

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

MEETING DATE: Wednesday, October 25, 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, September 27, 2023

Recommendation: Approve

C. CITY STAFF REPORT

2. Housing Element Status Presentation. (Paul Samaras)

In November 2022, the City Council adopted the City's Housing Element for the 2021-2029 period. The Housing Element is the City's long-term plan for meeting its housing needs and goals. Staff will provide the Board with a description of the Housing Element and progress report on its implementation to-date.

Recommendation: Receive and file the presentation.

3. November and December 2023 Board Meetings. (Eduardo Schonborn)

Due to the Board's standing meetings of the fourth Wednesday of the month, the meetings for November and December have occurred on or about the Thanksgiving and Christmas holidays. Historically, the Board has either cancelled these meetings and adjourn to the January meeting, or have had a special meeting in early December.

Recommendation: Discuss possible cancellation of the November and December Board meetings, and decide whether to conduct a special meeting or adjourn until the regular meeting on January 24, 2024.

D. NEW BUSINESS

4. President's Report. (Paul Lanyi)

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

Recommendation: Receive and File

5. 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 September 2023.

b. LAIF investment fund and transfers between accounts.

Recommendation: Receive and File.

6. Update on the Facilities Assessment Upgrade Report. (Neil Cadman)

The Board will hear a presentation on the facilities assessment plan with regards to actual upgrades performed and the costs associated with those upgrades.

Recommendation: Receive and File.

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

The Cadman Group conducts an annual survey of market rents for comparable apartment units in El Segundo. Rental rates for new, incoming tenants are based

on the annual market rent survey. Cadman Group will present its annual market rent survey and the Board will decide whether to adjust rental rates for new, incoming tenants accordingly by up to 60-percent of the market rates.

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

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, November 22, 2023

Wednesday, December 27, 2023

MINUTES OF THE MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday,
September 27, 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 Vice President Tim Whelan.

ROLL CALL

Members Present: Tim Whelan
Paula Rotolo
Denise Fessenbecker
Absent: Paul Lanyi
Julia Newman
Others: Neil Cadman
Eduardo Schonborn
Venus Wesson
Agnes Ho

A. PUBLIC COMMUNICATION

- None.

B. APPROVAL OF MEETING MINUTES

1. Paula Rotolo motioned and seconded by Denise Fessenbecker to approve the August 23, 2023, Meeting Minutes. The motion to approve passed 3-0.

C. CITY STAFF REPORT

- None.

D. NEW BUSINESS

2. President's Report. (Paul Lanyi)

- None.

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

Tim inquired about the recent high maintenance budget of \$17,634.20. Neil responded that the budget is in the normal price range but is slightly over the average by \$400. Neil stated that the Earthquake policy is over budget due to the city insurance premium increasing in the last 12 months in California.

Receive and file: Motion carried 3-0

4. Boiler Replacement. (Neil Cadman)

- Neil informed the board that Public Work instructed him to obtain a quote from Stanly Louis company that is less than \$15,000 for the boiler replacement. Currently, Park Vista has two boilers in place. One of the boiler's life expectancy is very limited and the other one is at least seven years. Public Works is requesting that the board authorize the expenditure of up to \$15,000 to replace the boiler at the facility. Neil also notified the tenants that they would be without water for a day on that side of the building only.

- Tim inquired about the warranty. Neil stated that a warranty would be provided. Tim asked what side of the building the boiler was being replaced then Neil stated it was on the south side of the building.
- Denise noted that, by law, three quotes needed to be obtained. Neil stated that Public Works fulfilled whatever process they needed to complete and that he was not a part of that process; he was just asked to provide the quote.

Paula recommended that the board authorize up to \$15,000 to replace the boiler. Motion carried 3-0

5. Ratify Payment to the City of El Segundo for Required Earthquake and Flood Insurance During FY2023-2024; Authorize Future Premium Payments Upon Invoice by the City of El Segundo. (Neil Cadman)

- Denise asked if we have a system in place to review all contract expiration dates so we include this one on the list so that we won't be in the position of having to ratify a bill. Neil's response was yes, but insurance renewal is provided 7-10 days before expiration.
- Denise was very concerned about the disclaimer on the invoice and wondered if Neil noticed it. Neil responded that yes, this is normal insurance verbiage being that they are not credit California insurers.

Ratify the Payment: Motion carried 3-0

E. UNFINISHED BUSINESS

- Tim asked if all the units had been inspected. Neil stated that not all have been addressed, but it is being handled.

F. MANAGEMENT REPORT (Cadman Representative)

- Spectrum has imported five lines: 2 fire lines, 2 in the elevators, and 1 in the office. They have informed me that we should see a reduction in 60 days of cost savings from \$1500 per month down to \$200
- The tenants submitted a request for a yard sale in the courtyard for October 22nd. Neil clarified that he denied the request as the management group because of the potential risk it might cause, and the City Attorney didn't think it would be a good idea. The Board Members and Cadman Group discussed a possible yard sale alternative, and Neil said that onsite security and an insurance policy are required if the residents want this event. He stated that this yard sale might be a budget item and that having the facility pay would be fiscally irresponsible. Tim noted that a one-day, 3-hour event to have general liability and a security guard would be overly expensive. Neil replied that it would not be costly but rather time-consuming and laborious. He suggested the yard sale be outside the gate in Rec & Park. Tim asked how many residents expressed interest in the yard sale, and Neil replied that he was unsure about the number of residents interested. Tim suggested that if there is significant interest in a big yard sale, submit a request in the suggestion box or to his city email address. Neil also mentioned that Paul offered his residence to hold a yard sale.
- Covid cases are on the rise and tenants are unsure about which guidelines to follow. Neil stated that tenants should follow Los Angeles County guidelines.
- The annual inspections uncovered hoarding in the building, but Neil cannot further discuss it with board members because hoarders are a protected class under the Housing Act.

G. BOARD MEMBER REPORT

ADJOURNMENT: 4:03 pm

NEXT MEETING: Wednesday, November 22, 2023
Wednesday, December 27, 2023



Housing Element Status Update

Senior Board Meeting
October 25, 2023

What is the Housing Element?

- One of the seven mandated elements of the General Plan
 - Must be updated every 8 years
- Reviewed by Department of Housing and Community Development (HCD) for compliance with State laws
- Contents:
 - “Community Profile”
 - Provides an assessment of both current and future housing needs
 - Demographics – Population, Households, Special Needs Groups, Housing Stock
 - “Housing Constraints”
 - Identifies constraints – Governmental and Non-Governmental
 - “Housing Resources”
 - Identifies **“housing sites”** that can accommodate City’s RHNA
 - “Housing Plan”
 - Provides a comprehensive strategy that establishes goals, policies, and **“programs”**

Regional Housing Needs Allocation (RHNA) for 2021-2029

Income Category	5 th Cycle Carryover	6 th Cycle RHNA	Total RHNA	Percent
Extremely/Very Low Income	18	189	207	39.7%
Low Income	11	88	99	19.0%
Moderate Income	0	84	84	16.1%
Above Moderate Income	0	131	131	25.1%
Total	29	492	521	100.0%

Housing Solutions

- Accessory Dwelling Units (ADU)
- Entitled Projects
- Sites Inventory/Rezoning

Housing Solutions

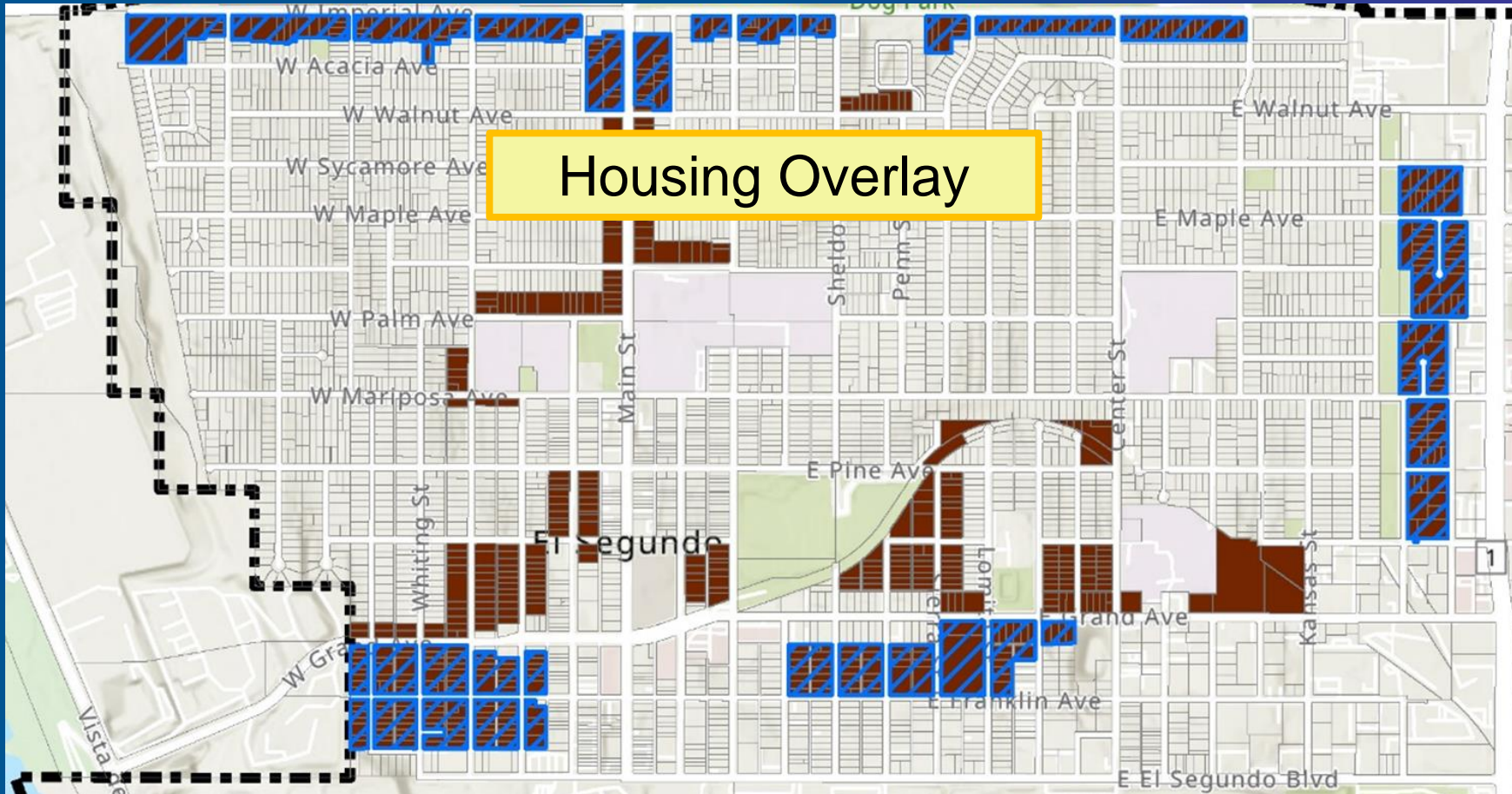
- **Accessory Dwelling Units (ADU)**
 - Entitled Projects
 - Sites Inventory/Rezoning
- 2021 – 21 applications
 - 2022 – 44 applications
 - 2023 – 20 applications (to-date)



Sites Inventory – Rezoning program



Sites Inventory – Rezoning program



Housing Programs/Plan

1. Residential Sound Insulation (RSI)
2. Code Compliance Inspection Program
3. Accessory Dwelling Units (ADU)
4. Inclusionary Housing Ordinance and Affordable Housing Strategy
5. Urban Lot Split
6. Provision of Adequate Sites
7. Monitoring of No Net Loss
8. Lot Consolidation
9. El Segundo Municipal Code Amendments
10. Community Outreach
11. Fair Housing

Housing Programs/Plan

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Housing Programs/Plan

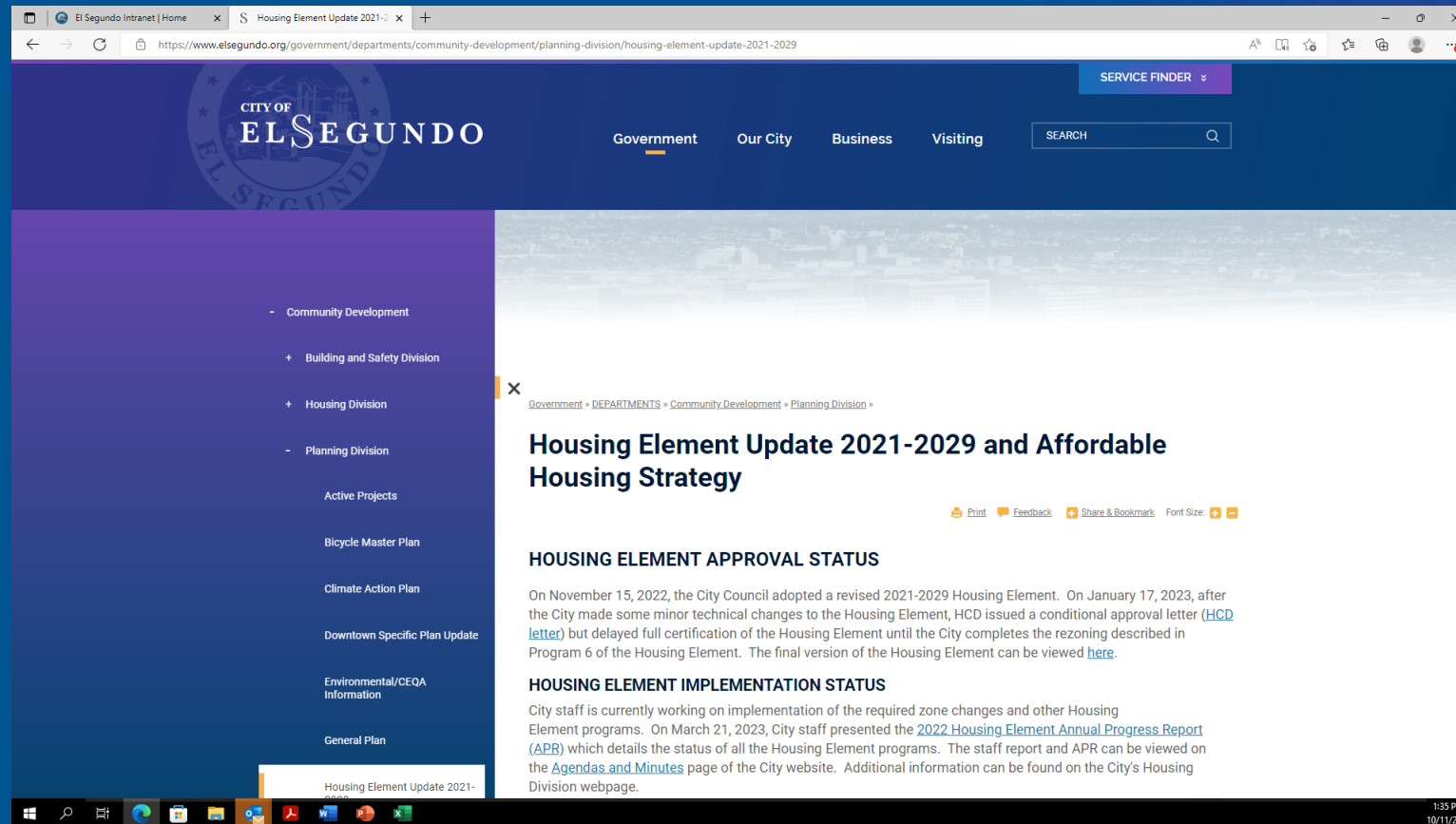
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Housing Programs/Plan

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- 10. Community Outreach**
- 11. Fair Housing**

City Website and Resources

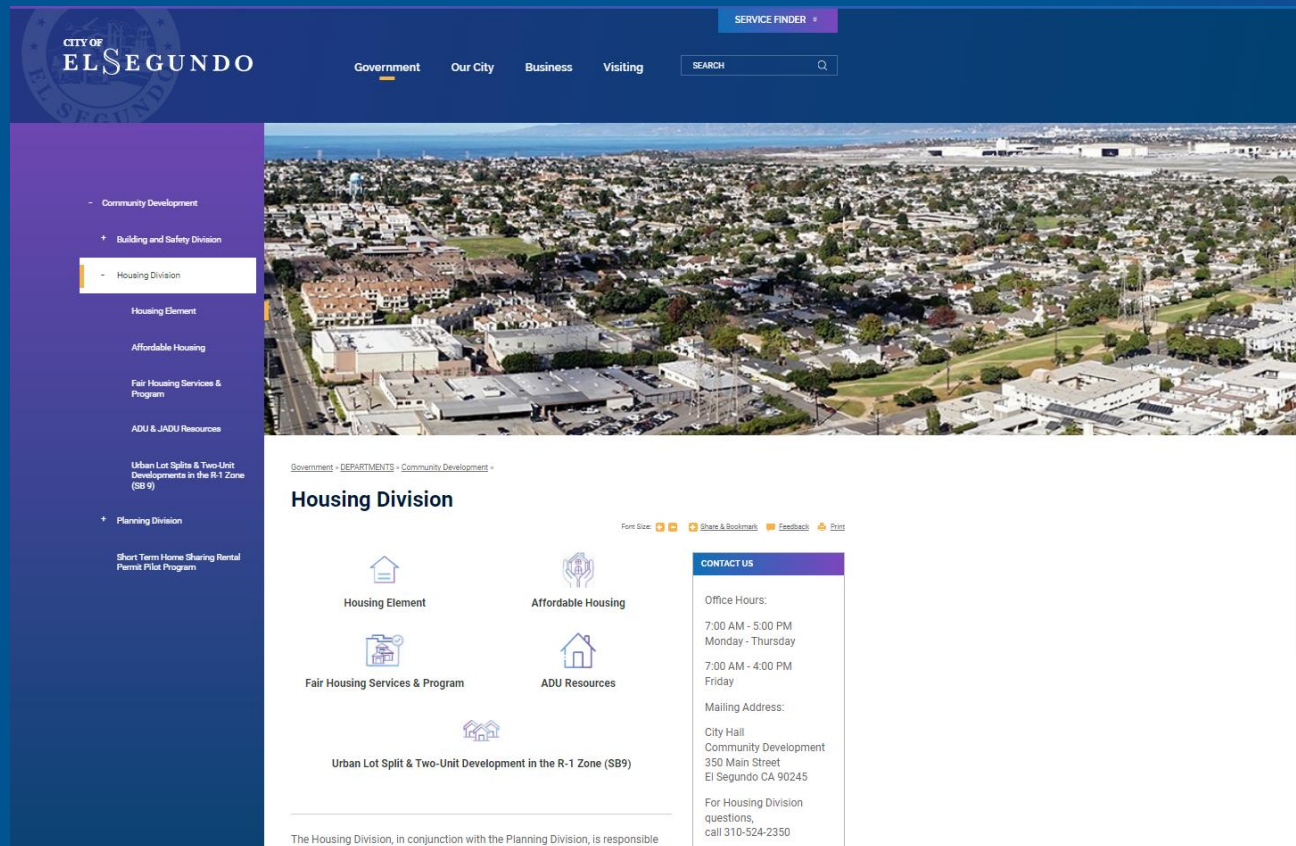
- www.elsegundo.org/housing-element



- Housing Element
- Annual Progress Report (APR)
- Email Updates
- Video Links
- Related Documents

City Website and Resources

- Housing Division webpage



- Housing Element
- Fair Housing Services (LA County)
- Affordable Housing Resources
- ADU Information and Resources

Annual Progress Report

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		El Segundo	
Reporting Year		2022 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Residential Sound Insulation (RSI)	Beginning in 2023 and annually thereafter, coordinate with LAWA to assist in outreaching to eligible owners in El Segundo. Assist 200 households annually.	Annually	No activity to report in 2022
2. Code Compliance Inspection Program	Continue to conduct inspections on a complaint basis through the City's Community Development Department and Neighborhood Preservation Officer	Ongoing	In 2022, the Neighborhood Preservation Officer conducted inspections at 87 residential properties in response to complaints. The typical complaints included illegal construction, noise, overgrown vegetation, housing concerns, and other zoning violations.
3. Accessory Dwelling Units (ADU)	Develop incentives and tools to facilitate ADU construction by the end of 2023, with the goal of achieving 120 ADUs in eight years. Incentives include pre-approved plans and creating an ADU calculator to estimate costs of development in El Segundo. The City is also participating in a REAP-funded project administered by the South Bay Council of Governments to accelerate ADU production.	By the end of 2023	REAP: The City of El Segundo is participating in a South Bay Cities COG, Regional Early Action Planning grant-funded, project to accelerate ADU production. The SBCCOG is engaged in a multifaceted research and planning project that includes mapping, economic analysis, policy assessment, infrastructure impacts, surveys of applicants and tenants, best practices, and forecasting of ADU development in the South Bay. An RFP for this project can be found at https://southbaycities.org INCENTIVES: The City will develop pre-approved plans and post them along with ADU-related fees on the City website in 2023
Accessory Dwelling Units (ADU)	In 2022, update City website to provide information of ADU resources, such as grants available to homeowners for ADU construction from the California Housing Finance Agency (CalHFA).	By the end of 2022	In progress. ADU information to be posted on the City's Housing Division webpage, including links to CalHFA's grant program. To be completed in Q2 of 2023.
Accessory Dwelling Units (ADU)	Beginning in 2022 and annually thereafter, pursue available funding to facilitate ADU construction, including affordable ADUs.	IN 2022 AND ANNUALLY	No activity to report in 2022. The City will investigate and pursue funding opportunities through HCD and CalHFA in 2023.

