

City Lights Citizen SRO Advisory Committee Meeting Minutes April 5, 2007

Meeting Called to Order:	Meeting called to order at 4:00 p.m.
Members Present:	William McGarvey III, Glenna Axe, Sunbie Harrell, Carolyn Johnson
Members Absent:	Paul Andresen
Staff Present:	Sylvia M. Chavez, Housing Programs Assistant Steve Alvarado, HCD Inspector Janelle Pasillas, Secretary
Project Management:	Donna Hayden, Regional Manager, Solari Enterprises, Inc. Catalina Jimenez, On-Site Manager Sandra Valenzuela, Assistant On-Site Manager

A. Roll Call

Chairman McGarvey called the meeting to order, conducted a brief roll call and confirmed that a quorum was present.

B. Approval of Minutes

A MOTION was made by Member Harrell to APPROVE the Minutes of February 1, 2007 as written. The MOTION was SECONDED by Member Axe, and CARRIED unanimously by the Members present.

C. Discussion of Work Program/Activities

1. City Staff Report

a. Parking - Overhead Gate

HCD Inspector Steve Alvarado stated that permits have been pulled and asked Ms. Hayden to provide more information regarding that status of installation. Ms. Hayden stated that the City Building Department requested more detail specifically addressing the thickness and weight of the gate material. The gate manufacturer will provide the requested information.

Chairman McGarvey asked Inspector Alvarado to confirm the status of plan review and that permits have been issued to allow Access Control to proceed with installation. .

b. Carpet Replacement

Ms. Hayden reported that the carpeting has been replaced throughout the first floor common areas; including all elevators. She stated that she has obtained a commitment from ADI to continue with the replacement of carpeting in the common areas on each floor. One floor will be re-carpeted each month; beginning in April and concluding in June. Carpeting inside individual units will be replaced as needed, which most typically occurs when a unit is prepared for a new tenant.

Ms. Hayden paused to introduce new on-site management staff to the committee: Catalina Jimenez, Manager and Sandra Valenzuela, Assistant Manager.

c. Security Cameras

Ms. Hayden explained that she obtained bids for upgrades to the security camera system and has submitted them to ADI. ADI is continuing to seek additional bids on system modification and anticipates that a bid will be approved within the next 30 days.

Chairman McGarvey inquired about the status of drywall repairs that were pending at the time of the last committee meeting. Ms. Jimenez responded that she recently conducted building-wide inspections and noted that all of the drywall repairs were complete.

Chairman McGarvey welcomed Ms. Jimenez and asked her to share information about her industry experience prior to becoming On-Site Manager at Fullerton City Lights. Ms. Jimenez stated that she has worked in property management at various affordable housing locations in Los Angeles County during the last three years.

Member Johnson questioned the current vacancy rate and was advised that there are ten units available. Ms. Hayden offered further explanation that the Fullerton City Lights offers units through different rental programs; therefore, at different monthly rent amounts. Several of the more expensive units are currently not rented. A waiting list is established and applicants are contacted as units become available, however, in some cases individuals are not qualified due to poor credit history and/or problems that arise in background checks.

2. Inspection Schedule

Inspector Alvarado will conduct the City's semi-annual inspection on April 25 & 26, 2007.

Member Axe observed that the committee shall conduct their semi-annual inspection during the month of June. Discussion followed among the members to determine the inspection dates. It was decided that the inspections will be completed during the week of June 11, 2007. Each member will inspect one floor of the building. A daily schedule will be provided to on-site management to facilitate appropriate notification of the residents.

3. Emergency Responses

Ms. Chavez reviewed the calls for service received by the Police and Fire departments to respond to the SRO during the months of February and March. Chairman McGarvey observed that the number of calls had declined from prior months.

D. Next Meeting Date

There will be no deviation from the established meeting calendar. The next Committee Meeting will be held on Thursday, June 7, 2007.

E. Public Comments

Resident Dwyer shared his concern about compromised building security resulting from propping-open the building access door located at the parking garage entry. When closed properly this door requires a pass code to be entered to a key pad. He noted that with the overhead parking gate tied open and the entry door propped open there is no security at the rear entry. Discussion continued regarding the best manner in which to address the concerns of building access and the potential presence of unauthorized individuals. Ms. Hayden shared that options were being considered as part of the upgrades to the security camera system, which include the possibility of interactive panels at all entrance doors; this could facilitate monitoring from an off-site location.

Resident Larragoitiy expressed dissatisfaction with a continual need for water shut-off to address plumbing repair. Ms. Jimenez responded that there had been a recent building-wide inspection that generated work orders for numerous plumbing repairs. She acknowledged that the first of two dates during which water shut-off occurred was not handled efficiently and thereby inconvenienced a number of tenants. However, she felt that a concerted effort was made during the second shut-off to more effectively accommodate tenant needs. Chairman McGarvey requested details about the repairs that had been made. Ms. Jimenez provided several examples, and stated that continued effort would be made to accommodate tenant needs if circumstances require a future water-shut.

Resident Vanroekel requested that the on-site security guards enforce the 10:00 p.m. closure of first floor common areas and no loitering on the front patio of the building. Ms. Jimenez agreed that this must be enforced. Expressing dissatisfaction with the current on-site security company, she stated that a new security company is to begin within 30 days.

Ms. Hayden advised that the A/C units originally installed at the SRO are no longer being manufactured and replacement parts are not available. ADI has made arrangements to begin changing over to a new brand when individual A/C units fail and require replacement. This contract will be finalized prior to the onset of the upcoming warm weather season.

Meeting Adjourned:

With no further business, Member Axe MOVED that the meeting be adjourned, Member Harrell SECONDED the MOTION. Chairman McGarvey adjourned the meeting at 4:41 p.m.
