



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

MEETING DATE: Wednesday, June 28, 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. **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.

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.

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, May 24, 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 May 2023.

b. LAIF investment fund and transfers between accounts.

Recommendation: Receive and File.

4. Current Security and Pet Deposits, and Parking Rates. (Neil Cadman)

In accordance with the Board's Work Plan, review the current parking rates, and the amounts collected for security and pet deposits.

Recommendation: Review the rates and amounts, discuss, and adjust the deposits or rates if deemed necessary.

5. 2022 Draft Financial Audit. (Neil Cadman)

Recommendation: Approve the draft 2022 audit and Authorize a board member or Neil Cadman to execute the audit representation agreement and the final 2022 audit of the El Segundo Senior Citizens Housing Corporation.

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, July 26, 2023

Wednesday, August 23, 2023

Wednesday, September June 27, 2023

MINUTES OF THE MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday,
May 24, 2023
Park Vista Senior Housing
615 E. Holly Avenue, 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: Paul Lanyi
Paula Rotolo
Julia Newman
Denise Fessenbecker

Absent: Tim Whelan

Others: Neil Cadman
Michael Allen
Eduardo Schonborn
Venus Wesson

A. PUBLIC COMMUNICATION

- None.

B. APPROVAL OF MEETING MINUTES

Paul Lanyi motioned and seconded by Julia Newman to approve the April 26, 2023, Meeting Minutes. Motion to approve passed 4-0.

C. CITY STAFF REPORT

None.

D. NEW BUSINESS

2. President's Report. (Paul Lanyi)

- Paul stated that not all board members were notified to complete cyber security training and he asked why. He also asked why they are being asked to participate in the training since they are only volunteer board members. Michael Allen stated that he believes that all members with city issued emails must complete the training according to IT Department policy. Paul asked to obtain a response from IT Department regarding why a volunteer board member needs to participate in such training.
- Requested an update on All Valley from management.
- Inquired what the role of the board is. Eduardo stated that the rules of responsibilities is in the board handbook and located online for the public. He recited the 13 roles contained in the handbook.

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

- No discussion on the matter.

Receive and file: Motion carried 4-0

4. 2023 Park Vista Operating Budget. (Neil Cadman)

- Neil stated that the gas rate and the Spectrum contract that was recently approved will not be reflect in the budget.
- Paul asked when will the board see the 2024 operating budget. Staff responded in October-November.

Paula Rotolo motioned and seconded by Julia Newman to approve the Operating Budget. Motion to approve passed 4-0.

E. UNFINISHED BUSINESS

- Paul addressed the temporarily overpayment of Cadman Group that was brought to the attention of the board during the last meeting. He wanted to know what safeguards will prevent this from occurring in the future. Cadman Group stated that a safeguard was implemented into their system and it's a budget item.

F. MANAGEMENT REPORT (Neil Cadman)

- A new treadmill has been installed after the last meeting.
- Held a cable and internet meeting to discuss Spectrum services changeover for the residence. Tenants was informed benefits on having cable/Tv, internet.
- He informed the board that we are spending a lot of money on AT&T monthly which they are potentially changing to Spectrum which will be a cost savings.
- All Valley machines are all installed which have caused some overloading to drains being machines are large modern efficient machine will occur until the plumbing is replaced.
- Public Works status on plumbing project to allow consultants and contractors to opened walls, ceilings to do lead asbestos testing.
- July 4th party is going to be catered by Brit-Barbeque starting at 1:00 pm. Anniversary party save the date on August 19th.
- Neil will not be attending the June meeting.

G. BOARD MEMBER REPORT

- Paul will not be attending the June meeting.

ADJOURMENT: 4:08 pm

NEXT MEETING: Wednesday, May 24, 2023



PARK VISTA

Financial Reporting Analysis

May 2023

Gross Income: \$97,910.18

Payment from Spectrum for cable/internet contract was received.

Gross Expenses: \$41,789.56

Expenses for the month were normal except for the following:

- *No Water bills in May.*
- *Maintenance of \$17,155.33 comprised of normal maintenance plus a vacancy prep, a new wall furnace, etc.*

Net Income: \$50,922.86

Total Account Balances: \$1,843,772.88

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: 99% occupied on 5/1/2023
99% occupied on 5/31/2023**

Move-outs: 0

Move-ins: 0

Notices to Vacate: 1

Budget Comparison Notes:

Operations: Operations for the month was a net \$41,985.20 over budget for May, and \$91,749.32 over budget YTD.

Income

- **Income for the month of May \$24,620.76 over budget for May and \$46,797.63 over budget YTD.**

Expenses:

- **Overall \$14,041.68 under budget for May, and \$30,738.76 under budget YTD.**
- **Maintenance \$344.67 under budget for May, and \$4,885.21 under budget YTD.**
- **Electricity under budget for May due to only one bill statement received by 5/31/2023. \$3,916 under budget YTD.**
- **Gas \$841.69 under budget for May, and \$1,444.00 over budget YTD due to much higher gas bill rates that was not anticipated earlier this year.**
- **Cable Television under budget.**
- **Water \$8,889.38 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: May 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
Operating Income & Expense				
Income				
RENT				
Rent Income	72,506.00	78.21	357,979.26	92.44
Parking Income	1,590.84	1.72	7,951.40	2.05
Total RENT	74,096.84	79.92	365,930.66	94.49
Prepayment	-853.80	-0.92	333.80	0.09
NSF Bank Fees Collected	0.00	0.00	25.00	0.01
Application Fee Income	-80.00	-0.09	-40.00	-0.01
Laundry Income	149.38	0.16	1,606.51	0.41
Miscellaneous Income	19,400.00	20.92	19,400.00	5.01
Total Operating Income	92,712.42	100.00	387,255.97	100.00
Expense				
Fire Service	0.00	0.00	510.00	0.13
Maintenance	17,155.33	18.50	82,614.79	21.33
Elevator service	4,925.00	5.31	6,470.84	1.67
Gardening	1,216.59	1.31	6,191.95	1.60
Management Fees	8,342.72	9.00	72,342.72	18.68
Pest Control	252.80	0.27	1,456.20	0.38
Earthquake Insurance	0.00	0.00	0.00	0.00
Licenses and Permits	0.00	0.00	100.00	0.03
Electricity	8.47	0.01	7,333.78	1.89
Gas	1,408.31	1.52	12,694.00	3.28
Water	0.00	0.00	14,027.31	3.62
Telephone/Internet	2,643.16	2.85	13,967.58	3.61
Cable/Television	5,837.18	6.30	29,184.09	7.54
Office Supplies	0.00	0.00	1,153.40	0.30
Advertising & Promotion	0.00	0.00	297.74	0.08
Bank Service Fees	0.00	0.00	12.00	0.00
Janitorial Service	0.00	0.00	61.20	0.02
Total Operating Expense	41,789.56	45.07	248,417.60	64.15
NOI - Net Operating Income	50,922.86	54.93	138,838.37	35.85
Other Income & Expense				
Other Income				
Interest on Bank	5,197.76	5.61	23,587.93	6.09

Income Statement

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Accounts				
Total Other Income	<u>5,197.76</u>	<u>5.61</u>	<u>23,587.93</u>	<u>6.09</u>
Net Other Income	<u>5,197.76</u>	<u>5.61</u>	<u>23,587.93</u>	<u>6.09</u>
Total Income	97,910.18	105.61	410,843.90	106.09
Total Expense	41,789.56	45.07	248,417.60	64.15
Net Income	<u><u>56,120.62</u></u>	<u><u>60.53</u></u>	<u><u>162,426.30</u></u>	<u><u>41.94</u></u>

Balance Sheet

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

As of: 05/31/2023

Accounting Basis: Cash

Include Zero Balance GL Accounts: No

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	647,695.26
Park Vista Reserve Account - LAIF	1,196,077.62
Total Cash	1,843,772.88
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
TOTAL ASSETS	2,328,197.83
LIABILITIES & CAPITAL	
Liabilities	
Security Deposit Interest	-530.00
Pet Deposit	3,725.00
Key Deposit	1,740.00
Security Deposit	66,374.00
Passthrough Cash Account	-1,016.00
Accounts Payable	30,698.00
Total Liabilities	100,991.00
Capital	
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	162,426.30
Calculated Prior Years Retained Earnings	1,933,289.58
Total Capital	2,227,206.83
TOTAL LIABILITIES & CAPITAL	2,328,197.83

