

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Riverview Manor, 625 N. Main St., River Falls

Wednesday, April 11, 2018 at 6:30 pm

ROLL CALL

MINUTES OF REGULAR MEETING – March 14, 2018

TENANT REPRESENTATIVES

MISSION STATEMENT

River Falls Housing Authority manages, maintains and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report
2. Review and Approve Resolution #527 Authorizing the Executive Director to Sign Documents
3. Review and Approve Budgets for Edgewater/Briarwood, Oakpark and 4 Plex
4. Consider tenant request for smoke free patio and covered smoking shelter

REPORTS

1. Vacancy and Re-rental Report
2. Contracts awarded in March

EXECUTIVE DIRECTOR REPORT

1. Oakpark Remodeling
2. Housing Needs Assessment
3. 607 N Main
4. Forms required by Rural Development

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

ADJOURN

Minutes of the Regular Meeting of the River Falls Housing Authority March 14, 2018

The meeting was held at Riverview Manor, 625 N. Main St., River Falls WI

Chair Todd Bjerstedt called the meeting to order at 6:30

Present: Todd Bjerstedt, Matt Fitzgerald, Amy Peterson, Nick Carow

Absent:

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Carow/Fitzgerald to approve the minutes of January 10, 2018

ACTION ITEMS

1. M/S/C Carow/Fitzgerald to approve payment of bills.
2. M/S/C Fitzgerald/Carow to approve the Windmill Place Audit
3. M/S/C Fitzgerald/Peterson to table action on Resolution Authorizing the Executive Director to Sign Documents

REPORTS

1. Vacancy and Re-rental Report – McAlpine presented the Vacancy Reports for January and February.
2. McAlpine reported that tenants appear to be smoking outside in both Edgewater and Riverview Manor.
3. McAlpine reported that Riverview Manor Social Room remodeling was awarded to VanderVorst Construction. Pest Control contract was awarded to Bug Busters. The Fire Alarm Testing contract was awarded to Summit Company.
4. McAlpine requested offering a 6 month lease for 607 N Main St. to the family who had been displaced because of a house fire. Consensus of Commissioners is that a six month lease could be offered provided the cost to bring the unit to code is not excessive. Commissioners will walk through the house next month.

EXECUTIVE DIRECTOR REPORT

1. McAlpine reported that the cabinet replacement is progressing well. Tenants are prepared and have made arrangements to be out of their homes while the work is underway. Carow suggested placing a picture in the Journal when the work is done.
2. McAlpine explained that our HSA third party administrator (TPA) has made changes to the accounts and that fees are being charges to employees accounts. Carow suggested that the TPA provide a meeting or webinar to help employees with these changes.
3. McAlpine reported that the Housing Needs Assessment is nearing completion. Peterson said that the study will be presented at the April 24, 2018 City Council meeting. It can be viewed on YouTube after the council meeting.

CHAIR AND COMMISSIONER REPORT

1. Mayor Toland is still looking for a volunteer for the vacant Commissioner seat. Carow suggested that the City's website should show that there's a vacant position because that's how he found out about volunteering for the Housing Authority.
2. McAlpine asked Commissioners about meeting with Sean Duffy to discuss housing funding. The contact person for Sean Duffy's office is Jesse Garza.

AP/NC moved to adjourn at 8:00.

Respectfully submitted, Anne McAlpine, Executive Director

MEMO

TO: Board of Commissioners
FROM: Anne McAlpine, Executive Director
RE: April Board Meeting
DATE: April 3, 2018

