

## 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, August 5, 2015 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, August 5, 2015, 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 1, 2015**
- V. **Scheduled Business**
  1. Items for Omnibus Vote Consideration
    - Payment of Invoices:
    - Full Circle Architects, LLC for Invoice #5108 for reimbursable structural engineering services for the Peers window and air conditioner replacement project for \$1179.75
  2. Housing Commission Peers, Walnut, Ravinia, and Sunset Woods
    - Sunset Woods:
      - Introduction of Housing Opportunity Development Corporation staff
      - Discussion and Consideration of draft Promissory Note
      - Other Sunset Woods business
    - Management Report
    - Property Report
    - Discussion and consideration of 5-year capital plans for Peers and Walnut Place
    - Consideration of the revised draft parking lot lease agreement between the Ravinia Housing Association and the City of Highland Park
    - Update on obtaining appraisals for Peers and Walnut Place
    - Update on the Peers window and air conditioning project
  3. Consideration of 2016 Work Plans and Budgets for the Housing Commission and Affordable Housing Trust Fund

***Housing Commission Agenda  
August 5, 2015***

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

**VII. Other Business**

**VIII. Adjournment**

# Full Circle Architects, LLC

737 St. Johns Avenue  
 Highland Park, IL 60035  
 (847) 432-7114

# Invoice

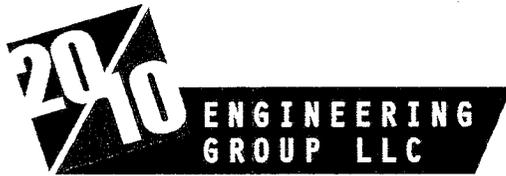
DATE	INVOICE #
7/15/2015	5108

BILL TO
Ms. Mary Cole Smith, Housing Planner CITY OF HIGHLAND PARK 1150 Half Day Road Highland Park, IL 60035

ARCHITECTURAL SERVICES
------------------------

--

DESCRIPTION	HOURS	RATE	AMOUNT
PROPERTY: 400 Central, Highland Park PROJECT: Peers Window and Air Conditioning Project  "For Services Rendered during the Month of June, 2015"  REIMBURSABLE EXPENSES: 20/10 Engineering Group, Inc., See Attached Invoice		1,179.75	1,179.75
We appreciate your prompt payment.		<b>Total</b>	\$1,179.75



Mechanical ~ Electrical ~ Structural Engineers  
 1216 Tower Road  
 Schaumburg, IL 60173  
 847.882.2010  
 fax 847.882.2201

June 23, 2015

Invoice Number: 1487A1-3  
 Project Number: 1487-A-1  
 Client Project Number:

Accounts Payable  
 FULL CIRCLE Architects, LLC  
 737 St. Johns Avenue  
 Highland Park, IL 60035

**Please remit within 30 days.**  
**Please include our invoice number with payment.**

**Project:** HVAC System Renovation  
 Frank B. Peers Senior Housing  
 Village of Highland Park  
 Highland Park, IL

**Professional Engineering Services Rendered:** Structural Consultation

**Service Dates:** Sept. 1, 2013 through June 20, 2015

**BASIC SERVICE FEE:** Office Meeting

TEXT IN GRAY BELOW FOR INFORMATION ONLY

Principal 6.5 Hours at \$165.00 = \$ 1,072.50

INVOICE #:	DATE:	AMOUNT:
1487A1-1	08/14/12	\$ 2,890.00
1487A1-2	09/30/13	\$ 297.50
1487A1-3	06/23/15	\$ 1,072.50

TOTAL TO DATE: \$ 4,260.00

Total Current Billing Fee = \$ 1,072.50

**REIMBURSABLE**

Expenses:

None = \_\_\_\_\_

4 **INVOICE TOTAL = \$ 1,072.50**

## PROMISSORY NOTE

\$258,832.50

August \_\_\_\_, 2015

FOR VALUE RECEIVED, SUNSET WOODS ASSOCIATION, an Illinois not-for-profit corporation (“Borrower”), having an office at 1150 Half Day Road, Highland Park, Illinois 60035, promises to pay to the order of PEERS HOUSING ASSOCIATION, an Illinois not-for-profit corporation (“Lender”), at its office at 1150 Half Day Road, Highland Park, Illinois 60035, or such other place as the holder hereof may designate in writing from time to time, the principal sum of Two Hundred Fifty-Eight Thousand Eight Hundred Thirty-Two and 50/100 Dollars (\$258,832.50), on demand, without interest, except as expressly provided below.

This Promissory Note (this “Note”) evidences the aggregate outstanding principal balance of the following loans made by Lender to Borrower:

- (i) On or about December 5, 2008, Lender made a loan to Borrower in the principal amount of \$178,000.00, the proceeds of which were used by Borrower to acquire Unit 231 in the Sunset Woods Condominiums located at 891 Central Avenue, Highland Park, Illinois (the “Sunset Woods Condominiums”);
- (ii) On or about February 24, 2009, Lender made a loan to Borrower in the principal amount of \$188,500.00, the proceeds of which were used by Borrower to acquire Unit 319 in the Sunset Woods Condominiums; and
- (iii) On or about July 6, 2009, Lender made a loan to Borrower in the principal amount of \$132,000.00, the proceeds of which were used by Borrower to acquire Unit 104 in the Sunset Woods Condominiums,

portions of which loans have been repaid by Borrower to Lender as follows:

- (a) On or about June 25, 2010, Borrower repaid \$111,957.50 to Lender from the net proceeds received by Borrower from the sale of Unit 104 in the Sunset Woods Condominiums; and
- (b) On or about February 1, 2011, Borrower repaid \$127,710.00 to Lender from the net proceeds received by Borrower from the sale of Unit 321 in the Sunset Woods Condominiums.

As a result, as of the date of this Note, the aggregate outstanding principal balance of the aforementioned loans is \$258,832.50.

This Note may be prepaid by Borrower at any time and from time to time, in whole or in part, without premium or penalty.

The outstanding principal balance of this Note is due and payable immediately upon written demand delivered by Lender to Borrower at any time and from time to time; provided, however, that if at any time and from time to time, Borrower sells any condominium unit in the Sunset Woods Condominiums now or hereafter owned by Borrower (whether or not such condominium unit is specified above in this Note), concurrently with the closing of any such sale, Borrower shall pay to Lender, without presentment, demand or further notice of any kind from Lender, the net proceeds realized by Borrower from any such sale, as a repayment of the principal evidenced by this Note.

Except as expressly provided below, no interest shall accrue or be payable on or with respect to the outstanding principal balance of this Note. Notwithstanding anything contained in this Note to the contrary, if Borrower fails to make any principal payment when due pursuant to this Note, and such failure continues uncured for more than five (5) days after Lender gives written notice of such failure to Borrower, then from and after the expiration of said five (5) day period, the outstanding principal balance of this Note shall accrue interest at the rate of five percent (5%) per annum, and such interest shall be immediately due and payable.

Lender or any subsequent holder hereof shall not by any act of omission or commission be deemed to waive any of its rights or remedies hereunder unless such waiver is in writing and signed by the holder hereof, and then only to the extent specifically set forth therein.

If at any time or times hereafter Lender or the subsequent holder of this Note employs counsel to collect this Note or to enforce this Note against Borrower, then, in any such events, all of the reasonable attorneys' fees arising from such services, and any expenses, costs and charges relating thereto, shall be an additional liability owing hereunder by Borrower to Lender or the subsequent holder of this Note payable on demand.

Whenever possible, each provision of this Note shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Note shall be prohibited or invalid under such law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of the provisions of this Note.

This Note shall be binding upon Borrower and its successors and assigns, and shall inure to the benefit of Lender and its successors and assigns. This Note may not be amended, modified or changed, except only by an instrument in writing, signed by Borrower and Lender.

The validity of this Note, its construction, interpretation and enforcement, and the rights and obligations of Borrower and Lender hereunder, shall be determined under, governed by, and construed in accordance with the internal laws of the State of Illinois without regard to principles of conflicts of law.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]**

IN WITNESS WHEREOF, Borrower has executed this Note as of the date and year first above stated.

SUNSET WOODS ASSOCIATION, an Illinois not-for-profit corporation

By: \_\_\_\_\_

Name: David T. Meek

Title: President



# EVERGREEN

## Real Estate Services, L.L.C.

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

www.evergreen-housing.com  
Phone: 312-234-9400  
Fax: 312-382-3220

### MEMORANDUM

TO: Highland Park Housing Commission

FROM: Polly Kuehl & Mary Mauney

RE: **July Management Report/ June Financial Statements**

DATE: 7/28/2015

HUD has changed the methodology to be used when completing the annual utility allowance analysis for subsidized properties. More unit samples will be required and the calculation worksheet is being revised. Properties will be required to establish base line utility analysis every three years. During the interim years, properties will have the option to perform a state specific factor based utility analysis. Although this will be some extra work on the front end (HUD completing training over the next two months), we believe this will make implementing our rent increases easier over the time.

A capital plan was completed for Walnut and Frank B. Peers identifying needed improvements/replacements for whichever refinancing option is pursued.

At Ravinia, we are having problems with the neighbors of the St. John property throwing trash over the fence on to our property. The cameras are not picking up the offenders as they cannot view beyond the fence. We have contacted the City of Highland Park Code Enforcement is looking into the problem. We continue to forward pictures of these events to the city.

We have submitted a request to IHDA to obtain money from the Reserve for Replacement Account to replace the roof at the main building at Walnut Place. Total amount requested was \$79,900.

#### **Frank B. Peers**

**Occupancy:** There was one vacancy during the month of July. It is leased as of 7/29/2015.

**Physical:** During July, regular maintenance work orders, pest control and weekly landscaping was performed. Some additional work was done on the west elevator.

**Social Programs:** Regular social programming occurred at Frank B. Peers during July including weekly bingo and card games. A visit from "Lily the Therapy Dog" will be held on July 27<sup>th</sup>. The annual barbeque was held on July 22<sup>nd</sup>. Catholic Charities distributed food packages on July 27<sup>th</sup>.

**Financial:** Net Operating Income (NOI) for June was positive to budget at \$9,874. YTD NOI was positive to budget at \$21,704. Cash carryover decreased to to \$40,237.

**Income** – Income for the month of June was negative to budget at (\$32).

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

- Audit (#6350) Tax preparation fee
- Tenant Retention (#6395) Included cost of May tenant activities
- Janitor Cleaning Supplies (#6515) Includes inventory order of trash bags and paper toweling
- Security Contract(#6530) Cost for of TYCO service required by city, not budgeted.
- Water (#6451) Cost of water has been higher than budgeted throughout year.
- Grounds Contractor (Landscaper) (#6537) Includes cost for weeding and trimming and installation of annual flowers.
- Heating Cooling Supplies (#6541-0004) Reflects condenser parts expense
- Window Supplies (#6541-0009) Includes cost of shades for two vacant units
- Heating and Cooling Contractor (#6546) Reflects Pump repair

### **Walnut Place**

**Occupancy:** There were two vacancies at Walnut Place during the month of July. One of the residents who is living alone in a three bedroom townhouse will be transferring to unit #414 next week. The other unit is leased as of 7/30/2015.

