

Public Notice

In accordance with the Statutes of the State of Illinois and the Ordinances of the City of Highland Park, a **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, October 1, 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, October 1, 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 –July 9 and September 10, 2014 Special Meetings and August 6 and September 3, 2014 Regular Meetings**
- V. Scheduled Business**
 1. Items for Omnibus Vote Consideration
 - Payment of Invoices:
 - None at present
 2. Consideration of Application to the Affordable Housing Trust Fund from Community Partners for Affordable Housing for their Operating Grant for 2014
 3. Consideration of Revised Grant Application from Community Partners for Affordable Housing to the Affordable Housing Trust Fund to Create Four Affordable Housing Units
 4. Housing Commission Peers, Walnut, Ravinia, and Sunset Woods
 - Discussion and consideration of proposals for architectural services for the Peers window and air conditioning replacement project
 - Management Report
 - Property Report
 - Discussion of project to identify community resources for families in Highland Park Section 8 Housing
 - Reminder: Commission Attendance needed at Peers Luncheon on Wednesday October 22nd
 - Sunset Woods
 5. Update from staff regarding 515 – 555 Roger Williams mixed-use development containing 5,470 s.f. of commercial space and 30 dwelling units (including 5-affordable units)

Housing Commission Agenda
October 1, 2014

VI. Executive Session for Matters relating to Real Estate Acquisition, Litigation, and Personnel Matters

VII. Other Business

VIII. Adjournment

Posted at City Hall on Friday, September 26, 2014 before 5:00 p.m.

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

MEETING DATE: Wednesday September 3, 2014

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

CALL TO ORDER

At 6:32 p.m., Chair David Meek 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. The Chair asked Planner M. Smith to call the roll.

ROLL CALL

Commissioners Present: Kaltman, Kant, Meek, and Saret

Commissioners Absent: Adler, Elder

Student Representatives: Vacancy

Chair Meek declared that a quorum was present.

Council Liaison Present: Blumberg

Staff Liaison Present: Planner M. 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

Special Meetings of the Housing Commission – May 28 and June 4, 2014

Commissioner Kaltman moved approval of minutes of the special meeting of the Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association held on May 28, 2014. Commissioner Kant seconded the motion.

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

Commissioner Kant moved approval of minutes of the special meeting of the Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut

Housing Association, and the Sunset Woods Association held on June 4, 2014. Commissioner Saret seconded the motion.

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

SCHEDULED BUSINESS

1. Items for Omnibus Vote Consideration

Payment of Invoices: None

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

The Management Report was in the packet. There was no additional discussion of it.

Property Operations Report

There was no additional discussion of the financial reports.

Discussion and possible consideration of proposals for architectural services for the Peers window and air conditioning replacement project

The Commissioners had a preliminary discussion regarding the proposals received from CTL Group and Full Circle Architects LLC for architectural services for the project. Evergreen staff, Chuck Adler, the remaining member of the Capital Planning Group, and City staff will meet to discuss the proposals in depth. With regard to heating and cooling, Commissioner Kant suggested that Evergreen staff should examine the transfer grill with a fan alternative now to see how it worked rather than wait until later in the project.

Report from Walnut Place Senior Luncheon on August 21st

Commissioner Kaltman summarized the discussion at the Walnut Place Senior Luncheon. Ms. Polly Kuehl, Senior Vice President, Evergreen Real Estate Services, briefed the residents on the current budget. The residents discussed the recent carpet replacements. Ms. Kuehl agreed that the carpet tile used last year in a few public areas was not wearing well and that Evergreen staff were looking at replacing it with non-slip tile. Evergreen staff would be bringing samples to show the residents in the next month. Ms. Kuehl encouraged residents to get personal alert systems and said that Evergreen staff would ask Moraine Township to make a presentation at the building about the advantages of such systems and help residents enroll at reduced cost for those who qualify.

Sunset Woods

Chair Meek reported that the Sunset Woods Condominium Association Board directed attorney John Bickley to revise the proposed Amendment to the Condominium Declaration to permit the leasing of one unit instead of two and to remove the hardship leasing provision. Once a revised Amendment is available, the Condominium Board will schedule a special meeting for the ownership to consider the proposed Amendment.

3. Consideration of 2015 Work Plans and Budgets for the Housing Commission and Housing Trust Fund

Planner M. Smith summarized the 2015 Work Plans and Budgets for the Housing Commission and Housing Trust Fund. Commissioner Meek directed staff to add an item to the October 1,

2014 Meeting: discussion of a project to identify community resources for families in Highland Park Section 8 Housing.

After discussion, Chair Meek entertained a motion to approve the 2015 Work Plans and Budgets for the Housing Commission and the Housing Trust Fund. Commissioner Kant moved approval of the 2015 Work Plans and Budgets for the Housing Commission and the Housing Trust Fund. Commissioner Saret seconded the motion.

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

4. Report regarding Meeting with Mayor Roterling about the Inclusionary Housing Ordinance

Chair Meek summarized the discussion from a meeting with Mayor Roterling, Councilwoman Holeman, City staff and affordable housing advocates on August 20th regarding the Inclusionary Housing Ordinance. There is a concern that some of the Inclusionary Housing requirements may be impeding development. In addition, the Mayor voiced her concern for having adequate revenues to the Housing Trust Fund to support the operations of Community Partners for Affordable Housing (CPAH), the salary for the Housing Planner and on-going support for development projects. Broadly speaking, some areas for review are:

1. Reducing the 20% requirement and
2. Revising the fee-in-lieu provisions to:
 - a. Extend the fee-in-lieu to multi-family developments with fewer than 20 units and to
 - b. Examine whether to have a different fee amount for multifamily vs. single-family developments.

Staff will be organizing a focus group with developers to get their input. Chair Meek said that he would like to see a menu of incentives that would promote development.

5. Report from staff regarding proposed 515 – 555 Roger Williams mixed-use development containing 5,470 s.f. of commercial space and 30 dwelling units (including 5 affordable units)

Chair Meek explained the subdivision setback variation needed for the proposed 515 – 555 Roger Williams project. Planner Smith distributed the survey showing the areas. The Ravinia Housing Association would be a co-applicant with the developer for the variation, because the Ravinia Housing Association owns the land. The area of the subdivision setback encroachment is very small. Supporting the zoning variation request is consistent with the support for the project that the Housing Commission expressed at the June 4, 2014 Special Meeting. Because the Park District of Highland Park was a party to the original subdivision of the Ravinia property, the Park District must consent to the setback encroachment. On August 15, 2014, Richard Stumpf, Director of Planning and Projects for the Park District, provided a letter of consent to the encroachment.

After discussion, Chair Meek entertained a motion to authorize him to sign the subdivision setback variation application on behalf of the Ravinia Housing Association with Al Klairmont, President, Imperial Realty as a co-applicant to the Zoning Board of Appeals, to request a subdivision setback variation related to the proposed 515 – 555 Roger Williams development. Commissioner Saret moved approval of the motion to authorize Chair Meek to sign the subdivision setback variation application on behalf of the Ravinia Housing Association with Al Klairmont, President, Imperial Realty as a co-applicant to the Zoning Board of Appeals, to

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request a subdivision setback variation related to the proposed 515 – 555 Roger Williams development. Commissioner Kaltman seconded the motion.

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

EXECUTIVE SESSION

There was no Executive Session.

OTHER BUSINESS

There was no Other Business.

ADJOURNMENT

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

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

The Housing Commission adjourned its meeting at 8:02 p.m.

Submitted respectfully:

Mary Cele Smith
Housing Planner

MINUTES FOR OTHER MEETINGS WILL BE SENT
UNDER SEPARATE COVER.



Agenda Item 2 2014 CPAH Operating Grant Request

Board of Directors

Terri Olian
President

Janice Goldblatt
Vice President

Michael Agostino
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Jose Rodriguez

Laura Saret

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Kim Stone

Fred Wilson

Staff

Robert Anthony
Executive Director

Amy Kaufman
Director of
Community Relations

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CPAH is a tax-exempt,
501(c)(3) nonprofit
charitable organization.
Tax ID# 06-1683983

September 19, 2014

David Meek, Chair
Highland Park Housing Commission
1150 Half Day Road
Highland Park, IL 60035

Dear David,

I am writing because it is time for CPAH to submit its request for 2014 operating funding. CPAH is a 501(c)(3) nonprofit organization that was initiated by the City of Highland Park in 2003 to expand the supply of permanently affordable housing in the community. At the same time, the City also created the Highland Park Housing Trust Fund to help support CPAH's activities. As such, CPAH applies annually for Housing Trust Fund dollars to help support both project and operating activities.

In its early years, approximately 90% of CPAH's funding originated from the Highland Park Housing Trust Fund. The organization has been actively working to expand and diversify its funding base. As such, the Housing Trust Fund now typically represents less than 50% of project funding for Highland Park projects and approximately 39% of CPAH's operating budget. CPAH collaborates with other communities in the region to share infrastructure costs, create economies of scale and operate a more effective, efficient and sustainable organization. Project funding originates from the community where the home is located and operating funding is pro-rated based on the percentage of staff time spent in each community, thereby reducing the per-unit cost in Highland Park.

In 2014, approximately 65% of staff time was spent on Highland Park activities representing \$133,465 (\$205,332 X 65%) of CPAH's operating budget. This letter serves as a formal funding request of \$80,000 for 2014 CPAH operating costs, which is \$5,000 less than the amount budgeted by the Housing Commission for 2014. Whereas CPAH previously submitted its annual operating request at the beginning of each year, CPAH now submits its annual operating request (on a reimbursement basis) towards the end of each year to be sure that actual staff time spent in each community is consistent with the operating request. This year, CPAH also plans to leverage the \$80,000 operating grant contribution to secure additional tax credits that CPAH can use towards its four-unit scattered site rental project.

The following are a few key highlights of CPAH's activities in Highland Park over the past twelve months:

- Completed the rehabilitation and sale of 704 Broadview Avenue, Highland Park
- Completed the rehabilitation and sale of 2484 Highmoor Road, Highland Park
- Completed the rehabilitation and sale of 1578 Cloverdale Avenue, Highland Park
- Completed the rehabilitation and sale of 1446 Lincoln Place, Highland Park
- Acquired and developing a scope of work for 386 Walker Avenue, Highland Park
- Acquired and developing a scope of work for 390 Walker Avenue, Highland Park
- Facilitated re-sale of 536 Hyacinth Place, Highland Park
- Facilitated re-sale of 637 Glenview Avenue, Highland Park
- Coordinated turnover of 3506 Western Avenue, #202, Highland Park (rental)
- Secured \$597,500 in federal HOME and Lake County Affordable Housing program funds for scattered site ownership and rental units
- Raised over \$100,000 in individual, corporate and other donations
- Launched Individual Development Account / Matched Savings Program with First Bank of Highland Park
- Adopted CPAH's 2014 – 2017 Strategic Plan
- Continued to provide homeowner and tenant services and stewardship such as refinances, assistance with property taxes, maintenance classes, resident picnic, sharing website and other supports.

Operating funds are primarily used to support staff salaries in relation to the acquisition, rehabilitation and sales/rental of CPAH's housing program. As mentioned earlier, operating costs are pro-rated per community based on the percentage of staff time spent in each community. Specific duties include identification of properties for acquisition, negotiating acquisitions, managing the construction/rehabilitation process, coordinating professional services (inspectors, appraisals, contractors, lawyers, etc.), marketing homes, managing the application process, qualifying prospective buyers, organizing and maintaining the applicant waiting list, providing or arranging for pre-purchase counseling, selecting applicants, coordinating mortgages with lenders, executing and managing purchase and sales contracts, coordinating property transfer closings, coordinating appropriate property tax assessments, ongoing homebuyer services, refinances and re-sales, long-term grant and affordability compliance, securing additional project and operating funding, inclusionary housing program administration, financial administration, board development, property management and general organizational / 501(C)(3) administration.

Attached is a copy of our 2014 operating budget as well as our 2013-2014 Annual Report. As always, we sincerely appreciate all of the support and leadership provided by the Housing Commission; it has made the City of Highland Park and CPAH recognized as a model and true leader on affordable housing throughout the region. Please don't hesitate to contact me at 847-681-8746 (office) or 847-800-4140 (cell) or ranthony@cpahousing.org with any questions.

Sincerely,



Rob Anthony
Executive Director

**Community Partners for Affordable Housing
2014 Operating Budget**

	2014 Operating Budget
Ordinary Income/Expense	
Income	
Contributed Support	
Individual Contributions*	22,932
Corporate/Business Grants	15,000
CHDO Operating Funds	15,000
Foundation Grants	10,000
Local Government	122,500
Other Fundraising	7,500
Contributed Support	192,932
Earned Revenues	
Ground Lease Fees	12,150
Other	
Earned Revenues	12,150
Interest-Savings/Short-Term Inv	250
Total Income	205,332
Expense	
Salaries & Related Expenses (2FTE)	
Salaries	135,982
Employer Retirement Benefits	4,050
Health Care Benefits	5,000
Payroll Taxes	10,200
Salaries & Related Expenses	155,232
Professional Services	
Accounting Fees	10,500
Legal Fees	1,500
Misc Professional Services	2,000
Professional Services	14,000
Office Expenses	
Supplies	2,250
Telephone & Telecommunications	2,600
Postage, Shipping, Delivery	1,750
Copying	2,250
Books, Subscriptions, Reference	500
Printing	4,000
Board Meeting expenses	500
Office Expenses	13,850
Occupancy Expenses	
Utilities	650
Occupancy Expenses	650
Travel & Meetings Expenses	3,000
Marketing and Advertising	
Printing/Promotional	3,000
Constant Contact Marketing	500
Advertising Expenses	3,000
Advisory Board Expenses	500
Events /Open Houses/Other	2,500
Marketing and Advertising	9,500
Business expenses	
Bank/Credit Card Donation Chrg	900
Membership Dues - Organization	1,000
Financial Software Subscription	850
Staff Development	500
General Liability Insurance	1,500
D & O Insurance	850
Workers Comp	1,000
Organizational (corp.) Expenses	1,000
Misc	500
Business Expenses	8,100
Total Expenses	204,332
Net Operating Income	1,000
Other Expense	
Office Equipment	1,000
Total Other Expense	1,000
Net Other Income	0
Net Income	\$0



COMMUNITY
PARTNERS FOR
AFFORDABLE HOUSING

2013-2014 Report

55 Units

That provide affordable housing for 64 adults and nearly 100 children

“As a single parent, your overriding concern is your kids. Affording my own home seemed impossible until I found CPAH. It was the best thing that could have happened to us.”



- Dana, CPAH homeowner

55 – We think of speed limits and birthday milestones (one well known to me), but it is significant for another reason. It is the number of affordable properties in CPAH’s inventory of single-family homes, townhouses, and rental apartments in Highland Park, Lake Forest, and Evanston. These 55 units provide affordable housing for 64 adults and nearly 100 children, who range in age from newborns to seniors. 55 units that provide homes for people who work in our schools, hospitals, and businesses, as well as some who have experienced a life change such as the loss of a family member or a divorce.

Don’t get used to 55 though—that number is continually increasing. CPAH is on track to add about 10 units to its inventory of individually owned homes and 10 rental properties this year alone. Having worked successfully in 3 communities, CPAH will continue to grow as a regional organization and by 2017 provide affordable housing services in at least one additional community. CPAH also plans to identify housing needs of specific populations and establish partnerships to address unmet needs.

If you think CPAH’s plans are ambitious, you are right. That is why CPAH recently outlined its plans for growth in a 3 year Strategic Plan* that was thoughtfully developed with the assistance of volunteer consultants from McKinsey & Company. By moving forward strategically, and with your support, CPAH is poised to achieve these and additional goals set forth in the Strategic Plan.



Terri at a CPAH Service Day

Your past support has gotten CPAH to where it is today, and for that CPAH – and, most importantly, those CPAH serves – is most grateful, and so am I.

With many thanks,

Terri R. Olian, Board President

* To read our newly adopted 2014-2017 Strategic Plan, go to cpahousing.org. For a hard copy, call the CPAH office (847-681-8746)

Laurence's Story

A chance to start over



Life didn't go according to plan for Laurence and his family of 5.

At first all seemed well. Laurence was a producer in Chicago, his wife was an event planner, and they had 4 wonderful children. But, life took an unexpected turn when Laurence's wife fell ill and he had to leave his job to care for her. While he secured part time work, the income was not enough to keep up with their expenses. They sold their home, and Laurence's wife's illness caused her to move out of town.

Laurence and his four children rented a home in Highland Park, though the rent was high and the property needed many repairs. When the landlord decided to sell the home, Laurence's family had to move again.

Laurence contacted CPAH and he couldn't believe that a 3 bedroom rental apartment, big enough for 5 people, would shortly be available at Hyacinth Place. This was the break he so badly wanted for his family.

Now happily living at Hyacinth Place, Laurence believes CPAH provided his family the opportunity to start over. The family loves the independence that comes with lower rent, the feeling of permanency created by having safe, stable housing, and looks forward to a secure and wide open future. Laurence no longer worries about where they are going to live—he knows they are home.

*"It makes me feel happy and safe."
– Laurence's son*



CPAH's Newest Residents Tell Our Story

Chris and her daughter were living with her sister's young family in Highland Park. But, with a baby on the way, Chris's sister needed to make room for the new addition. Chris, a social worker, wanted the stability provided by permanent housing, but was determined to provide for her daughter while living within her means-and she was discouraged. Then she found CPAH.

"Buying a CPAH townhome alleviated a lot of stress for us. We have a comfortable, safe, permanent roof over our heads without being over-extended. Not to have the stress of living beyond our means is a real gift."

CPAH acquires properties fit for a broad range of incomes. This townhome was perfect for the single mom looking for peace of mind.



Success! CPAH's first "lease to own" home provided just the right kind of help for a recently divorced local woman who could not afford to stay in the home she had shared with her husband. Needing some time to rebuild, she leased this condo from CPAH, and a portion of her monthly rent was set aside and put toward the down payment she would need to purchase the home at the end of the lease. All went according to plan, and this CPAH resident is thrilled to own her affordable home, in the town she loves. CPAH is proud to have provided her a chance to get back on her feet.

Lake Forest: CPAH Helps Local Coach And His Family Hit A Homerun

When Joe, the Lake Forest College softball coach, first became aware that CPAH was working in Lake Forest, he and his wife Kristen thought about purchasing a CPAH home. But the circumstances and the available space were not suitable for the family of 8, including Kristen's mother. Fast forward 2 years, and along comes a more spacious farm house, and CPAH reconnected with Joe and Kristen. They were now a family of 7 as Kristen's mom had moved, and it all fell into place.

Having exceeded the period of eligibility for renting a house from the College, Joe was considering out-of-town positions as they simply could not afford housing in Lake Forest. When Joe and Kristen learned that they qualified for a CPAH home, they were over the moon. It was a new chapter that allowed the family to remain near family and friends, and Joe to continue his work at the College.

"This is a great day for Lake Forest College."

-Lake Forest College Administrator

And a great day for Joe, Kristen and CPAH as well!



This house was the site of many volunteer days—including groups from CROYA (the Lake Forest teen center), Mesirow Financial, @Properties and Congregation Solel. Volunteers landscaped, demolished and painted. Thank you for helping CPAH turn this blighted property into a wonderful home!



Highland Park, Evanston, and More...



When two townhomes became available this year in Highland Park, these two single moms were able to add stability to their lives.

"My kids were able to remain in their schools and in the area they grew up in. There is a feeling of community and belonging that is priceless. Our lives have truly been touched by CPAH in a beautiful way during a trying life change. We are very grateful." -Dana

"CPAH gave us the opportunity to regain secure financial footing after my divorce. I don't want to think about where I would be financially and emotionally if we hadn't found CPAH. It is a gift that keeps on giving." -Bonnie



CPAH's first Evanston home! This lovely 3 bedroom colonial in Evanston will soon be home to a family of 6 who are ecstatic at being able to afford a home in their own community that is suitable for their large family. Local contractors rehabilitated the home, along with help from volunteers from First United Methodist Church. Over the course of the next year, CPAH will continue to grow in Evanston, with two additional rental homes and many more affordable housing opportunities in the works.



Arist worked hard at establishing a successful landscaping business in Highland Park. But he was tired of renting, and he and Veronica investigated buying a CPAH home. When the opportunity to buy this house with a large yard came up, Arist and Veronica knew it was perfect for them, close to work, their daughter's school, and a natural workshop for the landscaper!



Cottages, Condos, and More...



Last September, CPAH acquired 5 rental “cottages” for seniors, which are home to long-time residents of Lake Forest. Located near Metra and shopping, these 2 bedroom cottages are a wonderful way to help seniors remain in the community they have called home for many years. Jim, pictured here, and his wife Marilyn love their cottage and the affordability of their life in Lake Forest, near friends and family.



CPAH was approached by a Highland Park couple wondering if CPAH would be interested in purchasing their home for its inventory. The answer was a resounding yes! Since then the house received a rehab and is now owned by a young family of 4, much to the delight of the previous owners and new ones. And this home will remain part of CPAH’s inventory of permanently affordable homes—forever!



CPAH acquired this condo to add to its inventory of affordable rentals in Highland Park. Having stable housing expenses is a tremendous help to local residents trying to make ends meet.

"After searching for an affordable place to rent locally, we faced the awful prospect of moving far from my job and family. Finding CPAH provided not only relief, but gives us optimism about the future.

Thanks to CPAH and the amazing opportunities they provide and by far, the most friendly and caring people to know."

-CPAH resident

Donor shares a story

How CPAH became their choice to *pay it forward* to make a difference

*Dear Fritz,**

I want to share with you the story of how The Brook-Lin Center for Gymnastics in Mississippi became donors to Community Partners for Affordable Housing.

My business partner and I wanted our girl's gymnastics team to do something different this year for Christmas. Each year the girls draw names for a secret Santa gift exchange. But this year we wanted the girls to experience the gift of giving to others who are in need. My business partner and I threw around different ideas, but then I received your letter about Community Partners for Affordable Housing. My immediate reaction was "wow!" I was so proud of you and all you have accomplished since our high school days. Then the light bulb went off —this is exactly the type of organization we were looking for...it was a perfect fit.

I immediately sent out a letter to our team explaining exactly why we chose CPAH. I explained how after Katrina, the team program was flailing. I reminded them how generous you were to us and how a check showed up in the mail and literally gave our team the finances needed to complete the competition season. Without your help, Brook-Lin may not have been able to continue.

It was time for the Brook-Lin Center to "pay it forward" and CPAH was our chance to repay you for your generosity post Katrina. We asked each family to donate the \$15 they would have spent on a secret Santa gift. All team members jumped on board with many donating more than what we asked for. One family came through with a surprise donation by submitting my letter for a donation request to the Louisiana Union of Police Associations. Their Board voted to make a \$1000 donation to CPAH as well. I was overwhelmed and grateful at the same time.

This is our way of finally saying thanks to you, paying it forward, and helping low income families have a wonderful home to raise a family.

Sincerely,
Terry Musial Dalton and the Brook-Lin Center Family



Fred Wilson receiving the 2013 Community Partner Award for his efforts on CPAH's behalf. Clearly, Fred's generosity is an inspiration to others.

*Fritz is CPAH Board Member Fred Wilson, co-founder and principal of Morgante Wilson Architects.

2013 Financials

Audited Consolidated Statement of Financial Position (CPAH, HPICLT-Hyacinth, LLC, HPICLT-Hyacinth Rental, LLC
CPAH Senior Cottages, LLC)
Assets and Liabilities as of December 31, 2013

ASSETS

Current Assets

Cash and Cash Equivalents	455,825	
Grants & Accounts Receivable	435,762	
Escrow Deposits	67,663	
Buildings Held for Sale	<u>1,333,084</u>	2,292,334
Property and Equipment, Less, Accumulated Depreciation of \$197,026		2,664,315
Land Leased to Home Buyers		<u>4,494,963</u>
TOTAL ASSETS		<u>\$9,451,612*</u>

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts Payable and Accrued Expenses	64,658	
Security Deposits	8,644	
Current Portions of Mortgage Loans Payable	<u>1,033,088</u>	1,106,190
Mortgage Loans Payable, Less Current Portions Above		<u>186,864</u>
TOTAL LIABILITIES		1,293,054

Net Assets

Unrestricted	7,737,853	
Temporarily Restricted	<u>420,705</u>	<u>8,158,558</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$9,451,612</u>

Audited Statement of Activities and Changes in Net Assets for the Year Ended December 31, 2013

	Unrestricted	Restricted	Total
SUPPORT AND REVENUES			
Grants and Other Revenues			
Government Grants	686,980	345,705	1,032,685
Other Contributions	1,151,165		1,151,165
Rental Income, Net of Direct Expenses of \$19,094	69,326		69,326
Special Event, Net of Direct Expenses of \$5,672	30,298		30,298
Interest	267		267
Assets Released from Restrictions	<u>176,512</u>	<u>(176,512)</u>	-
TOTAL GRANTS AND OTHER REVENUES	2,114,548	169,193	2,283,741
Sales of Dwelling Units	394,915		394,915
Cost of Sales (Including subsidies of \$203,000)	<u>(338,135)</u>		<u>(338,135)</u>
Excess Proceeds over Costs	<u>56,780</u>		<u>56,780</u>
TOTAL INCOME	<u>2,171,328</u>	<u>169,193</u>	<u>2,340,521</u>
EXPENSES			
Program Services	259,676		259,676
Management and General	<u>35,203</u>		<u>35,203</u>
TOTAL EXPENSES	<u>294,879</u>		<u>294,879</u>
Increase in Net Assets	1,876,449	169,193	2,045,642
Net Assets Beginning of Year	<u>5,861,404</u>	<u>251,512</u>	<u>6,112,916</u>
Net Assets End of Year	<u>\$7,737,853</u>	<u>\$420,705</u>	<u>\$8,158,558</u>

*Includes the appraised value of parcels leased to homeowners, which are restricted through 99-year, renewable ground leases.

