



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

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MEETING DATE: Wednesday, March 22, 2023

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](mailto: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.**

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**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, February 22, 2023**

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

a. Discussion and review of status report including, but not limited to, statements, invoices, and finances for February 2023.

b. LAIF investment fund and transfers between accounts.

*Recommendation:* Receive and File.

### **4. Internet and Television Service to Park Vista by Spectrum. (Neil Cadman)**

Spectrum provided a service proposal (dated February 28, 2023) to provide internet and digital TV services to Park Vista for a 60-month term.

*Recommendation:* Discussion and possible action.

### **5. Review and Consider Status of Existing Contracts between Park Vista and Various Vendors. (Denise Fessenbecker)**

In accordance with the Board's approved Work Plan, annually in March the Board is to review contracts with vendors, identify those that are four months from expiration, and discuss whether to extend the contract, rebid, or take other action. The following contracts and/or agreements are under consideration:

- a. Amtech, for elevator services
- b. FAST Fire Pro, for fire sprinkler and standpipe maintenance inspection services
- c. Chute Doctor, for trash chute and collection room cleaning service
- d. Fire Safety First, for fire alarm repairs, maintenance, and monitoring
- e. Stanley Louis Company, for boiler inspection and maintenance services
- f. Westchester Landscape Maintenance, Inc., for landscape maintenance
- g. WASH Multifamily Laundry Systems. LLC, to provide washers and dryers

*Recommendation:* Discussion and possible action.

### **6. 2022 Financial Audit Scope of Services (Neil Cadman)**

Review and discuss the proposed Audit Scope by Hoffman, Short, Rubin, DeWinter, Sanderson Accountancy Corporation to conduct the 2022 Financial Audit for the El Segundo Senior Citizens Housing Corporation.

*Recommendation:* (1) Approve the proposal by Hoffman, Short, Rubin, DeWinter, Sanderson Accountancy Corporation dated February 15, 2023.

## **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, April 26, 2023

Wednesday, May 24, 2023

Wednesday, June 28, 2023

**MINUTES OF THE MEETING**  
**El Segundo Senior Citizen Housing Board Corporation**  
**Wednesday,**  
**February 22, 2023**  
**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:** Paula Rotolo  
Tim Whelan  
Denise Fessenbecker  
Paul Lanyi

**Absent:** Julia Newman

**Others:** Neil Cadman  
Michael Allen  
Eduardo Schonborn  
Venus Wesson  
Elias Sassoon

**A. PUBLIC COMMUNICATION**

- The suggestion box had a few requests to have the patio furniture cleaned or replaced before the 4<sup>th</sup> of July; elevator issue; the increase parking and garage rate is unfair; and, residents stealing pictures off the wall.
- Request to place a bookcase or table at the front for packages so that residents with restrictions do not have to bend over to pick up packages.

**B. APPROVAL OF MEETING MINUTES**

Denise Fessenbecker motioned and seconded by Paula Rotolo to approve the January 25, 2023, Meeting Minutes. Motion to approve passed 4-0.

**C. CITY STAFF REPORT**

**2. Status of the Park Vista plumbing project. (Public Works)**

- Public Works Director Elias Sassoon gave a brief overview of the project and reasons for delays. He stated that the pandemic caused restrictions, then in 2021 a sewer line leak caused delays which they found was attributed to the horizontal sewer line slope. He discovered connection some lines and pipes were all old, and the sewer line in the hallway is causing a problem that needs to be addressed. He estimates that the cost of the project might range between \$1.2 - \$1.6 million dollar for time, relocation, water, sewer, a new boiler and new shut off valves in each unit. The process to execute this includes obtaining plans, contracts, and working with management to minimize impacts to residents. Mr. Sassoon believes that the project might take 9 months to one year to complete.

- Paul raised concerns to Elias as to why this was not started in 2020 since the board had already earmarked funds to execute to project.
- Elias stated that once he was informed about the leak at the facility he reached out to the on-call consultant immediately to come on-site to take care of the problem. He stated that the 2020 pandemic resulted in restrictions that limited contact and exposure with others.

#### **D. NEW BUSINESS**

##### **3. President's Report.**

- Paul inquired about the status of the plumbing project and the renter rate increase.

##### **4. Financial Statements and LAIF (Local Agency Investment Fund). (Neil Cadman)**

- No comments

Receive and file: Motion carried 4-0

##### **5. Rental Rate Increase for Current Tenants (Neil Cadman)**

- Michael clarified that the board made a presentation to City Council that rental rates for new vacancies would increase on January 1<sup>st</sup>. Neil stated that rental rates for existing residents increase on June 1<sup>st</sup>.
- Paul stated the board voted to increase the rent up to 2% by the Council for current residents.
- Neil asked if you could round it down to nearest whole dollar of 2% increase
- Neil addressed the 2% increased parking increase that is implemented on January 1<sup>st</sup> annually; but this year the increase will start on April 1, 2023.

Receive and file: Motion carried 4-0

##### **6. Proposed Housing Board Work Plan/Scheduled. (Deise Fessenbecker).**

- Denise stated one comment to move rent increase by February with it effective June.

#### **E. UNFINISHED BUSINESS**

##### **7. El Segundo Senior Citizen Housing Corporation Board of Director Handbook**

- Tim commented that an October 27, 2004, Memorandum was not included. Eduardo stated that it was a memo prepared by the City Attorney's office and is an attorney-client privileged document that should be made public, but it can be provided to the members individually.
- Tim asked that all vendor contracts be included. Michael Allen stated that perhaps this is something that can be provided annually to the board.
- Eduardo stated that we can update the handbook annually and include the vendor list contracts after the Board has review them per the work plan.

#### **F. MANAGEMENT REPORT (Neil Cadman)**

- Spectrum was not able to provide a bid for this meeting, but it will be provided for the March meeting. Further, the quote usually last for 30 days.
- Cadman Group will investigate the outdoor furniture issue.

- Wash & All Valley are in communication. Removal date for Wash is pending and All Valley installation is pending.
- Provided a history of the artwork in the hallway belonging to the tenants and not Cadman Group. The art was removed when the interior of the facility was painted.
- He stated that a table or bookcase can be provided, but it will not be labeled for package delivery.

#### **G. BOARD MEMBER REPORT**

None.

**ADJOURNMENT:** 4:47 pm

**NEXT MEETING:** Wednesday, March 22, 2023



# PARK VISTA

## Financial Reporting Analysis

February 2023

**Gross Income:** \$73,617.12

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

**Gross Expenses:** \$54,402.04

*Expenses for the month were normal except for the following:*

- *Water bills of \$6,840.21 in February.*
- *Maintenance of \$14,769.59 comprised of normal maintenance plus boiler repair and appliance replacements.*

**Net Income:** \$18,960.71

**Total Account Balances:** \$1,737,535.73

*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 1/1/2023  
100% occupied on 1/31/2023**

**Move-outs: 0**

**Move-ins: 0**

**Notices to Vacate: 2**

**Budget Comparison Notes:**

**Operations: Operations for the month was a net \$14,135.39 over budget for February, and \$47,754.42 over budget YTD.**

**Income**

- **Income for the month of February \$7,650.45 over budget for February and \$13,227.32 over budget YTD.**

**Expenses:**

- **Overall \$1,429.24 under budget for February, and \$34,527.10 under budget YTD.**
- **Maintenance \$2,730.41 under budget for February, and \$18,633.82 under budget YTD.**
- **Electricity \$449.40 under budget for February, and \$3,281.57 under budget YTD.**
- **Gas \$2,127.26 over budget for February, and \$2,764.93 over budget YTD due to much higher gas bill rates that was not anticipated, but should corrected itself.**
- **Cable Television under budget.**
- **Water \$6,909.81 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: Feb 2023

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
<b>Operating Income &amp; Expense</b>				
<b>Income</b>				
<b>RENT</b>				
Rent Income	70,599.00	96.23	142,388.00	97.29
Parking Income	1,526.00	2.08	3,098.00	2.12
<b>Total RENT</b>	<b>72,125.00</b>	<b>98.31</b>	<b>145,486.00</b>	<b>99.41</b>
Prepayment	813.50	1.11	112.00	0.08
NSF Bank Fees Collected	0.00	0.00	25.00	0.02
Application Fee Income	-40.00	-0.05	-40.00	-0.03
Laundry Income	464.25	0.63	770.13	0.53
<b>Total Operating Income</b>	<b>73,362.75</b>	<b>100.00</b>	<b>146,353.13</b>	<b>100.00</b>
<b>Expense</b>				
Fire Service	0.00	0.00	255.00	0.17
Maintenance	14,769.59	20.13	25,649.22	17.53
Gardening	1,236.59	1.69	2,421.18	1.65
Management Fees	16,000.00	21.81	32,000.00	21.86
Pest Control	452.80	0.62	697.80	0.48
Electricity	1,800.60	2.45	3,468.43	2.37
Gas	4,377.26	5.97	6,997.18	4.78
Water	6,840.21	9.32	6,840.21	4.67
Telephone/Internet	2,943.69	4.01	5,649.45	3.86
Cable/Television	5,836.82	7.96	11,673.27	7.98
Office Supplies	144.48	0.20	374.52	0.26
Bank Service Fees	0.00	0.00	0.00	0.00
<b>Total Operating Expense</b>	<b>54,402.04</b>	<b>74.15</b>	<b>96,026.26</b>	<b>65.61</b>
<b>NOI - Net Operating Income</b>	<b>18,960.71</b>	<b>25.85</b>	<b>50,326.87</b>	<b>34.39</b>
<b>Other Income &amp; Expense</b>				
<b>Other Income</b>				
Interest on Bank Accounts	4,254.37	5.80	8,765.40	5.99
<b>Total Other Income</b>	<b>4,254.37</b>	<b>5.80</b>	<b>8,765.40</b>	<b>5.99</b>
<b>Net Other Income</b>	<b>4,254.37</b>	<b>5.80</b>	<b>8,765.40</b>	<b>5.99</b>
Total Income	77,617.12	105.80	155,118.53	105.99
Total Expense	54,402.04	74.15	96,026.26	65.61

# Income Statement

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Net Income	<u>23,215.08</u>	<u>31.64</u>	<u>59,092.27</u>	<u>40.38</u>

## Balance Sheet

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

As of: 02/28/2023

Accounting Basis: Cash

Include Zero Balance GL Accounts: No

Account Name	Balance
<b>ASSETS</b>	
<b>Cash</b>	
Cash in Bank	556,280.64
Park Vista Reserve Account - LAIF	1,181,255.09
<b>Total Cash</b>	<b>1,737,535.73</b>
Tenant Account Receivable	100.00
Building Improvements	1,031,873.00
Equipment	149,355.00
Furnishings	153,863.00
Personal Property	-0.05
Accumulated Depreciation	-850,766.00
<b>TOTAL ASSETS</b>	<b>2,221,960.68</b>
<b>LIABILITIES &amp; CAPITAL</b>	
<b>Liabilities</b>	
Security Deposit Interest	-530.00
Pet Deposit	3,925.00
Key Deposit	1,660.00
Security Deposit	62,277.00
Passthrough Cash Account	-1,016.00
Accounts Payable	30,698.00
<b>Total Liabilities</b>	<b>97,014.00</b>
<b>Capital</b>	
Owner Contribution	35,996.00
Owner Distribution	-35,996.00
Retained Earnings	118,794.95
Prior Years Retained Earnings	12,696.00
Calculated Retained Earnings	59,092.27
Calculated Prior Years Retained Earnings	1,934,363.46
<b>Total Capital</b>	<b>2,124,946.68</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>2,221,960.68</b>