**Physical:** Regular maintenance work orders, pest control and weekly landscaping was performed during July. In addition both elevators required service during the month.

**Social Programs:** Regular social programming occurred at Walnut during July including weekly bingo. Annual barbeque was held on July 21<sup>st</sup>. Catholic Charities distributed food on 7/28/2015

**Financial:** Net Operating Income (NOI) for June was positive to budget by \$5,9210. YTD NOI is positive to budget by \$34,136 Cash carryover decreased to \$1,829.50

**Income** - Income for the month of June was negative to budget by (\$5,115). \$3,476 of this variance relates to Walnut not billing for the Service Coordinator since she has not been put in place until May. The remainder is due to vacancy.

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

- Janitor and Cleaning Supplies (#)Includes inventory order of trash bags and paper toweling
- Repairs Payroll (#6540) Reflects cost for facilities manager to complete capital plan
- Rubbish Removal (#6525) Included extra pick up required due to neighborhood trash being dumped on our property.
- Electricity (#6450) Cost was higher in July than budgeted.
- Water (6451) Includes cost for quarterly contractor pump catch basin clean out

## **Ravinia Housing**

**Occupancy:** Ravinia is 100% occupied with the last vacancy rented on April 1<sup>st</sup>. We have submitted claim for two apartments to NHC during June. The tenant who was displaced due to the fire in her unit, contacted us through her attorneys to ask if we could place her. We contacted HUD and asked if we could use the HAP money to help with her housing. We are awaiting a response. We will not terminate the assistance for this tenant until we find out if we are able to “pass through” this money to the tenant.

**Physical:** Regular maintenance work orders, preventative maintenance and landscaping was completed during June. Restoration of the fire unit is underway. We are getting a completion date estimate of August 26<sup>th</sup>.

**Financial:** Net Operating Income (NOI) for June was positive to budget by \$2223. YTD NOI is negative to budget by (\$12,720). Cash carryover increased to \$817.57

**Income** –Income is positive to budget at \$1,158.

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

- Audit Expense(#6311) Includes cost for tax preparation fees
- Repairs Payroll (#6540) Reflects cost for facilities manager claims management services in conjunction with the unit fire in April.

## Accounts Receivable Up-Date

June 2015

### Frank B. Peers

Tenant A/R decreased from (\$315) at the end of May to (\$158) at the end of June. The breakdown is as follows:

Current	\$	0
30 Days	\$	0
60 Days	\$	(\$158)
90+ Days	\$	0
Prepaid	\$	0

Subsidy A/R decreased from \$3,359 at the end of May to \$636 at the end of June. Decrease reflects payment for units that were rented in two months ago for which we are now receiving subsidy..

Current	\$	(594)
30 Days	\$	(384)
60 Days	\$	0
90+ Days	\$	(91)
Prepaid	\$	(1,069)

### Walnut Place

Tenant A/R increased from \$17,101 at the end of May to \$17,246 at the end of June. This includes \$50 collected on payment plans. Increase is due two residents who has been hospitalized that have not paid rent and are now in the process of moving out. The breakdown is as follows:

Current	\$	1,417
30 Days	\$	1,395
60 Days	\$	2,604
90+ Days	\$	11,546
Prepaid	\$	(284)

Subsidy A/R increased from \$1,961 at the end of May to \$2,769 at the end of June due to a tenant whose rent decreased dramatically in June for which we billed HUD. The breakdown is as follows:

Current	\$	1,343
30 Days	\$	(520)
60 Days	\$	(289)
90+ Days	\$	1,103
Prepaid	\$	(\$3,338)

**Ravinia Housing**

Tenant A/R increased from \$30,868 at the end of May to \$30,068 at the end of June. \$ 410 was received on current resident payment plans. We reimbursed the resident whose unit was damaged by fire in June. In addition we adjusted her rent for the period that she is out of the unit. We will be requesting reimbursement from our insurance for her rental amount when the rehab is complete

Current	\$ 2,163
30 Days	\$ 2,539
60 Days	\$ 1,772
90+ Days	\$ 22,570
Prepaid	\$ (1,024)

Subsidy A/R decreased from \$1,824 at the end of May to \$1,502 at the end of June. The breakdown is as follows:

Current	\$ 476
30 Days	\$ 0
60 Days	\$ 0
90+ Days	\$ (240)
Prepaid	\$ 1,266

Frank B. Peers Capital Improvements Up-Date 6/30/2015										
Task	Date for Bids	Date for Work	Estimated \$ Use of Reserves	Estimated \$ Use of Operating	Comments	FMCS Role Lead, Assist or None	\$ Actual Complete Operations	\$ Actual Reserves Spent	Replacment Reserve Request Date	
1 Parking Lot		periodic	2,000	-						
2 Roof Repairs		" "	1,800							
3 Concrete Repairs		" "	1,000							
4 Applcance Replacement		" "	3,600				1,034			
5 A/C Replacements		" "	1,500				1,342			
6 Carpet and tile		" "	7,800				2,352			
7 Sewer Replacement (2014)							16,172	-		
8 Outdoor Lighting Upgrades							7,957			
9										
Windows from Partnership Funds										
<u>Reserves 2014 Cash Flow</u>										
Reserves Starting January 1, 2014	\$ 185,111									
2013 Annual Deposit to Reserves	\$ 23,004									
Expected Use of Reserves (\$) 2014	\$ (17,700)	Total	17,700	-			28,857	-		
IHDA Reserves										
Balance expected at the start of 2015	\$ 190,415									

Walnut Place Capital Improvements Up-Date 6/30/2015										
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	Replacement Reserve Request Date	
1 Concrete Repairs		periodic	\$ 1,000							
2 Appliance Replacement		periodic	\$ 2,150				3,600			
3 A/C Replacements		periodic	\$ 1,300				671			
4 Computer for Service Coordinator							1,272			
5 File Cabinet							506			
6 Water Heater Replacement							1,442			
7										
8										
9										
10										
11										
<b>Reserves 2015 Cash Flow</b>										
Reserves Starting January 2015	\$ 115,098									
2015 Annual Escrow Deposit	\$ 22,003									
Expected Use of Reserves \$\$ in 2015	\$ (4,450)	Total	4,450	-			7,491	-		
Balance expected at start of 2016	\$ 132,651									

Ravinia Housing Capital Improvements 6/30/2015											
Task	Date for Work	\$ Use of R&R	\$ Use of Construction	\$ Use of Operating	Comments	FMCS Role Lead, Assist or None	Date Complete	\$ Actual Complete Operations	\$ Actual Reserves Spent	Replacment Reserve Request Date	
1 Plumbing repair to 4 units Pleasant Ave	Dec-14	\$ 14,602		\$ -			December-15	\$ -	\$ 14,457	January-15	
3 Appliance Replacement		\$ 2,000		\$ -			April-15		\$ 523	January-15	
4 Carpet and Tile		\$ 12,000					May-15		\$ 3,358		
5 Plumbing repair									\$ 1,325		
6				\$ -							
7											
8											
9											
10											
11											
12											
13											
<u>Reserves Cash Flow</u>											
Reserves Starting January 1, 2015	\$ 414,324										
2015 Annual Deposit	\$ 16,188										
Use of Reserves in FY 2015	\$ (31,021)	TOTAL	28,602	-	-		TOTAL	-	19,663		
Balance expected January 1, 2016	\$ 399,491										

Email:  
Subject: Approval for Walnut Place Roof Bid  
Date: July 7, 2015  
To: Polly Kuehl  
From: Lee Smith

Polly, I had Joe Stapleton in our Building Dept. review the bids and your recommendation and he concurs with the selection of Byrne-Johnson Roofing, Inc. (60 mil FA TPO – 20 year warranty) for \$79,900. Please proceed.

Lee Smith  
Senior Planner  
City of Highland Park  
1150 Half Day Road  
Highland Park, IL 60035  
847 926-1612

**From:** Polly Kuehl [<mailto:PKuehl@evergreenres.com>]  
**Sent:** Monday, July 06, 2015 7:26 AM  
**To:** Smith, Mary; Smith, Lee  
**Cc:** Mary Mauney; John Noonan  
**Subject:** Walnut Place Roof Bids

Attached is the Bid Summary and the bid specifications for the Walnut Place mid-rise roof replacement. Each bidder gave costs for several options. We are recommending the bid from Byrne-Johnson Roofing, Inc. (60 mil FA TPO – 20 year warranty) for \$79,900. We wanted the longer warranty period and felt that for an additional \$4,300 having the roof fully adhered was a better option than the 20 year mechanically fastened roof.

Just some notes for your understanding:

- 45mil vs 60mil – the 60mil is thicker and will give a longer warranty (usually 20 years)
- MF or FA reflect how the new roof would be attached to the existing building. MF means that the roof would be mechanically fastened and FA means that the roof would be fully adhered to the existing structure. We feel that having the roof fully adhered is a more sustainable method of attaching the new roof.

We would like to proceed with our request to IHDA for the \$79,900 option. Please let me know if we can go ahead. Thanks.

Polly



**Polly Kuehl, CPM | Senior Vice President**  
566 W. Lake Street | Suite 400 | Chicago, IL 60661  
T: 312.382.3228 F: 312.382.3220 M: 312.953.3230



Bid # 1861

Multi-unit  
654 Walnut  
Highland Park, IL, 60035

Total Replacement: 11,208 sq/ft

[print](#) [Return to Bid Info](#) [logout](#)



AMB Roofing & Sheetmetal   Pro Top Construction Inc.   Eco Home Expert--Kanga Roofing   Byrne-Johnson Roofing, Inc.