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report – Attachment 1
2. Review and Approve Resolution Authorizing the Executive Director to Sign Documents – Attachment 2
3. Review and Approve Budgets for Edgewater/Briarwood, Oakpark and 4-Plex – A budget narrative and a spread sheet showing proposed budgets and minimum rents is attached – Attachment 3 & 4
4. Consider tenant request for smoke free patio and covered smoking shelter - Last fall when the smoke free living policy was adopted, tenants asked for two things: a smoke free patio behind Riverview Manor and a smoking shelter. There is a section of the patio that is beyond 25' from the building. Smokers use that section making the rest of the patio smoky. Non- smoking tenants frequently used the patio in the past but don't want to use it when it's smoky. Prohibiting smoking on the patio will allow all tenants to use that common area. The patio wasn't plowed during the winter. Tenants who smoke have become accustomed to smoking in areas that have been plowed. A smoking shelter would provide cover from rain and wind. Discussion of the best location for a shelter showed that there is very limited space to erect a shelter. I recommend revision of the smoke free policy to prohibit smoking on the patio behind Riverview Manor. I also recommend that a smoking shelter similar to the shelter placed in the Oakpark/Windmill Place parking lot be erected for tenants in Edgewater, Riverview Manor and Briarwood.

REPORTS

1. Vacancy and Re-rental Report – Attachment 5
2. Contracts awarded in March – Bids are due today for concrete repair. I am meeting with two contractors to get bids for milling and resurfacing the driveway in front of Riverview Manor. I will bring the bid tallies to the meeting.

EXECUTIVE DIRECTOR REPORT

1. Oakpark Remodeling – All kitchen cabinets, countertops and vanities have been replaced. The lower level laundry room is under construction. The new entry will have footings and a new stoop poured when weather permits. Much of the entry remodeling can be completed before the stoop.
2. Housing Needs Assessment – The Housing Needs Assessment will be presented to the City Council on April 24, 2018. The Housing Authority has partnered with the City to have this study prepared.
3. 607 N Main – The tenants moved in on March 27th. They expect that their house will be completed by August 1st. I haven't received the last of the bills for bringing it to City rental standards. There was some plumbing and electrical work in addition to removing the carpet and built-in cabinets/shelving in one of the bedrooms. A tour of the house will be planned after the tenants vacate.
4. Forms required by Rural Development – Rural Development requires Board members to disclose any conflict of interest with the Housing Authority. I will have the required forms at the meeting for Commissioners to identify any conflicts or to certify that there are no conflicts.

HOUSING AUTHORITY BUDGET REPORT FOR April					
Year Ending June 2018					
Jan		<u>7</u>	Months at:		58%
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					FYE 12/2018
					17%
Income					
Budget	447,992.00	457,888.00	140,840.00	32,055.00	216,660.00
To Date	236,956.00	271,699.00	81,957.00	18,215.00	47,577.00
Percent	52.89%	59.34%	58.19%	56.82%	21.96%
Utilities					
Budget	87,500.00	93,200.00	21,230.00	7,475.00	22,770.00
To Date	57,086.00	51,682.00	10,617.00	5,392.00	4,275.00
Percent	65.24%	55.45%	50.01%	72.13%	18.77%
Maint					
Budget	184,249.00	117,905.00	34,380.00	7,215.00	40,390.00
To Date	98,920.00	53,956.00	35,561.00	2,543.00	7,836.00
Percent	53.69%	45.76%	103.44%	35.25%	19.40%
Ins/Taxes					
Budget	43,570.00	45,380.00	14,230.00	2,595.00	15,650.00
To Date	19,386.00	28,774.00	8,969.00	1,659.00	1,987.83
Percent	44.49%	63.41%	63.03%	63.93%	12.70%
Admin					
Budget	146,151.00	142,181.00	43,375.00	7,842.00	33,711.00
To Date	77,247.00	68,793.00	21,289.00	3,451.00	3,808.00
Percent	52.85%	48.38%	49.08%	44.01%	11.30%
Mortgage & Fees					
Budget		30,980.00	2,546.00	4,868.00	85,000.00
To Date		18,071.67	1,485.17	2,839.67	10,810.00
Percent		58.33%	58.33%	58.33%	12.72%
Trx to Reserves					
Budget		28,000.00	24,924.00	1,914.60	7,829.00
To Date		16,333.33	14,539.00	1,116.85	1,304.83
Percent		58.33%	58.33%	58.33%	16.67%
Net	(15,683.00)	34,089.00	(10,503.17)	1,213.48	17,555.33
Investments					
Reserves		51,574.00	217,871.00	7,367.00	86,661.00
Sec Dep	25,821.00	26,951.00	8,607.00	2,650.00	8,000.00
PILOT	7,244.00	9,530.00	9,529.00	1,458.00	
CFP 2017	72,644.00				
Mgmt Fund	361,682.36				