- Status on number of units
 - Market
 - Affordable
- Activity and status on all programs and goals

Questions and Comments



PARK VISTA

Financial Reporting Analysis

September 2023

Gross Income: \$84,160.43

Gross Expenses: \$61,359.69

Expenses for the month were normal except for the following:

- *Maintenance of \$8,952.09 comprised of normal operations, small item vacancy preparation work and appliances.*
- *No water bills in September.*
- *Liability insurance premium of \$19,972.86.*

Net Income: \$22,800.74

Total Account Balances: \$1,880,389.00

Upcoming major expenses: Boiler repair and possible replacement per Public Works.

NOTE: THIS DOCUMENT IS A SUMMARY AND ANALYSIS ONLY OF THE MONTHLY FINANCIAL STATEMENTS FOR PARK VISTA. THEY ARE NOT PART OF THE ACTUAL FINANCIAL STATEMENTS FOR PARK VISTA.

**Total number of vacancies for the month: 97.9% occupied on 9/1/2023
99% occupied on 9/30/2023**

Move-outs: 0

Move-ins: 1

Notices to Vacate: 0

Budget Comparison Notes:

Operations: Operations for the month was a net \$5,060.92 over budget for September, and \$116,084.76 over budget YTD.

Income

- **Income for the month of September \$10,589.38 over budget for September and \$87,274.66 over budget YTD.**

Expenses:

- **Overall \$5,528.46 over budget for September, and \$28,810.10 under budget YTD.**
- **Maintenance \$8,547.91 under budget for September, and \$17,716.14 under budget YTD.**
- **Electricity over budget for September by \$823.41. \$1,164.04 under budget YTD.**
- **Gas bills 170.31 under budget to September; \$3,141.80 under budget YTD despite much higher gas bill rates that was not anticipated earlier this year.**
- **Cable Television under budget.**
- **Water \$12,763.94 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: Sep 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	75,626.50	96.12	658,014.76	93.99
Parking Income	1,569.16	1.99	14,315.04	2.04
Total RENT	77,195.66	98.11	672,329.80	96.03
Maintenance Charge (Income Account)	101.00	0.13	101.00	0.01
Prepayment	983.79	1.25	397.38	0.06
NSF Bank Fees Collected	25.00	0.03	125.00	0.02
Application Fee Income	0.00	0.00	-40.00	-0.01
Laundry Income	375.60	0.48	7,786.47	1.11
Miscellaneous Income	0.00	0.00	19,400.00	2.77
Total Operating Income	78,681.05	100.00	700,099.65	100.00
Expense				
Fire Service	0.00	0.00	735.00	0.10
Maintenance	8,952.09	11.38	139,783.86	19.97
Elevator service	4,794.30	6.09	12,810.98	1.83
Gardening	1,184.59	1.51	15,882.21	2.27
Management Fees	15,500.00	19.70	134,342.72	19.19
Pest Control	252.80	0.32	2,667.40	0.38
Insurance - Property	19,972.86	25.38	19,972.86	2.85
Earthquake Insurance	0.00	0.00	76,578.00	10.94
Licenses and Permits	0.00	0.00	175.00	0.02
Electricity	3,073.41	3.91	19,085.96	2.73
Gas	2,079.69	2.64	17,108.20	2.44
Water	0.00	0.00	28,486.07	4.07
Telephone/Internet	4,271.04	5.43	26,245.41	3.75
Cable/Television	1,075.79	1.37	34,339.39	4.90
Office Supplies	120.19	0.15	3,209.26	0.46
Advertising & Promotion	70.93	0.09	10,901.69	1.56
Bank Service Fees	12.00	0.02	36.00	0.01
Janitorial Service	0.00	0.00	61.20	0.01
Professional Fees	0.00	0.00	5,500.00	0.79
Total Operating Expense	61,359.69	77.99	547,921.21	78.26

Income Statement

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
NOI - Net Operating Income	17,321.36	22.01	152,178.44	21.74
Other Income & Expense				
Other Income				
Interest on Bank Accounts	5,479.38	6.96	45,223.98	6.46
Total Other Income	<u>5,479.38</u>	<u>6.96</u>	<u>45,223.98</u>	<u>6.46</u>
Net Other Income	<u>5,479.38</u>	<u>6.96</u>	<u>45,223.98</u>	<u>6.46</u>
Total Income	84,160.43	106.96	745,323.63	106.46
Total Expense	61,359.69	77.99	547,921.21	78.26
Net Income	<u><u>22,800.74</u></u>	<u><u>28.98</u></u>	<u><u>197,402.42</u></u>	<u><u>28.20</u></u>

Balance Sheet

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

As of: 09/30/2023

Accounting Basis: Cash

Include Zero Balance GL Accounts: No

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	662,675.33
Park Vista Reserve Account - LAIF	1,217,713.67
Total Cash	1,880,389.00
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	2,364,813.95
LIABILITIES & CAPITAL	
Liabilities	
Security Deposit Interest	-530.00
Pet Deposit	3,725.00
Key Deposit	1,800.00
Security Deposit	68,004.00
Passthrough Cash Account	-1,036.00
Accounts Payable	30,698.00
Total Liabilities	102,661.00
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	197,402.42
Calculated Prior Years Retained Earnings	1,933,259.58
Total Capital	2,262,152.95
TOTAL LIABILITIES & CAPITAL	2,364,813.95

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: 09/01/2023 to 09/30/2023

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												
586871	09/06/2023	09/06/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Frank Hauling & Maintenance	200.00	0.00	C110-BE62	09/25/2023	Haul away bulk furniture left behind in trash rooms from moving tenants.	
5504	09/06/2023	09/06/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		V&E Carpet Care	350.00	0.00	C114-4AB4	09/25/2023	Professional heavy duty common area carpet clean up after personal accident of ill tenant on 1st and 2nd floor.	
65414	09/07/2023	09/07/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Industrial Lock & Security Inc.	28.47	0.00	3000000387	09/25/2023	New keys needed for units and to match master.	
36113	09/11/2023	09/11/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	86.47	0.00	ACH	09/11/2023	Quill INV: 34087788 - cleaning supplies	
241009	09/11/2023	09/11/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	203	Montalvo, Uriel	110.00	0.00	C115-C7C2	09/25/2023	Overflowing toilet repairs and clean-up.	
241007	09/11/2023	09/11/2023	6210 - Maintenance	Park Vista - 615 E. Holly	104	Montalvo, Uriel	45.00	0.00	C115-C7C2	09/25/2023	Removed damaged	Ceiling Leak

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
				Avenue El Segundo, CA 90245							drywall due to leak from overhead to let area dry out from water intrusion.	
241006	09/11/2023	09/11/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Montalvo, Uriel	180.00	0.00	C115-C7C2	09/25/2023	Checked where leak was coming from in unit below and determined it was leaking from bathroom sink faucet above; replaced bathroom sink faucet causing leak.	
241004	09/11/2023	09/11/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	402	Montalvo, Uriel	185.00	0.00	C115-C7C2	09/25/2023	Repairs made to bedroom window; replace both spiral balance springs to open and close properly again.	
642781	09/11/2023	09/11/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	550.00	0.00	C115-C7C2	09/25/2023	Exterior parking lot; painted wheel stops, numbers and striped lines on cement in entire parking lot to make more clear to tenants.	
9217617547	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA		HD Supply	16.41	0.00	6686	09/12/2023	Vacancy prep #314	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
9217669919	09/12/2023	09/12/2023	6210 - Maintenance	90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	42.40	0.00	6686	09/12/2023	Maintenance supplies	
9217672524	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	103.42	0.00	6686	09/12/2023	Janitorial supplies	
9217669923	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	81.13	0.00	6686	09/12/2023	Janitorial supplies	
9217669921	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	202.12	0.00	6686	09/12/2023	Maintenance supplies	
9217672525	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	122.64	0.00	6686	09/12/2023	Vacancy prep #308	
9217669920	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	141.61	0.00	6686	09/12/2023	Vacancy prep #308	
9217669922	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	119.36	0.00	6686	09/12/2023	Vacancy prep #308	
9217729757	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	102.93	0.00	6686	09/12/2023	Vacancy prep #308 & #110	
9217729754	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	122.64	0.00	6686	09/12/2023	New elongated ADA bowl Unit #308	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
9217729753	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	122.64	0.00	6686	09/12/2023	New elongated ADA bowl Unit #316	
9217729756	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	180.66	0.00	6686	09/12/2023	Vacancy prep #308	
9217729752	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	119.67	0.00	6686	09/12/2023	New Elongated ADA bowl for Unit #110	
9217837449	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	987.61	0.00	6686	09/12/2023	New gas range for Unit #110 - Vacancy prep	
9217837447	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	114.98	0.00	6686	09/12/2023	New two handle faucet for Unit #312	
9217837446	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	179.58	0.00	6686	09/12/2023	New garbage disposal #415	
9217837448	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	117.17	0.00	6686	09/12/2023	New range hood for Unit #308- Vacancy prep	
9217837445	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	148.92	0.00	6686	09/12/2023	New kitchen faucet for Unit #312	
9217837444	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	202.12	0.00	6686	09/12/2023	Maintenance supplies	
9217541355	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly		HD Supply	179.58	0.00	6686	09/12/2023	New garbage disposal	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
				Avenue El Segundo, CA 90245							#110	
9217541356	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	179.58	0.00	6686	09/12/2023	New garbage disposal #308	
9217541352	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	6.29	0.00	6686	09/12/2023	Maintenance supplies	
9217541354	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	33.17	0.00	6686	09/12/2023	Maintenance supplies	
9213817484	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	681.09	0.00	6689	09/12/2023	New free standing gas range for Unit #314	
47691	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	269.89	0.00	3000000384	09/12/2023	Maintenance supplies	
47731	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	126.98	0.00	3000000384	09/12/2023	Maintenance supplies	
47738	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	98.49	0.00	3000000384	09/12/2023	Maintenance supplies	
47740	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	28.43	0.00	3000000384	09/12/2023	Maintenance supplies	
47755	09/12/2023	09/12/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA		Southbay Industrial Hardware	65.24	0.00	3000000384	09/12/2023	Maintenance supplies	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
CC066003	09/14/2023	10/14/2023	6210 - Maintenance	90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Carpet Concepts	1,125.40	0.00	6701	10/16/2023	Vacancy prep; new carpet and padding throughout unit 1b/1b and new vinyl in kitchen and bathroom. #308.	
9218080804	09/14/2023	09/14/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	119.36	0.00	6690	09/14/2023	New low profile toilet for Unit #318	
9218080806	09/14/2023	09/14/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	194.59	0.00	6690	09/14/2023	Maintenance supplies	
9218124771	09/14/2023	09/14/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	168.26	0.00	6690	09/14/2023	Maintenance supplies #112	
9218124769	09/14/2023	09/14/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	117.17	0.00	6690	09/14/2023	New range hood for Unit #315	
241034	09/18/2023	09/18/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	418	Montalvo, Uriel	85.00	0.00	324B-3F70	10/12/2023	Repaired overflow drain hose of dishwasher causing leak.	
241033	09/18/2023	09/18/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	95.00	0.00	324B-3F70	10/12/2023	Repaired 2nd floor ceiling light fixture by stairway #6, fixed front hallway to patio ceiling light fixture.	
241031	09/18/2023	09/18/2023	6210 - Maintenance	Park Vista - 615 E. Holly	318	Montalvo, Uriel	180.00	0.00	324B-3F70	10/12/2023	Replaced toilet and wax	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
				Avenue El Segundo, CA 90245							ring in unit where old ones were leaking and could not be repaired. #318.	
241024	09/18/2023	09/18/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	150.00	0.00	324B-3F70	10/12/2023	Repaired lower garage gate; replaced 1/2 inch chain bolt.	
41072	09/18/2023	09/18/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	110	Total Maintenance Group, Inc.	210.00	0.00	3247-BF4E	10/12/2023	Vacancy prep; deep cleaning after work done in 1b/1b unit #110.	
41073	09/18/2023	09/18/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	308	Total Maintenance Group, Inc.	260.00	0.00	3247-BF4E	10/12/2023	Vacancy prep; deep cleaning after rehab of 1b/ 1b unit #308.	
41133	09/20/2023	09/20/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Total Maintenance Group, Inc.	405.00	0.00	3247-BF4E	10/12/2023	New ceiling/ exhaust/heat fan supplied and installed in bathroom. #104.	
41134	09/20/2023	09/20/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	316	Total Maintenance Group, Inc.	245.00	0.00	3247-BF4E	10/12/2023	Installed new appliance; gas range and range hood.	
CC066007	09/23/2023	10/23/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Carpet Concepts	0.00	1,553.41			Vacancy prep; new carpet and padding throughout 1b/1b, new vinyl in bathroom and kitchen #110.	
241045	09/26/2023	09/26/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El	324	Montalvo, Uriel	75.00	0.00	324B-3F70	10/12/2023	Temporary repair made to small leak	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
9218570186	09/28/2023	09/28/2023	6210 - Maintenance	Segundo, CA 90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	214.50	0.00	6698	10/12/2023	found in garage. Maintenance Supplies, upper garage new door closer.	
9218570187	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	110	HD Supply	119.23	0.00	6698	10/12/2023	Vacancy Prep- #110 patio door vertical blind	
9218570189	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	26.60	0.00	6698	10/12/2023	Janitor-Cleaning supplies.	
9218278700	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	116.88	0.00	6698	10/12/2023	Maintenance supplies - Circline light for the building	
9218180632	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	HD Supply	65.24	0.00	6698	10/12/2023	Maintenace supplies for unit #104-bathroom ceiling repairs.	
9218224812	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	49.24	0.00	6698	10/12/2023	Maintenace supplies for the building.	
9218332948	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	65.03	0.00	6699	10/12/2023	Maintenace supplies for building- 9W ceiling light fixture.	
9218373855	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	412	HD Supply	194.33	0.00	6699	10/12/2023	Maintenance supplies for unit # 412 Bath vanity top repairs.	
9218373856	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	59.77	0.00	6699	10/12/2023	Maintenance supplies for the building.	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
9218395003	09/28/2023	09/28/2023	6210 - Maintenance	90245 Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	107	HD Supply	119.36	0.00	6699	10/12/2023	New two handle bath faucet - Unit # 107	
9218395007	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	110	HD Supply	200.68	0.00	6699	10/12/2023	Vacancy/ Prep #110 - Bedroom vertical blinds	
9218395008	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	308	HD Supply	118.85	0.00	6699	10/12/2023	Vacancy/ Prep # 308 Vertical blind	
9218395005	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	180.66	0.00	6700	10/12/2023	Ceiling fan with LED light.	
9218395004	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	180.66	0.00	6700	10/12/2023	New ceiling fan #216.	
9218395009	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	108.18	0.00	6700	10/12/2023	Framed bathroom vanity mirror. #412.	
9218395002	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	322.62	0.00	6700	10/12/2023	New bathroom cabinet, #420.	
9218395006	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	65.12	0.00	6700	10/12/2023	Bathroom faucet.	
204060	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Montalvo, Uriel	190.00	0.00	324B-3F70	10/12/2023	Supplied and replaced angle stops in unit under bathroom sink.	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
204062	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	323	Montalvo, Uriel	300.00	0.00	324B-3F70	10/12/2023	Supplied and replaced angle stops in unit under kitchen sink, installed new kitchen faucet.	
204064	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	407	Montalvo, Uriel	250.00	0.00	324B-3F70	10/12/2023	Replaced shower valve and installed trim kit 5 1/2 inch chrome flange, temperature control handle, and volume-control handle.	
204065	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	413	Montalvo, Uriel	250.00	0.00	324B-3F70	10/12/2023	Replaced shower valve and installed trim kit. 5 1/2 inch chrome flange, temperature handle and volume control handle.	
204066	09/28/2023	09/28/2023	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	422	Montalvo, Uriel	180.00	0.00	324B-3F70	10/12/2023	Removed old ceiling fan, installed new ceiling fan fixture.	
							13,438.44	1,553.41				

6245 - Elevator service

DVB17453001	09/13/2023	09/13/2023	6245 - Elevator service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Amtech Elevator Service	3,225.00	0.00	90F3-7FE2	09/14/2023	Emergency elevator service call; stuck elevator, trouble shooting and repairs + labor.	
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Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
151401324480	09/23/2023	09/23/2023	6245 - Elevator service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Amtech Elevator Service	1,569.30	0.00	C118-4146	09/25/2023	Service 10/1/23 - 12/31/23	
							4,794.30	0.00				
6250 - Gardening												
5982	09/07/2023	09/07/2023	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	1,184.59	0.00	2F70-1F12	09/07/2023	Monthly Service - August	
6270 - Management Fees												
	09/05/2023	09/05/2023	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	15,500.00	0.00	ACH	09/05/2023	Management Fees for 09/2023	
6315 - Pest Control												
155520	09/01/2023	09/01/2023	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AI & Sons Termite and Pest Control Inc.	175.00	0.00	3000000379	09/01/2023	Vermin Service 8/17/23	
438951	09/28/2023	09/28/2023	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	77.80	0.00	3000000390	09/28/2023	Monthly Service - August	
							252.80	0.00				
6320 - Insurance - Property												
1328330	09/25/2023	09/25/2023	6320 - Insurance - Property	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		B & B Premier Insurance Solutions	19,972.86	0.00	6695	09/25/2023	Insurance renewal for policy period 10/9/23 - 10/9/24	
6410 - Electricity												
700394170456	09/19/2023	09/19/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	2,948.47	0.00	6693	09/25/2023	Service 8/10/23- 9/10/23	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
700587779325	09/20/2023	09/20/2023	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	124.94	0.00	6694	09/25/2023	Service 8/10/23 - 9/10/23	
							3,073.41	0.00				
6420 - Gas												
056 105 3200 3	09/13/2023	09/13/2023	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	1,009.42	0.00	3000000386	09/14/2023	Service 7/2/23 - 8/1/23	
056 105 3200 3	09/13/2023	09/13/2023	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	1,070.27	0.00	3000000386	09/14/2023	Service 8/2/23 - 8/31/23	
							2,079.69	0.00				
6445 - Telephone/Internet												
287272447593	09/01/2023	09/01/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	3000000380	09/01/2023	Service 8/17/23 - 9/16/23	
145150448	09/07/2023	09/07/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	117.54	0.00	3000000381	09/07/2023	June Service	
145150448	09/12/2023	09/12/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	109.34	0.00	3000000383	09/12/2023	Service 7/27/23 - 8/26/23	
8448 30 006 0255251	09/13/2023	09/13/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	23.72	0.00	3000000385	09/14/2023	Service 8/30/23 - 9/29/23	
310-322-5036	09/18/2023	09/18/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	2,424.25	0.00	6691	09/18/2023	Service 9/4/23 - 10/3/23	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
310-640-7156	09/18/2023	09/18/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	1,475.93	0.00	6692	09/18/2023	Service 9/5/23 - 10/4/23	
337000205336	09/19/2023	09/19/2023	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	96.76	0.00	3000000389	09/25/2023	Service 9/9/23 - 10/8/23	
							4,271.04	0.00				
6455 - Cable/Television												
8448 30 006 0017008	09/18/2023	09/18/2023	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	1,075.79	0.00	3000000388	09/25/2023	Service 9/4/23 - 10/3/23	
7420 - Office Supplies												
36113	09/11/2023	09/11/2023	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	120.19	0.00	ACH	09/11/2023	Quill INV: 34088268 - kitchen supplies	
7450 - Advertising & Promotion												
36113	09/11/2023	09/11/2023	7450 - Advertising & Promotion	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	70.93	0.00	ACH	09/11/2023	Anniversary Party - Decoration flowers/ center pieces	
Total							65,834.04	1,553.41				