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: 05/01/2023 to 05/31/2023

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	Work Order Issue
6210 - Maintenance												
9213415868	05/03/2023	05/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	55.07	0.00	6626	05/03/2023	Light fixture for Unit #318	
9213291222	05/03/2023	05/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	332.47	0.00	6626	05/03/2023	Maintenance supplies	
9213322098	05/03/2023	05/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	87.29	0.00	6626	05/03/2023	Maintenance supplies	
9213322100	05/03/2023	05/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	147.99	0.00	6626	05/03/2023	Maintenance supplies	
9213157207	05/03/2023	05/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	69.30	0.00	6626	05/03/2023	Maintenance supplies	
9213340009	05/03/2023	05/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	66.90	0.00	6626	05/03/2023	Maintenance supplies	
9213546226	05/03/2023	05/03/2023	6210 -	Park Vista -		HD Supply	116.39	0.00	6627	05/03/2023	New low	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
			Maintenance	615 E. Holly Avenue El Segundo, CA 90245							profile tank for Unit #512	
9213546225	05/03/2023	05/03/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	119.67	0.00	6628	05/03/2023	New ADA Elongated Bowl for Unit #512	
35566	05/05/2023	05/05/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	171.71	0.00	ACH	05/05/2023	Quill INV 31820682 - cleaning supplies	
35566	05/05/2023	05/05/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	414.99	0.00	ACH	05/05/2023	IT Services 3/28/23 - troubleshoot emails 4/4/23 - set up new computer	
351304	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	245.00	0.00	6755-D94A	05/19/2023	Repaired shower spout causing leak into garage below unit, replaced overflow plate casket.	
351302	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	150.00	0.00	6755-D94A	05/19/2023	Repairs made to exterior pedestrian door to parking lot to make close properly again.	
303496	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	200.00	0.00	6755-D94A	05/19/2023	After-hours emergency service; snake laundry room drains to main-line after back up and overflow onto laundry room floor.	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
303495	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	250.00	0.00	6755-D94A	05/19/2023	Removed laundry machines in laundry room.	
303486	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	295.00	0.00	6755-D94A	05/19/2023	Re-installed all laundry machines in laundry room.	
303485	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	304	Montalvo, Uriel	95.00	0.00	6755-D94A	05/19/2023	Repaired leaking toilet with new fill valve in tank.	
303484	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	413	Montalvo, Uriel	120.00	0.00	6755-D94A	05/19/2023	Repairs made to moving toilet, and new caulking added.	
303482	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	95.00	0.00	6755-D94A	05/19/2023	Replaced emergency exit sign ballast and light bulb.	
303479	05/10/2023	05/10/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	250.00	0.00	6755-D94A	05/19/2023	Removal of washers for Wash Laundry to garage area for storage until pick-up, 4 washers, 4 dryers, plus plumbing attachments, clean-up.	
M16130	05/12/2023	05/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	413	CARPET DEPOT, INC.	1,900.00	0.00	675C-7EF8	05/19/2023	Vacancy prep #314 1b/1b ADA unit; entire unit new flooring installed throughout, removal and haul away of old flooring.	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
1275132	05/12/2023	05/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Lambert Heating & Air Conditioning	2,245.00	0.00	675B-803E	05/19/2023	Supply and install new wall furnace, removal of old unit, left new unit working properly with thermostat, 1 year warranty.	
40231	05/12/2023	05/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	208	Total Maintenance Group, Inc.	310.00	0.00	675A-7D7E	05/19/2023	Installation of new dishwasher and removal of old leaking one that could not be repaired.	
351329	05/15/2023	05/15/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	304	Montalvo, Uriel	95.00	0.00	6755-D94A	05/19/2023	After hours; snake needed for kitchen sink clog.	
351328	05/15/2023	05/15/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	407	Montalvo, Uriel	95.00	0.00	6755-D94A	05/19/2023	After hours; snake needed for bathroom sink drain clog.	
351324	05/15/2023	05/15/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	423	Montalvo, Uriel	85.00	0.00	6755-D94A	05/19/2023	Replaced corroded old leaking bathroom faucet with new one.	
351323	05/15/2023	05/15/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	318	Montalvo, Uriel	110.00	0.00	6755-D94A	05/19/2023	Remove old non-working ceiling light fixture and install new light, haul away old one.	
351320	05/15/2023	05/15/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA	423	Montalvo, Uriel	180.00	0.00	6755-D94A	05/19/2023	Replaced bathroom angel stops.	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
351319	05/15/2023	05/15/2023	6210 - Maintenance	90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	280.00	0.00	2FCD-E6B8	05/23/2023	Replaced shower valve cartridge and wallplate wiht new handles.	
351311	05/15/2023	05/15/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	180.00	0.00	2FCD-E6B8	05/23/2023	Removed wet damaged drywall on bathroom ceiling from leak upstairs, cleaned up debris from damages to haul away.	
351308	05/15/2023	05/15/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	308	Montalvo, Uriel	85.00	0.00	6755-D94A	05/19/2023	Service call for wall heater, wouldn't turn on.	
935870	05/16/2023	05/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	218	Garcia, Gerardo	260.00	0.00	3000000340	05/19/2023	Emergency service; unclog kitchen drain pipes from unit 218 to parking area main line to clean clog and back-up.	
935869	05/16/2023	05/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	511	Garcia, Gerardo	90.00	0.00	3000000340	05/19/2023	Afterhours service; unclog bathroom sink.	
935866	05/16/2023	05/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	421	Garcia, Gerardo	260.00	0.00	3000000340	05/19/2023	Urgent plumbing call; snaked to main line through toilet to stop back-up of drains in entire unit.	
935862	05/16/2023	05/16/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA	203	Garcia, Gerardo	260.00	0.00	3000000340	05/19/2023	Emergency weekend service call; snaked toilet	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
				90245							to clear clog to main line, clean overflow.	
9213862436	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	123.20	0.00	6633	05/17/2023	Maintenance supplies	
9213592885	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	1,003.02	0.00	6636	05/17/2023	New Dishwasher for Unit #208	
9213683253	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	124.41	0.00	6636	05/17/2023	Janitorial supplies	
9213755558	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	341.08	0.00		05/17/2023	Janitorial supplies	
9213996822	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	-341.08	0.00		05/17/2023	Apply towards INV 9213755558	
9213755559	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	872.72	0.00	6636	05/17/2023	New Refrigerator - Vacancy prep for Unit #314	
9213755560	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	114.98	0.00	6636	05/17/2023	New bath faucet for Unit #314 - Vacancy Prep	
45711	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	70.66	0.00	3000000339	05/17/2023	Maintenance supplies	
45721	05/17/2023	05/17/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		Southbay Industrial Hardware	38.29	0.00	3000000339	05/17/2023	Maintenance supplies	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
5462	05/18/2023	05/18/2023	6210 - Maintenance	Segundo, CA 90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	105	V&E Carpet Care	100.00	0.00	675D-832A	05/19/2023	Deep clean after water intrusion #105.	
9213941481	05/23/2023	05/23/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	180.66	0.00	6638	05/23/2023	New ceiling fan for Unit #314	
9213941480	05/23/2023	05/23/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	91.98	0.00	6638	05/23/2023	New kitchen faucet for Unit #314	
9214089119	05/23/2023	05/23/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	113.73	0.00	6638	05/23/2023	Vertical blinds for Unit #314	
9214189861	05/26/2023	05/26/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	10.90	0.00	6639	05/26/2023	Vacancy prep #314	
							12,561.33	0.00				
6250 - Gardening												
5822	05/12/2023	05/12/2023	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	1,184.59	0.00	4DFF-F128	05/12/2023	Monthly Service - April	
5822	05/12/2023	05/12/2023	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	32.00	0.00	4DFF-F128	05/12/2023	Extra supplies and approved work for April (1) tank of weed killer	
							1,216.59	0.00				
6270 - Management Fees												
	05/01/2023	05/01/2023	6270 - Management	Park Vista - 615 E. Holly		Cadman Group	15,500.00	0.00	ACH	05/01/2023	Management Fees for 05/	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
			Fees	Avenue El Segundo, CA 90245							2023	
6315 - Pest Control												
153636	05/03/2023	05/03/2023	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Al & Sons Termite and Pest Control Inc.	175.00	0.00	3000000338	05/03/2023	Vermin Service 4/27/23	
43307859	05/17/2023	05/17/2023	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	77.80	0.00	6635	05/17/2023	Monthly Service - May	
							252.80	0.00				
6410 - Electricity												
700335296712	05/03/2023	05/03/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	8.47	0.00	6625	05/03/2023		
6420 - Gas												
056 105 3200 3	05/12/2023	05/12/2023	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	1,408.31	0.00	6629	05/12/2023	Service 4/4/23 - 5/3/23	
6445 - Telephone/Internet												
287272447593	05/03/2023	05/03/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	6624	05/03/2023	Service 4/17/23 - 5/16/23	
310-640-7156	05/17/2023	05/17/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	1,452.17	0.00	6631	05/17/2023	Service 5/5/23 - 6/4/23	
310-322-5036	05/17/2023	05/17/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	1,000.50	0.00	6632	05/17/2023	Service 5/4/23 - 6/2/23	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
337000020533605/23/2023	05/23/2023	05/23/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	89.75	0.00	6637	05/23/2023	Service 5/9/23 - 6/8/23	
35589	05/30/2023	05/30/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	77.24	0.00	ACH	05/30/2023	ATT Phone Bill Acct 145150448 paid over the phone	
							2,643.16	0.00				
6455 - Cable/Television												
8448 30 006 0255251	05/12/2023	05/12/2023	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	23.72	0.00	6630	05/12/2023	Service 4/30/23 - 5/29/23	
8448 30 006 0017008	05/17/2023	05/17/2023	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	5,813.46	0.00	6634	05/17/2023	Service 5/4/23 - 6/3/23	
							5,837.18	0.00				
Total							39,427.84	0.00				

Budget - Comparative

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

Period Range: May 2023 to May 2023

Comparison Period Range: May 2022 to May 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
Income								
RENT								
Rent Income	72,506.00	69,000.00	3,506.00	5.08%	68,748.00	68,000.00	748.00	1.10%
Parking Income	1,590.84	1,550.00	40.84	2.63%	1,560.00	1,550.00	10.00	0.65%
Total RENT	74,096.84	70,550.00	3,546.84	5.03%	70,308.00	69,550.00	758.00	1.09%
Vacancy	0.00	-2,916.67	2,916.67	100.00%	0.00	-2,250.00	2,250.00	100.00%
Prepayment	-853.80	0.00	-853.80	0.00%	624.00	0.00	624.00	0.00%
Application Fee Income	-80.00	0.00	-80.00	0.00%	0.00	0.00	0.00	0.00%
Laundry Income	149.38	458.33	-308.95	-67.41%	398.63	375.00	23.63	6.30%
Miscellaneous Income	19,400.00	0.00	19,400.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Operating Income	92,712.42	68,091.66	24,620.76	36.16%	71,330.63	67,675.00	3,655.63	5.40%
Expense								
Fire Service	0.00	833.33	833.33	100.00%	0.00	300.00	300.00	100.00%
Maintenance	17,155.33	17,500.00	344.67	1.97%	11,039.29	17,500.00	6,460.71	36.92%
Elevator service	4,925.00	1,000.00	-3,925.00	-392.50%	0.00	1,500.00	1,500.00	100.00%
Gardening	1,216.59	1,458.33	241.74	16.58%	1,076.90	1,250.00	173.10	13.85%
Management Fees	8,342.72	15,500.00	7,157.28	46.18%	15,500.00	15,500.00	0.00	0.00%
Pest Control	252.80	500.00	247.20	49.44%	420.00	400.00	-20.00	-5.00%
Licenses and Permits	0.00	54.17	54.17	100.00%	0.00	0.00	0.00	0.00%
Electricity	8.47	2,250.00	2,241.53	99.62%	1,531.95	1,700.00	168.05	9.89%
Gas	1,408.31	2,250.00	841.69	37.41%	1,425.98	1,500.00	74.02	4.93%
Water	0.00	4,583.33	4,583.33	100.00%	0.00	3,750.00	3,750.00	100.00%
Telephone/Internet	2,643.16	2,500.00	-143.16	-5.73%	1,858.31	1,500.00	-358.31	-23.89%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Cable/Television	5,837.18	6,250.00	412.82	6.61%	5,371.88	5,000.00	-371.88	-7.44%
Office Supplies	0.00	250.00	250.00	100.00%	156.57	150.00	-6.57	-4.38%
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%	0.00	6.25	6.25	100.00%
Postage	0.00	20.83	20.83	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%
Total Budgeted Operating Expense	41,789.56	55,831.24	14,041.68	25.15%	38,380.88	51,851.25	13,470.37	25.98%
Total Budgeted Operating Income	92,712.42	68,091.66	24,620.76	36.16%	71,330.63	67,675.00	3,655.63	5.40%
Total Budgeted Operating Expense	41,789.56	55,831.24	14,041.68	25.15%	38,380.88	51,851.25	13,470.37	25.98%
NOI - Net Operating Income	50,922.86	12,260.42	38,662.44	315.34%	32,949.75	15,823.75	17,126.00	108.23%
Other Income								
Interest on Bank Accounts	5,197.76	1,875.00	3,322.76	177.21%	669.87	200.00	469.87	234.94%
Total Budgeted Other Income	5,197.76	1,875.00	3,322.76	177.21%	669.87	200.00	469.87	234.94%
Net Other Income	5,197.76	1,875.00	3,322.76	177.21%	669.87	200.00	469.87	234.94%
Total Budgeted Income	97,910.18	69,966.66	27,943.52	39.94%	72,000.50	67,875.00	4,125.50	6.08%
Total Budgeted Expense	41,789.56	55,831.24	14,041.68	25.15%	38,380.88	51,851.25	13,470.37	25.98%
Net Income	56,120.62	14,135.42	41,985.20	297.02%	33,619.62	16,023.75	17,595.87	109.81%
Cash								
Cash in Bank	52,409.86	0.00	-52,409.86	0.00%	32,949.75	0.00	-32,949.75	0.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Park Vista Reserve Account - LAIF	5,197.76	0.00	-5,197.76	0.00%	669.87	0.00	-669.87	0.00%
Total Budgeted Cash	<u>57,607.62</u>	<u>0.00</u>	<u>-57,607.62</u>	0.00%	<u>33,619.62</u>	<u>0.00</u>	<u>-33,619.62</u>	0.00%
Liability								
Security Deposit	1,487.00	0.00	1,487.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Liability	<u>1,487.00</u>	<u>0.00</u>	<u>1,487.00</u>	0.00%	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00%

