

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

MEETING DATE: Wednesday, June 26, 2024

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: agnesho@elsegundo.org. **Please include the meeting date and item number in the subject line.** If you would like to request that your emailed comment be read into the record, please include the request at the top of your email, limit your comments to 150 words or less, and email your comments at least 30 minutes prior to the start of the meeting. Depending on the volume of communications, the emails will be read to the Board at the appropriate time.

NOTE: Emails and documents submitted will be considered public documents and are subject to disclosure under the Public Records Act and possibly posted to the City's website.

NOTE: Public Meetings can be recorded and are subject to disclosure under the Public Records Act and possibly posted to the City's website.

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

CALL TO ORDER:

ROLL CALL

A. PUBLIC COMMUNICATION

At this time, members of the public may speak to any subject within the Board's subject matter jurisdiction.

Also, any member of the public wishing to address the Board regarding an item listed on this agenda must do so at this time. Before speaking, you are requested, but not required, to state your name and address for the record. If you represent an organization or a third party, please so state.

B. APPROVAL OF MEETING MINUTES

1. Regular Meeting: Wednesday, May 22, 2024

Recommendation: Approve

C. CITY STAFF REPORT

2. Upcoming Events. (Ryan Delgado)

Discuss any upcoming events at the Joslyn Center and citywide.

Recommendation: Receive and File

D. NEW BUSINESS

3. President's Report. (Paul Lanyi)

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

Recommendation: Receive and File

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

a. Discussion and review of status reports including, but not limited to, statements, invoices, and finances for May 2024.

b. LAIF investment fund and transfers between accounts.

Recommendation: Receive and File

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

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

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

6. Budget Allocation for the Fourth of July Party. (Neil Cadman)

Neil Cadman expressed the desire from Park Vista residents to have a Fourth of July party and request a budget allocation to conduct the event.

Recommendation: Discuss and possible allocation of funds

7. Amazon Locker Installation. (Neil Cadman)

Review and discuss the possible installation of an Amazon Locker for Park Vista's lobby.

Recommendation: Discussion and possible action

8. Review bids received for balcony inspection services and consider retaining a qualified contractor. (Neil Cadman)

On September 17, 2018, California Governor Jerry Brown signed into law SB 721 ("The Balcony Inspection Bill"), which arose in response to the deaths of six UC Berkeley students in 2015 at an apartment complex due to the collapse of a

balcony. The law took effect on January 1, 2019, and multi-family apartment buildings with three or more units must complete the first inspection by January 1, 2025. At the August 24, 2022 meeting, the Board directed Neil Cadman to obtain bids from several qualified inspection firms to comply with SB721. At the May 22, 2024, meeting, the Board authorized Neil Cadman to enter into an agreement with a vendor at a cost up to \$10,000 for inspections to comply with SB721. **Recommendation:** Receive an update on the bid process and any cost estimates to conduct the inspections and take necessary action to obtain a qualified inspection firm to comply with SB721.

E. UNFINISHED BUSINESS

F. MANAGEMENT REPORT

Report from the Cadman Group regarding Park Vista operations and management. Unless otherwise listed on the agenda, the Board may not discuss or take action on matters raised in the management report but may vote to place an item on a future agenda for discussion and possible action.

G. BOARD MEMBERS REPORT

A general report from individual Board members.

ADJOURNMENT

NEXT REGULAR MEETINGS:

Wednesday, July 24, 2024

Wednesday, August 28, 2024

Wednesday, September 25, 2024

MINUTES OF THE MEETING
El Segundo Senior Citizen Housing Board Corporation
Wednesday,
May 22, 2024
Park Vista Senior Housing
615 E. Holly Avenue, El Segundo, CA 90245

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. by Board President Paul Lanyi

ROLL CALL

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

A. PUBLIC COMMUNICATION. (Suggestion Box Comments)

- None.

B. APPROVAL OF MEETING MINUTES

1. Paul Lanyi motioned, and Denise Fessenbecker seconded by to approve the April 24, 2024, Meeting Minutes. The motion to approve passed 3-0.

C. CITY STAFF REPORT

2. Upcoming Events. (Ryan Delgado)

- Ryan announced that Val Smith will be honored as the El Segundo "Older American of the Year" during Elder Fest this Saturday. The luncheon event is scheduled for Saturday, May 25th, from 11:00 AM to 1:00 PM at the Joslyn Center and will feature giveaways and gift bags.
- Summer Recreation & Park Summer guide has been released. Copies will be available at the beginning of the month.
- Park Vista yard sale is scheduled for June 1st.
- The Summer Concerts in the Park will kick off this season on Father's Day, June 16th, at Library Park.

Receive and file: Motion carried 3-0

D. NEW BUSINESS

3. President's Report. (Paul Lanyi)

- Paul updated funds for the next 5 years with Paul Chung.
- Paul stated that he presented to the City Council last night the State of the Union to earmark \$200k into the budget for June 4th.