Budget - Comparative

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

Period Range: Sep 2023 to Sep 2023

Comparison Period Range: Sep 2022 to Sep 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	75,626.50	69,000.00	6,626.50	9.60%	68,251.00	68,000.00	251.00	0.37%
Parking Income	1,569.16	1,550.00	19.16	1.24%	1,580.00	1,550.00	30.00	1.94%
Total RENT	77,195.66	70,550.00	6,645.66	9.42%	69,831.00	69,550.00	281.00	0.40%
Maintenance Charge (Income Account)	101.00	0.00	101.00	0.00%	0.00	0.00	0.00	0.00%
Vacancy	0.00	-2,916.66	2,916.66	100.00%	0.00	-2,250.00	2,250.00	100.00%
Prepayment	983.79	0.00	983.79	0.00%	1,447.00	0.00	1,447.00	0.00%
NSF Bank Fees Collected	25.00	0.00	25.00	0.00%	0.00	0.00	0.00	0.00%
Application Fee Income	0.00	0.00	0.00	0.00%	40.00	0.00	40.00	0.00%
Laundry Income	375.60	458.33	-82.73	-18.05%	308.86	375.00	-66.14	-17.64%
Total Budgeted Operating Income	78,681.05	68,091.67	10,589.38	15.55%	71,626.86	67,675.00	3,951.86	5.84%
Expense								
Fire Service	0.00	833.33	833.33	100.00%	0.00	300.00	300.00	100.00%
Maintenance	8,952.09	17,500.00	8,547.91	48.85%	32,431.12	17,500.00	-14,931.12	-85.32%
Elevator service	4,794.30	1,000.00	-3,794.30	-379.43%	1,545.84	1,500.00	-45.84	-3.06%
Gardening	1,184.59	1,458.33	273.74	18.77%	1,184.59	1,250.00	65.41	5.23%
Management Fees	15,500.00	15,500.00	0.00	0.00%	15,500.00	15,500.00	0.00	0.00%
Pest Control	252.80	500.00	247.20	49.44%	175.00	400.00	225.00	56.25%
Insurance - Property	19,972.86	0.00	-19,972.86	0.00%	0.00	0.00	0.00	0.00%
Licenses and Permits	0.00	54.16	54.16	100.00%	0.00	0.00	0.00	0.00%
Electricity	3,073.41	2,250.00	-823.41	-36.60%	2,782.75	1,700.00	-1,082.75	-63.69%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Gas	2,079.69	2,250.00	170.31	7.57%	1,252.86	1,500.00	247.14	16.48%
Water	0.00	4,583.33	4,583.33	100.00%	0.00	3,750.00	3,750.00	100.00%
Telephone/ Internet	4,271.04	2,500.00	-1,771.04	-70.84%	2,710.40	1,500.00	-1,210.40	-80.69%
Cable/Television	1,075.79	6,250.00	5,174.21	82.79%	10,727.30	5,000.00	-5,727.30	-114.55%
Office Supplies	120.19	250.00	129.81	51.92%	375.10	150.00	-225.10	-150.07%
Uniforms	0.00	0.00	0.00	0.00%	0.00	40.00	40.00	100.00%
Advertising & Promotion	70.93	250.00	179.07	71.63%	0.00	250.00	250.00	100.00%
Bank Service Fees	12.00	6.25	-5.75	-92.00%	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%	375.00	1,500.00	1,125.00	75.00%
Total Budgeted Operating Expense	61,359.69	55,831.23	-5,528.46	-9.90%	69,059.96	51,851.25	-17,208.71	-33.19%
Total Budgeted Operating Income	78,681.05	68,091.67	10,589.38	15.55%	71,626.86	67,675.00	3,951.86	5.84%
Total Budgeted Operating Expense	61,359.69	55,831.23	-5,528.46	-9.90%	69,059.96	51,851.25	-17,208.71	-33.19%
NOI - Net Operating Income	17,321.36	12,260.44	5,060.92	41.28%	2,566.90	15,823.75	-13,256.85	-83.78%
Other Income								
Interest on Bank Accounts	5,479.38	1,875.00	3,604.38	192.23%	2,477.89	200.00	2,277.89	1,138.95%
Total Budgeted Other Income	5,479.38	1,875.00	3,604.38	192.23%	2,477.89	200.00	2,277.89	1,138.95%
Net Other Income	5,479.38	1,875.00	3,604.38	192.23%	2,477.89	200.00	2,277.89	1,138.95%
Total Budgeted Income	84,160.43	69,966.67	14,193.76	20.29%	74,104.75	67,875.00	6,229.75	9.18%
Total Budgeted Expense	61,359.69	55,831.23	-5,528.46	-9.90%	69,059.96	51,851.25	-17,208.71	-33.19%
Net Income	22,800.74	14,135.44	8,665.30	61.30%	5,044.79	16,023.75	-10,978.96	-68.52%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Cash								
Cash in Bank	18,808.36	0.00	-18,808.36	0.00%	3,253.90	0.00	-3,253.90	0.00%
Park Vista Reserve Account - LAIF	5,479.38	0.00	-5,479.38	0.00%	2,477.89	0.00	-2,477.89	0.00%
Total Budgeted Cash	24,287.74	0.00	-24,287.74	0.00%	5,731.79	0.00	-5,731.79	0.00%
Liability								
Key Deposit	0.00	0.00	0.00	0.00%	20.00	0.00	20.00	0.00%
Security Deposit	1,487.00	0.00	1,487.00	0.00%	667.00	0.00	667.00	0.00%
Total Budgeted Liability	1,487.00	0.00	1,487.00	0.00%	687.00	0.00	687.00	0.00%

**EL SEGUNDO SENIOR CITIZENS HOUSING
DEVELOPMENT CORPORATION**

350 MAIN STREET, EL SEGUNDO, CA 90245

October 17, 2023

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

Dear President:

The deposit and interest for the quarter/month ending is as follows:	Q3-2023	September-23
		<u>Original</u>
Beginning balance at June 30, 2023		\$ 1,201,185.69
Accrued: Interest (Posted quarterly)		16,527.98
Add: Deposits		
Less: Withdrawals		
		<hr/>
TOTAL IN LAIF/CAMP - G/L# 504-101-0000-0004:	<u>As of</u> 9/30/2023	\$ 1,217,713.67

Accrued Interest (posted quarterly by the 15th day following quarter):						
Interest Earned	July	@	5.310%	Actual	CAMP for 31 days	5,417.18
Interest Earned	August	@	5.520%	Actual	CAMP for 31 days	5,631.42
Interest Earned	September	@	5.550%	Actual	CAMP for 30 days	5,479.38
Accrued Interest	quarter to date					16,527.98

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

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

Sincerely,
Dino R. Marsocci

Dino R. Marsocci
Treasury & Customer Services Manager

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

Item	2019	2020
Retaining Wall, Brick/Stone (per SF Face), Repair	\$ 206.00	
Plumbing System, Domestic Supply, Replace - Phase I		
Plumbing System, Domestic Supply, Replace - Phase I		

2021

2022

\$ 583,063.00

\$ 583,063.00

Park Vista 20-year Forecast - 2% cpi/year, 60% of market rate through 2026, 65% of market rate 2027 - 2042

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Revenue	\$810,062	\$895,752	\$950,356	\$1,005,358	\$1,062,006	\$1,119,150	\$1,187,294	\$1,257,139	\$1,322,596	\$1,389,362	\$1,457,463	\$1,526,926	\$1,597,779	\$1,670,048	\$1,743,763	\$1,818,952	\$1,895,645	\$1,973,872	\$2,053,664	\$2,135,051	\$2,218,066
Expenses	(\$682,040)	(\$710,466)	(\$735,266)	(\$761,130)	(\$788,029)	(\$816,022)	(\$845,130)	(\$875,415)	(\$906,930)	(\$939,729)	(\$973,867)	(\$1,009,418)	(\$1,046,430)	(\$1,084,956)	(\$1,125,078)	(\$1,166,865)	(\$1,210,394)	(\$1,255,741)	(\$1,302,988)	(\$1,352,222)	(\$1,403,472)
Net	\$128,022	\$185,286	\$215,090	\$244,228	\$273,977	\$303,129	\$342,164	\$381,723	\$415,665	\$449,633	\$483,595	\$517,509	\$551,349	\$585,092	\$618,685	\$652,087	\$685,252	\$718,132	\$750,675	\$782,829	\$814,594
Capital Expense	(\$60,000)	(\$649,501)	(\$668,985)	(\$26,250)	(\$35,272)	(\$604,171)	(\$234,868)	(\$654,881)	(\$131,319)	(\$380,436)	(\$26,250)	(\$956,539)	(\$956,539)	(\$575,076)	(\$704,720)	(\$761,387)	(\$770,242)	(\$588,117)	(\$250,000)	(\$250,000)	(\$250,000)
Transfer in From Fund																					
504	\$60,000	\$0	\$0	\$26,250	\$33,592	\$0	\$234,868	\$0	\$131,139	\$0	\$26,250	\$125,000	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
Return to Equity	\$128,022	(\$464,214)	(\$453,895)	\$244,228	\$272,297	(\$301,043)	\$342,164	(\$273,157)	\$415,485	\$69,197	\$483,595	(\$314,030)	(\$305,190)	\$110,016	\$13,966	(\$109,299)	(\$84,990)	\$130,015	\$500,675	\$532,829	\$564,594
Beginning Equity	\$1,600,000	\$1,728,022	\$1,263,808	\$809,912	\$1,054,140	\$1,326,438	\$1,025,395	\$1,367,559	\$1,094,402	\$1,509,887	\$1,579,083	\$2,062,679	\$1,748,648	\$1,443,459	\$1,553,474	\$1,567,440	\$1,458,141	\$1,373,150	\$1,503,165	\$2,003,841	\$2,536,670
Ending Equity	\$1,728,022	\$1,263,808	\$809,912	\$1,054,140	\$1,326,438	\$1,025,395	\$1,367,559	\$1,094,402	\$1,509,887	\$1,579,083	\$2,062,679	\$1,748,648	\$1,443,459	\$1,553,474	\$1,567,440	\$1,458,141	\$1,373,150	\$1,503,165	\$2,003,841	\$2,536,670	\$3,101,264
City's 504 Fund (\$960,000 in 2021)	\$900,000	\$900,000	\$900,000	\$873,750	\$840,158	\$840,158	\$605,290	\$605,290	\$474,151	\$474,151	\$447,901	\$322,901	\$222,901	\$122,901	\$22,901	\$22,901	\$22,901	\$22,901	\$22,901	\$22,901	\$22,901
Total Funds Available to Park Vista	\$2,628,022	\$2,163,808	\$1,709,912	\$1,927,890	\$2,166,596	\$1,865,553	\$1,972,849	\$1,699,692	\$1,984,038	\$2,053,234	\$2,510,580	\$2,071,549	\$1,666,360	\$1,676,375	\$1,590,341	\$1,481,042	\$1,396,051	\$1,526,066	\$2,026,742	\$2,559,571	\$3,124,165
Recommended Reserve (10% of operating expense + 2 Over or (under) recommended	\$777,705	\$1,389,533	\$768,762	\$137,635	\$718,246	\$920,641	\$974,262	\$873,742	\$602,448	\$500,659	\$1,080,176	\$2,014,020	\$1,636,258	\$1,388,291	\$1,578,614	\$1,648,315	\$1,479,398	\$963,691	\$630,299	\$635,222	\$390,347
	\$1,850,317	\$774,275	\$941,150	\$1,790,256	\$1,448,350	\$944,912	\$998,587	\$825,950	\$1,381,589	\$1,552,576	\$1,430,404	\$57,530	\$30,102	\$288,084	\$11,727	(\$167,273)	(\$83,347)	\$562,376	\$1,396,443	\$1,924,349	\$2,733,818

Revenue Assumptions: 3% increase in rents (2023-2027), 2.5% rent increase (2028-2029), and 2% increase thereafter. 2% in parking fee every year, 4 units turning over per year & new tenants assessed at 60% of market rate through 2027 & 65% thereafter (2028 - 2042)

Expense Assumptions: 2% annual increase for mananement contract, 3% for utilities, 5% for all other expenses



PHYSICAL NEEDS ASSESSMENT



Prepared for:

City of El Segundo
Public Works Department
350 Main Street
El Segundo, California 90245
Ken Berkman

PHYSICAL NEEDS ASSESSMENT

Park Vista Senior Living Center
615 East Holly Avenue
El Segundo, California 90245

PREPARED BY:

EMG
10461 Mill Run Circle, Suite 1100
Owings Mills, Maryland 21117
800.733.0660
www.EMGcorp.com

EMG CONTACT:

Mark Surdam
Senior Engineering Consultant
800.733.0660 x6251
msurdam@emgcorp.com

EMG Project Number:

131118.18R000-015.152

Date of Report:

November 9, 2018

On Site Date:

September 27, 2018



engineering | environmental | capital planning | project management

**PARK VISTA SENIOR LIVING CENTER
Replacement Reserves Report**



4/23/2019

Report Section	Location Description	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost *	Subtotal	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	Deficiency Repair Estimate
5.2	Exterior Parking Lot	1034711	Vehicle Control Gate w/ Controller, , Replace	15	7	8	1	EA	\$9,293.63	\$9,294									\$9,294												\$9,294	
5.2	1st Floor Garage	1034722	Vehicle Control Gate w/ Controller, , Replace	15	6	9	1	EA	\$9,293.63	\$9,294										\$9,294											\$9,294	
5.2	2nd Floor Garage	1034739	Vehicle Control Gate w/ Controller, , Replace	15	6	9	1	EA	\$9,293.63	\$9,294										\$9,294											\$9,294	
5.2	Exterior Parking Lot	1034692	Roadways, Asphalt Pavement, Seal & Stripe	7	0	7	7400	SF	\$0.43	\$3,172								\$3,172													\$6,344	
5.4	Throughout the Site	1036695	Irrigation System, , Replace	25	8	17	8500	SF	\$3.57	\$30,322																	\$30,322				\$30,322	
5.5	North elevation	1036636	Fences & Gates, Vinyl, 4' High, Replace	20	6	14	60	LF	\$58.88	\$3,533														\$3,533							\$3,533	
5.5	Exterior Parking Lot	1034786	Fences & Gates, Chain Link, 6' High, Replace	30	14	16	380	LF	\$42.34	\$16,090																	\$16,090				\$16,090	
5.5	Building Exterior	1034688	Fences & Gates, Wrought Iron, 6' High, Replace	30	12	18	160	LF	\$51.52	\$8,243																		\$8,243			\$8,243	
5.5	West elevation	1036641	Retaining Wall, Brick/Stone (per SF Face), Repair	0	31	0	16	SF	\$12.85	\$206	\$206																				\$206	
5.5	West elevation	1036640	Retaining Wall, Brick/Stone (per SF Face), Replace	40	31	9	160	SF	\$147.33	\$23,573										\$23,573											\$23,573	
5.5	Exterior Parking Lot	1034767	Pole Light, 80 - 100 WATT, Replace/Install	20	14	6	2	EA	\$3,069.29	\$6,139							\$6,139														\$6,139	
5.5	Site	1034738	Ballard Lights, Exterior, 80 to 100 W LED, Replace	20	12	8	10	EA	\$3,069.29	\$30,693										\$30,693											\$30,693	
6.3	Roof	1036693	Roof, Cool Reflective Coating, Replace	10	4	6	20500	SF	\$7.59	\$155,625							\$155,625									\$155,625					\$311,249	
6.3	Units Balconies	1036689	Awning, Fabric 32 SF, Replace	10	2	8	32	EA	\$1,489.68	\$47,670										\$47,670								\$47,670			\$95,339	
6.4	Building exterior	1036690	Exterior Wall, Painted Surface, 3+ Stories, Prep & Paint	10	3	7	39000	SF	\$4.32	\$168,489								\$168,489									\$168,489				\$336,979	
6.4	Building exterior walls and balconies	1036691	Exterior Wall, Stucco, 3+ Stories, Replace	40	23	17	9750	SF	\$24.73	\$241,076																	\$241,076				\$241,076	
6.6	3rd-4th & 5th Floor windows	1036630	Window, Aluminum Double-Glazed 12 SF, 3+ Stories, Replace	30	18	12	128	EA	\$731.60	\$93,645															\$93,645						\$93,645	
6.6	1st & 2nd Floor tenant windows	1036629	Window, Aluminum Double-Glazed 12 SF, 1-2 Stories, Replace	30	18	12	97	EA	\$658.99	\$63,922															\$63,922						\$63,922	
6.6	4th Floor Corridor	1034787	Window, 24 SF, Replace	30	15	15	5	EA	\$731.60	\$3,658																\$3,658					\$3,658	
6.6	3rd Floor Corridor	1034753	Window, 24 SF, Replace	30	15	15	9	EA	\$1,054.48	\$9,490																\$9,490					\$9,490	
6.6	3rd Floor Corridor	1034766	Window, 24 SF, Replace	30	15	15	11	EA	\$731.60	\$8,048																\$8,048					\$8,048	
6.6	4th Floor Corridor	1034728	Window, 24 SF, Replace	30	15	15	3	EA	\$731.60	\$2,195																\$2,195					\$2,195	
6.6	5th Floor Corridor	1034769	Window, 24 SF, Replace	30	15	15	3	EA	\$731.60	\$2,195																\$2,195					\$2,195	
6.6	2nd Floor Corridor	1034716	Window, 12 SF, Replace	30	14	16	8	EA	\$658.99	\$5,272																\$5,272					\$5,272	
6.6	2nd Floor Corridor	1034719	Window, 24 SF, Replace	30	14	16	2	EA	\$981.87	\$1,964																\$1,964					\$1,964	
6.6	4th Floor Corridor	1034694	Storefront, Metal-Framed Windows w/out Door(s), Replace	30	15	15	76	SF	\$54.14	\$4,115																\$4,115					\$4,115	
6.6	3rd Floor Corridor	1034731	Storefront, Metal-Framed Windows w/out Door(s), Replace	30	15	15	76	SF	\$54.14	\$4,115																\$4,115					\$4,115	
6.6	5th Floor Corridor-Patio	1034685	Storefront, Metal-Framed Windows w/out Door(s), Replace	30	15	15	150	SF	\$54.14	\$8,122																\$8,122					\$8,122	
6.6	5th Floor Corridor	1034736	Storefront, Metal-Framed Windows w/out Door(s), Replace	30	15	15	76	SF	\$54.14	\$4,115																\$4,115					\$4,115	
6.6	St Floor Lobby-Patio	1034723	Storefront, Metal-Framed Windows w/out Door(s), Replace	30	15	15	120	SF	\$54.14	\$6,497																\$6,497					\$6,497	
6.6	Tenant units-Patio doors	1036615	Exterior Door, Fully-Glazed Aluminum-Framed Sliding, Replace	25	15	10	96	EA	\$2,633.10	\$252,778											\$252,778										\$252,778	
6.6	5th Floor Corridor-Patio	1034764	Exterior Door, Fully-Glazed Aluminum-Framed Swinging, Replace	30	15	15	2	EA	\$2,376.21	\$4,752																\$4,752					\$4,752	
6.6	3rd Floor Corridor	1034705	Exterior Door, Fully-Glazed Aluminum-Framed Swinging, Replace	30	15	15	2	EA	\$2,376.21	\$4,752																\$4,752					\$4,752	
6.6	Lobby-Patio	1034717	Exterior Door, Fully-Glazed Aluminum-Framed Sliding, Replace	25	10	15	4	EA	\$2,633.10	\$10,532																\$10,532					\$10,532	
6.6	2nd Floor Garage	1034785	Exterior Door, Steel, Replace	25	7	18	6	EA	\$1,071.74	\$6,430																	\$6,430				\$6,430	
6.6	1st Floor Garage	1034714	Exterior Door, Steel, Replace	25	7	18	5	EA	\$1,071.74	\$5,359																	\$5,359				\$5,359	
6.7	Building exterior Balconies and Terraces	1051689	Exterior Floor Finish, Elastomeric Coating, Prep & Paint	10	2	8	11200	SF	\$15.15	\$169,669									\$169,669								\$169,669				\$339,338	
6.8	Throughout building	1034710	Interior Door, Steel, Replace	25	11	14	115	EA	\$1,071.74	\$123,250														\$123,250							\$123,250	
6.8	Lobby	1034781	Interior Door, Fully-Glazed Aluminum-Framed Swinging, Replace	30	15	15	1	EA	\$2,376.21	\$2,376																\$2,376					\$2,376	
6.8	1st Floor Kitchen	1034730	Interior Floor Finish, Vinyl Tile (VCT), Replace	15	10	5	385	SF	\$5.41	\$2,085						\$2,085														\$2,085	\$4,169	

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Certification

EMG has completed a Physical Needs Assessment (PNA) of the subject property, Park Vista Senior Living Center, located at 615 East Holly Avenue in El Segundo, California, 90245. The PNA was performed on September 27, 2018.