RESOLUTION #527

Review and Approve Resolution Authorizing the Executive Director to Sign Documents –

WHEREAS, HUD has requested that Housing Authority Boards enact a Resolution to authorize Executive Directors to sign documents on behalf of the Housing Authority.

WHEREAS, Our By-Laws authorize the Executive Director to execute instruments approved by the Authority and the Chairperson to sign all contracts, deeds, and other instruments made by the Authority;

WHEREAS, A Resolution is needed to clarify that the Executive Director is authorized to sign contracts and all HUD required documents including those associated with grant application processing, applications for funding, certifications of program compliance and other necessary documents on behalf of River Falls Housing Authority.

WHEREAS, it was determined that River Falls Housing Authority Executive Director shall have the signing authority to be consistent with HUDs request and for the continuance of daily business.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director has the authority to execute new and revised documents, agreements, contracts and grants as indicated above is hereby adopted for the Housing Authority of the City of River Falls.

Chairman

Dated this ____ day of _____, 2018.

Executive Director

Approved this 14th day of March, 2018.

Secretary

River Falls Housing Authority
 Fiscal Year 7/1/2017-6/30/2018
 Budget Narrative

River Falls Housing Authority is a government entity created by the City of River Falls to serve low income residents of the city. No local funding is received by the Housing Authority. The Board of Commissioners receives a payment each month as compensation for their services. This payment is made by the City of River Falls, as all City Commissions do. River Falls Housing Authority owns and manages 69 HUD public housing units, 106 Rural Development 515 units, 24 Low Income Tax Credit units and administers 65 HUD Housing Choice Vouchers. Expenses shared by all projects have costs prorated according to the number of units in each development.

Edgewater/Briarwood consists of two buildings designated for elderly and disabled residents. Edgewater had 45 total units, 26-one bed rooms and 19-two bedrooms. A one-bedroom unit is fully handicapped accessible. Briarwood has 32 total units, 12-one bedrooms and 20-two bedrooms. Of the 77 units, 24 receive Rural Development Rental Assistance to subsidize the rent.

This development has been approved to receive Rural Development Preservation funding in 2018. Approval of mortgage loan deferral is also expected. Preservation funds will completely renovate the building systems and units. In 2019 concrete repair is planned to be completed. Blinds will be installed in 8 units in Briarwood. The Briarwood corridors and the social room will be painted before the Preservation work begins.

Oakpark consists of 25 elderly/disabled dwelling units. There are 2-two bedroom units and 23-one bedroom units. There are two fully accessible units. Of the 25 units, 8 receive Rural Development Rental Assistance. This property is participating in the DEMO program. The Capitol Needs Assessment developed in 2004 was updated. In FY 2018 the kitchen cabinets, countertops and vanities were replaced. The lower level laundry area was made handicapped accessible. The front entry was also made handicapped accessible with push button doors. In 2019 the patio doors will be replaced. There is carpet on the patios which will be replaced in 2019. The remaining capital improvement will be to replace windows. Project funds will be saved to replace several windows with one contract in the future.

Phase V is the 4-plex Family Units. There are 2-two bedroom units and 2 three-bedroom units. All 4 units are eligible to receive Rental Assistance. The only common area is the parking lot and the green space surrounding the row houses. In 2019 concrete and retaining wall repair will be completed. The storage sheds will be repaired or replaced.

A rent increase is requested to cover the increased operating costs in Edgewater –Briarwood, Oakpark and for Phase V (4-plex).

An annual financial audit was completed in January 2017. The cost for the consolidated audit for all Housing Authority properties will be prorated to each project.