**Bill Detail****Properties:** Park Vista - 615 E. Holly Avenue El Segundo, CA 90245**Payees:** All**Payment Type:** All**Created By:** All**GL Accounts:** All**Bill Status:** All**Date Type:** Bill Date**Date Range:** 02/01/2023 to 02/28/2023**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
<b>2120 - Passthrough Cash Account</b>											
	02/15/2023	02/15/2023	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	319	Caldwell, Nancy	478.00	0.00	6575	02/15/2023	Nancy Caldwell, Park Vista - 319: Move Out Refund
	02/15/2023	02/15/2023	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	413	Robichaux, Betty R.	655.00	0.00	34F8-DC88	02/15/2023	Betty R. Robichaux, Park Vista - 413: Move Out Refund
							<b>1,133.00</b>	<b>0.00</b>			
<b>6210 - Maintenance</b>											
INV-0073	02/01/2023	02/01/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	202	Golden Plus Cleaning Services	230.00	0.00	D0F8-4D2C	02/14/2023	Vacancy prep #202; deep cleaning after tenant vacated 1b/1b.
230472	02/02/2023	02/02/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		The Stanley Louis Company	1,824.00	0.00	A112-6260	02/22/2023	Roof boiler repairs need to stop leak and get hot water back to half of building; install proper service isolation valves to boiler with alterations. New parts + labor.
9210679268	02/03/2023	02/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly		HD Supply	89.63	0.00	6568	02/03/2023	Maintenance supplies

**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9210679267	02/03/2023	02/03/2023	6210 - Maintenance	Avenue El Segundo, CA 90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	99.27	0.00	6568	02/03/2023	Maintenance supplies #208
9210657798	02/03/2023	02/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	29.32	0.00	6568	02/03/2023	Maintenance supplies #305
9210603928	02/03/2023	02/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	56.99	0.00	6568	02/03/2023	Maintenance supplies #305
35148	02/08/2023	02/08/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	62.40	0.00	ACH	02/08/2023	Quill INV 29634972- cleaning supplies
35148	02/08/2023	02/08/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	119.97	0.00	ACH	02/08/2023	Quill INV 29635056 - Cleaning supplies
35148	02/08/2023	02/08/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	168.86	0.00	ACH	02/08/2023	Quill INV 30038881 - cleaning supplies and kitchen supplies
541271	02/09/2023	02/09/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	418	Montalvo, Uriel	285.00	0.00	A114-BB32	02/22/2023	Replace bathroom sink angle stop valves (hot and cold), repalce faucet and install new water supply lines after leak caused from old parts.
541273	02/09/2023	02/09/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El	214	Montalvo, Uriel	95.00	0.00	A114-BB32	02/22/2023	Check and replace gas hose for

**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							cooking range.
541274	02/09/2023	02/09/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	214	Montalvo, Uriel	290.00	0.00	A114-BB32	02/22/2023	Replace old wall heater fittings and thermostat not working properly per gas company tech.
541275	02/09/2023	02/09/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	401	Montalvo, Uriel	95.00	0.00	A114-BB32	02/22/2023	Troubleshoot and repair exterior patio lamp fixture.
541276	02/09/2023	02/09/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	214	Montalvo, Uriel	95.00	0.00	A114-BB32	02/22/2023	Weekend emergency call; replace toilet fill valve to repair toilet.
541297	02/09/2023	02/09/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	512	Montalvo, Uriel	150.00	0.00	A114-BB32	02/22/2023	Urgent call to repair leaking bathroom sink into cabinet area afterhours.
541298	02/09/2023	02/09/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	305	Montalvo, Uriel	75.00	0.00	A114-BB32	02/22/2023	Repair bathroom light issue, new bulbs didn't fix problem, needed repairs, left working properly.
541300	02/09/2023	02/09/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	406	Montalvo, Uriel	180.00	0.00	A114-BB32	02/22/2023	Urgent after- hours call for kitchen sink clog, snaked sink drain to main line to clear, left working properly again.
9210716185	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	22.16	0.00	6573	02/14/2023	Maintenance supplies for Unit #318

**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9210716184	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	22.35	0.00	6573	02/14/2023	Maintenance supplies for Unit #305
9210716186	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	17.85	0.00	6573	02/14/2023	Maintenance supplies
9210829324	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	162.28	0.00	6573	02/14/2023	Janitorial Supplies
9210908033	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	872.72	0.00	6573	02/14/2023	New refrigerator for Unit #311
9210908034	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	110.60	0.00	6573	02/14/2023	New non vented range hood for Unit #401
3742	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	407	OC-LA Appliance Solutions	265.00	0.00	A119-AC8C	02/22/2023	Service call to address loud running fridge noises, checked for leaks, left in good working order.
3782	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	311	OC-LA Appliance Solutions	250.00	0.00	A119-AC8C	02/22/2023	Service call to repair leaking fridge and clean out motor in back affecting freezer.
3787	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	416	OC-LA Appliance Solutions	220.00	0.00	A119-AC8C	02/22/2023	Service call for reported gas leak on stove, ignitor replaced, no leaks detected and left working properly.

**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
45438	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	5.46	0.00	3000000326	02/13/2023	Maintenance supplies
45437	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	106.94	0.00	3000000326	02/13/2023	Maintenance supplies
45443	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	180.55	0.00	3000000326	02/13/2023	Maintenance supplies
45460	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	221.61	0.00	3000000326	02/13/2023	Maintenance supplies
45473	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	159.05	0.00	3000000326	02/13/2023	Maintenance supplies
45474	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	51.44	0.00	3000000326	02/13/2023	Maintenance supplies
45486	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	42.66	0.00	3000000326	02/13/2023	Maintenance supplies
45499	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	290.67	0.00	3000000326	02/13/2023	Maintenance supplies
45513	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	169.58	0.00	3000000326	02/13/2023	Maintenance supplies
45514	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	96.31	0.00	3000000326	02/13/2023	Maintenance supplies



**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
45525	02/13/2023	02/13/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	157.90	0.00	3000000326	02/13/2023	Maintenance supplies
230411	02/14/2023	02/14/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		The Stanley Louis Company	325.00	0.00	A112-6260	02/22/2023	Replaced leaking pipe/hose bib on rear roof boiler.
9211073098	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	71.76	0.00	6581	02/17/2023	Maintenance supplies
9211023047	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	134.79	0.00	6581	02/17/2023	Maintenance supplies
9211023046	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	17.50	0.00	6581	02/17/2023	Maintenance supplies
9211090235	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	159.41	0.00	6581	02/17/2023	Vacancy Prep supplies for Unit #319 and #413
9211090238	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	872.72	0.00	6581	02/17/2023	New refrigerator for Unit #318
9211090237	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	191.94	0.00	6581	02/17/2023	Vacancy prep supplies unit #319
9211161313	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	135.77	0.00	6581	02/17/2023	Vacancy prep supplies #413

**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9211161318	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	1,003.02	0.00	6581	02/17/2023	Vacancy prep; new dishwasher for Unit #319
9211161316	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	807.02	0.00	6581	02/17/2023	Vacancy prep; new refrigerator for Unit #413
9211259001	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	59.44	0.00	6581	02/17/2023	Maintenance supplies
9211161314	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	685.33	0.00	6581	02/17/2023	Vacancy prep; new gas range for Unit #413
9211161315	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	60.65	0.00	6581	02/17/2023	Maintenance supplies #319 and #413
9211161319	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	197.10	0.00	6581	02/17/2023	Maintenance supplies
9211161317	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	807.02	0.00	6581	02/17/2023	Vacancy prep; new refrigerator for Unit #319
9210963537	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	830.55	0.00	6581	02/17/2023	New gas range and supplies for Unit #401
541306	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	95.00	0.00	A114-BB32	02/22/2023	Repair leak under kitchen sink after hours.
541303	02/16/2023	02/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		Montalvo, Uriel	110.00	0.00	A114-BB32	02/22/2023	Service wall heater to work properly again.

**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
M15947	02/26/2023	02/26/2023	6210 - Maintenance	Segundo, CA 90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	413	CARPET DEPOT, INC.	2,100.00	0.00	730D-F64A	03/14/2023	Vacancy prep; ADA 1b/1b, new flooring throughout unit, #413.
M15948	02/26/2023	02/26/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	319	CARPET DEPOT, INC.	1,900.00	0.00	730D-F64A	03/14/2023	Vacancy prep; studio unit, new flooring throughout unit #319.
							<b>17,934.59</b>	<b>0.00</b>			
<b>6250 - Gardening</b>											
5697	02/03/2023	02/03/2023	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	1,184.59	0.00	CF74-63C6	02/03/2023	Monthly Service - January
5697	02/03/2023	02/03/2023	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	52.00	0.00	CF74-63C6	02/03/2023	Extra supplies and approved work for Jan 2023 - (1) 50lb f lawn fertilizer
							<b>1,236.59</b>	<b>0.00</b>			
<b>6270 - Management Fees</b>											
	02/06/2023	02/06/2023	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	16,000.00	0.00	ACH	02/06/2023	Management Fees for 02/2023
<b>6315 - Pest Control</b>											
151917	02/01/2023	02/01/2023	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AI & Sons Termite and Pest Control Inc.	175.00	0.00	3000000324	02/01/2023	Vermin Service 1/19/23
16846	02/01/2023	02/01/2023	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	106	Golden One Pest Control	200.00	0.00	A10F-0A16	02/22/2023	Treated unit for roaches.
438951	02/27/2023	02/27/2023	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El		Terminix	77.80	0.00	6585	02/27/2023	Monthly Service - February

**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245			452.80	0.00			
<b>6410 - Electricity</b>											
700394170456	02/16/2023	02/16/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	1,575.42	0.00	6578	02/17/2023	Service 1/11/ 23 - 2/9/23
700335296712	02/16/2023	02/16/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	413	Edison	8.93	0.00	6579	02/17/2023	Service 1/18/ 23 - 2/9/23
700335296712	02/16/2023	02/16/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	319	Edison	5.63	0.00	6579	02/17/2023	Service 1/18/ 23 - 2/9/23
700335296712	02/16/2023	02/16/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	18.17	0.00	6579	02/17/2023	Service 1/18/ 23 - 2/9/23
700335296712	02/16/2023	02/16/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	100.00	0.00	6579	02/17/2023	Previous Vacancy accounts
700587779325	02/16/2023	02/16/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	92.45	0.00	6580	02/17/2023	Service 1/18/ 23 - 2/9/23
							1,800.60	0.00			
<b>6420 - Gas</b>											
056 105 3200 3	02/13/2023	02/13/2023	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	4,372.70	0.00	6571	02/14/2023	Service 1/5/23 - 2/2/23

**Bill Detail**

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
075 005 3297 8	02/13/2023	02/13/2023	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Gas Company	4.56	0.00	6572	02/14/2023	Service 1/5/23 - 2/2/23
							4,377.26	0.00			
<b>6430 - Water</b>											
075-18481-000	02/10/2023	02/10/2023	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	625.39	0.00	ACH	02/10/2023	Service 11/14/ 22 - 1/12/23
075-18321-000	02/10/2023	02/10/2023	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	6,060.56	0.00	ACH	02/10/2023	Service 11/14/ 22 - 1/12/23
075-18531-000	02/10/2023	02/10/2023	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	77.13	0.00	ACH	02/10/2023	Service 11/14/ 22 - 1/12/23
075-18411-000	02/10/2023	02/10/2023	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	77.13	0.00	ACH	02/10/2023	Service 11/14/ 22 - 1/12/23
							6,840.21	0.00			
<b>6445 - Telephone/Internet</b>											
287272447593	02/03/2023	02/03/2023	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	6567	02/03/2023	Service 12/17/ 22 - 1/16/23
145150448	02/13/2023	02/13/2023	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	163.00	0.00	6570	02/14/2023	Service 1/27/ 23 - 2/26/23
310-640-7156	02/16/2023	02/16/2023	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	1,600.79	0.00	6576	02/17/2023	Service 2/5/23 - 3/24/23
310-322-5036	02/16/2023	02/16/2023	6445 - Telephone/	Park Vista - 615 E. Holly		AT&T	1,066.07	0.00	6577	02/17/2023	Service 2/4/23 - 3/3/23