The PNA was performed at the Client's request using methods and procedures consistent with good commercial and customary practice conforming to ASTM E2018-15, *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process*. Within this Physical Needs Assessment Report, EMG's follows the ASTM guide's definition of User, that is, the party that retains EMG for the preparation of a baseline PNA of the subject property. A user may include, without limitation, a purchaser, potential tenant, owner, existing or potential mortgagee, lender, or property manager of the subject property.

This report has been prepared for and is exclusively for the use and benefit of the Client identified on the cover page of this report. The purpose for which this report shall be used shall be limited to the use as stated in the contract between the client and EMG.

This report, or any of the information contained therein, is not for the use or benefit of, nor may it be relied upon by any other person or entity, for any purpose without the advance written consent of EMG. Any reuse or distribution without such consent shall be at the client's or recipients' sole risk, without liability to EMG.

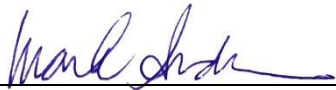
The opinions EMG expresses in this report were formed utilizing the degree of skill and care ordinarily exercised by any prudent architect or engineer in the same community under similar circumstances. EMG assumes no responsibility or liability for the accuracy of information contained in this report which has been obtained from the Client or the Client's representatives, from other interested parties, or from the public domain. The conclusions presented represent EMG's professional judgment based on information obtained during the course of this assignment. EMG's evaluations, analyses and opinions are not representations regarding the building design or actual value of the property. Factual information regarding operations, conditions and test data provided by the Client or their representative has been assumed to be correct and complete. The conclusions presented are based on the data provided, observations made, and conditions that existed specifically on the date of the assessment.

EMG certifies that EMG has no undisclosed interest in the subject property, EMG's relationship with the Client is at arm's-length, and that EMG's employment and compensation are not contingent upon the findings or estimated costs to remedy any deficiencies due to deferred maintenance and any noted component or system replacements.

EMG's PNA cannot wholly eliminate the uncertainty regarding the presence of physical deficiencies and the performance of a subject property's building systems. Preparation of a PNA in accordance with ASTM E2018-15 is intended to reduce, but not eliminate, the uncertainty regarding the potential for component or system failure and to reduce the potential that such component or system may not be initially observed. This PNA was prepared recognizing the inherent subjective nature of EMG's opinions as to such issues as workmanship, quality of original installation, and estimating the remaining useful life of any given component or system. It should be understood that EMG's suggested remedy may be determined under time constraints, formed without the aid of engineering calculations, testing, exploratory probing, the removal of materials, or design. Furthermore, there may be other alternate or more appropriate schemes or methods to remedy the physical deficiency. EMG's opinions are generally formed without detailed knowledge from individuals familiar with the component's or system's performance.

Any questions regarding this report should be directed to Mark Surdam at msurdam@emgcorp.com or at 800.733.0660, x6251.

Prepared by: Mouaz Alrayes
Field Observer

Reviewed by: 
Mark Surdam, RA
Program Manager

1. Executive Summary

1.1. Summary Of Findings

The El Segundo City contracted with EMG to conduct a Physical Needs Assessment (PNA) of the subject property, Park Vista Senior Living Center, located at 615 East Holly Avenue in El Segundo, California, 90245. The PNA was performed on September 27, 2018.

Structures Assessed:	Building Type	No. Of Bldgs.	No. Of Stories	Apt. Units	Units Assessed	Date of Const. Phase-I	Date of Const. Phase-II	Size (Sf):
Park Vista	Senior Living	1	5	96	4	1987	N/A	60,000

The site area is approximately 1.45 acres.

Summary of Physical Needs Assessment:

On-site amenities include, an exercise room, and 1 laundry room.

Generally, the property appears to have been constructed within industry standards in force at the time of construction and have been well maintained during recent years and is in good overall condition.

According to property management personnel, the property has had no an active capital improvement expenditure program over the past three years.

1.2. Follow Up Recommendations

No additional evaluation is necessary.

1.3. Opinions Of Probable Cost

This section provides estimates for the repair and capital reserves items noted within this Physical Needs Assessment (PNA).

These estimates are based on invoice or bid documents provided either by the Owner/facility and construction costs developed from construction resources such as *R.S. Means* and *Marshall & Swift*, EMG’s experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

1.4. Methodology

Physical Needs Assessment:

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, EMG opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age. Projections of Remaining Useful Life (RUL) are based on continued use of the Property similar to the reported past use. Significant changes in tenants and/or usage may affect the service life of some systems or components.

The evaluation period identified in this report is defined as 20 years.

The physical condition of building component to be repaired is typically defined as being in one of five categories: Priority One through Five. For the purposes of this report, the following definitions are used:

Priority One – These items are to be addressed as Immediate. Items in this category require immediate action and include corrective measures to:

1. Correct life safety and/or code hazards
2. Repair item permitting water leaks into the building or structure
3. Repair mold or mildew conditions
4. Down unit repairs
5. Further study investigations



Priority Two – These items are to be addressed within the next 1 year. Items in this category require corrective measures to:

1. Return a system to normal operation
2. Stop deterioration to other systems
3. Stop accelerated deterioration
4. Replace items that have reached or exceeded their useful service life
5. ADA/UFAS deficiencies

Priority Three – These items are to be addressed within the next 2-3 years. Items in this category, if not corrected expeditiously, will become critical in the next several years. Items in this category include corrective measures to:

1. Stop intermittent interruptions
2. Correct rapid deterioration
3. Replace items that will reach or exceed their useful service life
4. Correct functionality and/or aesthetic issues that are not critical

Priority Four – These items are to be addressed within the next 3-5 years. Items in this category include conditions requiring appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

Priority Five – These items are to be addressed within 6-20 years. Items in this category represent a sensible improvement to the existing conditions. These are not required for the most basic function of the facility; however, Priority 5 projects will improve overall usability and/or reduce long-term maintenance costs.

1.5. Facility Condition Index (FCI)

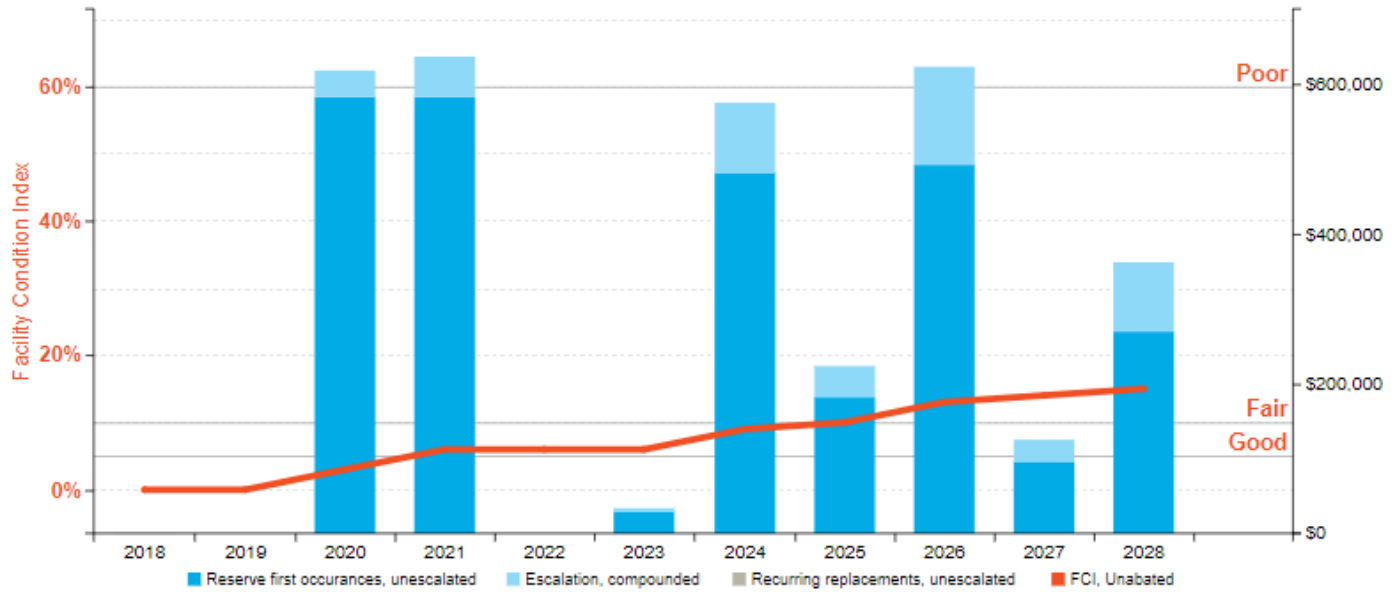
One of the major goals of this PNA is to calculate the FCI, which gives an indication of a building’s overall condition. Two FCI ratios are calculated and presented, the Current Year and Ten-Year. The Current Year FCI is the ratio of Immediate Repair Costs to the building’s Current Replacement Value. Similarly, the Ten-Year FCI is the ratio of anticipated Capital Reserve Needs over the next ten years to the Current Replacement Value.

FCI Ranges & Description

0 – 5%	In new or well-maintained condition, with little or no visual evidence of wear or other deficiencies.
5 – 10%	Subjected to wear but is still in a serviceable and functioning condition.
10 – 60%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
60% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

FCI Analysis: PARK VISTA SENIOR LIVING CENTER

Replacement Value: \$ 21,000,000; Inflation rate: 3.0%



The graphs above and tables below represent summary-level findings for the PNA. The deficiencies identified in this assessment can be combined with potential new construction requirements to develop an overall strategy that can serve as the basis for a portfolio-wide capital improvement funding strategy. Key findings from the assessment include:

FCI Analysis | PARK VISTA SENIOR LIVING CENTER (1987)

<i>Replacement Value</i> \$ 21,000,000	<i>Total SF</i> 60,000	<i>Cost/SF</i> \$ 350
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	Est Reserve Cost	FCI
Current	\$ 300	0.0 %
3-Year	\$ 1,256,000	6.0 %
5-Year	\$ 1,289,500	6.1 %
10-Year	\$ 3,199,700	15.2 %

2. Physical Needs Assessment - Purpose and Scope

2.1. Purpose

The purpose of this Physical Needs Assessment (PNA) is to assist the Client in evaluating the physical aspects of this property and how its condition may affect the soundness of the Client's financial decisions over time. For this PNA, representative samples of the major independent building components were observed, and their physical conditions were evaluated. This included site and building exteriors, representative interior common areas, and a representative sample of the apartment units. Apartment unit observations include a minimum of 50 percent of the vacant units and all of the down units.

The property management staff and code enforcement agencies were interviewed for specific information relating to the physical property, code compliance, available maintenance procedures, available drawings, and other documentation. The property's systems and components were observed and evaluated for their present condition. EMG completed the *Systems and Conditions Table*, which lists the current physical condition and estimated remaining useful life of each system and component present on the property, as observed on the day of the site visit. The estimated costs for repairs and/or capital reserves are included in the enclosed cost tables. All findings relating to these opinions of probable costs are included in the narrative sections of this report.

The physical condition of building systems and related components are typically defined as being in one of five conditions: Excellent, Good, Fair, Poor, Missing/Failed, or a combination thereof. For the purposes of this report, the following definitions are used:

Excellent	=	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	=	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	=	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	=	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed, or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Missing/Failed	=	Component or system has either failed or is missing where it should be present. Replacement, repair, or addition of component(s) or system(s) is recommended or required.

Throughout sections 5 through 9 of this report, each report section will typically contain three subsections organized in the following sequence:

- A descriptive table (and/or narrative), which identifies the components assessed, their condition, and other key data points.
- A simple bulleted list of Anticipated Lifecycle Replacements, which lists components and assets typically in Excellent, Good, or Fair condition at the time of the assessment but that will require replacement, or some other attention once aged past their estimated useful life. These listed components are typically included in the associated inventory database with costs identified and budgeted beyond the first several years.
- A bulleted cluster of Actions/Comments, which include more detailed narratives describing deficiencies, recommended repairs, and short-term replacements. The assets and components associated with these bullets are/were typically problematic and in Poor or Missing/Failed condition at the time of the assessment, with corresponding costs included within the first few years.

2.2. Deviations From The Astm E2018-15 Guide

ASTM E2018-15, *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process* requires that any deviations from the Guide be so stated within the report. EMG's probable cost threshold limitation is reduced from the Guide's \$3,000 to \$2,000, thus allowing for a more comprehensive assessment on smaller scale properties. Therefore, EMG's opinions of probable costs that are individually less than a threshold amount of \$2,000 are omitted from this PNA. However, comments and estimated costs regarding identified deficiencies relating to life/safety or accessibility items are included regardless of this cost threshold.

In lieu of providing written record of communication forms, personnel interviewed from the facility and government agencies are identified in Section 2.5. Relevant information based on these interviews is included in Sections 2.5, 3.1, and other applicable report sections.

2.3. Additional Scope Considerations

Items required by ASTM E2018-15 and Fannie Mae's *Exhibit III Specific Guidance to the Property Evaluator* are included within the Physical Needs Assessment (PNA). Additional "non-scope" considerations were addressed at the recommendation of EMG and subsequent contract with the Client. These additional items are identified as follows:

- Property disclosure information was obtained from the EMG's Pre-Survey Questionnaire
- An assessment of accessibility utilizing EMG's Accessibility Checklist
- A limited visual assessment and review of the property for mold growth, conditions conducive to mold growth, and evidence of moisture in accessible areas of the property
- Provide a statement on the property's Remaining Useful Life
- Provide cross reference indexing between cost tables and report text
- Determination of FEMA Flood Plain Zone for single address properties

2.4. Property's Remaining Useful Life Estimate

Subject to the qualifications stated in this paragraph and elsewhere in this report, the Remaining Useful Life (RUL) of the property is estimated to be not less than 35 years. The Remaining Useful Life estimate is an expression of a professional opinion and is not a guarantee or warranty, expressed or implied. This estimate is based upon the observed physical condition of the property at the time of EMG's visit and is subject to the possible effect of concealed conditions or the occurrence of extraordinary events such as natural disasters or other "acts of God" that may occur subsequent to the date of EMG's site visit.

The Remaining Useful Life for the property is further based on the assumption that: (a) the immediate repairs, short term repairs, and future repairs for which replacement reserve funds are recommended are completed in a timely and workman-like manner, and (b) a comprehensive program of preventive and remedial property maintenance is continuously implemented using an acceptable standard of care. The Remaining Useful Life estimate is made only with regard to the expected physical or structural integrity of the improvements on the property, and no opinion regarding economic or market conditions, the present or future appraised value of the property, or its present or future economic utility, is expressed by EMG.

2.5. Personnel Interviewed

The following personnel from the facility and government agencies were interviewed in the process of conducting the PNA:

Name and Title	Organization	Phone Number
Teresa Strada Property Manager	City Of El Segundo	310-322-5036
Salvador Hernandez Maintenance Personal	City of El Segundo	310-524-2709

The PNA was performed with the assistance of Salvador Hernandez, Maintenance Personal, of the City of El Segundo and Teresa Strada, Property Manager the on-site Point of Contact (POC), who was cooperative and provided information that appeared to be accurate based upon subsequent site observations. The on-site contact is completely knowledgeable about the subject property and answered most questions posed during the interview process. The property manager involvement at the property has been for the past 4 years.

2.6. Documentation Reviewed

Prior to the PNA, relevant documentation was requested that could aid in the knowledge of the subject property's physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions. The review of submitted documents does not include comment on the accuracy of such documents or their preparation, methodology, or protocol. The following documents were provided for review while performing the PNA:

- Site plan
- Floors plan and construction plans
- Prior reserve analysis study

A prior property reserve analysis study was reviewed while performing the PNA. The report was prepared by McCaffery Reserve Consulting and is dated to 2017. Property condition and/or factual information discrepancies between the prior report and actual conditions are not readily apparent.

No other documents were available for review. The Documentation Request Form is provided in Appendix E.

2.7. Pre-Survey Questionnaire

A Pre-Survey Questionnaire was sent to the POC prior to the site visit. The questionnaire is included in Appendix E. Information obtained from the questionnaire has been used in preparation of this PNA.

2.8. Weather Conditions

Weather conditions at the time of the site visit were clear, with temperatures in the 70s (°F) and light winds.

3. Code Information, Accessibility, and Fungal Growth

3.1. Flood Zone

According to the Flood Insurance Rate Map number 06037C1770F, published by the Federal Emergency Management Agency (FEMA) and dated September 26, 2008, the property is located in Zone X, defined as an area outside the 500-year flood plain with less than 0.2% annual probability of flooding. Annual Probability of Flooding of Less than one percent.

3.2. ADA Accessibility

ADA Accessibility was not within the scope of this Facility Condition Assessment. Accessibility issues are addressed in a separate report, 131118.18R000-015.303.

3.3. Moisture and Fungal Growth

As part of the FCA, a limited assessment of accessible areas of the building(s) was performed to determine the presence of suspected fungal growth, conditions conducive to such growth, and/or evidence of moisture. Property personnel were interviewed concerning any known or suspected fungal growth, elevated relative humidity, water intrusion, or mildew-like odors. Sampling is not a part of this assessment.

There are no visual indications of the presence of suspected fungal growth, conditions conducive to such growth, or evidence of moisture

4. Existing Building Evaluation

4.1. Apartment Unit Types and Unit Mix

The appendices contain floor plan illustrations, which graphically represent the various unit types. The gross area measurements in the chart below are an approximation, are based on information provided by on-site personnel, and are not based on actual measurements. Due to the varying methods that could be utilized by others to derive square footage, the area calculations in the chart below do not warrant, represent, or guarantee the accuracy of the measurements.

Apartment Unit Types and Mix		
Quantity	Type	Floor Area
33	Studio	414 SF
32	1 Bedroom/ 1 Bathroom	610 SF
25	1 Bedroom/ 1 Bathroom	520 SF
6	1 Bedroom/ 1 Bathroom	537 SF
There are currently 0 vacant units.		
There are currently 0 down units.		
96	TOTAL	49,404 SF

4.2. Apartment Units Observed

Five apartment units were observed in order to establish a representative sample of each unit type and to gain a clear understanding of the property's overall condition. Other areas accessed included the exterior of the property, the roofs, and the interior common areas. The following apartments were observed.

Apartment Units Observed			
Unit #	Floor	Type	Comments
104	1 st	1 Bedroom/ 1 Bathroom	Occupied. Fair condition.
204	2 nd	1 Bedroom/ 1 Bathroom	Occupied. Fair condition.
307	3 rd	1 Bedroom/ 1 Bathroom	Occupied. Fair condition.
414	4 th	1 Bedroom/ 1 Bathroom	Occupied. Fair condition.
511	5 th	Studio	Occupied. Good condition.

All areas of the property were available for observation during the site visit.