2013 Supporters

Thank you to our generous donors who help CPAH build strong communities

Partners

Gifts of \$5000 or more

City of Evanston HOME Program
First Bank of Highland Park
Janice and Joel Goldblatt
Highland Park Bank & Trust
Highland Park Housing
Commission
Priscilla and Steve Kersten
Lake County Affordable Housing
Program
Lake County HOME Program
Lake Forest Bank & Trust
Lake Forest Housing Trust Board
Moraine Township
Morgante Wilson Architects
Presbyterian Homes
IL Dept. of Commerce &
Economic Opportunity

Benefactor

Gifts from \$1000 - \$4999

Roula Alakiotou
—*In honor of Nelson Mandela*
American Enterprise Bank
Christine and John Bakalar
—*In honor of Jonathan Kaden*
BMO Harris Bank
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Community Partners for Affordable Housing

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Highland Park, IL 60035
847-681-8746
www.cpahousing.org
Email: cpah@cpahousing.org

Design Adapted by Alex Beaton
abeato2@saic.edu

Original Design by Stefanie Rosenfeld
srosenfeld2@gmail.com

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

To: Housing Commissioners

From: Mary Cele Smith, Housing Planner

Date: September 25, 2014

SUBJECT: Consideration of Revised Grant Application from Community Partners for Affordable Housing to the Affordable Housing Trust Fund to Create Four Affordable Housing Units

On April 4, 2014, the Housing Commission approved a grant application from Community Partners for Affordable Housing (CPAH) to the Affordable Housing Trust Fund (HTF) to create four affordable rentals at 386 and 390 Walker Avenue. The amount of the request was \$450,000, and distribution of the grant would be contingent upon receipt of Illinois Affordable Housing Tax Credits (IAHTC) from the Illinois Housing Development Authority. Based on past IAHTC projects, the Housing Commission can receive a State tax credit worth 50% of the grant, or \$225,000 for this project. CPAH staff, as they have done in the past, would then assist the Housing Commission to sell the IAHTC for approximately \$0.83 per dollar, or \$186,750. As a result, the net contribution from the Housing Trust Fund (HTF) would be approximately \$263,250 ($\$450,000 \times .05 \times .83$). CPAH intends to use the HTF to leverage \$300,000 in Lake County HOME funds as well as other funds for the project.

Below is the motion excerpted from the April 4, 2014 Minutes:

After discussion, Chair Meek entertained a motion to approve the grant to Community Partners for Affordable Housing (CPAH) for \$450,000 for the creation of four affordable housing units in Highland Park, contingent upon receiving a tax credit from the Illinois Housing Development Authority. Commissioner Elder moved approval of the grant to Community Partners for Affordable Housing (CPAH) for \$450,000 for the creation of four affordable housing units in Highland Park, contingent upon receiving a tax credit from the Illinois Housing Development Authority. Commission Naftzger seconded the motion.

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

Since that time, CPAH acquired the properties at 386 and 390 Walker Avenue, and staff is in the process of rehabbing those properties for permanently affordable homeownership as planned. These acquisitions complete the HTF 2013 Scattered Site Grant Agreement. The rental component under the new grant that the Housing Commission approved April 4th, however,

cannot move forward at this time, because the existing water main is not adequate for constructing four additional units on the site. The City of Highland Park added the water line replacement to its capital improvement schedule, but the work will not occur until 2017. As a result, CPAH proposes the revised program with the attached application letter dated September 19, 2014.

The revised grant application is also for four permanently affordable rental units but as scattered site units rather than at one location. The four rental units will be a combination of 2-3 bedroom condominiums, townhomes, small multi-family buildings, and/or single-family homes. Like the grant application approved in April, this grant would be contingent upon receipt of Illinois Affordable Housing Tax Credits (IAHTC) worth 50% of the grant amount, or \$225,000. CPAH would then arrange for the sale of the tax credit on behalf of the Housing Commission. The Commission would be able to sell the IAHTC for approximately \$0.83 per dollar, or \$186,750. The Housing Commission's net donation to the project would be approximately \$263,250. The sale of the tax credits would occur simultaneously with the Housing Commission's donation to CPAH at a closing at IHDA that is anticipated to occur in late 2014. The four rental units would be acquired and rehabilitated in 2015.

If the Housing Commission approves the revised CPAH application, the next step will be for City staff to submit a Budget Amendment Request to City Council in October to revise the City's 2014 Housing Trust Fund budget to include the new grant.



Agenda Item 3

Revised CPAH Rental Grant Application

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400 Central Avenue, #111
Highland Park
Illinois 60035
Phone: 847.681.8746
Fax: 847.681.8846
cpah@cpahousing.org
www.cpahousing.org

CPAH is a tax-exempt,
501(c)(3) nonprofit
charitable organization.
Tax ID# 06-1683983

September 19, 2014

David Meek, Chair
Highland Park Housing Commission
1150 Half Day Road
Highland Park, IL 60035

Dear David,

As you know, the Highland Park Housing Commission approved a \$450,000 grant to Community Partners for Affordable Housing (CPAH) to create four permanently affordable rental units on Walker Avenue, Highland Park. This grant is conditioned upon the successful receipt of Illinois Affordable Housing Tax Credits (IAHTC) worth 50% of the grant amount, or \$225,000. CPAH will then arrange for the sale of the tax credits on behalf of the Housing Commission at approximately 83 cents per dollar of tax credit (\$186,750). Therefore, the Housing Commission's net contribution to CPAH for the project is \$263,250 (\$450,000 grant less \$186,750 received from the sale of the tax credits). The sale of the tax credits would occur simultaneously with the Housing Commission's donation to CPAH at a "closing" that is anticipated to take place in late 2014. The four rental units will be acquired and rehabilitated in 2015.

Unfortunately, the original proposed site on Walker Avenue is serviced by a 4-inch water main which would provide insufficient water flow to a sprinkler system in case of a fire. The City of Highland Park added the water line replacement to its capital improvement schedule, but the work will not occur until 2017.

Therefore, I am writing to request a change in location from the Walker Avenue site to our traditional scattered-site approach. The project will still create four units of permanently affordable rental housing in Highland Park. The four rental units will be a combination of 2-3 bedroom condominiums, townhomes, small multi-family buildings and/or single family homes. As you know, CPAH has an extremely successful track record of locating, acquiring and rehabilitating scattered site homes on time and on budget. Attached is a revised budget for the project.

Please don't hesitate to contact me at 847-681-8746 (office) or 847-800-4140 (cell) or ranthony@cpahousing.org with any questions.

Sincerely,

Rob Anthony
Executive Director

**Lake County
DEVELOPMENT BUDGET (Uses)**

Project: Scattered Site Rental Developer: Community Partners for Aff
Project Number: 0

ACQUISITION	TOTAL	Per Unit	Per SF	% TDC
Land	\$0	\$0		
Building	\$685,000	\$171,250		
Holding Costs	\$20,000	\$5,000		
Other:	\$0	\$0		
Other:	\$0	\$0		
Total Acquisition:	\$705,000	\$176,250	\$185.53	81.7%
HARD COSTS (complete sheet #7)				
General Cond., Overhead & Profit		\$0		
Construction Hard Costs	\$80,000	\$20,000		
Building Permit & Other Local Fees	\$0	\$0		
Total Construction:	\$80,000	\$20,000	\$21.05	9.3%
CONTINGENCY				
	\$8,000	\$2,000	0.0%	0.9%
SOFT COSTS				
Architect: Design	\$0	\$0		
Architect: Supervision	\$0	\$0		
Civil Engineering	\$0	\$0		
Green Certification Fees	\$0	\$0		
Legal	\$3,200	\$800		
Accounting/Cost Certification	\$0	\$0		
Survey	\$1,200	\$300		
Appraisal	\$1,300	\$325		
Environmental Report	\$2,000	\$500		
Soil Tests	\$0	\$0		
Market Study	\$0	\$0		
3rd Party Cost Estimate	\$0	\$0		
Title & Recording	\$10,000	\$2,500		
Marketing	\$0	\$0		
Other:	\$0	\$0		
Other:	\$0	\$0		
Total Soft Costs:	\$17,700	\$4,425	\$4.66	2.1%
PERMANENT FINANCING				
Application Fees	\$2,500	\$625		
LIHTC Fees	\$0	\$0		
Working Capital/Latent Defects LOC Fee	\$0	\$0		
Origination Fees	\$0	\$0		
Financing Legal Fees	\$0	\$0		
Lender's Inspecting Architect	\$0	\$0		
Bond Insurance Fees	\$0	\$0		
Bank Escrow Fee	\$0	\$0		
Rating Agency Fee	\$0	\$0		
Other: IL Affordable Housing Tax Credit Fee	\$14,000	\$3,500		
Other:	\$0	\$0		
Total Interim Financing:	\$16,500	\$4,125	\$4.34	1.9%
INTERIM FINANCING				
Construction/Bridge Loan Interest	\$6,000	\$1,500		
MIP/Credit Enhancement during construction		\$0		
Servicing Fees during construction		\$0		
Real Estate Taxes during construction	\$6,000	\$1,500		
Insurance during construction	\$4,000	\$1,000		
Other:	\$0	\$0		
Total Permanent Financing:	\$16,000	\$4,000	\$4.21	1.9%
SYNDICATION				
Syndication Legal		\$0		
Partnership organizational expense		\$0		
Other:		\$0		
Total Syndication:	\$0	\$0	\$0.00	0.0%
RESERVES				
Real Estate Tax Reserve	\$2,000	\$500		
Insurance Reserve	\$800	\$200		
Capital Replacement Reserve	\$2,000	\$500		
Initial Rent-up Reserve	\$3,200	\$800		
Operating Reserve	\$1,000	\$250		
Debt Service Reserve	\$1,000	\$250		
Other:	\$0	\$0		
Other:	\$0	\$0		
Other:	\$0	\$0		
Total Reserves:	\$10,000	\$2,500	\$2.63	1.2%
DEVELOPER FEE				
	\$10,000	\$2,500	\$2.63	1.2%
TOTAL DEVELOPMENT COSTS (TDC):				
	\$863,200	\$215,800	\$227.16	100.0%

**Lake County
Sources & Uses Summary**

Project Name	Scattered Site Rental	Total Square Feet: 3,800	Total Units: 4
Project Number	0	Avg SqFt/Unit: 950	HOME Units: 4
Developer	Community Partners for Afford		
Project Type:	Full Code Rehab	Target Population: 0	
Unit Type	Other	Average Rent 938	

Unit Mix

	Efficiency	1 BR	2 BR	3 BR	4 BR	Total	
Number of Units	0	0	2	2	0	4	
Average Monthly Rent	#DIV/0!	#DIV/0!	\$836	\$1,039	#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	\$705,000	\$176,250	81.7%	
Hard Costs (Construction)	\$80,000	\$20,000	9.3%	
Construction Contingency	\$8,000	\$2,000	0.9%	Construction Cost/SqFt: \$21
Soft Costs	\$17,700	\$4,425	2.1%	
Permanent Financing	\$16,500	\$4,125	1.9%	
Interim Financing	\$16,000	\$4,000	1.9%	Total Cost/SqFt: \$227
Syndication	\$0	\$0	0.0%	
Reserves	\$10,000	\$2,500	1.2%	
Developer Fee	\$10,000	\$2,500	1.2%	
Total Development Costs*	\$863,200	\$215,800	100.0%	

Permanent Sources

	Total	Per Unit	% of Total	Interest Rate	Loan Term (yrs)	Annual Payment
Bank Mortgage <i>Est. mortgage: \$88,794</i>	\$80,000	\$20,000	9.3%	5.00%	30	\$5,175
Low Income Housing Tax Credits		\$0	0.0%			
Other State/Federal/Historic Tax Credits		\$0	0.0%			
Deferred Developer Fee		\$0	0.0%			
Developer Long-Term Equity		\$0	0.0%			
LCHOME Funds (Development Subsidy)	\$300,000	\$75,000	34.8%			
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	\$450,000	\$112,500	52.1%			
Other: IAHTC Proceeds (from operating grant)	\$33,200	\$8,300	3.8%			
		\$0	0.0%			
Total Sources	\$863,200	\$215,800	100.0%			\$5,175
(GAP) or Surplus	\$0	\$0	0.0%			DCR: 1.381642512

Interim Financing Sources *(May include permanent sources listed above.)*

	Amount Available During Construction	% TDC	Const. Loan Interest Rate	Developer Notes
Private Construction Loan(s) <i>(bank financing)</i>	\$80,000	9.3%	5	
Developer Equity <i>(Self-financing for acquisition, predevelopment, etc.)</i>	\$10,000	1.2%		
Deferred Developer Fee	\$0	0.0%		
Other: Highland Park Housing Trust Fund	\$450,000	52.1%		
Other: IAHTC Proceeds	\$33,200	3.8%		
		0.0%		
LC HOME Dev. Subsidy <i>available during construction</i>	90%	\$270,000	31.3%	
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>		\$20,000	2.3%	
Total Construction Sources		\$863,200	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>
<i>Proposed use of HOME funds: Acquisition</i>			

Operating Budget

	Annual	Per Unit	Key Assumptions	
Gross Rent Potential	\$45,000	\$11,250	Vacancy Years 1-4	7.0%
Other Income	\$0	\$0	Vacancy Years 5+	7.0%
Vacancy	\$3,150	\$788	Rent Inflation Years 1-4	2.0%
Adjusted Gross Income	\$41,850	\$10,463	Rent Inflation Years 5+	2.0%
Annual Operating Expenses	\$34,700	\$8,675	Expense Inflation:	
Net Operating Income	\$7,150	\$1,788	Administration	3.0%
Debt Service	\$5,175	\$1,294	Operating	3.0%

**Lake County
OPERATING CASH FLOW PROJECTION**

Project: Scattered Site Rental

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	0.02 Years 1-4 Years 5+										
Gross Income Potential	2.0% 2.0%	\$45,000	\$45,900	\$46,818	\$47,754	\$48,709	\$49,684	\$50,677	\$51,691	\$52,725	\$53,779
Vacancy Factor	7.0% 7.0%	\$3,150	\$3,213	\$3,277	\$3,343	\$3,410	\$3,478	\$3,547	\$3,618	\$3,691	\$3,765
Operating Subsidy Reserve Draw		\$0	\$0	\$0	\$0	\$0					
Net Income		\$41,850	\$42,687	\$43,541	\$44,412	\$45,300	\$46,206	\$47,130	\$48,072	\$49,034	\$50,015
<i>Per Unit</i>		\$10,463	\$10,672	\$10,885	\$11,103	\$11,325	\$11,551	\$11,782	\$12,018	\$12,258	\$12,504
OPERATING EXPENSES	Inflation Factor										
Administration	2.0%	\$1,400	\$1,428	\$1,457	\$1,486	\$1,515	\$1,546	\$1,577	\$1,608	\$1,640	\$1,673
Operating	3.0%	\$1,400	\$1,442	\$1,485	\$1,530	\$1,576	\$1,623	\$1,672	\$1,722	\$1,773	\$1,827
Maintenance	3.0%	\$14,500	\$14,935	\$15,383	\$15,845	\$16,320	\$16,809	\$17,314	\$17,833	\$18,368	\$18,919
Utilities	3.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Taxes & Insurance	2.0%	\$15,000	\$15,300	\$15,606	\$15,918	\$16,236	\$16,561	\$16,892	\$17,230	\$17,575	\$17,926
Reserves	3.0%	\$2,400	\$2,472	\$2,546	\$2,623	\$2,701	\$2,782	\$2,866	\$2,952	\$3,040	\$3,131
Total Operating Expenses		\$34,700	\$35,577	\$36,477	\$37,401	\$38,349	\$39,322	\$40,320	\$41,345	\$42,397	\$43,477
<i>Per Unit</i>		\$8,675.00	\$8,894.25	\$9,119.26	\$9,350.18	\$9,587.17	\$9,830.41	\$10,080.06	\$10,336.28	\$10,599.28	\$10,869.22
Net Operating Income		\$7,150	\$7,110	\$7,064	\$7,011	\$6,951	\$6,884	\$6,810	\$6,727	\$6,637	\$6,538
<i>Per Unit</i>		\$1,787.50	\$1,777.50	\$1,765.93	\$1,752.71	\$1,737.77	\$1,721.04	\$1,702.42	\$1,681.84	\$1,659.21	\$1,634.44
[PJ] Servicing Mortgage (HOME, CDBG)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Debt Service		\$5,175	\$5,175	\$5,175	\$5,175	\$5,175	\$5,175	\$5,175	\$5,175	\$5,175	\$5,175
Debt Coverage Ratio		1.38	1.37	1.36	1.35	1.34	1.33	1.32	1.30	1.28	1.26
CASH FLOW		\$1,975	\$1,935	\$1,889	\$1,836	\$1,776	\$1,709	\$1,635	\$1,552	\$1,462	\$1,363
<i>Per Unit</i>		\$494	\$484	\$472	\$459	\$444	\$427	\$409	\$388	\$365	\$341
Payments Out of Cash Flow:	Addl Opr Subsidy										
Payments Out of Cash Flow:											
FINAL CASH FLOW		\$1,975	\$1,935	\$1,889	\$1,836	\$1,776	\$1,709	\$1,635	\$1,552	\$1,462	\$1,363
<i>Per Unit</i>		\$494	\$484	\$472	\$459	\$444	\$427	\$409	\$388	\$365	\$341

	Lake County
OPERATING CASH FLOW PROJECTION	

Project: Scattered Site Rent

		Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
REVENUE	0.02 Years 1-4 Years 5+										
Gross Income Potential	2.0% 2.0%	\$54,855	\$55,952	\$57,071	\$58,212	\$59,377	\$60,564	\$61,775	\$63,011	\$64,271	\$65,557
Vacancy Factor	7.0% 7.0%	\$3,840	\$3,917	\$3,995	\$4,075	\$4,156	\$4,239	\$4,324	\$4,411	\$4,499	\$4,589
Operating Subsidy/Reserve Draw											
Net Income		\$51,015	\$52,035	\$53,076	\$54,137	\$55,220	\$56,325	\$57,451	\$58,600	\$59,772	\$60,968
<i>Per Unit</i>		\$12,754	\$13,009	\$13,269	\$13,534	\$13,805	\$14,081	\$14,363	\$14,650	\$14,943	\$15,242
OPERATING EXPENSES	Inflation Factor										
Administration	2.0%	\$1,707	\$1,741	\$1,776	\$1,811	\$1,847	\$1,884	\$1,922	\$1,960	\$2,000	\$2,040
Operating	3.0%	\$1,881	\$1,938	\$1,996	\$2,056	\$2,118	\$2,181	\$2,247	\$2,314	\$2,383	\$2,455
Maintenance	3.0%	\$19,487	\$20,071	\$20,674	\$21,294	\$21,933	\$22,591	\$23,268	\$23,966	\$24,685	\$25,426
Utilities	3.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Taxes & Insurance	2.0%	\$18,285	\$18,651	\$19,024	\$19,404	\$19,792	\$20,188	\$20,592	\$21,004	\$21,424	\$21,852
Reserves	3.0%	\$3,225	\$3,322	\$3,422	\$3,524	\$3,630	\$3,739	\$3,851	\$3,967	\$4,086	\$4,208
Total Operating Expenses		\$44,585	\$45,723	\$46,891	\$48,089	\$49,320	\$50,583	\$51,880	\$53,211	\$54,578	\$55,981
<i>Per Unit</i>		\$11,146.29	\$11,430.70	\$11,722.65	\$12,022.33	\$12,329.96	\$12,645.76	\$12,969.95	\$13,302.77	\$13,644.44	\$13,995.22
Net Operating Income		\$6,430	\$6,312	\$6,185	\$6,048	\$5,900	\$5,742	\$5,571	\$5,389	\$5,194	\$4,987
<i>Per Unit</i>		\$1,607.43	\$1,578.10	\$1,546.33	\$1,512.03	\$1,475.09	\$1,435.39	\$1,392.82	\$1,347.26	\$1,298.59	\$1,246.67
[PJ] Servicing Mortgage (HOME, CDBG)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Debt Service		\$5,175	\$5,175	\$5,175	\$5,175	\$5,175	\$4,320	\$4,320	\$4,320	\$4,320	\$4,320
Debt Coverage Ratio		1.24	1.22	1.20	1.17	1.14	1.33	1.29	1.25	1.20	1.15
CASH FLOW		\$1,255	\$1,137	\$1,010	\$873	\$725	\$1,422	\$1,251	\$1,069	\$874	\$667
<i>Per Unit</i>		\$314	\$284	\$253	\$218	\$181	\$355	\$313	\$267	\$219	\$167
Payments Out of Cash Flow:	Addtl Opr Subsidy										
Payments Out of Cash Flow:											
FINAL CASH FLOW		\$1,255	\$1,137	\$1,010	\$873	\$725	\$1,422	\$1,251	\$1,069	\$874	\$667
<i>Per Unit</i>		\$314	\$284	\$253	\$218	\$181	\$355	\$313	\$267	\$219	\$167

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

To: Housing Commissioners

From: Mary Cele Smith, Housing Planner

Date: September 25, 2014

SUBJECT: Consideration of proposals for architectural services for the Peers window and air conditioning replacement project

Background

In July 2014, Evergreen Real Estate Services, LLC, staff sent out a Request for Proposals (RFP) to 7 architectural firms from a list that City staff compiled and advertised twice in the Pioneer Press newspaper consistent with the City's purchasing policy. Ms. Kuehl, Senior Vice President, Evergreen Real Estate Services, LLC also contacted Harley Ellis, who Evergreen worked with recently, but this firm declined to submit a proposal. In response to the letters and newspaper ads, Evergreen staff received requests for the bid package from Michael Taylor, Civil Reporter; CTL Group; and Michael Ford, WJE (Wiss, Janney, Elstner Associates, Inc.). SAS Architects sent a letter to say that they would not be submitting a proposal.

CTL Group and Full Circle Architects submitted proposals. Both Full Circle Architects and CTL Group are quality firms with many years of experience with the multi-family housing sector. Dan Baigelman, Principal, Full Circle Architects has been working with the Housing Commission on the Peers project on an hourly basis since May 2012. Initially, the architectural services for the Peers window project started out on an hourly basis paid from Peers Building operations. At this early stage, the project seemed simple: window replacement including the bay windows on the second and third floors. Once the bay windows were examined, however, it became clear that the project was considerably more complex and then the project expanded to include removing the existing window air conditioners from the bay windows and examining other air conditioning alternatives. The Peers Housing Association will pay for the additional architectural services that are needed.

Summary of Two Proposals

Attached are the two proposals and a summary spreadsheet comparing costs in the two bids. Mr. Baigelman revised his original proposal at City staff's request to reflect the Commission's direction regarding air conditioning alternatives. Ms. Kuehl followed up with additional questions for the two firms in order to prepare the summary spreadsheet. The two bids overall are very close for the entire project: for both project phases, Full Circle estimates \$90,000 while CTL Group estimates \$89,300, a difference of \$700. It is important to note that both proposals include some tasks that have estimates of time at hourly rates. For Phase 1, Full Circle's bid is

\$60,000 (plus possible additional costs for specialized subcontracting services such as electrical and structural engineering up to \$20,000, if needed), and CTL Group's bid is \$70,300 (plus possible specialized services, but no estimate is given). Although Full Circle's bid for Phase 1 appears substantially less than CTL's, two areas (prepare documents for design review and placement of the bid package for the construction phase and evaluation of construction bids) are estimates based on an hourly rate while CTL Group's costs are fixed. That said, Full Circle's cost estimates are likely to be fairly accurate given Mr. Baigelman's familiarity with the project. Also, Full Circle's hourly fees billed for work on the project in the past (and paid from building operations) have been reasonable.