4. Financial Statement and LAIF (local Agency Investment Fund). (Neil Cadman)

- Tim inquired how long the unit had been occupied. Neil responded for 12 years.
- Paul inquired about the Uriel invoices for last month since \$4,200 is higher than usual. Neil stated that Uriel is an independent contractor, and their invoice is submitted variously.

Receive and file: Motion carried 3-0

5. Review bids received for balcony inspection services and consider retaining a qualified contractor. (Neil Cadman)

- Neil received the service agreement and quote from a company. He stated that the company has gone above and beyond the required scope, providing a quote of \$48k for the inspection. The quote includes \$11k for lead and asbestos and a \$28k proposal to install inspection ports below every balcony so future inspectors will be able to unscrew every screen to inspect the infrastructure.
- Neil is currently arranging for another inspection and is seeking approval from the board to have another qualified inspector inspect on Saturday, May 25th. This contractor is out of Pasadena.
- Neil asked the Board if, when the contractor performs the inspection and provides him with a quote, would he have the authorization to pay the invoice. Eduardo stated that the amendment to the agreement allows for up to \$25k if work needs to be executed. Neil added that he has authority over emergency-based matters.
- Paul asked if the Board had the liberty to authorize Neil to proceed with the new inspection, costing between \$7,000 and \$8,000, without agendaizing the item.
- Paul initially made a motion to grant Neil approval authority up to \$8,000 for the new SB721 inspection contractor and Denise seconded. Paul then made a motion to grant Neil approval authority for up to \$10,000 instead for the new SB721 inspection contractor scheduled for this Saturday, May 25, 2024, and Denise seconded. Motion carried 3-0

E. UNFINISHED BUSINESS

F. MANAGEMENT REPORT (Neil Cadman)

- Clarification to previous public comments items being inoperative in the winter season: 1) barbecue pit was missing propane; 2) umbrellas are not broken just not up during this time; 3) patio cushion is in descent, but replacements will be considered in the future.
- Public Works requested a roof assessment from the Cadman Group to evaluate the condition of the roof and determine its life expectancy. The assessment will cost \$7,000 and indicates a remaining lifespan of 7 to 10 years with minor repairs. Currently, the roof is still under warranty with Trim Co., who are scheduled to inspect it next week to determine if any work is needed under the current warranty.
- The Tennant Management meeting last month had more attendees due to food being provided but we would like to see more residents. The board discussed electric bike safety.
- Last year, the City funded catering for the July 4th party, and the Board approved it within the budget. Neil asked to place it on the agenda for June.
- Suggest neighborhood watch meetings conducted by ESPD and cybercrime.
- Park Vista has been approved for the proposed Amazon locker, which will be for residents only.

G. BOARD MEMBER REPORT

- Michael informed the Board of the staffing assignment change for the liaison from Eduardo Schonborn to Agnes Ho.
- Paul Lanyi informed the Board that he will not be attending the June meeting.

ADJOURNMENT: 4:02 pm

NEXT REGULAR MEETING: Wednesday, June 26, 2024



PARK VISTA

Financial Reporting Analysis

May2024

Gross Income: \$85,275.63

Gross Expenses: \$41,519.23

Expenses for the month were normal except for the following:

- *Maintenance of \$9,593.48. Normal operations with no vacancy prep expenses during May.*
- *Elevator service of \$5,800.00 which includes the balance due for the 5 year required load test (\$4,200) and emergency service call (\$1,600).*
- *No water bills April.*

Net Income: \$43,756.40

Total Account Balances: \$2,144,013.96

Upcoming major expenses: Anticipated roof upgrades if not under warranty.

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

**Total number of vacancies for the month: 99% occupied on 5/1/2024
95.9% occupied on 5/31/2024**

Move-outs: 4

Move-ins: 0

Notices to Vacate: 2

Budget Comparison Notes:

Operations: Operations for the month was a net \$21,036.48 over budget for May, and \$66,655.57 over budget YTD.

Income

- **Income for the month of May \$1,247.54 over budget for May and \$12,815.06 over budget YTD.**

Expenses:

- **Overall \$16,516.18 under budget for May and \$38,018.12 under budget YTD.**
- **Maintenance \$7,906.52 under budget for May and \$6,048.68 over budget YTD.**
- **Electricity under budget for May by \$688.84 and \$3,197.56 under budget YTD.**
- **Gas bills \$895.36 under budget to May and \$2,786.68 under budget YTD.**
- **Cable Television under budget by \$1,890.62 for May and \$10,943.75 under budget YTD.**
- **Water is \$7,108.42 under budget YTD.**