**Main**

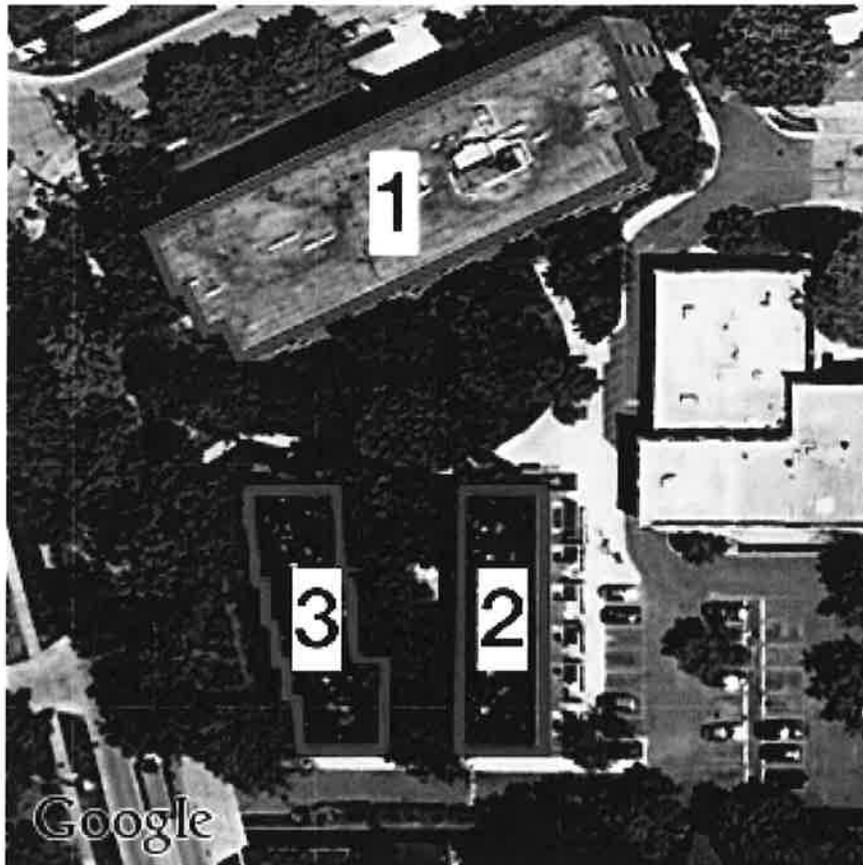
<input type="checkbox"/> 45mil MF TPO-15yr	\$64,500	\$78,500	\$101,700	NO BID
<input type="checkbox"/> 60mil MF TPO-20yr	\$75,600	\$84,500	\$113,900	NO BID
<input type="checkbox"/> 45mil FA TPO-15yr	\$83,250	\$83,500	\$106,200	\$78,800
<input type="checkbox"/> 60mil FA TPO-20yr	\$87,900	\$88,500	\$118,400	\$79,900

**Unit Pricing**

Remove and Replace Wet Insulation	\$3.50 per sqft	\$4.00 per sqft	\$2.75 per sqft	\$6.50 per sqft
Remove and Replace Deteriorated Wood Nailer	\$5.00 per LF	\$4.00 per LF	\$3.75 per LF	\$3.25 per LF
Repair Deteriorated Gypsum Decking	\$16.00 per sqft	\$15.00 per sqft	\$4.50 per sqft	\$22.50 per sqft
Provide and Install additional Walktread	\$18.00 per LF	\$15.00 per LF	\$4.50 per LF	\$7.75 per LF

Next

## Site Overview



**Total Sections:**  
**Total Sq/Ft: 0.00**

<b>Map</b>	<b>Name</b>	<b>SqFt</b>	<b>Install</b>	<b>Grade</b>	<b>Manuf.</b>	<b>Warranty</b>	<b>Type</b>
1	Main	11208	1995	F		No	BUR-Gravel

# **ROOFOPTIONS**

**Specifications**

**For**

**Re-Roof Project**

**BID#1861**

## Table of Contents

<u>Section</u>	<u>Subject</u>	<u>Page</u>
01010	Summary of Work	1
07545	TPO Membrane Roofing	5

## Section 01010 Summary of Work

### 1.1 SUMMARY

- A. SECTION INCLUDES
1. Contract Description
  2. Owner's Representative Status
  3. Protection of Work and Property
  4. Qualifications
  5. Miscellaneous Utilities
  6. Safety
  7. Insurance
  8. Compliance with Laws
  9. Taxes, License and Permits

### 1.2 CONTRACT DESCRIPTION

- A. Following is a brief description of the scope of work specified in this project. The actual material descriptions with required performance factors and or characteristics as well as execution standards are described in the respective sections contained in this specification.

#### BASE BID:

1. Vacuum/Sweep away existing gravel. Remove existing flashings and metal accessories exposing the existing Built Up roof system. Material to be disposed of in approved dumpsters.
2. Inspect the existing Built Up Roofing and nailers. Any deteriorated nailers to be replaced with specified new wood to match existing thickness at unit cost. Verify existing roofing is clean and dry per manufacturers requirements. Remove and replace damaged insulation at unit cost. Repair damaged decking at unit cost.
3. Add additional wood blocking at curb penetrations to ensure the manufacturers recommended flashing height.
4. Over the prepared existing roofing, mechanically fasten .5" Wood Fiberboard per manufacturers recommendations and details.
5. Install new 45mil mechanically attached TPO roof system per manufacturers recommendations and details to achieve a 15 year warranty.
6. All pipe penetrations and pitch pockets to receive new manufacturer approved pipe boots and pitch pans with manufacturer-approved filler.
7. Provide and install new 24ga. Kynar finished perimeter edge metal.
8. Clean up and haul away all debris.
9. Provide Owner with 15 year warranty.

#### ALTERNATE BIDS:

1. Provide and install 1" Polyisocyanurate, 60mil Mechanically Attached TPO, 20 year warranty roof system in lieu of .5" Wood Fiber board, 45mil Mechanically Attached TPO, 15 year warranty roof system.
2. Provide and install .5" Wood Fiber board set in low rise adhesive, 60mil Fully Adhered TPO, 15 year warranty roof system in lieu of .5" Wood Fiber board, 45mil Mechanically Attached TPO, 15 year warranty roof system.
3. Provide and install 1" Polyisocyanurate set in low rise adhesive, 60mil Fully Adhered TPO, 20 year warranty roof system in lieu of .5" Wood Fiber board, 45mil Mechanically Attached TPO, 15 year warranty roof system

## UNIT PRICES:

1. Remove and Replace Wet Insulation.
2. Remove and Replace Deteriorated Wood Nailer.
3. Repair Deteriorated Gypsum Deck.
4. Provide and install additional walk tread.

### 1.3 PROTECTION OF WORK AND PROPERTY

- A. All materials shall be stored in locations other than on roof surfaces except as necessary and shall then be placed on plywood or other type of material to protect the roof surface at all times. Loads placed on the roof at any point shall not exceed the safe load for which the roof is designed.
- B. Before starting any work, the Contractor shall protect all grounds, copings, paving and exterior of all buildings where work will be performed.
- C. Existing roof top equipment, walls, windows, etc. shall be completely protected by masking or other effective methods. Any roofing debris must be cleaned off metal surfaces.

### 1.4 QUALIFICATIONS

- A. The roof systems must be applied only by those contractors who have received approval from the Material Manufacturer who is issuing the system warranty for such installations. No guarantees will be issued when a non-approved contractor has performed installation.

### 1.5 MISCELLANEOUS UTILITIES

- A. All connections to the electrical system or water system will be furnished by the Contractor.
- B. At the completion of the work, or when the above connections are no longer required, the Contractor shall remove all connections and leave the facilities in a condition at least as satisfactory as prior to the commencement of the work.
- C. Toilet facilities will be provided by Contractor. The Contractor's personnel are not permitted to enter the building without proper authorization from the Owner or Owner's Representative.

### 1.6 SAFETY

- A. Contractor shall conform to requirements as designated by the United States Federal Government (O.S.H.A.) and any Owner safety regulations. Contractor shall abide by all regulations as outlined in the O.S.H.A. handbook and shall have a handbook on locations at all times.
- B. Contractor hereby acknowledged that they and their workers have undergone Safety Training and shall at all times act in compliance with all NRCA recommended safety compliance rules and regulations.

### 1.7 INSURANCE

- A. The following standard indemnity agreement and minimum insurance requirements are incorporated in the Specifications for all work performed by Contractors for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.
  1. **The Contractor agrees to indemnify and save the Owner and owner's representative harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety**

**provided by the Contractor.**

2. The Contractor shall provide and maintain standard fire, extended coverage perils, vandalism and malicious mischief insurance to protect the interest of both the Contractor and the Owner for materials brought into the job or stored on the premises. Such insurance shall be for 100% of the insurable value of the work to be performed including all items of labor and materials incorporated therein, materials stored at the job-site to be used in completing the work, and such other supplies and equipment incidental to the work as are not owned or rented by the Contractor, the cost of which are included in the direct cost of the work. This insurance shall not cover any tools, derricks, machinery, tar buckets, ladders, engines, workmen's quarters, boilers, pumps, wagons, scaffolds, forms, compressors, shanties, or other items owned or rented by the Contractor, the cost of which is not included in the direct cost of the work.
3. In accordance with Section (1.07), the Contractor and subcontractor(s) shall maintain the following insurance:
  - a) Workman's Compensation and Employers Liability Insurance affording:
    1. Protection under the Workmen's Compensation Law of the States in which the work is performed; and
    2. Employer's Liability protection subject to a minimum limit of \$100,000.
  - b) Comprehensive General Liability Insurance in amounts not less than:

Personal Injury	\$1,000,000 per person
(Including bodily injury)	\$1,000,000 per occurrence
Property Damager	\$1,000,000 per occurrence
  - c) Comprehensive Automobile Liability Insurance in following minimum amounts:

Bodily Injury	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence
  - d) This insurance shall:
    1. Include coverage for the liability assumed by the Contractor under this section.
    2. Includes coverage for:
      - i. Premises, operations and mobile equipment liability
      - ii. Completed operations and products liability
      - iii. Contractual liability insuring the obligation assumed by the subcontractor in this agreement.
      - iv. Liability which subcontractor may incur as a result of the operations, acts or omissions of subcontractors, suppliers or material men and their agents or employees; and
      - v. Automobile liability including owned, non-owned and hired automobile.

**1.8 COMPLIANCE WITH LAWS**

- A. The Contractor shall give notices, pay all fees, permits and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work.

**1.9 TAXES, LICENSES AND PERMITS**

- A. Contractor must comply with all state, federal and local taxes. The Contractor shall accept sole and exclusive responsibility for any and all state and federal taxes with respect to Social Security, old age benefits, unemployment benefits, withholding taxes and sales taxed.
- B. All pertinent state and local licenses will be required.
- C. The acquisition of the applicable permits and associated costs to obtain said permits will be the responsibility of the successful Contractor.=END OF SECTION

## SECTION 07545

### THERMOPLASTIC POLYOLEFIN (TPO) MEMBRANE ROOFING

#### PART 1 GENERAL

##### 1.1 SECTION INCLUDES

- A. Thermoplastic Polyolefin Membrane Roofing.
- B. Membrane Flashings.
- C. Metal Flashings.
- D. Roof Insulation.