Considering the bids for Phase 2, Full Circle's bid, conversely to Phase 1, appears substantially higher at \$30,000, but the costs are predominately fixed while the \$19,000 estimate from CTL Group is mostly based on hourly estimates.

Recommendation

Evergreen staff, Commissioner Adler (the remaining member of the Capital Planning working group), and City staff recommend the selection of Full Circle Architects given the minimal difference in cost between the two proposals overall and the fact that Full Circle Architects has in-depth knowledge of the construction issues present in the building based on investigations it has participated in since May 2012. Principal Dan Baigelman has developed extensive knowledge of building conditions and all the various scenarios and options considered at Peers. He understands the unique challenges and contributed significantly to devising a solution for the air conditioner placement problem. As noted above, his fees, paid from building operations, for work in the past have been reasonable, and the proposal that he submitted is very competitive to the one from CTL Group.

Next Steps

Once the Housing Commission selects an architect, the next step is for City staff to submit the Housing Commission recommendation this month to City Council for approval. The City Council is being asked to approve the contract for services, because, while the Housing Commission and its associations (Peers, Walnut and Ravinia Housing) are authorized to control their own purchases, the City Code establishes that the hiring of professionals to prepare, carry out and operate projects is subject to approval of City Council. After City Council approval, the architect will complete the tasks for Phase 1. Evergreen and City staff anticipate that the Housing Commission will be able to select a general contractor in winter 2015. Construction should commence by April 2015.

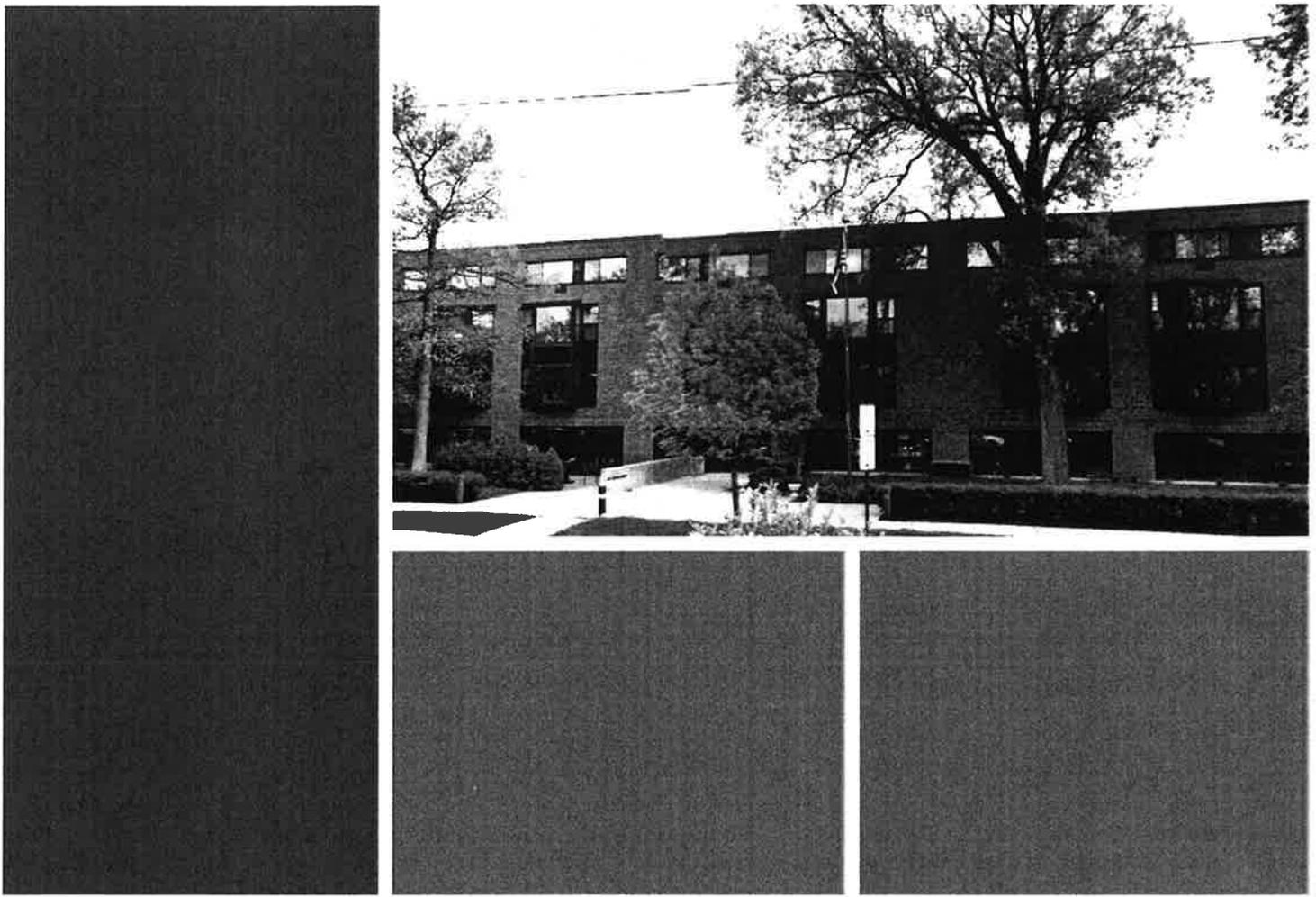
Attachments

Summary Spreadsheet

CTL Group Proposal

Full Circle Architects LLC Proposal

Frank B. Peers	Bid Comparison									
Task		Full Circle						CTL		
Phase I										
Develop scope of work, plans, specs, bid package for window replacement and fire separation; a/c on 2 floors				Fixed Fee	\$30,000			\$27,100 (Create baseline and plans/eval. site visit and evaluation)		
			\$30,000 hourly fee, as needed*							
			Not include specialized engineering serv. (structural, electrical - est. \$20,000)							
Prepare documents for design review						\$7,500*		\$28,200		
Placement of bid package, review and assessment of bids						\$7,500*				
Supervision of work						\$15,000*		\$15,000	Proposal indicated TBD;	
									Estimate via telephone call	
					TOTAL	\$60,000		\$70,300		
			Plus possible \$20,000 in specialized services, if needed.					Plus possible specialized services (no estimate of cost given)		
			Structural - \$10,000; Electrical - \$10,000							
			*Fees billed on "as needed" basis and billed hourly							
Phase II										
Stage 1 - Investigatory; identification of options and recommendations	\$10,000	Fixed Fee						\$8,800	Estimate of 50 hours @ \$175/hour	
	\$12,500*	As needed, hourly rate (specialized services not incl.)								
Stage 2 - develop scope of work, plans and specs; preparation of bid package; review bidders; supervision of construction	\$20,000	Fixed Fee						\$10,200	Plus construction observations	
	\$15,000*	As needed, hourly rate							TBD	
		Specialized Services (Estimate \$10,000 for electrical engineering services billed as reimbursable)								
		TOTAL	\$30,000	Fixed fee				\$19,000	Limited to 50 hours of investigatio	
	GRAND TOTAL		\$90,000					\$89,300		



Evergreen Real Estate Services

RFQ for Qualifications and Fee Proposal | Peers Housing Association

400 Central Avenue
Highland Park, IL 60035

August 22, 2014



August 22, 2014

Polly Kuehl, CPM
Senior Vice President of Property Management
Frank B. Peers Management Office
400 Central Avenue
Highland Park, IL 60035

**Architectural/Engineering Services for Window Replacement, Fire Separation and Air
Conditioner Replacement on Two Floors**

Frank B. Peers
CTLGroup Proposal No. 26PA14-096

Dear Ms. Kuehl:

CTLGroup is pleased to submit this proposal in response to your Request for Proposals (RFP) soliciting proposals for Architectural/Engineering services related to the development of plans and specifications, assisting with the bidding process, and construction oversight for the repair/replacement of the existing windows, modification of the existing fire separation, between the second and third floor residential units, air conditioner replacement on two floors, and secondary cooling in bedrooms on the third floor at the Frank B. Peers apartment building at 400 Central Ave. in Highland Park, IL.

Representatives of CTLGroup visited the site on August 20, 2014 to understand the issues related to the window and fire separation work. Based upon conversations that we had with Heidi Martin, Property Manager and Ray Jenkins, Building Engineer, we learned that the air conditioners for the second and third floor residential units are located in the soffit/window seat of the bay window between the second and third floor units. The fire separation between the second and third floor units is incomplete at this location.

The existing aluminum framed windows are glazed with Insulating Glass (IG) units. They are over thirty years old and reportedly, a large number of the IG units are fogged indicating that the edge seals in the IG units have failed. Only one area of water leakage was reported in connection to the existing window units. Based upon our initial observations and conversations it appears that the reason for the failure may be simply the advanced age of the IG units and not the window frames. Therefore the most economical repair to consider may be to replace the existing IG units leaving the aluminum frames in place.

The third floor residential units are currently cooled by one air conditioner located in the living room of each apartment. The single air conditioner unit is reportedly incapable of cooling the entire unit at this location on this floor.

The purpose of our work will be to prepare plans and specifications and supply construction observation for the following:

1. Repairs/replacement of the existing windows in the residential units
2. Repairs to the existing fire separation between the second and third floor residential units and to create continuity of the existing fire separation

3. Phase II: If needed, installation of a new A/C unit or transfer grill to improve indoor air temperature in the second and third floor unit bedrooms

SCOPE OF WORK

CTLGroup recommends the following scope of work to accomplish these three goals:

PHASE 1: INVESTIGATION, DESIGN, AND DESIGN DEVELOPMENT

Task 1 Create Baseline Plans and Elevations. CTLGroup will prepare elevations and plans of the building based upon the original plans currently in the City of Evanston Building Department Archives. CTLGroup will require a letter from the owner granting CTLGroup permission to view the plans obtained through an FOIA request process. These plans will be used for submission to the City of Highland Park Building Department for the permit review process.

Task 1 Fee: \$8,600

Task 2 Site Visit and Evaluation Report. Upon completion of the baseline plans and elevations, CTLGroup will conduct a site visit to the building to understand and document the as-built window conditions including reported leak and failed IG locations. We will also document and detail the existing condition of the fire separation located in the bay window soffit and window seat between the second and third floor residences.

Upon completion of the site visit, CTLGroup will prepare a brief letter report documenting our findings and recommendations regarding repair/replacement of the existing windows and options for the completion of fire separation between the second and third floor units. Options for window repair/replacement and fire separation will be accompanied with associated budget estimates for the repairs.

Typically, our investigation fee includes time to evaluate the condition of the adjacent materials such as the existing masonry walls. CTLGroup includes the evaluation of adjacent materials to reduce the potential for unanticipated change orders that can occur during the construction phase of a project if the condition or potential for water leakage through adjacent materials has not been properly addressed in the bid documents. With consent of the owner, CTLGroup may include recommended repairs to adjacent materials in the project documents when it is found to be appropriate and cost effective for the owner.

CTLGroup will meet with representatives of Evergreen Real Estate Services and Peers Housing Association to review the recommendations contained within our report and select an appropriate repair to meet the project's budget.

Task 2 Fee: \$18,500

PHASE 1: PLANS, SPECIFICATIONS AND BIDDING

Task 3 Construction Documents and Bidding Phase. Based upon the results of our meeting with Evergreen Real Estate Services and the owner, CTLGroup will prepare plans and technical sections of specifications to assist the owner in soliciting competitive bids for the selected window repair/replacement and fire separation work. CTLGroup typically works with building management to include important logistical items such as site utilization, elevator reservation, material storage,

parking, washroom usage, and work hours particular to the Association. We will also include insurance requirements, and noise and dust control as required by the Association. While CTLGroup will provide Evergreen Real Estate Services and the owner with a list of recommended contractors capable of performing the work, generally, the actual solicitation for bids is conducted through building management so that they can control its distribution.

During the bidding process, CTLGroup will conduct a pre-bid meeting to answer bidders' questions. We will also respond to written bidders' Requests for Information (RFI's).

Upon receipt of the bids, CTLGroup will review the bids, check references and provide the Association with recommendations for a successful contractor. CTLGroup can work with the association's attorney to prepare a construction contract for signature by a representative of the Housing Association and the successful bidder.

Task 3 Fee: \$ 28,200

PHASE 1: CONSTRUCTION

Task 4 Construction Observation. Our construction phase services typically include attending an initial on-site meeting with the contractor to verify schedule, site requirements, and introduce all key staff to one another.

CTLGroup typically reviews submittals, responds to contractor's RFI's, and conducts site visits appropriate to the stage of work that is occurring. As the project architect, CTLGroup certifies contractors applications for payment and establishes a date for substantial completion. During project close out, CTLGroup will work with the property manager, and contractor to create and review a punch list.

CTLGroup typically budgets an average of two (2), half-day site visits per week for the duration of the construction phase. This will vary depending on contractor compliance with the drawings, speed, staffing and phase of the work. Costs for these services can be provided to the Association once a contractor has been selected and a work schedule has been presented to the Association by the successful bidder.

Task 4 Fee: \$To Be Determined

PHASE 2: STAGE 1

- Investigate the need for secondary cooling in the bedrooms either by air conditioner or transfer grills with fans in the residential units.
- Prepare a written report identifying options along with associated costs.
- Meet with owner's representatives to discuss and select a repair option.

Task 5 Fee: \$8,800

PHASE 2: STAGE 2

- Include selected repair option in original plans and specifications described in Phase I.
- Review additional scope of work in returned bids described in Phase I.
- Provide construction services as described in Phase I including selected Phase II repair option.

Task 6 Fee: \$10,200 plus construction observation

PROJECT FEES

ITEM	Fee
Phase 1: Investigation, Design and Design Development	\$27,100
Phase 1: Plans, Specifications and Bidding	\$28,200
Phase 1: Construction Observation	To Be Determined
Phase 2: Stage 1	\$8,800
Phase 2: Stage 2	\$10,200 plus construction observation

AUTHORIZATION

If you find this proposal to be acceptable, please have an authorized representative of your firm sign this letter and return a copy of the letter, our attached *CTLGroup Standard Terms and Conditions*, and 2014 *Hourly Rates* sheet to signify your understanding and acceptance of the terms of retention. A signed copy of this letter, with the enclosed documents, is required before our services can begin. This proposal is valid for 60 days from the date on this letter.

We appreciate the opportunity to submit this proposal and look forward to the opportunity to serve Frank B. Peers Housing Association on this project. Please contact CTLGroup so that we can further discuss how the CTLGroup team can assist the Association in the successful completion of this project. If you have any questions, please feel free to call.

Sincerely,



David Cook
Principal Architect
Structural and Architectural Evaluation
DCook@CTLGroup.com
Phone: (847) 972-3236



Elizabeth Rodenkirch
Structural and Architectural Evaluation
ERodenkirch@CTLGroup.com
Phone: (847) 972-3324

Accepted by: Peers Housing Association
Name: _____
Title: _____
Firm: _____
Date: _____

COA # 184-001246
Attachments

**Request for Qualifications and Fee Proposal
Peers Housing Association**

Fee Proposal

Firm Name: CTLGroup
Address: 5400 Old Orchard Road
Skokie, IL 60077
Contact Person: David Cook, AIA
Telephone: 847-972-3236
Email: DCook@CTLGroup.com

Phase I (Flat Fee) – Preparation of a Scope of Work and Specifications; Placement for Bid; Review of Bidders to ensure that bids meet scope and specifications; Supervision of Construction to ensure that work is completed according to scope and specifications.

\$ \$55,300; Construction Observation TBD

Note: If the bidder thinks that additional Investigatory Work for Phase I is required prior to being able to complete Phase I, then the architect should indicate what the hourly rate would be for this additional work.

Hourly Rate - \$ TBD (Optional - Please identify the number of hours anticipated to complete the investigation)

Phase II (Investigation Stage)

\$ \$8,800 / 50hrs at \$175/Hr (hourly rate and anticipated number of hours to complete the investigation so that a recommendation can be made)

Phase II (Flat Fee) – Preparation of a Scope of Work and Specifications; Placement for Bid; Review of Bidders to ensure that bids meet scope and specifications; Supervision of Construction to ensure that work is completed according to scope and specifications.

\$ \$10,200 + Construction Observation TBD



CTLGROUP

STANDARD TERMS AND CONDITIONS

SCOPE OF WORK. CTLGroup shall perform services in accordance with an Agreement made with Client. The Agreement consists of CTLGroup's Proposal and these Standard Terms and Conditions. The scope of work, costs and time schedules, if any, defined in the Proposal are based on information provided by Client and shall be subject to the provisions of this Agreement. If this information is incomplete or inaccurate, or if Client directs change to the scope of work established by the Proposal, a written amendment to the Agreement equitably adjusting the costs and time schedules shall be executed by Client and CTLGroup as soon as practicable. Client is defined as the person or entity requesting and/or authorizing the work, and in so doing, Client represents and warrants that he/she is duly authorized in this role. The acceptance of CTLGroup's Proposal signifies the acceptance of the terms of this Agreement.

INVOICES. CTLGroup shall submit invoices monthly and/or on completion of work for services performed and expenses incurred and not previously billed. Payment is due upon Client's receipt of the invoice, and is past due thirty (30) days from the date shown on the invoice. Client shall inform CTLGroup of any disputed charges on an invoice and the reason for the disputed charge in writing within 10 business days of receiving said invoice. Client agrees to pay a service charge of one and one-half percent (1.5%) per month on all past due amounts.

STANDARD OF CARE. CTLGroup will perform its services under this Agreement in conformance with the care and skill ordinarily exercised by reputable members of the profession practicing under similar conditions at the same time. **NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, IN FACT OR BY LAW, IS MADE OR INTENDED.**

SAFETY. It is understood and agreed that, with respect to Project site health and safety, CTLGroup is responsible solely for the safe conduct of its personnel in the performance of their duties. It is expressly agreed that CTLGroup has no responsibility for the protection and safety of any other persons on and about the Project site. Unless indicated otherwise in the Proposal, Client shall provide, at its expense, all facilities and labor necessary to afford CTLGroup personnel safe access to sampling, testing or observation locations in conformance with federal, state and local laws, ordinances and regulations. Unless access equipment is provided by CTLGroup, it is understood and agreed that CTLGroup shall not be in charge of, and shall have no control or responsibility over, any aspect of the erection, construction or use of any scaffolds, hoists, cranes, stays, ladders, supports or other similar devices as defined and interpreted under any law, ordinance or regulation relating in any way to Project safety.

HAZARDOUS SUBSTANCES. If CTLGroup is to provide services in the general vicinity of a facility or other area where any substance which poses or may pose a present or potential hazard to human health may exist, Client shall immediately notify CTLGroup of such potential health hazard which it knows or reasonably suspects exists and thereafter CTLGroup is authorized by Client to take all reasonable measures, including suspension of services and termination of the Agreement, CTLGroup deems necessary to protect its personnel against such possible health hazards. Client shall bear the direct costs of such measures. In the event samples collected or received by CTLGroup on behalf of Client contain any substance which poses or may pose a present or potential hazard to human health or the environment, CTLGroup will, at the completion of testing and at Client's sole expense and responsibility, return such samples to Client or, upon written request from Client, release such samples to a carrier for transport to a location selected by Client for final disposal.

ENVIRONMENTAL CONTAMINANTS: CTLGroup's scope of services is confined to those items described in the applicable proposal or statement of work. It does not include the identification, testing, sampling, removal, abatement or remediation of any environmental pollutant, contaminant, hazard, toxin, condition, irritant, material or problem, including but not limited to molds, fungi, bacteria, mildew, mycotoxins, spores or other irritants of any kind. If in the course of CTLGroup's performance of its services it observes said conditions, or fails to observe said conditions which were otherwise visually detectable, Client agrees CTLGroup shall have no liability to anyone relative to said conditions. Client agrees that CTLGroup will not be liable for the dispersal, discharge, escape, release or saturation of any environmental pollutant, contaminant, hazard, toxin, condition, irritant or material in or onto the atmosphere, or on, onto, upon, in or into a surface or a subsurface in, on, or around the area of CTLGroup's work. Client further agrees that if a claim, lawsuit, arbitration, mediation or other demand is made on CTLGroup directly or indirectly arising from or related to any environmental pollutant, contaminant, hazard, toxin, material, irritant, condition or problem, the Client shall defend, indemnify and hold harmless CTLGroup from same.

DELAYS. CTLGroup shall not be considered in default under this Agreement if its performance is prevented or delayed by any cause which is beyond its reasonable control. Further, Client understands and agrees to pay all reasonable charges associated with any delays, cancellations, rescheduling or other activities that may alter time schedules and anticipated costs and that are beyond the reasonable control of CTLGroup.

OWNERSHIP OF DOCUMENTS. With the exception of CTLGroup submittals to Client, all documents, including field data, field notes, laboratory test data, calculations and analyses, prepared by CTLGroup as instruments of service shall remain the property of CTLGroup. CTLGroup will retain all pertinent records relating to the services performed for a period of sixty (60) days following completion of CTLGroup's services. After this period, they may be discarded unless other arrangements are requested and paid for by Client.

SAMPLE RETENTION. CTLGroup reserves the right to discard samples immediately after testing. Upon request and at Client's sole expense, samples will be stored or transferred.

SUBPOENAS OR COURT ORDERS. If any subpoena or court order is served upon CTLGroup and/or any of its staff, subconsultants or subcontractors requiring the presentation of documents or appearance at a deposition or trial, or for other discovery purposes, arising out of services provided under this Agreement, Client shall pay the charges applicable to CTLGroup's compliance with the subpoena or court order. Charges will accrue on an actual time and related expense basis in accordance with the standard rates in effect at the time of service upon CTLGroup of the subpoena or court order. Invoices will include time and expenses incurred gathering, organizing and duplicating documents, preparing to give testimony, travel and testifying in deposition or trial.

OPINIONS OF COST. CTLGroup's opinions of probable costs, if any, provided as part of the services under this Agreement, are made on the basis of CTLGroup's knowledge, experience and qualifications, and represent CTLGroup's judgement as an experienced and qualified professional engineer familiar with the construction industry. CTLGroup cannot and does not guarantee that proposals, bids or actual costs will not vary from the opinions of probable costs provided by CTLGroup.

LIMITATION OF LIABILITY. THE LIABILITY OF CTLGROUP FOR ANY REASON WHATSOEVER ARISING UNDER OR RELATING TO THIS AGREEMENT WILL NOT EXCEED IN THE AGGREGATE \$25,000 OR THE AMOUNT OF THE FEE ACTUALLY RECEIVED BY CTLGROUP, WHICHEVER IS GREATER. IN ADDITION, IN NO EVENT WILL CTLGROUP BE LIABLE FOR ANY CLAIM OR DEMAND BY CLIENT, OR AGAINST CLIENT BY ANY THIRD PARTY, IN OR FOR ANY AMOUNTS REPRESENTING LOSS OF PROFIT, LOSS OF BUSINESS, DELAY DAMAGES OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES. THE PROVISIONS OF THIS PARAGRAPH SHALL APPLY REGARDLESS OF THE FORM OF THE CAUSE OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), STATUTE OR OTHERWISE.

INDEMNIFICATION. If any claim, suit or legal action arising out of the services under this Agreement is asserted against CTLGroup by a person or entity who is not a party to this Agreement, Client agrees to indemnify, hold harmless, protect and defend CTLGroup from and against any such claim, suit or legal action, and any and all loss, liability, damage, costs and expenses associated therewith, except to the extent that the event and/or damages giving rise to such claim, suit or legal action is found to have been caused by the negligence of CTLGroup. The Client's obligation hereunder includes, but is not limited to, the payment of attorney's fees, court costs, and expert and consulting expenses required for the proper and vigorous defense of CTLGroup.

NO THIRD PARTY BENEFICIARIES. Nothing in this Agreement shall create a contractual relationship with, or cause of action in favor of, a third party against Client or CTLGroup.

DISPUTE RESOLUTION. All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof which cannot be resolved through negotiation shall be submitted to mediation before and as a condition precedent to any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, Client and CTLGroup shall select by mutual agreement a neutral mediator. If the dispute cannot be settled through mediation, then such dispute shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association (AAA) then in effect. The award rendered, if any, by the arbitrator(s) shall be final and binding on both parties and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction. Each party involved in the arbitration process shall pay all its own arbitration fees and costs to the AAA and shall share equally in the fees charged by the arbitrator(s). All mediation or arbitration shall take place in Chicago, Illinois unless Client and CTLGroup agree otherwise.

TERMINATION. This Agreement may be terminated by either party upon at least seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, CTLGroup shall be paid for services performed prior to the termination date set forth in the notice plus reasonable termination expenses.