Park Vista Rental Agreement Addendum No.2

PET AGREEMENT

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

WITNESSETH:

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

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

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

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

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

4. Refund Policy

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

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

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

TENANT 1

Date:

Signature

Printed Name

TENANT 2

Date:

Signature

Printed Name

LANDLORD

Date:

Signature

Printed Name

ATTACHMENTS:

- Pet Rules
- Pet Registration Form

CADMAN GROUP



Park Vista Lease

Checklist

- Utility Company Phone Numbers (1 page)
- Park Vista Rental Agreement (9 pages)
- Addendum No.1 - House Rules (6 pages)
- Addendum No. 2 – Pet Agreement (if applicable) (3 pages)
- Addendum No. 3 – Move-In & Move-Out Procedures (2 pages)
- Addendum No. 4 – Unit Inspection Report (1 page)
- State of Authorization and Responsibility (1 page)
- Confidential/ Emergency Medical Form (2 pages)
- Bed Bug Infestation Addendum (1 page)

Cadman Group
214 Main Street # 361
El Segundo, CA 90245
(310) 606-5894

UTILITY COMPANY PHONE NUMBERS

Gas:

Each resident must contact Southern CA Gas Company – Monday through Friday

Call (909) 307- 7070

Electricity:

Each resident must contact Southern CA Edison Company – Monday through Friday

Call (800) 655-4555

Cable:

Spectrum

Call (888) 886-1069

PARK VISTA RENTAL AGREEMENT

THIS RENTAL AGREEMENT (hereinafter referred to as the ("Agreement")) is made and entered into this day _____ by and between the El Segundo Senior Citizen Housing Corporation (hereinafter referred to as "Landlord") and _____ (hereinafter referred to as "Tenant: or "Resident"). This Agreement creates joint and several liabilities in the case of multiple tenants.

WITNESSETH:

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

1. Rented Premises. Landlord rents to Tenant, and Tenant rents from Landlord, for residential use only, the premises known as Apartment _____, **615 East Holly, El Segundo, California** (the "Premises" or "Unit"). The Premises is in a senior housing facility known as Park Vista.
2. Term. This Agreement shall commence on _____ ("Commencement Date"). This Agreement shall continue as a month-to-month tenancy. If at any time Tenant desires to terminate the tenancy, Tenant may do so providing to Landlord written notice of intention to terminate. Such notice to terminate must be provided to Landlord at least 30 days prior to the desired date of termination of tenancy. If at any time Landlord desired to terminate the tenancy, Landlord may do so by providing to Tenant such written notice of intention to terminate at least 30 days prior to the desired date of termination of the tenancy. Notices to terminate may be given on any calendar day, irrespective of the Commencement Date.

3. Rent.

- 3.1 Tenant shall pay to Landlord, _____ DOLLARS
- 3.2 (___per month as Rent for the Term of the Agreement. The due date for Rent payment shall be the 1st day of each calendar month and shall be considered advance payment for that month. If not remitted on or before the 1st, Rent shall be considered overdue and delinquent on the 2nd day of each calendar month. If the Commencement Date is not the 1st of the calendar month, rent payment remitted on the Commencement Date shall be prorated based on a 30-day period.
- 3.3 **The manner of Payment.** The Rent and all other sums payable by Tenant to Landlord under this Agreement shall be payable in lawful money of the United States of America and shall be Paid to Landlord via check, cashier's check, or money order made payable to El Segundo Senior Citizen Housing Corporation. Payment may be personally delivered to the resident manager in his/her office between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday or mailed to 615 E. Holly Avenue, Attn: Office, El Segundo, CA 90245.

- 3.4 **Late Fees.** If Tenant fails to pay Rent and any other applicable charges in full by 5:00 p.m. on the 5th day of the month, Tenant agrees to pay, and Landlord may collect a late fee in the amount of **\$25.00**. The late fee shall be considered additional rent.
- 3.5 **Insufficient Funds.** Tenant agrees to pay a charge of \$50 for each check provided by Tenant to Landlord that is returned for lack of enough funds. If Tenant provides Landlord with two checks that are returned for insufficient funds, Landlord has the right to require future rent payments to be made by money order or cashier's check until further notice.

4. Security Deposits.

4.1 Upon execution of this Agreement, Tenant shall deposit with Landlord, in trust

\$ _____ (the "Deposit"), as security for the performance of Tenant's obligations under this Agreement. The Landlord may (but shall have no obligation to) use the Deposit or any portion thereof to cure any breach or default of Tenant under this Agreement or to compensate Landlord for any damage it incurs because of Tenant's failure to perform any of Tenant's obligations hereunder. The landlord is not limited to the Deposit to recoup damage costs, and Tenant remains liable for any balance. Tenant shall not apply or deduct any portion of the Deposit from any amounts owing to Landlord pursuant to this Agreement.

4.2 The Landlord will hold the deposit for the period the Tenant occupies the Unit. No interest will accrue to Tenant during the period held by Landlord. After the Tenant has moved from the unit, Landlord will determine whether the Tenant is eligible for a refund of any or all the Deposit. The amount of the refund will be determined by Landlord in accordance with the following conditions and procedures:

4.2.1. Tenant hereby agrees that at the time the Tenant moves out of the Unit that the Tenant will remove all of Tenant's personal property from the premises and will surrender the Unit to the Landlord or Landlord's agent in good condition, as it was at the commencement of the Agreement, reasonable wear and tear excepted.

4.2.2. The Landlord will refund to the Tenant the amount of the Deposit less any amount due Landlord as the result of (1) unpaid rent, (2) damages that are not due to normal wear and tear and are not listed on the original Unit Inspection Report, (3) any changes for late payment of rent and/or returned check, (4) charges for unreturned keys and/or key cards, or (5) any other cost, fee, or charge toward which the Deposit may be lawfully applied.

4.2.3. The Landlord agrees to refund the amount computed in accordance with this paragraph within 21 days after the Tenant has permanently moved out of the Unit, returned possession of the Unit to the Landlord, and given his/her new address to the Landlord. The Landlord will also give Tenant a written list of charges that were subtracted from the security deposit. If the Tenant disagrees with the Landlord concerning the amounts deducted and asks to meet with the Landlord, the Landlord agrees to meet with Resident and informally discuss the disputed charges.

4.2.4. If the Unit is rented by more than one person, both persons hereby agree that they will work out the details of dividing any refund among themselves. The Landlord may pay the refund to any Tenant that is a signatory to this Agreement.

5. **Conditions of Dwelling Unit:** By signing this Agreement the Tenant acknowledges that the Unit is safe, clean, and in good condition. Tenant agrees that all appliances and equipment in the unit are in good working order, except as described in the Unit Inspection Report which is Addendum No. 4 to this Agreement. Tenant also agrees that the Landlord has made no promises to decorate, alter, repair, or improve the Unit, except as listed on the Unit Inspection Report.
6. **Charges for Utilities and Services:** The following chart describes how the costs of utilities and services related to occupancy of the Unit will be paid. Tenant agrees that this chart accurately describes the utilities and services to be paid for by the Landlord (i.e., included in the rent) and those paid for by the Tenant.

<u>Tenant to Pay</u>	<u>Included in Rent</u>
Electricity (within the unit)	Hot & Cold Water
Gas for Cooking & Heating	Sewage Charges
Telephone	Trash Collection
	Cable Television

7. **Defaults.** If Tenant fails to perform or fulfill any obligation under this Agreement, Tenant shall be in default of this Agreement. Subject to any statute, ordinance or law contrary, Tenant shall have three days from the date of the notice of default by Landlord to cure the default. In the event Tenant does not cure a default, Landlord may at Landlord's option (a) cure such default and the cost of such action may be added to Tenant's financial obligations under this Agreement; or (b) declare Tenant in default of the Agreement. In the event of default, Landlord may also, as permit by law, re-enter the Premises and re-take possession of the Premises. The failure of Tenants or their guests or invitees to comply with any term of this Agreements is grounds for termination of the tenancy, with appropriate notice to Tenants and procedures as required by law.
8. **Keys and Locks.** The Tenant agrees not to install additional or replacement locks on any of the doors or windows of the Unit without the prior written approval of the Landlord. If the Landlord approves the Tenant's request to install such locks, the Tenant agrees to provide the Landlord with a key for each lock. When this Agreement ends, the Tenant agrees to return all keys to the dwelling unit and all entry door key cards to the Landlord. The Landlord may charge the Tenant \$20.00 for each key and/or key card not returned. Exterior doors are operated via key card. One key card will be issued to each authorized Tenant. No extra key cards will be allowed at any time. If a key card is lost or stolen, Tenant must immediately notify the resident manager. The replacement fee for a new key card is \$20.00. Key cards reported lost or stolen will be electronically deactivated and will no longer function.
9. **Maintenance and Repair.** Tenant will, at Tenant's sole expense, keep and maintain the Premises in good, clean, and sanitary condition and repair during the term of this Agreement and any renewal thereof. Tenant shall be responsible for making all repairs to the Premises, fixtures, appliances, and equipment therein that may have been damaged by Tenant's misuse, waste, or neglect, or that of

the Tenant's family, agent, or visitor. Tenant agrees that no painting will be done on or about the Premises without the prior written consent of the Landlord. Tenant shall promptly notify the Landlord of any damage, defect, or destruction of the premises, or in the event of the failure of any of the appliances or equipment. Tenant further agrees to (1) keep the unit clean, (2) use all appliances, fixtures, and equipment in a safe manner and only for the purposes for which they are intended, (3) not litter the grounds or common areas of the project, (4) not destroy, deface, damage or remove any part of the unit, common areas, or project grounds, (5) give the Landlord prompt notice of any defects in the plumbing, fixtures, appliances, heating and cooling equipment or any other part of the Unit or related facilities, and (6) remove garbage and other waste from the Unit in a clean and safe manner. Landlord will use its best efforts to repair or replace any such damaged or defective area, appliance, or equipment.