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

Income Statement

Cadman Group

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

Owned By: El Segundo Senior Citizens Housing Corporation

As of: May 2024

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	78,521.50	98.77	391,464.50	96.74
Parking Income	1,606.15	2.02	8,102.67	2.00
Passthrough Charges	-30.00	-0.04	-30.00	-0.01
Total RENT	80,097.65	100.75	399,537.17	98.74
Prepayment	-1,083.53	-1.36	2,151.01	0.53
NSF Bank Fees Collected	0.00	0.00	0.00	0.00
Application Fee Income	0.00	0.00	0.00	0.00
Laundry Income	488.75	0.61	2,959.50	0.73
Miscellaneous Income	0.00	0.00	0.00	0.00
Total Operating Income	79,502.87	100.00	404,647.68	100.00
Expense				
Fire Service	0.00	0.00	1,657.26	0.41
Maintenance	9,593.48	12.07	93,548.68	23.12
Elevator service	5,800.00	7.30	8,769.30	2.17
Gardening	1,204.59	1.52	6,181.95	1.53
Management Fees	16,500.00	20.75	82,500.00	20.39
Pest Control	339.34	0.43	1,437.08	0.36
Licenses and Permits	0.00	0.00	450.00	0.11
Electricity	1,661.16	2.09	8,552.44	2.11
Gas	1,104.64	1.39	7,213.32	1.78
Water	0.00	0.00	15,391.58	3.80
Telephone/Internet	204.92	0.26	1,219.21	0.30
Cable/Television	4,359.38	5.48	20,306.25	5.02
Office Supplies	751.72	0.95	3,466.94	0.86
Advertising & Promotion	0.00	0.00	540.00	0.13
Legal Expenses (Expense account)	0.00	0.00	925.00	0.23
Bank Service Fees	0.00	0.00	0.00	0.00
Janitorial Service	0.00	0.00	0.00	0.00
Total Operating Expense	41,519.23	52.22	252,159.01	62.32
NOI - Net Operating Income	37,983.64	47.78	152,488.67	37.68

Income Statement

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Other Income & Expense				
Other Income				
Interest on Bank Accounts	5,772.76	7.26	28,322.39	7.00
Total Other Income	5,772.76	7.26	28,322.39	7.00
Net Other Income	5,772.76	7.26	28,322.39	7.00
Total Income	85,275.63	107.26	432,970.07	107.00
Total Expense	41,519.23	52.22	252,159.01	62.32
Net Income	43,756.40	55.04	180,811.06	44.68

Balance Sheet

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

As of: 05/31/2024

Accounting Basis: Cash

Include Zero Balance GL Accounts: No

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	880,902.88
Park Vista Reserve Account - LAIF	1,263,111.08
Total Cash	2,144,013.96
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	2,628,438.91
LIABILITIES & CAPITAL	
Liabilities	
Security Deposit Interest	-530.00
Pet Deposit	3,925.00
Key Deposit	1,870.00
Security Deposit	70,204.00
Passthrough Cash Account	-1,006.00
Accounts Payable	30,698.00
Total Liabilities	105,161.00
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	180,811.06
Calculated Prior Years Retained Earnings	2,210,975.90
Total Capital	2,523,277.91
TOTAL LIABILITIES & CAPITAL	2,628,438.91

Bill Detail

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

Payees: All

Payment Type: All

Created By: All

GL Accounts: All

Bill Status: All

Date Type: Bill Date

Date Range: 05/01/2024 to 05/31/2024

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
2120 - Passthrough Cash Account												
	05/14/2024	05/14/2024	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	328	Campbell, Teresa	550.00	0.00	6759	05/14/2024	Teresa Campbell, Park Vista - 328: Move Out Refund	
	05/28/2024	05/28/2024	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	404	Chavez, Rosa	1,558.50	0.00	6761	05/29/2024	Rosa Chavez, Park Vista - 404: Move Out Refund	
	05/29/2024	05/29/2024	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	220	Strobel, Mary E.	1,202.00	0.00	6763	05/29/2024	Mary E. Strobel, Park Vista - 220: Move Out Refund	
							3,310.50	0.00				
6210 - Maintenance												
9225052927	05/01/2024	05/01/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	59.67	0.00	6758	05/09/2024	Maintenance supplies; safety mask for paint work.	
9225138214	05/01/2024	05/01/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	202.12	0.00	6758	05/09/2024	Maintenance supplies; smoke/Co2 alarm detector.	
197124	05/02/2024	05/02/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	417	Montalvo, Uriel	250.00	0.00	A5DB-1346	05/20/2024	Serviced and repaired wall furnace.	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
9220471152	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	178.58	0.00	6758	05/09/2024	Maintenance supplies for the building- New paint	
9220471151	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	208	HD Supply	147.81	0.00	6758	05/09/2024	New living room ceiling fan.	
9220471150	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	208	HD Supply	117.17	0.00	6758	05/09/2024	Vacancy/ Prep- New range hood.	
9220471149	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	208	HD Supply	179.58	0.00	6758	05/09/2024	Vacancy Prep- # 208 New garbage disposal.	
9223518951	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	404	HD Supply	117.01	0.00	6758	05/09/2024	Vacancy/ Prep - New patio blind.	
9223778145	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	166.17	0.00	6758	05/09/2024	Maintenance supplies.	
9220355536	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	414	HD Supply	202.12	0.00	6758	05/09/2024	New smoke alarm.	
9220355535	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	202.12	0.00	6758	05/09/2024	Maintenance supplies- Smoke alarms	
9220453812	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	208	HD Supply	169.71	0.00	6758	05/09/2024	Vacancy/ Prep - New toilet	
9220471153	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly		HD Supply	89.48	0.00	6758	05/09/2024	Maintenance supplies-	