**2014 HOURLY RATES
FOR CONSULTING SERVICES**

Senior Principal (Associate, Engineer, Scientist)	285.00-400.00/hr.
Principal (Associate, Engineer, Scientist)	230.00-315.00/hr.
Senior (Associate, Engineer, Scientist)	190.00-270.00/hr.
Associate III, Engineer III, Scientist III	160.00-230.00/hr.
Associate II, Scientist II	140.00-195.00/hr.
Associate I, Scientist I	120.00-160.00/hr.
Technical Specialist	140.00-165.00/hr.
Senior Technician	120.00-145.00/hr.
Technician III	105.00-125.00/hr.
Technician II	95.00-115.00/hr.
Technician I	75.00-100.00/hr.
Drafting	100.00-110.00/hr.
Technical Support Staff	90.00-100.00/hr.
Laboratory Tests	At Established Rates
Equipment Use	At Established Rates
Sample Storage	At Established Rates

Project Related Expenses At Cost + 10%
(Travel & Subsistence, Materials, Photographic Reproduction, Shipping, Telephone, etc.)

Effective through December, 2014

Resources/Project Initiation

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GENERAL FIRM INFORMATION

CTLGroup is an internationally-recognized expert consulting engineering and materials science firm that provides engineering, testing and scientific services to our clients in the Materials & Products; Building & Facilities; Energy & Resources; Litigation & Insurance; Transportation; and Emergent Solutions markets. Our 105-person staff includes professionals from the fields of civil, structural and mechanical engineering, architecture, geology, chemistry, ceramics and materials science. Approximately 20% of our staff hold PhDs and have conducted projects in all 50 states and in 70 countries.

Headquartered in Skokie, IL, with regional offices in Washington, DC, and Austin, TX, CTLGroup's main campus consists of 100,000 square feet of corporate offices, consulting offices and materials testing and structural laboratories. CTLGroup's laboratories are internationally recognized and respected as one of the most comprehensive testing and research facilities in cementitious materials, chemical admixtures, construction products and structural systems. The firm's 60,000 square feet of laboratories consist of materials labs for cement, mortar, physical and analytical chemistry testing, a petrography lab, a creep and shrinkage lab, and a structural & transportation laboratory.

Consulting Services

- ▶ Structural Evaluation
- ▶ Building Science & Sustainability
- ▶ Litigation Support
- ▶ Materials Consulting
- ▶ Metallurgical & Mechanical Consulting
- ▶ Nondestructive Evaluation
- ▶ Pre-construction

Testing Services

- ▶ Chemical Testing
- ▶ Nondestructive Testing
- ▶ Petrography
- ▶ Physical Testing
- ▶ Sensors & Structural Monitoring
- ▶ Structural Testing

Key Facts

- ▶ 20% of staff hold PhD degrees
- ▶ Licensed in all 50 states
- ▶ One of the largest private structural labs in the U.S.
- ▶ 60,000 SF of material and structural testing laboratories
- ▶ Laboratories are validated by US Army Corps of Engineers
- ▶ IAS ISO 17025 accredited
- ▶ AASHTO accredited
- ▶ 10 CFR 50, Appendix B/NQA-1 Compliant
- ▶ Stadium® certified user
- ▶ ISO 9001:2008 Bureau Veritas Certified

Key Staff to be Assigned to this Project

- ▶ Dave Cook, AIA, CTLGroup
- ▶ Frank Laux, SE, RA, CTLGroup
- ▶ Elizabeth Rodenkirch, AIA, LEED AP BD+C, CTLGroup
- ▶ Alexis Brackey, AIA, CTLGroup
- ▶ Benjamin Rubach, PE, LEED AP, dbHMS
- ▶ David Sigel, PE, dbHMS
- ▶ Yogesh Maniar, PE, dbHMS

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40 Shuman Boulevard
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WASHINGTON, D.C. OFFICE

410.997.0400
10400 Little Patuxent Parkway
Suite 300
Columbia, MD 21044



Project: 200 East Delaware Condition Assessment and Repair Recommendations, Chicago, IL

Project Client: 200 East Delaware Condominium Association

Project Reference: Kate Murphy, Property Manager

Phone: (312) 337-6677 **Email:** kmurphy@leasing-mgmt.com

Project Firm: CTLGroup

Construction Cost: \$19,000 for evaluation and report

Project Personnel: David Cook, AIA

Project Completion Date: 02/2013

Project Description: CTLGroup was retained by the 200 East Delaware Condominium Association to provide a condition assessment of the original aluminum framed windows in the 35-story concrete framed building located in downtown Chicago.



CTLGroup conducted an evaluation of the window's performance characteristics including thermal performance, resistance to water leakage and air infiltration. CTLGroup also conducted a condition assessment of the perimeter sealant, glazing, and window frames. At the conclusion of CTLGroup's work, the firm provided a report with repair recommendations and associated estimated costs. Scope of services included an exterior survey of building drops and an interior survey of 20 selected units. The firm conducted performance testing of in-situ windows to determine sources of water leakage and implemented trial repairs. A second round of testing was subsequently implemented to verify the effectiveness of CTLGroup's proposed trial repairs.

A report was provided to the board detailing a phased approach for repairs. Based on the findings in CTLGroup's report, the board has opted to implement a phased repair schedule starting in 2014. They have postponed window replacement indefinitely. CTLGroup determined that window repairs would cost \$4 million and total window replacement was estimated at \$7.4 million.

Project: Unity Temple Survey and Condition Evaluation/Historic Building Preservation, Oak Park, IL

Project Client: Unity Temple Restoration Foundation

Project Reference: Emily Roth, Executive Director

Phone: (312) 337-6677 **Email:** eroth@utr.org

Project Firm: CTLGroup

Construction Cost: \$444,000 for evaluation and repair design fees

Project Personnel: N/A

Project Completion Date: 12/2010

Project Description: CTLGroup performed comprehensive condition survey and evaluation of the exterior concrete at Unity Temple, one of Frank Lloyd Wright's earliest reinforced concrete structures where cast-in-place reinforced concrete was used as a structural and decorative material.



Based on repair recommendations that were developed from the survey, Phase 1 of a two-phased exterior rehabilitation program for the structure's exterior concrete was implemented with the goal of completing the most urgently needed repairs within the constraints of available funding. CTLGroup has performed subsequent follow-up work in recent years.

The most extensive work in Phase I was the repair of the building's most distinctive and deteriorated features: its cantilevered roof slabs and ornamental concrete supporting columns. The project posed a variety of unusual challenges and requires the innovative use of repair materials and methods. The project team was required to achieve the highest possible aesthetic standards, maintain strict historical accuracy, protect the integrity of existing building features, and carry out repairs without interrupting the activities of the congregation or the income from tours and rentals.

Project: Burnham Park Plaza Masonry Exterior Perimeter Sealant Repairs, Chicago, IL
Project Client: Burnham Park Plaza
Project Reference: Patricia Slabich, Property Manager
Phone: (312) 427-0123 **Email:** burnhamparkplaza@rcn.com
Project Firm: CTLGroup
Construction Cost: \$36,000 evaluation and repair design fees
Project Personnel: N/A
Project Completion Date: 01/2011

Project Description: The building has an exterior brick masonry façade with metal-framed windows and balconies (at north and south elevations). The original window lintels and sills were constructed using terra cotta materials with some of the lintels replaced with limestone during previous façade repairs. However, windows along the majority of the north elevation have steel lintels.



A decorative band of terra cotta water-table was constructed along the 16th floor of the east façade and its returns at the north and south elevations. In a similar fashion, a band of terra cotta cornice projects along the roof line and its returns at the north and south elevations. CTLGroup reviewed previous repair and evaluation documents and a brief condition assessment.

This information was used to design repairs and prepare bid documents. The bid documents included administrative requirements, bid forms, technical specifications, and drawings. CTLGroup assisted the client with the bidding process (recommended experienced contractors with whom to solicit bids, review submitted bids, and recommend a contractor to perform the work) and contract administration, including field observation services.

Project: Exterior Masonry Evaluation of Historic Educational Facility, Buffalo, NY
Project Client: SJB Services, Inc. on behalf of Buffalo Public Schools
Project Reference: Stanley Blass, Project Manager
Phone: (716) 649-8110 **Email:** sbblas@sjbegs.com
Project Firm: CTLGroup
Construction Cost: \$25,000 evaluation and repair design fees
Project Personnel: David Cook, AIA
Project Completion Date: 08/2011

Project Description: CTLGroup was retained to evaluate deterioration and water leakage of the existing masonry on an existing historic public school. Prior consultants had recommended that the exterior wythe of masonry be removed and replaced in order to address the masonry deterioration and water leakage issues.



Through a series of nondestructive tests, CTLGroup was able to identify that the windows and porous mortar joints were the sources of extensive water leakage. The recommended repairs included the removal and replacement of the windows and the repointing of the mortar. CTLGroup correctly identified the source of the water leakage and saved the school district time and money while preserving the building's historic brick.

Project: Historic Mortar and Masonry Evaluation Tuskege Institute, Tuskege, GA
Project Client: Williamson Associates on behalf of Tuskege Institute
Project Reference: Steve Gleason, Project Manager
Phone: (404) 256-2388 **Email:** s-gleason@williamsonassoc.com
Project Firm: CTLGroup
Construction Cost: \$10,000 evaluation and repair design fees
Project Personnel: David Cook, AIA
Project Completion Date: 03/2011
Project Description: Evaluated the existing mortar through two layers of re-pointing mortar to determine the original lime mortar mix. Provided the client with repointing recommendations, cleaning and maintenance recommendations allowing them to accurately match the original material.



Project: Masonry Restorations at the Newport Condominiums, Chicago, IL
Project Client: Newport Condominiums
Project Reference: Rose Rogic, Property Manager
Phone: (773) 373-4500 ext.12 **Email:** rrogic@LMSnet.com
Project Firm: CTLGroup
Construction Cost: \$465,000 (2009-2010 façade leakage program); \$426,000 (2012 to 2013 façade leakage program).
Project Personnel: N/A
Project Completion Date: Ongoing
Project Description: This 27-story, high-rise residential building is rectangular-shaped consisting of two towers (north and south) connected by a parking garage that serves as the entrance for the building. The building is comprised of reinforced concrete frame construction, with the building façade a combination of brick masonry panels, limestone cladding and metal-framed windows.



The limestone cladding is located at the four corners (over concrete columns) and the middle of the north and south elevations (over concrete shear walls) at both towers. CTLGroup initially surveyed the building façade as part of a City of Chicago Critical Examination.

Based on the results of the examination, CTLGroup prioritized and recommended façade repairs. CTLGroup designed repairs and prepared bid documents; which included administrative requirements, bid forms, technical specifications and drawings. The repairs included general façade maintenance repairs and building façade water leakage repairs. CTLGroup assisted the client with the bidding process and contract administration, including field observation services.



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David F. Cook
Principal Architect
Structural & Architectural
Evaluation

Mr. Cook has over 50 years of architectural experience in commercial and residential construction, project design, structural evaluation and project management. Throughout his career, he has specialized in the inspection and evaluation of a wide range of structures from churches and parking garages to high rise towers and historic sites. With his design background, he brings a strong focus on sustainability to structural and building envelope repair and rehabilitation.

Prior to joining CTLGroup, Mr. Cook served as the Superintendent of Facilities Management for the City of Evanston where he managed capital facility improvements and operations for 40 civic buildings and facilities and directed technical professionals during the execution of several construction and repair projects. During his tenure with the city, Mr. Cook oversaw the construction of the first LEED Gold Certified fire station in Illinois.

Previously, Mr. Cook worked as a senior architect and project manager for an engineering consulting firm for over 10 years. In this role, he investigated construction defects and evaluated building conditions, developed plans and specifications for the repair and rehabilitation of deteriorated and historical structures, and conducted plan reviews and building inspections.

Contact

5400 Old Orchard Road
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Phone: 847-972-3236
Email: DCook@CTLGroup.com

Credentials

- ▶ Masters of Project Management
Northwestern University, 2011
- ▶ B.A. in Architecture
University of Illinois at Chicago, 1988

Registration

- ▶ Registered Architect
Illinois
- ▶ Licensed Air Barrier Field Auditor
- ▶ Certified CDB Project Manager

Services

- ▶ Building Inspection & Evaluation
- ▶ Structural Repair & Rehabilitation
- ▶ Green Building & Sustainability
- ▶ Project Design





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David F. Cook
Principal Architect

Experience

▶ **Building Inspection & Evaluation**

Identified construction defects and developed construction documents for their repair. Identification processes included nondestructive testing, ASTM and AAMA defined water penetration and air infiltration testing.

Conducted plan reviews and inspected large commercial and residential buildings under construction for life safety and code compliance.

▶ **Green Building & Sustainability**

Identified and implemented citywide sustainable programs in Evanston, IL.

Oversaw execution of LEED certified fire station in Evanston, IL.

▶ **Structural Repair & Rehabilitation**

Prepared plans and specifications for the rehabilitation of deteriorated structures, including the Pullman Historical Site, the Time and Life Building, James R. Thompson Center, and numerous churches and condominiums.

▶ **Project Design**

Conducted zoning review and PUD development, developed contract documents and provided technical job site support.

Affiliations

▶ American Architectural Manufacturers Association (AAMA) - Member

▶ American Institute of Architects (AIA) - Member

- Committee of Corporate Architects and Facility Management - Member
- Technology in Architecture Practice - Member

▶ ASTM International

- Committee E6, Performance of Buildings - Member
 - Subcommittee E06.41 - Air Leakage and Ventilation Performance - Member
 - Subcommittee E06.51 - Performance of Windows, Doors, Skylights and Curtain Walls - Member
 - Subcommittee E06.55 - Exterior Building Wall Systems - Member





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Frank Laux
Principal Structural Engineer
Structural Engineering &
Mechanics

Mr. Laux has over 30 years of experience in the design and forensic evaluation of reinforced concrete, steel wood and masonry structures. He is also experienced in the design and evaluation of interior wall and ceiling systems.

Mr. Laux's previously worked with USC's Structural Technologies Group and Research Center where he evaluated performance and application of USC systems and products. Projects ranged from developing and fire testing wall and floor/ceiling assemblies to characterizing the performance of lightweight floor and wall diaphragms. Prior to USC, he was employed at two national expert engineering consulting firms, where he served as project manager and project engineer/architect on numerous building investigations and building component evaluations. Projects included masonry systems, curtain walls, interior partitions and roof systems.

Services

- ▶ Buildings
- ▶ Historic Structures
- ▶ Building Envelope Assessment
- ▶ Structural Investigation
- ▶ Cold-Formed Steel Design
- ▶ Hard Surfaces and Sheet Floor Finishes
- ▶ Interior Partition and Ceiling Systems

Contact

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Email: FLaux@CTLGroup.com

Credentials

- ▶ M.S. in Architecture, Structures Option
University of Illinois at Urbana-Champaign, 1978
- ▶ B.S. in Architecture
University of Illinois at Urbana-Champaign, 1974

Registration

- ▶ Licensed Structural Engineer
Illinois
- ▶ Licensed Architect
Illinois
- ▶ Registered Energy Professional;
City of Chicago
- ▶ Certified CDB Project Manager





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Frank Laux

Principal Structural Engineer

Experience

▶ Parking Garages

Project Manager for the evaluation and repair recommendations for Capitol Complex Underground Parking Structure in Springfield, IL.

Condition assessments, repair recommendations, and repair design for West County Parking Structures in St. Louis, MO.

Structural engineering, evaluation and litigation support for 11th and Race Street Parking Garage, Philadelphia, PA.

▶ Facade Evaluations/Repair Design

Evaluation of 19-story student residence hall's existing facade to determine repair or possible replacement of exterior cladding, Macomb, IL.

As-built condition assessment and document review for Metropolitan Water Reclamation District of Greater Chicago lab building to determine cause of reported water leakage and excessive air exfiltration, Chicago, IL.

▶ Hard Surfaces and Sheet Floor Finishes

Evaluated and presented tile backer board and underlayment systems for use in wet areas as defined by the Tile Council of North America.

Tested lightweight structural deck panels for use in floor diaphragms, shear walls, roof decks and ballistic applications.

▶ Interior Partition and Ceiling Systems

Tested interior partition systems to satisfy performance requirements for New York City Local Law 26.

▶ Cold-Formed Steel Design

Evaluated cold-formed steel framed partition systems for hardened/blast applications.

Affiliations

- ▶ Structural Engineers Association of Illinois
- ▶ National Council of Structural Engineers Associations
- ▶ ASTM International
- ▶ Tile Council of North America
- ▶ Association of Licensed Architects
- ▶ ASCE: Blast Standard Committee
- ▶ Cold-Formed Steel Engineers Institute
- ▶ Fire and Acoustic Task Force
- ▶ Lateral Force Task Group

Patents

- ▶ Laux, Francis H., Lehane, James J., and Black, Clifford. 2011. Self-Centering Shaft Wall System. U.S. Patent 7,861,470, filed on May 5, 2010, and issued January 4, 2011.
- ▶ Laux, Francis H., Payne Jr., Stephen W., Goodfriend, Kurt, McDonald, David B., Socha, Dennis A., Ellicson, J., Dombeck, Russel A., and Sheppard, Thomas, F. 2011. Corrugated Steel Deck System Including Acoustic Features. U.S. Patent 7,908,810, filed on June 30, 2005, and issued March 22, 2011.





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Elizabeth V. Rodenkirch

Structural & Architectural Evaluation

Elizabeth Rodenkirch has seven years of architectural experience including residential design and investigation evaluation and failure analysis of building

envelopes and flooring materials with an emphasis on sustainability. Her expertise has focused on condition assessment, forensic analysis and repair design and construction of a wide range of buildings, air barrier and flooring systems.

Prior to CTLGroup, Ms. Rodenkirch worked as an architectural and structural engineering intern at three separate firms that specialize in structural engineering, architecture and construction. She gained extensive knowledge of building materials and structural design of wood, masonry, concrete and steel projects. She actively participated in all phases of architectural and structural design as well as construction observation.

Affiliations

- ▶ United States Green Building Council (USGBC)
Chicago Chapter - Member
- ▶ American Institute of Architects (AIA)
Chicago Chapter - Member

Contact

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Credentials

- ▶ M.S. in Architecture, Structures Option
University of Illinois at Urbana-Champaign, 2009
- ▶ B.S. in Architectural Studies
University of Illinois at Urbana-Champaign, 2005

Registration

- ▶ Registered Architect
Illinois
- ▶ LEED Accredited Professional
BD+C
- ▶ Licensed ABAA Field Auditor
- ▶ Certified CDB Project Manager

Services

- ▶ Building Inspection & Evaluation
- ▶ Floor Coverings & Coatings
- ▶ Concrete Moisture
- ▶ Air Barriers
- ▶ Repair/Renovation Design
- ▶ Green Building & Sustainability





www.CTLGroup.com

Elizabeth V. Rodenkirch

Structural & Architectural Evaluation

Experience

▶ **Inspection & Evaluation**

Investigation of masonry building envelopes to determine points of leakage and evaluation of repair solutions; inspection of air barrier systems during construction; investigation and evaluation of flooring material failures and observation of flooring repair construction; material and structural failure surveys

▶ **Design Review & Testing**

Construction observations; permeability and bond testing of concrete coatings and underlayments; performance evaluation of floor coverings exposed to rolling loads such as hospital beds and equipment in manufacturing environments

▶ **Green Building & Sustainability**

Solar reflectance testing on both pervious and non-pervious concrete specimens; aggregates and other building materials; specific heat testing on concrete specimens; thermal and moisture analysis and thermal imaging of building envelopes





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Brian J. Frost

Structural Engineering &
Mechanics

Mr. Frost has extensive experience in structural evaluation. While at CTLGroup,

Mr. Frost has assisted in project administration for numerous building projects, including condition assessments, developing repair specifications and repair procedures, bid assistance and assistance in the bid review process, and administration of repairs for building owners and/or condominium associations. Projects include remediation of water infiltration into condominium units and parking garages, repair of deteriorated building facades, replacement of compromised plaza deck waterproof membranes, removal and replacement of failed balcony railings and concrete repairs on various structures.

In addition to Mr. Frost's experience in project administration, he has extensive experience in nondestructive testing (testing a structure without the use of invasive approaches like disassembly) and litigation support. Mr. Frost is well-versed in the use of ground penetrating radar or impulse radar (GPR), impact-echo (IE), impulse response (IR), ultrasonic testing (UT) and ultrasonic pulse velocity (UPV) to evaluate various types of structures. Past projects include evaluation of bridge piers and decks, road and runway slab steel placement, CMU (concrete masonry unit, a concrete "block" used in construction) and concrete walls, as well as locating and verifying FR (post-tensioning or reinforcing concrete or other materials with high-strength steel strands) in bridge box girders. Mr. Frost's experience with litigation support includes administration of repairs, data collection, evaluation of structures and document review.

Contact

5400 Old Orchard Road
Skokie, Illinois 60077-1060
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Fax: 847-965-6544
Email: BFrost@CTLGroup.com

Credentials

- ▶ B.S. in Civil Engineering
Purdue University, 2004

Registration

- ▶ Professional Engineer
Illinois
- ▶ Certified CDB Project Manager

Services

- ▶ Facade Inspections
- ▶ Concrete Repairs
- ▶ Structural Evaluation
- ▶ Nondestructive Testing
- ▶ Construction Contract
Administration and Observation
- ▶ Litigation Support





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Brian J. Frost

Structural Engineering & Mechanics

Experience

▶ **Nondestructive Testing**

For new highway bridge in the Southwest large amounts of visible honeycombing were present at the time the pier forms were stripped. Project team utilized Ultrasonic Pulse Velocity (UPV) testing to determine extent of the failure. The results of the testing allowed the contractor to make localized repairs and leave the majority of the bridge pier in tact.

▶ **Nondestructive Testing**

A power plant in the South experienced a shutdown due to equipment failure believed to have resulted from vibration. The project team utilized ground penetration radar (GPR), impulse response (IR), and ultrasonic pulse velocity (UPV) testing to assist the owner by ruling out construction defects and/or concrete deterioration within the concrete foundation slabs and concrete foundation walls.

▶ **Concrete Repairs**

Designed and assisted in the sequencing of a ledge beam replacement project in a three-story parking garage attached to a high-rise condominium. Was on-site during demolition and repair phases to provide support to contractor.

▶ **Construction Contract Administration and Observation and Litigation Support**

For a high-rise condominium with attached parking structure in the Midwest, performed short-form City of Chicago inspection with duties including providing contractor repair locations, field observations, administration of masonry and stone repairs, administration of concrete repairs, administration of balcony railing repairs and review payment requests. Duties of litigation support included document review, identifying potential field samples and observation of field sample removal.

Affiliations

- ▶ American Institute of Steel Construction - Member





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Alexis S. Brackney

Structural & Architectural Evaluation

Ms. Brackney has six years of structural and architectural evaluation experience. At CTLGroup, she has specialized in building

envelope evaluations, field investigations, research and condition assessments of architectural and structural components.

Prior to working with CTLGroup, Ms. Brackney worked at a structural engineering firm where she designed structural systems for a variety of building types including educational, commercial and residential. Ms. Brackney interned at a national architecture firm assisting in the development of construction documents of dormitories, medical buildings and mid-rise residential buildings.

Experience

- ▶ **Building Envelope Evaluation**
Investigation of leakage issues and evaluation of repair solutions for masonry building envelopes.
Evaluation and recladding of a university residence hall.
- ▶ **Evaluation of Historic Structures**
Project historian for evaluation of five dam structures built between 1913-1921.
Evaluation of historic controlling works tower structures to assess condition of masonry and concrete.
Inspection and evaluation of concrete in 1913 facilities of a water treatment plant.
- ▶ **Field Investigation**
Observation of infrared moisture survey on a roof to determine if wet insulation was present.

Contact

5400 Old Orchard Road
Skokie, Illinois 60077-1030
Phone: 847-972-3252
Fax: 847-965-6541
Email: ASBrackney@CTLGroup.com

Credentials

- ▶ **Master of Architecture**
University of Illinois at
Urbana-Champaign, 2009
- ▶ **B.S. in Architectural Studies**
University of Illinois at
Urbana-Champaign, 2007

Registration

- ▶ **Registered Architect**
Illinois
- ▶ **Certified CDB Project Manager**

Services

- ▶ **Building Envelope Evaluation**
- ▶ **Evaluation of Historic Structures**
- ▶ **Field Investigation**





Project Type

Renovation
Educational

Project Information

Owner:
Northwestern University

Area:
11,480 sq ft

Client:
Weese Langley Weese

Total Project Cost:
\$8 million

dbHMS Scope:
MEP/FP

LEED:
Silver

Project Completion:
2012

Key Personnel:
Sachin Anand
Vic Avila
Benjamin Rubach
Alex Gotman

**Northwestern University, Foster / College of Cultural & Community Studies Dormitories
Evanston, Illinois**



Picture Courtesy of Weese Langley Weese

This project is for the renovation of Foster/CCCS Dormitories, two connected, adjacent buildings on Northwestern University's campus. Foster House is a basement and four-story masonry building built in 1913, each floor being a maximum of 2,870 sq ft. The program included: manager's bedroom and bath suite, 47 bedrooms and four common bathrooms. CCCS (College of Cultural & Community Studies) is a basement and five-story brick building built in 1920, each floor being a maximum of 2,400 sq ft. The program included: common spaces, lounges, dining area, 26 bedrooms and four common bathrooms (2) men and (2) women.

