

MEMORANDUM

To: Members of the Housing Commission
From: Mary Cele Smith, Housing Planner (msmith@cityhpil.com)
Date: April 3, 2014

RE: HOUSING COMMISSION PACKET FOR 4-9-2014 MEETING

**Note: Dinner will be served at 6:00 p.m.
The packet contains the following documents:**

Part A. Priority Items

- Regular Meeting Agenda
- **Agenda Item IV. (Action Needed) Approval of Minutes**
 - Meeting Minutes for March 5th Regular Meeting (to be emailed under separate cover)
- **Agenda Item V. Scheduled Business**
 - **1. (Action Needed) Items for Omnibus Vote Consideration**
 - Payment of Invoices: None at present
 - **2. (Consideration) Grant Application from Community Partners for Affordable Housing (CPAH) to the Affordable Housing Trust Fund to Create Four Affordable Housing Units. Supporting Materials:**
 - Application from CPAH
 - **3. (Discussion and Consideration) Housing Commission Peers, Walnut Place, Ravinia, and Sunset Woods. Supporting Materials:**
 - March 2014 Management Report
 - Accounts Receivable Up-Date
 - Summary of Capital Improvements for Peers, Walnut Place, and Ravinia
 - Summary Spreadsheets: Highland Park Housing Reserve Balances prepared 2/28/14
 - Housing Trust Fund Fiscal Year 2013, Unaudited through 2/28/14
 - Discussion and Consideration of Revised Draft Amendment to the Sunset Woods Condominium Declaration: Supporting Materials:
 - Memo from Staff April 3, 2014
 - Red-lined Revised Draft Amendment

Part B. Detailed and Optional Material

- Financial Reports for Peers, Walnut, and Ravinia Housing Associations and for Sunset Woods Housing Association for the month ending February 28, 2014

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Public Notice

In accordance with the Statutes of the State of Illinois, and the Ordinances of the City of Highland Park, the **Regular Meeting** of the City of Highland Park Housing Commission, the Peers Housing Association, Walnut Housing Association, Ravinia Housing Association and Sunset Woods Association will be held at the hour of **6:30 P.M. on Wednesday, April 9, 2014 at City Hall, 1707 St. Johns Avenue, Highland Park, Illinois**. The Meeting will be held in the Pre-Session Room on the second floor.

City of Highland Park
Housing Commission
Wednesday, April 9, 2014, at 6:30 p.m.
AGENDA

- I. Call to order**
- II. Roll Call**
- III. Business from the Public (Citizens Wishing to Be Heard Regarding Items not Listed on the Agenda)**
- IV. Approval of Minutes –March 5, 2014 Regular Meeting**
- V. Scheduled Business**
 1. Items for Omnibus Vote Consideration
 - Payment of Invoices: None at present
 2. Consideration of a Grant Application from Community Partners for Affordable Housing to the Affordable Housing Trust Fund to Create Four Affordable Housing Units
 3. Housing Commission Peers, Walnut, Ravinia, and Sunset Woods
 - Management Report
 - Property Report
 - Status of Management Agreements with Evergreen Real Estate Services for Peers, Walnut Place, and Ravinia Housing
 - Update on Peers window and air conditioning replacement project
 - Sunset Woods:
 - Report from Chair Meek
 - Discussion and Consideration of Revised Draft Amendment to the Sunset Woods Condominium Declaration
 - Other Sunset Woods business
- VI. Executive Session for Matters relating to Real Estate Acquisition, Litigation, and Personnel Matters**
- VII. Other Business**
- VIII. Adjournment**

DRAFT

**MINUTES OF A REGULAR MEETING OF THE
HOUSING COMMISSION OF THE CITY OF HIGHLAND PARK, ILLINOIS**

MEETING DATE: Wednesday March 5, 2014

MEETING LOCATION: Pre-Session Room, City Hall,
1707 St. Johns Avenue, Highland Park, IL

CALL TO ORDER

The Chair and Vice Chair were absent, so the Commissioners selected Commissioner Kant to chair the meeting. At 6:35 p.m., Commissioner Kant called to order the regular meeting of the Highland Park Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association. Each of the Commissioners also serves as Directors of each of the Housing Associations. Commissioner Kant asked all the members to introduce themselves to the new Student Representative Luis Castellanos. The Chair then asked Planner M. Smith to call the roll.

ROLL CALL

Commissioners Present: Elder, Kaltman, Kant, and Zionts

Commissioners Absent: Adler, Meek, and Naftzger

Student Representatives Present: Castellanos

Student Representatives Absent: Gerber

Meeting Chair Kant declared that a quorum was present.

Council Liaison Present: Blumberg

Staff Liaisons Present: Planner M. Smith and Planner L. Smith

BUSINESS FROM THE PUBLIC (Citizens Wishing to be Heard Regarding Items not Listed on the Agenda)

There was no business from the public on items not listed on the Agenda.

APPROVAL OF MINUTES

Regular Meeting of the Housing Commission – February 5, 2014

Commissioner Kaltman moved approval of minutes of the regular meeting of the Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association held on February 5, 2014.

Commissioner Elder seconded the motion.

On a roll call vote:

Voting Yea: Elder, Kaltman, Kant, and Zionts

Voting Nay: None

Meeting Chair Kant declared that the motion passed unanimously.

SCHEDULED BUSINESS

1. Items for Omnibus Vote Consideration

Payment of Invoices:

Manning, Silverman & Company, Invoice #200928368 for initial retainer for Sunset Woods 2013 Audit for \$2,825.00

Mason, Wenk & Berman, L.L.C. for Invoice #37667 for legal services for Sunset Woods for \$487.50.

Planner M. Smith submitted the above invoice #37667 from Mason, Wenk & Berman, L.L.C. that came in after the Housing Commission Meeting packet went out for legal services for Sunset Woods for the draft Condominium declaration for \$487.50.

Meeting Chair Kant entertained a motion to approve payment to Manning, Silverman & Company for Invoice #200928368 for the initial retainer (1 of 2) for the Sunset Woods 2013 Audit for \$2,825.00 and to Mason, Wenk & Berman, L.L.C. for Invoice #37667 for \$487.50 for legal services for Sunset Woods regarding the draft amendment to the Sunset Woods condominium declaration. Commissioner Elder moved approval of the payment to Manning, Silverman & Company for Invoice #200928368 for the initial retainer (1 of 2) for the Sunset Woods 2013 Audit for \$2,825.00 and to Mason, Wenk & Berman, L.L.C. for Invoice #37667 for \$487.50 for legal services for Sunset Woods regarding the draft amendment to the Sunset Woods condominium declaration. Commissioner Kaltman seconded the motion.

Commissioner Kaltman recused herself from voting.

On a voice vote, Meeting Chair Kant declared that the motion passed.

2. Consideration of Request from Al Klairmont to use portions of the Ravinia Housing Pleasant Avenue Site for parking as part of a mixed use proposal for 515 Roger Williams

The Commissioners agreed that it would be best to discuss this item in closed session. They invited Mr. Al Klairmont, President Imperial Realty, Ann Regan, attorney Imperial Realty, and Ms. Polly Kuehl, Senior Vice President Evergreen Real Estate Services, to participate in the Executive Session.

The Commissioners excused Student Representative Castellanos from the Executive Session.

EXECUTIVE SESSION FOR DISCUSSION OF LEASING OF REAL ESTATE

At 6:40 p.m., Commissioner Elder made a motion to close the regular meeting to the public pursuant to Section 2(c) of the Illinois Open Meetings Act (5 ILCS 120/2(c)) and to adjourn to Executive Session for the purpose of discussing the leasing of real estate that the Ravinia Housing Association owns. Commissioner Kaltman seconded the motion. Planner M. Smith called the roll.

On a roll call vote:

Voting Yea: Elder, Kaltman, Kant, and Zionts

Voting Nay: None

Meeting Chair Kant declared that the motion passed unanimously.

At 7:10 p.m. Commissioner Kaltman made a motion to close the Executive Session and to re-open the regular meeting. Commissioner Zionts seconded the motion.

Meeting Chair Kant declared that the motion passed unanimously.

The Meeting Chair asked Planner M. Smith to call the roll.

ROLL CALL

Commissioners Present: Elder, Kaltman, Kant, and Zionts

Commissioners Absent: Adler, Meek, and Naftzger

Meeting Chair Kant declared that a quorum was present.

Council Liaison Present: Blumberg

Staff Liaisons Present: Planner M. Smith and Planner L. Smith

Meeting Chair Kant entertained a motion for the Housing Commission and the Ravinia Housing Association to give permission to Al Klairmont, President, Imperial Realty, to include the Ravinia Housing parking lot and additional proposed parking at Ravinia Housing on plans submitted for the 515 Roger Williams proposal to the relevant City Commissions with the understanding that this permission does not commit the Ravinia Housing Association to any future agreement regarding the parking. Commissioner Elder moved approval to give permission to Al Klairmont, President, Imperial Realty, to include the Ravinia Housing parking lot and additional proposed parking at Ravinia Housing on plans submitted for the 515 Roger Williams proposal to the relevant City Commissions with the understanding that this permission does not commit the Ravinia Housing Association to any future agreement regarding the parking. Commissioner Kaltman seconded the motion.

On a voice vote, Meeting Chair Kant declared that the motion passed unanimously.

3. Housing Commission Peers, Walnut, Ravinia, and Sunset Woods Management Report

Ms. Polly Kuehl, Senior Vice President, Evergreen Real Estate Services, reviewed the Management Report from the packet. She said that the security cameras were installed at the St. Johns Avenue campus of Ravinia Housing, and the computer system was installed at the Peers office. Evergreen staff would receive training on the system this week. In response to a Commission question, Ms. Kuehl said that there have been no negative comments from residents about the cameras.

Ms. Kuehl reported that Evergreen staff submitted a grant proposal to the Illinois Housing Development Authority that would cover the cost for a full-time social worker at Peers and Walnut Place. With regard to building conditions, she also reported that a water pipe burst under the Peers Building, affecting 8 apartments. This is the second time that a pipe burst at Peers this winter.

Property Operations Report

There was no additional discussion of the financial reports.

Consideration of Management Agreements with Evergreen Real Estate Services for Peers, Walnut Place, and Ravinia Housing

Ms. Kuehl summarized Evergreen's proposal to extend the Management Agreements, which City staff supports. The current agreements end June 30, 2014. The next two-year term would begin July 1, 2014 and end June 30, 2016. Evergreen's fees for the Extensions are the same as for the existing Agreements. Ms. Kuehl discussed the one change to the Agreements, which is a change to the Management Plan for Ravinia Housing, which is Exhibit A of the Ravinia Housing Management Agreement. The change is the addition of the security cameras to the Security section.

The Commissioners also discussed the Satisfaction Survey Reports for Peers and Walnut Place. While this information was discussed at the June 2013 Meeting, the new Commissioners were not part of that discussion. The results were generally very favorable. Ms. Kuehl said that Evergreen generally recommends scheduling surveys every three years. In order to do one at Ravinia, Evergreen will need to locate another firm, because Symbria Analytics, the one for Peers and Walnut Place, only surveys senior developments. Ms. Kuehl said that Evergreen staff also used the comments from the surveys, as well as from luncheons at the buildings that two Commissioners attended, to make improvements at the buildings, such as the installation of a flat screen television and new carpet in selected hallways at Walnut Place.

Meeting Chair Kant entertained a motion to approve the Extensions to the Management Agreements with Evergreen Real Estate Services L.L.C. for the period from July 1, 2014 through June 30, 2016 for Peers, Walnut Place, and Ravinia Housing and to authorize Housing Chair Meek to execute the Agreements as necessary. Commissioner Zionts moved approval of the Extensions to the Management Agreements with Evergreen Real Estate Services L.L.C. for the period from July 1, 2014 through June 30, 2016 for Peers, Walnut Place, and Ravinia Housing and to authorize Housing Chair Meek to execute the Agreements as necessary. Commissioner Elder seconded the motion.

On a voice vote, Meeting Chair Kant declared that the motion passed unanimously.

Planner M. Smith said that the next step will be for City staff to forward a recommendation from the Housing Commission to City Council. It is likely that the City Council will consider the Extensions at the March 24th Meeting.

Update on Peers window and air conditioning replacement project

Ms. Kuehl reported that she is preparing the Request for Proposals (RFP) for architectural services now. The RFP will structure the scope of work for the architectural services in two phases as the Commissioners approved at the February 2014 Meeting. The scope of work for the first phase would include plans for the reconfiguration of the bay windows on the second and

third floors, new through-wall air conditioning units for the second and third floors in a new location, and new windows in the apartments throughout the building. The second phase, which would begin after the completion of the first phase of the construction project, would test the performance of transfer grills and fans in the walls between the bedroom and main living area in selected locations throughout the building to see whether it improved air conditioning circulation. Another alternative, depending on the results of the tests, would be the installation of new through-wall air conditioners in the bedrooms of the apartments. Commissioner Kant made suggestions for how to organize the scope of work for the second phase. Ms. Kuehl said that she would incorporate his recommendations into the scope of work of the RFP.

EXECUTIVE SESSION FOR DISCUSSION OF POTENTIAL LITIGATION

Student Representative Castellanos departed.

At 8:00 p.m., Commissioner Kaltman made a motion to close the regular meeting to the public pursuant to Section 2(c) of the Illinois Open Meetings Act (5 ILCS 120/2(c)) and to adjourn to Executive Session for the purpose of discussing litigation that is probable or imminent. Commissioner Elder seconded the motion. Planner M. Smith called the roll.

On a roll call vote:

Voting Yea: Elder, Kaltman, Kant, and Zions

Voting Nay: None

The Meeting Chair declared that the motion passed.

At 8:28 p.m. Commissioner Kaltman made a motion to close the Executive Session and to reopen the regular meeting. Commissioner Elder seconded the motion.

Meeting Chair Kant declared that the motion passed unanimously.

The Chair asked Planner M. Smith to call the roll.

ROLL CALL

Commissioners Present: Elder, Kaltman, Kant, and Zions

Commissioners Absent: Adler, Meek, and Naftzger

Meeting Chair Kant declared that a quorum was present.

Staff Liaisons Present: Planner M. Smith and Planner L. Smith

Sunset Woods:

Report from Chair Meek

Planner M. Smith reported in Chair Meek's absence. The quarterly meeting next Monday March 10th will include consideration of the budget amendment that the Condominium Association Board recommends. The budget amendment would increase assessments \$10 a month in order to create the reserve that the Federal Housing Administration (FHA) requires before giving

FHA-approved status. No date has been set yet for a special meeting to consider the amendment to the Condominium Declaration.

Other Sunset Woods Business

There was no other Sunset Woods business.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Meeting Chair Kant entertained a motion to adjourn the meeting. Commissioner Kaltman moved to adjourn. Commissioner Elder seconded the motion.

On a voice vote, Meeting Chair Kant declared that the motion passed unanimously.

The Housing Commission adjourned its meeting at 8:30 p.m.

Submitted respectfully:

Mary Cele Smith
Housing Planner



APPLICATION SUMMARY

Applicant Name: **Community Partners for Affordable Housing (CPAH)**
 Proposal Name: **Walker Avenue**
 Applicant Address: **400 Central Avenue, #111, Highland Park, IL 60035**
 Contact Name: **Robert Anthony**
 Phone: **(847) 681 - 8746** Fax: **(847) 681 - 8846** Email: **ranthony@cpahousing.org**
 DUNS: **831940940**

TOTAL PROPOSAL COST: **\$970,000**
 APPLICANT MATCH: **\$706,750** % of Proposal 73 %
 NET DONATION FROM HIGHLAND PARK TRUST FUND: **\$263,250** % of Proposal 27 %

Total Donation from HP Housing Trust Fund:	\$450,000
Less amount HP Housing Trust Fund receives from IL Affordable Housing Tax Credits:	<u>-\$186,750</u> (\$450,000 x 0.5 x 0.83)
Net Donation from HP Housing Trust Fund:	\$263,250

Total Number of Units	4
Number of Low Income Units/Households (≤60% AMI)	4
% of Low-Income Units/Households (≤60% AMI)	100%
Total Estimated Cost Per Unit	\$242,500
Total Highland Park Housing Trust Fund Cost Per Unit (Net)	\$65,937

CPAH History & Overview:

In the latter part of the 1990s, the City of Highland Park embarked on a master planning process to update the City’s comprehensive Master Plan. As the master planning process continued, there was increasing concern from the community about the lack of affordable housing and its negative impact on the City’s tradition of inclusiveness. Based on a joint recommendation of the City’s Human Relations, Housing, Planning and Historic Preservation Commissions, the City Council directed the Housing Commission to prepare an affordable housing plan to be incorporated in the City’s Master Plan. The City Council adopted the following goals to guide the process:

- To preserve, maintain, and promote housing of high quality that reflects the community's commitment to cultural and economic diversity.
- To maintain and increase diversity in housing styles, sizes, types, densities, and prices or rents in order to welcome a wider array of families and individuals into the community.
- To provide affordable housing that is an integral part of neighborhoods throughout the community.

Based on direction from the City Council and extensive research on best practice affordable housing models nationwide, the Housing Commission worked with the University of Illinois at Chicago's Natalie Voorhees Center and the Great Cities Institute to develop an affordable housing plan. The plan recommended the creation of a community land trust. In May 2002, the City Council appointed a Task Force assisted by Burlington Associates, a national consulting firm whose partners have been instrumental in developing the community land trusts. As a result, CPAH (then known as the Highland Park Illinois Community Land Trust) was created by the Housing Commission as an independent, nonprofit 501(C)(3) Community Land Trust.

Since then, CPAH and the City of Highland Park have been upheld as a model regionally and even nationally. The partnership has been recognized by the Urban Land Institute, the National Housing Conference, and the Lincoln Institute of Land Policy, among others, and Highland Park continues to be at the forefront of affordable housing. In a continued effort to reflect best practice models, CPAH now also collaborates with other communities in the region to share a common infrastructure, create economies of scale and provide more effective, efficient and sustainable affordable housing services.

The second component of the City's affordable housing plan was the creation of the Affordable Housing Trust Fund to help support CPAH's affordable housing activities. As you know, the Housing Trust fund is administered by the Housing Commission and CPAH submits applications, such as this one, to the Housing Commission to help fund affordable housing projects and operating activities. The following proposal is a request of \$450,000, contingent upon the successful receipt of Illinois Affordable Housing Tax Credits, which will reimburse the Housing Commission by approximately \$186,750. Therefore, the net contribution from the Housing Trust fund would be \$263,250 to develop four new affordable rental units.

Community Land Trust Model:

The Community Land Trust (CLT) model of affordable housing creates housing opportunities that will remain affordable in perpetuity. Through its homeownership program, CPAH acquires existing properties, conducts necessary rehabilitation work in order to minimize ongoing maintenance and operational costs, and then sells the homes only to low-income households at an affordable price. CPAH retains ownership of the underlying land and leases the land to the homebuyer for a nominal fee (\$25 per month) via a 99-year, renewable ground lease. The purchase price for the homebuyer is typically 40% - 65% below the market value because, in essence, the homebuyer needs to buy only the home, not the land. If the homebuyer later wants to sell their home, it is sold to another low-income buyer or back to CPAH at a formula price designed to give the homeowner a fair share of appreciation, while still keeping the home affordable for the next buyer. The resale restrictions maximize the cost-effectiveness of public and private investment because the homes are not only affordable to the first buyer, but will forever remain affordable for succeeding generations of homebuyers. CPAH also conducts some new construction activities, although we primarily work to preserve the existing housing stock.