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							Lights bulbs.	
9223903365	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	202.12	0.00	6758	05/09/2024	New Smoke alarm/Co Combo	
197131	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	319	Montalvo, Uriel	350.00	0.00	A5DB-1346	05/20/2024	After previous plumbing repairs completed; installed new drywall and patched bathroom wall and kitchen walls. Added texture, primer, paint to match.	
197130	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	319	Montalvo, Uriel	350.00	0.00	A5DB-1346	05/20/2024	Emergency call for leak in #319, opened wall to trace leak and replaced broken drain pipe where found, replaced broken cast iron pipe 2" x 36".	
197129	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	312	Montalvo, Uriel	350.00	0.00	A5DB-1346	05/20/2024	Removed mount under bathroom sink in vanity and plumbing, bought new porcelain bathroom sink and installed it, reinstalled same	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
											plumbing drain pipes and re-secured to vanity in wall.	
197126	05/06/2024	05/06/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	320.00	0.00	A5DB-1346	05/20/2024	Emergency call for leak from 4th floor, troubleshoot where leak is coming from, removed drywall to investigate, replaced cast iron piping connection behind dishwasher, cleaned up area.	
9225303258	05/08/2024	05/08/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	196.54	0.00	6758	05/09/2024	Maintenance supplies for the building.	
197156	05/09/2024	05/09/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	315	Montalvo, Uriel	220.00	0.00	A5DB-1346	05/20/2024	Repalced carbon monoxide/ smoke detector combo in unit.	
197152	05/09/2024	05/09/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	412	Montalvo, Uriel	180.00	0.00	A5DB-1346	05/20/2024	Emergency after-hours call; snaked kitchen sink to main drain line to clear back-up.	Drain/Pipe Clog
197142	05/09/2024	05/09/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	417	Montalvo, Uriel	220.00	0.00	A5DB-1346	05/20/2024	Replaced smoke/ carbon monoxide detector in unit.	
197132	05/09/2024	05/09/2024	6210 -	Park Vista -	312	Montalvo,	180.00	0.00	A5DB-1346	05/20/2024	Replaced	Faucet Leak