The project required replacement of the campus' 5kV primary electrical service infrastructure and associated emergency life safety system. This building also required the replacement of obsolete mechanical, electrical, fire alarm and plumbing systems, as well as data/telephone and audio/visual infrastructure and systems.

dbHMS provided all new electrical systems, including new service, distribution, devices, fire alarm, low voltage raceways, lighting and equipment power.

This project was designed to achieve LEED-NC Silver certification.





Project Type

Commercial
Residential
Mixed-Use

Project Information

Owner:
Prime Group Inc.

Area:
343,500 sq ft

Client:
VOA

Total Project Cost:
\$136 million

dbHMS Scope:
MEPFP Design
Low Voltage Design

Project Completion:
October 2015

Key Personnel:
Sachin Anand
Victor Avila
Roy Sears
George Gonzalez

**Residence Inn by Marriott
Chicago, Illinois**



The Roanoke Building and Tower, located at 11 S. LaSalle Street in the heart of Chicago's Loop, is a landmark office building. Originally built in 1915, the 35-story building is currently undergoing a \$136M conversion into a Marriott hotel. The new Residence Inn by Marriott will include 380-guest rooms ranging in size from studios, one, two and three bedroom hotel suites to accommodate extended stay guests who are on temporary assignment in Chicago. Additional upgrades to the building include new elevators and a restored ground-floor lobby and terra cotta façade.

The building renovation designs provided by dbHMS involved removing the existing low efficiency chilled water system and incorporating chilled water service provided by Chicago Thermal. The existing low pressure steam heating system was replaced with a new high efficiency hot water boiler system. The new heating and cooling systems achieve a high level of energy efficiency by incorporating variable frequency drives to match the building loads as they change. The existing electrical service was retained and upgraded to meet code requirements and current building loads. Low voltage technology designs were provided to meet the specific needs of Marriott hotels. A new water service was added for fire protection and domestic water loads. The project is not pursuing LEED but the designs are tailored to meet the specific requirements of the Marriott standards regarding energy efficiency and sustainability.





**Benjamin
Rubach, P.E.,
LEED AP**

Education

Bachelor of Science, Architectural
Engineering, Milwaukee School of
Engineering, 2003

Professional Affiliations

American Society of Plumbing
Engineers

Registration & Certification

Licensed Professional Engineer –
IL, MI, IA, IN, WI, MO, OH, PA,
TN

LEED Accredited Professional

Email

brubach@dbhms.com



Principal

Ben Rubach's background includes management and design of diverse building systems projects. His design expertise includes HVAC, plumbing and fire protection. He has managed full discipline teams and played key roles in major Chicago and national projects with specialization in medical and laboratory facilities. He is a licensed professional engineer in Illinois, Indiana, Ohio, Iowa, Wisconsin, Michigan, Missouri, Tennessee and Pennsylvania.

Awards

- 2014 Consulting Specifying Engineer "40 Under 40" Winner**
- 2013 ENR Midwest's "Top 20 Under 40" Winner**
- 58th Annual Design Excellence Awards – Divine Detail, Citation of Merit**
Awarded by: Chicago Architect
Project: University of Chicago, Young Memorial Hall Entry Canopy
- 57th Annual Design Excellence Awards – Distinguished Building, Interior Architecture, Divine Detail**
Awarded by: Chicago Architect
Project: Poetry Foundation
- 57th Annual Design Excellence Awards – Distinguished Building, Interior Architecture**
Awarded by: Chicago Architect
Project: University of Illinois, Richard J. Daley Library IDEA Commons

Selected Project Experience

Residential

- 777 North Michigan Assessment** – Chicago, IL
- Kepes Residence** – Chicago, IL
- Oakwood Shores – CHA** – Chicago, IL (Chicago Green Homes)
- Lake Park Crescent – CHA** – Chicago, IL (LEED Silver)
- Park Boulevard – CHA** – Chicago, IL (Green Communities Program)
- 1856 Orrington Dormitories at Northwestern University** – Evanston, IL
- 639 Central Dormitories at Northwestern University** – Evanston, IL
- 1835 Hinman Dormitories at Northwestern University** – Evanston, IL
- Market Style Housing** – Norfolk, VA

Institutional

- City of Evanston, Public Library Building Reserve Analysis** – Evanston, IL
- Marquette Park, Indiana Public Park** – Gary, IN
- International House** – Chicago, IL
- St. Cyril & Methodius** – Chicago, IL
- DuPage AME** – DuPage, IL
- Shellbourne Conference Center** – Valparaiso, IN
- Chicago Temple** – High-Rise Infrastructure Replacement – Chicago, IL
- Whiting Lakefront Museum** – Chicago, IL (LEED Silver)
- Holstein Park Field House Building Renovation** – CPD – Chicago, IL
- Gary Comer Youth Clinic** – Chicago, IL
- Greenbelt Cultural Center** – Lake Forest, IL
- University of Chicago, Admin Portal** – Chicago, IL
- University of Chicago, Neubauer Family Collegium for Cultural Society** – Chicago, IL
- University of Chicago, Axelrod** – Chicago, IL
- University of Chicago, Center for Gender and Race** – Chicago, IL
- University of Chicago - Chicago Theological Seminary** – Chicago, IL (LEED Gold)
- University of Chicago Young Memorial Hall** – Chicago, IL





David Siegel, P.E.

Education & Certification

Bachelor of Science, Mechanical Engineering, University of Illinois, Urbana-Champaign, 1993

Professional Affiliations

American Society of Heating, Refrigeration And Air Conditioning Engineers (ASHRAE)

Registration

Registered Professional Engineer, IL

Email

dsiegel@dbhms.com



Senior Mechanical Engineer

David Siegel, Senior Mechanical Engineer, brings over 15 years of experience designing and commissioning mechanical building systems. He has an extensive background in managing educational, commercial, institutional, industrial, healthcare and residential projects.

Awards

56th Annual Design Excellence Awards – Distinguished Building, Citation of Merit
 Awarded by: Chicago Architect
 Project: Harvest Commons Apartments

Selected Project Experience

Residential

1717 Ridge Avenue – LEED Silver – Evanston, IL
 Harvest Commons Apartments – Chicago, IL
 777 North Michigan Assessment – Chicago, IL
 Kepes Residence – Chicago, IL
 Aqua Tower – Commissioning – Chicago, IL (LEED Certified)
 Walton on the Park, South Tower – Chicago, IL
 Fairbanks at City Front Plaza – Chicago, IL
 161 W. Kinzie Apartments – Chicago, IL (LEED Certified)
 Victory Centre Supportive Living Facility – Vernon Hills, IL
 Victory Centre Senior Apartments – Vernon Hills, IL
 Thornwood House Apartment Building – University Park, IL
 The Diplomat Hotel – Chicago, IL

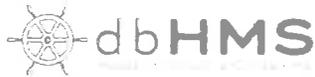
Commercial

Green Exchange – Chicago, IL (LEED Gold)
 Des Plaines Casino – Commissioning – Des Plaines, IL (LEED Gold)
 Coyote Logistics – Chicago, IL
 Gordon Food Service Corporate Facility – Commissioning – Grand Rapids, MI
 Sidley Austin – 1 South Dearborn – Chicago, IL
 World Kitchen – Rosemont, IL
 Mission Critical Wireless – Lincolnshire, IL
 Barnes and Noble – DePaul Center – Chicago, IL
 Chamberlain Real Estate – Elmhurst, IL

Education

Northeastern Illinois University, Carruthers Center for Inner City Studies (CCICS) – Chicago, IL
 University of Chicago, Axelrod – Chicago, IL
 University of Chicago, Center for Gender and Race – Chicago, IL
 University of Illinois Urbana-Champaign, Education Building – Urbana, IL
 University of Illinois Urbana-Champaign, Public Safety Building – Urbana, IL
 University of Illinois Urbana-Champaign Smith Memorial Hall – Urbana, IL
 Rock Valley College Arts Instructional Center – CDB – Rockford, IL (LEED Gold Target)
 St. Augustine Institute for Workforce Education – Chicago, IL
 Richard T. Crane Technical Preparatory High School – CPS – Chicago, IL
 Kaplan College – Cincinnati, OH
 Kaplan College – Indianapolis, IN
 North Central College Performing Arts Center – Naperville, IL
 Trinity Christian College Theater Arts Building – Palos Heights, IL
 University of Chicago Laboratory School, Sunny Gymnasium Addition – Chicago, IL





**Yogesh Maniar,
P.E.**

Education

Bachelor of Science – Electrical Engineering L.D. College of Engineering, Gujarat, India. 1980

Registration & Certification

Registered Professional Engineer, NY

Email

ymaniar@dbhms.com



Senior Electrical Engineer

Yogesh Maniar has more than 25 years of experience in design of conventional and specialized electrical systems. He specializes in Health Care, Institutional, Industrial, Commercial and Transportation facilities. Special expertise in planning and design of normal and emergency power distribution systems, lighting, Communication Systems (i.e. Fire Alarm, Security systems, Tele/Data, Nurse Call).

Additionally, Yogesh is well versed in Estimating, Field Survey, Inspection of Electrical Installation, Report and Specification Writing and Construction Administration.

Selected Project Experience

Residential

Lusk Housing Project for USMA - West Point, NY
Lee Housing Project for USMA - West Point, NY

Institutional

City of Evanston, Public Library Building Reserve Analysis – Evanston, IL
Albany Park Library – Chicago, IL
City of Evanston, HVAC Improvement Projects – Evanston, IL
Marquette Park, Indiana Public Park – Gary, IN
Education
University of Chicago, Admin Portal – Chicago, IL
University of Chicago, Neubauer Family Collegium for Cultural Society – Chicago, IL
University of Chicago, Axelrod – Chicago, IL
University of Chicago, Center for Gender and Race – Chicago, IL
University of Chicago, Becker Friedman Institute - Chicago, IL (LEED Gold)
Marquette Elementary School – CPS – Chicago, IL
Instituto Health and Science Academy - Chicago, IL (LEED Silver)
Earlham College Arts Building - Richmond, IN

Healthcare

Erie Family Health – Chicago, IL
University of Chicago Medical Center Brain Surgery – Chicago, IL
University of Chicago Hospital - Chicago, IL
Jesse Brown VA Hospital - Chicago, IL
Danville VA Hospital - Chicago, IL
Alexian Brothers - Elk Grove Village, IL
Calumet Surgery Center - Munster, IN
La Grange Hospital - La Grange, IL
St. Michael's Medical Center - Newark, NJ
New York Blood Center - New York, NY
Neonatal Intensive Care Center at New York Hospital - New York, NY
V.A. Hospital - Brooklyn, NY
St. Margaret Hospital - Spring Valley, IL

Commercial

LaSalle Banks (Multiple) - Chicago, IL
Harris Banks (Multiple) - Chicago, IL
Midwest Banks (Multiple) - Chicago, IL
Saloman Bros. - New York, NY
Chase Manhattan Bank - New York, NY
Marine Midland Bank - New York, NY
US Steel - Chicago, IL
Arcelor Mittal Steel - Chicago, IL





**David DeBord,
CPD, LEED AP
BD+C, ARCSA
AP, GPD, CFPS**

Education

Joliet Junior College
Harold Washington College
Kennedy-Western University

Professional Affiliations

American Society of Plumbing Engineers (ASPE)
International Association of Plumbing and Mechanical Officials (IAPMO)
United States Green Build Council (USGBC)

Registration & Certification

LEED AP BD+C, Accredited Professional
Certified Plumbing Engineer (CIPE)
Certified Plumbing Designer (CPD)
ARCSA-AP, Accredited Professional. (American Rainwater Catchment Systems Association)

Email

ddebord@dbhms.com



Senior Plumbing Engineer

David DeBord, Senior Plumbing Engineer at dbHMS, has over 30 years experience as a plumbing and fire protection engineer. He has been responsible for all phases of engineering and specifications, providing systems design, production direction, and problem solving assistance to staff engineers, designers and architects. He has also prepared bid and construction documents for a myriad of project types including local and international projects; in the commercial, governmental, high-rise, residential and healthcare market sectors.

David constantly works to increase his knowledge base and expand his skills. He has written and contributed to dozens of articles for publications such as 'Plumbing Systems and Design Magazine' as well as published multiple chapters for the ASPE Engineering Design Handbooks. Furthermore, David has been an adjunct professor at Illinois Institute of Technology's School of Architecture and often speaks at seminars and conferences around the country. David's goal is to work with a team that can develop effective systems for varied, challenging projects; using his background in sustainable design.

Selected Project Experience

Residential

Harvest Commons Apartments – Chicago, IL
1717 Ridge Avenue – LEED Silver – Evanston, IL
203 N. Wabash Hotel – Chicago, IL
330 N. Wabash Hotel Build-Out – Chicago, IL
McCormick Place Hotel Expansion – Chicago, IL
Palmer House Hotel – Chicago, IL
208 S. LaSalle Hotel Conversion – Chicago, IL
600 N. Fairbanks – Chicago, IL

Commercial

WMS Gaming – Chicago, IL (LEED Gold)
BC/BS Office Tower – Chicago, IL
10 S. Wacker Drive – Chicago, IL
30 S. Wacker Drive – Chicago, IL
333 W. Wacker Drive – Chicago, IL
101 N. Wacker Drive – Chicago, IL
Oak Brook Executive Center – Oak Brook, IL
Westbrook Corporate Center – Westchester, IL
The Crossing at Oak Brook – Oak Brook, IL
Atchison Topeka Santa Fe Railroad Corp. Headquarters – Kansas City, KS
Playboy Headquarters at 680 North Michigan Avenue – Chicago, IL
Jeddah International Airport – Jeddah, Saudi Arabia

Government

City of Evanston, HVAC Improvement Projects – Evanston, IL
St. Elizabeth's U.S. Coast Guard Headquarters – Washington, D.C.
Logan Correctional Facility – Lincoln, IL
U.S. Courthouse – St. Louis, MO
Cook County Jail – Chicago, IL
Grundy County Jail – Grundy County, IL
Grundy County Nursing Home – Grundy County, IL





Exhibit A (Proposal)

(In case of a discrepancy between RFP documents, this document shall supersede the others until the item in question can be amicably negotiated between the parties.)

Client: Peers Housing Association
400 Central Ave., Highland Park, IL

Date: August 22, 2014 *(Revised 9/24/14)*

Project Name / Location: Windows, Bays, and Air-Conditioning Improvements
Frank B. Peers Building, 400 Central, Highland Park, IL

Scope of Work:

Phase I

- A. Replace the exterior window glazing (with energy efficient glass, existing frames to remain) in all of the residential units.
- B. On the 2nd and 3rd Floors, remove the existing air-conditioners with associated electrical wiring from the bays, and then provide a fire-rated separation (in the bays) between floors.
- C. On the 2nd and 3rd Floors, provide masonry openings with structural steel supports in the Living Rooms (between the bays) **and Bedrooms**, provide new thru-wall air-conditioners in the Living Rooms **and Bedrooms**, and provide associated electrical wiring and panel modifications.

Phase II

- A. *Stage I:* Investigation (Provide 4 "prototype" transfer fans); ~~one in a 4th Floor north facing unit, one in a 4th Floor south facing unit, one in a 1st Floor north facing unit, and one in a 1st Floor south facing unit.~~ Provide transfer fans (located in the walls between the Living Rooms and Bedrooms) with associated electrical wiring and panel modifications. Location of transfer fans to be determined by the Client. We recommend that the Management evaluate the conditions (thermal comfort levels) over a period of one year to see if substantial improvements have occurred.
- B. *Stage II:* Improvements (in the remaining units ~~on the 1st and 4th Floors~~): Upon the Owner's direction to proceed, provide new transfer fans (located in the walls between the Living Rooms and Bedrooms) with associated electrical wiring and panel modifications.

Scope of Services/Fees:

Phase I

- A. *Investigation:* Selective surveying, development of base drawings, and investigation of the existing conditions. *Fee: Completed, No Charge.*
- B. *DRC Review Process:* Provide drawings and specifications for the submission(s) to the Design Review Commission (DRC) for review and acceptance; DRC schedule and duration of task unknown. *Fee (Estimate): \$7,500**
- C. *Contract Documents:* Provide drawings and specifications for Contractor competitive pricing, permitting, and construction. *Fee: \$30,000 (Architectural)*
*Fee (Estimate): \$10,000 (Structural) ***
*Fee (Estimate): \$10,000 (Electrical) ***

D. *Bidding (Pricing)*: Solicit bids from qualified Contractors, review the Contractor's bid submittals, and provide recommendations to the Owner on the selection of a Contractor.

*Fee: \$7,500**

E. *Construction Related Services*: Review Contractor shop drawings and submittals, provide periodic site visits to verify compliance with the design, review Contractor payment requests, and answer any Contractor and/or Client questions related to the construction.

*Fee: \$15,000**

Phase II:

Stage I:

A. *Investigation*: Selective surveying, development of base drawings, and investigation of the existing conditions.

Fee: Completed, No Charge.

B. *Contract Documents*: Provide drawings and specifications for Contractor competitive pricing, permitting, and construction.

Fee: \$10,000 (Architectural)

*Fee (Estimate): \$5,000 (Electrical)***

C. *Bidding (Pricing)*: Solicit bids from qualified Contractors, review the Contractor's bid submittals, and provide recommendations to the Owner on the selection of a Contractor.

*Fee: \$5,000**

D. *Construction Related Services*: Review Contractor shop drawings and submittals, provide periodic site visits to verify compliance with the design, review Contractor payment requests, and answer any Contractor and/or Client questions related to the construction.

*Fee: \$7,500***

Stage II:

A. *Investigation*: Selective surveying, development of base drawings, and investigation of the existing conditions.

Fee: Completed, No Charge.

B. *Contract Documents*: Provide drawings and specifications for Contractor competitive pricing, permitting, and construction.

Fee: \$20,000 (Architectural)

*Fee (Estimate): \$10,000 (Electrical)***

C. *Bidding (Pricing)*: Solicit bids from qualified Contractors, review the Contractor's bid submittals, and provide recommendations to the Client on the selection of a Contractor.

*Fee: \$5,000**

D. *Construction Related Services*: Review Contractor shop drawings and submittals, provide periodic site visits to verify compliance with the design, review Contractor payment requests, and answer any Contractor and/or Client questions related to the construction.

*Fee: \$10,000**

Compensation: Architect's basic services compensation shall be billed at the fixed Fees noted above; or, billed as noted below. Upon the request of the Client, the Architect shall provide Additional Services that shall be billed at the Hourly Rates noted in the attached Terms and Conditions.

* Architect's basic services provided on an "as-needed" basis and billed at the Hourly Rates noted in the attached Terms and Conditions.

** Specialized engineering consultants (structural and electrical) services shall be provided on an "as-needed" basis and billed as a Reimbursable Expense per the attached Terms and Conditions.

Retainer: A Two Thousand Five Hundred Dollar (\$2,500.00) retainer shall be provided upon acceptance of the Agreement; the retainer shall be credited to the final invoice.

Special Conditions: The schedule of the project phases, steps, and tasks shall be reasonably negotiated with the Client prior to proceeding into each phase. The Architect shall make its best effort to complete the project in

a timely manner. The Architect's services and fees are based on one Contractor throughout the entire project and the work being completed as one continuous construction project.

(The Terms and Conditions of this form, as well as on any attachments, are a part of this Agreement.)

Full Circle Architects, LLC

Accepted By:

Daniel Baigelman

Signature

Signature

Daniel Baigelman, General Manager
Printed Name/Title

Printed Name/Title

8/22/2014 (Revised 9/24/14)
Date

Date

Terms and Conditions

1. **Hourly Rates, Additional Services and Reimbursables.** Additional Services shall be billed at the following hourly rates: Principal(s) - \$175 per hour (\$350 per hour for work on a scaffold or lift); Project Architect/Manager(s) - \$125 per hour (\$250 per hour for work on a scaffold or lift); Draftsmen - \$95 per hour. Expert Witness and legal related assistance shall be billed at \$350 per hour. Architect reserves the right to implement the services of any staff member as deemed reasonably appropriate to satisfy the objectives of the Project. Client shall reimburse Architect as Reimbursable Expenses for all actual out-of-pocket expenses incurred by Architect in performing its services, including but not limited to special renderings, long distance communication, parking, mileage, postage or messenger service, expense of reproduction of drawings and specifications or other documents for Client's use, Client requested reproduction, computer generated reproduction and photographic reproduction. Reimbursable Expenses shall be billed at 110% of the Architect's actual out-of-pocket costs. If required, special engineering services (structural, mechanical, etc.) shall be billed as an Additional Service at 110% of the consultant's standard hourly rates. Client may request or it may become necessary for Architect to perform Additional Services in order to further the objectives of the project, and such charges shall be paid by Client above and beyond any charges for Basic Services set forth in the Proposal. Whenever reasonably possible, Architect will notify Client in advance of Architect's intention to perform the particular Additional Service, and Client's failure to instruct Architect not to perform the Additional Service shall be considered Client's acquiescence to the performance of the Additional Service and agreement to pay for it. Notwithstanding any other description of Basic or Additional Services, any services which Client requests Architect to perform after final payment has been made to the contractor(s) or more than thirty (30) days after the project has been certified to be substantially complete shall be considered Additional Services. Any modifications or changes requested by Client inconsistent with Client's prior approval(s) shall be considered Additional Services. Architect shall be entitled to rely on the accuracy of any drawings or other information supplied to it by Client, its employees, representatives or other consultants, and any services necessitated because of an error or omission in any drawing or other information supplied by Client, its employees, representatives or other consultants shall be an Additional Service.

2. **Time of Performance.** Architect will use its best efforts to perform its services with reasonable professional promptness and in accordance with any deadlines or schedules mutually established and agreed to. If Architect is delayed, hindered or prevented from performing its services for any reason beyond Architect's control, including but not limited to war, riots or insurrections; strikes, lockouts or other labor troubles; flood, fire, storm or other natural disaster; death or illness; power or computer failures; or any act or omission of Client, vendors or other third parties; Architect shall be granted an extension of time equivalent to the period of delay in which to complete Architect's services.

3. **Pricing Estimates.** Neither Architect nor Client has any control over the costs of labor, materials, equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from any established budgetary constraints. Client may perform its own cost analysis or retain its own cost consultant and shall be solely responsible for the accuracy and preparation of cost

estimates at each appropriate stage of the project. Architect will cooperate and work closely with any cost consultant so that the project can be constructed within any appropriate budgetary constraints. However, if Client fails to heed Architect's warning that the design criteria are not consistent with the budget limitations, then any value engineering or redesign subsequently performed by Architect to reduce the construction cost shall be considered an Additional Service.

4. **Hidden Conditions.** Client acknowledges that there may be hidden conditions that are concealed by existing finishes or not susceptible to reasonable visual observation. If such a hidden condition requires a change in the design or construction work, the costs of such a change are solely the Client's, and Architect shall have no responsibility for any resulting costs or damages. If Architect's services include the design of repairs based on a review of existing conditions of the building, Client acknowledges that Architect is working from imperfect information and does not warrant that he will have seen and designed repairs for every defective condition.

5. **Invoicing and Payment.** Invoices shall be submitted monthly for services and reimbursable expenses and are due upon receipt. Invoices for each Phase of services must be paid in full prior to the Architect proceeding with the next Phase. Simple interest will accrue at the rate of 1.5% per month (18% annually) on any balances unpaid for more than 30 days, and Client shall reimburse Architect for all costs of collection, including reasonable attorney's fees, on invoices unpaid for 30 days or more. Architect may suspend or terminate this agreement in the event that any balances remain unpaid more than 60 days after Client's receipt of invoice. Within 14 days of receipt of Architect's invoice, Client shall examine the invoice in detail to satisfy himself as to its accuracy and completeness and shall raise any questions or objections which he may have regarding the invoice within this 14 days period. After 14 days from receipt of Architect's invoice, Client waives any questions or objection to the invoice not previously raised. In the event that Client fails to make payment when it is due, or if Client and Architect disagree as to whether Client has improperly failed to make a payment, Architect shall be entitled to suspend performing services until either the dispute has been resolved or else Client places a sum equal to the amount in dispute in an escrow account, reasonably satisfactory to both parties, which specifies that the escrow agent shall distribute the escrow sum between the parties in accordance with any settlement agreement, arbitration award or court judgment entered resolving the dispute. Any retainer shall be credited to the final payment(s) owed.