**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							
337000205336	02/17/2023	02/17/2023	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	90.33	0.00	6584	02/17/2023	Service 2/9/23 - 3/8/23
							2,943.69	0.00			
<b>6455 - Cable/Television</b>											
8448 30 00 60255251	02/13/2023	02/13/2023	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	23.72	0.00	6574	02/14/2023	Service 1/30/ 23 - 2/28/23
8448 30 006 0017008	02/16/2023	02/16/2023	6455 - Cable/ Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	5,813.10	0.00	6583	02/17/2023	Service 2/4/23 - 3/3/23
							5,836.82	0.00			
<b>7420 - Office Supplies</b>											
35148	02/08/2023	02/08/2023	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	12.69	0.00	ACH	02/08/2023	Quill INV 29609033 - Kitchen Supplies
35148	02/08/2023	02/08/2023	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	107.05	0.00	ACH	02/08/2023	Quill INV 29684083 - Kitchen and cleaning supplies
35148	02/08/2023	02/08/2023	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	24.74	0.00	ACH	02/08/2023	Quill INV 29662826 - Kitchen supplies
							144.48	0.00			
<b>Total</b>							<b>58,700.04</b>	<b>0.00</b>			

## Budget - Comparative

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

Period Range: Feb 2023 to Feb 2023

Comparison Period Range: Feb 2022 to Feb 2022

Additional Account Types: Asset, Cash, Liability, Capital

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
<b>Income</b>								
<b>RENT</b>								
Rent Income	70,599.00	69,000.00	1,599.00	2.32%	68,745.50	68,000.00	745.50	1.10%
Parking Income	1,526.00	1,550.00	-24.00	-1.55%	1,600.50	1,550.00	50.50	3.26%
<b>Total RENT</b>	<b>72,125.00</b>	<b>70,550.00</b>	<b>1,575.00</b>	<b>2.23%</b>	<b>70,346.00</b>	<b>69,550.00</b>	<b>796.00</b>	<b>1.14%</b>
Vacancy	0.00	-2,916.67	2,916.67	100.00%	0.00	-2,250.00	2,250.00	100.00%
Prepayment	813.50	0.00	813.50	0.00%	370.00	0.00	370.00	0.00%
Application Fee Income	-40.00	0.00	-40.00	0.00%	0.00	0.00	0.00	0.00%
Laundry Income	464.25	458.34	5.91	1.29%	494.50	375.00	119.50	31.87%
<b>Total Budgeted Operating Income</b>	<b>73,362.75</b>	<b>68,091.67</b>	<b>5,271.08</b>	<b>7.74%</b>	<b>71,210.50</b>	<b>67,675.00</b>	<b>3,535.50</b>	<b>5.22%</b>
<b>Expense</b>								
Fire Service	0.00	833.34	833.34	100.00%	4,050.00	300.00	-3,750.00	-1,250.00%
Maintenance	14,769.59	17,500.00	2,730.41	15.60%	15,891.76	17,500.00	1,608.24	9.19%
Elevator service	0.00	1,000.00	1,000.00	100.00%	0.00	1,500.00	1,500.00	100.00%
Gardening	1,236.59	1,458.34	221.75	15.21%	1,122.90	1,250.00	127.10	10.17%
Management Fees	16,000.00	15,500.00	-500.00	-3.23%	15,500.00	15,500.00	0.00	0.00%
Pest Control	452.80	500.00	47.20	9.44%	395.00	400.00	5.00	1.25%
Licenses and Permits	0.00	54.17	54.17	100.00%	0.00	0.00	0.00	0.00%
Electricity	1,800.60	2,250.00	449.40	19.97%	1,378.83	1,700.00	321.17	18.89%
Gas	4,377.26	2,250.00	-2,127.26	-94.54%	1,746.87	1,500.00	-246.87	-16.46%
Water	6,840.21	4,583.34	-2,256.87	-49.24%	7,143.52	3,750.00	-3,393.52	-90.49%
Telephone/ Internet	2,943.69	2,500.00	-443.69	-17.75%	3,547.95	1,500.00	-2,047.95	-136.53%
Cable/Television	5,836.82	6,250.00	413.18	6.61%	5,180.90	5,000.00	-180.90	-3.62%
Office Supplies	144.48	250.00	105.52	42.21%	184.55	150.00	-34.55	-23.03%

## Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Uniforms	0.00	0.00	0.00	0.00%	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%
Bank Service Fees	0.00	6.25	6.25	100.00%	12.00	6.25	-5.75	-92.00%
Postage	0.00	20.84	20.84	100.00%	0.00	5.00	5.00	100.00%
Professional Fees	0.00	625.00	625.00	100.00%	0.00	1,500.00	1,500.00	100.00%
<b>Total Budgeted Operating Expense</b>	<b>54,402.04</b>	<b>55,831.28</b>	<b>1,429.24</b>	<b>2.56%</b>	<b>56,154.28</b>	<b>51,851.25</b>	<b>-4,303.03</b>	<b>-8.30%</b>
Total Budgeted Operating Income	73,362.75	68,091.67	5,271.08	7.74%	71,210.50	67,675.00	3,535.50	5.22%
Total Budgeted Operating Expense	54,402.04	55,831.28	1,429.24	2.56%	56,154.28	51,851.25	-4,303.03	-8.30%
<b>NOI - Net Operating Income</b>	<b>18,960.71</b>	<b>12,260.39</b>	<b>6,700.32</b>	<b>54.65%</b>	<b>15,056.22</b>	<b>15,823.75</b>	<b>-767.53</b>	<b>-4.85%</b>
<b>Other Income</b>								
Interest on Bank Accounts	4,254.37	1,875.00	2,379.37	126.90%	245.73	200.00	45.73	22.87%
<b>Total Budgeted Other Income</b>	<b>4,254.37</b>	<b>1,875.00</b>	<b>2,379.37</b>	<b>126.90%</b>	<b>245.73</b>	<b>200.00</b>	<b>45.73</b>	<b>22.87%</b>
<b>Net Other Income</b>	<b>4,254.37</b>	<b>1,875.00</b>	<b>2,379.37</b>	<b>126.90%</b>	<b>245.73</b>	<b>200.00</b>	<b>45.73</b>	<b>22.87%</b>
Total Budgeted Income	77,617.12	69,966.67	7,650.45	10.93%	71,456.23	67,875.00	3,581.23	5.28%
Total Budgeted Expense	54,402.04	55,831.28	1,429.24	2.56%	56,154.28	51,851.25	-4,303.03	-8.30%
<b>Net Income</b>	<b>23,215.08</b>	<b>14,135.39</b>	<b>9,079.69</b>	<b>64.23%</b>	<b>15,301.95</b>	<b>16,023.75</b>	<b>-721.80</b>	<b>-4.50%</b>
<b>Cash</b>								
Cash in Bank	16,952.71	0.00	-16,952.71	0.00%	15,086.22	0.00	-15,086.22	0.00%
Park Vista Reserve Account - LAIF	4,254.37	0.00	-4,254.37	0.00%	245.73	0.00	-245.73	0.00%



**Budget - Comparative**

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
<b>Total Budgeted Cash</b>	<u>21,207.08</u>	<u>0.00</u>	<u>-21,207.08</u>	<u>0.00%</u>	<u>15,331.95</u>	<u>0.00</u>	<u>-15,331.95</u>	<u>0.00%</u>
<b>Liability</b>								
Key Deposit	-30.00	0.00	-30.00	0.00%	30.00	0.00	30.00	0.00%
Security Deposit	-1,103.00	0.00	-1,103.00	0.00%	0.00	0.00	0.00	0.00%
Passthrough Cash Account	-875.00	0.00	-875.00	0.00%	0.00	0.00	0.00	0.00%
<b>Total Budgeted Liability</b>	<u>-2,008.00</u>	<u>0.00</u>	<u>-2,008.00</u>	<u>0.00%</u>	<u>30.00</u>	<u>0.00</u>	<u>30.00</u>	<u>0.00%</u>

**EL SEGUNDO SENIOR CITIZENS HOUSING  
DEVELOPMENT CORPORATION**

350 MAIN STREET, EL SEGUNDO, CA 90245

March 10, 2023

RE: Interest Income from Deposit with the City, per Agreement for Investment of Funds

Dear President:

The deposit and interest for the quarter/month ending is as follows:	Q1-2023	<b>February-23</b>
		<b><u>Original</u></b>
Beginning balance at December 31, 2022		\$ 1,172,489.69
Accrued: Interest (Posted quarterly)		8,765.40
Add: Deposits		
Less: Withdrawals		
		<hr/>
<b>TOTAL IN LAIF/CAMP - G/L# 504-101-0000-0004:</b>	<b><u>As of</u></b> <b>2/28/2023</b>	<b>\$ 1,181,255.09</b>

Accrued Interest (posted quarterly by the 15th day following quarter):						
Interest Earned	January	@	4.530%	Actual	<b>CAMP</b> for <b>31</b> days	4,511.03
Interest Earned	February	@	4.730%	Actual	<b>CAMP</b> for <b>28</b> days	4,254.37
Interest Earned	March	@		Actual	<b>CAMP</b> for <b>31</b> days	-
<b>Accrued Interest</b>	<b>quarter to date</b>					<b>8,765.40</b>

Interest earned is based on the interest earnings rate the City of El Segundo received from the California Asset Management Program and the number of days the funds were held by the City during the given period. Per the understanding reached at the September 1997 meeting of the Board of Directors, interest will be credited to the account and compounded on a quarterly basis. Interest shown for each month is for your information only.

If you have any questions, please do not hesitate to give me a call.

Sincerely,  
*Dino R. Marsocci*

Dino R. Marsocci  
Deputy Treasurer II

Cc: Joseph Lillio, Chief Financial Officer  
Eva Gettler, Accounting Supervisor  
Michael Allen, Community Development Director  
Neil Cadman, Facility Management for Park Vista  
Eduardo Schonborn, Planning Manager  
Venus Wesson, Sr. Admin Specialist



615 E Holly Ave  
El Segundo, CA 90245  
(97 Units)

As part of America's fastest growing TV, Internet and Voice Company, Charter Communications - Spectrum Community Solutions provides innovative service solutions for the Multi-Dwelling property owners. Our goal is to provide entertainment solutions that enhance a property's amenities to attract and retain residents. We are committed to providing the highest quality of service through the integration of technology, superior entertainment and premium communications products.