10. **Damages.** Whenever damage is caused by carelessness, misuse, or neglect on the part of the Tenant, his/her family, guests, or licensees, the Tenant agrees to pay (1) the cost of all repairs within 30 days after receipt of the Landlord's demand for repair charges, and (2) rent for the period the Unit is damaged whether the Unit is habitable.
11. **Restrictions on Alterations.** Tenant agrees not to make any improvements or alterations to the Premises without the prior written consent of the Landlord. Without limitation of the foregoing, Tenant agrees not to do any of the following without first obtaining the Landlord's written approval: (1) change or remove any part of the appliances, fixtures, or equipment in the unit, (2) paint or install wallpaper or contact paper in the unit, (3) attach awnings or window guards in the Unit, (4) attach or place fixtures, signs, or fences in the Unit, on the building, or in the common areas, (5) attach any shelves, screens, doors, or other permanent improvements in the Unit, (6) install washing machines, dryers, fans, heaters, or air conditioners in the Unit, (7) place any aerials, antennas or other electrical connections in the Unit. If any alterations, improvements, or changes are made to or built on or around the Premises, except for fixtures and personal property that can be removed without damage to the Premises, they shall become the property of Landlord and shall remain at the expiration of the Agreement, unless otherwise agreed in writing.
12. **General Restrictions.** Tenant shall use the Premises only as a private dwelling and it shall be the principal residence of the Tenant. Tenant agrees to notify the Landlord if any guests will be staying for a period of longer than three (3) days. Tenant agrees not to (a) sublet or assign the unit or any part of the Unit; (b) use the Unit for unlawful purposes; (c) engage in or permit unlawful activities in the Unit, in the common areas, or on the project grounds; (d) have pets or animals of any kind in the Unit without prior permission of the Landlord pursuant to Paragraph 21 herein; (e) make or permit noises or acts that will disturb the rights or comfort of neighbors.
13. **House Rules.** Tenant agrees to comply with the House Rules, Addendum No. 1 to this Agreement and incorporated into this Agreement by reference. Tenant agrees to obey additional rules established after the effective date of this Agreement if the Tenant receives written a notice of the proposed rule at least 30 days before the rule is enforced. Tenant's failure to comply with any provision of the House Rules or any provision of this Agreement shall constitute a material breach of this Agreement for which Landlord may terminate Tenant's right to possession of the Premises and/or forfeit this Agreement in any manner provided by law.
14. **Access by Landlord.** Tenant agrees to make the Premises available to Landlord or Landlord's agent for inspection, making repairs or improvements, or to supply agreed services or show the Premises

to prospective buyers or tenants, or in the case of emergency. Except in the case of emergency, Landlord shall give Tenant reasonable notice of intent to enter. For these purposes, 48-hour notice shall be deemed reasonable. Tenant shall not, without Landlord's prior written consent, add, alter or re-key any locks to the Premises. At all times Landlord shall be provided with a key or keys capable of unlocking all such locks and gaining entry. Tenant further agrees to notify Landlord in writing if Tenant installs any burglar alarm system, including instructions on how to disarm it in the case of emergency entry. If Tenant moves out of the Unit before this Agreement ends, the Landlord may enter the Unit to decorate, remodel, alter or otherwise prepare the Unit for occupancy.

15. **Change in Rental Agreement.** The Landlord may change the terms and conditions of this Agreement. Any changes will become effective only at the end of the initial term or a successive term. The Landlord must notify the Tenant of any change and offer the Tenant a new Agreement or amendment to the existing Agreement. The Tenant must receive the notice at least 30 days before the proposed change becomes effective. The Tenant may accept the changed terms and conditions by signing the new Agreement or the amendment to the existing Agreement and returning it to the Landlord. The Tenant may reject the changed terms and conditions by giving the Landlord written notice that he/she intends to terminate the tenancy. The Tenant must give such notice at least 15 days before the proposed change will go into effect. If the Tenant fails to accept the amended Agreement but does not expressly reject the amended Agreement, the Landlord may deem the Agreement amended or may terminate the Agreement as provided in Paragraph 16.
16. **Termination of Tenancy.** To terminate this Agreement, Tenant must give Landlord 30 days' written notice. If the Tenant does not give the full 30 days notice, the Tenant shall be liable for rent up to the end of the 30 days for which notice was required or to the date the Unit is re-rented, whichever comes first. Any termination of this Agreement by the Landlord must be carried out in accordance with State and local law, and terms of this Agreement.

17. Transfer of Units.

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

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

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

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

All tenants experiencing a Change of Life, as defined above, shall have the option of placing themselves on a waiting list so that when a vacancy occurs, they will be given the one-time

opportunity to transfer from a single to one-bedroom unit, or one-bedroom to single unit. Tenants on this Change of Life waiting list shall be given priority over those on the outside new tenant Park Vista waiting list.

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

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

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

17.2. Check if applicable.

I understand that Unit No. #_____ is equipped as an ADA-accessible unit and that such units are intended for the benefit of tenants with disabilities that necessitate the degree of accessibility afforded by the ADA modifications. As of the date of execution of this Agreement, I do not suffer from a disability that requires me to be afforded ADA-accessible accommodation. However, I understand that I am being assigned to this unit because it is currently the only vacant Unit available for the size I require. I further understand that if an existing or future Tenant of Park Vista should need an ADA-accessible unit, I may be required to vacate my unit and move into an alternate unit of comparable size within the Park Vista development, which Unit may be in a different area of the building and/or on a different floor. The rental rate for the alternate unit shall be equal to or less than the rental rate provided by this Agreement. I agree to transfer to an alternate unit within 30 days of being so directed by Landlord to make my current unit available for a tenant in need of ADA-accessibility features. Any tenant required to transfer to an alternate unit pursuant to this subparagraph may be reimbursed upto\$300 of the actual cost incurred in moving tenant's furniture and other personal belongings from the original unit to the alternate unit. To be eligible for the reimbursement, the tenant must (1) engage the services of a licensed, bonded moving service, (2) pay the moving service in full for services rendered, and (3) provide management with a copy of the paid invoice. The reimbursement allowed by this subparagraph will be provided in the form of a credit toward the tenant's first month's rent in the replacement unit.

Initials:

Tenant 1

Tenant 2

18. **Parking Space**. This Agreement does not afford Tenant any right to park a vehicle in the parking area of the Premises. Parking spaces are assigned and leased pursuant to a separate Parking Space Agreement.

19. **Estoppel Certificate.** Tenant shall, from time to time, upon written request of the Landlord and within 5 days therefrom, execute, acknowledge, and deliver to Landlord a written statement certifying that this Agreement is not modified, and listing the instruments of modification; The dates to which the rent and other charges have been paid, and whether or not, to the best of Tenant's knowledge, the Landlord is in default hereunder, and if so, specify the nature of the default. It is intended that any such statement delivered pursuant to this paragraph may be relied upon by a prospective purchaser of the Landlord's interest, or mortgage upon Landlord's interest in the property and/or the Premises and Building.
20. **Dangerous Materials.** Tenant shall not keep or have on or around the Premises any item of a dangerous, flammable, or explosive nature that might unreasonably increase the risk of fire or explosion on or around the Premises or that might be considered hazardous by any responsible insurance company.
21. **Pets.** Subject to the approval of the Landlord, Tenant may keep a small household pet pursuant to an Addendum to this Agreement (a Pet Agreement) entered with the Landlord and in compliance with the written Pet Policies and Pet Rules contained in the Resident Handbook.
22. **Waterbeds/Water-filled Furniture.** Tenant may not bring any waterbed or other water-filled furniture on the Premises without obtaining prior written approval of the Landlord. To grant such approval, the Landlord will require evidence from the Tenant in the form of a Certificate of Waterbed Liability insurance or other similar insurance policy covering damages resulting from leakage or failure of the waterbed or other water-filled furniture with a coverage amount of no less than \$100,000 with the Landlord named as an additional insured. Any such policy shall also, by its terms, provide that such policy shall not lapse without first providing Landlord with 30 days' written notice. Landlord reserves all discretion to deny Tenant's request to bring a waterbed or other water-filled furniture on the Premises.
23. **Waiver of Default.** Landlord's failure to require strict compliance with the conditions of this Agreement or the provisions of any addenda hereto or to exercise any right provided herein or by any addenda hereto, shall not be deemed a waiver by the Landlord of such provision, condition or right. Landlord's acceptance of rent with knowledge of any default hereunder by Tenant shall not be deemed a waiver of such default, nor limit the Landlord's rights with respect to that or any subsequent default.
24. **Abandonment.** In the event of abandonment of the Unit by Tenant, the Landlord shall have the option, at the Landlord's discretion, to regain possession and terminate this Agreement or to continue to hold the Tenant liable for the rent and/or damages until the Unit is relet pursuant to California Civil Code Sections 1951.2.
25. **Fumigation.** If it is necessary to vacate the Unit for the removal of termites or other pests, Tenant agrees to temporarily vacate the Unit, as requested, for that period necessary to complete the fumigation upon reasonable written notice. In such event, the Landlord agrees to provide suitable, clean accommodations at a local motel or hotel for the Tenant named herein for the period necessary to complete the fumigation. Whether or not the Unit must be vacated, Tenant agrees to comply with all instructions and requirements of the fumigation company about the preparation of the Unit for fumigation and Tenant agrees to do so at no expense to the Landlord. Such preparation shall include but not be limited to the removal of food and other items as necessary to avoid

contamination or another health hazard.