6. **Submittals.** Architect shall review and approve or take other appropriate action upon contractor submittals such as shop drawings only for the limited purpose of checking for conformance with information given and the design concept, but not for determining accuracy or completeness of other details such as dimensions or quantities or for substantiating instructions for installation or performance of equipment or systems. Architect's review shall not be for the purpose of approving any safety precautions or temporary arrangements, and Architect may review without approving submittals outside the scope described herein. If Architect requires a contractor to retain a design professional to submit stamped and sealed calculations, certifications or other instruments of professional service, Architect shall be entitled to rely upon the adequacy, accuracy and completeness of such stamped and sealed certifications, services or approvals.

7. **Ownership of Documents.** All documents including calculations, computer files, drawings and specifications prepared by Architect under this Agreement (öPlansö) are instruments of professional service all aspects of which, including the copyright, are owned by Architect. Upon acceptance of this Agreement, Architect grants Client a non-exclusive license to use and reproduce the Plans solely for the purpose of constructing this project, but for no other purpose. In the event that Client breaches this Agreement, Architect shall have the right upon written notice to Client to revoke this license and to forbid Client (or others claiming rights under the license) from reproducing or continuing to use the Plans.

8. **Construction Administration.** Architect shall have no responsibility for construction administration unless explicitly described in the Proposal. If construction observation services are performed or Architect is performing owner representation services, Architect shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, for any defects, deficiencies or other acts or omissions of the contractor or any other persons performing any of the construction work or for the failure of any of them to carry out the work in accordance with the plans and specifications. In particular, Architect shall have no responsibility for or oversight of temporary bracing or other temporary conditions. Architect's visits to the construction site shall be for the purpose of becoming generally familiar with the progress and quality of the construction work within Architect's scope and to determine in general if the work when completed will be in accordance with the plans and specifications. Architect is not authorized to stop the construction work or take any other action relating to jobsite safety, which are solely the contractor's right and responsibility. If Architect reviews contractor's applications for payment, such reviews shall be made to the best of Architect's knowledge, information and belief based on Architect's limited observation of the construction work, and Architect shall be entitled to rely on documentation submitted by the contractor(s) or others which is not inconsistent with Architect's own observations.

9. **Claims.** Client and Architect each agrees to waive any and all claims for consequential damages against the other. Client acknowledges that Architect is a corporation and agrees to make any claim arising out of or relating to the project against Architect only, and not against any of Architect's directors, officers, employees or agents. In recognition of the relative risks, rewards and benefits of the project to both Client and Architect, the parties have agreed to allocate such risks so that Architect's total liability to Client for any and all injuries, claims, losses, expenses or damages arising out of this agreement, whether sounding in negligence, contract, warranty or strict liability, from any cause or causes, shall not exceed \$10,000 or the sum of the fees for professional services

paid to Architect, whichever is greater. In the event that a component of any claim against Architect includes increased costs of construction or failure to require a particular repair, Architect shall not be liable for any öbettermentö or öenhancementö costs for which Client would ultimately have been responsible.

If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions by their appointed representatives. If settlement does not result, principals of both the Owner and Architect shall meet in person to endeavor to settle the dispute. If the dispute cannot be settled through direct discussions, the parties shall endeavor to settle the dispute by mediation under the Construction Industry Mediation Rules of the American Arbitration Association before recourse to arbitration. Once one party files a request for mediation with the other contracting party and with the American Arbitration Association, the parties agree to conclude such mediation within sixty (60) days of filing of the request. Any controversy or claim arising out of or relating to this Agreement or its breach not resolved by mediation, except for claims which have been waived by the making or acceptance of Final Payment, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect unless the parties mutually agree otherwise. The arbitration award shall be final, and Judgment upon it may be confirmed in any court having jurisdiction. The parties agree that all parties necessary to resolve a claim shall be parties to the same arbitration proceeding. Appropriate provisions shall be included in all other contracts relating to the Work to provide for the consolidation of arbitrations.

10. **Termination.** Either party may terminate this agreement upon at least ten (10) days' advance written notice to other. In the event that Client terminates the agreement without fault of Architect, Client shall compensate Architect for all services provided and reimbursable expenses incurred to the date on which Architect received the notice of termination plus any expenses, lost profits and unabsorbed overhead incurred by Architect due to premature termination of the project.

11. **Insurance.** Architect shall keep and maintain its current insurance policies, including professional liability, commercial general liability, automobile liability and workers \o compensation insurance, for the duration of the project. Certificates evidencing such coverage are available upon request. If client desires additional insurance, Architect shall use its best efforts to obtain the additional insurance, but Client shall reimburse Architect for any additional premium or other related costs that Architect thereby incurs. Client shall ensure that the construction contractor(s) (i) name Architect as an additional insured on their general liability insurance policies, and (ii) agree to indemnify Client and Architect against construction defects or problems in language reasonably satisfactory to both Client and Architect.

12. **Miscellaneous.** To the extent within Client's control, Architect shall have the right to take photographs and make other reasonable promotional use of the project, and Architect shall be given appropriate credit on all construction signs or other promotional materials concerning the project. Client may accept Architect's Proposal either by signature, oral assent, authorizing Architect to commence providing services or making any payments to Architect in consideration of services, and any of the above modes of acceptance shall be deemed to incorporate these Business Terms into the contract between the parties thereby formed. This agreement shall be governed by the laws of the state of Illinois.

13. **Responsibility for Code Compliance.** The Architect shall conform the Work documents to applicable local laws, regulations and ordinances relating to the Work existing on the date of this Agreement. However, Client recognizes that interpretations by governmental officials ("Code Authorityö) are often subject to change or different interpretations. If after submitting the required documents, modifications to the Work are required because of an interpretation by the Code Authority which had not been previously given, or which if given, was different than a prior interpretation of the Code Authority, Architect shall make the required modifications, but the cost of such modifications shall be compensated as a Contingent Additional Service. Nothing contained herein shall relieve the Architect of its obligations to modify at its own expense contract documents where the Architect has negligently failed to prepare them in compliance with the applicable Governmental Requirements.

14. **Indemnity for Deviations.** The Client may choose to disregard the advice of the Architect or may otherwise choose to deviate during construction from the recommendations prepared by the Architect. Accordingly, Client hereby agrees to indemnify and hold harmless the Architect, its agents, employees and consultants from and against all claims, damages, losses and expenses, including but not limited to attorneys \o fees and economic damages, arising out of, in connection with, or resulting from the performance of (or failure to perform) any aspect of construction of the Project, where the Client has knowingly authorized or permitted a deviation from any document prepared by Architect which, over Architect \o s objection, has not been corrected or where the Client has elected not to follow any written recommendation of the Architect. In the event that Architect or any other party indemnified hereunder is required to bring an action to enforce the provisions of this indemnity, the indemnifying party shall pay the attorneys \o fees and costs incurred by the indemnified party in bringing this action.





EVERGREEN

Real Estate Services, L.L.C.

566 West Lake Street, Suite 400
Chicago, IL 60661-1414

Phone: 312-234-9400
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MEMORANDUM

TO: Highland Park Housing Commission

FROM: Polly Kuehl & Mary Mauney 

RE: **September Management Report/ August Financial Statements**

DATE: September 23, 2014

Polly Kuehl completed a comparison of the two bids received for the window project at Frank B. Peers. The bids were very close in price. We realize that Full Circle, having been involved with the project for several years, has a better idea of anticipated costs. A conference call was held on September 17th to discuss the bids and develop a recommendation for the Housing Commission.

The installation of the cameras at the Ravinia Pleasant Avenue campus is complete. We have sent the bids for the concrete work for Ravinia to HUD for approval.

We have only received one bid, from our current contractor, for snow removal for the three properties and are following up on our additional requests.

Frank B. Peers

Occupancy: The property was 100% occupied during the month of September.

Physical: Maintenance performed routine work orders, regular landscaping and pest control. The fall servicing of the boilers was completed to ready the property for winter.

Social Programs: Regular social programming occurred at Frank B. Peers during September including weekly bingo, the monthly resident planning meeting, Afternoon of Coffee Cake and Conversation, and distribution of food boxes by Catholic Social Services. Maot Chitum Food Packages were also delivered for Rosh Hashanah. The monthly luncheon will is being held on September 24th with several board members in attendance. Lily the therapy dog also visited with the residents in September.

Financial: Net Operating Income (NOI) for August was positive to budget by \$5,375. YTD NOI was positive to budget by \$11,776. Cash carryover increased to \$49,783.28.

Income - Income was \$2,132 positive to budget at the property.

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

- Audit Expense (#6350) – Over budget amount due to timing.
- Water (#6451) – Additional tasks completed during month requiring extra water – window washing and grounds work.
- Decorating (#6560) Reflects cost to replace window due to leak.
- Floor Repairs Cleaning (#6596) – Includes cost for contractor to remove water from community room after storm.

Walnut Place

Occupancy: Two units that were vacated on the last day of July are ready for occupancy. We had a difficult time removing the smell of cigarette smoke from one of the units and a few prospective applicants passed on the unit until we were able to remove the odor. Both units are scheduled to be rented at the end of September.

Physical: Maintenance performed routine work orders, regular landscaping and pest control. The fall servicing of the boilers was completed to ready the property for winter.

Social Programs: Regular social programming occurred at Walnut Place during September including weekly bingo, the monthly resident planning meeting, Afternoon of Coffee Cake and Conversation, and distribution of food boxes by Catholic Social Services. Maot Chitum Food Packages were also delivered for Rosh Hashanah. The monthly Resident Luncheon was held on September 18th.

Financial: Net Operating Income (NOI) for August was positive to budget by \$1,451. YTD NOI was positive to budget by \$15,698. Cash carryover decreased to \$995.23. We continue to limit expenses as much as possible while the property recovers.

Income - Income for the month of August was negative to budget by (\$2,739) due to vacancy.

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

- Outside Cleaning Service (6517) Reflects cost for cleaning community area carpet after room flooded.
- Window Supplies (#6591) Reflects cost of blinds for vacant townhouse and one bedroom
- Decorating (#6560) Reflects cost for paint and repairs of units 309 and 404 after move-out.

Ravinia Housing

Occupancy: The applicant who was scheduled to move in to the house Unit 2743 on September 1st delayed her appointment to sign the lease and pay her deposit, 4 times move in after which she just stopped calling to reschedule. We are working with another applicant family for that unit and have approved an additional family for unit 2749.

Physical: Aside from routine work orders and weekly landscaping, we completed the installation of the cameras at the Pleasant Avenue campus in August.

Financial: Net Operating Income (NOI) for August was negative to budget by (\$4,419). YTD NOI is negative to budget by (\$40,136). Cash carryover decreased to \$254.93. The property continues to struggle financially due for the most part to excessive vacancy that it was unable to absorb due to its small size. We continue to limit expenses as much as possible while maintaining a quality living experience for the residents.

Income –Income is negative to budget at (\$1,690) due to vacancy.

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

- Audit Expense (#6350) – Over budgeted amount due to timing.
- Miscellaneous Repair Contract (#6520) – Includes cost to clean gutters of all buildings, repairs to security lights and water leak repair at Pleasant apartment.

Accounts Receivable Up-Date

August 2014

Frank B. Peers

Tenant A/R increased from \$725 at the end of July to \$5,293 at the end of August. The increase was due to a back billing of \$4,599.00 for a resident who had not reported income properly to HUD and will be entering into a payment plan. This amount will be transferred from the resident ledger to the repayment ledger next month. The money is owed to HUD which is why we are removing it from the property AR ledger. The owner is only required to pay back monies collected from the resident when received. The breakdown is as follows:

Current	\$ 5,293
30 Days	\$ (670)
60 Days	\$ 0
90+ Days	\$ (1)
Prepaid	\$ (671)

Subsidy A/R decreased from \$5,605 at the end of July to \$3,707 at the end of August. The balance is due to monies we will be collecting from HUD in September for Rent increases effective in April. The breakdown is as follows:

Current	\$ 799
30 Days	\$ 944
60 Days	\$ 0
90+ Days	\$ (3,786)
Prepaid	\$ (5,750)

Walnut Place

Tenant A/R decreased from \$17,882 at the end of July to \$17,244 at the end of August. Management had been unable to collect rent on a resident who was under legal action. Back monies owed were paid in August with the remaining paid in September. The breakdown is as follows:

Current	\$ 991
30 Days	\$ 600
60 Days	\$ 589
90+ Days	\$ 14,943
Prepaid	\$ (121)

Subsidy A/R increased from \$104 at the end July to \$525 at the end of August. The increase is due to monies due from HUD for a move in during the month. The breakdown is as follows:

Current	\$ (4,370)
30 Days	\$ (1,109)
60 Days	\$ (34)
90+ Days	\$ (38)
Prepaid	\$ (6,076)

Ravinia Housing

Tenant A/R decreased from \$42,668 at the end of July to \$42,082 at the end of August. \$623 was collected from on resident payment plans. The breakdown is as follows:

Current	\$ 3,389
30 Days	\$ 4,150
60 Days	\$ 1,285
90+ Days	\$ 32,246
Prepaid	\$ (1,012)

Subsidy A/R decreased from \$3,190 at the end of July to \$1,502 at the end of August. This was the result of a receiving money for the move-ins that occurred in prior months. month.

Current	\$ (265)
30 Days	\$ 0
60 Days	\$ 0
90+ Days	\$ 0
Prepaid	\$ (1,777)

Walnut Place Capital Improvements 8/31/2014										
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	6000	periodic	\$ 6,000				3,561			
2 Replace Fire Panel	93900	Spring	\$ 93,900		work completed 8/19			13,611	remaining funds expected from IHDA 9/2014	
3 Computer							1,466			
4 Appliance Replacement							2,138			
5 AC Replacement							1,283			
6										
7										
8										
9										
10										
11										
<u>Reserves 2014 Cash Flow</u>										
Reserves Starting January 2014	\$ 162,322									
2013 Annual Escrow Deposit	\$ 23,004									
Expected Use of Reserves \$\$ in 2014	\$ (93,900)	Total	99,900	-			8,448	13,611		
Balance expected at start of 2015	\$ 91,426									

Frank B. Peers Capital Improvements Up-Date 8/31/2014										
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	Replacement Reserve Request Date	
1 Kitchen Replacements			120,000	-	per budget, more than					
2 Furniture			1,000		we can take from R&R					
3 Landscape			1,000							
4 Concrete Repairs			1,000							
5 Appliance Replacement			600				528			
6 A/C Replacements			1,200				1,925			
7 Carpet and Tile			36,000				4,601			
8 Windows			650,000		to come from owner reserves					
Windows from Partnership Funds			(650,000)							
<u>Reserves 2014 Cash Flow</u>										
Reserves Starting January 1, 2014	\$	162,322								
2013 Annual Deposit to Reserves	\$	22,368								
Expected Use of Reserves (\$) 2015	\$	(150,000)					7,054	-		
IHDA Reserves										
Balance expected at the start of 2014	\$	34,690								

Ravinia Housing Capital Improvements 8/31/2014											
Task	Date for Work	\$ Use of R&R	\$ Use of Construction	\$ Use of Operating	Comments	FMCS Role	Date Complete	\$ Actual Complete Operations	\$ Actual Reserves Spent	Replacement Reserve Request Date	
						Lead, Assist or None					
1 Cameras	Mar/May	\$ 102,760		\$ -	Camera installation to begin Pleasant 7/28/2014	No			\$ 106,560	1/21/2014 8/2014	
2 Parking Lot Paving	September	\$ 18,000		\$ -	Bids submitted 8/2014	Yes-1					
3 Appliance Replacement	August	\$ -		\$ 1,396	to be refunded			\$ 1,396			
4 Carpet and Tile	August			\$ 7,148	to be refunded			\$ 7,148			
5											
6											
7											
8											
9											
10											
11											
12											
<u>Reserves Cash Flow</u>											
Reserves Starting January 1, 2014		\$ 568,012									
2013 Annual Deposit		\$ 16,176									
Use of Reserves in FY		\$ (120,760)	TOTAL	120,760	-	8,544	TOTAL	8,544	106,560		
Balance expected January 1, 2015		\$ 463,428									

Highland Park Housing Commission										
Reserve Balances										
Date: 8/31/2014										
Account Name		Frank B. Peers		Walnut Place		Ravinia Housing		Sunset Woods		TOTAL
Checking (Property)		49,783		995		255		45,405		
Security Deposit		18,728		20,865		6,788		10,535		
Replacement Reserve		177,659		187,849		474,983		0		
Residual Receipts		31,875		27,095		0		0		
Operating Reserve		0		0		16		9,145		
Association Money				104,642		81,890		129,031		
Market Checking										
Association Small Business Checking		9,230						4,976		
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	1/7/2015	506,412								
CD #2	10/7/2014	507,229								
Association MaxSafe Money Market		1,114,255								
TOTAL		2,682,185		341,446		563,932		(59,740)		

FRANK B PEERS

Balance Sheet

Month Ending 08/31/14

ASSETS

Current Assets

1110-0000 - Petty Cash	300.00
1121-0000 - Cash - Operating	49,783.28
1130-0000 - Tenant/member accounts receivable	5,293.00
1131-0000 - Accounts receivable - subsidy	3,707.00
1240-0000 - Prepaid property and liability insurance	(2,177.42)

Total Current Assets 56,905.86

Other Assets

1290-0000 - Misc Prepaid Expenses	572.34
1192-0000 - Tenant Sec Dep	18,727.97
1310-0000 - Real estate tax escrow	121,363.18
1311-0000 - Insurance escrow	36,601.71
1330-0000 - Debt Service Escrow	138,751.78
1630-0000 - Utility Deposit - Gas	3,686.00
1320 - Replacement Reserve	177,659.24
1340 - Residual Receipt	31,875.18

Total Other Assets 529,237.40

Fixed Assets

1420-0000 - Building	1,848,860.15
1420-0001 - Building Improvements	86,413.87
1430-0000 - Land Improvements	1,621,801.79
1450-0000 - Furniture for project/tenant use	530,976.45
1497-0000 - Site improvements	172,218.77
4120-0000 - Accum depr - buildings	(3,326,042.74)
1498-0000 - Current F/A	7,495.63

Total Fixed Assets 941,723.92

Financing Costs

1900-0001 - Deferred Financing Costs	192,398.85
1999-0000 - Accum Amort - Bond Costs	(65,400.22)

Total Financing Costs 126,998.63

Partnership Assets

1701-0000 - Cash - Partnership	9,229.66
1702-0000 - Partnership MM	2,127,896.97
1703-0000 - Partnership Receivable	267,013.69

Total Partnership Assets 2,404,140.32

Total Assets

4,059,006.13

FRANK B PEERS

Balance Sheet

Month Ending 08/31/14

Liabilities & Equity

Current Liabilities

2110-0000 - Accounts payable	7,423.00
2113-0000 - Flex Benefit Payable	9.24
2120-0000 - Accrued wages and p/r taxes payable	4,142.68
2150-0000 - Accrued property taxes	138,934.32
2180-0000 - Misc current liabilities	5,518.74
Total Current Liabilities	156,027.98

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	25.00
2191-0000 - Security deposits-residential	17,325.00
2191-0001 - Pet Deposit	895.00
2210-0000 - Prepaid Rent	671.00
2211-0000 - Prepaid HUD	6,979.00
2320-1000 - Mortgage payable - 2nd note	2,290,000.00
2320-0000 - Mortgage Payable (long term)	1,666,516.92
Total Non-Current Liabilities	3,982,411.92

Owner's Equity

3100-0000 - Limited Partners Equity	2,402,918.63
3209-0000 - Prior Year Retained Earnings	(2,597,458.35)
3210-0000 - Retained earnings	91,436.99
Current YTD Earnings	23,668.96
Total Owner's Equity	(79,433.77)

Total Liability & Owner Equity

4,059,006.13

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 08/31/14			Year To Date 08/31/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	24,234.00	19,861.00	4,373.00	170,248.00	158,888.00	11,360.00	238,332.00
5121-0000 - Tenant assistant payments	62,440.00	66,490.00	(4,050.00)	522,175.00	531,920.00	(9,745.00)	797,880.00
5140-0000 - Commercial base rent	60.00	60.00	0.00	854.33	480.00	374.33	720.00
TOTAL RESIDENTIAL RENTAL INCOME	86,734.00	86,411.00	323.00	693,277.33	691,288.00	1,989.33	1,036,932.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(35.00)	(2,167.00)	2,132.00	(13,659.00)	(17,336.00)	3,677.00	(26,000.00)
5221-0000 - Non-Revenue Units	(1,287.00)	(1,287.00)	0.00	(10,277.00)	(10,296.00)	19.00	(15,444.00)
TOTAL VACANCIES & ADJUSTMENTS	(1,322.00)	(3,454.00)	2,132.00	(23,936.00)	(27,632.00)	3,696.00	(41,444.00)
OTHER INCOME							
5910-0000 - Laundry income	0.00	167.00	(167.00)	1,339.00	1,336.00	3.00	2,004.00
5920-0000 - Nsf check fee	0.00	0.00	0.00	100.00	0.00	100.00	0.00
5922-0000 - Late fees	0.00	5.00	(5.00)	56.00	40.00	16.00	60.00
5990-0000 - Misc other income	0.00	0.00	0.00	201.00	0.00	201.00	0.00
5413-0000 - Interest income - escrow	0.00	1.00	(1.00)	2.56	8.00	(5.44)	12.00
TOTAL OTHER INCOME	0.00	173.00	(173.00)	1,698.56	1,384.00	314.56	2,076.00
GROSS OPERATING INCOME	85,412.00	83,130.00	2,282.00	671,039.89	665,040.00	5,999.89	997,564.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	25.00	25.00	0.00	200.00	200.00	300.00
6253-0000 - Credit Report Fees	0.00	28.00	28.00	436.30	224.00	(212.30)	336.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	53.00	53.00	436.30	424.00	(12.30)	636.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	380.99	300.00	(80.99)	1,920.09	2,400.00	479.91	3,600.00
6316-0000 - Office Equipment	186.43	200.00	13.57	2,029.76	1,600.00	(429.76)	2,400.00
6320-0000 - Management fee	4,549.48	4,444.00	(105.48)	34,369.82	35,552.00	1,182.18	53,328.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	3,000.00	800.00	(2,200.00)	1,200.00
6350-0000 - Audit Expense	1,200.00	0.00	(1,200.00)	13,200.00	9,200.00	(4,000.00)	13,800.00
6360-0000 - Telephone	744.81	708.00	(36.81)	4,939.23	5,664.00	724.77	8,496.00
6360-0001 - Answering Service/ Pagers	158.53	55.00	(103.53)	493.01	440.00	(53.01)	660.00
6365-0000 - Training & Education Expense	0.00	125.00	125.00	184.94	1,000.00	815.06	1,500.00
6370-0000 - Bad debts	6.00	416.00	410.00	1,593.00	3,328.00	1,735.00	4,992.00
6380-0000 - Consulting/study costs	0.00	400.00	400.00	6,039.44	5,400.00	(639.44)	7,000.00
6390-0000 - Misc administrative expenses	0.00	150.00	150.00	1,827.97	1,200.00	(627.97)	1,800.00
6390-0002 - Computer Supplies/Data Processing	170.85	150.00	(20.85)	1,611.62	1,200.00	(411.62)	1,800.00
6395-0000 - Tenant Retention	448.20	500.00	51.80	4,245.64	4,000.00	(245.64)	7,000.00
6431-0000 - Travel & Expense Reimbursement	0.00	235.00	235.00	1,581.81	1,880.00	298.19	2,820.00
6851-0000 - Bank Service Fees	0.00	0.00	0.00	27.00	0.00	(27.00)	0.00
6860-0000 - Security Deposit Interest	(0.53)	0.00	0.53	(4.74)	0.00	4.74	0.00
TOTAL ADMINISTRATIVE EXPENSE	7,844.76	7,783.00	(61.76)	77,058.59	73,664.00	(3,394.59)	110,396.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	4,848.22	6,071.00	1,222.78	42,362.44	51,450.00	9,087.56	78,770.00
6510-0000 - Janitor and cleaning payroll	1,152.44	1,154.00	1.56	9,741.71	9,779.00	37.29	14,972.00

