

## City Lights Citizen SRO Advisory Committee Meeting Minutes December 6, 2007

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<b>Meeting Called to Order:</b>	Meeting called to order at 4:00 p.m.
<b>Members Present:</b>	William McGarvey III, Glenna Axe,Carolynn Johnson
<b>Members Absent:</b>	Paul Andresen, Sunbie Harrell
<b>Staff Present:</b>	Linda R. Morad, Housing Programs Supervisor Steve Alvarado, HCR Inspector Kim Radding, Clerical Assistant III
<b>Project Management:</b>	Brenda Ruiz, Regional Manager, Solari Enterprises, Inc. Sandra Valenzuela, On-site Manager, Fullerton City Lights SRO Rishi Dhurandar, Assistant Asset Manager, ADI, Inc.

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### A. Roll Call

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

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### B. Approval of Minutes

A MOTION was made by Member Axe to APPROVE the Minutes of October 4, 2007 as written. The MOTION was SECONDED by Member Johnson, and CARRIED unanimously by the members present.

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### C. Discussion of Work Program/Activities

#### 1. City Staff Report – October, 2007 Inspection

HCR Inspector Steve Alvarado stated that he will conduct a follow-up inspection on December 12, 2007 to confirm that all corrections noted during the October inspection have been addressed.

Ms. Ruiz noted that new furniture has been ordered, but may not be delivered prior to the inspection. She added that painting the building exterior requires a bid process, which is underway.

Ms. Morad requested copies of the furniture order and the anticipated date that the exterior paint work will be completed.

Mr. Dhurandar stated that he has received one bid and expected two additional bids by the close of the work week. The color of the exterior paint will remain the same.

Ms. Morad advised that an in-house policy is being initiated to address units in which smokers reside. She explained that during recent inspections HCR Inspector Alvarado had written up units for items such as nicotine stains, soiled carpet or paint and window coverings yellowed from smoking. However, cleaning and repainting these units will no longer be required until such time that the current tenant (smoker) moves from the unit. She noted that there may be a maximum period of years that this exemption will apply; for example 5-7 years of on-going residency.

Ms. Ruiz expressed approval for this policy change.

Mr. Dhurandar advised that ADI, Inc. has a policy of painting and replacing carpeting every 5 years at no cost to the long term residents.

Ms. Valenzuela stated that units written up for this reason during the October, 2007 inspection have already been cleaned and/or painted. Ms. Morad acknowledged this, remarking that the policy will be implemented for all future inspections. She cautioned that if the yellowing extends outside of any particular unit into a common area, such as hallway, the common area will not be subject to this exemption and will need to be cleaned or painted accordingly.

Chairman McGarvey shared that he was impressed with the expedient rate of progress being made on matters requiring correction in recent months. He expressed his thanks to all involved.

Ms. Valenzuela requested direction with regard to a resident that has been issued three warnings regarding housekeeping issues and has failed to comply. Mr. Alvarado described the state of this unit as a health hazard with food and trash left lying on the floor and an excess amount of personal belongings stacked throughout the unit preventing safe entry and exit. He expressed concern that the health and safety issue present is conducive to roach and rodent infestation. The consensus was to proceed in accordance with policy toward gaining the resident's cooperation including termination of the lease as necessary.

Member Axe inquired about the frequency of water shut-offs. Ms. Ruiz responded that they have been able to identify several of the shut-off valves that control specific zones within the building. However, this process is not complete and in some cases water service to the entire building has been turned off in order to address a problem in a single unit.

Ms. Morad advised the Committee that Member Harrell's term has concluded. The open position has been advertised and a replacement is being sought.

## **2. Committee Inspection Schedule**

The members discussed their availability for the semi-annual site inspection and determined that the Committee Inspection will take place during the week of January 8, 2008. A confirmation letter of dates and times will be sent to on-site management so that the tenants can be provided appropriate notification.

## **3. Emergency Responses**

Ms. Morad reviewed the statistics for Police and Fire department responses during the months of October and November, 2007; noting that the number of responses declined from prior months.

Chairman McGarvey asked if a Security Guard was still on premises at the SRO. Ms. Ruiz responded that there was no longer a Security Guard present. However, a new office staff member has been added to work an evening shift from 1:00 p.m. to 10:00 p.m. This has provided support to the tenants with after hours concerns and has proved to be a deterrent for some of the undesirable behavior that had previously been a problem. Ms. Valenzuela added that the security camera system has also been a deterrent. The cameras operate and record 24 hours a day.

Ms. Morad shared that she has recently received several calls from residents complimenting the management staff. Ms. Ruiz remarked that she has also received thank you notes from several residents in appreciation of actions taken by management and office staff.

**D. Next Meeting Date**

The next meeting will be conducted as scheduled on Thursday, February 7, 2008.

**E. Public Comments**

No public was present. However, Susan G. Wright, a resident at the SRO, previously delivered a questionnaire for distribution to the Committee members. Each member was given a "Community and Organizational Survey" issued by the County of Orange Health Care Agency concerning mental illness prevention and early intervention program planning.

**F. Adjournment**

With no further business, Member Axe MOVED that the meeting be adjourned, Member Johnson SECONDED the MOTION. Chairman McGarvey adjourned the meeting at 4:28 p.m.