In addition to its homeownership program, CPAH also provides affordable rental housing for households who earn less than 60% of the area median income (approximately \$43,450 for a 4-person household). Like the homeownership program, CPAH rental units will remain affordable in perpetuity, building a permanent stock of affordable housing to address the community's future affordable housing needs. We are actively seeking to expand CPAH's rental program due the tremendous and growing need and very limited supply in the community.

Overall, the CLT model has rapidly gained momentum as one of the most cost-effective and sustainable models of developing and preserving long-term affordable housing. With the recent foreclosure crisis, the CLT model has been receiving national accolades for its low foreclosure rates – estimated to be 30 times lower than the national average because of its screening protocols, homebuyer counseling, relationships with lenders and ongoing land stewardship and support to homebuyers. CPAH was the first community land trust in Illinois is still the only provider of affordable housing in Lake County that is intentionally structured to ensure its housing remains affordable in perpetuity.

Community Benefits:

CPAH helps bridge the gap between the high cost of housing and the incomes of many low-income households who live and work in the community – healthcare workers, retail staff, childcare providers, seniors, municipal employees, school workers, nonprofit staff, persons with disabilities, families struggling with the loss of a spouse or other personal or economic crisis, and many other community members who struggle to meet their basic human need of housing. CPAH benefits the community by providing housing opportunities for low-income households; promoting cultural and economic diversity; creating valuable workforce housing; preserving the community's existing housing stock and neighborhood character; developing an inventory of permanently affordable housing for future generations; rehabilitating problem or blighted properties in the community; promoting live-near-work housing which helps alleviate traffic congestion and the environmental impacts associated with long commutes; helping communities comply with the Illinois Affordable Housing Planning and Appeals Act; and maximizing the cost-effectiveness of public and private investment for long-term community benefit. CPAH makes a permanent impact in the community with a one-time investment.

Project Description:

CPAH is acquiring two adjacent single-family homes located at 386 and 390 Walker Avenue, Highland Park. One home has three bedrooms and two bathrooms. The second home has four bedrooms and two bathrooms. Both homes are in good condition including newer roofs, windows, plumbing, electric and heating. CPAH will use existing funding (through the Housing Trust Fund and other sources) to acquire these properties, conduct minor rehabilitation work and then sell via the community land trust model. One home will be available to a household earning up to 80% of the Chicago Area Median Income (AMI) and the second home will be available to a household earning up to 100% of AMI.

As you know, CPAH and the Housing Commission have been actively seeking strategies to expand the supply of affordable rental housing in Highland Park. It is an extremely challenging task due to the limited stock of multi-family housing, few land opportunities for redevelopment, the inability to rent in most condominium buildings and the overall high cost of housing in the community. The properties mentioned above that CPAH will be acquiring are both unusually large lots that are zoned multifamily and could accommodate a total of 8-10 housing units per the current zoning. Although the existing homes are in good condition, the overall lots are haphazard with a “merged,” decayed gravel driveway, poor landscaping and an overall “run down” feel. The property location, current zoning, lot size and current availability create an exciting and unique opportunity for CPAH to redevelop the lot via the Planned Unit Develop (PUD) process in order to dramatically improve the aesthetics of the property, preserve the existing housing units (for sale), create green space and add four additional rental units to the community’s stock of permanently affordable housing.

This application seeks partial funding to construct the four affordable rental units. CPAH requests an allocation of \$450,000 from the Housing Trust Fund, contingent upon the successful receipt of Illinois Affordable Housing Tax Credits (IAHTC). As you may recall from past IAHTC projects, the Housing Commission can receive a State tax credit worth 50% of the contribution, or \$225,000. As we’ve done in the past, CPAH will then assist the Housing Commission to sell the IAHTC for approximately \$0.83 per dollar, or \$186,750. Therefore, the net contribution from the Housing Trust Fund will be approximately \$263,250 ($\$450,000 \times .05 \times .83$).

Target Population:

CPAH intends to use Highland Park Housing Trust Fund dollars (\$263,250) to leverage \$300,000 in Lake County HOME funds and \$186,750 in IAHTC sales proceeds, as well as other funding for the project. Due to Lake County HOME and IAHTC restrictions, all tenants will earn less than 60% of the Area Median Income (AMI), or approximately \$43,450 for a four-person household. The primary target populations are low-income renters, regional workers who can not afford to live in the area, single-parent households, large families, households faced with the death of a wage-earner, families going through a divorce, persons with disabilities, and families in danger of losing their housing due to other personal or economic hardships. CPAH makes every effort to match household size with the size of each unit in order to ensure that homes are not underutilized. The rental units will have three bedrooms in order to accommodate larger families, which Lake County reports as a critically unmet need. CPAH particularly targets retail staff, nonprofit employees, teacher assistants, health care workers, childcare providers, city workers, persons with disabilities and other lower paid employees in the private sector. Preference is given to those applicants who live or work in Highland Park.

Applicant Selection:

CPAH follows a written resident selection plan and is an Equal Housing Opportunity provider that conducts business in accordance with the U.S. Fair Housing Act, the Illinois Human Rights Act and the City of Highland Park anti-discrimination laws and policies. CPAH maintains one waiting list for its homeownership program and one waiting list for its rental program, although applicants can be added to both lists if desired. When a rental unit becomes available, the homes are offered on a first come, first serve basis depending on their position on the waiting list. Preference is given to applicants who live or work in the community where the home is located. Applicants submit written rental applications which are reviewed based on established eligibility criteria including income limits (60% AMI), asset limits, housing ratios, credit scores, and eviction history.

Supportive Services:

CPAH holds regular orientation sessions throughout the year for persons interested in CPAH's homeownership program. The orientation sessions provide a detailed overview of the community land trust model, the resale formula and provide a comparison of traditional homeownership Vs CPAH homeownership. If the applicant is eligible for the homeownership program, CPAH works with homebuyers to identify homes and secure a responsible, fixed-rate mortgage. If applicants are not eligible for the homeownership program, many choose to be added to CPAH's rental waiting list and CPAH continues to work with them to repair credit, build down payment or overcome other obstacles preventing them from qualifying for the homeownership program. Other applicants are not interested in CPAH's homeownership program and/or their circumstances are better suited for CPAH's rental program. Regardless of whether the participant purchases or rents through the program, CPAH maintains ongoing relationships with homeowners and tenants to provide support and advocacy, continuing education, collect lease fees, monitor compliance and help participants realize the full benefits of the program and secure long-term housing stability. For example, CPAH holds ongoing classes about home maintenance, finances, winterizing, energy-efficiency and other topics. Or we will walk homebuyers through every step of a refinance when it is appropriate and meets our refinance policy. CPAH also administers a revolving loan fund to help homeowners with critical home repairs and a matched savings program in partnership with First Bank of Highland Park. CPAH homebuyers and tenants "join the CPAH family;" many volunteer their time to work on upcoming CPAH homes and they participate in CPAH's annual resident picnic and other events. CPAH's mission is not only to create affordable housing, but to also provide the ongoing supports to ensure families secure long-term housing stability.

Local Priorities:

CPAH's scattered site housing is completely consistent with the goals and priorities of Highland Park's Housing Trust Fund, Master Plan and Affordable Housing Plan as follows: units are reserved for households earning less than 60% of AMI; units will remain affordable in perpetuity; priority is given to

households who live or work in Highland Park; the housing benefits families with children; homes are energy efficient; and CPAH has a very successful history of developing affordable housing and managing grant funds.

The project is also extremely consistent with the goals and priorities established in the PY2010-2014 Lake County Consolidated Plan. The project is an ideal match with priority Goal 1.3 – *Low and moderate-income households (including seniors, persons with disabilities, and other special needs populations) will benefit from the construction of new Lake County housing stock through 250 affordable rental or ownership housing units throughout Lake County.* By using the community land trust model, CPAH maximizes the cost-effectiveness of grant funds because it is an investment in the community's inventory of permanently affordable housing; the home will forever remain affordable and will be available as a community asset for succeeding generations. With an average move-out occurring every seven years, CPAH's fifty five units will likely assist over 750 households in the years to come.

In addition to the Consolidated Plan priority above, CPAH's scattered site housing meets the following funding preferences identified in the PY2010-2014 Lake County Consolidated Plan:

- (1) **Located in close proximity to public transit** – The property is very close to transportation in downtown Highwood, including a Metra station located within four blocks of the property. CPAH acquires sites that are in close proximity to one of Highland Park's two Metra stations, the Ft. Sheridan Metra station, and/or PACE bus routes in order to foster easier access to employment and services. CPAH also encourages live-near work housing by providing a preference to applicants who work in Highland Park. This helps businesses attract and retain employees as well as help alleviate traffic congestion and the environmental impacts associated with long commutes.
- (2) **Incorporates environmental sustainability practices** – CPAH incorporates environmental sustainability practices in both its new construction and rehabilitation work. The U.S. Green Building Council awarded Hyacinth Place as the first LEED Gold certified affordable housing development in the State. The project also received the "2008 Development of the Year" award from the Lake County Stormwater Management Commission for its energy efficiency. CPAH embraces environmentally sustainable design to reduce our carbon footprint, but green technology such as the geo-thermal heating and cooling system used in Hyacinth Place also dramatically lowers utility costs for low-income households. CPAH will use energy star appliances, high-efficiency heating and cooling units, efficient insulation and air sealing, energy efficient windows and doors, recycled materials, efficient lighting, improved ventilation and air quality, low VOC paint and materials, low flow water fixtures and other improvements as well as education and awareness about sustainable housing.
- (3) **Provides housing for larger families** – The units will have three bedrooms in order to accommodate larger households.
- (4) **Encourages and supports the provision of education and counseling** CPAH maintains ongoing relationships, classes and supports for homebuyers and tenants. CPAH understands its role as not only to increase the supply of affordable housing, but also to provide ongoing support and advocacy to ensure participants realize the full benefits of the program and secure long-term housing stability.
- (5) **Exceeds minimum affordability requirements** – As previously indicated, CPAH uses the community land trust model to ensure that homes remain affordable in perpetuity with a one-time subsidy.
- (6) **Project Location Relative to Area Median Income** – The Highland Park median household income is estimated to be over \$110,000, which is over 140% of the median income for Lake County. Lake County has acknowledged that it desires to encourage affordable housing

opportunities in traditionally non low-income communities in order to integrate affordable housing throughout the County and avoid the concentration of affordable housing in low-income communities.

- (7) **Demonstrated need for affordable housing** - The Illinois Housing Development Authority (IHDA) identified Highland Park as one of the sixty eight "non-exempt" communities under the Affordable Housing Planning and Appeals Act, meaning that it is one of sixty eight communities in Illinois which has less than 10% of its housing stock as affordable. According to the National Low Income Housing Coalition's annual "Out of Reach" report, a minimum-wage worker in Highland Park would have to work 89 hours per week (2.3 full-time jobs) in order to afford a 2 bedroom apartment at fair market rent. For a 3 bedroom unit, if it could be found, that worker would have to work 109 hours (2.7 full-time jobs). CPAH has over 125 households currently on its rental waiting list.

Need:

As mentioned above, Highland Park is one of the sixty eight "non-exempt" communities under the Illinois Affordable Housing Planning and Appeals Act, meaning that it is one of sixty eight communities in Illinois which has less than 10% of its housing stock as affordable. A minimum-wage worker in Highland Park would have to work 89 hours per week (2.3 full-time jobs) in order to afford a 2 bedroom apartment at fair market rent. For a 3 bedroom unit, if it could be found, that worker would have to work 109 hours (2.7 full-time jobs). CPAH has over 125 households currently on its rental waiting list. More than 25% of Highland Park homeowners and more than 35% of Highland Park renters pay greater than 30% of their income for housing, which HUD considers housing cost burdened.

The lack of affordable housing also makes it difficult for local businesses to hire and retain employees. Prior data from the Illinois Department of Employment Security shows that of some 12,000 people who work for Highland Park businesses, nearly 80% are employed in the service and retail sectors, where the average annual salary in Lake County is below \$35,000. Interviews with public sector employers tell a similar story. Salaries for teacher assistants, nonprofit staff, artists, city employees, health care workers, retail staff and others put housing in the area out of reach. In addition, workers making long commutes add to traffic congestion, have negative impacts on the environment and are forced to spend more time away from their families on a daily basis. Many families who are faced with the death of a wage-earner, going through a divorce, or who have disabled household members are pushed out of the community. These trends have made it increasingly difficult, if not impossible, to maintain diverse, healthy, and sustainable communities.

Safe, decent and affordable housing is a basic, under met need for Highland Park residents and employees. CPAH is one of the few entities addressing this problem in southern Lake County and is the only provider of permanently affordable housing in Lake County.

Capacity & Experience:

In its second year of operation, Community Partners for Affordable Housing (CPAH) completed construction of 6 affordable town homes on Temple Avenue in Highland Park. All units have 3 bedrooms, 2 baths and a two-car attached garage. The homes were sold to households earning \$30,000 - \$75,000 per year. The total project cost of \$1,475,000 was funded through the Highland Park Housing Trust Fund (\$335,800), Lake County Affordable Housing Program (\$120,000), Illinois Housing Development Authority (\$80,000), the Federal Home Loan Bank of Chicago (\$30,000) and private mortgages (\$909,200).

In October 2008, CPAH completed construction of fourteen 3 bedroom, 2.5 bath LEED-Gold certified town homes located at 500 Hyacinth Place. Ten of the units were "for-sale" and four units were retained as rental units. The project was particularly exciting because it combined both "affordable housing" and "eco-friendly" housing – featuring geothermal heating/cooling, wind turbine energy generation for common area lighting, permeable courtyard "pavers," an energy efficient reflective roof and renewable

flooring and finishes. The project was funded through IHDA Trust Funds, Federal Home Loan Bank, State Donation Tax Credits, City of Highland Park Housing Trust Fund, the Illinois Department of Commerce and Economic Opportunity and \$210,000 of Lake County HOME funds.

In addition to the twenty units of new construction, CPAH acquired and rehabilitated thirty five scattered-site homes throughout Highland Park, Lake Forest and Evanston as follows.

- 1789 Richfield Ave, Highland Park
- 277 Green Bay Road, Highland Park
- 967 Burton Avenue, Highland Park
- 1251 Arbor Avenue, Highland Park
- 839 Burton Avenue, Highland Park
- 1733 Rosemary Road, Highland Park
- 1420 Cavell Avenue, Highland Park
- 1378 Ferndale Avenue, Highland Park
- 1342 Sherwood Road, Highland Park
- 637 Glenview Avenue, Highland Park
- 863 Mckinley Avenue, Lake Forest
- 704 Broadview Avenue, Highland Park
- 2484 Highmoor Road, Highland Park
- 1197 Telegraph Road, Lake Forest
- 1409 Darrow Avenue, Evanston
- 1446 Lincoln Place, Highland Park
- 1377 Arbor Avenue, Highland Park
- 560 Vine Ave, #106, Highland Park
- 1141 Central Avenue, Highland Park
- 525 Barberrry Road, Highland Park
- 1245 Eastwood Ave, Highland Park
- 598 Barberrry Road, Highland Park
- 765 Broadview Avenue, Highland Park
- 1918 Midland Avenue, Highland Park
- 538 Barberrry Road, Highland Park
- 1030 Estes Avenue, Lake Forest
- 677 Cherry Avenue, Lake Forest
- 1250 Park Ave, #406, Highland Park
- 1578 Cloverdale Ave, Highland Park
- 1109 Darrow Avenue, Evanston
- 1180-1888 Conway Rd, Lake Forest

CPAH’s Executive Director, Rob Anthony, has significant experience administering federal and local grant funds for homeless and affordable housing programs, including the Lake County HOME program. He was also certified by HUD as a Certified HOME Specialist and he is a LEED Accredited Professional (AP). Amy Kaufman, CPAH’s Director of Community Relations is also extremely capable and handles a significant portion of the organization’s fundraising, marketing and ongoing supportive services to renters and homebuyers. In addition, CPAH has a very talented and experienced Board of Directors who has led the organization and the City of Highland Park to be at the forefront of affordable housing.

Timeframe (estimated):

Site Control	April 2014
Housing Trust Fund Financing Commitment (cond)	April 2014
Lake County Financing Commitment	May 2014
Preliminary Site Plans and Drawings	May 2014
IAHTC Commitment	June 2014
Closing on Properties	July 2014
PUD Process Complete	October 2014
Construction Start	October 2014
Construction Complete	May 2015
Fully Leased	May 2015

Budget:

Please see the following pages for budget and pro forma information.