26. **Guarantor.** In the event Landlord shall require a Guarantor (co-signer) for the obligations of Tenant, a suitable Guarantor shall execute a Continuing Guarantee form to be furnished by the Landlord. Said Guarantee shall be an integral part of this Agreement. Tenant agrees to keep Guarantor notified and informed of any default by Tenant.
27. **Attorney Fees.** In the event of any legal action by the parties arising out of this Agreement, the losing party shall pay the prevailing party reasonable attorneys' fees and costs in addition to all other relief.
28. **Entire Agreement/Severability.** This Agreement and its Addenda make up the entire agreement between the Tenant(s) and the Landlord. If any Court declares a provision of this Agreement to be invalid or illegal, all other terms of this Agreement will remain in effect and both the Landlord, and the Tenant will be bound by them.
29. **Notice:** Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet website maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.
30. **Independent Living Facility.** Tenant understands and agrees that Park Vista is an apartment facility for seniors who can live independently; it is not a nursing home, assisted living, or healthcare facility. Each resident must be physically and mentally able to manage his or her own affairs and life, keeping his or her Unit in a clean and healthful condition, and maintaining themselves in a clean and socially acceptable condition. Tenant understands and agrees that, if at any time during the term of the Agreement he or she reaches a point of mental or physical disability rendering him or her incapable of living independently, the Resident will seek the care and supervision necessary to ensure Tenant is properly cared for at all times and to ensure that the health and safety of other residents are in no way compromised as a result of Tenant's physical or mental disability. Tenant agrees and understands that any resident or nonresident caregiving arrangements must be consistent with this Agreement and with the terms of the Resident Handbook and the House Rules. Tenant further understands and agrees to hold the El Segundo Senior Citizens Housing Corporation, the City of El Segundo, and their respective officers, officials, agents, contractors, employees, and volunteers harmless from all liabilities, claims for damages, charges, expenses, and costs arising from or related to any physical or mental disability of Tenant, however occurring.

Resident 1 Initials: _____

Resident 2 Initials: _____

31. **No Smoking.** Tenant understands and agrees that Park Vista is a smoke-free facility, and that smoking is prohibited in individual units as well as in all common areas.
32. **Insurance.** Landlord and Tenant shall each be responsible for maintaining appropriate insurance for their respective interests in the Premises and property located on the Premises. **Tenant**

understands that Landlord will not provide any insurance coverage for Tenant's property. Landlord will not be responsible for any loss of Tenant's property, whether by theft, fire, riots, strikes, acts of God, or otherwise. Landlord encourages Tenant to obtain renter's insurance or other similar coverage to protect against the risk of loss.

33. **Income/Net Worth Qualification.** Park Vista is an affordable senior living facility intended only for those households with combined net worth and annual incomes under a specified threshold. For a one-person household, five percent of the resident's total net worth plus the resident's annual income cannot exceed \$45,000. For a two-person household, five percent of the primary and co-residents' combined net worth plus the primary and co-residents combined annual income cannot exceed \$50,000. Each undersigned Tenant warrants that his/her total household income/net worth does not exceed the defined threshold and understands that exceeding the defined income/net worth threshold constitutes a material breach of this agreement by all the undersigned tenants which may be grounds for eviction. Each undersigned tenant agrees to inform Park Vista management if at any time the household income/net worth exceeds the amounts prescribed herein. Each Tenant further agrees to provide management with all documentation necessary in management's discretion to verify the household income/net worth qualifications. Said documentation shall be provided within seven days of any request by management. Failure to comply with any term of this paragraph constitutes a material breach of this Agreement.
34. **Primary Residence.** Tenant understands that Park Vista is intended to provide a primary residence only. A primary residence for purposes of this paragraph is the residence where Tenant resides a minimum of 75% of each calendar year. **Absences due to hospitalization or other necessary medical treatment shall not be considered as absences for purposes of this requirement.**
35. **Addenda to this Agreement.** Tenant certifies that he/she has received a copy of this Agreement and the following Addenda and understands that these Addenda are incorporated into any part of this Agreement:
- a. Addendum No.1 - House Rules
 - b. Addendum No. 2 – Pet Agreement (if applicable)
 - c. Addendum No. 3 – Move-In & Move-Out Procedures
 - d. Addendum No. 4 – Unit Inspection Report

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

TENANT 1

Signature

Date: _____

Printed Name

TENANT 2

Signature Date: _____

Printed Name

LANDLORD

By: _____ Date: _____

It's: _____

MOVE-IN AND MOVE-OUT PROCEDURES

Tenant hereby agrees to all the following terms and conditions regarding procedures to be followed during moving Tenant's personal property into and out of Park Vista:

Move-In Procedures:

1. Upon execution of the Rental Agreement and by prior appointment with the Site Manager, Tenant may move into Park Vista Monday through Friday between the hours of 9: 00a.m. and 5: 00p.m. only. Moving is to be conducted by utilizing the back elevator only.
2. On the date of move-in and prior to bringing any of the Tenant's personal property into Park Vista, Tenant and/or the Tenant's movers, family members, or other persons assisting the new Tenant in the move-in (hereinafter "Tenant's Agents") will go to the Manager's Office and meet with the Site Manager or an Assistant to the Site Manager. At that time, the Tenant and/or Tenant's Agents will be shown the route to be followed during the move-in. A Park Vista staff member will then accompany the new Tenant and/or Tenant's Agents along the move in route pointing out certain areas which must be protected from any damage during the move-in. These areas include, but are not limited to, the following: elevators, hallway walls, chair rails, handrails, walkways, doors, carpets, tile, and hard flooring.
3. Tenant and/or Tenant's Agents shall always follow the prescribed route and only the prescribed route in moving in all personal belongings.
4. Tenant and/or Tenant's Agents may, upon specific prior approval of the Site Manager, bring automobiles, pickup trucks and/or vans into one or both garages, and unload the Tenant's personal property from such vehicles. However, no trucks larger than a pick-up truck or van shall be allowed into any garage at any time.
5. Under no circumstances shall any personal property of any kind be moved in through any window, over an apartment balcony or through an apartment patio.
6. No elevator shall be used at any time without the installation of an elevator pad by a Park Vista Staff person. Arrangements for installation of elevator pad shall be made by the new Tenant with the Site Manager at the time of the original meeting set forth in Paragraph 2.
7. Immediately upon completion of the move-in, the new Tenant and/or Tenant's Agents shall contact the Site Manager to advise that the move-in has been completed and to request an inspection of the move-in route. At this time, the Site Manager will walk the entire route of move-in with the new Tenant and/or Tenant's Agents and will note any damages which may have been done by the new Tenant and/or Tenant's Agents during the move-in. At that time, the Site Manager will prepare, sign and date an Inspection Report noting in detail the nature of all damage if any. This report will be presented to the new Tenant for signature acknowledging that the damage did occur during the

move-in and was in fact, the responsibility of the new Tenant. The Site Manager will determine the cost of damages done during the move-in and will present a statement of charges to the new Tenant for the cost of all such damages as soon as practicable.

8. Tenant must pay Landlord the cost of all such damages within seven working days of the date that the statement of charges is presented. If Tenant fails to make such payment in full within seven working days, the Site Manager may withdraw this amount from the Security Deposit of the Tenant and the Tenant will be required to restore the full amount of the security deposit pursuant to the terms of the Rental Agreement. If the security deposit is not enough to cover the total amount of the cost of repairs, Tenant shall pay the entire amount in full within seven days of being presented with the statement of charges or shall be in material breach of the Rental Agreement and subject to eviction. Failure of the new Resident to restore the full amount of the security deposit and/or pay the amount of any shortfall shall be considered a breach of the Rental Agreement and grounds for eviction pursuant to the terms of the Rental Agreement and applicable laws.

Move-Out Procedures:

Tenant shall follow the Move-In procedures as applicable when moving out of Park Vista.

Tenant to all the above terms and conditions.

TENANT 1

Signature

Date: _____

Printed Name

TENANT 2

Signature

Date: _____

Printed Name

UNIT NO. _#

**PARK VISTA
EL SEGUNDO SENIOR HOUSING CORPORATION**

STATE OF AUTHORIZATION AND RESPONSIBILITY

RESIDENT'S NAME _____ TELEPHONE _____

CURRENT ADDRESS _____

DATE _____

I, _____ (signature of resident), agree that the below named individual or agency has authorization, if I should ever become unable to care for myself, to arrange for housekeeping assistance when needed. I further agree that the below-named sponsor has authorization for moving me out of my apartment if such action should become necessary. I further agree that, in the event of my death, management shall authorization to release all my belongings in my apartment to the below-named individual or agency.

I, _____ (Signature of responsible party), agree to be responsible for the care of the above named resident if he/she should ever become unable to care for self and to arrange for housekeeping assistance if and when needed, and further agree to be responsible for moving him/her out of his/her apartment if such action should become necessary. I further agree that, in the event of his/her death, to be responsible for removing all belongings from his/her apartment.

NAME _____ DATE _____

HOME ADDRESS _____

TELEPHONE _____

BUSINESS ADDRESS _____ TELEPHONE _____

CONFIDENTIAL

EMERGENCY MEDICAL FORM

FOR PARAMEDICS AND EMERGENCY HOSPITAL ADMISSION

The purpose of this form is to provide medical information in case of emergency. It will be kept in your file unless Paramedics need it. If the Paramedics respond to a call, they will be given a copy to aid in your care.

NAME of RESIDENT or EMPLOYEE _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

CALIFORNIA DRIVERS LICENSE NO _____

HOME ADDRESS

HOME TELEPHONE NUMBER () _____

MEDICAL INSURANCE CARRIER _____

POLICY NUMBER _____

PERSONAL PHYSICIAN _____

PHYSICIAN'S TELEPHONE NO. _____

MEDICATIONS: Please list all medications you are taking and the medical problem you are taking them for. The Paramedics will need this information.