##### 1.2 REFERENCES

- A. American Society of Civil Engineers (ASCE) - ASCE 7 - Minimum Design Loads for Buildings and Other Structures, Current Revision.
- B. ASTM International (ASTM):
  - 1. ASTM C 208 - Standard Specification for Cellulosic Fiber Insulating Board.
  - 2. ASTM C 578 - Standard Specification for Rigid, Cellular Polystyrene Thermal Insulation.
  - 3. ASTM C 1289 - Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board.
  - 4. ASTM D 41 - Standard Specification for Asphalt Primer Used in Roofing, Dampproofing, and Waterproofing.
  - 5. ASTM D 226 - Standard Specification for Asphalt-Saturated Organic Felt Used in Roofing and Waterproofing.
  - 6. ASTM D 312 - Standard Specification for Asphalt Used in Roofing.
  - 7. ASTM D 412 - Standard Test Methods for Vulcanized Rubber and Thermoplastic Elastomers-Tension.
  - 8. ASTM D 1079 - Standard Terminology Relating to Roofing, Waterproofing, and Bituminous Materials.
  - 9. ASTM D 2178 - Standard Specification for Asphalt Glass Felt Used in Roofing and Waterproofing.
  - 10. ASTM D 4263 - Standard Test Method for Indicating Moisture in Concrete by the Plastic Sheet Method.
  - 11. ASTM D 4491 - Standard Test Methods for Water Permeability of Geotextiles by Permittivity.
  - 12. ASTM D 4869 - Standard Specification for Asphalt-Saturated Organic Felt Underlayment Used in Steep Slope Roofing.
  - 13. ASTM D 6878 - Standard Specification for Thermoplastic Polyolefin Based Sheet Roofing.
  - 14. ASTM E 96 - Standard Test Methods for Water Vapor Transmission of Materials.
- C. Factory Mutual (FM Global): Most Current Issued
  - 1. Approval Guide.
    - a. Factory Mutual Standard 4470 - Approval Standard for Class 1 Roof Covers.
    - b. Loss Prevention Data Sheets 1-28, 1-29
- D. International Code Council (ICC): Most Current Issued

1. International Building Code (IBC).
- E. National Roofing Contractors Association (NRCA) - Low Slope Roofing and Waterproofing Manual, Current Edition.
- F. Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA) - Architectural Sheet Metal Manual.
- G. Underwriters Laboratories (UL):
  1. TGFU R1306 - "Roofing Systems and Materials Guide".
  2. UL-790 - Standard Test Method for Fire Tests of Roof Coverings.

### 1.3 DESIGN CRITERIA

- A. Wind Uplift Performance:
  1. Roof system is designed to withstand wind uplift forces as calculated using the current revision of ASCE-7.
- B. Fire Resistance Performance:
  1. Roof system will achieve a UL Class A rating when tested in accordance with UL-790.
- C. Drainage: Provide a roof system with positive drainage where all standing water dissipates within 48 hours after precipitation ends.
- D. Building Codes:
  1. Roof system will meet the requirements of all federal, state and local code bodies having jurisdiction.

### 1.4 SUBMITTALS

- A. Product Data: Manufacturer's data sheets on each product to be used, including:
  1. Preparation instructions and recommendations.
  2. Storage and handling requirements and recommendations.
  3. Installation methods.
- B. Detail Drawings:
  1. Submit approved plan, section, elevation or isometric drawings which detail the appropriate methods for all flashing conditions found on the project.
- C. Selection Samples: For each finished product specified, two complete sets of chips representing manufacturer's full range of available colors, membranes, and thicknesses.
- D. Verification Samples: For each finish product specified, two samples, minimum size 4 inches square representing actual product, color, and patterns.

### 1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: a single manufacturer with a minimum of fifteen (15) years experience will supply all primary products specified in this section.
- B. Installer Qualifications:
  1. All products listed in this section are to be installed by a single installer with a minimum of five (5) years demonstrated experience in installing products of the same type and scope as specified.
  2. Installer must be capable of extending the Manufacturer's Labor and Materials guarantee.
  3. Installer must be capable of extending the Manufacturer's No Dollar Limit guarantee.

## 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened packaging until ready for installation.
- B. Store and dispose of hazardous materials, and materials contaminated by hazardous materials, in accordance with requirements of local authorities having jurisdiction.

## 1.7 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

## 1.8 WARRANTY

- A. At project closeout, provide to Owner or Owners Representative an executed copy of the specified manufacturer's warranty, outlining its terms, conditions, and exclusions from coverage.
  - 1. Duration: 15 Years-BASE BID & ALTERNATE BID 2.
  - 2. Duration: 20 Years-ALTERNATE BIDS 1 & 3.

## PART 2 PRODUCTS

### 2.1 MANUFACTURERS

- A. Acceptable Manufacturer: Versico, Carlisle, Firestone, GAF, Genflex or Equal
- B. Requests for substitutions to be sent in writing to Owner's Representative for review.

### 2.2 SCOPE / APPLICATION

- A. Roof System: Provide a waterproof roof system, capable of withstanding uplift forces as specified in this section.
  - 1. Membrane Attachment: Mechanically Attached-BASE BID & ALTERNATE BID 1.
  - 2. Membrane Attachment: Fully Adhered-ALTERNATE BIDS 2 & 3.
- B. Base Flashing: Provide a waterproof, fully adhered base flashing system at all penetrations, plane transitions and terminations.
- C. Insulation: Provide a roof insulation system beneath the finish membrane.

### 2.3 INSULATION

- A. Polyisocyanurate-ALTERNATE BIDS 1 & 3: Rigid board with fiber reinforced facers on both sides, meeting or exceeding the requirements of ASTM C 1289.
  - 1. Compressive Strength: 20 psi (138 kPa).
  - 2. Density: 2 lb per cubic foot (24 kg/cu m) minimum.
- B. Wood Fiber-BASE BID & ALTERNATE BID 2: Cellulose fiberboard meeting the requirements of ASTM C 208.
  - 1. Board Thickness: 1/2 inch (13 mm).

### 2.4 INSULATION ADHESIVE

- A. A spray or extruded applied, two-component polyurethane, low-rise expanding foam adhesive used for attaching approved insulations to compatible substrates

(concrete, cellular lightweight insulating concrete, gypsum, cementitious wood fiber, wood or steel) or existing smooth or gravel surfaced BUR, modified bitumen or cap sheets.

## 2.5 THERMOPLASTIC POLYOLEFIN (TPO) MEMBRANE

- A. TPO Membrane:
  - 1. Color: White.
  - 2. Membrane Thickness: 45-mil nominal-BASE BID.
    - a. Thickness over Scrim: 0.015 inches (0.38mm).
    - b. Breaking Strength (ASTM D 751): 225 lbf/in (1 kN/m) minimum.
    - c. Tear Resistance (ASTM D 751): 55 lbf/in (245 N/m) minimum.
    - d. Elongation (ASTM D 751): 25 percent.
  - 3. Membrane Thickness: 60-mil nominal-ALTERNATE BIDS 1-3.
    - a. Thickness over Scrim: 0.0120 inches (0.508mm).
    - b. Breaking Strength (ASTM D 751): 250 lbf/in (1.1 kN/m) minimum.
    - c. Tear Resistance (ASTM D 751): 55 lbf/in (245 N/m) minimum.
    - d. Elongation (ASTM D 751): 25 percent.

## 2.6 FLASHING ACCESSORIES

- A. Inside Corners: Pre-molded corner flashing for inside corners. 60 mil thickness. Color to match membrane.
- B. Outside Corners: Pre-molded corner flashing for outside corners. 60 mil thickness. Color to match membrane.
- C. TPO Curb Wrap Corners: Pre-fabricated corner flashings made from 45 mil thick reinforced TPO membrane. 6 inch wide base flange and a 12 inch overall height. Sizes available to fit curbs up to 6 foot by 6 foot in size. Color to match membrane.
- D. TPO T-Joint Covers: 60 mil thick non-reinforced TPO flashing cut into a 4.5 inch diameter circle used to seal step-offs at splice intersections. Color to match membrane.
- E. Pipe Flashings: A pre-molded flashing and clamping ring used for pipe penetrations. Available for 1 inch to 6-inch diameter pipes.
- F. Split Pipe Seals: Pre-fabricated flashing consisting of 45 mil thick reinforced TPO Membrane for pipes 1 inch to 6 inch in diameter. Split (cut) and overlapped tabs are incorporated to allow the pipe seal to be opened and wrapped around the pipe when it is not possible to pull a standard pipe flashing over a round penetration.
- G. TPO Square Tubing Wraps: Fabricated flashings made of 45-mil thick reinforced TPO membrane for square tubing. A split (cut) and overlap tab are incorporated into these parts to allow the seals to be opened and wrapped around a square penetration. Available for 3 inch, 4 inch, 5 inch and 6-inch diameter square tubing.
- H. Molded TPO Sealant Pockets:
  - 1. Pre-fabricated, interlocking, 2-piece, injection molded, flexible pocket with a rigid polypropylene vertical wall and pre-formed deck flanges. Color - White
  - 2. Used with Thermoplastic One-Part Pourable Sealer as specified in this section for waterproofing pipe clusters or other odd shaped penetrations. Forms a 7 1/2 inch by 6-inch oval when completed. Color - White.
- I. Pre-Fabricated Sealant Pockets: A two-piece, pre-fabricated sealant pocket that utilizes reinforced TPO membrane and coated metal to form a rigid, oversized sealant pocket with a weldable horizontal deck flange. Color - White.
  - 1. 12 inch - Total volume of 1.87 gallons.

2. 16 inch - Total volume of 2.77 gallons.
  3. 20 inch - Total volume of 3.81 gallons.
- J. Sealant Pocket Extension Legs: Designed for use with the TPO Molded Sealant Pocket and the Pre-Fabricated Sealant Pocket to extend the length in increments of 10 inches. Fabricated from 45 mil thick reinforced TPO membrane and TPO coated metal. Can be used full length, cut to size for customized lengths or welded to each other for extra long applications. Color - White.
- K. Pressure-Sensitive (PS) Cover Strip: A nominal 6 inch by 40 mil thick non-reinforced TPO membrane laminated to nominal 35 mil thick cured synthetic rubber pressure-sensitive adhesive used in conjunction with TPO Primer to strip in flat metal flanges (i.e., drip edges or rows of fasteners and plates). Color to match membrane.
- L. TPO Pressure-Sensitive (PS) RUSS: A nominal 6 inch and 10 inch wide, 45 mil thick reinforced TPO membrane with nominal 3 inch wide 35mil thick cured synthetic rubber pressure-sensitive adhesive laminated along one end on 6 inch width and both ends on 10 inch width.
- M. TPO Non-Reinforced Flashing: Non-reinforced thermoplastic polyolefin based membrane used for field fabricated pipe flashings, sealant pockets and scuppers when the use of a pre-molded accessory is not feasible.
- N. Heat Weldable Walkway Rolls: Recycled TPO Membrane offering superior tear, puncture and weather resistance and designed to protect TPO membrane in those areas exposed to repetitive foot traffic or other hazards. Walkway material may be heat welded to TPO membrane using an automated heat welder or hand held heat welder. Walkway Rolls are 34 inches wide by 50 feet long and are nominal 120 mils thick. Color - White.

## 2.7 CLEANERS, PRIMERS, ADHESIVES AND SEALANTS

- A. Bonding Adhesive: Solvent-based contact adhesive that allows bonding of TPO membrane to various porous and non-porous substrates.
1. Base: Synthetic Rubber.
  2. Color: Yellow.
  3. Solids: 20.0 percent.
  4. VOC: 670 grams/liter.
- B. Low VOC Bonding Adhesive: High strength, solvent-based contact adhesive that allows bonding of TPO membrane to various porous and non-porous substrates. It is specially formulated using a blend of VOC exempt and non-exempt solvents to be in compliance with the state of California Clean Air Act of 1988 (updated in 1997) and is further regulated by California's Air Quality Control Districts listing VOC grams per liter limitations.
1. Base: Synthetic Rubber.
  2. Color: Yellow.
  3. Solids: 20.3 percent.
  4. VOC: 250 grams/liter.
- C. Cut Edge Sealant: A medium solids contact, free flowing polymeric material designed for sealing cut edges (exposed fabric) of TPO reinforced membrane.
- D. Water Cut-Off Mastic: A one-component, low viscosity, self wetting, Butyl blend mastic used as a compression sealing agent between membrane and applicable substrates.
- E. TPO Primer: Solvent-based product designed for priming TPO surfaces prior to the application of pressure-sensitive products.