- TV & Internet Included For All Common Areas At No Cost

**We are pleased to present our wholesale service proposal: Internet and Digital TV Services**

- **Spectrum Internet Ultra**

- **500/20 Mbps**

- Modem & Router Included
- Unlimited bandwidth with no data caps, speed throttling or extra fees
- 24/7 Dedicated Customer Care Hotline (Resident & Owner Support Teams)

- **Spectrum TV Essentials Included**

- Free HD service
- Instant access to thousands of movies and shows On Demand
- Access to the Spectrum App where you can watch your channels on mobile device
- 24/7 Dedicated Customer Care Hotline (Resident & Owner Support Teams)

- **Pricing - First Year Ramp Incentive** (billing not begin until first occupancy):

- Months 1-3, the Bulk Billing Fee = \$45.94 x 97 units
- Months 4-6, the Bulk Billing Fee = \$46.50 x 97 units
- Months 7-9, the Bulk Billing Fee = \$47.00 x 97 units
- Month 9-12 the Bulk Billing Fee = \$47.50 x 97 units
- Final Rate and for remainder of the Term (4 years), Bulk Billing Fee = \$50.00 x 97 units

- This wholesale services package offers huge savings off a standard retail residential rates.
- **Contract term is 60 months**
- **Spectrum to make one-time bonus payment to Owner for \$19,400.00 as additional incentive**
- Rate Increases capped at 5% per year – rate increase not to occur until 3 year of term and only if broadcast fees rise that year.
- **This proposed Wholesale rate is valid for 30 days.** Wholesale rate is for 100% of units connected to service and contingent upon construction costs being secured through Agreement.
- Residents have the option of signing up for additional equipment and services provided by Spectrum on an individual Basis
- **Retail Rates vs. Bulk Rate -see next page**

## Services

Spectrum TV Essentials Stream Lineup  
Spectrum Internet 200/10mbps  
Upgrade to Ultra Speed 500/20mbps  
Modem & Router

Access to Free On Demand

Spectrum TV App Access

Access to PPV movies or Events

Music Choice

Free HD Channels

**TOTAL**

## Regular Retail Rate

\$34.99

\$74.99

\$19.99

\$9.99

Included

Included

Included

Included

Included

**\$139.96**

## Wholesale Bulk Rate

Included

Included

Included

Included

Included

Included

Included

Included

Included

Included

Included

**\$50.00**





DATE: May 24, 2011

TO: El Segundo Senior Citizen Housing Corporation  
c/o Cadman Group  
214 Main Street, #361  
El Segundo, CA 90245

FROM: Amtech Elevator Services  
9808 Firestone Blvd  
Downey, CA 90241

EQUIPMENT LOCATION:  
Park Vista Apartments  
615 East Holly Ave.  
El Segundo, CA 90245

ATTENTION:  
Mr. Neil Cadman  
Phone: (310) 606-5894  
E-mail: ncadman@cadmangroup.net

PROPOSAL NUMBER: XZB033226

EQUIPMENT DESCRIPTION:

Number of Units	Manufacturer	Type of Units	Machine Numbers
2	Dover	Hydraulic	86616, 86694

Amtech SERVICE

We propose to furnish Amtech Service on the equipment ("Units") described above. All work will be performed during our regular working hours of our regular working days, unless otherwise specified in this Agreement.

*Under this Contract, we will service the Units on the following terms and conditions:*

**MAINTENANCE INCLUDES:**

We will use reasonable care to maintain your equipment using trained personnel. We will regularly and systematically examine, clean, lubricate, adjust and if in our opinion conditions warrant, unless specifically excluded under the proration provision, repair or replace the following:

**Machine:** Worm, gear, thrust bearings, drive sheave, sheave shaft bearings, brake coil, brake linings and components.

**Motor:** Windings, bearings, rotating element, commutators, brushes and brush holders.

**Motor Generator:** Windings, bearings, rotating element, commutators, brushes and brush holders.

**Hydraulic:** Pump Unit, valves and motors, jack unit except underground cylinders and piping.

**Controller:** Dispatching and power equipment, selectors, all relays, solid state components, computer components, transformers, chokes and filters.

**Dispatching Equipment:** All relays, resistors, contacts, coils, leads, fuses, transformer, timing devices and solid-state components.

**Selector:** All electrical or mechanical drive components, cams, contacts, relays, resistors, leads, transformers and solid state components.

**Governor:** Sheave, bearings, shafts, contacts and governor jaws.

**Hoistway Equipment:** Buffers, compensating sheave assemblies, compensating cable or chains, guide rails, counterweight safeties and guide shoes, load weighing equipment and seismic devices.

**Structural Car Frame:** Safeties, guide shoes.

**Power Door Operator:** Car and hoistway door hanger tracks and rollers, car opening protective devices, door auxiliary closer, door gibs and door interlocks.

**Elevator Control Wiring:** Located in the machine room, hoistway, car including the traveling cables.

**Fixtures:** Call and hall operating buttons, contacts and signal bulbs. Replacement of signal fixture bulbs is to be performed during regular examinations or otherwise be billed separately at Amtech's standard billing rates.

**Furnish Lubricants and Hydraulic Fluid.**

**Safety Devices:** will be periodically examined.

**Wire Rope Cables:** will be renewed as often as necessary to maintain an adequate factor of safety. We will equalize the tension on all hoist cables.

### **SERVICE PROVIDED**

We will examine, adjust, clean and lubricate the equipment as set forth above.

Prompt response to all emergency callbacks during regular working hours, Monday through Friday, except holidays, recognized now and hereafter by the local elevator union.

Covered repairs will be performed only during regular working hours.

We will maintain for each unit a record of all examinations, callbacks and repairs.

### **OVERTIME CALLBACK SERVICE**

On Callbacks outside of regular working hours, Amtech Elevator Services will absorb the worked hours at straight time rates and you will be charged for the overtime premium portion only, including for travel time and expenses.

### **MONTHLY FIRE RECALL TESTING**

For all elevators equipped with Fire Recall features, Amtech will conduct monthly fire recall testing and maintain a log of the test results, as required by the State of California elevator code.



**MAINTENANCE DOES NOT INCLUDE:**

Refinishing, repairs to, or replacement of elevator car enclosures (including removable panels), car gates, plenum chambers, hung ceiling, handrails, mirrors, light diffusers, fixtures and bulbs, emergency lighting including battery, car sill(s), car flooring and platform.

Hoistway enclosure, including hoistway door panels, frames, sills, fascia, hoistway gates, and hoistway cleaning.

Signal fixture and operating station cover plates or plastic inserts. Braille and tactile plates. Telephones or communication systems, Key mortise cylinders, instruction or warning signs in connection with the use of the equipment by passengers.

Electric power supplies for equipment operation including signals and lighting; power switches, circuit breakers, or fuses and feeders to the controllers. Emergency power systems, mainline shunt trips and emergency power transfer switches.

Telephones installed by others, smoke and heat detectors with related wiring and annunciation panels, air conditioners or cooling systems, heating systems, cad key or touch pads, intercom, music or security systems, computer devices, keyboards, or display units.

Failure of hydraulic jack unit, buried or unexposed pipe or conduit from any cause including, but not limited to, corrosion or electrolysis.

It is mutually agreed that all repairs and replacements covered by this Agreement are limited to those necessitated by normal wear and tear, and that we shall not be required to replace or repair equipment by reasons of negligence or misuse by others or for any cause beyond our control; including but not limited to incorrect use of key switches, damages to the equipment by acts of God, forces or elements or changes in the normal environment and/or operating conditions. We shall not be required to alter existing equipment, or make replacements of obsolete or discontinued parts or parts of changed design whether recommended by you or directed by insurance companies, consultants, third party audits or any governmental authority.

Unless provided elsewhere in this Agreement, any step/skirt performance index test or modifications, replacements or repair necessary to meet the performance index on your escalators that are required by applicable laws are not included in this Agreement.

Unless provided for elsewhere in this Agreement, any periodic safety tests required by applicable laws or codes are not included under this Agreement, but will be performed by us upon request from you and will be billed at our regular billing rates. We shall not be responsible for any inspection fees, license fees, certificate fees or witness fees for any testing of equipment which may be required by governmental or other authorities.

You assume responsibility for the cost of correcting all Elevator Code violations existing on the date we enter into this Contract. If such Code violations or other outstanding safety violations are not corrected in accordance with this Contract, Amtech Elevator Services may cancel this Contract by providing thirty (30) days written notice.

If the equipment has firefighter's service, you assume responsibility for performing and keeping a record of any Code required tests and for the maintenance and functioning of the smoke and/or heat detectors. If during the initial firefighter's service test any elevator firefighter's service is found to be inoperable, the building is responsible for all of the cost associated with the repairs necessary to bring the unit in compliance with the applicable Codes.

Cleaning, adjustments, parts and repairs, which are not specifically included herein, are excluded. Such additional work, when necessary, and authorized by you, shall be performed at our regular billing rates for material and labor including travel time and expenses.

**PARTS INVENTORY AND LUBRICANTS**

We will maintain a supply of frequently used replacement parts and lubricants required for routine maintenance. Replacement parts furnished under this Agreement will be original equipment manufactured or parts specifically selected by us for use on this equipment. All replacement parts will be new or refurbished to our standards. In the event the Agreement is terminated for any reason whatsoever, you agree to provide us access to the premises where the equipment is located to allow us to remove any spare parts or tools stored there by us.

## **OPERATIONAL CHARACTERISTICS**

We will maintain optimal operational characteristics of your equipment including, door operation, car speed floor leveling, and ride quality as determined by the original equipment design, age of equipment and building use type.

## **PRORATIONS, EXCLUSIONS**

If a Prorations/Exclusions Addendum is attached, the items listed on that Addendum show considerable wear and will have to be replaced or repaired in the near future. These items are subject to limited or no coverage as provided for in the Addendum.

## **YOUR OBLIGATIONS**

It is agreed that we do not assume possession or control of any part of the units, that such remains yours solely as owner, operator, lessee or agent of the owner or lessee, and that you are solely responsible for all requirements imposed by any federal, state or local law, ordinance or regulation. This responsibility includes, but is not limited to; advising, warning and/or instructing passengers in the proper use of the equipment.

Escalator Units are designed only for transporting passengers. For escalator Units, you agree to take all necessary measures to prevent other items from being conveyed, so that features designed to protect passengers and prevent property damage are not damaged. When stationary, escalators are to be properly barricaded and not to be used as steps.

You will insure that the machine rooms are properly ventilated with temperature controlled in the 50 degree F to 90 degree F range or otherwise as required by governmental authority.

You agree to provide us unrestricted, ready and safe access, including off-hours emergency callbacks, to all areas of the building in which any part of the units are located and to keep all machine rooms and pit areas free from water, stored material and excessive debris. You agree to provide a safe work place for our personnel and to remove any hazardous materials in accordance with applicable laws and regulations. You agree to restrict access to the equipment to only our authorized personnel. During the term of this Agreement, you agree not to permit others to make alterations, additions, adjustments, repairs, or replacements to the equipment.

You agree to provide us with current wiring diagrams reflecting all previously made changes for Units covered by this Contract to facilitate proper maintenance of the equipment.

You are responsible to secure our right to use any special service tools, manuals and technical support required to maintain your equipment. These tools must be provided prior to us beginning maintenance on such equipment.

If any of the following conditions occur: an operational problem, an equipment malfunction, a dangerous condition, or there has been an accident, you, shall immediately notify us. In the event of an accident, we shall be notified in writing within 24 hours of the incident. Until the problem is corrected, you agree to remove the Unit from service and take all necessary precautions to prevent access or use of the Unit. This notice requirement is to be strictly construed and any failure to comply with the requirements will serve to hold you liable for any damages or injuries resulting therefrom.

The ASME A17.3-2002 Safety Code for Existing Elevators limits the space between the hoistway door and elevator gate to 4 inches (or 5 1/2 inches if there is a hoistway door and elevator door and 5 inches for Private Residence Elevators). The purpose of this provision of the Code is to prevent a child or small adult from becoming entrapped in this space and then being killed or seriously injured if the elevator moves. There have been multiple deaths and severe injuries to children who became entrapped in the excessive space, such as exists on your elevator. We recommend that until the elevator has been modified to eliminate the excessive space, it should be turned off.