The project has been inspected by USDA Rural Development staff and found to be in compliance. In 2017 a Rural Development Supervisory review and site inspection was conducted. All properties, except the 4-plex, are required to make modifications for handicap accessibility.

This budget was developed using the guidelines in handbook 3560. Maintenance costs are projected to increase in FY 2019. Unit Turnover has been higher than anticipated.

This budget reflects a change in the allocation of administrative expenses. Line 19 shows wages for front line staff. Lines 29 and 30 include benefits and payroll taxes for maintenance and front line personnel. Line 24 now includes costs for our website. Line 32 includes costs for administrative contracts including copier leasing and maintenance, IT support, software upgrades and shredding services.

Payment In Lieu of Taxes (PILOT) is 10 % of the tenant rental income after subtracting utility costs. PILOT is projected to increase as rents increase. Property insurance is also expected to increase. The insurance deductible has been increased to reduce premium costs as much as possible.

Energy efficiency improvements were made in 2011. The high efficiency boilers and plumbing have needed modifications and adjustments that were not expected when they were installed. Initial energy savings were realized in FY 2013 but energy costs have increased in the past 3 years due to increased rates.

		Edgewater/Briarwood				Oakpark				4-Plex			
		2016 Actual	2017 Actual	2018 Bdgt	2019 Bdgt	2016 Actual	2017 Actual	2018 Bdgt	2019 Bdgt	2016 Actual	2017 Bdgt	2018 Bdgt	2019 Bdgt
OPERATIONAL CASH SOURCES													
1	Rental Income	350,634	365,174	454,896	464,100	106,523	112,846	139,080	142,728	17,321	31,608	31,609	32,256
2	RHS Rental Asst / HUD subsidy	75,452	81,445			23,752	25,199			12,851			
3	Appl Fee Rcvd												
4	Laundry & Vending	9,416	15,581	9,240	10,500	2,342	3,080	2,500	3,080	0	550		
5	Interest Income	36	143	50	150	410	989	250	100	7	10	7	10
6	Tenant Charges	4,926	596	4,900	2,675		293	400	500	406	120	1,030	1,030
7	Other - Prjct Srce					ins claim	252						
8	Less (Vcy @ Ctgy Allw) 2.5%			(11,374)	(9,280)	0		(1,390)	(945)		(585)	(591)	(741)
9	Less (Agcy Aprvd Inctv)												
10	SubTotal (1:9)	440,464	462,939	457,712	468,145	133,027	142,659	140,840	145,463	30,585	31,703	32,055	32,555
NON-OPERATIONAL CASH SOURCES													
11	Cash - Non Project												
12	Authorized Loan (Non RHS)												
13	Trx From Rsrvs	6,378	6,378	6,240	8,620	35,511	555	128,450	24,050	287	6,900	9,000	8,500
14	SubTotal (11:13)	6,378	6,378	6,240	8,620	35,511	555	128,450	24,050	287	6,900	9,000	8,500
15	Total Cash Sources (10+14)	446,842	469,317	463,952	476,765	168,538	143,214	269,290	169,513	30,872	38,603	41,055	41,055
OPERATIONAL CASH USES													
16	Total O&M Exp (from Part II)	375,950	378,623	398,669	404,453	98,209	103,544	112,361	110,090	20,445	24,447	25,165	25,667
17	RHS Debt Payment	30,980	30,980	30,980	30,980	2,546	2,546	2,546	2,546	4,868	4,868	4,868	4,868
18	RHS Payment (Ovg)	17,403	15,530			1,649	1,187			50			
19	RHS Payment (Late Fees)												
20	Reduction in Prior Yr Payables												
21	Tenant Utility Payments												
22	Trx To Rsrvs	28,005	28,115	28,000	28,000	28,000	25,904	24,924	24,924	1,915	1,915	1,915	1,915
23	RTN Owner/NP Asset Mgmt Fee					0							
24	SubTotal (16:23)	452,338	453,248	457,649	463,433	130,404	133,181	139,831	137,560	27,278	31,230	31,948	32,450
25	Athrzd Debt Pmt (non RHS)	9,722							7,460				
26	Cap Bdgt (Part III 4:6)	23,198	6,378	6,240	8,620	35,511	555	128,450	24,050	287	6,900	9,000	8,500
27	Miscellaneous												
28	SubTotal (25:27)	32,920	6,378	6,240	8,620	35,511	555	128,450	31,510	287	6,900	9,000	8,500
29	Total Cash Uses (24+28)	485,258	459,626	463,889	472,053	165,915	133,736	268,281	169,070	27,565	38,130	40,948	40,950
30	Net (Deficit) (15 - 29)	(38,416)	9,691	63	4,712	2,623	9,478	1,009	443	3,307	473	107	105
31	Beginning Cash Bal	55,879	34,946	34,946	54,829	18,652	26,536	26,536	32,222	4,546	9,061	9,061	12,844
32	accrual to cash adj	962	10,192			2,237	(3,792)			588	668		
33	Ending cash Bal	34,946	54,829			26,536	32,222			9,061	12,844		
PART II													
1	Maintenance Payroll	34,096	41,876	39,205	45,900	11,760	13,337	11,700	14,850	2,558	2,495	2,040	2,400
2	Maintenance Supplies	10,888	10,758	11,300	11,200	2,722	2,778	3,000	3,300	319	900	900	800