- F. Universal Single-Ply Sealant: A 100 percent solids, solvent free, one-part polyether sealant that is used as a termination bar sealant. Available in white only.
- G. Thermoplastic One-Part Sealant: Single component, moisture curing, and elastomeric polyether sealant that is compatible with Thermoplastic membranes. Provides a flexible, durable and long lasting seal around hard-to-flash penetrations in Thermoplastic Roofing Systems.
- H. Membrane Cleaner: Clear, solvent-based cleaner used to loosen and remove contaminants from the surface of exposed membrane.

## 2.8 FASTENERS

- A. Fasteners: Heavy-duty #15 threaded fastener with a Phillips head used with seam plates (Mechanically Attached System) and where increased pullout resistance is necessary for steel and wood decks (Fully Adhered System)
- B. Fasteners: An oversized #21 steel threaded fastener used in conjunction with Plates for membrane securement on Mechanically Attached Roofing Systems.
- C. Fastener: Threaded, coated fastener for use with steel, wood plank, minimum 15/32" thick plywood, or minimum 7/16" thick oriented strand board (OSB).
- D. Pre-Assembled Fasteners: A #3 Phillips head fastener and pre-assembled 3 inch diameter Plastic Insulation Plate used for insulation attachment only into steel or wood decks.
- E. Fasteners: Threaded, Phillips head fastener used with 3-inch diameter Insulation Plates. For insulation attachment only into steel or wood decks.
- F. Concrete Fastener: A hammer-driven, non-threaded coated fastener for use with structural concrete decks rated 3,000 psi or greater.
- G. Concrete Fastener: A #14 threaded fastener used for minimum 3,000-psi concrete decks.
- H. Fastener: A non-penetrating, plastic fastener and plate for cementitious wood fiber and gypsum.
- I. Gyp Deck Fastener: An oversized diameter metal fastener and associated 3 inch diameter gyp deck metal plate for use on Adhered Roofing Systems to attach insulation to dense gypsum decks.
- J. Term Bar Nail-In: A 1 1/4 inch long expansion anchor with threaded drive pin used for fastening termination bar or seam fastening plates to concrete, brick or block walls.
- K. Plates: A 2-3/8 inch diameter metal barbed fastening plate used with fasteners for membrane securement. This plate can be used for insulation securement.
- L. Plates: A 2-3/8 inch diameter metal barbed fastening plate with an oversized hole for use with fasteners for membrane or insulation securement.
- M. Insulation Fastening Plates: a nominal 3-inch diameter plastic or metal plate used for insulation attachment.
- N. Base Sheet Fasteners And Plates:
  1. Dual-Prong Fastener - A factory pre-assembled, 1.8 inch long fastener consisting of a precision tube formed from galvanized (G-90) coated steel, a 2.7 inch diameter disk formed from Galvalume (AX-55) coated steel and a

locking staple of high tensile steel wire used to secure base sheets to fibrous cement, lightweight concrete and gypsum providing 70 lbs. of pullout resistance is achieved (40 lbs. Min.).

2. **Metal Cap:** For use on projects limited in height 30 feet or 40 feet depending on base sheet used, 1 inch metal cap in conjunction with a ring shank nail may be use to attach base sheets to wood plank, plywood or OSB decks per manufacturers approved fastening pattern.
3. **Base Sheet fasteners and plates** by others must be FM approved and the respective manufacturers' published recommendations for proper installation must be followed.

## 2.9 EDGINGS AND TERMINATIONS

- A. **Anchor bar roof edge fascia system** consisting of 0.100-inch thick extruded aluminum bar, corrosion resistant stainless steel fasteners and snap-on fascia cover.
- B. **24 gauge galvanized metal water dam.**
- C. **Fascia:** A metal anchor bar fascia system consisting of a formed quarter hard 0.050-inch aluminum retainer bar, corrosion resistant fasteners and a 0.040-inch aluminum or 24 gauge steel snap-on fascia cover.
- D. **Drip Edge:** 22 gauge pre-punched 90-degree angle cleat and fascia sections. Kynar 500 or mill aluminum finish.
- E. **TPO Coated Metal:** 24 gauge, galvanized steel sheet coated with a layer of non-reinforced TPO laminate. Used to fabricate metal drip edges or other roof perimeter edging profiles. TPO Membrane may be heat welded directly to the coated metal. Sheet sizes 4 feet by 10 feet. Color to match membrane.
- F. **Coping:** Anchor cleat with pre-slotted holes, a concealed joint cover, and sections of coping cap. Kynar 500 or anodized aluminum finish.
- G. **Termination Bar:** 1 inch wide, 98-mil thick extruded aluminum bar pre-punched 6 inches on center with sealant ledge.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. If substrate preparation is the responsibility of another installer, notify Owners Representative of unsatisfactory preparation before proceeding.

### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Do not commence Work until all other work trades have completed jobs that require them to traverse the deck on foot or with equipment.
- D. A vapor retarder / temporary roof may be applied to protect the inside of the structure prior to the roof system installation.

### 3.3 SUBSTRATE PREPARATION

- A. Gypsum
  1. Gypsum decks shall be smooth and free from deflections or ridges.
  2. An average fastener withdrawal resistance as recommended by the fastener manufacturer shall be obtained; however, at no time shall it be less than 40 lbs. per fastener.
  3. Wet or frozen poured gypsum decks are not suitable to receive a roof.
  4. Poured-in-place gypsum roof decks contain a large percentage of moisture. All necessary precautions shall be taken to avoid the entrapment of moisture under the roofing system. In addition to ventilation of the underside to allow for proper curing, topside and perimeter venting shall be implemented.
  
- B. Existing Roof System
  1. Existing built-up roof system must be inspected daily.
  2. Any defects/deficiencies/splits/rips/tears in the BUR membrane must be repaired per industry standards prior to overlay insulation being installed.
  3. The existing BUR roof system will be "spot cored" on a daily basis to determine condition of underlying insulation. Spot cores will be taken at a rate of 1 per 500sqft of roof area.
  4. Any insulation deemed to be unsuitable will be spot replaced at unit cost.

### 3.4 INSULATION - SYSTEM DESIGN

- A. Base Layer-BASE BID:
  1. Type: Wood Fiberboard.
  2. Thickness: .5 inches.
  3. Attachment Method: Mechanically Attached.
  
- B. Base Layer-ALTERNATE BID 1:
  1. Type: Polyisocyanurate.
  2. Thickness: 1 inch.
  3. Attachment Method: Mechanically Attached.
  
- C. Base Layer- ALTERNATE BID 2:
  1. Type: Wood Fiberboard.
  2. Thickness: .5 inches.
  3. Attachment Method: Fully Adhered.
  
- D. Base Layer- ALTERNATE BID 3:
  1. Type: Polyisocyanurate.
  2. Thickness: 1 inch.
  3. Attachment Method: Fully Adhered.

### 3.5 INSULATION PLACEMENT

- A. Install insulation or membrane underlayment over the substrate with boards butted tightly together with no joints or gaps greater than 1/4 inch. Stagger joints both horizontally and vertically if multiple layers are provided.
  
- B. Secure insulation to the substrate with the required mechanical fasteners or insulation adhesive in accordance with the manufacturer's current application guidelines.
  
- C. Do not install wet, damaged or warped insulation boards.
  
- D. Stagger joints in one direction unless joints are to be taped. Install insulation boards

snug. Gaps between board joints shall not exceed 1/4 inch. Fill all gaps in excess of 1/4 inch with same insulation material.

- E. Wood nailers must be at least 3 1/2 inches wide or 1 inch wider than adjacent metal flange. Thickness must equal that of insulation but not less than 1 inch thickness.
- F. Miter and fill the edges of the insulation boards at ridges, valleys and other changes in plane to prevent open joints or irregular surfaces. Avoid breaking or crushing of the insulation at the corners.
- G. Do not install any more insulation than will be completely waterproofed each day.

### 3.6 INSULATION ATTACHMENT

- A. Securely attach insulation to the roof deck. Attachment must have been successfully tested to meet or exceed the calculated uplift pressure required by the International Building Codes (ASCE-7) or ANSI/SPRI WD-1
- B. Install insulation layers applied with adhesive, coverage rate as necessary to achieve the specified attachment and uplift rating. Press each board firmly into place after adhesive develops strings when touched, typically 1 1/2 to 2 minutes after adhesive was applied, and roll with a weighted roller. Add temporary weight and use relief cuts to ensure boards are well adhered.

### 3.7 MEMBRANE PLACEMENT AND ATTACHMENT (Fully Adhered)

- A. Position TPO membrane over the acceptable substrate. Fold membrane sheet back lengthwise so half the underside of the membrane is exposed.
- B. Apply TPO bonding adhesive in accordance with the manufacturer's published instructions, to the exposed underside of the membrane and the corresponding substrate area. Do not apply bonding adhesive along the splice edge of the membrane to be hot air welded over the adjoining sheet. Allow the adhesive to dry until it is tacky but will not string or stick to a dry finger touch.
  - 1. Roll the coated membrane into the coated substrate while avoiding wrinkles. Brush down the bonded section of the membrane sheet immediately after rolling the membrane into the adhesive with a soft bristle push broom to achieve maximum contact.
  - 2. Fold back the unbonded half of the sheet lengthwise and repeat the bonding procedures.
- C. Position adjoining sheets to allow a minimum overlap of 2 inches.
- D. Hot-air weld the TPO membrane sheets using the Automatic Hot Air Welding Machine or Hot Air Hand Welder in accordance with the manufacturer's hot air welding procedures.
- E. Continue to install adjoining membrane sheets in the same manner, overlapping edges a minimum of 2 inches and complete the bonding procedures as stated previously.

### 3.8 MEMBRANE PLACEMENT AND ATTACHMENT (Mechanically Attached)

- A. Unroll and position membrane without stretching. Allow the membrane to relax for approximately 1/2 hour prior to attachment. Provide and secure both perimeter and field membrane sheets in accordance with the manufacturer's most current specifications and details.
- B. Secure the membrane with the required Fasteners and Plates centered over the pre-

printed marks approximately 1 1/2 inches from the edge of the membrane sheet.

- C. Install adjoining membrane sheets in the same manner in accordance with the manufacturer's current application requirements.
- D. Attachment Schedule:
  - 1. Attach membrane in accordance with manufacturers recommendations and specifications in zones 1,2,3.