A "down unit" is a term used to describe a non-rentable apartment unit due to poor conditions such as fire damage, water damage, missing appliances, damaged floor, wall or ceiling surfaces, or other significant deficiencies. According to the POC, there are no down units.

5. Site Improvements

5.1. Utilities

The following table identifies the utility suppliers and the condition and adequacy of the services.

Site Utilities		
Utility	Supplier	Condition and Adequacy
Sanitary sewer	City of El Segundo	Fair
Storm sewer	City of El Segundo	Fair
Domestic water	City of El Segundo	Fair
Electric service	Southern California Edison	Fair
Natural gas service	The Gas Company	Fair

Actions/Comments:

- According to the POC, the utilities provided are adequate for the property. There is one emergency power generator located in the parking garage, however, there are no unique on-site utility systems such as septic systems, water or waste water treatment plants, or propane gas tanks.

5.2. Parking, Paving, And Sidewalks

Site Access	
Item	Description
Main Ingress and Egress	East Holly Street
Access from	South
Additional Entrances	Form the Park
Additional Access from	West

Paving and Flatwork (Exterior Parking Lot)			
Item	Material	Last Work Done	Condition
Entrance Driveway Apron	Concrete	+10	Fair
Parking Lot	Asphalt	0	Excellent
Drive Aisles	Asphalt	+10	Fair
Service Aisles	None	--	--
Sidewalks	None	--	--
Curbs	None	--	--
Pedestrian Ramps	None	--	--

Paving and Flatwork (Parking Garage 1 & 2)			
Item	Material	Last Work Done	Condition
Entrance Driveway Apron	Concrete	Original	Fair
Parking Lot	Concrete	Original	Fair
Drive Aisles	Concrete	Original	Fair
Service Aisles	None	--	--
Sidewalks	None	--	--
Curbs	None	--	--
Pedestrian Ramps	None	--	--

Parking Count				
Open Lot	Carport	Private Garage	Subterranean Garage	Freestanding Parking Structure
1	0	2	0	0
Number of ADA Compliant Spaces		2		
Number of ADA Compliant Spaces for Vans		0		
Total Parking Spaces		59		
Parking Ratio (Spaces/Apartment)		0.615		
Method of obtaining parking count		Physical count		

Exterior Stairs			
Location	Material	Handrails	Condition
Inner Court	Wood-framed	Metal	Fair

Anticipated Lifecycle Replacements:

- Asphalt seal coating
- Parking garage 1 & 2 gates
- Parking gate operators

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

5.3. Drainage Systems and Erosion Control

Drainage System and Erosion Control		
System	Exists at Site	Condition
Surface Flow	<input checked="" type="checkbox"/>	Fair
Inlets	<input type="checkbox"/>	--
Swales	<input type="checkbox"/>	--
Detention pond	<input type="checkbox"/>	--
Lagoons	<input type="checkbox"/>	--
Ponds	<input type="checkbox"/>	--
Underground Piping	<input checked="" type="checkbox"/>	Fair
Pits	<input type="checkbox"/>	--
Municipal System	<input checked="" type="checkbox"/>	Fair
Dry Well	<input type="checkbox"/>	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- There is no evidence of storm water runoff from adjacent properties. The storm water system appears to provide adequate runoff capacity. There is no evidence of major ponding or erosion.

5.4. Topography and Landscaping

Item	Description						
Site Topography	Slopes gently down from the north side of the property to the south property line and from the east side to the west property line.						
Landscaping	Trees	Grass	Flower Beds	Planters	Drought Tolerant Plants	Decorative Stone	None
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation	Automatic Underground		Drip		Hand Watering		None
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Retaining Walls		
Type	Location	Condition
Brick	West elevation	Fair
CMU	North elevation	Fair

Anticipated Lifecycle Replacements:

- No components of significance
- Brick retaining walls

Actions/Comments:

- The topography and adjacent uses do not appear to present conditions detrimental to the property. There are no significant areas of erosion.
- Although the underground irrigation system has no history of leaks but due to system age portions of the system, such as some of the control boxes and pop-up heads must be replaced the irrigation system should be repaired and restored.
- Isolated areas of the bricks retaining walls appear problematic with few broken parts of the wall. Damaged portions of the retaining walls must be replaced.

5.5. General Site Improvements

Property Signage	
Property Signage	Printed on Entrance Canopy
Street Address Displayed?	Yes

Site and Building Lighting					
Site Lighting	None	Pole Mounted	Bollard Lights	Ground Mounted	Parking Lot Pole Type
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Building Lighting	None		Wall Mounted	Recessed Soffit	
	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Site Fencing		
Type	Location	Condition
Vinyl	North elevation	Fair
Wrought iron	West elevation	Fair
Chain link with metal posts	Around exterior parking lot	Fair

Refuse Disposal				
Refuse Disposal			Garbage Chute	
Dumpster Locations	Mounting	Enclosure	Contracted?	Condition
Parking garage	Concrete Pad	Trash room	Yes	Fair

Other Site Amenities			
	Description	Location	Condition
Playground Equipment	None	--	--

Other Site Amenities			
	Description	Location	Condition
Tennis Courts	None	--	--
Basketball Court	None	--	--
Swimming Pool	None	--	--

Anticipated Lifecycle Replacements:

- Entrance canopy
- Exterior lighting
- Site fencing
- Balconies canopies

Actions/Comments:

- No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended.
- The property currently lacks adequate identification signage. The lack of adequate signage may impede the timely arrival of emergency services personnel and equipment. New identification signage must be installed.

6. Building Architectural and Structural Systems

6.1. Foundations

Building Foundation		
Item	Description	Condition
Floor	Concrete Slab on grade	Good
Footings	Concrete slab with perimeter footings and pads	Good
Basement and Crawl Space	Concrete slab with poured in place concrete walls	Good

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- There are no significant signs of settlement, deflection, or movement. The parking garage walls appear intact and structurally sound. There is no evidence of movement or water infiltration.

6.2. Superstructure

Building Superstructure		
Item	Description	Condition
Framing	Conventional Wood Framing- Load bearing walls	Good
Upper Floors	Wood joists with plywood sheathing	Good
Roof Structure	Wood Trusses	Fair
Roof Sheathing	Plywood	Fair

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The superstructure is concealed. Walls and floors appear to be plumb, level, and stable. There are no significant signs of deflection or movement.

6.3. Roofing

Primary Roof			
Type	Flat	Finish	Single-ply membrane
Maintenance	Outside Contractor	Roof Age	+6 Yrs.
Flashing	Sheet metal	Warranties	Yes

Primary Roof			
Parapet and Copings	Parapet with sheet metal coping	Roof Drains	Internal drains
Fascia	None	Insulation	Rigid Board
Soffits	None	Skylights	No
Attics	No	Ponding	No
Ventilation Source-1	None	Leaks Observed	No
Ventilation Source-2	None	Roof Condition	Fair

Anticipated Lifecycle Replacements:

- Reflective coating

Actions/Comments:

- The roof finishes appear to be approximately 6 years old. The POC advised that the roof is warranted and a maintenance contract with and outside vendor provides annual inspections and tune ups. Periodic coatings with a reflective elastomeric coating are anticipated to extend the life of the underlying roof membrane.
- According to the POC, there are no active roof leaks. There is no evidence of active roof leaks.
- There is no evidence of roof deck or insulation deterioration. The roof substrate and insulation should be inspected during any future roof repair or replacement work
- Roof drainage appears to be adequate. Clearing and minor repair of drain system components should be performed regularly as part of the property management’s routine maintenance and operations program.

6.4. Exterior Walls

Building Exterior Walls		
Type	Location	Condition
Primary Finish	Stucco	Fair
Secondary Finish	None	--
Accented With	None	--
Soffits	Not Applicable	--

Building sealants (caulking) are located between dissimilar materials, at joints, and around window and door openings.

Anticipated Lifecycle Replacements:

- Exterior paint
- Stucco repair

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance, including patching repairs, graffiti removal, and re-caulking, is highly recommended. Future lifecycle replacements of the components listed above will be required.

6.5. Exterior and Interior Stairs

Building Exterior and Interior Stairs					
Type	Description	Riser	Handrail	Balusters	Condition
Building Exterior Stairs	Wood framed	Close	Metal	Metal	Fair
Building Interior Stairs	Wood-framed	Close	Metal	Metal	Good

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended.

6.6. Windows and Doors

Building Windows				
Window Framing	Glazing	Location	Window Screen	Condition
Aluminium framed units with fixed panes	Single glaze	Corridors and Common areas	<input type="checkbox"/>	Fair
Aluminium framed storefront	Single glaze	Corridors, Lobby and Common areas	<input type="checkbox"/>	Fair
Aluminum framed sliding units	Single glaze	All units	<input checked="" type="checkbox"/>	Fair
Security Bars				
Type	Location	Emergency Release	Condition	
None	--	--	--	

Building Doors						
Apartment Doors	Door Type			Condition		
	Metal-clad Wood			Fair		
	Cylindrical Lockset	Handle	Security Chain	Deadbolts	Spy-Eyes	Door Knockers
	Yes	Lever	No	Keyed	No	No
Apartment Screen Doors	Door Type			Condition		
	None			--		
Apartment Patio Door	Aluminum framed sliding doors			Fair		
Service Door	Metal-clad Wood			Fair		
Main building Entrance Door	Storefront			Fair		

Anticipated Lifecycle Replacements:

- Windows
- Storefront glazing

- Exterior doors
- Sliding patio doors
- Window sealants
- Apartment unit doors

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.
- The windows are antiquated, energy-inefficient units with single-pane glazing. Window replacement is recommended during the assessment period.

6.7. Patio, Terrace, and Balcony

Building Patio, Terrace and Balcony			
Type	Description	Enclosure	Condition
Ground Floor Patio	Concrete	Painted metal-guardrails	Good
1 st level Terrace	Concrete	Stucco-finished guardrails	Fair
2 nd level Terrace	Concrete	Stucco-finished guardrails	Fair
5 th level Terrace	Wood-Framed	Stucco-finished guardrails	Fair
Balcony Decks	Stucco	Stucco-finished guardrails	Fair
Exterior Stairs	Liquid applied elastomeric membrane	None	Fair

Anticipated Lifecycle Replacements:

- Elastomeric membrane

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

6.8. Common Areas And Interior Finishes

The building ground floor contains the management office, a lounge, common area restrooms, laundry room and a common area kitchenette.

Lobby furnishings include sofas, chairs, tables, a television, and wall decorations. The common area kitchenette is equipped with residential-style appliances, including a refrigerator, range, and dishwasher.

Apartment unit entrances are accessed from corridors on each floor.

An exercise room is located on the 3rd floor.

Building Common Area Laundry	
	Laundry Room-1
Laundry Room Location	Ground floor
Property owned / leaded	Leased

Building Common Area Laundry	
	Laundry Room-1
No. of Top Load Washers	0
No. of Front Load Washers	4
Total Washers Per Location	4
Washer Manufacturer	Maytag
Clothes Dryer Type	Gas
No. of Dryers	4
Dryer Input Heat Capacity	65 Btuh
Dryer Manufacturer	Maytag

The following table identifies the interior common areas and generally describes the finishes in each common area:

Common Area Interior Finishes		
Floor Finishes		
Floor Finish	Locations	General Condition
Carpet	Lobby, management office, exercise room, corridors	Fair
Vinyl tile	kitchenette, laundry, trash chute rooms	Fair
Quarry tile	Restrooms	Fair
Wall Finishes		
Wall Finish	Locations	General Condition
Painted drywall	Lobby, management office, exercise room, corridors, kitchenette, laundry, restrooms, trash chute rooms	Fair
Ceiling Finishes		
Ceiling Finish	Locations	General Condition
Painted drywall	Lobby, management office, exercise room, corridors, kitchenette, laundry, restrooms, trash chute rooms	Fair

Anticipated Lifecycle Replacements:

- Carpet
- Vinyl tile
- Interior paint
- Interior doors
- Exterior doors



Actions/Comments:

- It appears that the interior finishes in the common areas have been renovated within the last 10 years.
- No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended.

7. Building Mechanical and Electrical Systems

7.1. Building Heating, Ventilating, and Air Conditioning (Hvac)

Individual Units	
Primary Components	Split system furnaces and condensing units
Cooling (if separate from above)	performed via components above
Quantity and Capacity Ranges	1 unit at 2.5 tons
Total Heating or Cooling Capacity	2.5 tons
Heating Fuel	Natural gas
Location of Equipment	Condenser: Rooftop Furnace: Off lobby utility closet
Space Served by System	Lobby
Age Ranges	Unit is dated 2013
Primary Component Condition	Fair

Supplemental Components	
Supplemental Component #1	None

Controls and Ventilation	
HVAC Control System	Individual programmable thermostats/controls
HVAC Control System Condition	Fair
Building Ventilation	Ceiling fan
Ventilation System Condition	Fair

Heating and cooling are limited to the ground floor lobby area. Air distribution is provided to supply air registers by ducts concealed above the ceilings. The heating and cooling system are controlled by local thermostats.

The parking garages are equipped with a mechanical ventilation system. The system consists of exhaust fans and a network of sheet metal ducts. The fans are automatically controlled by carbon monoxide sensors.

Anticipated Lifecycle Replacements:

- Split system furnaces and condensing units
- Rooftop exhaust fan

Actions/Comments:

- The HVAC systems are maintained by the in-house maintenance staff. Records of the installation, maintenance, upgrades, and replacement of the HVAC equipment at the property have been maintained since the property was first occupied.

- The HVAC equipment varies in age. But the split system condenser and furnace/fan coils have been installed in 2013. HVAC equipment is replaced on an "as needed" basis.
- The HVAC equipment appears to be functioning adequately overall. property management staff were interviewed about the historical and recent performance of the equipment and systems. No chronic problems were reported and an overall sense of satisfaction with the systems was conveyed. However, due to the inevitable failure of parts and components over time, some of the equipment will require replacement.

7.2. Building Plumbing

Building Plumbing System		
Type	Description	Condition
Water Supply Piping	Copper	Fair
Waste/Sewer Piping	Cast Iron Pipe	Fair
Vent Piping	Cast Iron Pipe	Fair
Water Meter Location	Parking Garage	

Domestic Water Heaters or Boilers	
Components	Boiler
Fuel	Natural gas
Quantity and Input Capacity	2 units at 399 MBH
Storage Capacity	NA
Boiler or Water Heater Condition	Fair
Supplementary Storage Tanks?	Yes
Storage Tank Quantity & Volume	2 units at 115 gallons each
Quantity of Storage Tanks	2
Storage Tank Condition	Fair
Domestic Hot Water Circulation Pumps (3 HP and over)	No
Adequacy of Hot Water	Adequate
Adequacy of Water Pressure	Adequate

Common Area Plumbing Fixtures	
Water Closets	Commercial
Water Closets Rating	1.8 GPF
Common Area Faucet, GPM	1.5 GPM
Condition	Fair

Anticipated Lifecycle Replacements:

- Supply distribution piping
- Waste/sanitary collection piping
- Boilers

- Storage tanks
- Toilets
- Urinals
- Sinks
- Vanities

Actions/Comments:

- The plumbing systems appear to be well maintained and functioning adequately. The water pressure appears to be sufficient.
- The plumbing infrastructure is original to the 1987 construction of the property. Management has reported frequent leak issues with the supply piping at fixture connections and throughout the building. A budget for required repairs or partial replacements is included in the reserve table.
- The POC reported that there have been instances of sanitary waste line replacement due to cracks in the pipe. Due to the age of the installation, waste line replacement is anticipated in the long term. A budget for the replacement is included in the reserve table.

7.3. Building Gas Distribution

Not applicable. The property is not supplied with natural gas.

Gas service is supplied from the gas main on the adjacent public street. The gas meters and regulators are located along the exterior walls of the buildings. The gas distribution piping within each unit is malleable steel (black iron).

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The pressure and quantity of gas appear to be adequate.
- The gas meters and regulators appear to be functioning adequately and will require routine maintenance.
- Only limited observation of the gas distribution piping can be made due to hidden conditions.

7.4. Building Electrical

Building Electrical Systems			
Electrical Lines	Underground	Transformer	Pad-mounted
Main Service Size	2000 Amps	Volts	120/208 Volt, three-phase
Meter & Panel Location	Specify Location	Branch wiring	Copper
Conduit	Metallic	Circuit Breaker Panel	Located throughout the building
Security / Surveillance System?	Yes	Building Intercom System	No
Lighting Fixtures		T-8, CFL, LED	
Main Distribution Condition		Fair	
Secondary Panel and Transformer Condition		Fair	
Lighting Condition		Fair	



Building Emergency System			
Size	35 kW	Fuel	Diesel
Generator / UPS Serves	Emergency lights, elevators	Tank Location	Belly Tank
Testing Frequency	UNK	Tank Type	Integral ("belly") tank
Generator / UPS Condition		Fair	

Anticipated Lifecycle Replacements:

- Circuit breaker panels
- Switchboards
- Step-down transformers
- Interior light fixtures
- Distribution wiring
- Emergency generator
- Transfer switch

Actions/Comments:

- The on-site electrical systems up to the meters are owned and maintained by the respective utility company.
- The electrical service and capacity appear to be adequate for the property's demands.
- The panels, switchboards, step-down transformers are mostly original 1987 components. The electrical service is reportedly adequate for the facility's needs. However, due to the age of the switchboards & step-down transformers and increasing difficulty of obtaining replacement parts over time, lifecycle replacements are recommended per above.
- The light fixtures throughout most of the facility utilize older, inefficient T-8 lamps. Replacement with newer fixtures with LED light is highly recommended to save substantial amounts of energy.

7.5. Building Elevators and Conveying Systems

	Elevator-1	Elevator-2
Building Name	Park Vista Senior Living Center	Park Vista Senior Living Center
Elevator Category	Passenger	Passenger
Elevator Type	Hydraulic	Hydraulic
Elevator Capacity	2,500 Lbs.	2,500 Lbs.
Elevator Manufacturer	Otis	Dover
Equipment Location	Parking Garage Elevator room	Parking Garage Elevator room
Elevator Safety Stop	Electronic	Electronic
Elevator Emergency Communication	Yes	Yes
Elevator Cab Floor	Vinyl sheet	Vinyl sheet
Elevator Cab Wall	Laminated wood	Laminated wood
Elevator Cabin Lighting	F42T8	F42T8

	Elevator-1	Elevator-2
Machinery Condition	Fair	Fair
Controls Condition	Fair	Fair
Cab Finish Condition	Fair	Fair

Other Conveyance	Wheelchair Lifts	Dumbwaiters	
Condition	--	--	--

Anticipated Lifecycle Replacements:

- Elevator controls
- Hydraulic equipment
- Elevator cab finishes

Actions/Comments:

- The elevator machinery and controls appear to be more than 15 years old.
- The elevators appear to provide adequate service. The elevators are serviced on a routine basis.
- The elevators are inspected on an annual basis by the municipality, and a certificate of inspection is displayed in each elevator cab.
- The emergency communication equipment in the elevator cabs appears to be functional. Equipment testing is not within the scope of the work.
- The finishes in the elevator cabs will require replacement. The cost to replace the finishes is included in the replacement reserve table.

7.6. Fire Protection Systems

Item	Description					
Type	Wet pipe					
Fire Alarm System	Central Alarm Panel	<input checked="" type="checkbox"/>	Battery-Operated Smoke Detectors	<input checked="" type="checkbox"/>	Alarm Horns	<input type="checkbox"/>
	Annunciator Panels	<input checked="" type="checkbox"/>	Hard-Wired Smoke Detectors	<input checked="" type="checkbox"/>	Strobe Light Alarms	<input checked="" type="checkbox"/>
	Pull Stations	<input checked="" type="checkbox"/>	Emergency Battery-Pack Lighting	<input checked="" type="checkbox"/>	Illuminated EXIT Signs	<input checked="" type="checkbox"/>
Alarm System Condition	Fair					
Sprinkler System	None	<input type="checkbox"/>	Standpipes	<input type="checkbox"/>	Backflow Preventer	<input checked="" type="checkbox"/>
	Hose Cabinets	<input type="checkbox"/>	Fire Pumps	<input type="checkbox"/>	Siamese Connections	<input type="checkbox"/>
Suppression Condition	Fair					
Central Alarm Panel System	Location of Alarm Panel			Installation Date of Alarm Panel		
	Main office & Parking garage			+6		



Item	Description			
Fire Extinguishers	Last Service Date		Servicing Current?	
	Common areas		Yes	
Hydrant Location	Building exterior			
Siamese Location	N/A			
Special Systems	Kitchen Suppression System	<input type="checkbox"/>	Computer Room Suppression System	<input type="checkbox"/>

Anticipated Lifecycle Replacements:

- Central alarm panels
- Alarm devices and system
- Sprinkler heads

Actions/Comments:

- No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended.
- The fire alarm systems appear somewhat antiquated. Due to the age of the components and apparent shortcomings, a full modernization project is recommended as part of the major recommended renovations, a facility-wide fire alarm modernization is recommended. A budgetary cost is included.