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 08/31/14			Year To Date 08/31/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6540-0000 - Repairs payroll	3,819.99	3,807.00	(12.99)	36,749.49	32,359.00	(4,390.49)	49,490.00
6900-0000 - Social Service Coordinator	1,170.53	99.00	(1,071.53)	9,942.07	1,972.00	(7,970.07)	2,412.00
6715-0000 - Payroll Taxes	810.14	757.00	(53.14)	10,090.08	10,906.00	815.92	14,338.00
6722-0000 - Workers compensation	341.17	316.00	(25.17)	2,583.86	2,528.00	(55.86)	3,792.00
6723-0000 - Employee health insurance	588.11	655.00	66.89	4,503.80	4,958.00	454.20	7,578.00
6724-0000 - Union Benefits	1,324.56	1,310.00	(14.56)	10,596.44	10,480.00	(116.44)	15,720.00
6726-0000 - Other employee benefits	46.42	0.00	(46.42)	183.35	0.00	(183.35)	0.00
6726-0001 - Contingency	0.00	0.00	0.00	1,078.00	4,288.00	3,210.00	4,684.00
TOTAL PAYROLL & RELATED COSTS	14,101.58	14,169.00	67.42	127,831.24	128,720.00	888.76	191,756.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	422.65	300.00	(122.65)	2,312.82	2,400.00	87.18	3,600.00
6516-0000 - Bulbs & Tubes	0.00	100.00	100.00	0.00	800.00	800.00	1,200.00
6517-0000 - Outside Cleaning Service	0.00	0.00	0.00	0.00	750.00	750.00	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	110.00	115.00	5.00	755.00	920.00	165.00	1,380.00
6525-0000 - Rubbish removal	323.40	325.00	1.60	2,690.29	2,600.00	(90.29)	3,900.00
6490-0000 - Misc operating expenses	0.00	133.00	133.00	0.00	1,064.00	1,064.00	1,600.00
TOTAL OPERATING EXPENSES	856.05	973.00	116.95	5,758.11	9,034.00	3,275.89	13,680.00
UTILITIES							
6450-0000 - Electricity	1,164.78	1,666.00	501.22	11,050.84	13,328.00	2,277.16	20,000.00
6451-0000 - Water	1,213.40	700.00	(513.40)	7,773.95	5,600.00	(2,173.95)	8,400.00
6452-0000 - Gas	693.21	1,500.00	806.79	24,162.91	12,500.00	(11,662.91)	19,000.00
TOTAL UTILITIES	3,071.39	3,866.00	794.61	42,987.70	31,428.00	(11,559.70)	47,400.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies	0.00	295.00	295.00	75.77	2,360.00	2,284.23	3,540.00
6537-0000 - Grounds Contractor (Landscaper)	600.00	675.00	75.00	4,960.00	3,375.00	(1,585.00)	5,400.00
6541-0000 - Repair materials (general supplies)	270.70	300.00	29.30	645.63	2,400.00	1,754.37	3,600.00
6541-0001 - Appliance Parts	0.00	50.00	50.00	80.85	400.00	319.15	600.00
6541-0002 - Plumbing Supplies	42.88	100.00	57.12	885.21	800.00	(85.21)	1,200.00
6541-0003 - Electrical Supplies	128.81	100.00	(28.81)	636.14	800.00	163.86	1,200.00
6541-0004 - Heating/Cooling Supplies	0.00	50.00	50.00	118.02	400.00	281.98	600.00
6541-0005 - Hand Tools	0.00	0.00	0.00	81.71	300.00	218.29	300.00
6541-0006 - Expendable Tools	0.00	0.00	0.00	8.60	400.00	391.40	400.00
6541-0007 - Safety Equipment	0.00	50.00	50.00	0.00	400.00	400.00	600.00
6541-0009 - Window Supplies	0.00	0.00	0.00	58.88	200.00	141.12	200.00
6541-0010 - Carpentry/Hardware	0.00	60.00	60.00	1,271.33	480.00	(791.33)	720.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	290.00	290.00	2,177.05	2,320.00	142.95	3,480.00
6546-0000 - Heating/Cooling Contractor	219.10	215.00	(4.10)	1,509.43	1,720.00	210.57	2,580.00
6548-0000 - Snow removal	0.00	0.00	0.00	12,279.50	4,000.00	(8,279.50)	6,000.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	125.00	125.00	0.00	1,000.00	1,000.00	1,500.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	1,893.00	1,000.00	(893.00)	6,443.00	8,000.00	1,557.00	12,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	225.00	225.00	1,960.00	1,800.00	(160.00)	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	750.00	750.00	1,500.00
6582-0000 - Fire Protection	0.00	410.00	410.00	1,437.75	3,280.00	1,842.25	4,920.00
6582-0001 - Fire Safety Equipment	0.00	500.00	500.00	68.75	4,000.00	3,931.25	6,000.00
6589-0000 - Parking Lot Expense	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 08/31/14			Year To Date 08/31/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6590-0000 - Miscellaneous Repair	0.00	125.00	125.00	820.00	1,000.00	180.00	1,500.00
6591-0000 - Electrical Repairs	0.00	310.00	310.00	1,746.51	2,480.00	733.49	3,720.00
6592-0000 - Boiler Repairs	0.00	500.00	500.00	1,966.46	4,000.00	2,033.54	6,000.00
6594-0000 - Carpentry Repairs	0.00	120.00	120.00	2,196.50	960.00	(1,236.50)	1,440.00
6595-0000 - Plumbing Repairs	0.00	790.00	790.00	2,901.93	6,320.00	3,418.07	9,480.00
6596-0000 - Floor Repairs/Cleaning	500.00	150.00	(350.00)	1,435.00	1,200.00	(235.00)	1,800.00
6598-0000 - Roof Repairs	0.00	100.00	100.00	0.00	800.00	800.00	1,200.00
TOTAL MAINTENANCE EXPENSES	3,654.49	6,540.00	2,885.51	45,764.02	57,945.00	12,180.98	86,680.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	10,130.00	10,130.00	0.00	79,698.25	81,040.00	1,341.75	121,560.00
6720-0000 - Property and liability insurance	2,902.42	2,140.00	(762.42)	14,214.20	17,120.00	2,905.80	25,680.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	150.00	150.00	150.00
TOTAL TAXES AND INSURANCE	13,032.42	12,270.00	(762.42)	93,912.45	98,310.00	4,397.55	147,390.00
TOTAL OPERATING EXPENSES	42,560.69	45,654.00	3,093.31	393,748.41	399,525.00	5,776.59	597,938.00
NET OPERATING INCOME (LOSS)	42,851.31	37,476.00	5,375.31	277,291.48	265,515.00	11,776.48	399,626.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	19,276.98	19,332.00	55.02	155,739.51	156,164.00	424.49	232,840.00
7104-0000 - Replacement Reserve	1,916.99	1,864.00	(52.99)	15,335.92	14,912.00	(423.92)	22,368.00
7108-0000 - Mortgage Payable (long term)	11,210.56	11,156.00	(54.56)	88,160.81	87,727.00	(433.81)	132,902.00
TOTAL FINANCIAL EXPENSES	32,404.53	32,352.00	(52.53)	259,236.24	258,803.00	(433.24)	388,110.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	10,446.78	5,124.00	5,322.78	18,055.24	6,712.00	11,343.24	11,516.00
NET INCOME (LOSS)	10,446.78	5,124.00	5,322.78	18,055.24	6,712.00	11,343.24	11,516.00
Partnership Income							
8005-0000 - Mortgagor Entity Income	94.63	0.00	94.63	1,771.89	0.00	1,771.89	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(305.00)	0.00	(305.00)	0.00
Total Partnership Activity	94.63	0.00	94.63	1,466.89	0.00	1,466.89	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	(650,000.00)	(650,000.00)	(800,000.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	441.29	0.00	(441.29)	120,000.00
6991-0002 - Windows	0.00	0.00	0.00	0.00	650,000.00	650,000.00	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	1,000.00	1,000.00	1,000.00
6991-0016 - Concrete Repairs	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
6993-0000 - Appliance Replacement	0.00	0.00	0.00	528.00	600.00	72.00	600.00
6993-0003 - A/C Replacements	0.00	0.00	0.00	1,925.34	975.00	(950.34)	1,200.00
6994-0000 - Carpet & tile	0.00	650.00	650.00	4,601.00	5,200.00	599.00	36,500.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	0.00	650.00	650.00	7,495.63	9,775.00	2,279.37	11,300.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	10,541.41	4,474.00	6,067.41	12,026.50	(3,063.00)	15,089.50	216.00

WALNUT PLACE
Balance Sheet
Month Ending 08/31/14

ASSETS

Current Assets

1110-0000 - Petty Cash	900.00
1121-0000 - Cash - Operating	995.23
1130-0000 - Tenant/member accounts receivable	17,243.59
1131-0000 - Accounts receivable - subsidy	525.00
1240-0000 - Prepaid property and liability insurance	(2,327.08)
Total Current Assets	<u>17,336.74</u>

Other Assets

1290-0000 - Misc Prepaid Expenses	774.23
1192-0000 - Tenant Sec Dep	20,865.40
1310-0000 - Real estate tax escrow	159,681.43
1311-0000 - Insurance escrow	39,092.19
1330-0000 - Debt Service Escrow	136,097.45
1320 - Replacement Reserve	187,849.24
1340 - Residual Receipt	27,094.85
Total Other Assets	<u>571,454.79</u>

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	(3,504,334.74)
1498-0000 - Current F/A	20,593.87
Total Fixed Assets	<u>773,868.90</u>

Financing Costs

1900-0001 - Deferred Financing Costs	174,813.03
1999-0000 - Accum Amort - Bond Costs	(51,667.51)
Total Financing Costs	<u>123,145.52</u>

Partnership Assets

1701-0000 - Cash - Partnership	104,642.66
Total Partnership Assets	<u>104,642.66</u>

Total Assets

1,590,448.61

WALNUT PLACE
Balance Sheet
Month Ending 08/31/14

Liabilities & Equity

Current Liabilities

2110-0000 - Accounts payable	26,436.45
2113-0000 - Flex Benefit Payable	9.24
2120-0000 - Accrued wages and p/r taxes payable	4,142.68
2150-0000 - Accrued property taxes	158,720.39
2155-0000 - Accrued professional services	3,894.00
2180-0000 - Misc current liabilities	2,989.45
Total Current Liabilities	<u>196,192.21</u>

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	(102.00)
2191-0000 - Security deposits-residential	17,090.00
2191-0001 - Pet Deposit	1,475.00
2210-0000 - Prepaid Rent	121.00
2211-0000 - Prepaid HUD	6,076.00
2320-1000 - Mortgage payable - 2nd note	2,546,000.00
2320-4000 - Deferred Revenue	228,117.00
2320-0000 - Mortgage Payable (long term)	1,672,779.52
Total Non-Current Liabilities	<u>4,471,556.52</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	160,725.61
Current YTD Earnings	19,956.57
Total Owner's Equity	<u>(3,077,300.12)</u>

Total Liability & Owner Equity

1,590,448.61

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 08/31/14			Year To Date 08/31/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	22,025.00	19,360.00	2,665.00	158,279.00	154,880.00	3,399.00	232,320.00
5121-0000 - Tenant assistant payments	65,979.00	68,644.00	(2,665.00)	545,753.00	549,152.00	(3,399.00)	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	704,320.56	704,032.00	288.56	1,056,048.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(3,313.00)	(835.00)	(2,478.00)	(8,462.00)	(6,680.00)	(1,782.00)	(10,020.00)
5221-0000 - Non-Revenue Units	(1,284.00)	(1,284.00)	0.00	(10,272.00)	(10,272.00)	0.00	(15,408.00)
TOTAL VACANCIES & ADJUSTMENTS	(4,597.00)	(2,119.00)	(2,478.00)	(18,734.00)	(16,952.00)	(1,782.00)	(25,428.00)
OTHER INCOME							
5910-0000 - Laundry income	0.00	250.00	(250.00)	2,283.00	2,000.00	283.00	3,000.00
5922-0000 - Late fees	0.00	10.00	(10.00)	96.00	80.00	16.00	120.00
5938-0000 - Cleaning Fee/Turnover	0.00	0.00	0.00	75.00	0.00	75.00	0.00
5413-0000 - Interest income - escrow	0.00	1.00	(1.00)	2.88	8.00	(5.12)	12.00
TOTAL OTHER INCOME	0.00	261.00	(261.00)	2,456.88	2,088.00	368.88	3,132.00
GROSS OPERATING INCOME	83,407.00	86,146.00	(2,739.00)	688,043.44	689,168.00	(1,124.56)	1,033,752.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	25.00	25.00	0.00	200.00	200.00	300.00
6253-0000 - Credit Report Fees	0.00	30.00	30.00	366.92	240.00	(126.92)	360.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	55.00	55.00	366.92	440.00	73.08	660.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	250.22	300.00	49.78	1,814.61	2,400.00	585.39	3,600.00
6316-0000 - Office Equipment	326.21	200.00	(126.21)	2,169.54	1,600.00	(569.54)	2,400.00
6320-0000 - Management fee	4,543.70	4,457.00	(86.70)	35,988.81	35,656.00	(332.81)	53,484.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	2,595.00	800.00	(1,795.00)	1,200.00
6350-0000 - Audit Expense	0.00	1,083.00	1,083.00	0.00	8,664.00	8,664.00	12,996.00
6360-0000 - Telephone	774.28	790.00	15.72	6,416.41	6,320.00	(96.41)	9,480.00
6360-0001 - Answering Service/ Pagers	158.52	55.00	(103.52)	492.98	440.00	(52.98)	660.00
6365-0000 - Training & Education Expense	0.00	110.00	110.00	0.00	880.00	880.00	1,320.00
6370-0000 - Bad debts	0.00	583.00	583.00	72.00	4,664.00	4,592.00	6,996.00
6380-0000 - Consulting/study costs	0.00	0.00	0.00	1,400.00	3,500.00	2,100.00	3,500.00
6385-0000 - Temporary Help	0.00	50.00	50.00	0.00	400.00	400.00	600.00
6390-0000 - Misc administrative expenses	0.00	160.00	160.00	482.27	1,280.00	797.73	1,920.00
6390-0002 - Computer Supplies/Data Processing	170.85	163.00	(7.85)	1,611.62	1,304.00	(307.62)	1,956.00
6395-0000 - Tenant Retention	366.03	400.00	33.97	3,237.95	3,200.00	(37.95)	7,000.00
6431-0000 - Travel & Expense Reimbursement	0.00	190.00	190.00	1,472.61	1,520.00	47.39	2,280.00
6860-0000 - Security Deposit Interest	(0.50)	0.00	0.50	(3.87)	0.00	3.87	0.00
TOTAL ADMINISTRATIVE EXPENSE	6,589.31	8,641.00	2,051.69	57,749.93	72,628.00	14,878.07	109,392.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	4,848.22	6,136.00	1,287.78	42,362.44	51,873.00	9,510.56	79,486.00
6510-0000 - Janitor and cleaning payroll	1,152.44	1,154.00	1.56	9,741.71	9,809.00	67.29	15,002.00
6540-0000 - Repairs payroll	3,819.99	3,807.00	(12.99)	36,059.49	32,359.00	(3,700.49)	49,490.00

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 08/31/14			Year To Date 08/31/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6900-0000 - Social Service Coordinator	1,170.53	104.00	(1,066.53)	9,922.81	1,965.00	(7,957.81)	2,472.00
6715-0000 - Payroll Taxes	810.16	762.00	(48.16)	9,973.97	10,908.00	934.03	14,372.00
6722-0000 - Workers compensation	335.50	317.00	(18.50)	2,572.26	2,536.00	(36.26)	3,804.00
6723-0000 - Employee health insurance	588.11	417.00	(171.11)	4,503.80	3,162.00	(1,341.80)	4,830.00
6724-0000 - Union Benefits	1,324.56	1,310.00	(14.56)	10,596.44	10,480.00	(116.44)	15,720.00
6726-0000 - Other employee benefits	46.42	0.00	(46.42)	183.35	0.00	(183.35)	0.00
6726-0001 - Contingency	0.00	0.00	0.00	1,078.00	3,697.00	2,619.00	4,733.00
TOTAL PAYROLL & RELATED COSTS	14,095.93	14,007.00	(88.93)	126,994.27	126,789.00	(205.27)	189,909.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	210.90	325.00	114.10	2,698.77	2,600.00	(98.77)	3,900.00
6516-0000 - Bulbs & Tubes	0.00	80.00	80.00	0.00	640.00	640.00	960.00
6517-0000 - Outside Cleaning Service	1,280.00	0.00	(1,280.00)	1,280.00	750.00	(530.00)	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	95.00	150.00	55.00	650.00	1,200.00	550.00	1,800.00
6525-0000 - Rubbish removal	363.40	360.00	(3.40)	2,659.56	2,880.00	220.44	4,320.00
6490-0000 - Misc operating expenses	0.00	50.00	50.00	467.71	400.00	(67.71)	600.00
TOTAL OPERATING EXPENSES	1,949.30	965.00	(984.30)	7,756.04	8,970.00	1,213.96	13,580.00
UTILITIES							
6450-0000 - Electricity	1,346.35	1,200.00	(146.35)	7,576.87	9,600.00	2,023.13	14,400.00
6451-0000 - Water	507.07	650.00	142.93	3,828.85	5,200.00	1,371.15	7,800.00
6452-0000 - Gas	457.51	2,000.00	1,542.49	23,597.44	16,000.00	(7,597.44)	24,000.00
TOTAL UTILITIES	2,310.93	3,850.00	1,539.07	35,003.16	30,800.00	(4,203.16)	46,200.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies	0.00	335.00	335.00	0.00	2,680.00	2,680.00	4,020.00
6537-0000 - Grounds Contractor (Landscaper)	650.00	660.00	10.00	2,600.00	3,300.00	700.00	5,280.00
6541-0000 - Repair materials (general supplies)	35.61	100.00	64.39	(121.91)	800.00	921.91	1,200.00
6541-0001 - Appliance Parts	0.00	50.00	50.00	101.64	400.00	298.36	600.00
6541-0002 - Plumbing Supplies	24.86	200.00	175.14	690.43	1,600.00	909.57	2,400.00
6541-0003 - Electrical Supplies	0.00	100.00	100.00	332.61	800.00	467.39	1,200.00
6541-0004 - Heating/Cooling Supplies	0.00	85.00	85.00	255.24	680.00	424.76	1,020.00
6541-0006 - Expendable Tools	0.00	50.00	50.00	77.88	400.00	322.12	600.00
6541-0007 - Safety Equipment	0.00	50.00	50.00	0.00	400.00	400.00	600.00
6541-0009 - Window Supplies	617.55	100.00	(517.55)	2,100.48	800.00	(1,300.48)	1,200.00
6541-0010 - Carpentry/Hardware	21.36	60.00	38.64	755.20	480.00	(275.20)	720.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	300.00	300.00	1,009.72	2,400.00	1,390.28	3,600.00
6546-0000 - Heating/Cooling Contractor	401.00	385.00	(16.00)	6,535.75	3,080.00	(3,455.75)	4,620.00
6548-0000 - Snow removal	0.00	0.00	0.00	20,619.00	6,000.00	(14,619.00)	8,000.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	100.00	100.00	0.00	800.00	800.00	1,200.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	2,520.00	660.00	(1,860.00)	7,245.00	5,280.00	(1,965.00)	7,920.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	125.00	125.00	630.00	1,000.00	370.00	1,500.00
6564-0001 - Painting Supplies	0.00	50.00	50.00	0.00	400.00	400.00	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	1,000.00	1,000.00	2,000.00
6582-0000 - Fire Protection	0.00	300.00	300.00	955.00	2,400.00	1,445.00	3,600.00
6582-0001 - Fire Safety Equipment	0.00	50.00	50.00	118.98	400.00	281.02	600.00
6589-0000 - Parking Lot Expense	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
6591-0000 - Electrical Repairs	0.00	300.00	300.00	3,250.75	2,400.00	(850.75)	3,600.00

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 08/31/14			Year To Date 08/31/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6592-0000 - Boiler Repairs	0.00	400.00	400.00	4,593.50	3,200.00	(1,393.50)	4,800.00
6594-0000 - Carpentry Repairs	185.50	500.00	314.50	585.50	4,000.00	3,414.50	6,000.00
6595-0000 - Plumbing Repairs	0.00	700.00	700.00	3,641.84	5,600.00	1,958.16	8,400.00
6596-0000 - Floor Repairs/Cleaning	0.00	100.00	100.00	175.00	800.00	625.00	1,200.00
6598-0000 - Roof Repairs	0.00	400.00	400.00	0.00	3,200.00	3,200.00	4,800.00
6599-0000 - Window repairs	0.00	100.00	100.00	159.00	800.00	641.00	1,200.00
TOTAL MAINTENANCE EXPENSES	4,455.88	6,260.00	1,804.12	56,310.61	57,100.00	789.39	84,980.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	11,300.00	11,300.00	0.00	88,777.57	90,400.00	1,622.43	135,600.00
6720-0000 - Property and liability insurance	2,327.08	2,140.00	(187.08)	14,615.86	17,120.00	2,504.14	25,680.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	150.00	150.00	150.00
TOTAL TAXES AND INSURANCE	13,627.08	13,440.00	(187.08)	103,393.43	107,670.00	4,276.57	161,430.00
TOTAL OPERATING EXPENSES	43,028.43	47,218.00	4,189.57	387,574.36	404,397.00	16,822.64	606,151.00
NET OPERATING INCOME (LOSS)	40,378.57	38,928.00	1,450.57	300,469.08	284,771.00	15,698.08	427,601.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	20,428.65	20,491.00	62.35	165,165.17	165,659.00	493.83	246,997.00
7104-0000 - Replacement Reserve	1,865.69	1,837.00	(28.69)	14,925.52	14,696.00	(229.52)	22,044.00
7108-0000 - Mortgage Payable (long term)	13,058.30	12,996.00	(62.30)	102,730.43	102,238.00	(492.43)	154,849.00
TOTAL FINANCIAL EXPENSES	35,352.64	35,324.00	(28.64)	282,821.12	282,593.00	(228.12)	423,890.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	5,025.93	3,604.00	1,421.93	17,647.96	2,178.00	15,469.96	3,711.00
NET INCOME (LOSS)	5,025.93	3,604.00	1,421.93	17,647.96	2,178.00	15,469.96	3,711.00
Partnership Income							
8005-0000 - Mortgagor Entity Income	6.65	0.00	6.65	56.58	0.00	56.58	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(10.00)	0.00	(10.00)	0.00
Total Partnership Activity	6.65	0.00	6.65	46.58	0.00	46.58	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	(10,000.00)	(10,000.00)	(12,549.00)	(10,000.00)	2,549.00	(18,000.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	13,611.31	0.00	(13,611.31)	0.00
6993-0000 - Appliance Replacement	0.00	0.00	0.00	2,138.00	0.00	(2,138.00)	0.00
6993-0003 - A/C Replacements	0.00	0.00	0.00	1,283.56	0.00	(1,283.56)	0.00
6994-0000 - Carpet & tile	1,720.50	10,000.00	8,279.50	3,561.00	17,000.00	13,439.00	21,000.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	1,720.50	0.00	(1,720.50)	8,044.87	7,000.00	(1,044.87)	3,000.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	3,312.08	3,604.00	(291.92)	9,649.67	(4,822.00)	14,471.67	711.00

RAVINIA HOUSING

Balance Sheet

Month Ending 08/31/14

ASSETS

Current Assets

1110-0000 - Petty Cash	150.00
1121-0000 - Cash - Operating	254.93
1130-0000 - Tenant/member accounts receivable	42,082.00
1130-1000 - Allowance for Doubtful Accounts	(21,017.40)
1131-0000 - Accounts receivable - subsidy	1,502.00
1240-0000 - Prepaid property and liability insurance	10,273.83
1250-0000 - Prepaid Mortgage Insurance	897.35

Total Current Assets 34,142.71

Other Assets

1290-0000 - Misc Prepaid Expenses	268.93
1192-0000 - Tenant Sec Dep	6,787.91
1310-0000 - Real estate tax escrow	22,592.78
1311-0000 - Insurance escrow	3,892.77
1312-0000 - Mortgage Insurance Escrow	539.99
1350-0000 - Construction Escrow	16.44
1320 - Replacement Reserve	474,982.73

Total Other Assets 509,081.55

Fixed Assets

1420-0000 - Building	1,074,166.20
1420-0001 - Building Improvements	59,174.00
1430-0000 - Land Improvements	311,214.84
1450-0000 - Furniture for project/tenant use	282,058.44
1497-0000 - Site improvements	193,982.00
4120-0000 - Accum depr - buildings	(1,234,285.70)
1498-0000 - Current F/A	110,824.41

Total Fixed Assets 797,134.19

Financing Costs

1900-0001 - Deferred Financing Costs	62,658.71
1999-0000 - Accum Amort - Bond Costs	(4,004.30)

Total Financing Costs 58,654.41

Partnership Assets

1701-0000 - Cash - Partnership	81,890.19
1702-1000 - Partnership F/A	62,063.00
1703-0000 - Partnership Receivable	3,650.00

Total Partnership Assets 147,603.19

Total Assets

1,546,616.05

RAVINIA HOUSING

Balance Sheet

Month Ending 08/31/14

Liabilities & Equity

Current Liabilities

2110-0000 - Accounts payable	50,422.27
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	2,981.97
2131-0001 - Accrued Interest - 2nd Note	44,845.57
2131-1000 - Accrued Interest - Notes Payable	7,784.00
2150-0000 - Accrued property taxes	53,416.35
2180-0000 - Misc current liabilities	886.05