### 3.9 SEAM WELDING

- A. Hot-air weld membrane using an Automatic Hot Air Welding Machine or Hot Air Hand Welder in accordance with the manufacturer's current guidelines. At all splice intersections, roll the seam with a silicone roller to ensure a continuous hot air welded seam.
- B. Overlay all splice intersections with T-Joint Covers.
- C. Probe all seams once the hot air welds have thoroughly cooled (approximately 30 minutes).
- D. Repair all seam deficiencies the same day they are discovered.
- E. Apply Cut Edge Sealant on all cut edges of reinforced membrane (where the scrim reinforcement is exposed) after seam probing is complete. Cut Edge Sealant is not required on vertical splices.

### 3.10 FLASHING

- A. Flashing of parapets, curbs, expansion joints and other parts of the roof must be performed using TPO reinforced membrane or prefabricated accessories. TPO non-reinforced membrane may be used for flashing pipe penetrations, Sealant Pockets, and scuppers, as well as inside and outside corners, when the use of pre-molded or prefabricated accessories is not feasible.
- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.

### 3.11 WALKWAYS

- A. Install walkways at all traffic concentration points (such as roof hatches, access doors, rooftop ladders, etc.) and all locations as identified on the Drawings.
- B. Hot-air weld walkway pads to the membrane in accordance with the manufacturer's current application guidelines.

### 3.12 DAILY SEALS

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
- B. Complete an acceptable membrane seal in accordance with the manufacturer's requirements.

### 3.13 CLEAN UP

- A. Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a

legally acceptable manner.

- B. Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

#### 3.14 PROTECTION

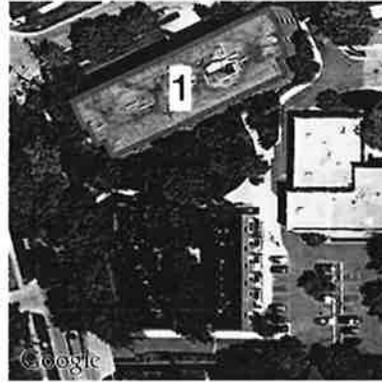
- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION

**Multi-unit**  
**Section:** Main  
**Size:** 11208

**Inspection Date:** 06/18/2015  
**Inspector:** Alex Wiezbicki

**Observa**



**Composition**



Test cut  
gypsum, low slope  
1" fiberglass  
BUR. (ctp)  
gravel



TC-2  
gypsum, low slope  
1" fiberglass(dry)  
BUR. (ctp)  
gravel

North



Multi-unit

**Section:** Main  
**Size:** 11208

**Inspection Date:** 06/18/2015  
**Inspector:** Alex Wiezbicki

Deficien



**Blisters (Remedial)**

Quantity: 50 EA

**Deficiency:**

Blisters in the membrane are due to either air or moisture being caught between the plies of the waterproofing system. As expansion and contraction occur, what was once a small deficiency enlarges greatly, cracks and allows water into the roof system and building.

**Corrective Action:**

The blister must be X cut, filled with a waterproofing agent and re-sealed per industry standards.



**Failing Penetration (Remedial)**

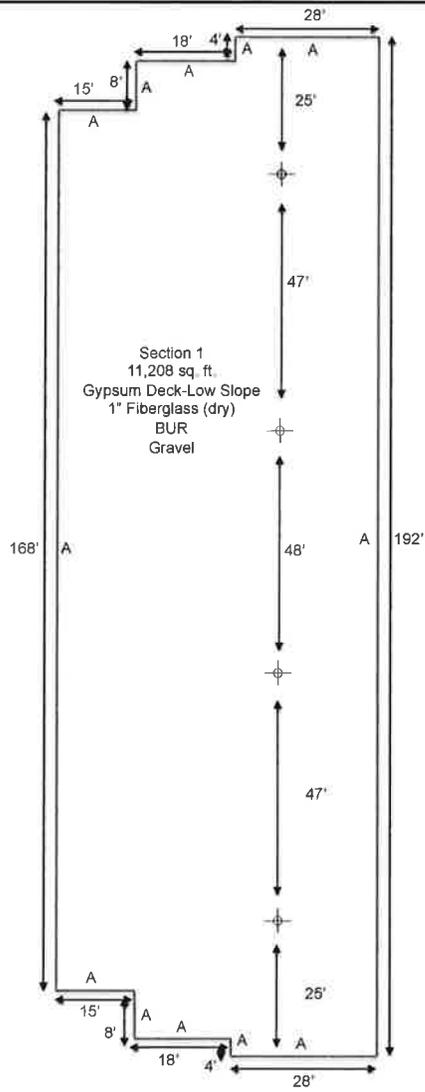
Quantity: 1 EA

**Deficiency:**

Due to overall age, weathering and UV the penetration has failed.

**Corrective Action:**

The penetration should be repaired/flashed per industry standards to ensure a water tight seal.



**Penetrations**

- 4-4" Drains
- 24-3-5" Soil Stacks
- 15-4' x 1' Vent
- 1-Roof Hatch
- 1-10' HVAC Unit on rails
- 1-15' HVAC Unit on rails
- 1-10' x 25' Penthouse
- 3-Pitch Pan
- 3-1' x 1' Vent
- 1-Portal
- 1-2" Exhaust Pipe

NOTES:  
 A — 2' Wall Flashing w/ Coping

⊕ Drain

PROJECT NAME/ LOCATION:  
 #1861/ Highland Park, IL

SCALE: N.T.S.	FILE #: 1
------------------	--------------

DRAWN BY: FJH	DATE: 8-8-2015
------------------	-------------------

**ROOFOPTIONS**

DRAWINGS ARE FOR REFERENCE ONLY. ALL MEASUREMENTS AND CONDITIONS MUST BE FIELD VERIFIED PRIOR TO PRODUCTION.

**Multi-unit**

**Section:** Main  
**Size:** 11208

**Inspection Date:** 06/18/2015  
**Inspector:** Alex Wiezbicki

**Replace**



45mil MF TPO-15yr  
\$

60mil MF TPO-20yr  
\$

45mil FA TPO-15yr  
\$

60mil FA TPO-20yr  
\$



Illinois  
Housing  
Development  
Authority

# RENTAL SCHEDULE

Development Frank B. Peers Senior Apts.

IHDA No. ML-93 TEB-2269

Location Highland Park, IL (Lake County)

HUD or FHA No. IL06-H121-021

IHDA Tax Credits # \_\_\_\_\_

PIS Date \_\_\_\_\_

MSA \_\_\_\_\_

HAP Anniversary Date: January 1st

# of TC units 0

Family  Handicap  
 Elderly  Sec. 236

R. A. P.  Sec. 8

Rent Supp.  Sec. 8 Mod Rehab

Tax Exempt 80/20

EFFECTIVE DATE

SCHEDULE REFLECTS CHANGE IN:

RENTS 2/1/2015  
 INCOME LIMITS 12/18/2013  
 UTILITY ALLOWANCES 2/1/2015  
 UA REVIEW DATE 12/19/2014  
 ALLOCATION \_\_\_\_\_  
 INITIAL SCHEDULE Unknown  
 OTHER \_\_\_\_\_

TOTAL NO. OF UNITS	UNIT SIZE	*RENTS		UTILITY ALLOWANCE	UNIT ALLOCATION		COMMENTS															
		SEC 8 RENT	MARKET RATE		SUBSIDY	MARKET RATE																
6	0 BR	\$1,171		\$26	6		<table border="1"> <tr> <td></td> <td>Prior Rent</td> <td>New Rent</td> <td>Prior UA</td> <td>New UA</td> </tr> <tr> <td>0 BR</td> <td>\$1,167</td> <td>\$1,171</td> <td>21</td> <td>26</td> </tr> <tr> <td>1 BR</td> <td>\$1,285</td> <td>\$1,289</td> <td>33</td> <td>36</td> </tr> </table>		Prior Rent	New Rent	Prior UA	New UA	0 BR	\$1,167	\$1,171	21	26	1 BR	\$1,285	\$1,289	33	36
	Prior Rent	New Rent	Prior UA	New UA																		
0 BR	\$1,167	\$1,171	21	26																		
1 BR	\$1,285	\$1,289	33	36																		
61	1 BR	\$1,289		\$36	61																	
1	1 BR		\$1,289			1																
<b>68</b>	<b>TOTAL</b>				<b>67</b>	<b>1</b>	30% Income Limits provided for Income Targeting purposes															

\*Does not include utility allowance

**INCOME LIMITS**  
(by Family Size)

**GPI = \$1,043,328**

County:	1	2	3	4	5	6	7	8
Lake	25,350	29,000	32,600	36,200	39,100	42,000	44,900	47,800
<input checked="" type="checkbox"/> 50% (Very Low)								
<input type="checkbox"/> 60% (Low)								
Lake	40,550	46,350	52,150	57,900	62,550	67,200	71,800	76,450
<input checked="" type="checkbox"/> 80% (Low)								
<input type="checkbox"/> 120% (Moderate)								
Lake (7/1/14 Limits)	15,200	17,400	19,790	23,850	27,910	31,970	36,030	40,090
<input checked="" type="checkbox"/> Other ( 30% VVL )								

*Kevin M. Hill* 12-30-14

Program Administration Supervisor Date

Assistant Director Date

Program Administration

*Deanne Smith* 12/31/14  
Asst. Director/Director, AMS Date



# RENTAL SCHEDULE

Development Walnut Place

Location Highland Park

HAP Anniversary Date: September 1st

- Family     Handicap  
 Elderly     Sec. 236

- R. A. P.     Sec. 8  
 Rent Supp.     Sec. 8 Mod Rehab

IHDA No. TEB-2263/ML-127

HUD or FHA No. IL06-H121-114

IHDA Tax Credits # N/A

PIS Date \_\_\_\_\_

MSA \_\_\_\_\_

# of TC units \_\_\_\_\_

Tax Exempt 80/20

SCHEDULE REFLECTS CHANGE IN:

- RENTS    9/1/2015  
 INCOME LIMITS    3/6/2015  
 UTILITY ALLOWANCES    9/1/2014  
 UA REVIEW DATE    3/24/2015  
 ALLOCATION  
 INITIAL SCHEDULE  
 OTHER

EFFECTIVE DATE

TOTAL NO. OF UNITS	UNIT SIZE	*RENTS		UTILITY ALLOWANCE	UNIT ALLOCATION		COMMENTS												
		SEC 8 RENT	MARKET RATE		SUBSIDY	MARKET RATE													
56	1 BR E	\$1,307	\$0	\$32	56		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">PRIOR RENT</th> <th style="text-align: center;">NEW RENT</th> </tr> </thead> <tbody> <tr> <td>1 BR E</td> <td style="text-align: center;">\$1,287</td> <td style="text-align: center;">\$1,307</td> </tr> <tr> <td>2 BR TWN</td> <td style="text-align: center;">\$1,329</td> <td style="text-align: center;">\$1,349</td> </tr> <tr> <td>3 BR TWN</td> <td style="text-align: center;">\$1,427</td> <td style="text-align: center;">\$1,448</td> </tr> </tbody> </table> <p>There is no change in UA at this time.</p> <p>Elderly units are utility included. Townhouse units are utility excluded.</p> <p>30% income limits provided for Income Targeting purposes.</p>		PRIOR RENT	NEW RENT	1 BR E	\$1,287	\$1,307	2 BR TWN	\$1,329	\$1,349	3 BR TWN	\$1,427	\$1,448
	PRIOR RENT	NEW RENT																	
1 BR E	\$1,287	\$1,307																	
2 BR TWN	\$1,329	\$1,349																	
3 BR TWN	\$1,427	\$1,448																	
8	2 BR TWN	\$1,349	\$0	\$99	8														
4	3 BR TWN	\$1,448	\$0	\$139	4														
<b>68</b>	<b>TOTAL</b>				<b>68</b>	<b>0</b>													