**Lake County
DEVELOPMENT BUDGET (Uses)**

Project: 0 Developer: Community Partners for Aff
Project Number: 0

ACQUISITION	TOTAL	Per Unit	Per SF	% TDC
Land		\$0		
Building		\$0		
Holding Costs	\$5,000	\$1,250		
Other:		\$0		
Other:		\$0		
Total Acquisition:	\$5,000	\$1,250	\$1.00	0.5%
HARD COSTS (complete sheet #7)				
General Cond., Overhead & Profit	\$0	\$0		
Construction Hard Costs	\$800,000	\$200,000		
Building Permit & Other Local Fees	\$0	\$0		
Total Construction:	\$800,000	\$200,000	\$160.00	82.5%
CONTINGENCY	\$40,000	\$10,000	0.0%	4.1%
SOFT COSTS				
		\$100,000		
Architect: Design	\$15,000	\$3,750		
Architect: Supervision	\$10,000	\$2,500		
Civil Engineering	\$3,500	\$875		
Green Certification Fees	\$1,000	\$250		
Legal	\$2,500	\$625		
Accounting/Cost Certification	\$1,500	\$375		
Survey	\$1,000	\$250		
Appraisal	\$800	\$200		
Environmental Report	\$1,000	\$250		
Soil Tests	\$1,000	\$250		
Market Study		\$0		
3rd Party Cost Estimate	\$1,000	\$250		
Title & Recording	\$3,000	\$750		
Marketing		\$0		
Other: Tree Survey	\$300	\$75		
Other:		\$0		
Total Soft Costs:	\$41,600	\$10,400	\$8.32	4.3%
PERMANENT FINANCING				
Application Fees	\$2,500	\$625		
LIHTC Fees		\$0		
Working Capital/Latent Defects LOC Fee		\$0		
Origination Fees		\$0		
Financing Legal Fees		\$0		
Bank Escrow Fee		\$0		
Rating Agency Fee		\$0		
Other: IL Affordable Housing Tax Credit Fee	\$11,250	\$2,813		
Other:		\$0		
Total Interim Financing:	\$13,750	\$3,438	\$2.75	1.4%
INTERIM FINANCING				
Construction/Bridge Loan Interest	\$7,500	\$1,875		
MIP/Credit Enhancement during construction		\$0		
Servicing Fees during construction		\$0		
Real Estate Taxes during construction	\$4,000	\$1,000		
Insurance during construction	\$1,800	\$450		
Other:		\$0		
Total Permanent Financing:	\$13,300	\$3,325	\$2.66	1.4%
SYNDICATION				
Syndication Legal		\$0		
Partnership organizational expense		\$0		
Other:		\$0		
Total Syndication:	\$0	\$0	\$0.00	0.0%
RESERVES				
Real Estate Tax Reserve	\$1,500	\$375		
Insurance Reserve	\$350	\$88		
Capital Replacement Reserve	\$2,500	\$625		
Initial Rent-up Reserve		\$0		
Operating Reserve	\$1,000	\$250		
Debt Service Reserve	\$1,000	\$250		
Other:		\$0		
Other:		\$0		
Other:		\$0		
Total Reserves:	\$6,350	\$1,588	\$1.27	0.7%
DEVELOPER FEE	\$50,000	\$12,500	\$10.00	5.2%
TOTAL DEVELOPMENT COSTS (TDC):	\$970,000	\$242,500	\$194.00	100.0%

**Lake County
Sources & Uses Summary**

Project Name	0	Total Square Feet:	5,000	Total Units:	4
Project Number	0	Avg SqFt/Unit:	1,250	HOME Units:	4
Developer	Community Partners for Afford				
Project Type:	New Construction	Target Population:	0		
Unit Type	Four-Family	Average Rent	981		

Unit Mix	Efficiency	1 BR	2 BR	3 BR	4 BR	Total	
Number of Units	0	0	0	4	0	4	
Average Monthly Rent	#DIV/0!	#DIV/0!	#DIV/0!	\$981	#DIV/0!		
Income-Restricted Units				4		4	100%
Unrestricted/Market Rate Units						0	0%
Total	0	0	0	4	0	4	

Development Costs	Total	Per Unit	% of Total	
Acquisition	\$5,000	\$1,250	0.5%	
Hard Costs (Construction)	\$800,000	\$200,000	82.5%	
Construction Contingency	\$40,000	\$10,000	4.1%	Construction Cost/SqFt: \$160
Soft Costs	\$41,600	\$10,400	4.3%	
Permanent Financing	\$13,750	\$3,438	1.4%	
Interim Financing	\$13,300	\$3,325	1.4%	Total Cost/SqFt: \$194
Syndication	\$0	\$0	0.0%	
Reserves	\$6,350	\$1,588	0.7%	
Developer Fee	\$50,000	\$12,500	5.2%	
Total Development Costs*	\$970,000	\$242,500	100.0%	

Permanent Sources	Total	Per Unit	% of Total	Interest Rate	Loan Term (yrs)	Annual Payment
Bank Mortgage <i>Est. mortgage: \$130,315</i>	\$130,000	\$32,500	13.4%	5.00%	30	\$8,395
Low Income Housing Tax Credits		\$0	0.0%			
Other State/Federal/Historic Tax Credits	\$186,750	\$46,688	19.3%			
Deferred Developer Fee		\$0	0.0%			
Developer Long-Term Equity		\$0	0.0%			
LCHOME Funds (Development Subsidy)	\$300,000	\$75,000	30.9%			
LC/Other CDBG Funds (Development Subsidy)		\$0	0.0%			
State HOME Funds		\$0	0.0%			
Lake County AHP Funds (Development Subsidy)		\$0	0.0%			
Other: Highland Park Housing Trust Fund	\$263,250	\$65,813	27.1%			
Other: Federal Home Loan Bank	\$80,000	\$20,000	8.2%			
Other: DCEO	\$10,000	\$2,500	1.0%			
Total Sources	\$970,000	\$242,500	100.0%			\$8,395
(GAP) or Surplus	\$0	\$0	0.0%		DCR: 1.24995221	

Interim Financing Sources <i>(May include permanent sources listed above.)</i>	Amount Available During Construction	% TDC	Const. Loan Interest Rate	Developer Notes
Private Construction Loan(s) <i>(bank financing)</i>	\$93,650	9.7%	5	
Developer Equity <i>(Self-financing for acquisition, predevelopment, etc.)</i>	\$30,000	3.1%		
Deferred Developer Fee	\$0	0.0%		
Other: Highland Park Housing Trust Fund	\$450,000	46.4%		
Other: Federal Home Loan Bank	\$60,000	6.2%		
Other: DCEO	\$10,000	1.0%		
LC HOME Dev. Subsidy <i>available during construction</i>	90% \$270,000	27.8%		
LC/Other CDBG Dev. Subsidy <i>available during construction</i>	90% \$0	0.0%		
Costs Not Incurred During Construction <i>(reserves, developer fee, etc.)</i>	\$56,350	5.8%		
Total Construction Sources	\$970,000	100.0%		
Construction Financing Surplus/(Gap)?	\$0	0.0%		

Lake County HOME Subsidy Request	Total	Per Unit	
HOME Development Subsidy - Permanent Loan	\$300,000	\$75,000	<i>Permanent Subsidy</i>
CDBG Development Subsidy- Permanent Loan	\$0	\$0	<i>Permanent Subsidy</i>

Proposed use of HOME funds: Construction Hard Costs

Operating Budget	Annual	Per Unit	Key Assumptions
Gross Rent Potential	\$47,064	\$11,766	Vacancy Years 1-4 7.0%
Other Income	\$0	\$0	Vacancy Years 5+ 7.0%
Vacancy	\$3,294	\$824	Rent Inflation Years 1-4 2.0%
Adjusted Gross Income	\$43,770	\$10,942	Rent Inflation Years 5+ 2.0%
Annual Operating Expenses	\$33,276	\$8,319	Expense Inflation:
Net Operating Income	\$10,493	\$2,623	Administration 3.0%
Debt Service	\$8,395	\$2,099	Operating 3.0%

Maintenance	3.0%
Utilities	3.0%
Taxes & Insurance	3.0%
Reserves	3.0%

Debt & Cash Flow Over Time

			Annual	Per Unit
Year 1 DCR	1.25	Year 1 Net Cash Flow	\$2,098	\$525
Year 5 DCR	1.18	Year 5 Net Cash Flow	\$1,530	\$382
Year 10 DCR	1.15	Year 10 Net Cash Flow	\$1,246	\$311
Year 15 DCR	1.15	Year 15 Net Cash Flow	\$1,225	\$306
Year 20 DCR	1.15	Year 20 Net Cash Flow	\$1,269	\$317
	<u>Total</u>	<u>Per Unit</u>	<u>After Cash Flow Payments:</u>	
Cumulative Cash Flow Over 10 Yrs	\$15,490	\$3,873	\$6,660	
Cumulative Cash Flow Over 15 Yrs	\$21,699	\$5,425	\$8,454	
Cumulative Cash Flow Over 20 Yrs	\$28,091	\$7,023	\$10,431	

Lake County
ANNUAL OPERATING BUDGET

Project: 0 Developer: Community Partners for Affordable Housing

REVENUE	<u>Annual</u>	<u>Per Unit</u>	<u>Utilities</u>	<u>Annual</u>	<u>Per Unit</u>
Gross Rent Potential	\$47,064	\$11,766	Electricity	\$1,000	\$250
Other Revenue	\$0	\$0	Gas	\$600	\$150
Subtotal	\$47,064	\$11,766	Oil	\$0	\$0
Combined Vacancy Rate	7.0%	100.0%	Water & Sewer	\$0	\$0
Adjusted Gross Income	<u>\$43,770</u>	<u>\$10,942</u>	Other	\$0	\$0
			Subtotal	\$1,600	\$400
					3.7%

OPERATING EXPENSES	<u>Annual</u>	<u>Per Unit</u>	<u>Annual</u>	<u>Per Unit</u>
Administrative				
Administrative Salaries	\$2,626	\$657	Taxes & Insurance	\$9,000
Office Expenses	\$38	\$38	Real Estate Taxes	\$2,250
Legal	\$150	\$38	Other Taxes	\$0
Accounting	\$500	\$125	Insurance	\$2,000
Telephone	\$0	\$0	Other	\$0
Monitoring Fee(s)	\$250	\$63	Subtotal	\$11,000
Marketing	\$100	\$25		
Other	\$0	\$0		
Subtotal	\$3,776	\$944		
				25.1%

Operating	<u>Annual</u>	<u>Per Unit</u>	<u>Annual</u>	<u>Per Unit</u>
Operating Expense Salaries	\$2,250	\$563	Reserves	\$1,400
Janitorial	\$400	\$100	Replacement Reserve	\$400
Exterminating	\$1,000	\$250	Operating	\$0
Rubbish Removal	\$3,000	\$750	FF&E	\$0
Security	\$450	\$113	Debt Service	\$0
Snow Removal	\$0	\$0	Other	\$0
Other	\$7,100	\$1,775	Other	\$0
Subtotal	\$7,100	\$1,775	Subtotal	\$1,800
				4.1%

Total Operating Expenses	\$33,276	\$8,319	76.0%
NET OPERATING INCOME	\$10,493	\$2,273	24.0%

Estimated Mortgage	<u>Annual</u>	<u>Per Unit</u>
Debt Coverage Ratio Year 1	1.25	
Interest Rate	5.00%	
Term	30	
Annual Payment	\$8,395	
Mortgage Amount (PV)	\$130,315	
Net Cash Flow Year 1	\$2,099	
Cash Flow Per Unit	\$525	

This is an estimate only. Actual debt service is entered on the 'Sources & Uses' Sheet.

Lake County OPERATING CASH FLOW PROJECTION										
Project: 0										
Developer: Community Partners for Affordable Housing										
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
REVENUE										
Gross Income Potential	\$47,064	\$48,005	\$48,965	\$49,945	\$50,944	\$51,962	\$53,002	\$54,062	\$55,143	\$56,246
Vacancy Factor	\$3,294	\$3,360	\$3,428	\$3,496	\$3,566	\$3,637	\$3,710	\$3,784	\$3,860	\$3,937
Operating Subsidy/Reserve Draw	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$300	\$500	\$750
Net Income	\$43,770	\$44,645	\$45,538	\$46,449	\$47,378	\$48,325	\$49,392	\$50,577	\$51,783	\$53,059
<i>Per Unit</i>	\$10,942	\$11,161	\$11,384	\$11,612	\$11,844	\$12,081	\$12,348	\$12,644	\$12,946	\$13,265
OPERATING EXPENSES										
Administration	\$3,776	\$3,889	\$4,006	\$4,126	\$4,250	\$4,378	\$4,509	\$4,644	\$4,784	\$4,927
Operating	\$7,100	\$7,313	\$7,532	\$7,758	\$7,991	\$8,231	\$8,478	\$8,732	\$8,994	\$9,264
Maintenance	\$8,000	\$8,240	\$8,487	\$8,742	\$9,004	\$9,274	\$9,552	\$9,839	\$10,134	\$10,438
Utilities	\$1,600	\$1,648	\$1,697	\$1,748	\$1,801	\$1,855	\$1,910	\$1,968	\$2,027	\$2,088
Taxes & Insurance	\$11,000	\$11,330	\$11,670	\$12,020	\$12,381	\$12,752	\$13,135	\$13,529	\$13,934	\$14,353
Reserves	\$1,800	\$1,854	\$1,910	\$1,967	\$2,026	\$2,087	\$2,149	\$2,214	\$2,280	\$2,349
Total Operating Expenses	\$33,276	\$34,274	\$35,303	\$36,362	\$37,453	\$38,576	\$39,733	\$40,925	\$42,153	\$43,418
<i>Per Unit</i>	\$8,319.04	\$8,568.61	\$8,825.67	\$9,090.44	\$9,363.16	\$9,644.05	\$9,933.37	\$10,231.37	\$10,538.31	\$10,854.46
Net Operating Income	\$10,493	\$10,370	\$10,235	\$10,087	\$9,925	\$9,749	\$9,658	\$9,652	\$9,630	\$9,641
<i>Per Unit</i>	\$2,623.34	\$2,592.61	\$2,556.78	\$2,521.70	\$2,481.23	\$2,437.22	\$2,414.52	\$2,412.98	\$2,407.43	\$2,410.19
[P] Servicing Mortgage (HOME, CDBG)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Debt Service	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395
Debt Coverage Ratio	1.25	1.24	1.22	1.20	1.18	1.16	1.15	1.15	1.15	1.15
CASH FLOW										
<i>Per Unit</i>	\$2,098	\$1,975	\$1,840	\$1,692	\$1,530	\$1,354	\$1,263	\$1,257	\$1,235	\$1,246
Payments Out of Cash Flow:	\$525	\$484	\$460	\$423	\$382	\$338	\$316	\$314	\$309	\$311
Payments Out of Cash Flow:	\$883	\$883	\$883	\$883	\$883	\$883	\$883	\$883	\$883	\$883
FINAL CASH FLOW	\$1,215	\$1,092	\$957	\$809	\$647	\$471	\$380	\$374	\$352	\$363
<i>Per Unit</i>	\$304	\$273	\$239	\$202	\$162	\$118	\$95	\$93	\$68	\$91

Lake County
OPERATING CASH FLOW PROJECTION

Project: 0

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
REVENUE										
Gross Income Potential	\$57,371	\$58,518	\$59,689	\$60,882	\$62,100	\$63,342	\$64,609	\$65,901	\$67,219	\$68,563
Vacancy Factor	\$4,016	\$4,096	\$4,178	\$4,262	\$4,347	\$4,434	\$4,523	\$4,613	\$4,705	\$4,799
Operating Subsidy/Reserve Draw	\$1,000	\$1,300	\$1,500	\$1,900	\$2,200	\$3,000	\$3,000	\$3,400	\$3,800	\$4,250
Net Income	\$54,355	\$55,722	\$57,060	\$58,521	\$59,953	\$61,508	\$63,086	\$64,688	\$66,314	\$68,014
<i>Per Unit</i>	\$13,589	\$13,930	\$14,265	\$14,630	\$14,988	\$15,377	\$15,772	\$16,172	\$16,578	\$17,003
OPERATING EXPENSES										
Administration	\$5,075	\$5,227	\$5,384	\$5,545	\$5,712	\$5,883	\$6,060	\$6,241	\$6,429	\$6,622
Operating	\$9,542	\$9,828	\$10,123	\$10,427	\$10,739	\$11,062	\$11,393	\$11,735	\$12,087	\$12,450
Maintenance	\$10,751	\$11,074	\$11,406	\$11,748	\$12,101	\$12,464	\$12,838	\$13,223	\$13,619	\$14,028
Utilities	\$2,150	\$2,215	\$2,281	\$2,350	\$2,420	\$2,493	\$2,568	\$2,645	\$2,724	\$2,806
Taxes & Insurance	\$14,783	\$15,227	\$15,683	\$16,154	\$16,638	\$17,138	\$17,652	\$18,181	\$18,727	\$19,289
Reserves	\$2,419	\$2,492	\$2,566	\$2,643	\$2,723	\$2,804	\$2,888	\$2,975	\$3,064	\$3,156
Total Operating Expenses	\$44,720	\$46,062	\$47,444	\$48,867	\$50,333	\$51,843	\$53,398	\$55,000	\$56,650	\$58,350
<i>Per Unit</i>	\$11,180.10	\$11,515.50	\$11,860.97	\$12,216.79	\$12,583.30	\$12,960.80	\$13,349.62	\$13,750.11	\$14,162.61	\$14,587.49
Net Operating Income	\$9,634	\$9,660	\$9,616	\$9,653	\$9,620	\$9,665	\$9,688	\$9,687	\$9,663	\$9,664
<i>Per Unit</i>	\$2,408.60	\$2,414.97	\$2,404.12	\$2,413.34	\$2,404.94	\$2,416.21	\$2,421.92	\$2,421.86	\$2,415.80	\$2,415.99
[P] Servicing Mortgage (HOME, CDBG)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Debt Service	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395	\$8,395
Debt Coverage Ratio	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15
CASH FLOW	\$1,239	\$1,265	\$1,221	\$1,258	\$1,225	\$1,270	\$1,293	\$1,292	\$1,268	\$1,269
<i>Per Unit</i>	\$310	\$316	\$305	\$315	\$306	\$317	\$323	\$323	\$317	\$317
Payments Out of Cash Flow:	\$883	\$883	\$883	\$883	\$883	\$883	\$883	\$883	\$883	\$883
Payments Out of Cash Flow:										
FINAL CASH FLOW	\$356	\$382	\$338	\$375	\$342	\$387	\$410	\$409	\$385	\$386
<i>Per Unit</i>	\$89	\$95	\$85	\$94	\$85	\$97	\$102	\$102	\$96	\$96

Inflation Factor 0.02
Years 1-4 2.0%
Years 5+ 7.0%

Payments Out of Cash Flow: Addtl Opr Subsidy

Lake County
Unit Information & Gross Revenue Potential

Developer: Community Partners for Affordable Housing

Project: 0

Efficiency Units	% AMI Targeted	# of Units	Baths	Sq. Ft.	Contract Rent	Monthly Rent	Annual Rent	HOME Contract Rent Limit
3 BR Units	60%	3	2	1,100	\$1,042	\$3,126	\$37,512	\$1,042
	50%	1	2	1,100	\$796	\$796	\$9,552	\$796
							\$0	\$796
							\$0	\$1,042
							\$0	\$1,042
Subtotal		4			\$3,922		\$47,064	na

Efficiency Units	% AMI Targeted	# of Units	Baths	Sq. Ft.	Contract Rent	Monthly Rent	Annual Rent	HOME Contract Rent Limit
4 BR Units								
Subtotal		0			\$0		\$0	na

Efficiency Units	% AMI Targeted	# of Units	Baths	Sq. Ft.	Contract Rent	Monthly Rent	Annual Rent	HOME Contract Rent Limit
1 BR Units								
Subtotal		0			\$0		\$0	na

Efficiency Units	% AMI Targeted	# of Units	Baths	Sq. Ft.	Contract Rent	Monthly Rent	Annual Rent	HOME Contract Rent Limit
2 BR Units								
Subtotal		0			\$0		\$0	na

Square Footage Breakdown	
Residential Square Footage	4,400
Common Areas Sq. Ft.	600
Commercial Sq. Ft.	
Total Square Footage	5,000

Totals	Operating Subsidy:				
	Year 1	Year 2	Year 3	Year 4	Year 5
Total Units	4				
Gross Rent Potential					
Per Unit Avg					
Other Income					
Miscellaneous & Interest					
Laundry					
Carports/Garages					
Tenant Charges (late fees, insufficient funds, etc)					
Other:					
Totals					

**Lake County
Utilities & Rent Limits**

Utility Allowance Calculation (use Utility Allowance tables below to look up applicable amounts.)

Utility	Type of Utility (gas, oil, etc.)	Utilities Paid By:	Allowance for Utilities Paid by Tenant Only				
			0 BR	1 BR	2 BR	3 BR	4 BR
Cooking	Gas	Tenant				\$8	
Other, Lighting	Electric	Tenant				\$52	
Hot Water	Gas	Tenant				\$9	
Water		Tenant				\$36	
Heating	Gas	Tenant				\$47	
Sewer		Tenant				\$37	
Trash Collection		Owner					
TOTAL			\$0	\$0	\$0	\$189	\$0

HOME Rent

Limits	HOME GROSS Rent Limits			HOME CONTRACT Rent Limits		
	Low-HOME	High-HOME	FMR	Low-HOME	High-HOME	FMR
0 Bedrooms	\$663	\$766	\$717	\$663	\$766	\$717
1 Bedroom	\$711	\$869	\$815	\$711	\$869	\$815
2 Bedrooms	\$853	\$999	\$966	\$853	\$999	\$966
3 Bedrooms	\$985	\$1,231	\$1,231	\$796	\$1,042	\$1,042
4 Bedrooms	\$1,100	\$1,371	\$1,436	\$1,100	\$1,371	\$1,436

(Rent Limit Minus Utility Allowances)

Utility Allowance Reference Tables

For all TENANT-PAID utilities, look up the allowance for each unit type & size, as listed in the tables below. Be sure to use the allowances for the type of fuel to be installed in your project. Enter the allowances for your units input them in the yellow cells "Utility Allowance Calculation" table at the top of this sheet.