3	Maintenance Contracts	24,340	19,232	24,000	24,000	4,400	5,627	4,375	5,800	123	1,000	1,000	750
4	Painting	160			1,800				0				
5	Snow Removal	1,910	3,557	2,300	2,500	610	733	2,000	900	218	700	650	550
6	Elevator	10,535	8,436	11,000	8,900	2,858	3,218	3,200	3,200				
7	Grounds	591	1,466	1,500	1,760	510	2,372	750	750	180	220	225	225
8	Services												
9	Cap Bdgt Unit Turnaround	26,407	14,614	26,800	24,850	1,722	2,346	9,000	1,600	502	1,000	2,400	2,000
10	Other Operating Exps- furn.	691		1,800									
11	SubTotal Maintenance (1:10)	109,618	99,939	117,905	120,910	24,582	30,411	34,025	30,400	3,900	6,315	7,215	6,725
12	Electricity	36,514	35,859	39,600	40,750	6,162	5,806	6,450	5,900	3,423	3,400	3,475	3,650
13	Water	20,352	19,710	22,100	20,050	5,459	5,634	6,250	5,700	1,609	1,580	1,775	2,100
14	Sewer	0											
15	Fuel	11,858	12,212	15,900	14,100	3,596	3,682	4,850	4,300	991	1,400	1,400	1,250
16	Garbage	6,315	6,258	7,000	7,100	1,643	1,821	1,780	1,800	600	725	650	1,000
17	Other Utilities (City fees)	8,299	6,861	8,600	8,000	2,269	1,516	1,900	1,500	145	300	175	180
18	SubTotal Utilites (12:17)	83,338	80,900	93,200	90,000	19,129	18,459	21,230	19,200	6,768	7,405	7,475	8,180
70	Site Mgmt Payroll	17,436	37,156	26,910	27,720	3,764	4,509	8,436	8,850	421	525	1,400	1,392
20	Mgmt Fee	42,720	42,222	47,124	48,048	13,728	13,810	14,400	15,600	2,256	2,352	2,448	2,496
21	Audit Exp	4,078	4,050	5,500	5,500	1,456	1,408	1,500	2,000	233	260	275	300
22	Bkpg Exp	3,210	3,239	3,600	3,500	2,183	2,233	2,300	2,445	921	1,100	1,100	1,025
23	Legal	41		100	100	0	0	100	100		100		100
24	Advertising	3,020	2,176	3,150	3,200	928	561	900	700	9	105	25	25
25	Phone	2,517	3,447	3,200	3,480	348	485	475	490	209	190	280	290
26	Office Supplies	1,540	1,542	1,540	1,540	340	506	500	500	79	80	80	80
27	Furn & Equip		0										
28	Training	412	495	800	800	166	52	150					
29	Ins & Benefits	39,308	39,854	24,490	26,500	12,637	10,675	8,250	8,450	2,167	2,100	1,272	1,344
30	PR Taxes	6,495	6,064	7,670	7,700	2,128	2,206	2,490	2,500	366	450	400	400
31	Wkrs Comp Ins	2,737	2,760	2,900	3,400	547	546	550	555	149	130	150	175
32	Other Admin (admin contracts)	15,660	9,102	15,200	13,000	2,396	2,543	2,700	3,200	688	450	450	475
33	SubTotal Admin (19:32)	139,174	152,107	142,184	144,488	40,621	39,534	42,751	45,390	7,498	7,842	7,880	8,102
34	Real Estate Taxes (PILOT)	25,483	27,417	26,000	30,055	8,575	9,320	8,900	9,100	1,091	1,500	1,225	1,250
35	Special Assessments												
36	Other Taxes/Licenses/Permits												
37	Prop & Liab Ins	17,495	17,368	18,500	18,000	5,081	5,654	5,200	5,700	1,151	1,280	1,300	1,300
38	Fidelity Ins	346	316	380	400	71	71	80	125	18	19	20	25
39	Other Ins (vehicle)	496	576	500	600	150	95	175	175	19	86	50	85
40	SubTotal Txes & Ins (34:40)	43,820	45,677	45,380	49,055	13,877	15,140	14,355	15,100	2,279	2,885	2,595	2,660
41	Total O & M Exps	375,950	378,623	398,669	404,453	98,209	103,544	112,361	110,090	20,445	24,447	25,165	25,667
PART III Rsrvs													
1	Beginning Bal	8,432	13,238	13,239	34,975	308,521	192,494	323,124	209,887	9,538	9,538	11,171	4,553
2	Trx to Rsrvs	28,005	28,115	28,000	28,000	25,327	52,904	24,924	24,924	1,920	1,915	1,915	1,915
	Trx from Rsrvs												
3	Operating Deficit												