MEDICATION TAKEN	for	MEDICAL PROBLEM
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

DO YOU HAVE:

Diabetes YES _____ NO _____
Heart Condition YES _____ NO _____
High Blood Pressure YES _____ NO _____
Dizzy Spells YES _____ NO _____

Allergies YES _____ NO _____
(List below)

OTHER MEDICAL PROBLEMS THE PARAMEDICS SHOULD BE AWARE OF:

PERSONS TO NOTIFY IN THE EVENT OF AN EMERGENCY:

NAME: _____ RELATIONSHIP: _____
PHONE: () _____ ADDRESS: _____

NAME: _____ RELATIONSHIP: _____
PHONE: () _____ ADDRESS: _____

NAME: _____ RELATIONSHIP: _____
PHONE: () _____ ADDRESS: _____

BED BUG INFESTATION ADDENDUM

1. Renter acknowledges that there is no evidence of BED BUG infestation of the Premises as of Renter’s move-in date and it shall be Renter’s obligation to notify Owner immediately of any subsequent discovery of any evidence of any such infestation and to comply with any extermination instructions. Renter warrants that all furnishings and personal property moved into the Premises by Renter are free of BED BUG infestation. Any BED BUG infestation discovered after 45 days of Renter’s move-in date shall be presumed to be attributable to Renter’s use of the Premises and Owner may deduct the reasonable cost of any BED BUG extermination work from Renter’s Security Deposit.

2. Renter has the following obligations to prevent and control possible BED BUG infestation of the Premises:
 - a. To inspect all of Renter’s furnishings and personal property, including beds, bedding, and upholstered furniture, intended to be used, and used, in the Premises, and on taking occupancy of the Premises, to take whatever extermination measures are necessary to guarantee that they are free of “hitchhiking” BED BUGS.

 - b. To inspect clothing, luggage, shoes, and personal possessions for signs of BED BUG infestation and to take whatever extermination measures are necessary to guarantee that they are free of BED BUGS, on re-occupying the Premises, if Renter stays in a hotel or other off-site accommodation or after guests visit the Premises.

 - c. To inspect clothing, backpacks, and shoes for signs of BED BUG infestation and to take whatever extermination measures are necessary to guarantee that they are free of BED BUGS after Renter uses public transportation or any public accommodation, including theaters.

 - d. To indemnify and hold Owner harmless from all loss, cost, and expense, including reasonable attorneys’ fees, caused by a negligence of Renter or Renter’s guest in adhering to these obligations. Any recovery of attorney's fees by either Owner or Renter for damages related to BED BUG infestation shall be limited to \$500.00.

 - e. To carry such insurance on Renter’s personal property as may be necessary to cover any loss of such personal property as the result of BED BUG infestation.

DATE: _____

Renter

Renter

Park Vista Rental Agreement Addendum No. 1

HOUSE RULES

(Please note: These House Rules are part of your Rental Agreement. Violation of these rules or engaging in any activity which endangers the health, safety or general welfare of the Residents of Park Vista may be grounds for termination of your Rental Agreement.)

1. Locks and Keys
 - a. One key will be furnished to each Tenant for his or her Unit and for the mailbox. Each Tenant will receive one key for access to the building.
 - b. You MAY NOT alter any lock or install additional devices on any door on the premises without the prior written approval of the Landlord.
 - c. No spare key cards for access to the building shall be issued under any circumstances.
 - d. If you lose your key/key card or find yourself locked out, call the office. A charge of \$20 will be made for replacement of lost keys. There are no refunds for key replacement, even if the misplaced key is recovered by the Tenant. If a lockout occurs outside of normal business hours, Monday through Friday, Tenant will be required to enlist the services of Industrial Lock and Key, or other locksmith later designated by Landlord, to assist in gaining entry to the unit. After hours lockouts can cost more than \$150.00.
 - e. If a key is lost or stolen, you must notify the resident manager immediately. There will be a charge of \$20 to replace lost or stolen key cards. There are no refunds for key card replacement costs, even if the misplaced key card is later recovered by the Tenant.
2. Noise. Radios, televisions, VCR's, musical instruments, compact disc players, tape decks, or phonographs should be operated at a low sound level for your neighbor's comfort. If you have difficulty hearing, consider purchasing headphones for your set. You will hear better, and your neighbors will not be disturbed.
3. Guests.
 - a. Visitors are welcome to stay overnight with you. If their stay will be longer than three days, please notify the resident manager.
 - b. Children. Please keep your eye on "little" guests. The halls, elevators, stairwells, etc. are not play areas. It is your responsibility to control the actions of your visiting children. Residents are not permitted to baby-sit on a regular basis (i.e., provide day care or full-time care).
4. Proper Attire. Please be certain you are fully dressed when entering the public areas of the building.

5. Balconies.

- a. You are responsible for cleaning your own balcony and keeping it free of all leaves, papers, and other debris.
- b. You may not use your balcony as a storage area for boxes, trunks, sheds, storage containers or structures, or household items such as towels, mops, brooms, etc.
- c. Personal barbeques are not permitted.
- d. Balconies are not to be used to dry or air clothing items.
- e. Balconies may be carpeted except over drainage areas. Any Resident who carpets his/her balcony shall be responsible for the cost of repairing any damage caused by the carpeting.
- f. Furniture other than patio furniture is not permitted.
- g. Residents may place plants on their balconies. The total weight of all plants on any balcony cannot exceed twenty pounds.
- h. Residents may not hang decorations such as lights or items that may chip paint along the rails.
- i. The accumulated weight of items on the balcony cannot exceed twenty pounds per square foot.

6. Move-In/Move-Out

- a. Moving of furniture and household goods into and out of Units must be prescheduled with the office.
- b. Damage done to Unit or any part of the common areas, i.e. doors, walls, elevators, etc. while moving in or out of units, is the responsibility of the Resident. Resident will be charged for the cost of repair (cost to evaluated by manager).

7. Damage. He Resident will be responsible for damage to building and grounds, etc. caused by Resident or his guests.

8. Inspection.

- a. Inspection of units will be conducted annually by management to look for possible fire hazards and to make sure plumbing, appliances, etc. are working in top condition.
- b. You will be given at least 48 hours notice of these inspections.
- c. Residents are requested to be home and to participate in this process.

9. Maintenance.

- a. A clean unit, free of hazards, is a safe apartment.
- b. Always use non-abrasive cleaners on your bathtub, lavatories, counters, or appliances.
- c. Replacement of light bulbs is your responsibility, except where a ladder is required. Call the resident manager if you need help installing them.
- d. Overhead fluorescent bulbs in the kitchen will be replaced by management personnel. Please notify the resident manager if you have a fluorescent bulb that needs replacement.

10. Solicitors.

- a. Solicitation of any kind is strictly prohibited unless approved by the management.
- b. If solicitors appear on the premises, the manager should be advised as soon as possible.
- c. No signs or advertising materials may be posted anywhere, unless approved by the management.

11. Security

- a. NEVER prop open any of the entrance or exit doors to the building.
- b. IMMEDIATELY report any suspicious person, strange vehicle, or unusual activity to the resident manager. Should you personally observe anyone placing items on the entrance doors (or gates) to give free access to persons from outside, please call the manager immediately.
- c. The Landlord's insurance does not cover your belongings. We recommend you carry "renters' insurance" for your personal possessions.
- d. The Landlord is not required to put residents in a hotel during an emergency.
- e. Delivered items, left in corridors or public areas, will not be the responsibility of the management,
- f. All residents must provide the resident manager with their current phone number(s).

12. Unit Alterations and Modifications. No changes may be made to your unit without prior written approval from the Landlord (e.g. painting, wallpaper, contact paper, glue-down carpeting, shelving, screen doors, blackout shades, drapes, etc.).

13. Changes Inside the Unit. A resident may change certain items in the unit, such as the carpet or refrigerator, at his or her expense by following these steps:

- i. Make a written request for the change to site manager.
- ii. Have the site manager approve the replacement item (i.e.), approve the make and model of the frost-free refrigerator or the weight and color of the carpet,

prior to purchase of replacement items. (Replacement items must be of a quality equal or greater than the original item).

- iii. Resident must dispose of the original item being replaced. The resident may sell the item being replaced.

All replacement items become the property of Park Vista when the resident moves out.
Park Vista will not be responsible for any expenses related to installation of replacement items.

14. Carpets. All carpeting is furnished with the unit. Please take measures to ensure that the carpeting is properly cared for and is kept clean. Do not shampoo the carpet yourself. If you wish to have your carpet cleaned, contact the office and arrangements will be made at your expense. Only approved cleaning methods and companies will be allowed.
15. Pictures and Mirrors. Residents are responsible for installation of pictures, mirrors, and other decorations within their units. Residents shall be responsible for the costs to repair any damage caused by such installation.
16. Assigned Parking.
 - a. Storage of personal belongings is not allowed in parking areas.
 - b. If someone else's car is parked in your assigned space and you report this to the resident manager, the illegally parked car will be towed away at the owner's expense.
 - c. You must always lock your vehicle. Park Vista is not responsible for any vehicle or its contents.
 - d. No repair work or washing of vehicles is permitted in the parking areas.
 - e. Residents are responsible for keeping their assigned parking spaces free of debris and leakage of fluids.
 - f. Vehicles that are inoperable, have outdated registration tags or are not being driven regularly must be removed from the parking area.
 - g. Vehicles with fluid leakage must either be (a) removed from the premises or (b) have a drip pan placed under the vehicle pending repairs, (14 days maximum). The drip pan must hold absorbent material such as kitty litter and be emptied and cleaned in a manner consistent with all applicable laws and regulations, by the vehicle owner, as often as necessary.
17. No Smoking. Park Vista is a smoke-free facility and smoking is prohibited in individual units and in all common areas.
18. Miscellaneous.
 - a. Notify the manager of burned out exterior lights, faulty locks, doors, gates, etc.

- b. If you are planning to be away for an extended period, tell the manager and a trusted neighbor. STOP deliveries of newspapers, etc. Upon request, the Post Office will hold your mail.
- c. Additional Rules: Residents will be governed by such additional published House Rules as the Board of Directors may, from time to time, deem necessary for the best interests of all concerned.

PARK VISTA HOUSE RULES AFFIDAVIT

I have read and understand the above Park Vista House Rules and agree to comply fully with all provisions. I understand that failure to comply is a breach of my rental agreement and shall constitute grounds for termination of my tenancy.

TENANT 1

Date: _____

Signature

Printed Name

TENANT 2

Date: _____

Signature

Printed Name

Unit Number: # _____

Witness: The above-named resident has signed this affidavit in my presence.