Utility Allowances for Tenant-Paid Utilities

Source: Lake County HA Date Updated: 11/1/2012

Utility or Service		Unit Type: High Rise (High Rise with Elevator)					
		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	24	31	39	47	56	66
	b. Bottle Gas						
	c. Oil						
	d. Electric	43	53	69	86	104	121
Cooking	a. Natural Gas	3	5	6	8	9	13
	d. Electric	6	8	12	13	16	19
Other Electric/Lighting		21	27	37	45	57	60
Water Heating	a. Natural Gas	5	6	8	9	12	13
	c. Oil						
	d. Electric	12	14	19	22	28	30
Water:		21	27	34	36	50	57
Sewer:		23	26	32	37	44	49
Trash Collection		20	20	20	20	20	20
Range/Microwave		3	3	3	3	4	4
Refrigerator		4	4	4	3	3	4

**Lake County
HOME RENTAL COMPLIANCE CHECKS**

Project: 0

Project Number: 0

Underwriting Standards

	Target	Applicant's #	If outside limits, briefly explain.
Vacancy Rate Year 1-4	7.0%	7.0%	
Vacancy Rate Year 5-15	7.0%	7.0%	
Rent Inflation Rate Years 1-3	2.0%	2.0%	
Rent Inflation Rate Years 4+	2.0%	2.0%	
Operating Cost Inflation Rates			
Administrative	3.0%	3.0%	
Operating	3.0%	3.0%	
Maintenance	3.0%	3.0%	
Utilities	3.0%	3.0%	
Taxes & Insurance	4.0%	3.0%	Property tax increases are lower for CLT properties.
Reserves	3.0%	3.0%	
Replacement Reserve - Rehab	\$400		
Replacement Reserve - New Construction	\$350	\$350	
Annual Operating Costs Per Unit	\$3,500	\$8,319	Costs shared among 4 units in high cost area
Debt Coverage Ratio Year 1	1.25	1.25	
Lowest DCR	1.15	1.15	

Household Income Limits:

PJ: Lake County

Targeted Income	Household Size					
	1	2	3	4	5	6
30% AMI	\$15,500	\$17,700	\$19,900	\$22,100	\$23,900	\$25,650
50% AMI	\$25,800	\$29,450	\$33,150	\$36,800	\$39,750	\$42,700
60% AMI	\$30,960	\$35,340	\$39,780	\$44,160	\$47,700	\$51,240
(HOME Limit) 80% AMI	\$41,250	\$47,150	\$53,050	\$58,900	\$63,650	\$68,350

Last Updated By HUD: March 15, 2013

HOME Gross Rent Limits

	Low-HOME	High-HOME	FMR
0 Bedrooms	\$663	\$766	\$717
1 Bedroom	\$711	\$869	\$815
2 Bedrooms	\$853	\$999	\$966
3 Bedrooms	\$985	\$1,231	\$1,231
4 Bedrooms	\$1,100	\$1,371	\$1,436

Last Updated: 1-Jun-13

Development Costs Standards

	Minimum Required	Maximum Allowed	Notes	Project #s	Within Limits?
Construction Contingency					
New Construction	5.0%	7.5%		New Construction	
Rehab	7.5%	12.0%		5.0%	TRUE
Developer Fee					
New Construction	na	12.0%	Lake County will review developer fee/overhead proposals based on total Development Costs, proposed scope, and use of funds (acquisition may be pro-rated)	5.2%	Yes
Rehab	na	12.0%			
Contractor's Overhead, Profit, etc.					
Total Limit	na	8.0%		0.0%	Yes

HOME Cost Allocation

TDC for Residential & Common Space	\$970,000	State HOME Units	[P.J] HOME Units
Total HOME Funds Requested	\$300,000	\$0	\$300,000
HOME Subsidy as % of Total Development Costs	30.9%	0	0.309278351
Total Units	4		

Required HOME Units

	Minimum HOME Requirement		Number applicant has agreed to:	
	State HOME Units	[P.J] HOME Units	State HOME Units	[P.J] HOME Units
# of HOME-Assisted Units	0	2		4
# of Low HOME Units		0		
HOME Subsidy Per Unit	\$150,000		\$75,000	

See other tests below for subsidy limits & non-comparable units.

Minimum HOME Affordability Period

20 Years

Breakdown of HOME Units Required by Bedroom Type:

Bedrooms	# of Units	HOME as % TDC	Required HOME Units (Estimated)
0 Bedroom	0	30.9%	0.0
1 Bedroom	0	30.9%	0.0
2 Bedroom	0	30.9%	0.0
3 Bedroom	4	30.9%	1.2
4 Bedroom	0	30.9%	0.0
Total	4	Rounded Total:	2.0

Actual Breakdown of HOME U (Must match or exceed requirements listed above.)

Bedroom Type	# High HOME Units	# Low HOME Units	Total
0 Bedroom			0
1 Bedroom			0
2 Bedroom			0
3 Bedroom	4		4
4 Bedroom			0
Total	4	0	4

HOME Subsidy Limits:

Bedroom Type	# Units	HUD HOME 221(d)(3) Subsidy Limit	Gross Maximum Subsidy
0 Bedroom	0	\$132,814	\$0
1 Bedroom	0	\$152,251	\$0
2 Bedroom	0	\$185,136	\$0
3 Bedroom	4	\$239,505	\$958,020
4 Bedroom	0	\$262,903	\$0
Maximum HOME Subsidy Allowed			\$958,020
HOME Funds Requested			\$300,000
Within Limits?			Yes

Subsidy Limits Last
Updated:
January 1, 2012



EVERGREEN

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MEMORANDUM

TO: Highland Park Housing Commission

FROM: Polly Kuehl & Mary Mauney 

RE: **March Management Report/ February Financial Statements**

DATE: March 24, 2014

At Frank B. Peers, a draft of the Request for Proposal has been completed for the window project and is currently being reviewed by the City. In addition a contract for the scope of work was forwarded to Hart Passman for review.

At the Ravinia St. Johns campus, camera installation has been completed. Management plans to work with the system for several months before beginning installation at Pleasant Avenue to ensure there are no changes we want to implement at that campus.

Frank B. Peers

Occupancy: There was one unit vacant at Frank B. Peers during the month of February. A couple was scheduled to move in on March 20th but changed their mind on the day of move in. We are qualifying another household and hope to have someone in by April 1st.

Physical: A pipe collapsed under the first floor east hallway on March 7th. It was necessary to break up the concrete, repair the pipe, re-pour concrete, and replace the hallway carpet. This process was resolved within a week. The incident was reported to our insurance company. The cost to fix exceeded our deductible.

February continued to provide snow and ice that needed to be shoveled and salted. Quarterly service by AJ Sewer was conducted to clean out the catch basin on the property; Routine maintenance included monthly pest control.

Social Programs: Regular social programming occurred including weekly bingo and distribution of food boxes by Catholic Social Services. The monthly luncheon is planned for March 26th to celebrate Patrick's day with a traditional Irish meal. In addition, "An Afternoon of Popcorn and Friendship" was held as a

social gathering during the month along with a “Build your own Sandwich” get together to celebrate the completion of the construction on the first floor.

Financial: Net Operating Income (NOI) for February was negative to budget at (\$2,485). YTD NOI was negative to budget at (\$12,861). Weather related expenses (high snow removal and high heating costs) remained the main reason for the negative variances. Cash carryover decreased to \$20,058.

Income - Income was (\$1,839) negative to budget at the property. This was due higher than budgeted vacancies.

Expenses – Expense line items that were significantly negative to budget include:

- Tenant Retention (#6395) Reflects payment made in error that will be credited next month.
- Water (#6451) - Includes bimonthly charges for sewer.
- Gas (#6452) Cost considerably high for month of February due to unseasonably cold weather.
- Elevator Contractor (6545) - Includes cost for afterhours service call.
- Snow Removal (#6548) Because of high snowfall during the month, removal costs were much higher than budgeted.
- Miscellaneous Repair (#6590) – Reflects cost of window repair.

Walnut Place

Occupancy: Walnut had one unit that became vacant February 28th. It is ready for occupancy and has an active offer to the next person on the waiting list who needs to respond by March 24th.

Physical: During the month of February maintenance handled regular work orders along with the snow and ice removal. Quarterly pest control was completed at the property. Quarterly service by AJ Sewer was conducted to clean out the catch basin on the property,

Social Programs: Regular social programming occurred including weekly bingo, card games, and distribution of food boxes by Catholic Social Services. There was also the monthly luncheon on March 20th celebrating Patrick’s day with a traditional Irish meal. In addition, “An Afternoon of Popcorn and Friendship” was also held as a social gathering during the month

Financial: Net Operating Income (NOI) for February was negative to budget at (\$9,881). YTD NOI was negative to budget at (\$8,504). Cash carryover increased to \$1,149.

Income - Income was positive to budget by \$584 primarily due to no vacancy during the month.

Expenses – Expense line items that were significantly negative to budget include:

- Consulting Costs (#6380) Includes cost of update to Rental Comparability Study for property.
- Tenant Retention (#6395) Reflects payment made in error that will be credited next month.
- Water (#6451) Reflects bimonthly sewer fees
- Gas (#6452) Cost considerably high for month of February due to unseasonably cold weather.
- Window Supplies (6541-0009) Reflects cost of window glass repair.
- Elevator Contractor (#6545) – Reflects service call outside contract.

- Snow Removal (#6548) Because of high snowfall during the month, removal costs were much higher than budgeted.
- Electrical Repairs (#6591) Service call to replace meter socket at townhouse.
- Boiler Repairs (#6592) – Includes cost to replace boiler fan
- Plumbing Repairs (#6595) – Includes cost to replace sump pump and a service call.

Ravinia Housing

Occupancy: We currently have two units vacant at Ravinia, 763 and 2745.

We continue to qualify residents for these two apartments. Unfortunately, applicants that we have interviewed and processed this month have failed the criminal background check when screened. There are two families in process right now that we are waiting for the results.

Physical: We have begun preparations for the REAC inspection scheduled for April 24th. We completed a round of inspections on March 11th and plan to finish on March 25th. Regular maintenance including clearing the snow and ice were done. Quarterly service by AJ Sewer was conducted to clean out the catch basin at the Pleasant St. campus. There is no catch basin at the St. Johns campus.

Financial: Net Operating Income (NOI) for February was negative to budget by (\$7,840) and YTD NOI was also negative to budget by (\$15,187). This was due specifically to higher than budgeted snow removal costs and vacancy loss. Cash carryover increased to \$3,104.

Income –Income is negative to budget at (\$1,430) due to the two vacant units.

Expenses - Expense line items that were significantly negative to budget include:

- Miscellaneous Repair Contractors (#6520) - Snow removal cost is included in this account and it has been abnormally high during the last few months

Accounts Receivable Up-Date

February 2014

Frank B. Peers

Tenant A/R decreased from \$2,069 at the end of January to \$1,694 at the end of February. \$400.00 was collected on current payment plans during the month. The breakdown is as follows:

Current	\$ 1,340
30 Days	\$ 311
60 Days	\$ 0
90+ Days	\$ 0
Prepaid	(\$ 43)

Subsidy A/R decreased from \$6,319 at the end of January to \$2,778 at the end of February. The reason for the decrease is prepaid subsidy for two tenants who moved out in January.

Current	\$ (2,752)
30 Days	\$ 892
60 Days	\$ 0
90+ Days	\$ 193
Prepaid	(\$ 4,445)

Walnut Place

Tenant A/R decreased from \$17,328 at the end of January to \$17,204 at the end of February. \$145.00 was collected on current payment plans during the month. The breakdown is as follows:

Current	\$ 745
30 Days	\$ 759
60 Days	\$ 759
90+ Days	\$ 14,933
Prepaid	(\$ 14)

Subsidy A/R decreased from \$3,102 at the end of January to \$2,396 at the end of February. The breakdown is as follows:

Current	(\$ 1,100)
30 Days	\$ 1,190
60 Days	\$ 2,290)
90+ Days	\$ 0
Prepaid	(\$ 3,496)

Ravinia Housing

Tenant A/R decreased from \$46,049 at the end of January to \$45,453 at the end of February. \$654.00 was collected on current payment plans during the month. The breakdown is as follows:

Current	\$ 4,096
30 Days	\$ 3,101
60 Days	\$ 2,493
90+ Days	\$ 34,750
Prepaid	(\$ 1,325)

Subsidy A/R remained \$1,811 at the end of February. The breakdown is as follows:

Current	\$ 1,218
30 Days	\$ 564
60 Days	\$ 0
90+ Days	\$ 0
Prepaid	(\$ 29)

Frank B. Peers Capital Improvements Up-Date									
Task	Date for Bids	Date for Work	Estimated \$ Use of Reserves	Estimated \$ Use of Operating	Comments	FMCS Role Lead, Assist or None	\$ Actual Complete Operations	\$ Actual Reserves Spent	Replacment Reserve Request Date
1 Kitchen Replacements			120,000	-					
2 Furniture				1,000					
3 Landscape				1,000					
4 Concrete Repairs				1,000					
5 Appliicance Replacement				600					
6 A/C Replacments				1,200					
7 Carpet and Tile			30,000	6,500	2 carpets 2/2014		1,053		
8									
9									
Windows from Partnership Funds			650,000						
<u>Reserves 2013 Cash Flow</u>									
Reserves Starting January 2013	\$	162,322							
2013 Annual Deposit to Reserves	\$	22,368							
Expected Use of Reserves (\$\$) 2013	\$	(150,000)	Total	800,000	11,300		1,053	-	
IHDA Reserves									
Balance expected at the start of 2014	\$	34,690							

Walnut Place Capital Improvements Up-Date										
Task	Date for Bids	Date for Work	Estimated \$ Use of Reserves	Estimated \$ Use of Operating	Comments	FMCS Role Lead, Assist or None	\$ Actual Operating Spent	\$ Actual Reserves Spent	Replacment Reserve Request Date	
1 Carpet and Tile		periodic	18,000							
2 Replace Fire Panel		Win/Spr	70,700		work must be completed before funds will be released by IHDA				Nov-13	
3										
4										
5										
6										
7										
8										
9										
10										
11										
<u>Reserves 2013 Cash Flow</u>										
Reserves Starting January 2013	\$ 185,471									
2013 Annual Escrow Deposit	\$ 18,000									
Expected Use of Reserves \$\$ in 2013	\$ (88,700)	Total	88,700	-			-	-		
Balance expected at start of 2014	\$ 114,771									

Ravinia Housing Capital Improvements Up-Date										
Task	Date for Work	\$ Use of R&R	\$ Use of Construction	\$ Use of Operating	Comments	FMCS Role Lead, Assist or None	Date Complete	\$ Actual Complete Operations	\$ Actual Reserves Spent	Replacment Reserve Request Date
1 Cameras	Mar/May	\$ 102,760			Reserve approved install started St. John		2/3/2014			1/21/2014
2 Parking Lot Paving	August	\$ 18,000		\$ 3,000						
3					HUD released 51,380					
4					for St. Johns work					
5										
6										
7										
8										
9										
10										
11										
12										
<u>Reserves Cash Flow</u>										
Reserves Starting January 1, 2013	\$ 568,012									
2013 Annual Deposit	\$ 16,176									
Use of Reserves in FY	\$ (120,760)	TOTAL	120,760	-	3,000		TOTAL	-	-	
Balance expected January 1, 2014	\$ 463,428									

Highland Park Housing Commission										
Reserve Balances										
Date: 2/28/2014										
Account Name										
		Frank B. Peers		Walnut Place		Ravinia Housing		Sunset Woods		TOTAL
Checking (Property)		20,059		1,149		3,105		37,202		
Security Deposit		23,667		19,638		8,487		10,517		
Replacement Reserve		166,156		189,203		518,015		0		
Residual Receipts		31,875		27,095		0		0		
Operating Reserve		0		0		16		9,129		
Association Money				104,611		81,858		128,760		
Market Checking										
Association Small Business Checking		9,525						9,202		
Association Receivable/(Liability)								(258,832)		
1) Due from Hsg. Trst. Fd 277 GB		7,492		Total						
2) Due from Hsg. Trst Fd. Emerg.		689		A/R						
3) Due from Sunset Woods		258,832								
Association CDs		Maturity								
CD #1		7/7/2014		505,959						
CD #2		4/7/2014		506,652						
Association MaxSafe Money Market		1,113,694								
TOTAL		2,644,600		341,696		611,481		(64,022)		

Housing Trust Fund	
Fiscal Year 2014	
January 1 - December 31 - Unaudited	Unaudited
	Through 02/28/2014
Beginning Balance, Jan 1 (Unaudited)	\$841,059
Revenue:	
Demolition Tax	20,000
Demolition Permits	1,500
Interest Revenue	0
Contributions/Donations/Other	0
Proceeds of Ceding Volume Cap	0
	21,500
Expenditures:	
Program Costs	(86,013)
	(86,013)
Ending Balance	\$776,546
Pending Liabilities	
CPAH Scattered Site Program	(\$135,000)
Employer Assisted Housing	(\$20,000)
HPI CLT Operating Grant 2013	(\$85,000)
Emergency Housing Assistance	(\$10,000)
Housing Planner	(\$31,987)
Total Pending Obligations	(\$281,987)
Net Balance	\$494,559
Prior Month Balance (01-31-14)	\$487,893
Month to Month Change	\$6,666

CITY OF HIGHLAND PARK
DEPARTMENT OF COMMUNITY DEVELOPMENT
1150 HALF DAY ROAD
HIGHLAND PARK, ILLINOIS 60035
(847) 432-0867

MEMORANDUM

To: Housing Commissioners

From: Mary Cele Smith, Housing Planner

Date: April 3, 2014

SUBJECT: Discussion and Consideration of revised Draft Amendment to the Sunset Woods Condominium Declaration

I want to provide a brief update in advance of Chair Meek's report regarding the recent Sunset Woods Condominium Association (SWCA) Special Meeting to consider the draft Amendment to the Condominium Declaration. Chair Meek, the Housing Commission representative to the SWCA, attended the Meeting on Wednesday March 26th. The next day he told me that there were insufficient ballots to pass the amendment and that, of those attending, only 55% indicated that they would vote for the draft amendment. As a result, attorney John Bickley recommended withdrawing the Amendment and revising it to reflect the comments at the Meeting. Attached is Mr. Bickley's preliminary red-line draft. This draft does contain some typos and omits words; it is preliminary.

This draft is a preliminary effort to address the following recommendations from the Meeting:

- To reduce the permitted number of rentals from one to two, which is the FHA minimum required,
- To eliminate the hardship provision, and
- To require that renters meet income as well as age requirements.

In addition to this direction from a number of the Special Meeting attendees, owners also asked Mr. Bickley to prepare a list of waiting list guidelines for the rental process.