8. Dwelling Units

8.1. Interior Finishes

The following table generally describes the interior finishes in the apartment units:

Apartment Interior Finishes		
Floor Finishes		
Floor Finish	Locations	General Condition
Carpet	Living room, Dining area, Hallway, Bedroom,	Fair
Sheet Vinyl	Kitchen, Bathroom	Fair
Wall Finishes		
Wall Finish	Locations	General Condition
Painted Drywall	Living room, Dining area, Kitchen, Hallway, Bedroom, Bathroom	Fair
Ceiling Finishes		
Ceiling Finish	Locations	General Condition
Painted drywall	Living room, Dining area, Kitchen, Hallway, Bedroom, Bathroom	Fair
Apartment Interior Doors		
Item	Type	Condition
Interior Doors	Hollow Core	Fair
Door Framing	Metal	Fair
Closet Doors-Type1	Sliding-Vinyl	Fair
Closet Doors-Type2	Sliding-Vinyl	Fair

Anticipated Lifecycle Replacements:

- Carpet
- Sheet vinyl
- Interior paint
- Interior doors
- Closet doors

Actions/Comments:

- The interior finishes in the apartment units vary in age and condition and will require regular lifecycle replacements per the above list, typically performed upon unit turnover as part of the facility’s regular maintenance program.



8.2. Dwelling Appliances

Each apartment unit kitchen typically includes the following appliances:

Apartment Kitchen Appliances				
Item	Type			Condition
Refrigerator	Frost-free	Energy Star	16 - 18 Cu ft	Fair
Cooking Range	Natural gas			Fair
Range Hood	Ducted			Fair
Dishwasher	Provided			Fair
Food Disposer	Provided			Fair
Kitchen Cabinet	Stained Wood			Fair
Kitchen Countertop	Plastic laminated wood			Fair
Apartment Laundry	Property Management Provided			

Anticipated Lifecycle Replacements:

- Refrigerators
- Ranges
- Range hoods
- Dishwashers
- Kitchen cabinets
- Kitchen countertops

Actions/Comments:

- The vast majority of the kitchen appliances are replaced as needed. Based on an extrapolation of the observed sample size, approximately 20% percent of the kitchen appliances are less than five years old, 80 percent are roughly five to ten years old. Cabinets and appliances are replaced on an “as needed” basis as part of the facility’s regular maintenance program.
- No significant repair actions or short-term replacement costs are required beyond the anticipated lifecycle replacements listed above. Routine and periodic maintenance is recommended.

8.3. HVAC

Apartment Heating System		
Primary Heating System Type	Wall Mounted Gas Heater	
Heating Fuel	Natural Gas	
Heating System Types	0-Bed	1-Bed
Input Capacity	35MBH	35MBh
Manufactured Rated Efficiency	80%	80%

Apartment Heating System		
Age	Varies	Varies
Heating Plant Condition	--	--

Apartment Cooling System	
Primary Cooling System Type	None

Distribution System	
Fan Coil System	No
Location of Fan Coil System	--
Ductwork	--
Common Area Temperature Control:	--
Bathroom Exhaust Fan	--

Natural ventilation is provided by operable windows. Mechanical ventilation is provided in the bathrooms by ceiling exhaust fans.

Anticipated Lifecycle Replacements:

- Gas wall heaters
- Bathroom exhaust fans

Actions/Comments:

- The HVAC systems are maintained by the in-house maintenance staff.
- Approximately 80 percent of the HVAC equipment is original. HVAC equipment is replaced on an "as needed" basis as part of the facility's regular maintenance program.
- The HVAC equipment appears to be functioning adequately overall. The maintenance property management staff and management were interviewed about the historical and recent performance of the equipment and systems. No chronic problems were reported. However, due to the inevitable failure of parts and components over time, the furnaces will require replacement.

8.4. Plumbing

Apartment Plumbing Fixtures		
Item	Type	Condition
Bath Tub	Fiberglass	Fair
Tub/Shower Surround	Fiberglass	Fair
Water Closet (GPF)	1.6 GPF	Fair
Bathroom Faucet (GPM)	2.0 GPM	Fair
Shower head (GPM)	2.0GPM	Fair
Kitchen Faucet (GPM)	1.0 GPM	Fair



Apartment Plumbing Fixtures		
Item	Type	Condition
Bathroom Vanity Cabinet	Wooden	Fair

Domestic Water Heater	
Domestic Water Heater	Central System
Water Heater Volume	N/A
Input Capacity	N/A
Water Heater Location	Rooftop
Set point Temperature	120F
DWH Condition	--

Domestic hot water is supplied by the central system described in Section 7.2

Anticipated Lifecycle Replacements:

- Tubs and shower surrounds
- Toilets
- Vanities

Actions/Comments:

- The pressure and quantity of hot water appear to be adequate, and the water pressure appears to be sufficient in the apartment units. No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended.

8.5. Electrical

The electrical service to each apartment unit is assumed to be 60 amps. A circuit breaker panel inside each unit supplies the HVAC system, appliances, receptacles and light fixtures.

Apartment Electrical Service	
Electric Service Rating to Each Apt.	60 Amps
Circuit Breaker Panel in Each Apt.	<input checked="" type="checkbox"/>
GFCI Plug in Kitchen (Some)	<input checked="" type="checkbox"/>
GFCI Plug in Bathrooms (Some)	<input checked="" type="checkbox"/>

The apartment units have incandescent, CFL and fluorescent light fixtures. Each apartment unit has at least one cable television outlet and telephone jack. The table below provides the typical light fixtures observed in the apartments.

Apartment Lighting Fixtures	
Location	Typical Lamp Type
Living Room	Tenant Provided
Kitchen	T8 - Linear Fluorescent
Bedrooms	Tenant Provided
Hallways	Incandescent Lamps



Apartment Lighting Fixtures	
Bathrooms	Incandescent Lamps
Entry and Patio	Incandescent Lamps

Anticipated Lifecycle Replacements:

- Interior unit light fixtures

Actions/Comments:

- No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended.
- The vast majority of electrical components within the units, including the circuit breaker panels, outlets, and wiring, are original to the 1987 construction. A full modernization/upgrade is recommended to the aging interior electrical infrastructure as described and included in Section 7.4.
- The light fixtures throughout most of the units utilize older, inefficient incandescent lamps and T-8 lamps. Replacement of incandescent bulbs with CFL lamps and newer fixtures with LED lamps is highly recommended to save substantial amounts of energy.

8.6. Furniture, Fixtures And Equipment (FF&E)

Not applicable. There are no furnished apartments.

9. Other Structures

Not applicable. There are no major accessory structures.

10. Appendices

- Appendix A: Photographic Record
- Appendix B: Site and Floor Plans
- Appendix C: Supporting Documentation
- Appendix D: Pre-Survey Questionnaire
- Appendix E: Acronyms

Appendix A: Photographic Record



#1	WEST ELEVATION
----	----------------



#2	FRONT ELEVATION
----	-----------------



#3	LEFT ELEVATION
----	----------------



#4	RIGHT ELEVATION
----	-----------------



#5	REAR ELEVATION
----	----------------



#6	MAIN ENTRANCE
----	---------------



#7	LANDSCAPING
----	-------------



#8	LANDSCAPING
----	-------------



#9	LANDSCAPING
----	-------------



#10	NORTH PROPERTY LINE FENCE
-----	---------------------------



#11	OFFSITE PARKING LOT
-----	---------------------



#12	OFFSITE PARKING LOT
-----	---------------------



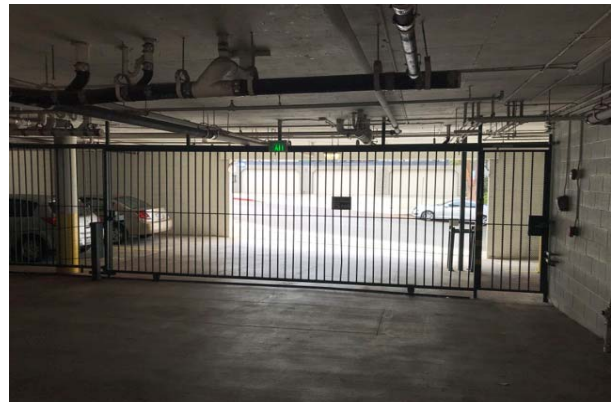
#13	OFFSITE PARKING LOT FENCE AND LIGHTING
-----	--



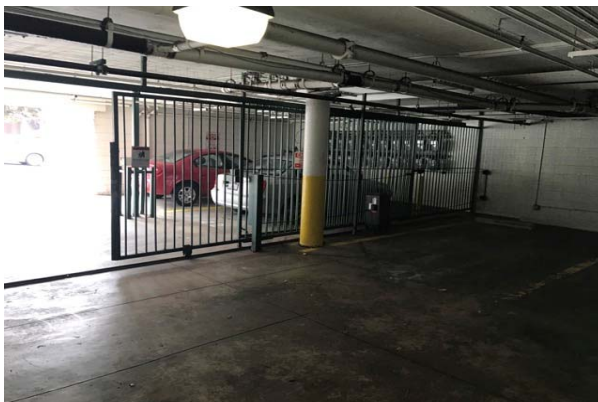
#14	OFFSITE PARKING LOT GATE
-----	--------------------------



#15	PARKING GARAGE 1
-----	------------------



#16	PARKING GARAGE 1
-----	------------------



#17	PARKING GARAGE 2
-----	------------------



#18	PARKING GARAGE 2
-----	------------------



#19	ROOF
-----	------



#20	ROOF
-----	------



#21	TERRACE
-----	---------



#22	TERRACE
-----	---------



#23	CONDENSING UNIT
-----	-----------------



#24	FURNACE
-----	---------



#25	EXHAUST FAN
-----	-------------



#26	EXHAUST FAN
-----	-------------



#27	DOMESTIC WATER BOILER
-----	-----------------------



#28	WATER STORAGE TANK
-----	--------------------



#29	FIRE ALARM CONTROL PANEL
-----	--------------------------



#30	FIRE ALARM CONTROL PANEL
-----	--------------------------



#31 ELEVATOR, HYDRAULIC #1



#32 ELEVATOR, HYDRAULIC #2



#33 EMERGENCY GENERATOR



#34 ELECTRICAL ROOM



#35 SWITCHBOARD



#36 SWITCHBOARD



#37	LOBBY
-----	-------



#38	LOBBY
-----	-------



#39	INTERIOR CORRIDOR
-----	-------------------



#40	LAUNDRY ROOM
-----	--------------



#41	EXERCISE ROOM
-----	---------------



#42	MEETING ROOM
-----	--------------



#43 UNIT INTERIOR



#44 UNIT CORRIDOR



#45 UNIT KITCHEN



#46 UNIT KITCHEN



#47 UNIT BEDROOM



#48 UNIT RESTROOM



#49	UNIT LIVING ROOM
-----	------------------



#50	UNIT KITCHEN
-----	--------------



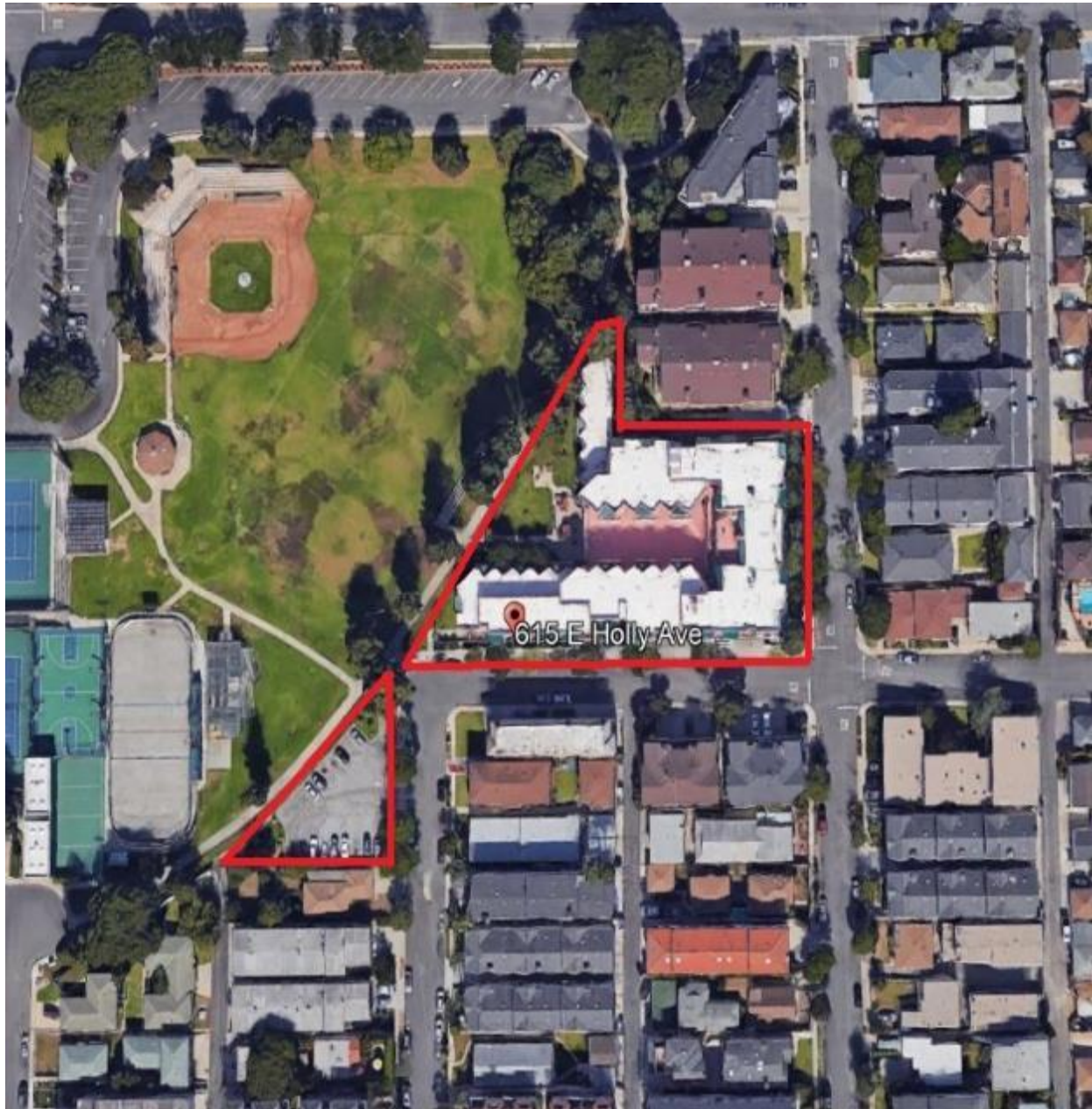
#51	UNIT SHOWER
-----	-------------



#52	UNIT BALCONY
-----	--------------

Appendix B: Site and Floor Plans

Aerial Site Plan



SOURCE:

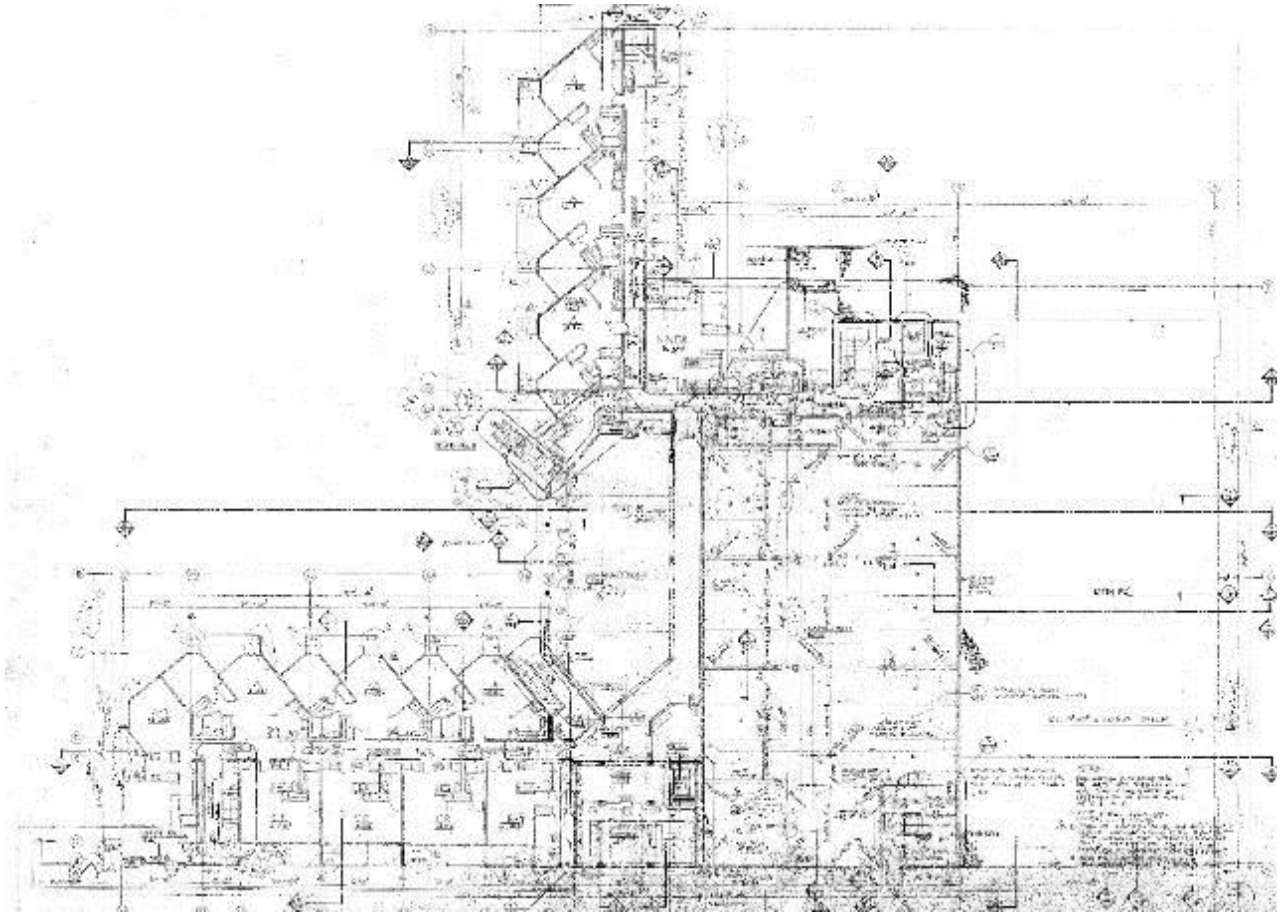
Google Maps: Imagery ©2018 Google, Map Date ©2018 Google



ON-SITE DATE:

September 27, 2018

1st Floor Plan



SOURCE:

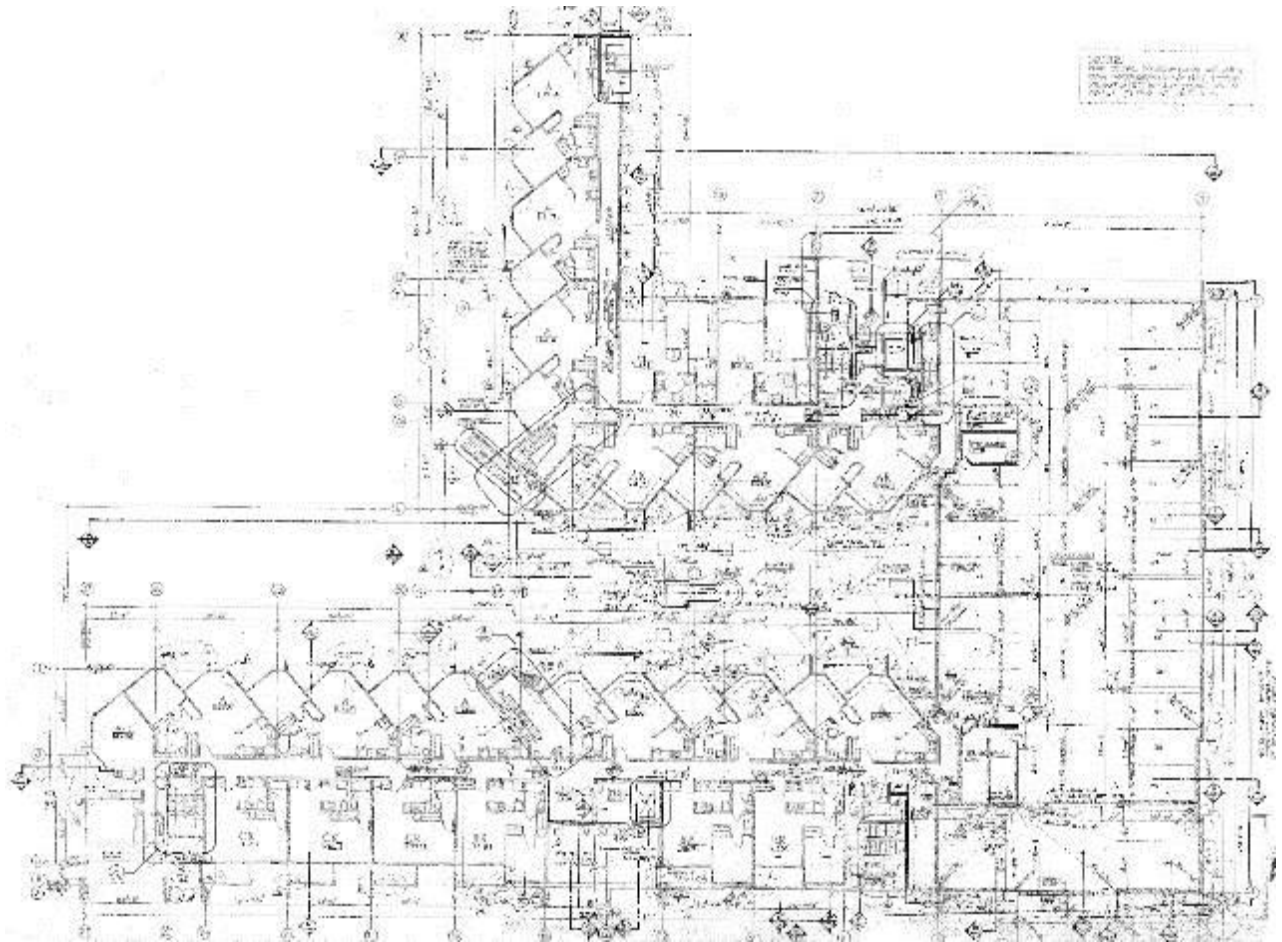
City of El Segundo



ON-SITE DATE:

September 27, 2018

2nd Floor Plan



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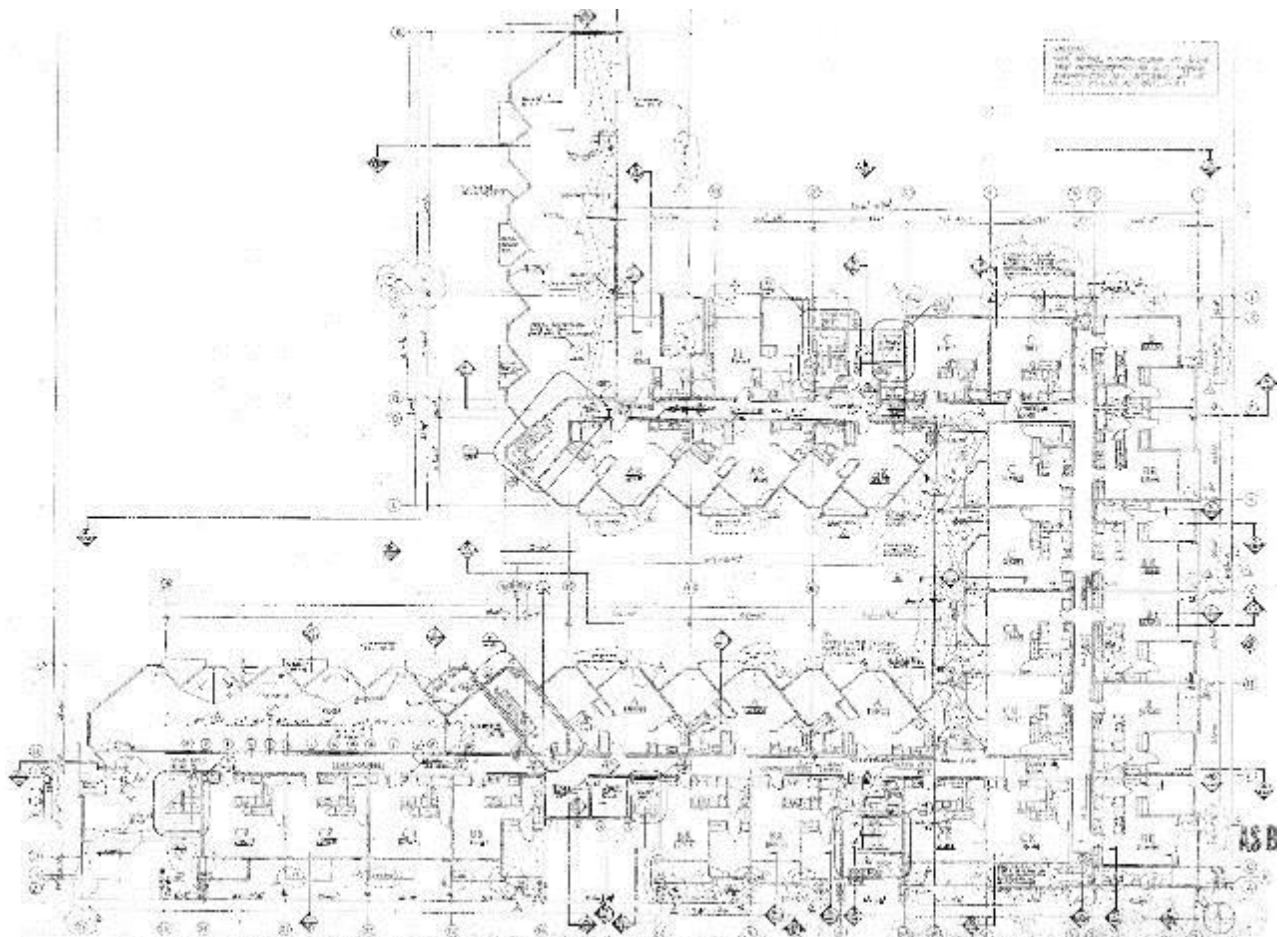
City of El Segundo



ON-SITE DATE:

September 27, 2018

3rd Floor Plan



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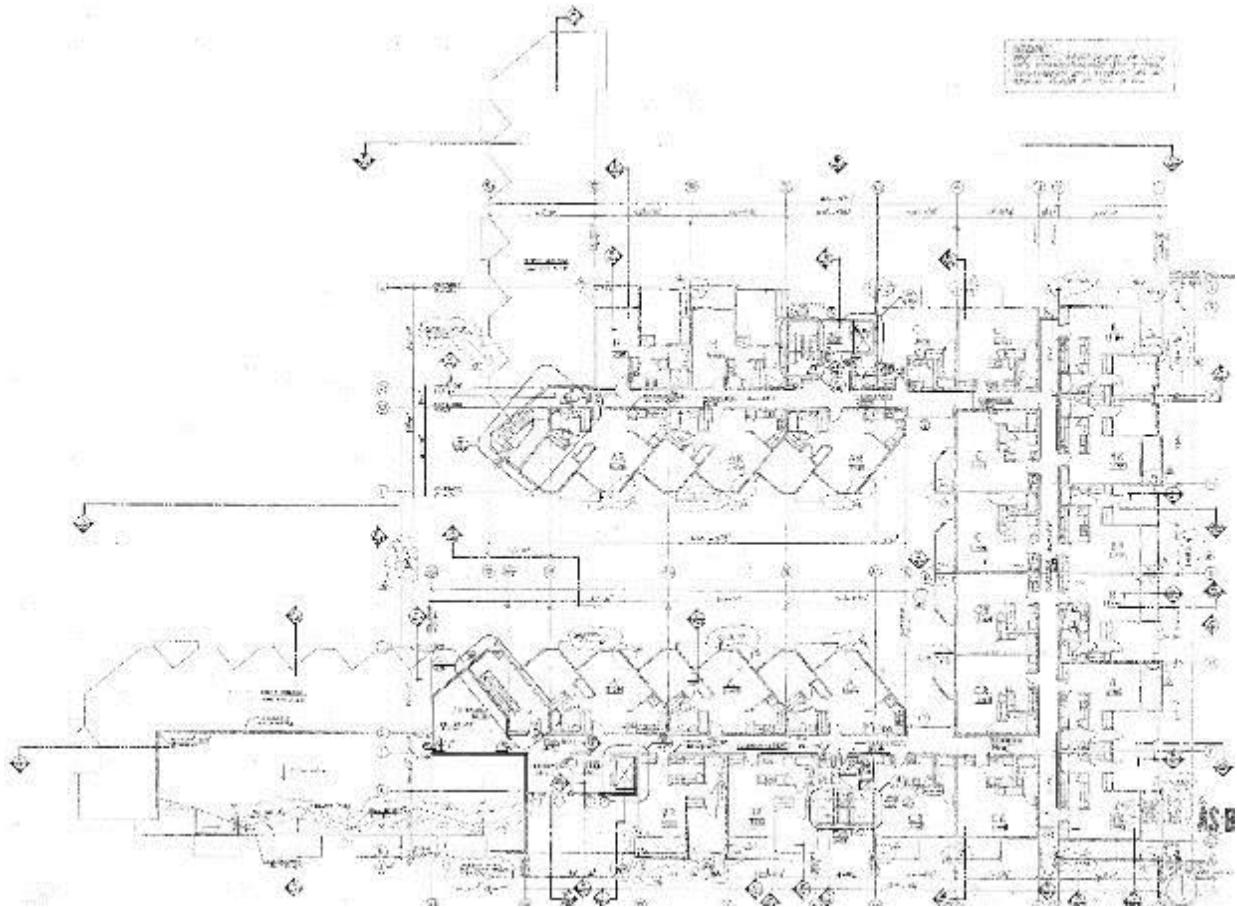
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ON-SITE DATE:

September 27, 2018

4th Floor Plan



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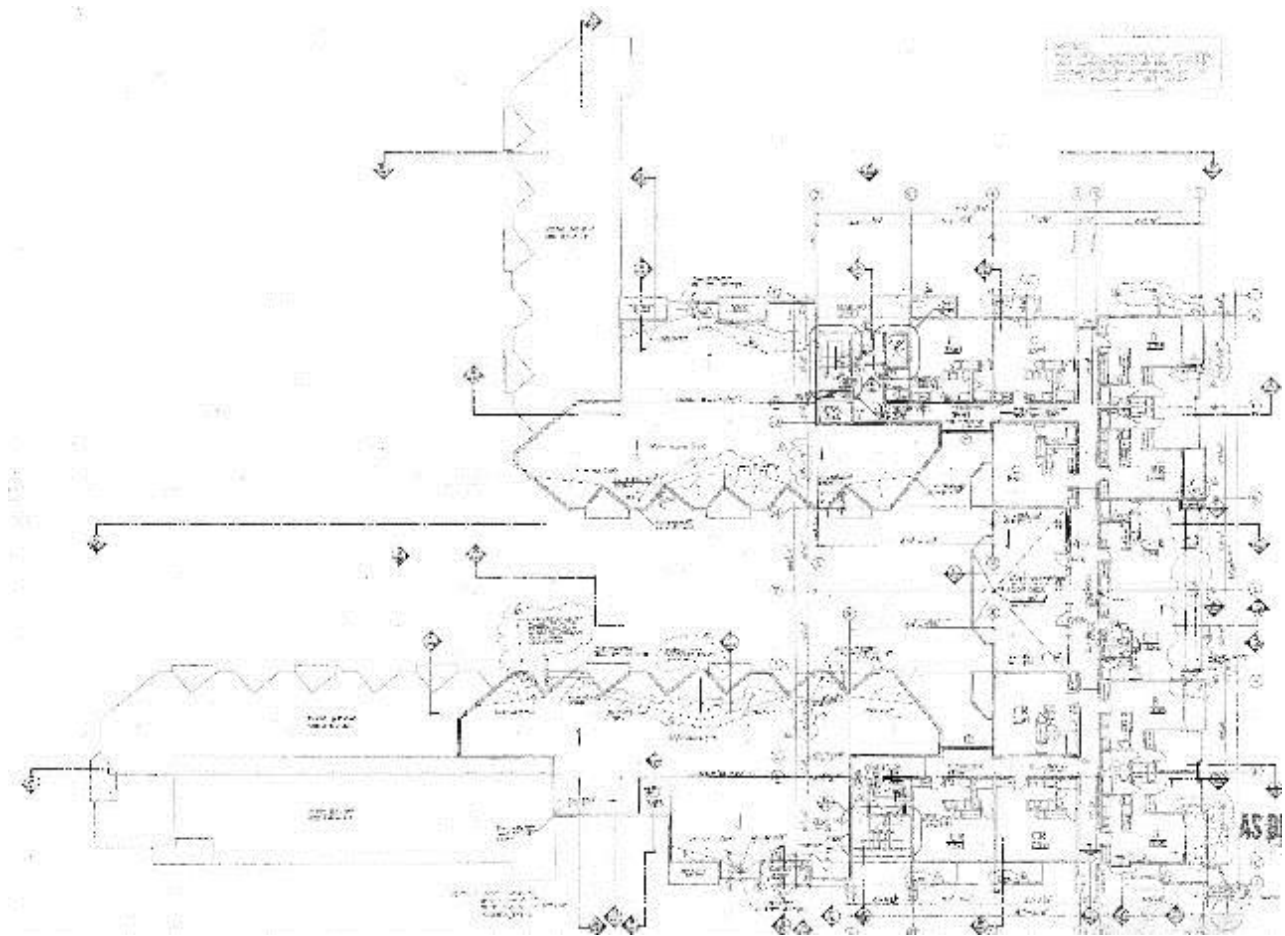
City of El Segundo



ON-SITE DATE:

September 27, 2018

5th Floor Plan



SOURCE:

City of El Segundo

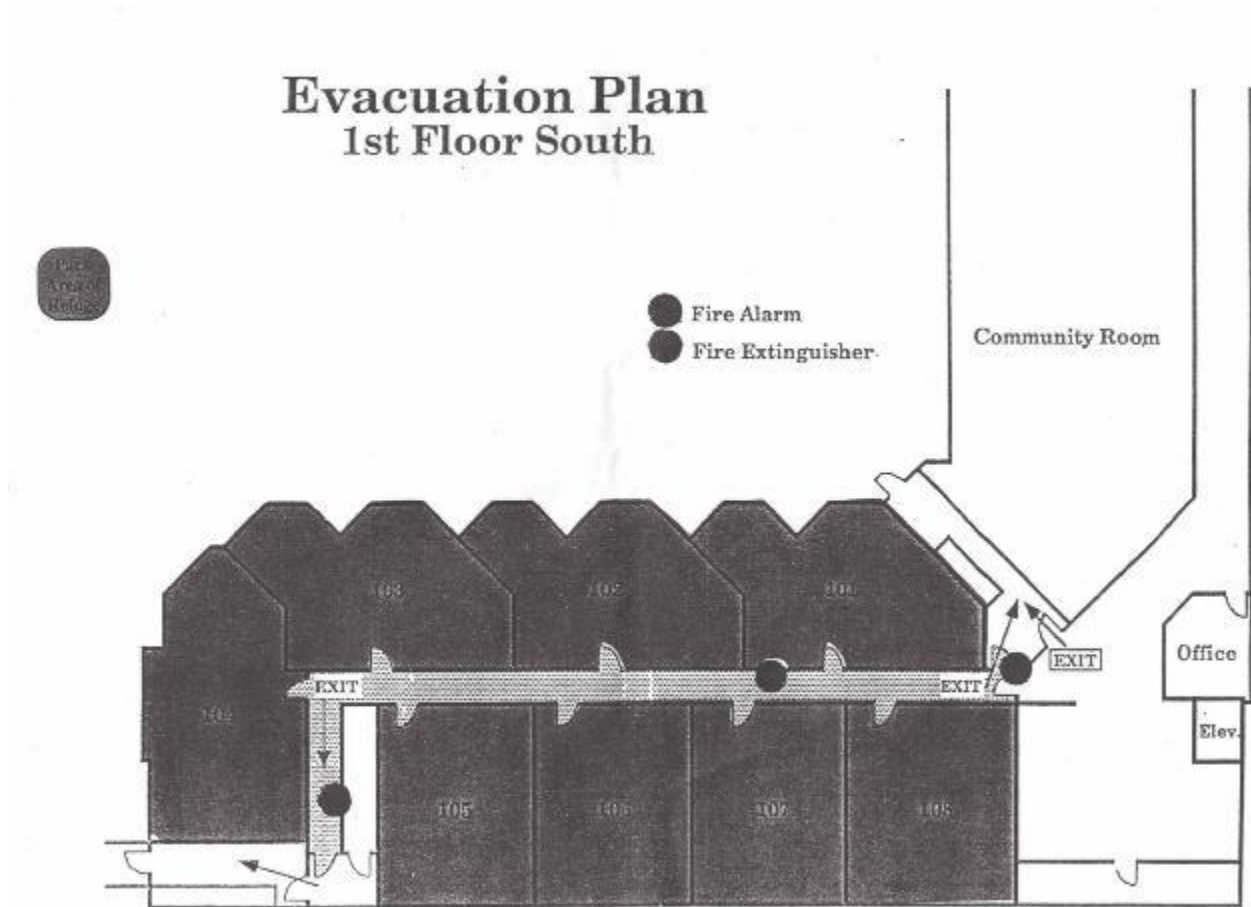


ON-SITE DATE:

September 27, 2018

Appendix C: Supporting Documentation

Floor Plan



SOURCE:

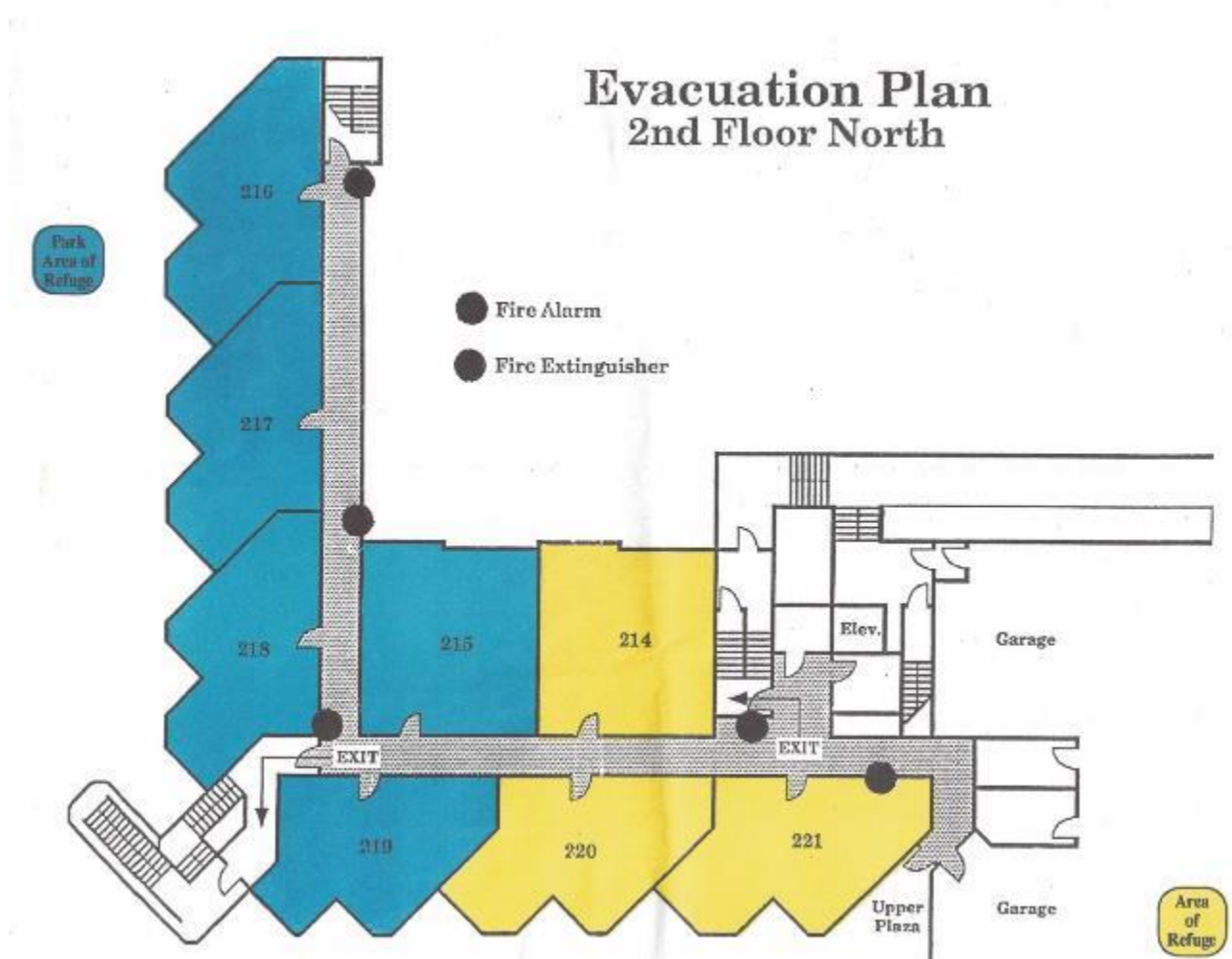
Park Vista Senior Living Center



ON-SITE DATE:

September 27, 2018

Floor Plan



SOURCE:

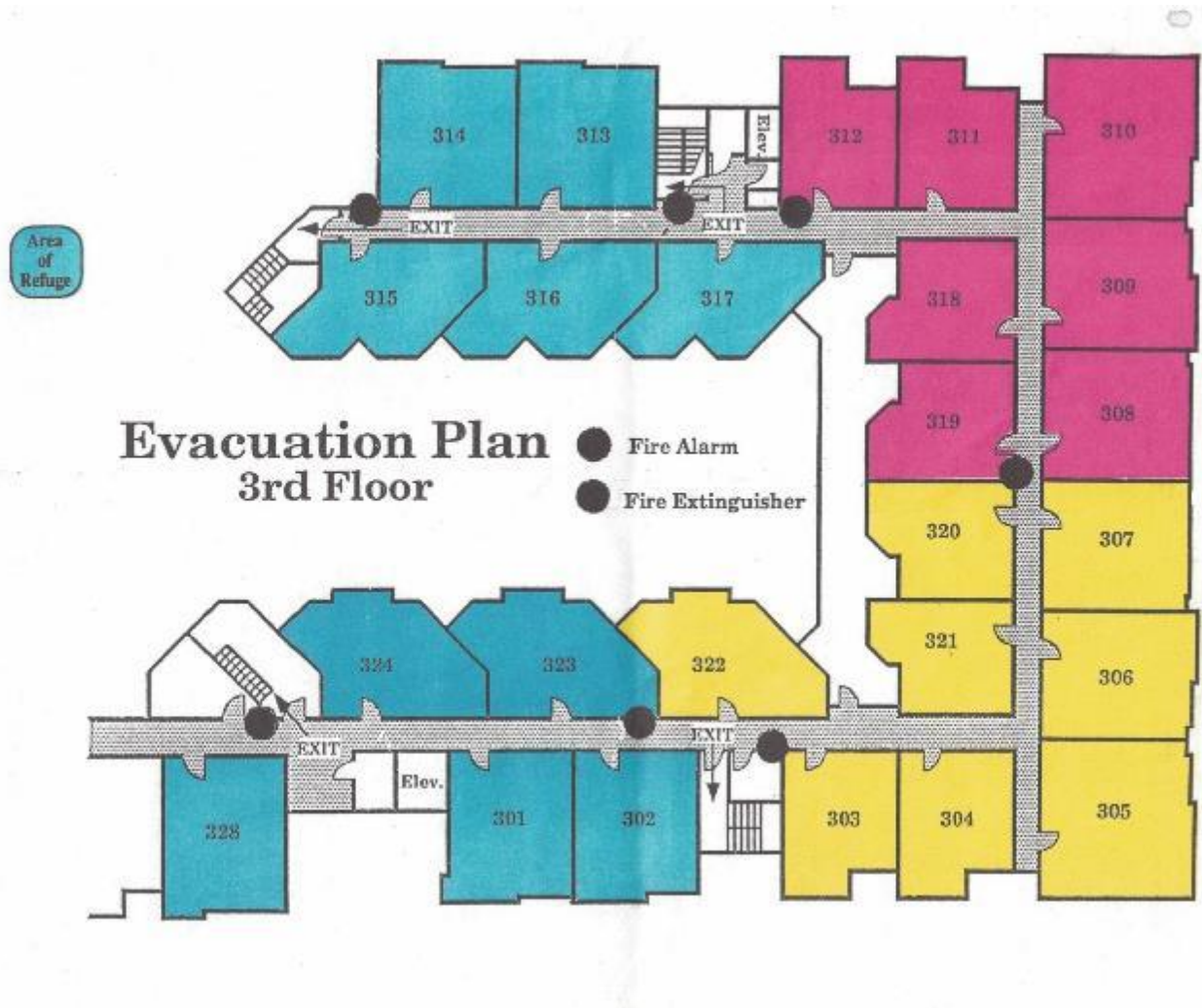
Park Vista Senior Living Center



ON-SITE DATE:

September 27, 2018

Floor Plan



SOURCE:

Park Vista Senior Living Center



ON-SITE DATE:

September 27, 2018

Floor Plan



SOURCE:

Park Vista Senior Living Center

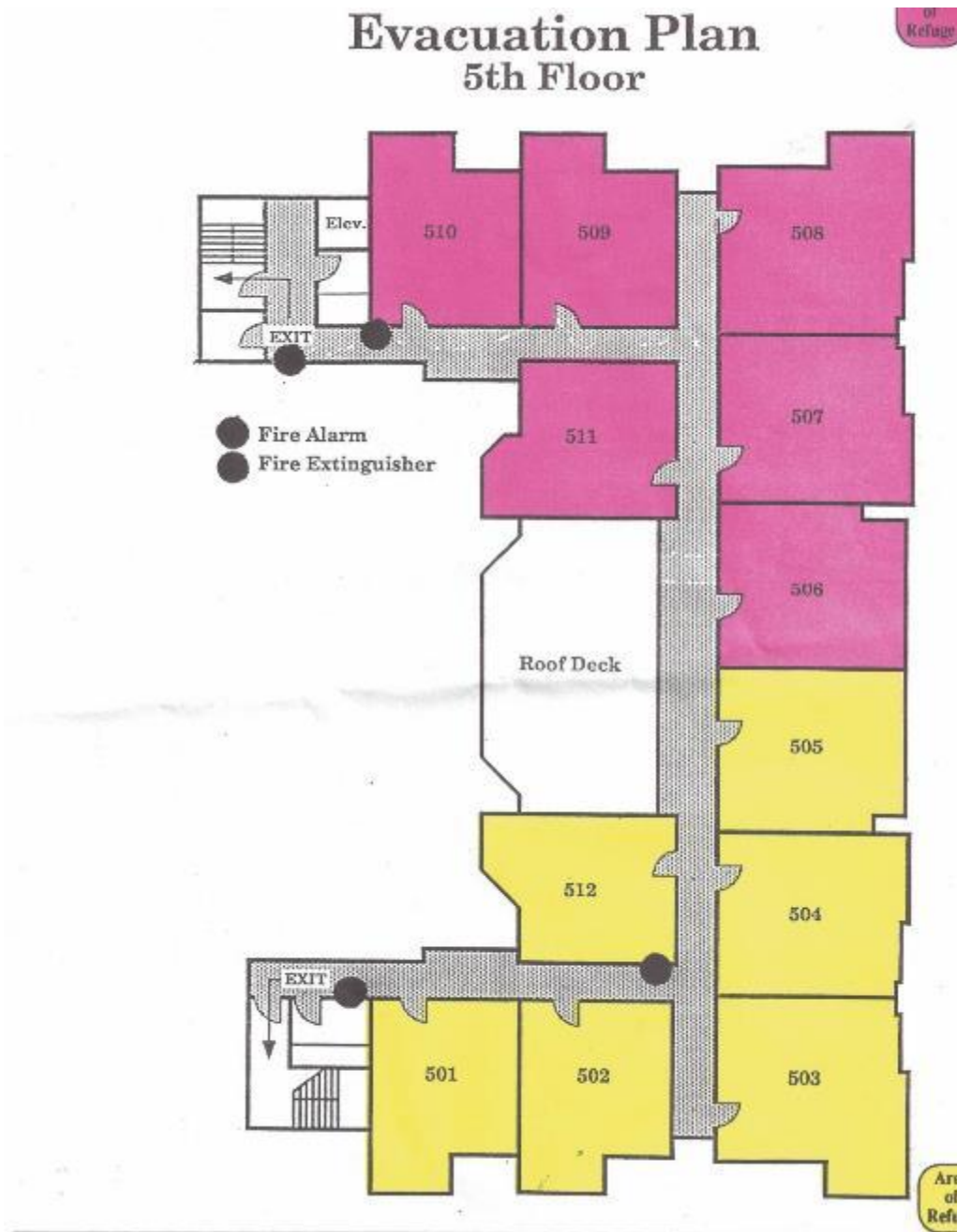


ON-SITE DATE:

September 27, 2018

Floor Plan

Evacuation Plan 5th Floor



SOURCE:

Park Vista Senior Living Center



ON-SITE DATE:

September 27, 2018

Apartment Condition Checklist

Building: PARK VISTA SENIOR LIVING CENTER

	Unit #	Bed/Baths	O-V-D	Doors		Kitchen Flooring	Bathroom Flooring	Wall Finishes	Cabinet	Range	Frig	DW	Disp.	Window	GFCI	Smoke Detector
				Entry	Interior											
1	204	1/1	Occ	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	K <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/>	K <input checked="" type="checkbox"/> BR <input type="checkbox"/>
Comments:																
2	307	1/1	Vac	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	K <input type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/>	K <input checked="" type="checkbox"/> BR <input type="checkbox"/>
Comments:																
3	414	1/1	Occ	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	K <input type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/>	K <input checked="" type="checkbox"/> BR <input type="checkbox"/>
Comments:																
4	511	0/1	Occ	Fair	Fair	Good	Good	Good	Fair	Good	Fair	Fair	Fair	Fair	K <input type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/>	K <input checked="" type="checkbox"/> BR <input type="checkbox"/>
Comments: Tenant just moved in. Unit fully refurbished																
5	104	1/1	Occ	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	K <input type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/>	K <input checked="" type="checkbox"/> BR <input type="checkbox"/>
Comments:																

Doors				Windows				HVAC - Heating	
Location	Material/Type	Qty	Configuration	Material / Dimensions	Glazing	Location	Qty	Item	Description
Apt Entry	Insulated Steel Entry		Single Hung	Aluminum 12 SF	Single	Bedroom	2	System Type	Forced Air Furnace
Screen Doors								Fuel	Natural Gas
Patio Doors	Sliding Glass Patio							Input/Output (MBH)	35
Internal Doors	Wood, Hollow, Stained, Interior							Year	2009
Closet Doors 1	Sliding Closet							Make	Williams
Closet Doors 2								Model	3509822

Lighting				Kitchen			Bathroom		
Fixture Type	Bulbs	Fixtures	Location	Item	Description	Item	Description	Item	Description
CFL			Entry	Cabinets	Wood, Solid, Stained Cabinets 16 LF	Bathtub	Fiberglass Bathtub/	Item	Description
CFL			Living Room	Countertops	Plastic Laminated Wood Counters 12 LF	Tub Surround		System Type	z N/A - Central System/None
CFL			Hallway	Refrigerator	16 CF	Vanity	Wood Cabinet	Refrigerant	
Linear Fluores. T-8			Kitchen	Ventilation		Sink	Porcelain Sink	Tonnage	
CFL			Dining	Range	<input type="radio"/> Electric Range <input type="radio"/> Gas Range	Shower (GPF)		Year	
CFL			Bedroom(s)			Dishwasher	<input type="radio"/> Yes <input type="radio"/> No	Toilet (GPF)	
CFL			Bathroom(s)	Garbage Disposal	<input type="radio"/> Yes <input type="radio"/> No	Faucet (GPM)		Model	
Electric Distribution Panel				Faucet GPM		Ventilation	Exhaust Fan Bath - Switch	Domestic Water Heater	
Amperage	Amps							Item	Description

Interior Finishes						
Component Type	Location	Material	% of Unit	OR	Dimensions (ft)	Qty
Flooring	Kitchen	Sheet vinyl	100%		X	414 SF
Flooring	Bathroom(s)	Sheet vinyl	100%		X	414 SF
Flooring	Bedroom(s)				X	
Flooring	Living room	Carpet	100%		X	414 SF
Ceilings	Throughout		100%		X	414 SF
Walls	Throughout		100%	Multiplier:	2.8	1,159 SF

Notes

Doors				Windows				HVAC - Heating	
Location	Material/Type	Qty	Configuration	Material / Dimensions	Glazing	Location	Qty	Item	Description
Apt Entry	Metal Clad Wood Entry		Single Hung	Aluminum 12 SF	Single	Bedroom	2	System Type	Forced Air Furnace
Screen Doors			Single Hung	Aluminum 24 SF	Single	Living Room	2	Fuel	Natural Gas
Patio Doors	Sliding Glass Patio							Input/Output (MBH)	35
Internal Doors	Wood, Hollow, Painted, Interior							Year	2009
Closet Doors 1	Sliding Closet							Make	Williams
Closet Doors 2	Sliding Closet							Model	3509822

Lighting				Kitchen			Bathroom		
Fixture Type	Bulbs	Fixtures	Location	Item	Description	Item	Description	Item	Description
CFL			Entry	Cabinets	Wood, Solid, Stained Cabinets 16 LF	Bathtub	Fiberglass Bathtub/	Item	Description
CFL			Living Room	Countertops	Plastic Laminated Wood Counters 14 LF	Tub Surround		System Type	z N/A - Central System/None
CFL			Hallway	Refrigerator	16 CF	Vanity	Wood Cabinet	Refrigerant	
Linear Fluores. T-8			Kitchen	Ventilation		Sink	Porcelain Sink	Tonnage	
CFL			Dining	Range	<input type="radio"/> Electric Range <input type="radio"/> Gas Range	Shower (GPF)		Year	
CFL			Bedroom(s)	Dishwasher	<input type="radio"/> Yes <input type="radio"/> No	Toilet (GPF)		Make	
CFL			Bathroom(s)	Garbage Disposal	<input type="radio"/> Yes <input type="radio"/> No	Faucet (GPM)		Model	
Electric Distribution Panel				Faucet GPM		Ventilation	Exhaust Fan Bath - Switch	Domestic Water Heater	
Amperage	Amps							Item	Description

Interior Finishes						
Component Type	Location	Material	% of Unit	OR	Dimensions (ft)	Qty
Flooring	Kitchen	Sheet vinyl	100%		X	610 SF
Flooring	Bathroom(s)	Sheet vinyl	100%		X	610 SF
Flooring	Bedroom(s)	Carpet	100%		X	610 SF
Flooring	Living room	Carpet	100%		X	610 SF
Ceilings	Throughout		100%		X	610 SF
Walls	Throughout		100%	Multiplier:	2.8	1,708 SF

Notes

Flood Map

National Flood Hazard Layer FIRMette



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	Without Base Flood Elevation (BFE) Zone A, X, Z
	With BFE or Depth Zone AE, AH, AN, V, AR
	Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone D
	Future Conditions 1% Annual Chance Flood Hazard Zone F
	Area with Reduced Flood Risk due to Levee, See Notes, Zone B
	Area with Flood Risk due to Levee Zone D
OTHER AREAS	Area of Minimal Flood Hazard Zone X
	Effective LOMRs
	Area of Undetermined Flood Hazard Zone I
GENERAL STRUCTURES	Channel, Culvert, or Storm Sewer
	Levee, Dike, or Floodwall
OTHER FEATURES	Cross Sections with 1% Annual Chance
	Water Surface Elevation
	Coastal Transect
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature
MAP PANELS	Digital Data Available
	No Digital Data Available
	Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 10/30/2015 at 4:49:25 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

SOURCE:
FEMA Panel No.: 06037C770F Dated: September 26, 2008

ON-SITE DATE:
September 27, 2018



Appendix D: Pre-Survey Questionnaire

THE PRE-SURVEY QUESTIONNAIRE WAS NOT RETURNED TO EMG

On the day of the site visit, provide EMG's Field Observer access to all of the available documents listed below. Provide copies if possible.

<p>INFORMATION REQUIRED</p> <ol style="list-style-type: none"> 1. All available construction documents (blueprints) for the original construction of the building or for any tenant improvement work or other recent construction work. 2. A site plan, preferably 8 1/2" X 11", which depicts the arrangement of buildings, roads, parking stalls, and other site features. 3. For commercial properties, provide a tenant list which identifies the names of each tenant, vacant tenant units, the floor area of each tenant space, and the gross and net leasable area of the building(s). 4. For apartment properties, provide a summary of the apartment unit types and apartment unit type quantities, including the floor area of each apartment unit as measured in square feet. 5. For hotel or nursing home properties, provide a summary of the room types and room type quantities. 6. Copies of Certificates of Occupancy, building permits, fire or health department inspection reports, elevator inspection certificates, roof or HVAC warranties, or any other similar, relevant documents. 7. The names of the local utility companies which serve the property, including the water, sewer, electric, gas, and phone companies. 	<ol style="list-style-type: none"> 8. The company name, phone number, and contact person of all outside vendors who serve the property, such as mechanical contractors, roof contractors, fire sprinkler or fire extinguisher testing contractors, and elevator contractors. 9. A summary of recent (over the last 5 years) capital improvement work which describes the scope of the work and the estimated cost of the improvements. Executed contracts or proposals for improvements. Historical costs for repairs, improvements, and replacements. 10. Records of system & material ages (roof, MEP, paving, finishes, furnishings). 11. Any brochures or marketing information. 12. Appraisal, either current or previously prepared. 13. Current occupancy percentage and typical turnover rate records (for commercial and apartment properties). 14. Previous reports pertaining to the physical condition of property. 15. ADA survey and status of improvements implemented. 16. Current / pending litigation related to property condition.
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Your timely compliance with this request is greatly appreciated.

Appendix E: Acronyms

ASTM E2018-15 Acronyms

ADA - The Americans with Disabilities Act
ASTM - American Society for Testing and Materials
BOMA - Building Owners & Managers Association
BUR - Built-up Roofing
DWV – Drainage, Waste, Ventilation
EIFS - Exterior Insulation and Finish System
EMF – Electro Magnetic Fields
EMS - Energy Management System
EUL - Expected Useful Life
FEMA - Federal Emergency Management Agency
FFHA - Federal Fair Housing Act
FIRMS - Flood Insurance Rate Maps
FRT- Fire Retardant Treated
FOIA - U.S. Freedom of Information Act (5 USC 552 et seq.) and similar state statutes.
FOIL - Freedom of Information Letter
FM - Factory Mutual
HVAC - Heating, Ventilating and Air Conditioning
IAQ - Indoor Air Quality
MEP – Mechanical, Electrical & Plumbing
NFPA - National Fire Protection Association
PNA – Capital Needs Assessment
PCR - Property Condition Report
PML - Probable Maximum Loss
RTU - Rooftop Unit
RUL - Remaining Useful Life
STC – Sound Transmission Class
UBC – Uniform Building Code