\*Does not include utility allowance

**INCOME LIMITS**  
(by Family Size)

**GPI = \$1,077,312**

County:	1	2	3	4	5	6	7	8
Lake	26,600	30,400	34,200	38,000	41,050	44,100	47,150	50,200
<input checked="" type="checkbox"/> 50% (Very Low)								
<input type="checkbox"/> 60% (Low)								
Lake	42,600	48,650	54,750	60,800	65,700	70,550	75,400	80,300
<input checked="" type="checkbox"/> 80% (Low)								
<input type="checkbox"/> 120% (Moderate)								
Lake	16,000	18,250	20,550	24,250	28,410	32,570	36,730	40,890
<input checked="" type="checkbox"/> Other (Sec. 8 30% V V L)								

Program Administration Officer    4/3/2015 Date  
  
 Assistant Director    4-6-15 Date  
  
 Asst. Director/Director, AMS    4/7/15 Date  
  
 Asst. Director/Director, AMS    4/16/15 Date

**From:** [Polly Kuehl](#)  
**To:** [Smith, Mary](#)  
**Subject:** FW: Walnut Place August newsletter  
**Date:** Thursday, July 30, 2015 10:41:02 AM  
**Attachments:** [image001.jpg](#)  
[Walnut Place Newsletter August 2015.docx](#)  
[August 2015 calendar.xlsx](#)  
[Walnut Place August SC newsletter article Russian translation.docx](#)

---

I thought you would like to see the Social Service Coordinator newsletter for Walnut Place (both English and Russian).

Polly



**Polly Kuehl, CPM | Senior Vice President**

566 W. Lake Street | Suite 400 | Chicago, IL 60661  
T: 312.382.3228 F: 312.382.3220 M: 312.953.3230  
E: [pkuehl@evergreenres.com](mailto:pkuehl@evergreenres.com)  
Website: [www.evergreenres.com](http://www.evergreenres.com)

Connect with Evergreen on [LinkedIn](#)

CONFIDENTIALITY NOTICE: This Electronic Mail (e-mail) contains confidential and privileged information intended only for the use of the individual or entity to which it is being sent. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivery to the intended recipient, you are hereby notified that any dissemination, distributing, or copying of this communication is STRICTLY PROHIBITED. If you have received this communication in error, please notify the sender by reply e-mail or telephone.

---

**From:** Service Coordinator Walnut Place [mailto:walnutsc@yahoo.com]  
**Sent:** Thursday, July 30, 2015 10:12 AM  
**To:** Jane Smaga <[jsmaga@evergreenres.com](mailto:jsmaga@evergreenres.com)>; HIGHLAND PARK SENIOR HOUSING HIGHLAND PARK SENIOR HOUSING <[hpsh400central@yahoo.com](mailto:hpsh400central@yahoo.com)>  
**Cc:** Mary Mauney <[mmauney@evergreenres.com](mailto:mmauney@evergreenres.com)>; Polly Kuehl <[PKuehl@evergreenres.com](mailto:PKuehl@evergreenres.com)>; Kathy Honeywell <[khoneywell@nssc.org](mailto:khoneywell@nssc.org)>; Linda Kruse <[lkruse@nssc.org](mailto:lkruse@nssc.org)>  
**Subject:** Walnut Place August newsletter

A resident's daughter has translated the SC article page into Russian. I hope she will continue.

Tess

# August 2015 Newsletter

Volume 1 Issue 2

## Walnut Place

654 Walnut St.  
Highland Park, IL



### Monthly Highlights

- Bingo every Tuesday at 2 p.m.
- Coffee and Kibitzing with Tess every Thursday at 2 p.m. in the main community room
- Residents Luncheon

### **AUGUST 21st:**

### **NATIONAL SENIOR CITIZENS DAY**

This day was created as a day to support, honor and show appreciation to our seniors and to recognize their achievements and the contributions they make to our communities

On August 19, 1988, President Ronald Reagan signed Proclamation 5847 declaring August 21 as National Senior Citizens Day. In his Presidential Proclamation, he said:

**“For all they have achieved throughout life and for all they continue to accomplish, we owe older citizens our thanks and a heartfelt salute. We can best demonstrate our gratitude and esteem by making sure that our communities are good places in which to mature and grow older — places in which older people can participate to the fullest and can find the encouragement, acceptance, assistance, and services they need to continue to lead lives of independence and dignity.”**

<http://nationaldaycalendar.com/national-senior-citizens-day-august-21/>

Please join Tess during Coffee and Kibitzing on Wednesday, August 20<sup>th</sup> at 2 p.m. to celebrate this special day. Tess will serve ice cream, cookies and lemonade.

### **Manager, Heidi Martin**

HIGHLAND PARK HOUSING  
400 Central Avenue  
Highland Park, Illinois 60035  
(847) 433-7694

August:

Birthstone: Peridot

Flower: Gladiolus

Astrological Signs: until the 23<sup>rd</sup>  
Leo beginning the 24<sup>th</sup>



## August Birthdays

Lyudmila Korikova	#409	8/3
Bronislaw Czajka	#102	8/4
Stacey Gold	#315	8/15
Elaine Rusche	#408	8/16
Sima Sherman	#301	8/16
Petro Minenko	#213	8/18
Bella Rabin	#203	8/20
Winifred Wisner	#213	8/23
Marion Dahl	#405	8/25
Ida Shwartsman	#215	8/28

## Dates to Celebrate

- o August 1 - Respect for Parents Day
- o August 6 - National Root Beer Float Day
- o August 12- National Middle Child Day
- o August 21- National Senior Citizen's Day
- o August 26- National Women's Equality Day

## Recipe of the Month

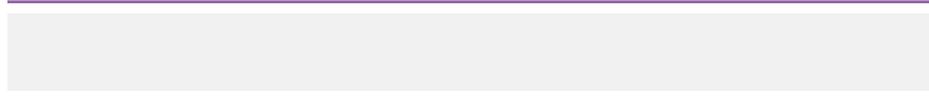
### **Cabbage-Corn Slaw (Serves 4) from REAL SIMPLE MAGAZINE**

#### **Ingredients**

- 2 teaspoons honey
- 2 tablespoons oil
- 2 tablespoons fresh lemon juice
- ½ teas. kosher salt and ¼ teas. black pepper
- 1/4 small green cabbage (1/2 pound), cored and shredded
- 1 red bell pepper, thinly sliced
- 1 cup corn kernels (from 1 to 2 ears, or thawed if frozen)

#### **Directions**

1. In a large bowl, whisk together the honey, oil, lemon juice, salt, and pepper.
2. Add the cabbage, bell pepper, and corn and toss to combine.



## In the Community



Farmers' Market Coupons  
can be used.

#### **Ravinia:**

Wed., 7am to 1pm

#### **Highwood:**

Wed., 4pm to 9pm

#### **Port Clinton Square:**

Fri., 8am to 2pm

#### **Deerfield:**

Sat., 7am to 12:30pm

## August Celebrations:



--Taste of Highland Park:

August 29-30, 2015

--Port Clinton Art Festival:

August 29-30, 2015

### **HIGHLAND PARK PUBLIC LIBRARY**

#### **Songs in Yiddish and Russian**

**8/4/15 from 2-3 p.m.**

Auditorium - Meeting Room

Songs performed by Cantor Pavel Roytman with Peter Sadkhin on accordion and Vladimir Liberman on clarinet. Registration is not required.

## **Walnut Place Social Service Coordinator**

### **Citizens Utility Board Presentation** **Thursday, August 6<sup>th</sup> at 2 p.m.**

The Citizens Utility Board is a consumer organization which works on cutting utility bills for Illinois residents. Please join us on August 6<sup>th</sup> to find out how you might be able to lower the cost of your phone bills, learn about your electric power bill, alternative pricing plans, and electric competition in Illinois.

### **Monthly Birthday Celebrations during Coffee and Kibitzing**

Tess will offer birthday cake on the second Thursday of each month in honor of Walnut Place residents celebrating birthdays that month. Please join Tess in celebrating your birthday or that of your neighbor during Coffee and Kibitzing. Look for the birthday cake on your monthly calendar!

### **National Senior Appreciation Day**

Please join Tess during Coffee and Kibitzing on Wednesday, August 20<sup>th</sup> at 2 p.m. to celebrate this special day. Tess will serve ice cream, cookies and lemonade.

### **Social Service Coordinator's Office Hours**

Tess's office is located in apartment 115. Her office hours are:

Monday	8 a.m. to 4 p.m.
Wednesday	8 a.m. to 4 p.m.
Thursday	8 a.m. to 4 p.m.

*~ Tess Torvik*

## Flowers

Find and circle all of the flowers that are hidden in the grid.

The remaining letters spell a secret message - a quotation from *Romeo and Juliet*.

```

P L A V E N D E R A C R O A R A O S A
Y I A I N U T E P E D A N E E E R D R
S U L O I D A L G O G T L S W G C L E
I C B U Y A N T R Y H N K I O N H O B
A H A S T E R N O U N C I Y L A I G R
D R E H T A E H R N O O A G F R D I E
F Y E O B D D I H H E L E L N D B R G
O S T W L I U E Y T S M I P R Y E A A
X A A O O M R L L T N S T H O H L M M
G N G I E L L D R P I I R E C S L N A
L T F A S O F O O A H K C M G I F D R
O H U E H E E N N F C I C A W R L A Y
V E C O U M E T U O P A N E Y I O F L
E M H L E D H R T S L A R I S H W F L
C U S R S U M S F L E L R N U O E O I
I M I L S G E R A N I U M A A M R D S
T A A H T A E R B S Y B A B D T A I S
A S I T A M E L C W O R R A Y I I L S
T E L O I V B O U V A R D I A W S O E
S L I L Y S N A P D R A G O N E T E N
    
```

ALSTROEMERIA  
 AMARYLLIS  
 ANTHURIUM  
 ASTER  
 BABY'S BREATH  
 BELL FLOWER  
 BIRD OF PARADISE  
 BOUVARDIA  
 CALLA  
 CARNATION  
 CHRYSANTHEMUM  
 CLEMATIS

CORNFLOWER  
 DAFFODIL  
 DAISY  
 DELPHINIUM  
 FORGET-ME-NOT  
 FOXGLOVE  
 FREESIA  
 FUCHSIA  
 GERANIUM  
 GERBERA  
 GINGER  
 GLADIOLUS

GOLDEN ROD  
 HEATHER  
 HOLLYHOCKS  
 HYACINTH  
 HYDRANGEA  
 IRIS  
 LAVENDER  
 LILAC  
 LILY  
 LISIANTHUS  
 MARIGOLD  
 ORCHID

PANSY  
 PEONY  
 PETUNIA  
 ROSE  
 SNAPDRAGON  
 STATICE  
 STOCK  
 SUNFLOWER  
 TULIP  
 VIOLET  
 YARROW

## **Координатор социальной службы Walnut Place**

### **Презентация службы коммунальных услуг**

**Четверг, 6 августа-в 2 часа**

Совет службы коммунальных услуг это общественная организация, работа которой направлена на снижение стоимости коммунальных услуг для жителей Иллинойса. Пожалуйста, присоединяйтесь к нам 6 августа в 2 часа, чтобы узнать как можно снизить стоимость счета за телефон, узнать о стоимости электрической энергии и альтернативных ценах на электричество в Иллинойсе.