Chair Meek will brief you further at the Meeting on April 9th.

Attachment: Revised Draft Amendment to the Sunset Woods Condominium Declaration

**AMENDMENT TO
DECLARATION OF
CONDOMINIUM
OWNERSHIP
AND BY-LAWS
EASEMENTS,
RESTRICTIONS AND
COVENANTS FOR
SUNSET WOODS
CONDOMINIUM
ASSOCIATION**

For Use by Recorder's Office Only

This document (this "Amendment") is recorded for the purpose of amending Declaration of Condominium Ownership and By-Laws Easements, Restrictions and Covenants for Sunset Woods Condominium Association (the "Declaration") which Declaration was recorded on July 5, 2002 in the Office of the Recorder of Deeds of Lake County, Illinois as document number 4958643 and pertains to the property legally described in Exhibit "A" (the "Property"), which is attached hereto and made a part hereof. All capitalized terms that are used but are not defined in this Amendment shall have the respective meanings given to such terms in the Declaration.

WITNESSETH:

WHEREAS, the Board and Unit Owners desire to amend the Declaration to (i) give the Unit Owners certain additional, limited rights to lease Units, on the terms and subject to the conditions set forth below in this Amendment, and (ii) modify certain other provisions of the Declaration, all as more specifically set forth below in this Amendment; and

WHEREAS, pursuant to the provisions of Article 13, Section 13.07 of the Declaration, the Declaration may be changed, modified, or rescinded by an instrument in writing setting forth such change, modification or rescission, signed and acknowledged by the President or Vice President of the Board, and approved by the Unit Owners having, in the aggregate, at least sixty-seven percent (67%) of the total vote, at a meeting called for that

purpose; provided, however, that (i) all First Mortgagees have been notified by certified mail of any change, modification or rescission, (ii) an affidavit by the Secretary of the Board certifying to such mailing is made a part of such instrument, and (iii) any provisions in the Declaration which specifically grants rights to

This document prepared by and after recording to be returned to:

John H. Bickley III
Kovitz Shifrin Nesbit
750 Lake Cook Road, Suite 350
Buffalo Grove, IL 60089 — (847) 537-0500

First Mortgagees may be amended only with the written consent of such First Mortgagees, except in those instances in which the approval of less than all First Mortgagees is required; and

WHEREAS, the Illinois Condominium Property Act, Section 27(a)(i) provides that the condominium instruments shall be amended only by the affirmative vote of the majority specified by the condominium instruments; and

WHEREAS this Amendment shall be effective upon its recordation in the Office of the Recorder of Deeds of Lake County Illinois; and

WHEREAS, this Amendment has been approved by the Unit Owners having, in the aggregate, at least sixty-seven percent (67%) of the total vote, at a meeting called for that purpose, as evidenced by the certification attached hereto as Exhibit "B" and made a part hereof; and

WHEREAS, a copy of this Amendment has been mailed by certified mail to all First Mortgagees as evidenced by the certification attached hereto as Exhibit "C" and made a part hereof; and

WHEREAS, the effective date of this Amendment shall be the date of recordation.

NOW, THEREFORE, the Declaration is hereby amended as follows:

1. Section 7.01(t) of the Declaration is hereby amended and restated in its entirety to read as follows:

(t) Possession and occupancy of each Unit, other than those owned by Declarant, the Highland Park Housing Commission or such other not-for-profit corporation established by either of them for the express purpose of owning and/or leasing Units (Declarant, the Highland Park Housing Commission and any such other not-for-profit corporation are referred to herein individually as an "HP Housing Commission Entity" and collectively as the "HP Housing Commission Entities") and other than Units leased in compliance with the terms of this Declaration, shall be expressly limited to the respective Unit Owner thereof, such Unit Owner's spouse and, provided that the Unit Owner or the Unit Owner's spouse remains in occupancy of his or her Unit, a resident caregiver and Family Members (as defined below) of such Unit Owner or such Unit Owner's spouse. For purposes of this Declaration, "Family Members" shall be defined as a spouse, parent and child. If the foregoing restrictions on possession and occupancy are deemed to be restraints on alienation, they are hereby deemed to be reasonable restraints on alienation.

2. The first six sentences of Section 7.02 of the Declaration are hereby deleted in their entirety and the following is substituted in their place:

Each and every Unit Owner hereby grants a permanent, irrevocable option to purchase his or her Unit (the "Option") to a Resale Entity (being defined as The Sunset Woods Association, an Illinois not-for-profit corporation, or such other not-for-profit corporation as established

by the Highland Park Housing Commission for the purpose of acting as purchaser of the Unit). The Option shall be operative upon the earlier of (i) the death of said Unit Owner and (ii) upon said Unit Owner or his or her spouse, heir, executor, administrator, personal representative or agent providing written notice to the Resale Entity that said Unit Owner no longer desires or intends to reside in the Unit (provided, however, that if the spouse of said Unit Owner desires to continue to reside in the Unit following such Unit Owner's death, then the Option shall not become operative until such time as such spouse no longer desires or intends to reside in the Unit). If the Unit Owner dies or the Unit Owner (or the Unit Owner's surviving spouse) decides that he or she no longer desires or intends to reside in the Unit, then the Unit Owner or his or her spouse, heir, executor, administrator, personal representative or agent shall promptly notify The Sunset Woods Association and the Highland Park Housing Commission, in writing, of such fact. Within thirty (30) days after receipt of written notice of said Unit Owner's death or said Unit Owner's (or Unit Owner's surviving spouse's) desire or intention to no longer reside in the Unit, the Resale Entity shall give notice to the Unit Owner or his or her spouse, heir, executor, administrator, personal representative or agent either (a) electing to purchase the Unit from said Unit Owner or his or her successor in interest at the Formula Price (as hereinafter defined), or (b) electing to assign its rights to acquire the Unit at the Formula Price to a third party purchaser from a waiting list to be developed by the Highland Park Housing Commission, or (c) declining to purchase the Unit from said Unit Owner or his or her successor in interest at the Formula Price. If the Resale Entity declines to purchase the Unit, the Unit Owner or his or her successor in interest may sell the Unit in compliance with the terms of this Declaration; provided, however, that the Option is a continuing option and the Option shall remain in effect with respect to such Unit and shall be binding on any successor Unit Owner of such Unit. If the Resale Entity assigns its rights to a third party purchaser, the transaction shall proceed directly between said Unit Owner or his or her successor in interest on the one hand, and the third party purchaser, on the other. The Resale Entity shall have an additional sixty (60) days after notice of its election within which to close the transaction where the Resale Entity elects to purchase the Unit directly.

3. Each and every reference in the Declaration to the "Repurchase Option" is hereby changed to the "Purchase Option."

4. Section 7.04 of the Declaration is hereby amended and restated in its entirety to read as follows:

7.04 Ownership and Rental Restrictions. In order to remain FHA compliant, no person or related entity may own more than one Unit, other than the HP Housing Commission Entities. Each Unit Owner, other than the HP Housing Commission Entities, shall meet the following qualifications: (a) the Unit Owner or Unit Owner's spouse residing in the Unit must be 62 years of age or older on the date the Unit Owner acquires title to the Unit; (b) the Unit Owner shall meet the local preference and selection requirements established by the Highland Park Housing Commission from time to time; and (c) the Unit Owner will have (i) adjusted annual income that does not exceed eighty percent (80%) of the area median income, adjusted for family size (as published from time to time by the U.S. Department of Housing and Urban Development) if the Unit Owner's Unit is encumbered by a mortgage in favor of the Illinois Housing Development Authority ("IHDA") or its successors or assigns, or (ii) adjusted annual income that does not exceed one hundred fifteen

percent (115%) of area median income, adjusted for family size (as published from time to time by the U.S. Department of Housing and Urban Development) if the Unit Owner's Unit is not encumbered by a mortgage in favor of IHDA or its successors or assigns. All tenants of the Units owned by the HP Housing Commission Entities shall meet the local preference and selection requirements established by the Highland Park Housing Commission from time to time (such preference and selection requirements and policies being subject to the income, rent limitations and other program requirements, if any, imposed by any party providing financing with respect to Units owned by the HP Housing Commission Entities. To the extent necessary to accommodate a probate proceeding pending the sale of a unit, subject to the consent of the Board, the unit may be transferred to the heirs of a deceased unit owner notwithstanding the fact that said heir does not meet the qualifications set forth in this Paragraph. During this period of time the unit must be listed for sale and may not be occupied.

5. Section 12.02 of the Declaration is hereby amended and restated in its entirety to read as follows:

12.02 Limits on Lease Terms. Other than as set forth in Section 12.08 below, no Unit shall be leased or subleased except for Units owned by HP Housing Commission Entities. Each lease of any one or more Units shall be in writing and a copy of every such lease, as and when executed shall be furnished to the Board. The lessee under every such lease shall be bound by and subject to all of the obligations under this Declaration and By-Laws and the failure of the lessee to comply therewith shall constitute a default under the lease which shall be enforceable by the Board or the Association, and the lease shall be deemed to expressly so provide. The Unit Owner making such lease shall not be relieved thereby from any of said obligations. Notwithstanding the foregoing and anything else contained in this Declaration to the contrary, Declarant and the other HP Housing Commission Entities may lease any Unit owned by them for any term until such time as Declarant or such other HP Housing Commission Entity ceases owning such Unit.

6. The following is hereby added to the end of Article 12 of the Declaration as Section 12.08 thereof:

12.08 Leasing of Units.

(a) Leasing of ~~up to two Units~~one at any given time by Unit Owners, other than HP Housing Commission Entities, is permitted, subject to the terms and conditions set forth below in this Section 12.08. Leasing of more than ~~two Units~~one Unit at any given time by Unit Owners, other than HP Housing Commission Entities, is prohibited, except as expressly provided below in this Section 12.08. In the event that ~~both the~~ leasable ~~Units are~~Unit is leased and another Unit Owner wishes to lease his or her Unit (other than pursuant to a hardship waiver as described below), the Board is empowered to promulgate reasonable administrative regulations relative to the creation of a "waiting list." In the event a waiting list exists, the owner leasing the one leasable unit will only be permitted to do so for a total of two years at which point the one leasable unit will be made available for those on the waiting list. The resulting rental availability of the ~~two~~one leasable ~~Units~~Unit will be offered to the next person on the waiting list.

(b) The term “leasing of Units” means a transaction wherein the title holder of a Unit, who does not reside therein, permits its occupancy by persons not on title regardless of whether a formal written lease exists or if consideration is paid therefore. However all leases must be reduced to writing. Additionally, the term “leasing of Units” shall include any transaction wherein possession of a Unit is provided to a purchaser prior to transfer of title. In no event may less than the entire Unit be leased. A Unit Owner shall be deemed to “reside” in a Unit if he/she has slept in the Unit for the majority of the days of the previous applicable month.

(c) The tenant under a lease of a Unit or such tenant’s spouse residing in the Unit must be sixty-two (62) years of age or older at all times during the lease term and must otherwise comply income restrictions applicable at the Association. A leased Unit may only be occupied by the tenant thereof, such tenant’s spouse and, provided that the tenant or tenant’s spouse remains in occupancy of the leased Unit, a resident caregiver and Family Members of such tenant.

(d) A Unit Owner may apply for a hardship waiver of the two (2) Unit maximum number of Units that may be leased by Unit Owners other than HP Housing Commission Entities (but not a waiver of the other conditions and requirements for the leasing of Units) in the following manner:

(i) The Unit Owner must submit a request in writing to the Board requesting a not less than six (6) consecutive months nor more than twelve (12) consecutive months hardship waiver of this paragraph, setting forth the reasons why they are entitled to same.

(ii) If, based on the data supplied to the Board by the Unit Owner, the Board finds that a reasonable hardship exists, the Board may grant such hardship waiver. Any lease entered into shall be in writing and for a period of not less than six (6) consecutive months nor more than twelve (12) consecutive months. The lease must also contain a provision that failure by the tenant or the Unit Owner to abide by the Declaration, By-Laws or rules and regulations of the Association (the “Governing Documents”) may, in the discretion of the Board, result in termination of the lease by the Board. All decisions of the Board shall be final and binding.

(iii) In the event a Unit Owner has been granted hardship status, they must re-apply within thirty (30) days of the expiration of each hardship period if they wish to request an extension.

(iv) When considering a unit owner’s request for a hardship exemption, similarly situated unit owners should be treated similarly.

(v) Notwithstanding anything contained herein to the contrary, the Board shall not approve or grant a hardship waiver or an extension thereof if doing so would result in a violation of subsection (k) of this Section 12.08.

(e) Other than leases permitted pursuant to the hardship provisions set forth above, any lease entered into shall be in writing and for a period of not less than twelve (12) consecutive months nor more than twelve (12) consecutive months. The lease must also

contain a provision that failure by the tenant or the Unit Owner to abide by the Governing Documents may, in the discretion of the Board, result in termination of the lease by the Board. All decisions of the Board shall be final and binding.

(f) Copies of all leases must be submitted to the Board not later than the date of occupancy or ten (10) days after the lease is signed, whichever occurs first.

(g) All tenants shall acknowledge in writing that they have received copies of the rules and regulations of the Association (if any) and a copy of the written acknowledgement shall be submitted to the Board along with the copy of the lease.

(h) The provisions of the Governing Documents that relate to the use of the Units or the Common Elements shall be applicable to any person leasing a Unit and shall be deemed to be incorporated in any lease. In the event a tenant violates any provision of the Governing Documents, said tenant and the Unit Owner of the leased Unit may be subject to a flat or daily fine to be determined by the Board upon notice and an opportunity to be heard. The Unit Owner must provide the Board with emergency contact numbers for the Unit Owner and tenants.

(i) All Unit Owners leasing Units, tenants and other occupants of leased Units must comply with the provisions contained in the Crime Free Leasing Resolution and Addendum, as duly adopted and as may be from time to time amended by resolution of the Board, and is attached hereto as Exhibit "D" for reference purposes only.

(j) In addition to the authority to levy fines against the Unit Owner leasing a Unit or a tenant for violation of the Governing Documents, the Board shall have all rights and remedies, including but not limited to the right to maintain an action for possession against the tenant, an action for injunctive and other equitable relief, or an action at law for damages. Any action brought on behalf of the Association and/or the Board to enforce the Governing Documents shall subject the Unit Owner and/or the tenant to the payment of all costs and attorneys' fees at the time they are incurred by the Association. All unpaid charges, including legal fees, as a result of the foregoing shall be deemed to be a lien against the applicable Unit and collectible as any other unpaid regular or special assessment, including late fees and interest on the unpaid balance.

(k) Notwithstanding anything contained in this Section 12.08 to the contrary, in order to remain FHA compliant, under no circumstances will more than fifty percent (50%) of the Units be leased at any given time.

(l) Subject to subsection (k) above, nothing contained in this Section 12.08, shall prohibit the Board from leasing any Unit owned by the Association or any Unit which the Association has been issued an Order of Possession by the Circuit Court of Lake County.

(m) NOTWITHSTANDING ANYTHING CONTAINED IN THIS SECTION 12.08 TO THE CONTRARY, NOTHING CONTAINED IN THIS SECTION 12.08 SHALL PROHIBIT, LIMIT OR RESTRICT THE DECLARANT OR ANY OTHER HP HOUSING COMMISSION ENTITY FROM LEASING ANY UNIT OWNED BY THEM; PROVIDED, HOWEVER, THAT IN CONNECTION WITH LEASING ANY UNIT, THE DECLARANT OR SUCH OTHER HP HOUSING COMMISSION ENTITY, THE TENANT, AND THE

LEASE SHALL COMPLY WITH SUBSECTIONS (c), (e), (f), (g), (h), (i) and (j) OF THIS SECTION 12.08.

7. In Section 13.07 of the Declaration, the reference to “Cook County, Illinois” is hereby changed to “Lake County, Illinois”.

8. Section 13.11 of the Declaration is hereby amended and restated in its entirety to read as follows:

13.11 Ownership by Land Trustee. Title to any Unit Ownership may not be conveyed to or held by a land title holding trust and a land title holding trust may not be a Unit Owner.

9. This Amendment shall be effective upon recordation in the Office of the Recorder of Deeds of Lake County, Illinois.

10. Except to the extent expressly set forth hereinabove, the remaining provisions of the Declaration shall continue in effect without change.

APPROVED THIS _____ DAY OF _____, 20__.

President, Board of Managers of the Sunset Woods Condominium Association

END OF TEXT OF AMENDMENT

EXHIBIT A
LEGAL DESCRIPTION

[LEGAL & PINS TO BE INSERTED BEFORE FILING]

EXHIBIT B

CERTIFICATION OF UNIT OWNER APPROVAL

I/We _____, am the Secretary of the Sunset Woods Condominium Association, an Illinois not-for-profit corporation, and by my signature below, do hereby certify that the foregoing Amendment to the Declaration of Condominium Ownership and By-Laws, Easements, Restrictions and Covenants for Sunset Woods Condominium Association was approved by Unit Owners having, in the aggregate, at least sixty-seven percent (67%) of the total vote, at a meeting called for that purpose.

EXECUTED this _____ day of _____, 20__

BY: _____
Secretary

EXHIBIT C

AFFIDAVIT MORTGAGEE NOTIFICATION

I/We _____, am the Secretary of the Sunset Woods Condominium Association, an Illinois not-for-profit corporation, and after being duly placed upon my oath by my signature below, do hereby certify that the foregoing Amendment to the Declaration of Condominium Ownership and By-Laws, Easements, Restrictions and Covenants for Sunset Woods Condominium Association was mailed by certified mail to all first mortgagees of record.

EXECUTED this _____ day of _____, 2013

BY: _____
Secretary

I, _____ a Notary Public in and for the County of Lake and of Illinois, do hereby certify that _____ personally known to me to be the Secretary of the Sunset Woods Condominium Association, and personally known to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledge that as such Secretary she duly signed said instrument for and on behalf of the Association for the uses and purposes therein set forth.

Given under my hand and notary seal this ____ day of ____ 2013

Notary Public

EXHIBIT D
CRIME FREE LEASING

SUNSET WOODS CONDOMINIUM ASSOCIATION
RESOLUTION

WHEREAS, the Sunset Woods Condominium Association (“Association”) is an Illinois not-for-profit corporation, organized and operated for the purpose of administering the property commonly known as the Sunset Woods Condominium Association; and

WHEREAS, Association is administered by a duly elected Board of Directors (the “Board”) in accordance with a certain Declaration of Condominium Ownership and By-Laws, Easements, Restrictions and Covenants for Sunset Woods Condominium Association (the “Declaration”); and

WHEREAS, the Board is charged with the responsibility of maintaining the property and acting in the best interests of the members of the Association; and

WHEREAS, the Board has deemed it to be in the best interests of the Association to adopt the following rules regarding a Crime-Free Leasing Program.

NOW, THEREFORE, BE IT RESOLVED:

The rules and regulations of the Association are amended to include the following provisions:

Leases, Tenants and Non-Resident Unit Owners

I. It is the Unit Owner's responsibility to comply with the following:

A. Provide the Association with a copy of the lease and **Crime Free Lease Addendum** (a copy of which is attached hereto), executed by the tenants not later than the date of occupancy or ten (10) days after the lease is signed, whichever occurs first. The lease must include names of all the residents of the unit. All tenants must be provided a copy of the Declaration and the Rules and Regulations of the Association upon executing a lease for the unit. All leases must be in writing and, with the exception of leases granted pursuant to the hardship provisions, which may be of a duration between six (6) months and one (1) year, for a period of not less than twelve (12) consecutive months nor more than twelve (12) consecutive months. All leases must be in conformance with, and make specific reference to, the Declaration. All Unit Owners and tenants must also comply with the City of Highland Park ordinances pertaining to leasing if any.