4	Cap Bdgt (Part V Rsrvs)	23,198	6,378	6,240	8,620	35,511	555	128,450	24,050	287	6,900	9,000	8,500
5	Bldg & Equip Repair												
6	Other Non-Operating Exps												
7	Total (3:6)	23,198	6,378	6,240	8,620	35,511	555	128,450	24,050	287	6,900	9,000	8,500
8	Ending Bal	13,239	34,975	34,999	54,355	298,337	244,843	219,598	210,761	11,171	4,553	4,086	(2,032)
PART IV RENT		2018 Current Min. Rent			2% Incr	2018 Current Min Rent			\$5 Incr	2018 Current Min Rent			1% Incr
		1BR	426	199,368	12	1BR	460	126,960	5	2 BR	591	14,184	6
		2BR	564	257,184	16	2BR	505	12,120	5	3 BR	726	17,424	7
		Total		456,552		Total		139,080		Total		31,608	
		2019 Proposed Min. Rent			2% Incr	2019 Proposed Min Rent			2.7% Incr	2018 Proposed Min Rent			2% Incr
		1BR	435	208,800	9	1BR	472	130,272	12	2 BR	603	14,472	12
		2BR	575	255,300	11	2BR	519	12,456	14	3 BR	741	17,784	15
		Total		464,100		Total		142,728		Total		32,256	
		2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019
Operating Bdgt Cap. Imprv													
	Carpet Rplcment as needed	26,407	7,449	26,800	9,000	1,722	1,210	2,500	1,600	502	1,000	2,400	2,000
	Rplc Appl/blinds as needed		2,528		7,100								
	window repair		4,637		8,750		1,136	7,000					
	Total Operating cap budgt	26,407	14,614	26,800	24,850	1,722	2,346	9,500	1,600	502	1,000	2,400	2,000
Rsrvs ***													
	Range	1,214		500	500				500		2,000		
	Fridge		1,314	1,200	900				900		1,000		
	Range Hood												
	Washer/Dryer		1,664	1,370	1,680				1,600				
Carpet & Vinyl - Rsrvs													
	1 BR	2,277	3,400			1,161		8,700	3,300				
	2 BR										1,500	2,000	
Cabinets - Rsrvs													
	Kitchen							80,000					
	Bathroom							8,125					
Doors - Rsrvs													
	Exterior	3,330						5,375					
	Interior								7,250				
Window Coverings - Rsrvs													
	Detail =blinds			1,170			555						
Heat & Air - Rsrvs													
	Heat- boilers	2,731											
	Other												
Plumbing - Rsrvs										287			
	Water Heater										2,400		
	Bath Sinks												
	Kitchen Sinks							6,250					
	Faucets												

