



**SPECIAL MEETING OF THE
Board of Directors of the
El Segundo Senior Citizens Housing Corporation
AGENDA
Virtual Meeting via Zoom Teleconferencing**

MEETING DATE: Wednesday, July 28, 2021
MEETING TIME: 3:30 p.m.

DUE TO THE COVID-19 EMERGENCY, THIS MEETING WILL BE CONDUCTED
PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

TELECONFERENCE VIA ZOOM MEETING

Meeting ID: [846 3272 8192](#)

Passcode: [561519](#)

How Can Members of the Public Observe and Provide Public Comments?

Join via Zoom from a PC, Mac, iPad, iPhone, or Android device, or by phone.

Please use this URL

<https://us06web.zoom.us/j/84632728192?pwd=TDZDZWGhKT3UxYWphZWlwNEtyMDFtUT09>

If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous.

OR

Join by phone: [1-669-900-9128 US](#)

Enter Meeting ID: [846 3272 8192](#)

Passcode: [561519](#)

Your phone number is captured by the zoom software and is subject to the Public Records Act unless you first dial "*67" before dialing the number as shown above to remain anonymous.

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 prior to the start of the meeting: vwesson@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.

Additional Information:

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.

PLEASE NOTE: Public Meetings are recorded.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Venus Wesson, 310-524-2344. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CALL TO ORDER:

ROLL CALL

A. PUBLIC COMMUNICATION

At this time, members of the public may speak to any item on the agenda only. 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. None.**

C. CITY STAFF REPORT

D. NEW BUSINESS

1. President's Report (Paul Lanyi)

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

Recommendation: Receive and File

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

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

b. LAIF investment fund and transfers between accounts.

Recommendation: Receive and File

3. Amend Policy Regarding Rental Rates for Interunit (Unit-to-Unit) Transfers (Paul Lanyi)

a. At the June 23, 2021 meeting, the Board voted to amend the policy regarding rental rates applicable to interunit transfers. Staff was directed to put the agreed-upon policy in written form and present it at the next meeting.

Recommendation: Review the written policy regarding rental rates for interunit transfers. If the written policy is consistent with the Board's action at the June 23, 2021 meeting, then receive and file the policy. Alternatively, the Board may make any desired changes to the policy.

4. Amend Policy Regarding Rental Rates for Interunit (Unit-to-Unit) Transfers to and from ADA-Accessible Units. (Paul Lanyi)

a. The Board will consider whether to amend the policy regarding rental rates applicable to interunit transfers to and from ADA-accessible units when the tenant moving into the ADA-accessible unit has a qualifying need under applicable Park Vista policies.

Recommendation: Discussion and Possible Action.

5. Eliminate Waiting List for Interunit (Unit-to-Unit) Transfers. (Paul Lanyi)

- a. The Board will consider whether to eliminate, in whole or in part, the waiting list for interunit transfers and disallow future interunit transfers.

Recommendation: Discussion and Possible Action.

6. Annual State and Federal Tax Filings for the Housing Corporation (Neil Cadman)

- a. Review and consider CPA estimate and engagement letter for completing required annual federal and state tax returns for years 2015 through 2020, responding as appropriate to the July 14 2021 delinquency notice from the California Department of Justice, and for preparing and filing the required tax forms for 2021 at the appropriate time.

Recommendation: Authorize board president or secretary to execute agreement/engagement letter with a CPA to complete and file required federal and state tax returns for years 2015 through 2020, to respond to the Department of Justice's delinquency notice on or before September 10, and to prepare and file the required tax forms for 2021 at the appropriate time.

7. Annual Unit Inspections (Neil Cadman)

- a. Consider whether to conduct the 2021 annual unit inspections.

Recommendation: Discussion and Possible Action.

E. UNFINISHED BUSINESS

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.

NEXT REGULAR MEETINGS:

Wednesday, August 25, 2021

Wednesday, September 22, 2021

Wednesday, October 27, 2021

ADJOURNMENT