## **TERMS AND CONDITIONS**

You will indemnify and hold us harmless for losses due to personal injury or property damage to the extent caused by your negligent acts or omissions.

We shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, labor disputes, fire, explosion, theft, floods, water, weather,

earthquakes, riot, civil commotion, war, repairs by others, exposure to excessive heat, vandalism, misuse malicious mischief or acts of God. Notwithstanding any other agreement or provision to the contrary, under no circumstances will either party be liable for any indirect, special or consequential damages of any kind. We shall not be liable for removal or disposal of hazardous and waste fluid or materials or for any environmental/ecological reporting, testing, cleaning or rehabilitation dictated by any agency or party for any reason. If such action is required from us by a third party they shall be paid for by you.

While this Agreement is designed to reduce wear and prolong the useful life of such equipment, we make no representation that such equipment will not breakdown or malfunction, and you agree to hold us harmless from any such event or action arising therefrom.

Any purchase order issued by you in connection with this Agreement are deemed to be issued for your administrative or billing identification purposes only. The terms and conditions contained herein shall exclusively govern the services to be provided hereunder, and this Agreement may not be changed, modified, revised or amended unless in writing and signed by you and our authorized representative.

In the event of sale, lease or other transfer of the equipment, or the premises in which they are located, or a change in the paying party, you agree to see that such transferee or alternate paying party is made aware of this Agreement and assumes and agrees to be bound by the terms hereof for the balance of the Agreement term. Should you fail to do this, you will be liable for the full unpaid balance due for the unexpired term of the Agreement. We may at our sole discretion, terminate this Agreement with any such successor at any time upon thirty (30) days written notice. The Agreement monthly price is a unit amount for the entire Agreement period subject to interest and escalation adjustments.

Your failure to pay any sum within sixty (60) days will be deemed a material breach. We may, at our option, declare all sums due or to become due for the unexpired term, immediately due and payable as liquidated damages, but not as a penalty, and until the same are paid, be discharged from further obligations under the Agreement.

It is expressly agreed that the payment of all sums due hereunder, is a condition precedent to the rendering of service. We reserve, at our option, the right to suspend or curtail service until all payments due are made.

This Agreement is based on conditions prevailing under current labor agreements. In the event future labor agreements or changes alter costs or restrict our ability to provide services hereunder, we shall notify you in writing and thereupon, offer modification to the Agreement to remedy the situation. In the event we cannot agree on a revised Agreement, either party shall have the right to terminate this Agreement upon expiration of ninety (90) days from the above notice.

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid or unreasonable by any competent court, the Agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

## CONTRACT PRICE AND TERM

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### CONTRACT PRICE

Our price to perform the services as outlined in this agreement is **Forty-two hundred and 00/100 Dollars (\$4,200.00) per year**, to be billed quarterly in advance at a rate of **One thousand, fifty and 00/100 Dollars (\$1,050.00) quarterly**.

### PRICE ADJUSTMENT

The Contract Price will be adjusted on the date of any labor rate adjustment under Amtech Elevator Services contract with the respective collective bargaining agreement to reflect increases or decreases in material and labor cost.

#### Material

**Twenty percent (20%)** of the original Contract Price will be increased or decreased by the percent increase or decrease shown by the index of "Producer Commodity Prices for Metals and Metal Products" published by the U. S. Department of Labor, Bureau of Statistics for the price adjustment month compared with the index on **12/1/2010** which was **\$215.20**.

#### Labor

**Eighty percent (80%)** of the original Contract Price will be increased or decreased by the percent increase or decrease in the straight time hourly labor cost under the collective bargaining agreement. The phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is to be maintained.

### TERM

The Commencement Date will be **October 1, 2011**. The Term of this Contract will be for three (3) years beginning on the Commencement Date. The Contract will automatically be renewed at each third anniversary for an additional three (3) year term unless terminated by either party by giving written notice to the other party at least ninety (90) days, but no more than 120 days prior to the end of the then current three (3) year term.

### PAYMENTS

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The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

You agree to pay a late charge from the date such sums become due of one and one-half percent (1.5%) per month, or the highest legally permitted rate, whichever is less, on any balance past due for more than thirty (30) days, together with all costs (including, but not limited to, attorneys' fees) incurred by us to collect overdue amounts.

Failure to pay any sum due by you within sixty (60) days will be a material breach. We may at our option declare all sums due or to become due for the unexpired term immediately due and payable as liquidated damages, and until the same are paid be discharged from further obligations under the contract.

If payments are not made in accordance with the terms of this contract, when due, we may elect to cancel this contract at will and shall not be liable for any acts or omissions following any such failure to make payment, whether election is made to cancel the contract or not. Upon receiving payment of arrears we may, at our option continue to render services hereunder, but such continuance shall not constitute a waiver of any of our rights because of such default. Invoices will be deemed acceptable unless we receive from the purchaser specific written objection within 10 days from the invoice date.

In addition to any other remedies we may have, in the event that THE PURCHASER cancels this contract prior to its expiration. THE PURCHASER shall pay as liquidated damages (NOT AS PENALTY) 33% of the monthly agreement price as adjusted per the adjustment clause herein at the time of the premature cancellation, for the number of months remaining between the cancellation date and the agreement termination date.

**ACCEPTANCE**

This proposal, when accepted by you below and approved by our authorized representative, will constitute the entire and exclusive contract between us for the services to be provided and your authorization to perform as outlined herein. All prior or contemporaneous oral or written representations or agreements not incorporated herein will be superseded. Any purchase order issued by you in connection with the services to be provided will be deemed to be issued for your administrative or billing identification purposes only, and the parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. We do not give up rights under any existing contract until this proposal is fully executed. This Contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Amtech. Further, any manual changes to this form will not be effective as to Amtech, unless initialed in the margin by an authorized representative of Amtech.

**THIS QUOTATION** is valid for ninety (90) days from the proposal date.

Submitted by: Judy Brown (562) 658-6000

Accepted in Duplicate

**CUSTOMER**

Approved by Authorized Representative

Date: 6/30/11

Signed: X [Signature]

Print Name: Neil R Cadman

Title: Agent

E-mail: ncadman@cadmangrp.net

Name of Company: Cadman Grp

**Amtech Elevator Services**

Approved by Authorized Representative

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: Tim Herter

Title: Branch Manager

Principal, Owner or Authorized Representative of Principal or Owner

Agent El Segundo Senior Citizens Ass'n Corp.  
(Name of Principal or Owner)

**ATTACHMENTS**

The Special Provision Attachments checked below are included and made part of this contract:

<input type="checkbox"/>	<b>Attachment "A"</b>	Prorations / Exclusions Addendum	<input type="checkbox"/>	<b>Attachment "F"</b>	Miscellaneous Provisions
<input type="checkbox"/>	<b>Attachment "B"</b>	Governmental Required Safety Inspections Addendum	<input type="checkbox"/>	<b>Attachment "G"</b>	Hydraulic Cylinder Warning
<input type="checkbox"/>	<b>Attachment "C"</b>	Pre-Maintenance Repairs Addendum	<input type="checkbox"/>	<b>Attachment "H"</b>	Fire Test Option
<input type="checkbox"/>	<b>Attachment "D"</b>	Advance Payment Option	<input type="checkbox"/>	<b>Attachment "I"</b>	Notice to Cure
<input type="checkbox"/>	<b>Attachment "E"</b>	Extended Term Option			

**F.A.S.T. FIRE PRO.**  
25108 Marguerite Pkwy., # 318  
Mission Viejo, CA. 92691  
CSFM A-0321 OCHD LIC. 1357 LAFD R-4044  
(714) 364-3074

TO: Mrs. Dannemiller, Resident Manager  
PARK VISTA APARTMENTS  
615 E. Holly Ave.  
El Segundo, CA 90245

September 01, 1994

**CONTRACT**

**F.A.S.T. FIRE PRO.**, hereinafter known as the "**Company**", proposes to perform the California Administrative Code Title 19 Quarterly Fire Sprinkler & Semi-Annual Standpipe Maintenance Inspections at the job site known as: **PARK VISTA APARTMENTS, 615 E. Holly Ave., El Segundo, CA 90245.**

These inspections will include two automatic fire sprinkler systems, one combined standpipe, the associated flow and tamper supervisory alarm components, and seven wet standpipes. Maintenance Inspections are to be provided by **F.A.S.T. FIRE PRO.** as per the requirements of the California State Fire Marshal's Office, and in accordance with Health and Safety Code 13195.

**Insurance companies generally accept said reports as per annual ISO rate scheduling survey requirements.**

This proposal is made to **Mrs. Dannemiller**, Resident Manager for **PARK VISTA APARTMENTS**, hereinafter known respectively as the "**Agent**" and "**Client**". The quarterly charge for these C.A.C. Title 19 Maintenance Inspections with associated alarm device testing is **\$270.00**. Terms are NET 30 from the day of inspection. Written reports documenting said inspections will be supplied by Company each quarter. Proof of Insurance Certificates will be provided for Client.

Because part of the scope of this inspection is to attempt to locate and identify any system components that may fail to perform properly, the Client agrees herein to exempt and indemnify the Company and its associates from, any and all liability or claims for damages caused by EXISTING inherent faulty design or installations, material flaws, or by any functional or structural weakness that may possibly be exposed as a result of, or incidental to the process of completing the specific requirements of this agreement. Company shall not be held responsible for failure or inadequacy of any fire protection equipment, structural elements, or roof drains. Standpipe outlet hose valves may be exercised and flushed.

The Company agrees to maintain their current liability insurance coverage in the amount of \$1,000,000.00, and to exercise all REASONABLE care and caution while inspecting on the Client's property. Company will perform the "spot checks" of sprinkler heads, piping, and fittings in commons areas, and Client's staff will be responsible for the visual inspections of the sprinkler heads in tenant's rooms and any secured areas due to obvious conflict and constraints concerning free access. Company will look at any problem Client's staff discovers and submits for Company's review.

If this proposal is accepted, a signed and dated original hard copy MUST be returned promptly to the Company within 30 days. This instrument can only be amended by the complete writing of a new agreement.

The Company is in no way obligated to make any proposal for providing defect or deficiencies corrections, and the Client is in no way obligated to accept any such proposals. This proposal in no way implies any form of warranty, or guarantee to the owners or tenants, as the Company is not an insurance underwriter, nor is it a "Service Agreement".

The Company's hourly rates for "trouble call-ins", and repairs are currently calculated at \$75.00 for the first technician, and \$25.00 per hour for each additional technician required, with a 2 hour minimum. After hours, weekends, and holidays are generally double time rates, unless such work is being scheduled at the Company's convenience.

This contract shall have a term of duration for a period of one year, (four quarters), unless either party notifies the other, in writing, at least 30 days prior to the start of the next quarter. Both parties agree that this contract will be automatically renewed on its anniversary, unless either party delivers to the other, a written notice of termination, at least 30 days prior to said anniversary date. Quarterly and Semi-Annual maintenance inspections to commence Sept. 1994.

The Agent's authorization signature below certifies said individual's validity as a bona fide legal representative of the Client, and constitutes legal acceptance of the above Company's contractual offer & terms.

