

MINUTES OF THE MEETING
El Segundo Special Senior Citizen Housing Board Corporation
Wednesday,
December 10, 2025
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 Tim Whelan

ROLL CALL

Members Present:	Tim Whelan Denise Fessenbecker Paula Rotolo George Funk
Absent:	Julia Newman
Non-Voting Board Member:	Val Smith
Others:	Michael Allen Agnes Ho Venus Wesson Neil Cadman

PUBLIC COMMUNICATION. (Suggestion Box Comments)

- Received over seven comments in the suggestion box requesting that the regular Tenant/Management meetings be continued.
- Requested a status update on the contract approval for the vending machines.
- Reported that the door has been broken for over a week, posing a security risk and potential for vehicle damage. Neil is inquiring with staff; residents were reminded to notify staff immediately of such issues.
- Confirmed there is no rental rate increase. While the parking rate increase is not contested, tenants requested better notification protocols, specifically asking that notices not be sent during the holiday season.
- Tenants requested that washer and dryer repairs be addressed in a timelier manner.
- Addressed general tenant concerns regarding building safety and security measures.
- Residents inquired about the recent addition of security guards and the reason for the change. Neil will provide a detailed explanation during the management report.
- Suggested that management provide formal introductions for new renters to the community.

A. CONSENT

1. APPROVAL OF MEETING MINUTES

Motioned by Denise Fessenbecker and seconded by Paula Rotolo to approve the October 22, 2025, Meeting Minutes. The motion passed 5-0.

B. UNFINISHED BUSINESS

None.

C. NEW BUSINESS

2. President's Report (Paul Lanyi)

- Tim welcomed George Funk to the Board and congratulated him on his new appointment.

- Tim extended his gratitude to Paul Lanyi for his dedicated time of service on the Board.

Receive and file: Motion carried 5-0

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

- Val inquired about the \$6,000 expense for fire service testing covering fiscal years 2024 and 2025. Neil acknowledged the vendor billing oversight, confirming that the charges were valid but had previously been missed in the billing cycle.
- Tim inquired about the classification of several high-cost items, questioning why they were listed under Maintenance Costs rather than Capital Expenditures. Neil clarified that, for these specific items, it is more appropriate to categorize them as maintenance costs rather than capital assets.
- Denise inquired whether a specific dollar threshold exists for designating a project as a "Capital Project." Neil clarified that he has \$10,000 threshold for maintenance-related projects.
- Val raised concerns regarding the building camera that are not functioning properly. Neil noted that the system was recently updated and stated he would look further into the manner.

Receive and file: Motion carried 5-0

4. Consideration of New Vending Machine Proposal. (Michael Allen).

- Michael presented formal proposals from two separate vendors. He noted that if the Board decides to proceed, specific locations will be finalized; however, Property Management will not be responsible for monitoring or servicing the machines. Michael stated that he would following the city attorney office on the installation One Stop Vending, Inc.

Receive and file: Motion carried 5-0

5. 2026 Park Vista Operating Budget. (Neil Cadmen)

Neil presented a draft overview of the 2026 Annual Budget, noting the following key projections:

- Rental Income: Anticipating a 2% increase in revenue.
- Maintenance Costs: Projected to decrease significantly from the \$295,000 budgeted in 2025 to under \$35,000 for the 2026 fiscal year.
- Elevator Services: The budget for elevator maintenance will increase to \$25,000.
- Management Contract: Fees are expected to increase per the 2026 contract terms.
- Utilities (Electricity & Water): A 10% increase has been factored into account for rising utility rates.
- Insurance: General insurance is expected to remain stable in the \$37,000 range.
- Earthquake Insurance: Budgeted at \$95,000 (a conservative estimate compared to the \$70,000 actual cost in 2024).
- Contracted Services: Fire Services and Cable costs are expected to remain flat under current contract amounts.
- Telephone and Internet: Projected to show overall savings.
- Professional Fees: No increase is anticipated for audit services in the coming year.
- Interest Income: Bank account interest is performing strongly; \$90,000 is budgeted for 2026.