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
			Maintenance	615 E. Holly Avenue El Segundo, CA 90245		Uriel					bathroom sink faucet and pop out drain to stop leak issue.	
9225462107	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	87.69	0.00	6760	05/21/2024	Maintenance supplies - New Bulbs	
3952	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	208	OC-LA Appliance Solutions	285.00	0.00	A5E3-CEAA	05/20/2024	Supplied and installed new water supply line for dishwasher to work properly again; parts + labor.	
3953	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	315	OC-LA Appliance Solutions	300.00	0.00	A5E3-CEAA	05/20/2024	Supplied and installed new gasket and seal around fridge door to have fridge working properly again; parts + labor.	
3954	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	411	OC-LA Appliance Solutions	300.00	0.00	A5E3-CEAA	05/20/2024	Supplied and installed new dishwasher rack in dishwasher; parts + labor.	
3955	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	315	OC-LA Appliance Solutions	300.00	0.00	A5E3-CEAA	05/20/2024	Troubleshoot and service fridge after loud noises reported by motor; parts + labor.	
46450	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	111.25	0.00	3000000486	05/20/2024	Maintenance supplies; window re-screens, multipurpose cleaning	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
											shampoo.	
46460	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	49.25	0.00	3000000486	05/20/2024	Maintenance supplies; flex seal, flex tape.	
46466	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	40.49	0.00	3000000486	05/20/2024	Maintenance supplies; drywall tape, ceiling texture spray.	
46473	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	60.80	0.00	3000000486	05/20/2024	Maintenance supplies; angle grinder blades, window screen.	
46477	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	30.61	0.00	3000000486	05/20/2024	Maintenance supplies; rubber pipe screws, couplings.	
46474	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	38.92	0.00	3000000486	05/20/2024	Maintenance supplies; door latch, rivets, screws, rivet gun.	
46511	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	101.76	0.00	3000000486	05/20/2024	Maintenance supplies; ABS Trap, mounting tape, mallet, pop-up assembly.	
46522	05/13/2024	05/13/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	61.28	0.00	3000000486	05/20/2024	Maintenance supplies; commercial carpet cleaner, flex seal.	
2403	05/14/2024	05/14/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Zebra Construction, Inc.	450.00	0.00	5BF0-3F8C	05/14/2024	SB 721 Investigative balconies inspection and report with findings;	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
197162	05/16/2024	05/16/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	350.00	0.00	A5DB-1346	05/20/2024	Open wall to investigate where bathroom area leak coming from, replaced unit's bathtub drain kit.	
197161	05/16/2024	05/16/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	280.00	0.00	A5DB-1346	05/20/2024	Replaced broken cast iron santee pipe between units to stop leak into wall.	
42926	05/22/2024	05/22/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	310	Total Maintenance Group, Inc.	75.00	0.00	6BEE-9946	06/07/2024	Uninstall and removed gas stove.	
42925	05/22/2024	05/22/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	321	Total Maintenance Group, Inc.	350.00	0.00	6BEE-9946	06/07/2024	Supply and replace (3) angel stop vavles in unit, new bathroom faucet.	
42929	05/22/2024	05/22/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	310	Total Maintenance Group, Inc.	85.00	0.00	6BEE-9946	06/07/2024	Supplied and installed new GFCI outlet in kitchen where needed.	
37221	05/23/2024	05/23/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	52.49	0.00	ACH	05/23/2024	Quill INV 38231103 - Cleaning supplies	
37221	05/23/2024	05/23/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	43.79	0.00	ACH	05/23/2024	Quill INV 38231115 - Cleaning supplies	
CC069903	05/23/2024	06/22/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	328	Carpet Concepts	0.00	1,442.29			Vacancy prep #328 1+1; entire unit new carpet in living,	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
											hallway, bedroom and new vinyl in kitchen in bathroom flooring.	
197180	05/23/2024	05/23/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	250.00	0.00	DD5E-C2FA	06/10/2024	Emergency weekend call to repair leak in garage overhead.	
197179	05/23/2024	05/23/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	315	Montalvo, Uriel	95.00	0.00	DD5E-C2FA	06/10/2024	Inspection of walls and ceiling in bathroom due to moisture concerns, nothing found to repair or remove.	
197175	05/23/2024	05/23/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	320.00	0.00	DD5E-C2FA	06/10/2024	Installed new drywall, patched and painted wall areas between #111 and #112 after plumbing repairs made to fix leak.	
197174	05/23/2024	05/23/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Montalvo, Uriel	320.00	0.00	DD5E-C2FA	06/10/2024	Reconstruction Shower Leak of bathroom ceiling in #111 after broken pipe repaired and area dried out. Install new drywall, patch and paint to match.	
197181	05/28/2024	05/28/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	111	Montalvo, Uriel	220.00	0.00	DD5E-C2FA	06/10/2024	Replaced units smoke/CO2 detector.	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
4122024	05/28/2024	05/28/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Peraza, Gabriel	290.00	0.00	DD62-2922	06/10/2024	DVR repairs made in order to leave security system working and recording properly again, labor + new motor fan parts.	
156044	05/29/2024	05/29/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Garcia, Gerardo	220.00	0.00	3000000489	06/10/2024	Haul away non-working old appliances from previous vacancies.	
42845	05/29/2024	05/29/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	328	Total Maintenance Group, Inc.	8,874.00	0.00	A883-E388	06/13/2024	Vacancy prep #328; 1+1 prep entire unit for new prime and paint including walls, ceilings, doors, patio floor and rails, cabinets as needed, removed contact paper prior, supply and install new outlets throughout and new GFCI in bathroom and kitchen.	
176724	05/30/2024	05/30/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	108	Montalvo, Uriel	280.00	0.00	DD5E-C2FA	06/10/2024	Emergency after-hours evening call to snake kitchen sink to main drain line to clear back-up into dishwasher and sink,	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
											repaired loose pipe, reinstalled dishwasher after snaking and clearing clog.	
422	05/30/2024	05/30/2024	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	422	Superior Awning	1,099.14	0.00	49FD-CA90	06/03/2024	50% down-payment to replace awning.	