NAME: _____

TITLE: _____

DATE: _____

Park Vista Rental Agreement Addendum No. 4

Unit Inspection Report

The Premises should be inspected immediately before the Lease is signed or the premises are occupied

Address of Premises:		Unit No.
Move in date	Move out date	
Inspected by (for Landlord)	Inspected by (for Tenant)	

	MOVE-IN		Comments	MOVE-OUT		Comments
	OK	NO		OK	NO	
Bedroom 1	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Entry Area	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Living Areas	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Balcony	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Carpeting	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Closets	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Disposal	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drapes / Blinds	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doors	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fireplace	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lights	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Locks	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Patio	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Screens	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Storage	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stove	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Windows	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Window coverings	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Yard	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

NOTES:

Landlord and Tenant have inspected the Premises on _____ (Date). The move-in conditions are those noted on this inspection as shown above. The parties further agree that a copy of this Joint Inspection was provided to Tenant.

Tenant: _____

Acknowledged by Landlord: _____

Park Vista Rental Agreement Addendum No.2

PET AGREEMENT

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

WITNESSETH:

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

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

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

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

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

4. Refund Policy

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

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

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

TENANT 1

Date:

Signature

Printed Name

TENANT 2

Date:

Signature

Printed Name

LANDLORD

Date:

Signature

Printed Name

ATTACHMENTS:

- Pet Rules
- Pet Registration Form

EXHIBIT A

PET RULES

- A. Prior to accepting a pet for residency at Park Vista, the pet owner and the Landlord must enter into a PET AGREEMENT. In addition, the pet owner must submit a PET REGISTRATION form and a VACCINATION CERTIFICATE, all of which are available from the Site Manager. The Pet Registration form must be updated annually and the pet's vaccinations must be kept current.
- B. The following types of common household pets will be permitted under the following criteria:
- a. Dogs:
 - i. Maximum number - one
 - ii. Maximum adult weight - 25 lbs. (does not apply to service dogs)
 - iii. Must be housebroken
 - iv. Must be spayed or neutered
 - v. Must have all required vaccinations
 - vi. Must be licensed
 - b. Cats:
 - i. Maximum number - one
 - ii. Must be spayed or neutered
 - iii. Must have all required vaccinations
 - iv. Must be trained to use a litter box
 - c. Birds:
 - i. Maximum number - two
 - ii. Must be maintained inside of cage at all times
 - d. Fish:
 - i. One aquarium - Maximum size of 20 gallons
 - ii. Must be maintained on approved stand
- C. Deposits:
- a. A pet deposit of \$200 shall be required for each cat and dog, except for service animals. This amount can be paid gradually through an initial payment of \$50.00 when the pet is brought onto the premises, and subsequent monthly payments of \$25.00 per month until the full amount is reached.
 - b. The Resident's liability for damages caused by his/her pet is not limited to the amount of the pet deposit and the Resident will be required to reimburse the Landlord for the actual cost of any and all damages caused by the pet where the cost exceeds the amount of the pet deposit.

- c. All units occupied by a dog or cat will be fumigated upon being vacated at the pet owner's cost. Infestation of a unit by fleas carried by the pet shall be the responsibility of the pet owner. Infestation of adjacent units or common areas attributable to a specific pet shall be the responsibility of the pet owner who shall be liable for the cost of correcting the infestation.
- D. Dogs and cats shall be maintained within the Resident pet owner's unit. When outside, the pet shall be kept on a leash and under the control of the Resident AT ALL TIMES. Under no circumstances shall any cat or dog be permitted to roam free in any common area.
- E. Each dog must wear a dog license tag. In addition, each dog and cat must wear an identification tag with the owner's name, telephone number and/or address, including apartment number.
- F. All animal waste and litter from cat litter boxes shall be picked up immediately by the pet owner and disposed of in sealed plastic trash bags and placed in the main trash collection bin. Cat litter shall be changed at least every two days. Cat litter shall NOT be disposed of by flushing down toilets. Charges for unclogging toilets or clean-up of common area required because of attributable pet waste shall be billed to and paid by the Resident pet owner. No pet owner shall permit his/her pet to leave any waste in any part of the exterior or interior of the common area.
- G. Resident pet owner is responsible for immediately cleaning up any dirt tracked through the common area lobby, halls, or elevator by his/her pet.
- H. Pet owners shall keep their pets under control at all times. Pet owners shall assume sole responsibility for liability arising from any injury sustained by any person attributable to their pet. The Pet Owner further understands and agrees to hold the El Segundo Senior Citizens Housing Corporation, the City of El Segundo, Park Vista's Management Company, and their respective officers, officials, agents, contractors, employees and volunteers harmless from all liabilities, claims for damages, charges, expenses and costs arising from or related to any action of any pet or animal brought onto the premises by the Resident Pet Owner, however occurring. ANY PET THAT CASUES BODILY INJURY TO ANY RESIDENT, GUEST, OR STAFF MEMBER MAY BE IMMEDIATELY AND PERMANENTLY REMOVED FROM THE PREMISES WITHOUT PRIOR NOTIFICATION TO THE RESIDENT PET OWNER.
- I. Resident Pet Owner agrees to control the noise of his/her pet such that it does not constitute a nuisance to other Residents. Failure to so control pet noise may result in the removal of the pet from the premises.
- J. All Resident Pet Owners shall provide adequate care, nutrition, exercise, and medical attention for their pets. Pets which appear to be poorly cared for or which are left unattended for a period longer than allowed under the pet rules will be

reported to SPCA or other appropriate authority and may be removed from the premises at the Pet Owner's expense.

- K. In the event that a Resident Pet Owner is unable to care for his/her pet due to sudden illness, death or other incapacity, Management shall contact those persons identified on the PET REGISTRATION form to care for the pet. In the event that such persons cannot be contacted, management shall have the right to provide reasonable care for the pet either on or off the premises, and all cost of such care shall be the responsibility of the Resident Pet Owner. In the event that the caretaker designated in any written instructions fails to assume custody of the pet in a timely manner, management shall have the right to deliver the pet to the proper animal control authorities.
- L. Resident Pet Owners acknowledge that other Residents may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. Accordingly, Resident Pet Owners shall exercise common sense and common courtesy with respect to such other Residents' right to peaceful and quiet enjoyment of the premises.
- M. In addition to reasons stated elsewhere herein and in addition to any remedies afforded by law, Management may take steps to require the removal of a pet from the premises, after proper notification, on a temporary or permanent basis for the following causes:
 - a. Creation of a nuisance
 - b. Excessive pet noise or odor
 - c. Unruly or dangerous behavior
 - d. Excessive damage to the Resident's apartment unit and/or Park Vista common areas
 - e. Repeated problems with vermin or flea infestation
 - f. Failure of the Resident to provide for adequate care of his/her pet
 - g. Leaving a pet unattended for more than 12 hours
 - h. Failure of the tenant to provide adequate and appropriate vaccination of the pet
 - i. Resident death and/or serious illness
 - j. Failure to observe any other rule contained herein and not here listed.
- N. Pets of visitors/guests are not allowed, with the exception of service animals.
- O. Birds must be kept caged at all times. Bird waste must be disposed of in sealed plastic trash bags and placed in main trash bin. Excessive noise is not permitted.
- P. Fish aquariums shall not exceed 20 gallons and shall be placed on a management-approved stand in a safe location within the unit. Costs to repair water damage to walls, carpet, flooring or the ceiling of the unit below caused by breakage or spillage of or from the aquarium shall be the responsibility of the Resident. Resident must provide proof of insurance for water-filled furniture prior to bringing an aquarium on the premises.

Q. In the event that any pet owner violates these Pet Rules, management shall provide notice of such violation as follows:

a. CREATION OF A NUISANCE

- i. The owner of any pet which creates a nuisance upon the grounds or by excessive noise, odor, or unruly behavior shall be notified of such nuisance in writing by management and shall be given no more than three days to correct such a nuisance.
- ii. Consistent with local and State law, management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct such a nuisance within the three day compliance period.

b. DANGEROUS BEHAVIOR

- i. Any pet which physically threatens and/or harms a Resident, guest, staff member or other authorized person present upon the Park Vista grounds shall be considered dangerous.
- ii. Management shall provide written notification to the pet owner of dangerous behavior and the pet owner shall have no more than three days to correct the animal's behavior or remove the pet from the premises.
- iii. Consistent with local and State law, management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct the dangerous behavior of his/her pet within the compliance period.
- iv. Notwithstanding the foregoing, any pet which causes physical harm to any resident, guest, staff member or other authorized person present upon the Park Vista grounds may be immediately removed from the premises by management or by animal control services.

PET REGISTRATION FORM

RESIDENT'S NAME _____ APT. NO. _____

TYPE OF PET _____ PET'S NAME _____

COLOR: _____ SIZE: _____ AGE: _____ OTHER: _____

VETERINARIAN: _____ PHONE#: () _____

In the event that I am unable to attend to the needs of this pet, the following persons have agreed to care for it:

(1) NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ TELEPHONE #: _____

(2) NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ TELEPHONE #: _____

I hereby agree to care for the above-mentioned pet in the event that its owner is unable to care for it. This would include removing it from the premises if necessary or appropriate.

Person 1 (signature) _____

Person 2 (signature) _____

Resident Signature

Date

(Note: Pet cannot be accepted for residency until this form has been signed by two parties who agree to care for the pet in the event the pet owner is unable to do so, the Tenant has agreed to abide by the Pet Rules, and a Current Vaccination Certificate prepared by a licensed California veterinarian has been received).