Paula Rotolo motion and Denise Fessenbecker second, to approve 2026 Park Vista operating budget. The motion passed 5-0

6. Park Vista's Income/ Net Worth Thresholds for Tenancy. (Neil Cadmen)

Neil provided a breakdown of the maximum income and asset qualifications required to reside at Park Vista:

- One-Person Household: The limit is based on 5% of total net worth, set at \$45,000.
- Two-Person Household: The limit is based on 5% of total net worth, currently set at \$50,000.
- Neil stated that the Board can review and recommend that the City Council evaluate and adjust the income limits.
- Paula inquired about forming a committee to evaluate these standards. Michael recommended that the Board engage a consultant specializing in affordable housing committees to ensure the review is handled with expert oversight.
- A committee was proposed to work alongside the consultant. Paula, Denise, and George formally volunteered to serve as members. Michael asked Council member Keldorf to join the committee as well.

Paula Rotolo motion and Denise Fressenbecker second, to approve the forming the committee net worth thresholds. The motion passed 5-0

7. Appointment of Board President.

- Paula nominated Tim for the position of Board President and second by Denise. The Board voted all in favor.
- Tim nominated Denise for the position of Board Vice President and second by Paula. The Board voted all in favor.

8. Planter Box Garden in Park Vista. (Val Smith)

Val Smith and Bill Ryan present a presented a proposal to establish a Planter Box Garden Committee.

- Bill suggested utilizing the open space on the second floor, noting its accessibility from both elevators.
- Neil acknowledged that community gardens are a popular modern amenity but raised potential liability concerns. He suggested that the Board consider hiring a professional landscaping company to handle the initial setup, with tenants taking over the ongoing maintenance.
- Val inquired about forming a tenant committee to discuss logistics immediately. Neil advised that a formal plan must be developed and in place before the committee can officially proceed.

D. REPORTS – COMMUNITY DEVELOPMENT DEPARTMENT

9. Upcoming Events

None.

10. Learn Basic Tech (LBT) Program. (Michael Allen)

- Michael announced an upcoming "Digital Skills for Cybersecurity" training session. While the specific dates are still being determined, the training will be held at the Joslyn Center. This initiative aims to provide informative resources on digital safety and security.

E. REPORTS – SENIOR CITIZENS HOUSING BOARD

- Val followed up on a proposal made six months ago to form a Resident Ambassador Team. The goal of this team would be to formally welcome and orient new tenants to the building.

- Val reported an increase in the frequency of laundry machine breakdowns, requesting more consistent maintenance or a long-term solution.
- Val noted that on October 17th, the generator was down for about an hour, leaving the elevator unoccupied.
- Val concluded by thanking the residents for the high turnout tonight.

F. REPORTS – MANAGEMENT (CADMAN GROUP)

- Tenant/Management meeting schedule for January 2026
- Management has maintained increased security patrols for over a month. While specific details cannot be disclosed due to legal and confidentiality issues, management emphasized that tenant safety remains the top priority and patrols will continue if necessary.
- Concerns were raised regarding tenants propping doors open, which allows unauthorized individuals to bypass the building's secured access.
- A thank you was extended to the Rotary Club for hosting the annual tenant party on December 4th.
- Hilltop Church will host a caroling event for tenants on December 12th at 6:00 p.m.
- Diya from the National Charity League is scheduled to perform for the residents on January 23rd in the Community room on the piano.
- The waiting list is currently 74 applicants. Of these, 27 applicants stated they cannot afford the current rent but wish to remain on the list; 26 applicants are currently not ready to move in due to unrelated personal reasons; 13 applicants indicated a preference for a studio over a 1-bedroom unit; 7 applicants were unreachable due to disconnected phone numbers and will be removed from the list; and 1 applicant on the list currently holds a housing voucher.

ADJOURNMENT: 3:33PM

NEXT MEETING: Wednesday, January 28, 2026