense	106,303.17	59,601.25	-46,701.92	-78.36%	59,398.58	52,651.25	-6,747.33	-12.82%
NOI - Net Operating Income	-38,732.70	8,073.75	-46,806.45	-579.74%	7,213.95	10,823.89	-3,609.94	-33.35%
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	67,570.47	67,875.00	-304.53	-0.45%	66,828.58	64,075.14	2,753.44	4.30%
Total Budgeted Expense	106,303.17	59,601.25	-46,701.92	-78.36%	59,398.58	52,651.25	-6,747.33	-12.82%
Net Income	-38,732.70	8,273.75	-47,006.45	-568.14%	7,430.00	11,423.89	-3,993.89	-34.96%
Cash								
Cash in Bank	-40,464.70	0.00	40,464.70	0.00%	10,681.45	0.00	-10,681.45	0.00%
Park Vista Reserve Account - LAIF	0.00	0.00	0.00	0.00%	216.05	0.00	-216.05	0.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Total Budgeted Cash	-40,464.70	0.00	40,464.70	0.00%	10,897.50	0.00	-10,897.50	0.00%
Liability								
Pet Deposit	-200.00	0.00	-200.00	0.00%	200.00	0.00	200.00	0.00%
Key Deposit	-70.00	0.00	-70.00	0.00%	-90.00	0.00	-90.00	0.00%
Security Deposit	-1,462.00	0.00	-1,462.00	0.00%	2,022.00	0.00	2,022.00	0.00%
Passthrough Cash Account	0.00	0.00	0.00	0.00%	1,335.50	0.00	1,335.50	0.00%
Total Budgeted Liability	-1,732.00	0.00	-1,732.00	0.00%	3,467.50	0.00	3,467.50	0.00%

Option I - 5-year term, new equipment, card system & coin,

- All Valley Washer will pay as commission, 50% of the monies earned by the equipment.
- We will install 4 sets of brand new Speed Queen Quantum laundry equipment. The vend prices to be set at \$1.25 to wash & \$1.00 to dry.
- We will install a card system that will enable the residents to pay with their own credit or debit cards directly at the machines. Coins will continue to be used.
- We will provide our fast, efficient service within 48 hours of notification.
- Pay a bonus of **Four Thousand Seven Hundred Seventy Five Dollars (\$4,775.00)** in consideration of the 5-year term.

Option II- 5-year term, new equipment, card system & coin,

- All as above with the installation of 1 set of ADA compliant equipment and pay as a bonus, **Four Thousand Three Hundred Seventy Five Dollars (\$4,375.00)**.

Option III- 7-year term, new equipment, card system & coin,

- All as above in Option I in consideration of the 7-year lease agreement and pay as a bonus, **Six Thousand Two Hundred Forty Five Dollars (\$6,245.00)**.

Here are three comprehensive plans that would ensure that owners continue to receive a generous share of the laundry revenue, would provide new equipment that will be capable of accepting the residents own credit or debit cards directly at the machines or if they want to continue using coins they have that option, and lastly, it would provide additional operating capital to use as needed.

Neil, there is an idea that I have that is not part of this proposal. That would be the addition of two more dryers in the room. We would remove two single dryers and in their place install 2 stack dryers. This would lessen waiting time for the seniors and make it more convenient for them when they perform laundry tasks. They may need additional venting & electrical power. That uis all. I think that this is a good idea for everyone concerned. Think about it and if you have any questions. Fire away.

Incidentally, regarding my bonuses. Wash paid \$4,900.00 for a 7-year plan. We are paying \$4,775.00 for 5-years. Please review and get back to me when you can. Be well.