CLIENT/AGENT AUTHORIZATION: ADannemiller . Date: 9-13-94



# QUOTE

**Quote Number: 131556**  
**Quote Date: 6/17/2022 8:45:22 AM**

**Bill To: Customer ID 229787**  
 Teresa Estrada  
 Park Vista c/o Cadman Group  
 615 E. Holly St  
 El Segundo, CA 90245  
 United States  
 310-779-1026  
 parkvista@cadmangroup.net.tmp

**Ship To:**  
 GRACE SALGADO  
 PARK VISTA  
 615 E. Holly St.  
 EL SEGUNDO, CA 90245  
 United States  
 310-606-5894 x144

Service Center: Covina, CA, 91724, approx 45 miles.

<b>Customer Level:</b>	Patient	<b>Payment Method:</b>	REQUESTQUOTE
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2 Chute(s), 2 Trash Room(s)  
 Trash (chute) - 5 floor(s), 4 intake door(s), collection room Chute 1, no compactor  
 Trash (chute) - 5 floor(s), 4 intake door(s), collection room Chute 2, no compactor  
 Chute 1 (collection room) - no drain, no water, no power  
 Chute 2 (collection room) - no drain, no water, no power

SKU	Description	QTY	List Price	Extended
700976	<b>Chute Cleaning Service</b> Installation not available, furnish only.  3 time(s) per year for 1 year(s) 3 trips @ \$698.00 per trip - Billed per trip	1	\$0.00	\$2,094.00
700987	<b>Add Collection Room Cleaning Service</b> Installation not available, furnish only.  3 time(s) per year for 1 year(s) 3 trips @ \$180.00 per trip - Billed per trip	1	\$0.00	\$540.00

<b>Order Notes:</b>	<b>Subtotal:</b>	\$2,634.00
	<b>Shipping &amp; Packaging:</b>	\$0.00
	<b>Tax:</b>	\$0.00
	<b>Total:</b>	\$2,634.00

By accepting this you agree to our [Terms of Sale](#).  
 Access your account via [chutedr.com](http://chutedr.com).  
 Returns are processed through our [Customer Service](#) page.  
 Will Call Orders will be contacted when ready for pickup.  
 Alternatively, provide your own shipping account info.

The Chute Doctor [5500 Bolsa Ave, Suite 200, Huntington Beach, CA 92649](#) | [1-800-755-2488](tel:1-800-755-2488) | [sales@chutedr.com](mailto:sales@chutedr.com)  
 | [chutedr.com](http://chutedr.com)



# The Chute Doctor

A Division of Buchanan Company, Inc.

5500 Bolsa Ave., Suite 200 | Huntington Beach, CA 92649 | (714) 622-6480 | License# 767939 CA

## TERMS & CONDITIONS OF SALE

PLEASE READ THIS AGREEMENT CAREFULLY. ANY DIFFERENT OR ADDITIONAL TERMS SET FORTH IN CUSTOMER'S PURCHASE ORDER OR SIMILAR COMMUNICATION ARE OBJECTED TO AND SHALL NOT BE BINDING ON THE COMPANY UNLESS A SEPARATE AGREEMENT HAS BEEN SIGNED BY AN AUTHORIZED OFFICER OF THE COMPANY. BY PLACING AN ORDER FOR PRODUCTS FROM THE COMPANY, OR BY ACCEPTING DELIVERY OF THE PRODUCTS DESCRIBED ON THE APPLICABLE PACKING SLIP, BILL OF LADING AND/OR INVOICE RECEIVED WITH THE PRODUCTS, YOU AGREE TO BE BOUND BY AND ACCEPT THESE TERMS AND CONDITIONS OF SALE.

Written proposals or quotes are firm for no more than 30 days, unless otherwise stated in writing. All material and labor is guaranteed to be free from defects in material or workmanship for a period of one (1) year from the date of installation. If at any time hazardous conditions or materials are discovered, all work will cease until the owner/general contractor has remedied such conditions. Buchanan Company, Inc. and its sub-contractors shall not be held responsible for any required repair, clean-up disposal, or isolation of hazardous materials or related conditions as may be required.

Prices are good for 30 days only, unless such time is extended in writing. The purchaser agrees to pay all invoices when due. Should Buchanan Company, in its sole discretion, have to resort to attorneys for collection, the customer agrees to pay for all court costs and attorney fees. 1½% per month service charge will be added to all accounts past due. All contracts are entered into in Huntington Beach, California. Proposal conditioned upon and subject to customer certifying that no asbestos, asbestos containing material, or other hazardous material is present in the building or structure to best of customers' knowledge.

**AVAILABILITY AND PRICING:** Product listings, specifications, availability, and pricing are subject to change without notice. Orders are not binding upon The Company until accepted by an authorized representative. Prices listed and charges discussed herein are in U.S. dollars. Some products may not be available for shipment outside the United States. The Company reserves the right to refuse service, terminate accounts or cancel orders in its sole discretion. The Company may also change or modify these Terms and Conditions of Sale from time to time without notice. Possession of any price list is not in itself an offer to sell. The Company reserves the right to choose our customers and to reject orders if deemed necessary.

**DESCRIPTIONS:** All specifications, drawings, illustrations, descriptions and particulars of weights, dimensions or capacity and other details including, without limitation, statements regarding compliance with legislation or regulation (together "Descriptions") wherever they appear (including, without limitation, in catalogs, on web sites, on dispatch notes, invoices or packaging) are intended to give a general idea of the products, but will not form part of this Agreement. If the Descriptions of any products differ from the manufacturers' description, the latter shall be deemed to be correct. The Company relies on such information, if any, as may have been provided to it by the manufacturers of the products and accepts no liability in contract or tort, or under statute, regulation or otherwise for any error in or omission from such Descriptions whether caused by The Company's negligence or otherwise. The Company may make changes to the products as part of a program of improvement or to comply with legislation.

**EXPORT CONTROLS:** Products purchased or received under these Terms and Conditions of Sale are subject to export control laws, restrictions, regulations and orders of the United States. Customer agrees to comply with all applicable export laws, restrictions and regulations of the United States or foreign agencies or authorities, and shall not export, or transfer for the purpose of re-export, any product to any prohibited or embargoed country or to any denied, blocked, or designated person or entity as mentioned in any such United States or foreign law or regulation. Customer represents and warrants that it is not on the Denied Persons, Specially Designated Nationals or Debarred Persons List and is not otherwise prohibited by law from purchasing the products or services hereunder. Customer shall be responsible to obtain any license to export, re-export or import as may be required. Products for export are available on an Ex-Works (EXW) basis only. Export documents and services are excluded.

**SALES TAX** is required for orders shipping to destinations within California and Arizona. Customers will be charged sales tax according to the appropriate tax rate.

**PAYMENT:** The Company provides several different terms of payment for our customers. All terms apply to business customers only. Make all checks payable to Buchanan Company, Inc.

**CREDIT CARDS:** We accept credit cards from American Express®, MasterCard®, VISA®, and Discover® as payment for all orders.

**PREPAY:** Some orders may require full payment in advance. Depending on the order these payments may be made by company check, cashier check, wire transfer or credit card. New customers are required to pay a minimum of 50% deposit and complete a credit application.

**ACCOUNTS:** To open an account fill out and return a Credit Application and Electronic Billing Consent Form to the Customer Service Department. Keep in mind this process will take 48 hours or more dependent upon reply times from creditors. Open accounts have terms of Net 30 days. The Company reserves the right in its absolute discretion to grant, refuse or discontinue any extensions of credit, or reduce or suspend any credit limit at any time. The Company also reserves the right to cancel any order, require payment in advance, or require the Customer to provide adequate assurance of performance, without any liability by The Company, in the event of the Customer's insolvency, filing





## The Chute Doctor

Keeping your chute healthy!

of a petition in bankruptcy, the appointment of a receiver or trustee for Customer, or the execution by Customer of an assignment for the benefit of creditors. Invoices not paid by the due date will be assessed a late payment charge at a rate of 1½% (18% annual) or the maximum allowed by law. All late charges must be paid to retain an open account. All open accounts with an invoice forty-five (45) days past due will automatically be placed on "Credit Hold" until the account is current and may risk losing the privilege of buying on account. Open accounts must continually be active to remain open. Accounts that become inactive over a period of time may be required to re-apply. Customer shall pay The Company all costs incurred by it in collecting any past due amount from Customer, including all court costs and attorney's fees, provided, however, if the foregoing charges exceed that rate which may be lawfully charged under applicable law, then such charges shall be calculated so as not to exceed the lawful rate.

**RETURNED CHECKS:** Any check issued to The Company and returned from the bank for any reason will have an additional charge of \$35.00 invoiced to the customer and must be paid prior to subsequent shipments.

**LIABILITY:** THE COMPANY'S LIABILITY ON ANY CLAIM FOR LOSS OR DAMAGE ARISING OUT OF THIS AGREEMENT OR FROM THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR CONNECTED IN ANY MANNER WITH THE SUPPLYING OF ANY PRODUCTS OR SERVICES HEREUNDER, OR THE SALE, RESALE, OPERATION OR USE ALLOCABLE TO SUCH PRODUCTS OR PART THEREOF INVOLVED IN THE CLAIM, WHETHER BASED ON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE AND FOR PROPERTY DAMAGE AND DEATH) OR OTHER GROUNDS, SHALL NOT IN ANY EVENT EXCEED THE PRICE ALLOCABLE TO SUCH PRODUCTS OR PART THEREOF INVOLVED IN THE CLAIM, REGARDLESS OF CAUSE OR FAULT. IN NO EVENT SHALL THE COMPANY BE RESPONSIBLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS, REVENUES, SALES, DATA, BUSINESS, GOODWILL OR USE, EVEN IF THE COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. THE PARTIES AGREE THAT WITHOUT THIS LIMITATION OF LIABILITY THE COMPANY WOULD NOT HAVE AGREED TO THE PRICE OR TERMS AND CONDITIONS OF THIS AGREEMENT. THE LIMITATION OF LIABILITY SET FORTH HEREIN APPLIES BOTH TO PRODUCTS AND SERVICES PURCHASED OR OTHERWISE PROVIDED HEREUNDER.

Any cause of action against The Company must be instituted within 1 year from the date of purchase or provision of the products or services. If The Company provides Customer with advice, training, applications support, or other assistance which concern any products supplied hereunder, or any equipment, system or the like in which the product may be installed, The Company's giving of such advice or assistance will not subject The Company to any liability, whether based on contract, warranty, tort (including negligence) or other grounds.

**INTELLECTUAL PROPERTY RIGHTS:** The products offered for sale by The Company may be subject to patent, trademark, copyright, design and other rights of third parties. The Company shall in no event whatsoever be responsible or liable in the event of any claim of infringement of any such rights. The company's entire catalog(s) and website(s), including without limitation, the content of the catalog(s) and website(s) is copyrighted as a collective work under United States laws and applicable international copyright laws and owns the full copyright in its catalog(s) and website(s), including without limitation in the selection, coordination, arrangement and enhancement of the content contained therein. Except as stated below, none of the materials in the Company's catalog(s) or on its website(s) may be reproduced, distributed, republished, downloaded, copied in any form or by any means, displayed, posted, transmitted, modified, translated, added to, updated, compiled, or abridged without the prior written permission of the Company. Customer may download, store, print and copy selected portions of the content in the Company's catalog(s) and website(s) provided Customer: (1) only uses the content downloaded, stored, or printed for furthering Customer's business with the Company; (2) does not publish or post any part of the content from the catalog(s) or website(s) in any other catalog or on any other Internet site; (3) does not publish or broadcast any part of the content from the catalog(s) or website(s) in or on any other media; and (4) does not modify or alter the content from the catalog(s) or website(s) in any way or delete or modify any copyright or trademark notice.