B. There are several important items that every Unit Owner must consider before leasing his/her unit. The Association is a Crime Free Community and has implemented this program:

1. Unit Owners must notify prospective tenants that the Condominium Association is a **Crime Free Community**.

2. Unit Owners must show prospective tenants the **Crime Free Lease Addendum**. This addendum must be initialed by prospective tenants to indicate they have seen it prior to completing the application.

3. Unit Owners must obtain a completed lease application from prospective tenants, and provide a copy to the Board, no less than ten days prior to occupancy of the unit. A copy of the application is available through the Board and/or the management company.

4. Unit Owners must obtain a criminal background check on prospective tenants and every person moving into the unit, and provide a copy to the Board no less than ten days prior to occupancy of the unit. Unit Owners must submit proof to the Association that this was done prior to the tenant moving into the unit.

A VIOLATION OF THE FOREGOING SECTION A AND B 1 THROUGH B 4 MAY RESULT IN A FINE OF **\$100.00**, AFTER NOTICE AND AN OPPORTUNITY FOR A HEARING.

5. No Unit Owner may lease less than the entire unit. The unit may not be leased for transient or hotel purposes. All leases must be in conformance with, and make specific reference to, the Declaration. The Unit Owner is also required to submit, not later than the date of occupancy or ten (10) days after the lease is signed, whichever occurs first, a completed Resident Information form stating the number and name of all tenants, including children (if permitted by the Declaration), who will be residing at their unit. This information will also include the phone number of the unit, all work numbers, emergency contact information, make, model and license plate number of vehicles used by the occupants.

6. All leases must be current. The Association must be provided a copy of all updated leases (renewal) and lease riders not later than the date of occupancy or ten (10) days after the updated lease is signed, whichever occurs first. Additionally, unless otherwise provided by law, any Unit Owner who fails to provide the Board with an address, other than the unit, where the Unit Owner is to receive notices or other information from the Association shall be deemed to have waived the right to receive notices at any address other than the address of the Unit, and the Association shall not be liable for any loss, damage, injury or prejudice to the rights of any such Unit Owner caused by any delays in receiving notice resulting therefrom.

7. Discrimination on the basis of age (except as necessary to comply with the age restrictions set forth in the Declaration), race, color, creed, national origin or sex is not allowed.

8. If a tenant violates the Declaration or the Rules and Regulations of the Association, the tenant may be evicted and in addition, the Unit Owner shall also be held responsible.

9. Sub-leasing of Units is not permitted.

10. During the term of the lease, no new tenant may move in without a new lease being generated, containing the names of all tenants residing in the unit, (a new tenant is someone residing in the unit longer than 30 days). A copy of (1) the new lease, (2) new lease rider and (3) **Crime Free Lease Addendum** must be delivered to the management office. **A background criminal check must be done on the new tenant(s) prior to moving in.** All moving rules must be followed during this time.

11. Unit Owners may not rent their units to any person or persons who have a) ever been convicted of any violent criminal activity b) been adjudicated a registered sexual offender or been convicted of criminal sexual abuse or assault or c) been convicted of a drug-related criminal activity within the last five (5) years. "Violent criminal activity" is defined as any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another. "Drug-related criminal activity" is defined as the illegal manufacture, sale, distribution, or use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Section 102 of the Controlled Substances Act [21 U.S.C. 802]).

A VIOLATION OF THE FOREGOING SECTION B 5 THROUGH B 11 MAY RESULT IN A MINIMUM \$100.00 FINE FOR THE FIRST VIOLATION, \$250.00 FOR THE SECOND VIOLATION, AND \$500.00 FOR THE THIRD AND EACH SUBSEQUENT VIOLATION, AFTER NOTICE AND AN OPPORTUNITY FOR A HEARING.

II. Anytime a crime is committed on this property which involves a resident, tenant, guest, or invitee of a tenant, resident or guest the following fines may be assessed to the Unit Owner of the respective unit involved, after notice and an opportunity for a hearing:

A. Activities on this property such as, but not limited to, disturbing the peace, fighting, vandalism, property damage, offensive behavior, harassment, intimidation, public drunkenness (adult), party out-of-control if supported after notice and opportunity to be heard on the matter:

1st offense **\$100.00**
2nd offense **\$250.00**
Thereafter **\$500.00**

B. Activities on this property such as, but not limited to, domestic violence, child abuse assault, burglary, theft, public drunkenness (minors), possession of illegal drugs, minors in possession of alcohol, DUI, possession of stolen property if supported, after notice and opportunity to be heard on the matter:

1st offense **\$100.00**
Thereafter **\$500.00 per incident**

C. Activities on this property such as, but not limited to, manufacturing or distributing illegal drugs, any crime related to gang activity; illegal possession of firearm or weapon; discharge of firearm, aggravated assault, arson, kidnapping, murder if supported, after notice and opportunity to be heard on the matter.

1st offense and thereafter **\$1000.00** per incident

III. In addition to any other remedies, by filing an action jointly against the tenant and the Unit Owner, the Association may seek to enjoin a tenant from occupying a unit or seek to evict a tenant under the provisions of Article IX of the Code of Civil Procedure for failure of the lessor-owner to comply with the leasing requirements prescribed by the Declaration and Rules and Regulations of the Association. The Board may proceed directly against a tenant, at law or in equity, or under the provisions of Article IX of the Code of Civil Procedure, for any other breach by tenant of any covenants, rules, regulations or bylaws of the Association.

IV. This policy becomes effective _____, 2____. All lease agreements signed prior to this date will be grandfathered through the term of the lease or for one year from the effective date of these rules, whichever occurs first, in regards to the Crime Free Lease Addendum. Tenants are not subject to another criminal background check at the time of lease renewal, only at the time the initial lease is effected. Unit Owners are immediately responsible for providing the Association with a current Resident Information Form. The names on the Resident Information Form should be the same as those on the lease. Unit Owners are also responsible for providing their tenants with information regarding this program and letting them know that crime will not be tolerated at the Association.

V. Fines for actions of individuals may be mitigated on a case by case basis (depending on the severity of the matter or damage and positive action taken regarding correction), with any decision made to be in the discretion of the Board and its decision shall be final and binding.

VI. All fines, costs, legal fees, and other expenses of the Association in connection with any violation under these rules shall be assessed to the account of the Unit Owner responsible.

Approved this ____ day of _____, 2____.

Sunset Woods Condominium Association

By: _____
Its President

ATTEST:

By: _____
Its Secretary

PROXY/BALLOT FOR

**SUNSET WOODS CONDOMINIUM ASSOCIATION
MEETING OF _____, 2014**

I, (print name) _____, owner of the unit listed below at the Sunset Woods Condominium Association, do hereby constitute and appoint _____, or the Board of Managers if no name is specified, as agent for me, and in my name, place and stead, to vote as my proxy at the Association meeting to be held _____, 2013, unless sooner revoked, with full power to cast my vote as if I were then personally present, and authorize my agent to act for me and in my name and stead as fully as I could act if I were present.

In addition to the foregoing, I specifically direct my agent to cast my vote as follows:

_____ I approve of the amendment to the Declaration of Condominium Ownership and By-Laws, Easements, Restrictions and Covenants for Sunset Woods Condominium Association.

_____ I do not approve of the amendment to the Declaration of Condominium Ownership and By-Laws, Easements, Restrictions and Covenants for Sunset Woods Condominium Association.

I understand that if I should attend the meeting, I will be entitled to revoke this Proxy/Ballot and will receive a ballot for that meeting only. This proxy will not expire in eleven (11) months from the date of execution unless revoked prior thereto. The proxy giver's selection(s) will be strictly adhered to as if he or she voted in person.

IN WITNESS WHEREOF, I have executed this proxy on the _____ day of _____, 2014.

_____ Signature line	
_____ Printed Name	

Property Address: _____ Unit # _____
_____, Illinois

Percentage of Ownership: _____ %

Document comparison by Workshare Compare on Monday, March 31, 2014
4:56:42 PM

Input:	
Document 1 ID	interwovenSite://BGIMANAGE/iManage/1959012/3
Description	#1959012v3<iManage> - Sunset Woods Amendment 01.15.14
Document 2 ID	interwovenSite://BGIMANAGE/iManage/1959012/4
Description	#1959012v4<iManage> - Sunset Woods Amendment 03.31.14
Rendering set	Standard

Legend:	
Insertion	
Deletion	
Moved from	
Moved to	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	12
Deletions	10
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	22

FRANK B PEERS

Balance Sheet

Month Ending 02/28/14

ASSETS

Current Assets

1110-0000 - Petty Cash	300.00
1121-0000 - Cash - Operating	20,058.64
1130-0000 - Tenant/member accounts receivable	1,694.00
1131-0000 - Accounts receivable - subsidy	2,778.00
1240-0000 - Prepaid property and liability insurance	7,594.64
Total Current Assets	<u>32,425.28</u>

Other Assets

1290-0000 - Misc Prepaid Expenses	515.17
1192-0000 - Tenant Sec Dep	23,667.38
1310-0000 - Real estate tax escrow	121,353.57
1311-0000 - Insurance escrow	24,639.98
1330-0000 - Debt Service Escrow	138,751.06
1140-0000 - Accounts Receivable - Other	3,284.36
1630-0000 - Utility Deposit - Gas	2,458.00
1320 - Replacement Reserve	166,156.40
1340 - Residual Receipt	31,875.01
Total Other Assets	<u>512,700.93</u>

Fixed Assets

1420-0000 - Building	1,848,860.15
1420-0001 - Building Improvements	86,413.87
1430-0000 - Land Improvements	1,622,807.79
1450-0000 - Furniture for project/tenant use	530,976.45
1497-0000 - Site improvements	172,218.77
4120-0000 - Accum depr - buildings	(3,290,302.74)
1498-0000 - Current F/A	1,053.00
Total Fixed Assets	<u>972,027.29</u>

Financing Costs

1900-0001 - Deferred Financing Costs	192,398.85
1999-0000 - Accum Amort - Bond Costs	(57,387.22)
Total Financing Costs	<u>135,011.63</u>

Partnership Assets

1701-0000 - Cash - Partnership	9,524.66
1702-0000 - Partnership MM	2,126,305.08
1703-0000 - Partnership Receivable	267,013.69
Total Partnership Assets	<u>2,402,843.43</u>

Total Assets

4,055,008.56

FRANK B PEERS

Balance Sheet

Month Ending 02/28/14

Liabilities & Equity

Current Liabilities

2110-0000 - Accounts payable	1,798.67
2113-0000 - Flex Benefit Payable	9.24
2120-0000 - Accrued wages and p/r taxes payable	4,142.68
2150-0000 - Accrued property taxes	133,770.65
2180-0000 - Misc current liabilities	12,281.14
Total Current Liabilities	<u>152,002.38</u>

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	(18,767.00)
2191-0000 - Security deposits-residential	16,667.00
2191-0001 - Pet Deposit	895.00
2210-0000 - Prepaid Rent	43.00
2211-0000 - Prepaid HUD	5,074.00
2320-1000 - Mortgage payable - 2nd note	2,290,000.00
2320-0000 - Mortgage Payable (long term)	1,732,961.37
Total Non-Current Liabilities	<u>4,026,873.37</u>

Owner's Equity

3100-0000 - Limited Partners Equity	2,402,918.63
3209-0000 - Prior Year Retained Earnings	(2,597,065.06)
3210-0000 - Retained earnings	57,496.92
Current YTD Earnings	12,782.32
Total Owner's Equity	<u>(123,867.19)</u>

Total Liability & Owner Equity

4,055,008.56

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 02/28/14			Year To Date 02/28/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	22,207.00	19,861.00	2,346.00	43,337.00	39,722.00	3,615.00	238,332.00
5121-0000 - Tenant assistant payments	64,144.00	66,490.00	(2,346.00)	129,365.00	132,980.00	(3,615.00)	797,880.00
5140-0000 - Commercial base rent	60.00	60.00	0.00	494.33	120.00	374.33	720.00
TOTAL RESIDENTIAL RENTAL INCOME	86,411.00	86,411.00	0.00	173,196.33	172,822.00	374.33	1,036,932.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(3,840.00)	(2,167.00)	(1,673.00)	(6,359.00)	(4,334.00)	(2,025.00)	(26,000.00)
5221-0000 - Non-Revenue Units	(1,287.00)	(1,287.00)	0.00	(2,573.00)	(2,574.00)	1.00	(15,444.00)
TOTAL VACANCIES & ADJUSTMENTS	(5,127.00)	(3,454.00)	(1,673.00)	(8,932.00)	(6,908.00)	(2,024.00)	(41,444.00)
OTHER INCOME							
5910-0000 - Laundry income	0.00	167.00	(167.00)	472.50	334.00	138.50	2,004.00
5922-0000 - Late fees	7.00	5.00	2.00	26.00	10.00	16.00	60.00
5413-0000 - Interest income - escrow	0.00	1.00	(1.00)	0.00	2.00	(2.00)	12.00
TOTAL OTHER INCOME	7.00	173.00	(166.00)	498.50	346.00	152.50	2,076.00
GROSS OPERATING INCOME	81,291.00	83,130.00	(1,839.00)	164,762.83	166,260.00	(1,497.17)	997,564.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	25.00	25.00	0.00	50.00	50.00	300.00
6253-0000 - Credit Report Fees	14.00	28.00	14.00	24.38	56.00	31.62	336.00
TOTAL ADVERTISING & RENTING EXPENSE	14.00	53.00	39.00	24.38	106.00	81.62	636.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	28.05	300.00	271.95	397.74	600.00	202.26	3,600.00
6316-0000 - Office Equipment	200.51	200.00	(0.51)	559.86	400.00	(159.86)	2,400.00
6320-0000 - Management fee	4,437.01	4,444.00	6.99	9,191.36	8,888.00	(303.36)	53,328.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
6350-0000 - Audit Expense	0.00	0.00	0.00	0.00	2,300.00	2,300.00	13,800.00
6360-0000 - Telephone	325.99	708.00	382.01	856.91	1,416.00	559.09	8,496.00
6360-0001 - Answering Service/ Pagers	121.42	55.00	(66.42)	121.42	110.00	(11.42)	660.00
6365-0000 - Training & Education Expense	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00
6370-0000 - Bad debts	0.00	416.00	416.00	300.00	832.00	532.00	4,992.00
6380-0000 - Consulting/study costs	0.00	950.00	950.00	5,139.44	1,900.00	(3,239.44)	7,000.00
6390-0000 - Misc administrative expenses	0.00	150.00	150.00	1,335.67	300.00	(1,035.67)	1,800.00
6390-0002 - Computer Supplies/Data Processing	170.18	150.00	(20.18)	340.36	300.00	(40.36)	1,800.00
6395-0000 - Tenant Retention	701.76	500.00	(201.76)	1,513.36	1,000.00	(513.36)	7,000.00
6431-0000 - Travel & Expense Reimbursement	0.00	235.00	235.00	164.03	470.00	305.97	2,820.00
6860-0000 - Security Deposit Interest	(0.54)	0.00	0.54	(1.15)	0.00	1.15	0.00
TOTAL ADMINISTRATIVE EXPENSE	5,984.38	8,333.00	2,348.62	19,919.00	18,966.00	(953.00)	110,396.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	5,241.67	5,994.00	752.33	10,281.57	11,988.00	1,706.43	78,770.00
6510-0000 - Janitor and cleaning payroll	1,100.22	1,139.00	38.78	2,252.66	2,278.00	25.34	14,972.00
6540-0000 - Repairs payroll	5,340.92	3,807.00	(1,533.92)	10,451.83	7,614.00	(2,837.83)	49,490.00
6900-0000 - Social Service Coordinator	1,196.44	265.00	(931.44)	2,333.04	530.00	(1,803.04)	2,412.00
6715-0000 - Payroll Taxes	1,932.64	2,046.00	113.36	4,000.76	4,264.00	263.24	14,338.00

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 02/28/14			Year To Date 02/28/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6722-0000 - Workers compensation	316.93	316.00	(0.93)	633.86	632.00	(1.86)	3,792.00
6723-0000 - Employee health insurance	570.39	608.00	37.61	1,195.23	1,216.00	20.77	7,578.00
6724-0000 - Union Benefits	1,324.57	1,310.00	(14.57)	2,649.11	2,620.00	(29.11)	15,720.00
6726-0001 - Contingency	0.00	0.00	0.00	0.00	0.00	0.00	4,684.00
TOTAL PAYROLL & RELATED COSTS	17,023.78	15,485.00	(1,538.78)	33,798.06	31,142.00	(2,656.06)	191,756.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	207.32	300.00	92.68	675.22	600.00	(75.22)	3,600.00
6516-0000 - Bulbs & Tubes	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
6517-0000 - Outside Cleaning Service	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	0.00	115.00	115.00	105.00	230.00	125.00	1,380.00
6525-0000 - Rubbish removal	323.40	325.00	1.60	646.80	650.00	3.20	3,900.00
6490-0000 - Misc operating expenses	0.00	133.00	133.00	0.00	266.00	266.00	1,600.00
TOTAL OPERATING EXPENSES	530.72	973.00	442.28	1,427.02	2,446.00	1,018.98	13,680.00
UTILITIES							
6450-0000 - Electricity	1,628.49	1,666.00	37.51	3,340.41	3,332.00	(8.41)	20,000.00
6451-0000 - Water	928.35	700.00	(228.35)	3,628.57	1,400.00	(2,228.57)	8,400.00
6452-0000 - Gas	5,651.05	1,500.00	(4,151.05)	10,350.16	3,500.00	(6,850.16)	19,000.00
TOTAL UTILITIES	8,207.89	3,866.00	(4,341.89)	17,319.14	8,232.00	(9,087.14)	47,400.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies	0.00	295.00	295.00	0.00	590.00	590.00	3,540.00
6537-0000 - Grounds Contractor (Landscape)	0.00	0.00	0.00	0.00	0.00	0.00	5,400.00
6541-0000 - Repair materials (general supplies)	185.27	300.00	114.73	185.27	600.00	414.73	3,600.00
6541-0001 - Appliance Parts	16.10	50.00	33.90	16.10	100.00	83.90	600.00
6541-0002 - Plumbing Supplies	0.00	100.00	100.00	20.47	200.00	179.53	1,200.00
6541-0003 - Electrical Supplies	164.24	100.00	(64.24)	218.67	200.00	(18.67)	1,200.00
6541-0004 - Heating/Cooling Supplies	0.00	50.00	50.00	0.00	100.00	100.00	600.00
6541-0005 - Hand Tools	77.88	0.00	(77.88)	77.88	300.00	222.12	300.00
6541-0006 - Expendable Tools	8.60	0.00	(8.60)	8.60	400.00	391.40	400.00
6541-0007 - Safety Equipment	0.00	50.00	50.00	0.00	100.00	100.00	600.00
6541-0009 - Window Supplies	0.00	0.00	0.00	0.00	200.00	200.00	200.00
6541-0010 - Carpentry/Hardware	595.58	60.00	(535.58)	756.84	120.00	(636.84)	720.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	604.72	290.00	(314.72)	1,572.33	580.00	(992.33)	3,480.00
6546-0000 - Heating/Cooling Contractor	264.60	215.00	(49.60)	1,290.33	430.00	(860.33)	2,580.00
6548-0000 - Snow removal	4,975.50	1,500.00	(3,475.50)	10,115.50	3,500.00	(6,615.50)	6,000.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	0.00	1,000.00	1,000.00	0.00	2,000.00	2,000.00	12,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	225.00	225.00	0.00	450.00	450.00	2,700.00
6580-0000 - Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6582-0000 - Fire Protection	0.00	410.00	410.00	0.00	820.00	820.00	4,920.00
6582-0001 - Fire Safety Equipment	0.00	500.00	500.00	0.00	1,000.00	1,000.00	6,000.00
6589-0000 - Parking Lot Expense	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
6590-0000 - Miscellaneous Repair	481.00	125.00	(356.00)	481.00	250.00	(231.00)	1,500.00
6591-0000 - Electrical Repairs	0.00	310.00	310.00	0.00	620.00	620.00	3,720.00
6592-0000 - Boiler Repairs	0.00	500.00	500.00	0.00	1,000.00	1,000.00	6,000.00
6594-0000 - Carpentry Repairs	(1,583.50)	120.00	1,703.50	2,196.50	240.00	(1,956.50)	1,440.00