20,071.67 1,442.29

6250 - Gardening

6217	05/03/2024	05/03/2024	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	1,204.59	0.00	BF69-5AEA	05/03/2024	Monthly Service - May	
------	------------	------------	------------------	---	--	---------------------------	----------	------	-----------	------------	-----------------------	--

6270 - Management Fees

	05/13/2024	05/13/2024	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	16,500.00	0.00	Ach	05/13/2024	Management Fees for 05/2024	
--	------------	------------	------------------------	---	--	--------------	-----------	------	-----	------------	-----------------------------	--

6315 - Pest Control

160252	05/02/2024	05/02/2024	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Al & Sons Termite and Pest Control Inc.	175.00	0.00	3000000479	05/03/2024	Service 3/21/24-4/25/24	
438951	05/03/2024	05/03/2024	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	82.17	0.00	3000000480	05/03/2024	Service - 3/18/24	
438951	05/28/2024	05/28/2024	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	82.17	0.00	3000000487	05/28/2024	Monthly Service - May	

339.34 0.00

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
6410 - Electricity												
700394170456	05/14/2024	05/14/2024	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	1,572.68	0.00	3000000483	05/14/2024	service 4/11/24-5/9/24	
700587779325	05/16/2024	05/16/2024	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	88.48	0.00	3000000485	05/17/2024	Service 4/11/24-5/9/24	
							1,661.16	0.00				
6420 - Gas												
056 105 3200 3	05/08/2024	05/08/2024	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	1,104.64	0.00	3000000481	05/08/2024	Service 4/2/24 - 5/1/24	
6445 - Telephone/Internet												
84483000603970561	05/17/2024	05/17/2024	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	204.92	0.00	ACH	05/28/2024	Service 5/8/24 - 6/7/24	
6455 - Cable/Television												
8448 30 006 0017008	05/16/2024	05/16/2024	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	4,294.54	0.00	3000000484	05/16/2024	Service 5/4/24-6/3/24	
844830006025505120	05/20/2024	05/20/2024	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	32.42	0.00	ACH	05/20/2024	Service 4/30/24 - 5/29/24	
844830006025505120	05/20/2024	05/20/2024	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	32.42	0.00	ACH	05/20/2024	Service 5/29/24 - 6/29/24	
							4,359.38	0.00				
7420 - Office Supplies												
37221	05/23/2024	05/23/2024	7420 - Office	Park Vista -		Cadman	95.22	0.00	ACH	05/23/2024	Quill INV	

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description	Work Order Issue
			Supplies	615 E. Holly Avenue El Segundo, CA 90245		Group					38231438-kitchen supplies	
37221	05/23/2024	05/23/2024	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	43.79	0.00	ACH	05/23/2024	Quill INV 38230858 - kitchen supplies	
37221	05/23/2024	05/23/2024	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	394.14	0.00	ACH	05/23/2024	Noahs Bagels for Quarterly meeting	
37230	05/23/2024	05/23/2024	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	130.35	0.00	ACH	05/23/2024	Quill Invoice 38471234 - kitchen supplies	
37230	05/23/2024	05/23/2024	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	39.41	0.00	ACH	05/23/2024	Quill Invoice 38471053 - kitchen supplies	
37230	05/23/2024	05/23/2024	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	36.12	0.00	ACH	05/23/2024	Quill Invoice 38451083 - kitchen supplies	
37230	05/23/2024	05/23/2024	7420 - Office Supplies	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	12.69	0.00	ACH	05/23/2024	Quill Invoice 38472334 - kitchen supplies	
							751.72	0.00				
Total							49,507.92	1,442.29				