**FORCE MAJEURE:** The Company shall not be liable for loss or damage caused by any delay or failure to perform resulting in whole or in part from Acts of God, severe weather conditions, labor disruptions, governmental decrees or controls, insurrections, war, risks, shortages, inability to procure or ship product or obtain permits and licenses, insolvency or other inability to perform by the manufacturer, delay in transportation, any other commercial impracticability and/or any circumstances beyond the control of the Company in its business operations.

**GOVERNING LAW:** This Agreement and any sales hereunder shall be governed by the laws of the State of California without regard to conflicts of law rules and venue shall be in the federal and state courts of Los Angeles, State of California, United States of America. The parties expressly exclude the application of the 1980 United Nations Convention of Contracts for the International Sales of Goods, if otherwise applicable.

**DISPUTE RESOLUTION:** Actions by the Company for non-payment by the Customer of the purchase price of products sold by the Company, or for redress of other breaches by the Customer of these Terms and Conditions of Sale may be brought by the Company, at its option, before any U.S. or foreign judicial court of competent jurisdiction or at the Company's option, disputes between the Company and the Customer, including all claims for non-performance by the Company, shall be finally settled by arbitration in Los Angeles, California, U.S.A. under the Commercial Rules of the American Arbitration Association, by a single arbitrator appointed in accordance with said Commercial Rules applying these Terms and Conditions of Sale and consistent provisions of the federal and state laws (except conflict of law rules) of the State of California, U.S.A.

**SEVERABILITY:** If any provision or provisions of this Agreement shall be held to be invalid, illegal or unenforceable, such provision(s) shall be enforced to the fullest extent permitted by applicable law, and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.



# The Chute Doctor

**WAIVER:** The Company's failure to insist on performance of any term or condition contained in this Agreement, or failure to exercise any of the company's rights hereunder, shall not constitute a waiver of any of the Company's rights or remedies under this Agreement.

**NO THIRD-PARTY BENEFIT:** The provisions set forth in these Terms and Conditions of Sale are for the sole benefit of the parties hereto, and confer no rights, benefits or claims upon any person or entity not a party hereto.

Customer:

Accepted By  Teresa Estrada 6-22-2022  
Signature Print Name Date

The Chute Doctor (Buchanan Company, Inc.):

Accepted By \_\_\_\_\_  
Signature Print Name Date



1170 E Fruit St | Santa Ana, CA 92701  
(714) 836-4800 | (714) 836-4120 FAX

January 12, 2022

Teresa Estrada  
Cadman Group  
615 E Holly Ave  
El Segundo, CA 90245

RE: Repair (2) OS&Y and Takeover Monitoring  
Park Vista Senior Apts, 615 E Holly, El Segundo

Dear Ms. Estrada,

Thank you for giving Fire Safety First the opportunity to provide you with a quotation to perform fire alarm system repairs at jobsite referenced above. Our quotation is as follows:

**Scope of Work:**

- Provide labor and material to repull new underground run, replace seal type flex and J-boxes.
- Install modules and program as required.
- Provide labor to takeover monitoring using existing phone lines.
- Test and verify proper operation.

**Contract Price: \$4,800.00**

**Scope of Work for Cellular Fire Alarm Monitoring:**

- Fire Alarm Monitoring Fees (24-Hour Monitoring) **\$65.00** per month (\$255 per quarter, per panel)
- One-time programming fee per building: ~~\$375.00~~ (Waived for multiple services)

**Note: Should project turn into Public Works Project a change order for costs differential will be submitted.**

Exclusions (not included in this proposal) & Clarifications:

1. The above cost does not include cost of plans, engineering or permits if required by the local jurisdiction, patching or painting of any surface, cost of labor, materials, parts or equipment to conduct repairs to or warranty any existing alarm wiring, devices, equipment, etc., modifications to an existing system (unless otherwise stated in scope of work above) as mandated by local authority.
2. Work to be performed during normal business hours, Monday through Friday 6:00 a.m. – 5:00 p.m., unless specified.
3. This quotation is valid for 30 days.
4. Monitoring services are invoiced quarterly and in advance.
5. Fire Safety First requires a 30-day cancellation notice on company letterhead (Emails will not be accepted).
6. In addition to cancellation notice, we require the panel to be offline and confirmation the panel is no longer using Fire Safety First data
7. Our terms are net 30.
8. Fire Safety First is not responsible for any previous code violations or omissions for any existing system(s).
9. All work will be performed in accordance with NFPA and Title 19 standards and local Fire Department regulations.

If you have any questions, please feel free to email me at [grask@firesafetyfirst.com](mailto:grask@firesafetyfirst.com). If you would like us to proceed with the scope of work as outlined in this proposal, please sign the authorization at the bottom and if required, issue your company purchase order. Please send the proposal back to my attention and also copy my assistant Ruth Pereyra at [rpereyra@firesafetyfirst.com](mailto:rpereyra@firesafetyfirst.com). I look forward to hearing from you soon and welcome the opportunity to serve you.

Sincerely,

**Gary Rask**

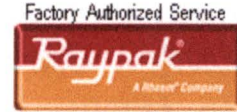
Project Manager  
FIRE SAFETY FIRST  
C10/C16/C36-599761

I, the undersigned, do hereby authorize Fire Safety First to proceed with the work as outline in this “Proposal” above for the amount proposed. I understand that all invoices are due within 30 days of the date of the invoice, and that any past due invoices will be charged at a rate of 2% per month, beginning 45 days from the date of invoice. Additionally, I understand and agree that should any dispute arise regarding the “Proposal” that the prevailing party be entitled to all reasonable attorney’s fees and costs incurred.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order # (If required)



*"A name to trust for quality service"*

2230 Amapola Ct., Suite #6, Torrance, CA 90501

Phone (310) 412-0332 / Fax (310) 725-5147

October 14, 2021

Park Vista  
615 E Holly Ave  
El Segundo, CA 90245  
Phone 310-322-5036  
[ParkVista@cadmangroup.net](mailto:ParkVista@cadmangroup.net)

**Model #: WH1-HD401 Serial #: 1312369952**

**Model #: WH1-0401 Serial #: 0501231429 Location: Roof Access: Call**

### **LOW-NOX BOILER MAINTENANCE SERVICE PROGRAM**

It has been proven that with routine service inspections and repairs, maintenance and operating costs will be reduced significantly while extending boiler life. The Stanley Louis Company's Boiler Maintenance Service Program is a low cost way to insure a smooth running system for many years to come. This exclusive program will include:

1. Routine **tri-annual** 13-point inspections for the boiler(s).
2. A written inspection report after each inspection indicating what has been checked.
3. Notification of any apparent wear of parts and visible corrosion and recommendations for efficiency and reliable operation. With this report, you will be better able to plan for any necessary repairs and insure proper up-keep through routine maintenance.
4. A **10% discount off of list price for part replacement** within the boiler cabinet.
5. Reliable emergency service, at **no service call charge** for the boiler only.

### **13 POINT INSPECTION INCLUDES:**

1. Check all operating limit controls.
2. Oil all pumps on the boiler unit.
3. Inspect wiring and wiring connections.
4. Check for gas leaks at boiler unit.
5. Check operation of all gas valves for positive shutdown.
6. Check and ensure water temperature.
7. Check waterside tube for liming, if access and shut off valves are available.
8. Check all firewalls inside each unit.
9. Inspect intake filter and clean or replace as needed.
10. Check ignition module
11. Check main burners.
12. Check heat exchanger.
13. Check flow switch.

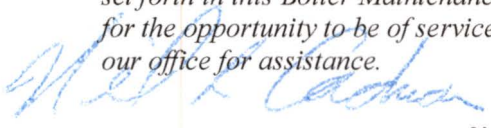
Number of visits required: (3) Three  
Starting date: Inspections will be conducted every four months as scheduling permits. This contract is effective as of (Date): \_\_\_\_\_ (Date to be completed by The Stanley Louis Company office)

**Provisions and Exclusions:**

- All service work of said boiler must be performed by The Stanley Louis Company or the maintenance contract is void.
- The Boiler Maintenance Contract is limited to the boiler cabinet, operating parts and controls within the cabinet of said unit.
- If recommendations made by The Stanley Louis Company are not completed at the time of inspection, a service call charge will apply for emergency service if needed as a result of not performing said recommendations.
- The 10% discount does not apply to boiler installation, plumbing, pumps, or storage replacement.
- Tripped breakers are not considered emergencies; therefore, a service call charge may apply.
- Boiler failure resulting from work performed by city employees or other vendors is not covered by this contract and will result in a service call charge.
- A service call charge applies to any tank, pump and pipe service, lime, soot, installation work, heat exchanger, firewall and burner tray.
- This contract does not cover loss or damage caused by fire, theft, abuse, neglect, unauthorized alterations.
- If access is not available at the time of the pre-arranged inspection, that inspection will require a service call charge for reschedule.
- The Stanley Louis Company will only make three attempts to schedule each inspection after which that inspection will be forfeited.
- If parts are replaced and the part is under manufacture warranty and beyond the manufacture labor warranty and Stanley Louis' 30 day labor warranty, then a service charge shall apply.
- This contract is non-refundable and non-transferable and does not establish a line of credit. *(A credit application is required if you wish to establish an open account.)*
- This contract does not include checking of anode rods in the tank and any work including or involving the shutting down of water. This will not be done during the inspection unless proper notifications are made.
- The Stanley Louis Company shall not be held responsible for water damage, as a result of an inadequate roof seal, mechanical room seal or floor seal and also for improper drains on premises. Nor shall we be responsible for non-operative or faulty existing plumbing fixtures, parts and devices. A standard schedule fee applies to all service calls.
- If a paid parking fee is required to access your property, parking fee will be at customer's expense. Customer will be billed.

***Total Cost for the Yearly Maintenance Contract is \$1190.00 for 2 Boilers.***

*Payment must be made in advance for the start of service. This service contract is limited to the above-specified boiler. By signing this agreement, the customer accepts the terms and conditions set forth in this Boiler Maintenance Contract offered by The Stanley Louis Company. Thank you for the opportunity to be of service to you. If you have any questions please feel free to contact our office for assistance.*



Neil R. Cadman

10/28/2021

Customer Signature

Please print your name

Date

COMMERCIAL  
&  
INDUSTRIAL

# Westchester Landscape Maintenance, Inc.

LICENSED  
&  
INSURED

P.O. Box 45621  
Los Angeles, California 90045-0621  
Office: (310) 398-6435  
FAX: (310) 397-8982

Nº 13096

Name Park Vista Apartments  
Address C/O Cadman Group  
214 Main St.  
El Segundo Ca 90245

Date January 31, 2012  
P. O. \_\_\_\_\_  
Check # \_\_\_\_\_

Landscape Maintenance January, 2012	890.00
Sales Tax	
Total	890.00

COMMERCIAL  
&  
INDUSTRIAL

# Westchester Landscape Maintenance, Inc.

LICENSED  
&  
INSURED

P.O. Box 45621  
Los Angeles, California 90045-0621  
Office: (310) 398-6435  
FAX: (310) 397-8982

No 13097

Name Park vista Apartments

Date January 31, 2012

Address C/O Cadman Group

P. O. \_\_\_\_\_

214 Main St.

Check # \_\_\_\_\_

El Segundo Ca 90245

Extra supplies and approved work

Demo vines and wires on Building 200.00

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Sales Tax \_\_\_\_\_

Total 200.00

I N V O I C E

EVER/SAFE EXTERMINATING CO., INC.  
P.O. BOX 415  
LAWNDALE CA 90260  
EVERPEST@ATT.NET  
310-679-1428/(FAX) 310-679-6476

Invoice:  
Date: 31 January 2012  
Account: 615 East Holly, El Segundo  
Route:  
ONE TIME PEST CONTROL  
TICKET #80493

FEB 04 2012

Bill To  
The Cadman Group/PO #1250  
214 Main Street #361  
El Segundo CA 90245

Service To  
The Cadman Group/Jim Maynard  
615 East Holly  
El Segundo CA 90245

DUE UPON RECEIPT

-----  
Service Description Amount

1/31/12 One time pest control for rodents at 615 East Holly, El Segundo TICKET #80493 \$195.00  
PO #1250

**THANK YOU FOR BEING OUR CLIENT!!**

*Shoot for the Moon. Even if you miss it, you will land among the stars. (Les Brown)*



RMS/VA/DK

## LEASE

This LEASE AGREEMENT (collectively with any exhibits or addenda attached hereto, the "Lease") is entered into this day, **SEPTEMBER 26, 2014**, by and between **EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION, A CALIFORNIA NONPROFIT CORPORATION** (hereinafter referred to as "Lessor"), and **WASH Multifamily Laundry Systems, LLC** (hereinafter referred to as "Lessee"). Lessor does hereby lease to Lessee, and Lessee does hereby accept, the exclusive possession of all common laundry room(s) located on the real property and improvements of **97** units, located at **615 EAST HOLLY AVENUE, EL SEGUNDO, CALIFORNIA 90245**, which real property and improvements are herein referred to as the "property." Lessor warrants and represents that only **0** residential units on the property are plumbed with their own washer or dryer connections.