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 02/28/14			Year To Date 02/28/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6595-0000 - Plumbing Repairs	542.00	790.00	248.00	1,006.60	1,580.00	573.40	9,480.00
6596-0000 - Floor Repairs/Cleaning	0.00	150.00	150.00	850.00	300.00	(550.00)	1,800.00
6598-0000 - Roof Repairs	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
TOTAL MAINTENANCE EXPENSES	6,331.99	7,365.00	1,033.01	18,796.09	16,130.00	(2,666.09)	86,680.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	9,000.00	10,130.00	1,130.00	18,000.00	20,260.00	2,260.00	121,560.00
6720-0000 - Property and liability insurance	1,898.67	2,140.00	241.33	3,642.34	4,280.00	637.66	25,680.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	0.00	0.00	150.00
TOTAL TAXES AND INSURANCE	10,898.67	12,270.00	1,371.33	21,642.34	24,540.00	2,897.66	147,390.00
TOTAL OPERATING EXPENSES	48,991.43	48,345.00	(646.43)	112,926.03	101,562.00	(11,364.03)	597,938.00
NET OPERATING INCOME (LOSS)	32,299.57	34,785.00	(2,485.43)	51,836.80	64,698.00	(12,861.20)	399,626.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	19,602.68	19,656.00	53.32	39,258.72	39,356.00	97.28	232,840.00
7104-0000 - Replacement Reserve	1,916.99	1,864.00	(52.99)	3,833.98	3,728.00	(105.98)	22,368.00
7108-0000 - Mortgage Payable (long term)	10,884.86	10,831.00	(53.86)	21,716.36	21,609.00	(107.36)	132,902.00
TOTAL FINANCIAL EXPENSES	32,404.53	32,351.00	(53.53)	64,809.06	64,693.00	(116.06)	388,110.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	(104.96)	2,434.00	(2,538.96)	(12,972.26)	5.00	(12,977.26)	11,516.00
NET INCOME (LOSS)	(104.96)	2,434.00	(2,538.96)	(12,972.26)	5.00	(12,977.26)	11,516.00
Partnership Income							
8005-0000 - Mortgagor Entity Income	85.43	0.00	85.43	180.00	0.00	180.00	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(10.00)	0.00	(10.00)	0.00
Total Partnership Activity	85.43	0.00	85.43	170.00	0.00	170.00	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	(800,000.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	0.00	0.00	0.00	120,000.00
6991-0002 - Windows	0.00	0.00	0.00	0.00	0.00	0.00	650,000.00
6991-0004 - Furniture	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
6991-0013 - Landscape	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6991-0016 - Concrete Repairs	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6993-0000 - Appliance Replacement	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6993-0003 - A/C Replacements	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
6994-0000 - Carpet & tile	1,053.00	650.00	(403.00)	1,053.00	1,300.00	247.00	36,500.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	1,053.00	650.00	(403.00)	1,053.00	2,300.00	1,247.00	11,300.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	(1,072.53)	1,784.00	(2,856.53)	(13,855.26)	(2,295.00)	(11,560.26)	216.00

WALNUT PLACE

Balance Sheet

Month Ending 02/28/14

ASSETS

Current Assets

1110-0000 - Petty Cash	900.00
1121-0000 - Cash - Operating	1,149.49
1130-0000 - Tenant/member accounts receivable	17,203.59
1131-0000 - Accounts receivable - subsidy	2,396.00
1240-0000 - Prepaid property and liability insurance	8,142.64

Total Current Assets 29,791.72

Other Assets

1290-0000 - Misc Prepaid Expenses	726.49
1192-0000 - Tenant Sec Dep	19,637.57
1310-0000 - Real estate tax escrow	158,306.77
1311-0000 - Insurance escrow	26,267.36
1330-0000 - Debt Service Escrow	136,096.73
1320 - Replacement Reserve	189,203.03
1340 - Residual Receipt	27,094.73

Total Other Assets 557,332.68

Fixed Assets

1410-0000 - Land	220,000.00
1420-0000 - Building	2,907,088.00
1420-0001 - Building Improvements	23,774.27
1430-0000 - Land Improvements	321,376.00
1440-0000 - Building Equipment Portable	354,185.56
1450-0000 - Furniture for project/tenant use	426,635.94
1497-0000 - Site improvements	4,550.00
4120-0000 - Accum depr - buildings	(3,492,505.74)
1498-0000 - Current F/A	584.00

Total Fixed Assets 765,688.03

Financing Costs

1900-0001 - Deferred Financing Costs	174,813.03
1999-0000 - Accum Amort - Bond Costs	(44,920.51)

Total Financing Costs 129,892.52

Partnership Assets

1701-0000 - Cash - Partnership	104,610.93
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Total Partnership Assets 104,610.93

Total Assets

1,587,315.88

WALNUT PLACE

Balance Sheet

Month Ending 02/28/14

Liabilities & Equity

Current Liabilities

2110-0000 - Accounts payable	32,459.76
2113-0000 - Flex Benefit Payable	9.24
2120-0000 - Accrued wages and p/r taxes payable	4,142.68
2150-0000 - Accrued property taxes	159,107.13
2155-0000 - Accrued professional services	11,214.00
2180-0000 - Misc current liabilities	8,042.26
Total Current Liabilities	<u>214,975.07</u>

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	(102.00)
2191-0000 - Security deposits-residential	18,726.00
2191-0001 - Pet Deposit	1,475.00
2210-0000 - Prepaid Rent	8.00
2211-0000 - Prepaid HUD	3,496.00
2320-1000 - Mortgage payable - 2nd note	2,546,000.00
2320-4000 - Deferred Revenue	237,622.00
2320-0000 - Mortgage Payable (long term)	1,750,196.37
Total Non-Current Liabilities	<u>4,557,421.37</u>

Owner's Equity

3100-0000 - Limited Partners Equity	104,375.87
3209-0000 - Prior Year Retained Earnings	(3,362,358.17)
3210-0000 - Retained earnings	67,269.69
Current YTD Earnings	5,632.05
Total Owner's Equity	<u>(3,185,080.56)</u>

Total Liability & Owner Equity

1,587,315.88

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 02/28/14			Year To Date 02/28/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	19,080.00	19,360.00	(280.00)	38,150.00	38,720.00	(570.00)	232,320.00
5121-0000 - Tenant assistant payments	68,924.00	68,644.00	280.00	137,858.00	137,288.00	570.00	823,728.00
5140-0000 - Commercial base rent	0.00	0.00	0.00	288.56	0.00	288.56	0.00
TOTAL RESIDENTIAL RENTAL INCOME	88,004.00	88,004.00	0.00	176,296.56	176,008.00	288.56	1,056,048.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	0.00	(835.00)	835.00	0.00	(1,670.00)	1,670.00	(10,020.00)
5221-0000 - Non-Revenue Units	(1,284.00)	(1,284.00)	0.00	(2,568.00)	(2,568.00)	0.00	(15,408.00)
TOTAL VACANCIES & ADJUSTMENTS	(1,284.00)	(2,119.00)	835.00	(2,568.00)	(4,238.00)	1,670.00	(25,428.00)
OTHER INCOME							
5910-0000 - Laundry income	0.00	250.00	(250.00)	751.50	500.00	251.50	3,000.00
5922-0000 - Late fees	10.00	10.00	0.00	50.00	20.00	30.00	120.00
5413-0000 - Interest income - escrow	0.00	1.00	(1.00)	0.00	2.00	(2.00)	12.00
TOTAL OTHER INCOME	10.00	261.00	(251.00)	801.50	522.00	279.50	3,132.00
GROSS OPERATING INCOME	86,730.00	86,146.00	584.00	174,530.06	172,292.00	2,238.06	1,033,752.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	25.00	25.00	0.00	50.00	50.00	300.00
6253-0000 - Credit Report Fees	0.00	30.00	30.00	0.00	60.00	60.00	360.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	55.00	55.00	0.00	110.00	110.00	660.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	38.13	300.00	261.87	410.52	600.00	189.48	3,600.00
6316-0000 - Office Equipment	200.51	200.00	(0.51)	559.86	400.00	(159.86)	2,400.00
6320-0000 - Management fee	4,520.36	4,457.00	(63.36)	9,054.76	8,914.00	(140.76)	53,484.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
6350-0000 - Audit Expense	0.00	1,083.00	1,083.00	0.00	2,166.00	2,166.00	12,996.00
6360-0000 - Telephone	485.25	790.00	304.75	1,251.55	1,580.00	328.45	9,480.00
6360-0001 - Answering Service/ Pagers	121.41	55.00	(66.41)	121.41	110.00	(11.41)	660.00
6365-0000 - Training & Education Expense	0.00	110.00	110.00	0.00	220.00	220.00	1,320.00
6370-0000 - Bad debts	0.00	583.00	583.00	0.00	1,166.00	1,166.00	6,996.00
6380-0000 - Consulting/study costs	500.00	0.00	(500.00)	500.00	0.00	(500.00)	3,500.00
6385-0000 - Temporary Help	0.00	50.00	50.00	0.00	100.00	100.00	600.00
6390-0000 - Misc administrative expenses	0.00	160.00	160.00	0.00	320.00	320.00	1,920.00
6390-0002 - Computer Supplies/Data Processing	170.18	163.00	(7.18)	340.36	326.00	(14.36)	1,956.00
6395-0000 - Tenant Retention	670.18	400.00	(270.18)	1,440.78	800.00	(640.78)	7,000.00
6431-0000 - Travel & Expense Reimbursement	0.00	190.00	190.00	164.03	380.00	215.97	2,280.00
6860-0000 - Security Deposit Interest	(0.49)	0.00	0.49	(1.04)	0.00	1.04	0.00
TOTAL ADMINISTRATIVE EXPENSE	6,705.53	8,641.00	1,935.47	13,842.23	17,282.00	3,439.77	109,392.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	5,241.67	5,994.00	752.33	10,281.57	11,988.00	1,706.43	79,486.00
6510-0000 - Janitor and cleaning payroll	1,100.22	1,154.00	53.78	2,252.66	2,308.00	55.34	15,002.00
6540-0000 - Repairs payroll	5,040.92	3,807.00	(1,233.92)	10,151.83	7,614.00	(2,537.83)	49,490.00
6900-0000 - Social Service Coordinator	1,196.44	270.00	(926.44)	2,333.04	540.00	(1,793.04)	2,472.00

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 02/28/14			Year To Date 02/28/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6715-0000 - Payroll Taxes	1,932.64	2,049.00	116.36	4,000.76	4,270.00	269.24	14,372.00
6722-0000 - Workers compensation	316.88	317.00	0.12	633.76	634.00	0.24	3,804.00
6723-0000 - Employee health insurance	570.39	388.00	(182.39)	1,195.23	776.00	(419.23)	4,830.00
6724-0000 - Union Benefits	1,324.57	1,310.00	(14.57)	2,649.11	2,620.00	(29.11)	15,720.00
6726-0001 - Contingency	0.00	0.00	0.00	0.00	0.00	0.00	4,733.00
TOTAL PAYROLL & RELATED COSTS	16,723.73	15,289.00	(1,434.73)	33,497.96	30,750.00	(2,747.96)	189,909.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	273.06	325.00	51.94	647.14	650.00	2.86	3,900.00
6516-0000 - Bulbs & Tubes	0.00	80.00	80.00	0.00	160.00	160.00	960.00
6517-0000 - Outside Cleaning Service	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	0.00	150.00	150.00	90.00	300.00	210.00	1,800.00
6525-0000 - Rubbish removal	323.40	360.00	36.60	646.80	720.00	73.20	4,320.00
6490-0000 - Misc operating expenses	0.00	50.00	50.00	0.00	100.00	100.00	600.00
TOTAL OPERATING EXPENSES	596.46	965.00	368.54	1,383.94	2,430.00	1,046.06	13,580.00
UTILITIES							
6450-0000 - Electricity	924.48	1,200.00	275.52	996.97	2,400.00	1,403.03	14,400.00
6451-0000 - Water	2,208.95	650.00	(1,558.95)	1,223.93	1,300.00	76.07	7,800.00
6452-0000 - Gas	8,829.43	2,000.00	(6,829.43)	8,829.43	4,000.00	(4,829.43)	24,000.00
TOTAL UTILITIES	11,962.86	3,850.00	(8,112.86)	11,050.33	7,700.00	(3,350.33)	46,200.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies	0.00	335.00	335.00	0.00	670.00	670.00	4,020.00
6537-0000 - Grounds Contractor (Landscaper)	0.00	0.00	0.00	0.00	0.00	0.00	5,280.00
6541-0000 - Repair materials (general supplies)	(366.17)	100.00	466.17	(366.17)	200.00	566.17	1,200.00
6541-0001 - Appliance Parts	16.09	50.00	33.91	16.09	100.00	83.91	600.00
6541-0002 - Plumbing Supplies	38.95	200.00	161.05	59.41	400.00	340.59	2,400.00
6541-0003 - Electrical Supplies	164.24	100.00	(64.24)	164.24	200.00	35.76	1,200.00
6541-0004 - Heating/Cooling Supplies	126.08	85.00	(41.08)	126.08	170.00	43.92	1,020.00
6541-0006 - Expendable Tools	77.88	50.00	(27.88)	77.88	100.00	22.12	600.00
6541-0007 - Safety Equipment	0.00	50.00	50.00	0.00	100.00	100.00	600.00
6541-0009 - Window Supplies	401.32	100.00	(301.32)	401.32	200.00	(201.32)	1,200.00
6541-0010 - Carpentry/Hardware	0.00	60.00	60.00	114.97	120.00	5.03	720.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	604.72	300.00	(304.72)	604.72	600.00	(4.72)	3,600.00
6546-0000 - Heating/Cooling Contractor	349.60	385.00	35.40	2,244.71	770.00	(1,474.71)	4,620.00
6548-0000 - Snow removal	7,994.00	2,000.00	(5,994.00)	17,439.00	4,000.00	(13,439.00)	8,000.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	0.00	660.00	660.00	0.00	1,320.00	1,320.00	7,920.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00
6564-0001 - Painting Supplies	0.00	50.00	50.00	0.00	100.00	100.00	600.00
6580-0000 - Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
6582-0000 - Fire Protection	0.00	300.00	300.00	0.00	600.00	600.00	3,600.00
6582-0001 - Fire Safety Equipment	0.00	50.00	50.00	0.00	100.00	100.00	600.00
6589-0000 - Parking Lot Expense	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
6591-0000 - Electrical Repairs	0.00	300.00	300.00	1,897.91	600.00	(1,297.91)	3,600.00
6592-0000 - Boiler Repairs	1,430.25	400.00	(1,030.25)	2,197.94	800.00	(1,397.94)	4,800.00
6594-0000 - Carpentry Repairs	0.00	500.00	500.00	0.00	1,000.00	1,000.00	6,000.00

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 02/28/14			Year To Date 02/28/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6595-0000 - Plumbing Repairs	1,284.41	700.00	(584.41)	1,936.64	1,400.00	(536.64)	8,400.00
6596-0000 - Floor Repairs/Cleaning	0.00	100.00	100.00	175.00	200.00	25.00	1,200.00
6598-0000 - Roof Repairs	0.00	400.00	400.00	0.00	800.00	800.00	4,800.00
6599-0000 - Window repairs	159.00	100.00	(59.00)	159.00	200.00	41.00	1,200.00
TOTAL MAINTENANCE EXPENSES	12,280.37	7,600.00	(4,680.37)	27,248.74	15,200.00	(12,048.74)	84,980.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	10,000.00	11,300.00	1,300.00	20,000.00	22,600.00	2,600.00	135,600.00
6720-0000 - Property and liability insurance	2,035.67	2,140.00	104.33	4,071.34	4,280.00	208.66	25,680.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	0.00	0.00	150.00
TOTAL TAXES AND INSURANCE	12,035.67	13,440.00	1,404.33	24,071.34	26,880.00	2,808.66	161,430.00
TOTAL OPERATING EXPENSES	60,304.62	49,840.00	(10,464.62)	111,094.54	100,352.00	(10,742.54)	606,151.00
NET OPERATING INCOME (LOSS)	26,425.38	36,306.00	(9,880.62)	63,435.52	71,940.00	(8,504.48)	427,601.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	20,799.75	20,861.00	61.25	41,660.32	41,782.00	121.68	246,997.00
7104-0000 - Replacement Reserve	1,865.69	1,837.00	(28.69)	3,731.38	3,674.00	(57.38)	22,044.00
7108-0000 - Mortgage Payable (long term)	12,687.20	12,627.00	(60.20)	25,313.58	25,193.00	(120.58)	154,849.00
TOTAL FINANCIAL EXPENSES	35,352.64	35,325.00	(27.64)	70,705.28	70,649.00	(56.28)	423,890.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	(8,927.26)	981.00	(9,908.26)	(7,269.76)	1,291.00	(8,560.76)	3,711.00
NET INCOME (LOSS)	(8,927.26)	981.00	(9,908.26)	(7,269.76)	1,291.00	(8,560.76)	3,711.00
Partnership Income							
8005-0000 - Mortgagor Entity Income	6.42	0.00	6.42	14.85	0.00	14.85	0.00
Total Partnership Activity	6.42	0.00	6.42	14.85	0.00	14.85	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	(18,000.00)
6993-0000 - Appliance Replacement	0.00	0.00	0.00	584.00	0.00	(584.00)	0.00
6994-0000 - Carpet & tile	0.00	1,000.00	1,000.00	0.00	2,000.00	2,000.00	21,000.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	0.00	1,000.00	1,000.00	584.00	2,000.00	1,416.00	3,000.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	(8,920.84)	(19.00)	(8,901.84)	(7,838.91)	(709.00)	(7,129.91)	711.00