Budget - Comparative

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

Period Range: May 2024 to May 2024

Comparison Period Range: May 2023 to May 2023

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	78,521.50	78,690.00	-168.50	-0.21%	72,506.00	69,000.00	3,506.00	5.08%
Parking Income	1,606.15	1,622.00	-15.85	-0.98%	1,590.84	1,550.00	40.84	2.63%
Passthrough Charges	-30.00	0.00	-30.00	0.00%	0.00	0.00	0.00	0.00%
Total RENT	80,097.65	80,312.00	-214.35	-0.27%	74,096.84	70,550.00	3,546.84	5.03%
Vacancy	0.00	-2,916.67	2,916.67	100.00%	0.00	-2,916.67	2,916.67	100.00%
Prepayment	-1,083.53	0.00	-1,083.53	0.00%	-853.80	0.00	-853.80	0.00%
Application Fee Income	0.00	0.00	0.00	0.00%	-80.00	0.00	-80.00	0.00%
Laundry Income	488.75	860.00	-371.25	-43.17%	149.38	458.33	-308.95	-67.41%
Miscellaneous Income	0.00	0.00	0.00	0.00%	19,400.00	0.00	19,400.00	0.00%
Total Budgeted Operating Income	79,502.87	78,255.33	1,247.54	1.59%	92,712.42	68,091.66	24,620.76	36.16%
Expense								
Fire Service	0.00	833.33	833.33	100.00%	0.00	833.33	833.33	100.00%
Maintenance	9,593.48	17,500.00	7,906.52	45.18%	17,155.33	17,500.00	344.67	1.97%
Elevator service	5,800.00	1,250.00	-4,550.00	-364.00%	4,925.00	1,000.00	-3,925.00	-392.50%
Gardening	1,204.59	1,750.00	545.41	31.17%	1,216.59	1,458.33	241.74	16.58%
Management Fees	16,500.00	16,500.00	0.00	0.00%	8,342.72	15,500.00	7,157.28	46.18%
Pest Control	339.34	500.00	160.66	32.13%	252.80	500.00	247.20	49.44%
Licenses and Permits	0.00	50.00	50.00	100.00%	0.00	54.17	54.17	100.00%
Electricity	1,661.16	2,350.00	688.84	29.31%	8.47	2,250.00	2,241.53	99.62%
Gas	1,104.64	2,000.00	895.36	44.77%	1,408.31	2,250.00	841.69	37.41%
Water	0.00	4,500.00	4,500.00	100.00%	0.00	4,583.33	4,583.33	100.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Telephone/ Internet	204.92	2,750.00	2,545.08	92.55%	2,643.16	2,500.00	-143.16	-5.73%
Cable/Television	4,359.38	6,250.00	1,890.62	30.25%	5,837.18	6,250.00	412.82	6.61%
Office Supplies	751.72	400.00	-351.72	-87.93%	0.00	250.00	250.00	100.00%
Advertising & Promotion	0.00	450.00	450.00	100.00%	0.00	250.00	250.00	100.00%
Legal Expenses (Expense account)	0.00	300.00	300.00	100.00%	0.00	0.00	0.00	0.00%
Bank Service Fees	0.00	6.25	6.25	100.00%	0.00	6.25	6.25	100.00%
Postage	0.00	20.83	20.83	100.00%	0.00	20.83	20.83	100.00%
Professional Fees	0.00	625.00	625.00	100.00%	0.00	625.00	625.00	100.00%
Total Budgeted Operating Expense	41,519.23	58,035.41	16,516.18	28.46%	41,789.56	55,831.24	14,041.68	25.15%
Total Budgeted Operating Income	79,502.87	78,255.33	1,247.54	1.59%	92,712.42	68,091.66	24,620.76	36.16%
Total Budgeted Operating Expense	41,519.23	58,035.41	16,516.18	28.46%	41,789.56	55,831.24	14,041.68	25.15%
NOI - Net Operating Income	37,983.64	20,219.92	17,763.72	87.85%	50,922.86	12,260.42	38,662.44	315.34%
Other Income								
Interest on Bank Accounts	5,772.76	2,500.00	3,272.76	130.91%	5,197.76	1,875.00	3,322.76	177.21%
Total Budgeted Other Income	5,772.76	2,500.00	3,272.76	130.91%	5,197.76	1,875.00	3,322.76	177.21%
Net Other Income	5,772.76	2,500.00	3,272.76	130.91%	5,197.76	1,875.00	3,322.76	177.21%
Total Budgeted Income	85,275.63	80,755.33	4,520.30	5.60%	97,910.18	69,966.66	27,943.52	39.94%
Total Budgeted Expense	41,519.23	58,035.41	16,516.18	28.46%	41,789.56	55,831.24	14,041.68	25.15%
Net Income	43,756.40	22,719.92	21,036.48	92.59%	56,120.62	14,135.42	41,985.20	297.02%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Cash								
Cash in Bank	35,222.64	0.00	-35,222.64	0.00%	52,409.86	0.00	-52,409.86	0.00%
Park Vista Reserve Account - LAIF	5,772.76	0.00	-5,772.76	0.00%	5,197.76	0.00	-5,197.76	0.00%
Total Budgeted Cash	40,995.40	0.00	-40,995.40	0.00%	57,607.62	0.00	-57,607.62	0.00%
Liability								
Key Deposit	-20.00	0.00	-20.00	0.00%	0.00	0.00	0.00	0.00%
Security Deposit	-2,771.00	0.00	-2,771.00	0.00%	1,487.00	0.00	1,487.00	0.00%
Passthrough Cash Account	30.00	0.00	30.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Liability	-2,761.00	0.00	-2,761.00	0.00%	1,487.00	0.00	1,487.00	0.00%

**EL SEGUNDO SENIOR CITIZENS HOUSING
DEVELOPMENT CORPORATION**

350 MAIN STREET, EL SEGUNDO, CA 90245

June 7, 2024

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:	Q2-2024	April-24 Original
Beginning balance at March 31, 2024		\$ 1,251,741.49
Accrued: Interest (Posted quarterly)		11,369.59
Add: Deposits		
Less: Withdrawals		
TOTAL IN LAIF/CAMP - G/L# 504-101-0000-0004:	<u>As of</u> 4/30/2024	\$ 1,263,111.08

Accrued Interest (posted quarterly by the 15th day following quarter):						
Interest Earned	April	@	5.440%	Actual	CAMP for 30 days	5,596.83
Interest Earned	May	@	5.430%	Actual	CAMP for 31 days	5,772.76
Interest Earned	June	@		Actual	CAMP for 30 days	-
Accrued Interest	quarter to date					11,369.59