- 1. Representation of Owner or Agent.** Lessor does hereby warrant and represent that it is the owner of the property, or the authorized agent thereof, acting with full authority to enter into this Lease, and further, said owner or representative thereof warrants and represents that there is no other lease, license, or other instrument granting the same or similar right in and to the laundry room(s) on the property.
- 2. Exclusive Use and Possession of Leased Premises.** Lessor does hereby grant, convey, and transfer to Lessee the exclusive use and possession of all now existing and hereafter created common laundry room(s) on the property, which room(s) is/are described as encompassing approximately **200** square feet, for its use as a laundry room(s) [said room(s) is/are hereinafter referred to as the "Leased Premises"].
- 3. Quiet Enjoyment.** Lessee may use, occupy, and possess the Leased Premises, as set forth above, to the exclusion of all others, and enjoy the quiet and peaceful enjoyment thereof.
- 4. Term.** The term of this Lease shall be for a period of **EIGHTY FOUR (84)** month(s), commencing on **JANUARY 15, 2015**.
- 5. Rent.** Lessee agrees to pay Lessor as Rent, for the use and possession of the Leased Premises, an amount equal to the greater of \$5.00 per month or **FIFTY PERCENT (50%)** of the Lessee's gross income from Lessee's washers and dryers in the Leased Premises, less any applicable gross receipts, sales, use, value added, or similar excise taxes.
- 6. Equipment.** Lessee shall be permitted to place personal property and equipment in the Leased Premises, and the title to such property shall remain at all times that of the Lessee, and at the conclusion of the term of this Lease, or any extension thereof, Lessee shall be permitted to remove such personal property and equipment remaining on the Leased Premises.
- 7. Insurance.** Lessee shall insure against liability for bodily injury and property damage caused by Lessee up to the amount of \$10,000,000 per occurrence and annual aggregate. Lessee shall hold Lessor harmless from claims of liability caused by the negligent acts or omissions of Lessee insured by the above policy.
- 8. Utilities and Maintenance.** Lessor does hereby agree that it will provide all utility service necessary for proper operation and maintenance of laundry equipment which the Lessee deems fit to place within the Leased Premises; that Lessor shall perform all necessary janitorial and maintenance services for the Leased Premises, including but not limited to, maintaining the Leased Premises in good repair and cleanliness, and the Lessee hereby grants to the Lessor a revocable license to come onto the Leased Premises to perform such services. Lessor warrants that the Leased Premises comply with all federal, state, and local requirements. The Lessee shall not be responsible for property damage or personal injury due to lack of or inadequacy of a floor drain in the Leased Premises.
- 9. Assignment or Transfer.** This Lease shall be binding upon the parties hereto, their respective heirs, personal representatives, successors, assigns, or transferees. In the event of a breach or threatened breach, The parties may exercise all available remedies, including the right to terminate, seek damages or equitable relief to enjoin the breach or threatened breach, and the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred as a consequence of the breach or threatened breach.

10. **Home Office Approval.** This Lease, and any modification and/or addendum(s) to this Lease, shall require written approval of Lessee's Home Office before becoming effective.

11. **Non-Competition Clause.** Lessor agrees that during the term of this Lease, Lessor shall not furnish, provide, lease, rent, or in any manner cause to be installed, or enter into any agreement with anyone other than Lessee to furnish, provide, lease, rent, or in any manner cause to be installed any washers and/or dryers in any residential unit ("unit") and/or common laundry facility on the property. Lessor agrees that washer and/or dryer connections shall not be added in any unit. Additionally, a breach of any portion of this paragraph by Lessor shall entitle Lessee to terminate this Lease at Lessee's option.

12. **Validity of Provisions.** The invalidity or illegality of any provision shall not affect the remainder of this Lease. No delay on the part of any party in exercising any right herein shall be deemed to be a waiver thereof, nor shall any waiver of a right preclude any further exercise thereof.

**THIS LEASE SHALL BE AUTOMATICALLY EXTENDED ON A MONTH-TO-MONTH BASIS UPON EXPIRATION OF THE TERMS SPECIFIED IN ARTICLE FOUR (4) ABOVE.**

Lessee: **WASH MULTIFAMILY LAUNDRY SYSTEMS, LLC**

Lessor: **EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION, A CALIFORNIA NONPROFIT CORPORATION**

\_\_\_\_\_  
District Sales Manager

By: \_\_\_\_\_

APPROVED: **WASH MULTIFAMILY LAUNDRY SYSTEMS, LLC, LESSEE**

Its: \_\_\_\_\_

(TITLE)

HOME OFFICE: **100 N. SEPULVEDA BLVD., 12TH FL. EL SEGUNDO, CA 90245**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

(TITLE)

Its: \_\_\_\_\_

(TITLE)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PAY RENT TO:

Name: **EL SEGUNDO SENIOR HOUSING**  
Care of: **THE CADMAN GROUP**  
Address: **214 MAIN ST., #361 EL SEGUNDO, CA 90245**

### ADDENDUM TO LEASE

The following is an addendum to a lease dated **SEPTEMBER 26, 2014**, between **EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION, A CALIFORNIA NONPROFIT CORPORATION**, Lessor, and **WASH Multifamily Laundry Systems, LLC**, Lessee, on the property located at **615 EAST HOLLY AVENUE, EL SEGUNDO, CALIFORNIA 90245**, consisting of **97** multi-housing units.

1. Lessee to pay Lessor a one-time only payment of additional rent in the amount of **FOUR THOUSAND NINE HUNDRED DOLLARS (\$4,900.00)** within 30 days after Lessee's Home Office has approved this Lease.
2. This Lease supersedes and cancels any previous Agreement(s) held by the Lessee on the property.
3. Lessee to replace the existing laundry equipment with **FOUR (4)** new Maytag Computer Trac Top-load washer(s) (model# MVW18PD) and **FOUR (4)** new Maytag Computer Trac dryer(s) (model# MDG18PD).
4. Laundry Rates. The price for one complete wash cycle shall be fixed at \$1.00. The price for one complete drying cycle shall be fixed at \$0.75 for 45 minute dry cycle.
5. Entire Agreement. This Lease, together with any written and signed addenda hereto, sets forth the entire agreement of the parties with respect to its subject matter and supersedes all prior agreements, representations and understandings of the parties, written or oral.
6. No Oral Modification. This Lease agreement may be amended only by a written instrument signed by the parties.
7. Governing Law/Venue. This Lease agreement shall be governed by the laws of the State of California. The exclusive venue for any disputes arising from this agreement shall be the Superior Court for the County of Los Angeles.
8. Maintenance of Laundry Equipment. Lessee shall be solely responsible for the maintenance and repair of the laundry equipment (washers and dryers). Lessee agrees to maintain the equipment in good working order throughout the term of this Lease and to promptly perform, or cause to be performed, any repairs when necessary.

Lessee: **WASH MULTIFAMILY LAUNDRY SYSTEMS, LLC**

Lessor: **EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION, A CALIFORNIA NONPROFIT CORPORATION**

\_\_\_\_\_  
District Sales Manager

By: \_\_\_\_\_

APPROVED: WASH MULTIFAMILY LAUNDRY SYSTEMS, LLC, LESSEE

Its: \_\_\_\_\_  
(TITLE)

HOME OFFICE: 100 N. SEPULVEDA BLVD., 12TH FL. EL SEGUNDO, CA 90245

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_  
(TITLE)

Its: \_\_\_\_\_  
(TITLE)

Date: \_\_\_\_\_

Date: \_\_\_\_\_





HOFFMAN • SHORT  
RUBIN • DEWINTER • SANDERSON

AN ACCOUNTANCY CORPORATION WWW.HSRDSCPAS.COM

JOANNE HOFFMAN, CPA, CFE, MBA  
JIM SHORT, CPA, CITP, CVA  
ANEELA DEWINTER, CPA

CRAIG R. RUBIN, CPA/EMERITUS  
JOANN G. SANDERSON, CPA/EMERITUS  
DALE L. MONTGOMERY, CPA/EMERITUS

February 15, 2023

To the Board of Directors  
El Segundo Senior Citizens Housing Corporation  
dba Park Vista  
c/o The Cadman Group  
347 Richmond Street  
El Segundo, CA 90245

We are pleased to confirm our understanding of the services we are to provide for **El Segundo Senior Citizens Housing Corporation dba Park Vista (the Organization)** for the year ended **December 31, 2022**.

#### Audit Scope and Objectives

We will audit the financial statements of **El Segundo Senior Citizens Housing Corporation dba Park Vista**, which comprise the statement of financial position as of **December 31, 2022**, the related statements of activities and cash flows for the year then ended, and the disclosures (collectively, the “financial statements”). Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit 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 (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements:

- 1) Schedule of Administrative, Utilities, Maintenance, Taxes, and Insurance Expenses

The objectives of our audit 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 issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAS. 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 GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

#### Auditors’ Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on the behalf of the Organization.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect material misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. 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, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, if applicable, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements done not relieve you of your responsibilities.

### **Other Services**

We will prepare the Organization's federal and state information returns for the year ended **December 31, 2022** for the Federal Government and the State of California, and Registry of Charitable Trusts based on information provided by you. We will also assist in preparing the financial statements and related notes of the Organization in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designing an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP). You are also responsible for making drafts of financial statement, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

**Joanne Hoffman, CPA** is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately **May 15, 2023**.

We estimate that our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. A finance charge of 1% per month will be imposed on all open balances as of the last day of the month. **We estimate that the charges will be approximately \$5,500 for the audit and \$375 for the tax return.** This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant

additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

**Reporting**

We will issue a written report upon completion of our audit of **El Segundo Senior Citizens Housing Corporation dba Park Vista's** financial statements. Our report will be addressed to the board of directors of **El Segundo Senior Citizens Housing Corporation dba Park Vista**. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

**Very truly yours,**



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

**RESPONSE:**

**This letter correctly sets forth the understanding of El Segundo Senior Citizens Housing Corporation dba Park Vista.**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_