RAVINIA HOUSING

Balance Sheet

Month Ending 02/28/14

ASSETS

Current Assets

1110-0000 - Petty Cash	150.00
1121-0000 - Cash - Operating	3,104.66
1130-0000 - Tenant/member accounts receivable	45,453.00
1130-1000 - Allowance for Doubtful Accounts	(18,462.40)
1131-0000 - Accounts receivable - subsidy	1,811.00
1240-0000 - Prepaid property and liability insurance	3,851.36
1250-0000 - Prepaid Mortgage Insurance	0.05

Total Current Assets 35,907.67

Other Assets

1290-0000 - Misc Prepaid Expenses	228.95
1192-0000 - Tenant Sec Dep	8,486.83
1310-0000 - Real estate tax escrow	22,389.73
1311-0000 - Insurance escrow	8,006.73
1312-0000 - Mortgage Insurance Escrow	1,827.13
1350-0000 - Construction Escrow	16.44
1320 - Replacement Reserve	518,014.68

Total Other Assets 558,970.49

Fixed Assets

1420-0000 - Building	1,074,166.20
1420-0001 - Building Improvements	59,174.00
1430-0000 - Land Improvements	219,642.84
1450-0000 - Furniture for project/tenant use	372,400.44
1497-0000 - Site improvements	193,982.00
4120-0000 - Accum depr - buildings	(1,210,720.70)
1498-0000 - Current F/A	46,980.00

Total Fixed Assets 755,624.78

Financing Costs

1900-0001 - Deferred Financing Costs	62,658.71
1999-0000 - Accum Amort - Bond Costs	(1,915.30)

Total Financing Costs 60,743.41

Partnership Assets

1701-0000 - Cash - Partnership	81,857.53
1702-1000 - Partnership F/A	62,063.00
1703-0000 - Partnership Receivable	3,650.00

Total Partnership Assets 147,570.53

Total Assets 1,558,816.88

RAVINIA HOUSING

Balance Sheet

Month Ending 02/28/14

Liabilities & Equity

Current Liabilities

2110-0000 - Accounts payable	21,507.20
2113-0000 - Flex Benefit Payable	2.52
2114-0000 - 401K Payable	24.00
2120-0000 - Accrued wages and p/r taxes payable	1,129.82
2130-0000 - Accrued interest - mortgage	1,510.32
2131-0001 - Accrued Interest - 2nd Note	37,419.22
2131-1000 - Accrued Interest - Notes Payable	3,650.00
2150-0000 - Accrued property taxes	53,096.12
2180-0000 - Misc current liabilities	757.22
Total Current Liabilities	119,096.42

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	1,467.08
2191-0000 - Security deposits-residential	6,906.92
2210-0000 - Prepaid Rent	1,013.00
2211-0000 - Prepaid HUD	29.00
2310-1000 - Notes Payable - (Long Term)	62,062.71
2320-1000 - Mortgage payable - 2nd note	713,396.28
2320-0000 - Mortgage Payable (long term)	402,753.25
Total Non-Current Liabilities	1,187,628.24

Owner's Equity

3100-0000 - Limited Partners Equity	144,465.21
3209-0000 - Prior Year Retained Earnings	160,730.61
3210-0000 - Retained earnings	(48,370.42)
Current YTD Earnings	(4,733.18)
Total Owner's Equity	252,092.22

Total Liability & Owner Equity

1,558,816.88

RAVINIA HOUSING

Actual vs Budget Accrual Operating Statement

	Month Ending 02/28/14			Year To Date 02/28/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	8,607.00	6,300.00	2,307.00	16,953.00	12,600.00	4,353.00	75,600.00
5121-0000 - Tenant assistant payments	13,628.00	15,674.00	(2,046.00)	27,256.00	31,348.00	(4,092.00)	188,088.00
TOTAL RESIDENTIAL RENTAL INCOME	22,235.00	21,974.00	261.00	44,209.00	43,948.00	261.00	263,688.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(2,929.00)	(1,200.00)	(1,729.00)	(5,597.00)	(2,400.00)	(3,197.00)	(3,600.00)
TOTAL VACANCIES & ADJUSTMENTS	(2,929.00)	(1,200.00)	(1,729.00)	(5,597.00)	(2,400.00)	(3,197.00)	(3,600.00)
OTHER INCOME							
5920-0000 - Nsf check fee	25.00	0.00	25.00	25.00	0.00	25.00	0.00
5922-0000 - Late fees	0.00	0.00	0.00	25.00	0.00	25.00	0.00
5413-0000 - Interest income - escrow	49.17	37.00	12.17	102.07	74.00	28.07	444.00
TOTAL OTHER INCOME	74.17	37.00	37.17	152.07	74.00	78.07	444.00
GROSS OPERATING INCOME	19,380.17	20,811.00	(1,430.83)	38,764.07	41,622.00	(2,857.93)	260,532.00
ADVERTISING & RENTING EXPENSE							
6250-0000 - Renting expenses	53.00	60.00	7.00	81.00	120.00	39.00	720.00
TOTAL ADVERTISING & RENTING EXPENSE	53.00	60.00	7.00	81.00	120.00	39.00	720.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	273.14	521.00	247.86	785.63	1,042.00	256.37	6,252.00
6320-0000 - Management fee	757.22	765.00	7.78	1,384.30	1,530.00	145.70	9,180.00
6340-0000 - Legal Expense - Project	0.00	170.00	170.00	0.00	340.00	340.00	2,040.00
6350-0000 - Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6365-0000 - Training & Education Expense	0.00	30.00	30.00	0.00	60.00	60.00	360.00
6370-0000 - Bad debts	0.00	433.00	433.00	0.00	866.00	866.00	5,196.00
6390-0000 - Misc administrative expenses	76.84	180.00	103.16	233.71	360.00	126.29	2,160.00
6390-0002 - Computer Supplies/Data Processing	76.20	0.00	(76.20)	152.40	0.00	(152.40)	0.00
6851-0000 - Bank Service Fees	4.50	0.00	(4.50)	4.50	0.00	(4.50)	0.00
6860-0000 - Security Deposit Interest	(0.20)	0.00	0.20	(0.41)	0.00	0.41	0.00
TOTAL ADMINISTRATIVE EXPENSE	1,187.70	2,099.00	911.30	2,560.13	4,198.00	1,637.87	35,188.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	1,429.52	1,800.00	370.48	2,804.05	3,600.00	795.95	21,600.00
6510-0000 - Janitor and cleaning payroll	1,674.94	1,465.00	(209.94)	3,383.14	2,930.00	(453.14)	17,580.00
6900-0000 - Social Service Coordinator	326.29	0.00	(326.29)	636.26	0.00	(636.26)	0.00
6715-0000 - Payroll Taxes	527.06	330.00	(197.06)	1,091.02	660.00	(431.02)	3,960.00
6722-0000 - Workers compensation	87.77	88.00	0.23	175.54	176.00	0.46	1,056.00
6723-0000 - Employee health insurance	210.70	173.00	(37.70)	464.11	346.00	(118.11)	2,076.00
6724-0000 - Union Benefits	361.21	378.00	16.79	722.48	756.00	33.52	4,536.00
6726-0001 - Contingency	0.00	0.00	0.00	0.00	0.00	0.00	1,277.00
TOTAL PAYROLL & RELATED COSTS	4,617.49	4,234.00	(383.49)	9,276.60	8,468.00	(808.60)	52,085.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	45.19	220.00	174.81	153.54	440.00	286.46	2,640.00
6520-0000 - Miscellaneous Repair Contractors	9,713.84	2,400.00	(7,313.84)	20,400.78	4,800.00	(15,600.78)	28,800.00

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 02/28/14			Year To Date 02/28/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6525-0000 - Rubbish removal	463.68	500.00	36.32	942.15	1,000.00	57.85	6,000.00
6530-0000 - Security Contract	0.00	200.00	200.00	0.00	400.00	400.00	2,400.00
TOTAL OPERATING EXPENSES	10,222.71	3,320.00	(6,902.71)	21,496.47	6,640.00	(14,856.47)	39,840.00
UTILITIES							
6450-0000 - Electricity	267.20	250.00	(17.20)	539.96	500.00	(39.96)	3,000.00
6451-0000 - Water	93.70	100.00	6.30	117.70	200.00	82.30	1,200.00
6452-0000 - Gas	66.40	75.00	8.60	192.70	150.00	(42.70)	900.00
6453-0000 - Sewer	0.00	50.00	50.00	0.00	100.00	100.00	600.00
TOTAL UTILITIES	427.30	475.00	47.70	850.36	950.00	99.64	5,700.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	3,500.00	3,732.00	232.00	7,000.00	7,521.00	521.00	44,841.00
6720-0000 - Property and liability insurance	962.33	1,001.00	38.67	1,924.66	2,963.00	1,038.34	12,973.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	0.00	0.00	50.00
TOTAL TAXES AND INSURANCE	4,462.33	4,733.00	270.67	8,924.66	10,484.00	1,559.34	57,864.00
TOTAL OPERATING EXPENSES	20,970.53	14,921.00	(6,049.53)	43,189.22	30,860.00	(12,329.22)	191,397.00
NET OPERATING INCOME (LOSS)	(1,590.36)	5,890.00	(7,480.36)	(4,425.15)	10,762.00	(15,187.15)	69,135.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	2,995.59	1,510.00	(1,485.59)	5,993.43	3,023.00	(2,970.43)	18,001.00
6850-0000 - Mortgage Service Fee	152.25	152.00	(0.25)	304.50	288.00	(16.50)	1,808.00
7104-0000 - Replacement Reserve	1,333.33	1,334.00	0.67	2,666.66	2,668.00	1.34	16,008.00
7108-0000 - Mortgage Payable (long term)	597.77	598.00	0.23	1,193.31	1,194.00	0.69	7,297.00
TOTAL FINANCIAL EXPENSES	5,078.94	3,594.00	(1,484.94)	10,157.90	7,173.00	(2,984.90)	43,114.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	(6,669.30)	2,296.00	(8,965.30)	(14,583.05)	3,589.00	(18,172.05)	26,021.00
NET INCOME (LOSS)	(6,669.30)	2,296.00	(8,965.30)	(14,583.05)	3,589.00	(18,172.05)	26,021.00
Partnership Income							
8005-0000 - Mortgage Entity Income	5.02	0.00	5.02	11.62	0.00	11.62	0.00
Total Partnership Activity	5.02	0.00	5.02	11.62	0.00	11.62	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	(51,380.00)	0.00	51,380.00	(51,380.00)	(60,000.00)	(8,620.00)	(80,000.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	46,980.00	60,000.00	13,020.00	80,000.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	(51,380.00)	0.00	51,380.00	(4,400.00)	0.00	4,400.00	0.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	44,715.72	2,296.00	42,419.72	(10,171.43)	3,589.00	(13,760.43)	26,021.00

Sunset Woods Housing
Balance Sheet
February 28, 2014

ASSETS

Current Assets

Assn FBHP Checking	\$ 9,201.90
FBHP General Checking	37,201.72
FBHP Security Dep. Savings	10,517.17
Assn FBHP Savings	128,760.62
FBHP Savings	9,129.14
Financing Costs	8,135.00
Tax Reserve	7,097.19
Accounts Receivable	<u>612.00</u>

Total Current Assets 210,654.74

Property and Equipment

Building	1,552,988.40
Building Unit 231	135,000.32
Building Unit 319	134,999.62
Accum Dep Building	(397,956.00)
Accum Amort-Financing Fees	<u>(678.00)</u>

Total Property and Equipment 1,424,354.34

Other Assets

Total Other Assets 0.00

Total Assets \$ 1,635,009.08

LIABILITIES AND CAPITAL

Current Liabilities

Due to Peers Housing Assn	\$ 258,832.40
Accrued RE Tax	12,784.40
Accrued RE Taxes Assn	6,434.84
Security Deposits	<u>9,585.00</u>

Total Current Liabilities 287,636.64

Long-Term Liabilities

Notes Payable, Lake Co	72,231.18
Notes Payable, FHLB	428,833.68
Notes Payable, IHDA	<u>139,119.60</u>

Total Long-Term Liabilities 640,184.46

Total Liabilities 927,821.10

Capital

Equity-Retained Earnings	699,984.76
Net Income	<u>7,203.22</u>

Total Capital 707,187.98

Total Liabilities & Capital \$ 1,635,009.08

Sunset Woods Housing
Income Statement
Compared with Budget
For the Two Months Ending February 28, 2014

	Current Month Actual	Current Month Budget	Current Month	Year to Date Actual	Year to Date Budget	Year to Date
Revenues						
Rents	\$ 9,364.00	\$ 8,715.00	649.00	\$ 18,728.00	\$ 17,430.00	1,298.00
Interest Income Assn	46.55	0.00	46.55	87.44	0.00	87.44
Interest Income	0.00	0.00	0.00	6.22	0.00	6.22
Total Revenues	9,410.55	8,715.00	695.55	18,821.66	17,430.00	1,391.66
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	9,410.55	8,715.00	695.55	18,821.66	17,430.00	1,391.66
Expenses						
Office Supplies	0.00	8.00	(8.00)	11.50	16.00	(4.50)
Management Fee	682.24	567.00	115.24	1,280.43	1,134.00	146.43
Legal and Accounting Assn	0.00	0.00	0.00	300.00	0.00	300.00
Exterminating	85.00	0.00	85.00	85.00	0.00	85.00
Credit Ck Fees	0.00	4.00	(4.00)	0.00	8.00	(8.00)
Government Fees	0.00	95.00	(95.00)	0.00	190.00	(190.00)
Carpet Cleaning	0.00	84.00	(84.00)	0.00	167.00	(167.00)
Heating & Air	0.00	41.00	(41.00)	0.00	82.00	(82.00)
Electrical & Plumbing Maint	0.00	41.00	(41.00)	0.00	82.00	(82.00)
Painting & Decorating	0.00	84.00	(84.00)	0.00	167.00	(167.00)
Appliance Repairs	65.00	41.00	24.00	284.00	82.00	202.00
Supplies	0.00	42.00	(42.00)	35.10	84.00	(48.90)
Maintenance	220.00	42.00	178.00	220.00	84.00	136.00
Security	0.00	8.00	(8.00)	0.00	16.00	(16.00)
Condo Assessment Rental Units	2,496.06	3,166.00	(669.94)	4,992.12	6,332.00	(1,339.88)
Cable TV	540.00	583.00	(43.00)	1,080.00	1,166.00	(86.00)
Real Estate tax expense	0.00	1,167.00	(1,167.00)	0.00	2,334.00	(2,334.00)
Loan Interest	1,664.06	2,500.00	(835.94)	3,330.29	5,000.00	(1,669.71)
Bldg Insurance	0.00	217.00	(217.00)	0.00	434.00	(434.00)
Total Expenses	5,752.36	8,690.00	(2,937.64)	11,618.44	17,378.00	(5,759.56)
Net Income	\$ 3,658.19	\$ 25.00	3,633.19	\$ 7,203.22	\$ 52.00	7,151.22

Sunset Woods Housing
Account Register
For the Period From Feb 1, 2014 to Feb 28, 2014
1103M13 - FBHP General Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			35,822.02
2/1/14	1564	Withdrawal	Sunset Woods Condominium Assoc		3,036.06	32,785.96
2/1/14	2/1/14	Deposit	Tenant	274.00		33,059.96
		Deposit	Tenant	241.00		33,300.96
		Deposit	Tenant	650.00		33,950.96
		Deposit	Tenant	585.00		34,535.96
		Deposit	Tenant	649.00		35,184.96
		Deposit	Tenant	534.00		35,718.96
		Deposit	Tenant	431.00		36,149.96
		Deposit	Tenant	247.00		36,396.96
		Deposit	Tenant	395.00		36,791.96
2/1/14	2/10/14	Deposit	Tenant	795.00		37,586.96
		Deposit	Tenant	269.00		37,855.96
		Deposit	Tenant	417.00		38,272.96
		Deposit	Tenant	159.00		38,431.96
		Deposit	Tenant	269.00		38,700.96
		Deposit	Tenant	204.00		38,904.96
		Deposit	Tenant	390.00		39,294.96
		Deposit	Tenant	329.00		39,623.96
2/1/14	loan1402	Other	ihda/auto pymt		100.00	39,523.96
2/4/14	1565	Withdrawal	U & E Service		65.00	39,458.96
2/14/14	1566	Withdrawal	Presto-X		85.00	39,373.96
2/14/14	1567	Withdrawal	RC Paint & Home Improvements		220.00	39,153.96
2/17/14	2/24/14	Deposit	Tenant	423.00		39,576.96
		Deposit	Tenant	835.00		40,411.96
		Deposit	Tenant	854.00		41,265.96
2/21/14	1568	Withdrawal	Housing Opportunity Dev. Corp.		682.24	40,583.72
2/26/14	loan1402	Other	FBHP/auto pymt		3,382.00	37,201.72
			Total	8,950.00	7,570.30	

Sunset Woods -February 28, 2014

Ending balance checking	\$	37,884
Ending balance operating reserve	\$	<u>9,132</u>
TOTAL	\$	47,016

SWA Rental
Balance Sheet
February 28, 2014

ASSETS

Current Assets		
FBHP Checking	\$ 23,806.44	
FBHP Security Dep Savings	2,223.19	
A/R, Transfers	<u>20.00</u>	
 Total Current Assets		 26,049.63
 Property and Equipment	 <u> </u>	
 Total Property and Equipment		 0.00
 Other Assets	 <u> </u>	
 Total Other Assets		 <u>0.00</u>
 Total Assets		 <u><u>\$ 26,049.63</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Security Deposits	\$ 2,123.00	
 Total Current Liabilities		 2,123.00
 Long-Term Liabilities	 <u> </u>	
 Total Long-Term Liabilities		 <u>0.00</u>
 Total Liabilities		 2,123.00
 Capital		
Equity-Retained Earnings	21,354.43	
Net Income	<u>2,572.20</u>	
 Total Capital		 <u>23,926.63</u>
 Total Liabilities & Capital		 <u><u>\$ 26,049.63</u></u>

SWA Rental
Income Statement
For the Two Months Ending February 28, 2014

	Current Month	Year to Date
Revenues		
Rents	\$ 2,123.00	\$ 4,246.00
Interest Income	0.26	0.54
	<hr/>	<hr/>
Total Revenues	2,123.26	4,246.54
	<hr/>	<hr/>
Cost of Sales		
	<hr/>	<hr/>
Total Cost of Sales	0.00	0.00
	<hr/>	<hr/>
Gross Profit	2,123.26	4,246.54
	<hr/>	<hr/>
Expenses		
Management Fee	137.99	275.98
Condo Asst Rental Units	609.18	1,218.36
Cable TV	90.00	180.00
	<hr/>	<hr/>
Total Expenses	837.17	1,674.34
	<hr/>	<hr/>
Net Income	\$ 1,286.09	\$ 2,572.20
	<hr/> <hr/>	<hr/> <hr/>

SWA Rental
Account Register
 For the Period From Feb 1, 2014 to Feb 28, 2014
 1103M14 - FBHP Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			22,530.61
2/1/14	1088	Withdrawal	Sunset Woods Condominium Assoc		709.18	21,821.43
2/5/14	2/10/14	Deposit	Tenant	1,033.00		22,854.43
		Deposit	Tenant	1,090.00		23,944.43
2/21/14	1089	Withdrawal	Housing Opportunity Developmen		137.99	23,806.44
			Total	2,123.00	847.17	