Total Current Liabilities 161,492.55

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	(1,077.92)
2191-0000 - Security deposits-residential	5,962.92
2210-0000 - Prepaid Rent	1,012.00
2211-0000 - Prepaid HUD	1,777.00
2310-1000 - Notes Payable - (Long Term)	62,062.71
2320-1000 - Mortgage payable - 2nd note	713,396.28
2320-0000 - Mortgage Payable (long term)	399,119.23

Total Non-Current Liabilities 1,182,252.22

Owner's Equity

3100-0000 - Limited Partners Equity	81,874.21
3209-0000 - Prior Year Retained Earnings	223,323.61
3210-0000 - Retained earnings	(101,871.18)
Current YTD Earnings	(455.36)

Total Owner's Equity 202,871.28

Total Liability & Owner Equity

1,546,616.05

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 08/31/14			Year To Date 08/31/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	8,101.00	6,300.00	1,801.00	68,302.00	50,400.00	17,902.00	75,600.00
5121-0000 - Tenant assistant payments	14,134.00	15,674.00	(1,540.00)	109,317.00	125,392.00	(16,075.00)	188,088.00
TOTAL RESIDENTIAL RENTAL INCOME	22,235.00	21,974.00	261.00	177,619.00	175,792.00	1,827.00	263,688.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(1,954.00)	0.00	(1,954.00)	(21,205.00)	(3,600.00)	(17,605.00)	(3,600.00)
TOTAL VACANCIES & ADJUSTMENTS	(1,954.00)	0.00	(1,954.00)	(21,205.00)	(3,600.00)	(17,605.00)	(3,600.00)
OTHER INCOME							
5920-0000 - Nsf check fee	0.00	0.00	0.00	25.00	0.00	25.00	0.00
5922-0000 - Late fees	0.00	0.00	0.00	48.00	0.00	48.00	0.00
5413-0000 - Interest income - escrow	40.10	37.00	3.10	338.14	296.00	42.14	444.00
TOTAL OTHER INCOME	40.10	37.00	3.10	411.14	296.00	115.14	444.00
GROSS OPERATING INCOME	20,321.10	22,011.00	(1,689.90)	156,825.14	172,488.00	(15,662.86)	260,532.00
ADVERTISING & RENTING EXPENSE							
6250-0000 - Renting expenses	0.00	60.00	60.00	414.00	480.00	66.00	720.00
6253-0000 - Credit Report Fees	0.00	0.00	0.00	74.16	0.00	(74.16)	0.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	60.00	60.00	488.16	480.00	(8.16)	720.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	576.13	521.00	(55.13)	4,285.23	4,168.00	(117.23)	6,252.00
6320-0000 - Management fee	886.05	765.00	(121.05)	6,006.89	6,120.00	113.11	9,180.00
6340-0000 - Legal Expense - Project	0.00	170.00	170.00	360.00	1,360.00	1,000.00	2,040.00
6350-0000 - Audit Expense	1,200.00	0.00	(1,200.00)	10,400.00	10,000.00	(400.00)	10,000.00
6365-0000 - Training & Education Expense	0.00	30.00	30.00	0.00	240.00	240.00	360.00
6370-0000 - Bad debts	0.00	433.00	433.00	0.00	3,464.00	3,464.00	5,196.00
6390-0000 - Misc administrative expenses	0.00	180.00	180.00	4,153.82	1,440.00	(2,713.82)	2,160.00
6390-0002 - Computer Supplies/Data Processing	76.50	0.00	(76.50)	678.30	0.00	(678.30)	0.00
6851-0000 - Bank Service Fees	0.00	0.00	0.00	4.50	0.00	(4.50)	0.00
6860-0000 - Security Deposit Interest	(0.16)	0.00	0.16	(1.49)	0.00	1.49	0.00
TOTAL ADMINISTRATIVE EXPENSE	2,738.52	2,099.00	(639.52)	25,887.25	26,792.00	904.75	35,188.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	1,322.13	1,800.00	477.87	11,553.02	14,400.00	2,846.98	21,600.00
6510-0000 - Janitor and cleaning payroll	1,356.14	1,465.00	108.86	12,491.71	11,720.00	(771.71)	17,580.00
6540-0000 - Repairs payroll	0.00	0.00	0.00	870.00	0.00	(870.00)	0.00
6900-0000 - Social Service Coordinator	319.21	0.00	(319.21)	2,706.02	0.00	(2,706.02)	0.00
6715-0000 - Payroll Taxes	220.94	330.00	109.06	2,719.91	2,640.00	(79.91)	3,960.00
6722-0000 - Workers compensation	108.75	88.00	(20.75)	744.11	704.00	(40.11)	1,056.00
6723-0000 - Employee health insurance	219.73	173.00	(46.73)	1,723.73	1,384.00	(339.73)	2,076.00
6724-0000 - Union Benefits	361.23	378.00	16.77	2,889.92	3,024.00	134.08	4,536.00
6726-0000 - Other employee benefits	12.64	0.00	(12.64)	49.94	0.00	(49.94)	0.00
6726-0001 - Contingency	0.00	0.00	0.00	294.00	1,200.00	906.00	1,277.00
TOTAL PAYROLL & RELATED COSTS	3,920.77	4,234.00	313.23	36,042.36	35,072.00	(970.36)	52,085.00

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 08/31/14			Year To Date 08/31/14			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	118.58	220.00	101.42	843.46	1,760.00	916.54	2,640.00
6520-0000 - Miscellaneous Repair Contractors	4,831.67	2,400.00	(2,431.67)	48,164.99	19,200.00	(28,964.99)	28,800.00
6525-0000 - Rubbish removal	633.46	500.00	(133.46)	3,926.80	4,000.00	73.20	6,000.00
6530-0000 - Security Contract	0.00	200.00	200.00	0.00	1,600.00	1,600.00	2,400.00
6490-0000 - Misc operating expenses	0.00	0.00	0.00	510.00	0.00	(510.00)	0.00
TOTAL OPERATING EXPENSES	5,583.71	3,320.00	(2,263.71)	53,445.25	26,560.00	(26,885.25)	39,840.00
UTILITIES							
6450-0000 - Electricity	302.62	250.00	(52.62)	2,046.04	2,000.00	(46.04)	3,000.00
6451-0000 - Water	113.58	100.00	(13.58)	566.71	800.00	233.29	1,200.00
6452-0000 - Gas	78.78	75.00	(3.78)	1,372.24	600.00	(772.24)	900.00
6453-0000 - Sewer	0.00	50.00	50.00	0.00	400.00	400.00	600.00
TOTAL UTILITIES	494.98	475.00	(19.98)	3,984.99	3,800.00	(184.99)	5,700.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	3,732.00	3,732.00	0.00	29,286.97	29,913.00	626.03	44,841.00
6720-0000 - Property and liability insurance	1,180.17	1,001.00	(179.17)	6,974.59	8,969.00	1,994.41	12,973.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	50.00	50.00	50.00
TOTAL TAXES AND INSURANCE	4,912.17	4,733.00	(179.17)	36,261.56	38,932.00	2,670.44	57,864.00
TOTAL OPERATING EXPENSES	17,650.15	14,921.00	(2,729.15)	156,109.57	131,636.00	(24,473.57)	191,397.00
NET OPERATING INCOME (LOSS)	2,670.95	7,090.00	(4,419.05)	715.57	40,852.00	(40,136.43)	69,135.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	2,981.97	1,497.00	(1,484.97)	23,919.45	12,038.00	(11,881.45)	18,001.00
6850-0000 - Mortgage Service Fee	149.55	152.00	2.45	1,201.80	1,200.00	(1.80)	1,808.00
7104-0000 - Replacement Reserve	1,349.33	1,334.00	(15.33)	10,778.64	10,672.00	(106.64)	16,008.00
7108-0000 - Mortgage Payable (long term)	611.35	611.00	(0.35)	4,827.33	4,828.00	0.67	7,297.00
TOTAL FINANCIAL EXPENSES	5,092.20	3,594.00	(1,498.20)	40,727.22	28,738.00	(11,989.22)	43,114.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	(2,421.25)	3,496.00	(5,917.25)	(40,011.65)	12,114.00	(52,125.65)	26,021.00
NET INCOME (LOSS)	(2,421.25)	3,496.00	(5,917.25)	(40,011.65)	12,114.00	(52,125.65)	26,021.00
Partnership Income							
8005-0000 - Mortgagor Entity Income	5.21	0.00	5.21	44.28	0.00	44.28	0.00
Total Partnership Activity	5.21	0.00	5.21	44.28	0.00	44.28	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	(51,380.00)	0.00	51,380.00	(102,760.00)	(80,000.00)	22,760.00	(80,000.00)
6991-0000 - Capital expenditures	55,180.00	0.00	(55,180.00)	102,280.35	80,000.00	(22,280.35)	80,000.00
6993-0000 - Appliance Replacement	0.00	0.00	0.00	1,396.00	0.00	(1,396.00)	0.00
6994-0000 - Carpet & tile	2,650.58	0.00	(2,650.58)	7,148.06	0.00	(7,148.06)	0.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	6,450.58	0.00	(6,450.58)	8,064.41	0.00	(8,064.41)	0.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	(8,866.62)	3,496.00	(12,362.62)	(48,031.78)	12,114.00	(60,145.78)	26,021.00

Sunset Woods Housing
Balance Sheet
August 31, 2014

ASSETS

Current Assets		
Assn FBHP Checking	\$	4,975.65
FBHP General Checking		45,405.35
FBHP Security Dep. Savings		10,535.44
Assn FBHP Savings		129,030.69
FBHP Savings		9,145.00
Financing Costs		8,135.00
Tax Reserve		13,902.05
A/R, Transfers		<u>20.00</u>
Total Current Assets		221,149.18
Property and Equipment		
Building	1,552,988.40	
Building Unit 231	135,000.32	
Building Unit 319	134,999.62	
Appliances	474.17	
Accum Dep Building	(397,956.00)	
Accum Amort-Financing Fees	<u>(678.00)</u>	
Total Property and Equipment		1,424,828.51
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets		<u><u>\$ 1,645,977.69</u></u>

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	425,018.60	
Notes Payable, IHDA	138,519.60	

ASSETS

Total Long-Term Liabilities		<u>635,769.38</u>
Total Liabilities		923,406.02
Capital		
Equity-Retained Earnings	699,984.76	
Net Income	<u>22,586.91</u>	
Total Capital		<u>722,571.67</u>
Total Liabilities & Capital		<u><u>\$ 1,645,977.69</u></u>

Sunset Woods Housing
Income Statement
Compared with Budget
For the Eight Months Ending August 31, 2014

	Current Month	Current Month	Current Month	Year to Date	Year to Date	Year to Date
Revenues						
Rents	\$ 9,364.00	\$ 8,715.00	649.00	\$ 74,912.00	\$ 69,720.00	5,192.00
Late & NSF Fees	0.00	0.00	0.00	20.00	0.00	20.00
Interest Income Assn	49.26	0.00	49.26	357.51	0.00	357.51
Interest Income	0.00	0.00	0.00	40.35	0.00	40.35
Total Revenues	9,413.26	8,715.00	698.26	75,329.86	69,720.00	5,609.86
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	9,413.26	8,715.00	698.26	75,329.86	69,720.00	5,609.86
Expenses						
Office Supplies	0.00	8.00	(8.00)	62.30	64.00	(1.70)
Management Fee	611.97	566.00	45.97	4,949.86	4,534.00	415.86
Legal and Accounting Assn	0.00	0.00	0.00	4,506.25	0.00	4,506.25
Audit Expense	0.00	0.00	0.00	15.00	0.00	15.00
Exterminating	0.00	0.00	0.00	255.00	0.00	255.00
Credit Ck Fees	0.00	4.00	(4.00)	0.00	32.00	(32.00)
Government Fees	0.00	96.00	(96.00)	0.00	766.00	(766.00)
Carpet Cleaning	0.00	83.00	(83.00)	0.00	668.00	(668.00)
Heating & Air	0.00	42.00	(42.00)	609.89	332.00	277.89
Electrical & Plumbing Maint	0.00	42.00	(42.00)	220.00	332.00	(112.00)
Painting & Decorating	0.00	83.00	(83.00)	1,395.00	668.00	727.00
Appliance Repairs	430.00	42.00	388.00	1,159.00	332.00	827.00
Janitor	0.00	0.00	0.00	595.00	0.00	595.00
Supplies Assn	0.00	0.00	0.00	118.00	0.00	118.00
Supplies	328.10	42.00	286.10	376.12	336.00	40.12
Maintenance	0.00	42.00	(42.00)	345.00	336.00	9.00
Security	0.00	8.00	(8.00)	0.00	64.00	(64.00)
Condo Assessment Rental Units	2,563.48	3,167.00	(603.52)	20,305.58	25,332.00	(5,026.42)
Cable TV	540.00	583.00	(43.00)	4,320.00	4,664.00	(344.00)
Real Estate tax expense	0.00	1,167.00	(1,167.00)	0.00	9,332.00	(9,332.00)
Loan Interest	1,649.41	2,500.00	(850.59)	12,995.35	20,000.00	(7,004.65)
Professional Services	24.60	0.00	24.60	495.60	0.00	495.60
Filing Fees Assn	10.00	0.00	10.00	20.00	0.00	20.00
Bldg Insurance	0.00	216.00	(216.00)	0.00	1,734.00	(1,734.00)
Total Expenses	6,157.56	8,691.00	(2,533.44)	52,742.95	69,526.00	(16,783.05)

Revenues

Net Income \$ 3,255.70 \$ 24.00 3,231.70 \$ 22,586.91 \$ 194.00 22,392.91

Sunset Woods Housing
Account Register
 For the Period From Aug 1, 2014 to Aug 31, 2014
 1103M13 - FBHP General Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			42,334.50
8/1/14	8/1/14	Deposit	Tenant	246.00		42,580.50
		Deposit	Tenant	247.00		42,827.50
		Deposit	Tenant	647.00		43,474.50
		Deposit	Tenant	574.00		44,048.50
		Deposit	Tenant	642.00		44,690.50
		Deposit	Tenant	534.00		45,224.50
		Deposit	Tenant	374.00		45,598.50
		Deposit	Tenant	267.00		45,865.50
		Deposit	Tenant	402.00		46,267.50
8/1/14	loan1408	Other	ihda/auto pymt		100.00	46,167.50
8/2/14	1594	Withdrawal	Sunset Woods Condominium Assoc		3,103.48	43,064.02
8/5/14	8/20/14	Deposit	Tenant	812.00		43,876.02
		Deposit	Tenant	835.00		44,711.02
		Deposit	Tenant	262.00		44,973.02
8/5/14	8/8/14	Deposit	Tenant	207.00		45,180.02
		Deposit	Tenant	795.00		45,975.02
		Deposit	Tenant	280.00		46,255.02
		Deposit	Tenant	397.00		46,652.02
		Deposit	Tenant	417.00		47,069.02
		Deposit	Tenant	166.00		47,235.02
		Deposit	Tenant	311.00		47,546.02
		Deposit	Tenant	480.00		48,026.02
		Deposit	Tenant	418.00		48,444.02
		Deposit	SWA Rental	1,731.00		50,175.02
8/6/14	1595	Withdrawal	The Sherwin-Williams Co.		328.10	49,846.92
8/26/14	1596	Withdrawal	Real Page, Inc.		24.60	49,822.32
8/26/14	1597	Withdrawal	U & E Service		430.00	49,392.32
8/26/14	1598	Withdrawal	Housing Opportunity Dev. Corp.		611.97	48,780.35
8/26/14	loan1408	Other	FBHP/auto pymt		3,375.00	45,405.35
			Total	11,044.00	7,973.15	

Sunset Woods -August 31, 2014

Ending balance checking	\$	45,405
Ending balance operating reserve	\$	<u>9,145</u>
TOTAL	\$	54,550

SWA Rental
Balance Sheet
August 31, 2014

ASSETS

Current Assets		
FBHP Checking	\$	24,348.84
FBHP Security Dep Savings		2,224.84
A/R, Transfers		<u>20.00</u>
 Total Current Assets		 26,593.68
 Property and Equipment		 <u>0.00</u>
 Total Property and Equipment		 0.00
 Other Assets		 <u>0.00</u>
 Total Other Assets		 <u>0.00</u>
 Total Assets		 <u><u>\$ 26,593.68</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Security Deposits	\$	<u>2,123.00</u>
 Total Current Liabilities		 2,123.00
 Long-Term Liabilities		 <u>0.00</u>
 Total Long-Term Liabilities		 0.00
 Total Liabilities		 2,123.00
 Capital		
Equity-Retained Earnings		21,354.43
Net Income		<u>3,116.25</u>
 Total Capital		 <u>24,470.68</u>
 Total Liabilities & Capital		 <u><u>\$ 26,593.68</u></u>

SWA Rental
Income Statement
For the Eight Months Ending August 31, 2014

	Current Month		Year to Date	
Revenues				
Rents	\$ 2,123.00	99.99	\$ 16,984.00	99.99
Interest Income	<u>0.27</u>	0.01	<u>2.19</u>	0.01
Total Revenues	<u>2,123.27</u>	100.00	<u>16,986.19</u>	100.00
Cost of Sales	<u> </u>		<u> </u>	
Total Cost of Sales	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Gross Profit	<u>2,123.27</u>	100.00	<u>16,986.19</u>	100.00
Expenses				
Office Supplies	0.00	0.00	12.00	0.07
Management Fee	138.00	6.50	1,103.96	6.50
Heating & Air	0.00	0.00	85.00	0.50
Maintenance	0.00	0.00	225.00	1.32
Condo Asst Rental Units	625.66	29.47	4,955.84	29.18
Cable TV	90.00	4.24	720.00	4.24
Real Estate tax expense	3,311.52	155.96	6,623.04	38.99
Professional Services	<u>4.10</u>	0.19	<u>145.10</u>	0.85
Total Expenses	<u>4,169.28</u>	196.36	<u>13,869.94</u>	81.65
Net Income	<u><u>(\$ 2,046.01)</u></u>	(96.36)	<u><u>\$ 3,116.25</u></u>	18.35

SWA Rental
Account Register
 For the Period From Aug 1, 2014 to Aug 31, 2014
 1103M14 - FBHP Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			28,126.12
8/2/14	1104	Withdrawal	Sunset Woods Condominium Assoc		715.66	27,410.46
8/5/14	8/8/14	Deposit	Tenant	1,090.00		28,500.46
		Deposit	Tenant	1,033.00		29,533.46
8/8/14	1105	Withdrawal	Sunset Woods		1,731.00	27,802.46
8/26/14	1106	Withdrawal	Housing Opportunity Developmen		138.00	27,664.46
8/26/14	1107	Withdrawal	Real Page, Inc.		4.10	27,660.36
8/26/14	1108	Withdrawal	Lake County Collector		3,311.52	24,348.84
			Total	2,123.00	5,900.28	

FILING FEE IS \$10.
IF LATE, ADD PENALTY OF \$3.

General Not For Profit Corporation Act

ANNUAL REPORT
(Form NFPCAF - Rev. 09/30/2009)

** THIS REPORT CAN BE FILED ON-LINE @ www.cyberdriveillinois.com WITH AN EXPEDITED FEE. **
(USE BLACK INK)

10-08-02
COOK COUNTY

RAVINIA HOUSING ASSOCIATION
% BRUCE PHILLIP MASON
1033 SKOKIE BOULEVARD STE 250
NORTHBROOK IL 60062

- Item 1. Verify that the corporate name is correct.
- Item 2. Verify that the name of the registered agent and the address of the registered office are correct. You cannot change the registered agent and/or registered office on the annual report form printed below. In order to change the registered agent and/or registered office, it will be necessary to file with the Secretary of State form NFP 105.10/105.20. Mail the NFP 105.10/105.20, Annual Report and \$5 filing fee TOGETHER in the SAME envelope. This form can be downloaded from our internet web site at www.cyberdriveillinois.com. Click on "Departments", then "Business Services" then "Publications and Forms".
- Items 3(a), 3(b). Verify printed information is correct.
- Item 4. Must set forth the names and addresses of all officers and directors of the corporation as of the date of signing. **ILLINOIS CORPORATIONS MUST HAVE AT LEAST THREE (3) DIRECTORS!** If there are additional officers and/or more than three directors, you must attach a list to this report setting forth all other name(s), title(s) and address(es). Please write the file number on all attachments.

- Item 5. Please complete this item.
- Item 6. Please mark the appropriate box where indicated in response to the following questions:
- (a) Is this corporation a **CONDOMINIUM** Association as established under the Condominium Property Act?
- (b) Is this corporation a **COOPERATIVE HOUSING CORPORATION** defined in Section 216 of the Internal Revenue Code of 1954?
- (c) Is this corporation a **HOMEOWNER'S ASSOCIATION** which administers a Common Interest Community as defined in Subsection (c) of Section 9-102 of the Code of Civil Procedure?
- Item 7. Please complete this item.
- Item 8. **THIS REPORT MUST BE SIGNED BY A DULY AUTHORIZED OFFICER OF THE CORPORATION!** Please type or print the name and title of the officer signing this report as well as the date of signing.

DETACH AT PERFORATION - DO NOT SUBMIT A PHOTOCOPY

Page #: 001365

1) Corporate Name RAVINIA HOUSING ASSOCIATION		File Number N 5218-811-3	
4) President Name/Address SEE ATTACHED		3a) Date of Inc./Qual. 10-10-1980	
Secretary Name/Address SEE ATTACHED		3b) State of Inc. ILLINOIS	
Treasurer Name/Address SEE ATTACHED		Annual Report General Not For Profit Corporation Act	
Director Name/Address SEE ATTACHED			
Director Name/Address			
Director Name/Address			
5) Brief Description of the corporation's activities:		Year of: 2014	
7) Principal Address of the Corporation (Street, City, State, Zip Code) 1150 HALF DAY ROAD, HIGHLAND PARK, IL 60035			
2) Registered Agent % BRUCE PHILLIP MASON 10-08-02 1033 SKOKIE BOULEVARD STE 250 NORTHBROOK IL 60062 COOK COUNTY		6a) Is this Corporation a CONDOMINIUM ASSOCIATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
		6b) Is this Corporation a COOPERATIVE HOUSING CORP.? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
		6c) Is this Corporation a HOMEOWNER'S ASSOCIATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Under the penalty of perjury and as an authorized officer, I declare that this annual report, pursuant to the provisions of the General Not For Profit Corporation Act, has been examined by me and is, to the best of my knowledge and belief, true, correct and complete.

8) Signature *Jana J. Mee* President Title **8-27-14** Date

**SECRETARY OF STATE JESSE WHITE
STATE OF ILLINOIS**

General Not For Profit Corporation Act

ANNUAL REPORT

(Form NFPCAB - Rev. 03/10/2009)

NOTICE

The filing fee is \$10, payable to the "Secretary of State". Add penalty of \$3 if the annual report is late. Enter the total due where indicated below on the annual report.

Definitions: "Anniversary" means that day each year exactly one year or more after:

(1) The date stamped on the Articles of Incorporation filed under Section 102.15 of the General Not For Profit Corporation Act, in the case of a domestic corporation.

(2) The date stamped on the Application for Authority filed under Section 113.20 of the General Not For Profit Corporation Act, in the case of a foreign corporation.

"Anniversary Month" means the month in which the anniversary of the corporation occurs.

CHECKLIST:

Items 4, 5, 6 and 7 have been completed. _____

Item 8 is signed by a duly authorized officer. _____

A check for the total due is enclosed. _____

Write File Number on check. Do not staple or paper clip check to the annual report. _____

RETURN TO:

Jesse White, Secretary of State
Department of Business Services
Springfield, IL 62756
Telephone (217) 782-7808
www.cyberdriveillinois.com

Restart #: 024570

Corporate Name RAVİNIA HOUSING ASSOCIATION	
File Number	N 5218-811-3
File Prior To:	10-1-2014
FILING FEE	\$10.00
LATE FEE IS \$3.00	
Total Due	\$10.00

Jesse White Secretary of State
Department of Business Services
501 S 2nd Street Rm 328
Springfield IL 62756-5520

521881131015201401300010002

**HOUSING COMMISSION
CITY OF HIGHLAND PARK
Year 2014**

**The persons listed serve as the Commissioners of the Housing Commission of the
City of Highland Park as well as officers of the following associations:**

- Peers Housing Association
- Ravinia Housing Association
- Sunset Woods Association
- Walnut Housing Association

David T. Meek 1369 Linden Avenue Highland Park, IL 60035	President
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Charles Adler 3360 Dato Highland Park, IL 60035	Director
--	-----------------

Bruce Elder 333 Green Bay Road Highland Park, IL 60035	Director
---	-----------------

Mary Kaltman 130 Prospect Avenue Highland Park, IL 60035	Director
---	-----------------

Stephen Kant 2159 Grange Avenue Highland Park, IL 60035	Director
--	-----------------

Laura Saret, EdD 835 Judson Highland Park, IL 60035	Director
--	-----------------

VACANCY	Director
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