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: Paul Chung, 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



Locker INSTALLATION GUIDE

Date of revision: 05/31/2024
NSA ID: DO349491349491-1
Account: Dobby - Cadman Group
Location Name: Park Vista Apartments

Location Address: 615 E HOLLY AVE
City, ST Zip: El Segundo, CA, 90245
Latitude: 33.9208778 **Longitude:** -118.4099801

TIER: 3

PHONE: (310) 322-5036 **PROPERTY TYPE:** Mid-Rise

FLOOR TYPE: Carpet **WALL TYPE:** Drywall

PROPOSED EQUIPMENT SPECIFICATIONS:

(1) 3' Locker Unit: 3'-1" Long x 25" Deep x 7'-0" High

Configuration: M

Locker Type: Indoor

Recommended locker size is 6'. | Preferred placement by Host only fits 3'.

WORK REQUIRED BY LOCATION PROVIDER:

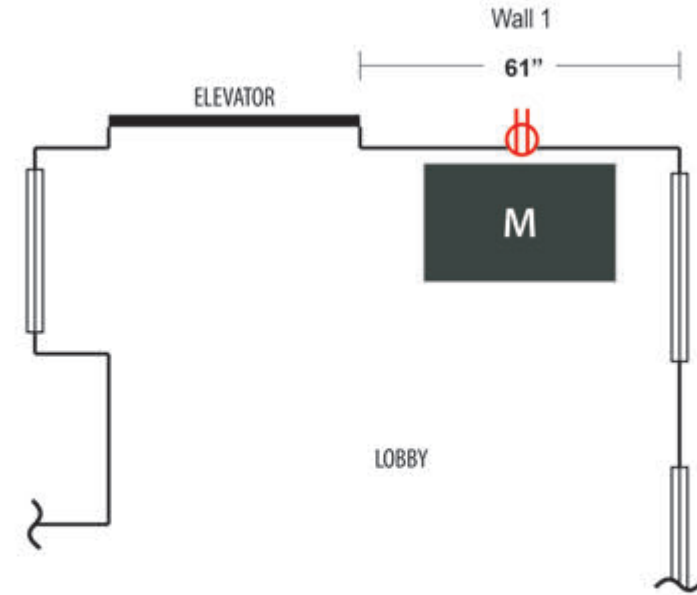
ELECTRICAL INSTRUCTIONS: Host is responsible for electrical outlet installation.
[1] Install 120v outlet above the locker 84" to 96" (AFF) as centered as possible in relation to the locker. Site conditions may cause the outlet to be adjusted higher and or off center.

SITE PREP: [1] Remove light fixture from wall 1.

WORK REQUIRED BY AMAZON:

PLACEMENT INSTRUCTIONS: Install the locker in the lobby. Locker placement will block window(s).

SITE PREP: [1] Locker will be secured to wall with (2) interior anchor bolts.



PROPOSED
 outlets: data port:

EXISTING
 outlets: data port:

**Pre-install
Survey
Photos**





Electrical Requirements

Exterior Lockers

- All exterior lockers are hardwired
- Provide one (1) 20A dedicated circuit with standard disconnect prior to installation. Electrician will need to return to site once the locker has been installed to complete the final hookup.
- The disconnect will be installed to the side of the locker (between 36" and 55" off the ground) and secured with a zip tie
- Each locker, regardless of size (i.e. 6', 9' or 12') requires one (1) plug
- If it is a freestanding exterior locker, the electrical disconnect will need to be installed on a pole.
- Standard breaker can be used, locker itself is already GFI Protected.

Interior Lockers

- Provide one (1) standard duplex outlet on existing circuit only if the existing 20A circuit load does not exceed 3.0A; otherwise a new circuit must be installed
 - Must avoid sharing a circuit with a machine that has a compressor
- Each locker section, regardless of size (i.e. 6', 9' or 12') requires one (1) plug
- Remote adders will require additional outlets. See "remote adders" section for additional details.

Interior Wall Anchors

Interior Wall Anchors

- Amazon will provide a minimum of 2 interior anchors for Hubs 12' or less and will add an additional anchor every 6'.
- Amazon will not explicitly call out where on the locker or wall these anchors will be installed. Amazon's installation team will identify the exact location while in the field.
- Typically, the installation team will install 1 anchor in the top right corner and 1 anchor in the top left corner within a 6" square unless there is a surface behind proposed location that cannot be drilled through.

Example

- Example 1: If an AAAAASA is in an "L" configuration where AAA is located on Wall #1 and AASA is located on Wall #2, a total of 4 interior anchors will be installed. 2 interior anchors will be installed on the AAA configuration on Wall #1 and 2 more anchors will be installed on the AASA configuration on Wall #2.
- Example 2: If an AASAAA is in a straight configuration on Wall #1, a total of 3 anchors will be installed.