Toilets													
Paving - Rsrvs			2,000									4,000	
Asphalt													
Concrete :				5,540								3,000	2,500
Seal & Stripe	3,884												
Landscape & grounds - Rsrvs													
Fencing													
Rec Area													
Signs	900												
Other- tree removal													
Accessibility Features - Rsrvs													
tub remodel													
elevator	8,862												
OP ADA laundry & entry					34,350		9,500						
OP patio flooring							10,500	10,500					6,000
SubTotal-All Rsrvs	23,198	6,378	6,240	8,620	35,511	555	128,450	24,050	287	6,900	9,000	8,500	

Edgewater/Briarwood		Oakpark		Oakpark		4-plex	
2018 Improvements		2018 Improvements		2019 improvements		2018 Improvements	
Rplc Appl as needed	3,070	Bal of Cap Needs		Rplc carpet as needed	3,300	insulate/caulk	4,000
8 blinds	1,170	Assmt		Rplc Appl as needed	3,000	Carpet as needed	2,000
paint BW halls/lobby	2,000	ADA entry	4,500	Rplc patio doors	7,250	Sidewalk repr	3,000
		Kitchen Remodel	80,000	patio flooring (carry over)	10,500	Total	9,000
	6,240	storm door Rplc	5,375		24,050		
Preservation application approved		Vanity repl	8,125			2019 improvements	
2019 improvements		Bath flooring	8,700			retaining wall repr	2,500
Rplc Appl as needed	3,080	plumbing upgrade	6,250			Shed repr	6,000
concrete repair	5,540	ADA laundry	5,000				8,500
	8,620	Rplc patio flooring	10,500				
			128,450				

Vacancy and Re-Rental Status Report February 2018						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
Hold	OP 101	1E	01/31/18			remodel
Keys in	EW 204	2E	02/28/18	03/23/18	2	1 approved
Hold	OP 201	2E	02/28/18			remodel
Keys in	409 K	2F	02/28/18	03/29/18	5	1 approved
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
2014	2015	FY 2016	17-Nov	17-Dec	18-Jan	18-Feb
30	37	38	1	0	0	3
FAMILY APARTMENT TURNOVER BY MONTH						
2014	2015	FY 2016	17-Nov	17-Dec	18-Jan	18-Feb
19	14	10	0	0		1
VOUCHER LEASING BY MONTH						
2014	2015	FY 2016	17-Nov	17-Dec	18-Jan	18-Feb
4	11	4	0	0	0	0
HUD VACANT UNITS BY MONTH (RVM & Family)						
17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	18-Jan	18-Feb
4	1	1	0	0	0	1
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
97%	100%	98%	100%	92%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	64	72	63	63		
Denied	0	0	0	0		
Apprvd for move in	2	0	0	1		
Non-disabled - RVM only	23					
In Process	4	0	0	3		
Housed	2					
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	NA	8	4	8	92	
Approved		0	0	0	2	
In Process		3	0	0	5	
Housed						
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	23	152	89	23		
Denied	0	0	0	0		
Approved	0	1	2	1		
In Process	0	2	0	0		
Housed			2	1		
VOUCHER						
WAITING LIST	361			UNDER CONTRACT		60
ISSUED & SEARCHING	0			NUMBER FUNDED		60