Office Use Only

Date pet accepted for residency: _____

Date of Vaccination Certificate: _____

Veterinarian name and address: _____

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

FINANCIAL STATEMENTS

AND SUPPLEMENTARY INFORMATION

December 31, 2022 and 2021

DRAFT



EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

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INDEPENDENT AUDITORS' REPORT

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

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of **El Segundo Senior Citizen Housing Corporation dba Park Vista**, which comprise the statements of financial position as of **December 31, 2022 and 2021**, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of El Segundo Senior Citizen Housing Corporation dba Park Vista as of December 31, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Supplementary Information

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

Hoffman, Short, Rubin, DeWinter, Sanderson

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

Covina, California

May 12, 2023

Lead Auditor: Joanne Hoffman, CPA

Employer Identification Number: 81-3709413

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

STATEMENTS OF FINANCIAL POSITION

December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash and cash equivalents	\$ 507,932	\$ 380,095
Restricted cash	1,172,490	1,152,271
Accounts receivable	4,000	-
Prepaid expenses	41,763	31,947
Total Current Assets	<u>1,726,185</u>	<u>1,564,313</u>
PROPERTY AND EQUIPMENT		
Building improvements	1,046,041	1,046,041
Equipment	167,194	167,194
Furnishings	153,863	153,863
Total Property and Equipment	<u>1,367,098</u>	<u>1,367,098</u>
Less: accumulated depreciation	1,013,306	974,014
Net Property and Equipment	<u>353,792</u>	<u>393,084</u>
Total Assets	<u>\$ 2,079,977</u>	<u>\$ 1,957,397</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 6,144	\$ 10,831
Prepaid rent	8,384	7,320
Total Current Liabilities	<u>14,528</u>	<u>18,151</u>
TENANT SECURITY DEPOSITS	<u>69,222</u>	<u>65,836</u>
Total Liabilities	<u>83,750</u>	<u>83,987</u>
NET ASSETS		
Without donor restrictions		
Undesignated	823,737	721,139
Designated by the City	1,172,490	1,152,271
Total Net Assets	<u>1,996,227</u>	<u>1,873,410</u>
Total Liabilities and Net Assets	<u>\$ 2,079,977</u>	<u>\$ 1,957,397</u>

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

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

STATEMENTS OF ACTIVITIES

Years Ended December 31, 2022 and 2021

	2022	2021
REVENUES		
Rent	\$ 856,799	\$ 762,653
Parking	18,731	17,300
Interest	20,219	2,842
Insurance proceeds	-	30,721
Other revenue	5,516	4,350
	901,265	817,866
EXPENSES		
Administrative	65,803	96,326
Management fees	183,500	181,500
Utilities	155,595	125,133
Operating and maintenance	218,760	296,874
Licenses and permits	475	550
Insurance	115,023	38,548
Depreciation	39,292	40,046
	778,448	778,977
Change in Net Assets Without Donor Restrictions	122,817	38,889
Previous Year Net Assets Without Donor Restrictions	1,873,410	1,834,521
Net Assets Without Donor Restrictions	\$ 1,996,227	\$ 1,873,410

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

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

STATEMENTS OF CASH FLOWS

Years Ended December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 122,817	\$ 38,889
<i>Adjustments to reconcile change in net assets to net cash provided by operating activities:</i>		
Depreciation	39,292	40,046
(Increase) decrease in assets:		
Accounts receivable	(4,000)	-
Prepaid expenses	(9,816)	(4,048)
Security deposits, net	3,386	10,364
Increase (decrease) in liabilities:		
Accounts payable	(4,687)	5,874
Prepaid rent	1,064	3,776
Net Cash Provided by Operating Activities	<u>148,056</u>	<u>94,901</u>
Net Increase in Cash	148,056	94,901
Cash, Cash Equivalents, and Restricted Cash at Beginning of Year	<u>1,532,366</u>	<u>1,437,465</u>
Cash, Cash Equivalents, and Restricted Cash at End of Year	<u>\$ 1,680,422</u>	<u>\$ 1,532,366</u>
<i>Cash, Cash Equivalents, and Restricted Cash Comprised of:</i>		
Cash in bank - checking	\$ 507,932	\$ 380,095
Restricted cash	1,172,490	1,152,271
Total	<u>\$ 1,680,422</u>	<u>\$ 1,532,366</u>

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

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2022 and 2021

1. ORGANIZATION

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

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

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

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

Cash and Cash Equivalents

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

Accounts Receivable and Bad Debts

Tenant receivables are charged to bad debt expense when they are determined to be uncollectible based upon a periodic review of the accounts by management. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method. There were no bad debt write-offs in 2022 and 2021.

Property and Equipment and Depreciation

Property and equipment are stated at cost. Assets are depreciated over their estimated useful lives of 5 to 27.5 years using the straight-line method. Major additions, betterments and improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Upon disposal of depreciable property, the appropriate property accounts are reduced by the related costs and accumulated depreciation. Depreciation expense as of December 31, 2022 and 2021, was \$39,292 and \$40,046, respectively.

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2022 and 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Impairment of Long-Lived Assets

The Project reviews its long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying value may not be recoverable. Recoverability is measured by a comparison of the carrying amount to the future net undiscounted cash flow expected to be generated and any estimated proceeds from the eventual disposition. If long-lived assets are considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount exceeds the fair value as determined from an appraisal, discounted cash flow analysis, or other valuation technique. No impairment loss was recognized during the years ended December 31, 2022 and 2021.

Rental Revenue

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

Income Taxes

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

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

The Project evaluates all significant tax positions. As of December 31, 2022 and 2021, the Project does not believe that it has taken any positions that would require the recording of any additional tax liability nor does it believe that there are any unrealized tax benefits that would either increase or decrease within the next year. It is the Project's policy to recognize any interest and penalties in the year incurred. There was no interest or penalties incurred in 2022 and 2021.

Description of Net Assets

The Project is subject to provisions of *Presentation of Financial Statements for Not-for-Profit Entities* in accordance with *Topic 958*. This guidance includes presentation of two classes of net assets and enhances disclosures for board designated amounts, compositions of net assets with donor restrictions and how the restrictions affect the use of resources, qualitative and quantitative information about the liquidity and availability of financial assets to meet general expenditures within one year of the statement of financial position date, and expenses by both their natural and functional classification, including methods used to allocate costs among program and support functions.

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2022 and 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Description of Net Assets (continued)

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

- *Without Donor Restrictions - Undesignated* are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in the corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.
- *Designated by the City* are funds held by the City in accordance with the Agreement for Investment of Funds, entered into on May 20, 1998, by and between the City and the Corporation. The Corporation has access to the funds within 14 days of providing notice to the City of its desire to withdraw some or all of the funds. Under this Agreement, the City is holding these funds in its investment pool and as of December 31, 2022 and 2021, the balances are \$1,172,490 and \$1,152,271, respectively.

Use of Estimates

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

Fair Value Measurement

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

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

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

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2022 and 2021

3. RESTRICTED CASH

Investment with City

Investment with City are funds held by the City in accordance with the Agreement for Investment of Funds, entered into on May 20, 1998, by and between the City and the Corporation. The Corporation has access to the funds within 14 days of providing notice to the City of its desire to withdraw some or all of the funds. Under this Agreement, the City is holding these funds in its investment pool.

As of December 31, 2022 and 2021 restricted cash consists of the following:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending Balance</u>
Investment with City	\$ 1,152,271	\$ 20,219	\$ -	\$ 1,172,490
Total	\$ 1,152,271	\$ 20,219	\$ -	\$ 1,172,490

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

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

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

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2022 and 2021

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

Property Management Agreement - The Corporation entered into a Management Agreement with Cadman Group, a property management firm. The Agreement provides that Cadman Group will manage, maintain, operate, lease and rent the Park Vista units for the Corporation. The terms of service also provides that Cadman Group will: hire, discharge and supervise all labor required for the operation and maintenance of the property as employees of Cadman Group; make repairs and alterations, decorations of the premises, purchases of supplies, and payments of all bills of the Park Vista facility; assume responsibility for periodic cleaning and maintenance of the facility as provided in the Agreement. The Property Management Agreement provides compensation at \$15,250 per month, which include rent payments and payroll related expenses. Effective November 1, 2022, the compensation increased to \$15,500 per month. Total management fees for the years ended December 31, 2022 and 2021 was \$183,500 and \$215,464, respectively. During 2022, it was discovered the management fees were erroneously miscalculated, resulting in overpayment of \$4,000 paid to the Cadman Group. As of December 31, 2022, the overpayment will be repaid and included in accounts receivable.

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

5. INSURANCE PROCEEDS / WATER INTRUSION

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

6. LIQUIDITY AND FUNDS AVAILABLE

The following reflects the Project's financial assets as of December 31, 2022 and 2021, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date.

Financial assets available to meet cash needs for general expenditures within one year as December 31, 2022 and 2021:

	2022	2021
Financial assets		
Cash and cash equivalents	\$ 507,932	\$ 380,095
Investment with City	1,172,490	1,152,271
Total Financial Assets	\$ 1,680,422	\$ 1,532,366
Less those unavailable for general expenditure within one year, due to:		
Investment with City not available within the next 12 months	(1,172,490)	(1,152,271)
Financial Assets Available to Meet Cash Needs for General Expenditures within One Year	\$ 507,932	\$ 380,095

EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION

NOTES TO FINANCIAL STATEMENTS

Years Ended December 31, 2022 and 2021

7. SUBSEQUENT EVENTS

The Project has evaluated events and transactions occurring subsequent to the statement of financial position date of December 31, 2022 for items that should potentially be recognized or disclosed in these financial statements. The evaluation was conducted through May 12, 2023, the date these financial statements were available to be issued. No such material events or transactions were noted to have occurred.

DRAFT

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

Years Ended December 31, 2022 and 2021

	2022	2021
ADMINISTRATIVE EXPENSES		
Office expenses	\$ 2,658	\$ 183
COVID related expenses	-	33,964
Manager rent-free unit	27,000	27,000
Auditing	5,875	7,750
Telephone	30,036	27,357
Miscellaneous administrative	234	72
Total Administrative	\$ 65,803	\$ 96,326
MANAGEMENT FEES		
	\$ 183,500	\$ 181,500
UTILITIES		
Electricity	\$ 23,658	\$ 15,823
Water	44,492	40,769
Gas	18,738	14,608
Cable TV	68,707	53,933
Total Utilities	\$ 155,595	\$ 125,133
MAINTENANCE EXPENSES		
Janitorial contract	\$ 17,985	\$ 40,419
Exterminating contract	5,559	2,964
Ground contract	14,962	13,984
Repairs material	16,101	14,784
Repairs contract	98,370	131,988
Elevator maintenance	6,308	14,450
Decorating contract	17,786	6,463
Decorating supplies	28,964	36,743
Security service	-	15,064
Fire protection expense	12,725	511
Water intrusion costs	-	19,504
Total Maintenance	\$ 218,760	\$ 296,874
LICENSES AND PERMITS		
Miscellaneous	\$ 475	\$ 550
INSURANCE EXPENSE		
Property insurance	\$ 36,669	\$ 38,548
Earthquake insurance	78,354	-
Total Insurance	\$ 115,023	\$ 38,548

See Independent Auditors' Report

EL SEGUNGO SENIOR CITIZEN CORPORATION
dba PARK VISTA

May 12, 2023

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

This representation letter is provided in connection with your audit of the financial statements of **El Segundo Senior Citizen Corporation dba Park Vista**, which comprise the statements of financial position as of **December 31, 2022 and 2021**, and the related statements of activities and cash flows for years then ended, and the disclosures (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

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

We confirm, to the best of our knowledge and belief, as of May 12, 2023, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 15, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events, including instances of noncompliance, subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed in the financial statements.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole.

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

Information Provided

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

- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
- 22) El Segundo Senior Citizen Corporation dba Park Vista is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- 23) We acknowledge our responsibility for presenting the supplementary information in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Signature: _____

Title: _____