### **Ежемесячное празднование дней рождения**

Во второй четверг каждого месяца мы будем предлагать торт в честь именинников этого месяца. Пожалуйста, присоединяйтесь к празднованию вашего или вашего соседа дня рождения. Посмотреть на имена именинников можно в ежемесячном календаре.

### **Национальный день признательности пожилым**

Пожалуйста присоединяйтесь к Тесс в среду, 20 августа в 2 часа на празднование этого дня. Будут кофе, мороженое, печенье и лимонад.

### **Часы работы координатора социальной службы**

Понедельник 8: 00 до 16: 00

Среда 8: 00 до 16: 00

Четверг 8: 00 до 16: 00

Офис Тэсс расположен в 115 квартире

# 2015 AUGUST

CALENDAR YEAR / MONTH

MONDAY  
FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	01	02
03	 04 <b>Bingo at 2:00</b>	05	06 <b>Citizens Utility Board Presentation</b>	07	08	09
10	 11 <b>Bingo at 2:00</b>	12	 13 <b>Coffee &amp; Kibitzing</b>	14	15	16
17	 18 <b>Bingo at 2:00</b>	19	 20 <b>Coffee &amp; Kibitzing</b>	21	22	23
24	 25 <b>Bingo at 2:00</b>	26	 27 <b>Coffee &amp; Kibitzing</b>	28	29	30
31	01	02	03	04	05	06
						

Highland Park Housing Commission										
Reserve Balances										
Date: 6/30/2015										
Account Name		Frank B. Peers		Walnut Place		Ravinia Housing		Sunset Woods		TOTAL
Checking (Property)		40,237		1,830		818		59,067		
Security Deposit		19,180		20,325		14,290		10,569		
Replacement Reserve		195,312		124,266		379,160		0		
Residual Receipts		17,508		27,095		0		0		
Operating Reserve		0		0		16		9,174		
Association Money				104,705		81,929		119,490		
Market Checking										
Association Small Business Checking		58,095						6,401		
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		1/7/2016		507,000						
CD #2		10/7/2015		507,613						
Association MaxSafe Money Market		1,035,077								
TOTAL		2,647,035		278,221		476,213		(54,131)		

Upper level financials had not been received at the time of this report. Additions/Subtractions will be incorporated into												
next month's report.												

<b>Housing Trust Fund</b>		
<b>Fiscal Year 2015</b>		
January 1 - December 31 - Unaudited	<b>Unaudited</b>	
	Through 06/30/2015	
Beginning Balance, Jan 1 - Audited	\$865,219	
Revenue:		
Demolition Tax	83,004	
Demolition Permits	20,646	
Interest Revenue	85	
Contributions/Donations/Other	0	
Proceeds of Ceding Volume Cap	0	
	<b>103,735</b>	
Expenditures:		
Program Costs	<b>(325,181)</b>	
	<b>(325,181)</b>	
<b>Ending Balance</b>	<b>\$643,773</b>	
<b>Pending Liabilities</b>		
CPAH Scattered Site Program	(\$65,000)	
CPAH 4 Unit Rental Project	(\$225,000)	
Employer Assisted Housing	(\$20,000)	
CPAH Operating Grant 2015	\$0	\$80,000 allocated in June 2015
Emergency Housing Assistance	(\$10,000)	
Housing Planner	(\$16,819)	
Reimbursement to Fulton Developers	(\$13,200)	
<b>Total Pending Liabilities</b>	<b>(\$350,019)</b>	
<b>Net Balance</b>	<b>\$293,754</b>	
Prior Month Balance (05-31-15)	\$246,667	
Month to Month Change	\$47,087	

**From:** [Polly Kuehl](#)  
**To:** [Smith, Mary](#); [Smith, Lee](#)  
**Cc:** [Mary Mauney](#); [John Noonan](#)  
**Subject:** Proposed Capital Plans - Peers and Walnut  
**Date:** Friday, July 03, 2015 8:38:29 AM  
**Attachments:** [Capital Plan - Frank B. Peers 2015.xls](#)  
[Capital Plan - Walnut Place 2015.xls](#)

---

Please find attached the proposed 5-year Capital Plans for Frank B. Peers and Walnut Place. Most of the figures were based on assessments made by Roof Options, a mason contractor or are known costs. There were a few figures that were estimates based on costs incurred by other properties. In addition, we did not include some items, i.e. boilers, entry systems, etc. since we do not anticipate having to replace these over the next 5 years.

The analysis at the bottom of the spreadsheet may be somewhat confusing, but we wanted to identify the monies that “owners” would need to contribute in order to provide these basic capital improvements and maintain the IHDA Replacement Reserve minimum requirement. If the Pending Reserve Balance row is “shaded red”, it means that the costs have gone below the IHDA Minimum.

We would be glad to review these plans with you to answer any questions before they are presented to the Housing Commission members. It might, also, be good to have us in attendance to present the plans to the Housing Commission as I am sure there would be questions.

Just some notes:

- 1) Appliance replacements were not included in the Capital Plan as we have been replacing those, as needed, and paying for them from Operations. Seniors tend not to be as hard on appliances as families – and we are not planning any “bulk” replacements over the next 5 years.
- 2) There are several costs that might have to be incurred and are identified on the plans – but the costs are not reflected in the 5 year plan. The largest item is elevator modernization. This cost would be about \$70,000 for two elevators. While we do not anticipate having to do this over the next 5 years, other properties have needed this when elevators reach about 25-30 years. For Walnut Place, we identified community room “facelift”, as it would greatly enhance the resident use of the space; but did not reflect the cost in the Capital Plan since it is a “discretionary” item. Replacement of bay windows at Walnut Place was not reflected, as well. Certainly, the Walnut Place Capital Plan is the most “conservative”.
- 3) We minimized the number of kitchen renovations at Walnut Place – certainly, it would be beneficial to the residents and property to complete these earlier.
- 4) We indicated at the bottom that some of the capital items would be included in the Operating Budget as opposed to having to use Replacement Reserves. While we do not see a problem in doing this at Frank B. Peers, the Walnut Place budget is tighter and cash flow is not as good. It would be difficult to utilize more than \$13,000 from Operations to cover additional capital – even that figure is somewhat “optimistic”.

Let us know how you would like to proceed with this. Thanks.

Polly



**Polly Kuehl, CPM | Senior Vice President**

566 W. Lake Street | Suite 400 | Chicago, IL 60661

T: 312.382.3228 F: 312.382.3220 M: 312.953.3230

E: [pkuehl@evergreenres.com](mailto:pkuehl@evergreenres.com)

Website: [www.evergreenres.com](http://www.evergreenres.com)

Connect with Evergreen on [LinkedIn](#)

CONFIDENTIALITY NOTICE: This Electronic Mail (e-mail) contains confidential and privileged information intended only for the use of the individual or entity to which it is being sent. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivery to the intended recipient, you are hereby notified that any dissemination, distributing, or copying of this communication is STRICTLY PROHIBITED. If you have received this communication in error, please notify the sender by reply e-mail or telephone.

		2015	2016	2017	2018	2019	
Windows			\$ 800,000.00				
Windows-Painting							
Windows-Landscape			\$ 15,000.00				
Roof						\$ 168,500.00	
Update community kitchen cabinet faces	6500					\$ 6,500.00	
Corridor decorating	25000			\$ 15,000.00	\$ 10,000.00		
Lobby furnishing	10000			\$ 6,000.00	\$ 4,000.00		
Retaining wall at parking lot	8000	\$ 8,000.00					
Seal and stripe lot		\$ 1,500.00		\$ 1,500.00		\$ 1,500.00	
Concrete replacement		\$ 6,000.00					
Elevators	2 @ 70,000 modernizations						
Water Heater		\$ 7,500.00					
Makeup Air a/c				\$ 35,000.00			
Unit lock updates	12500	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Kitchens	8500 per unit	\$ 42,500.00		\$ 85,000.00	\$ 85,000.00		
Flooring	1200 per unit	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	
Bathrooms	1500 per unit		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Toilets	250 per unit	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	
Total Capital Expenditures		\$ 76,450.00	\$ 828,950.00	\$ 156,450.00	\$ 112,950.00	\$ 190,450.00	
Operating Contributions		\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	
Reserve Contributions		\$ 59,450.00	\$ 811,950.00	\$ 139,450.00	\$ 95,950.00	\$ 173,450.00	
Starting Reserve Balance	as of 5/31/15	\$ 193,611.00	\$ 146,061.00	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	
Reserve Deposit		\$ 11,900.00	\$ 20,400.00	\$ 20,400.00	\$ 20,400.00	\$ 20,400.00	
Pending Reserve Balance	This row turns red if drops below IDHA minimum of \$102,000	\$ 146,061.00	\$ (662,489.00)	\$ (34,050.00)	\$ 9,450.00	\$ (68,050.00)	
Owner Contribution Required To Maintain IHDA Minimum		\$ -	\$ 764,489.00	\$ 136,050.00	\$ 92,550.00	\$ 170,050.00	\$ 1,163,139.00
Final Reserve Balance		\$ 146,061.00	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	

Frank B. Peers Capital Improvements										
Revised:	1/4/2011									
Capital Improvement	2011		2012		2013		2014		2015	
Roof (@ 13 yrs old)	0		0		156,502	Replace Roof A/B	0		0	
Masonry (PNA)	18,979	Tuckpointing	0		0		0		2,000	Estimate
Caulking	0		0		0		0		0	
Windows	304,000	Replace all windows (bays and sliders)	0		0		0		0	
Fences/Landscaping	0		0		0		0		0	
Parking Lot Patched/seal 2010)	0		12,039	Repaving	1,500	Sealcoat	0		1,500	Sealcoat
Sidewalks/Patios	0		0		3,246	Concrete	0		0	
Entry Doors	0		0		0		0		0	
Entry System	0		0		0		0		0	
Kitchens/Bathrooms	93,558	Replace 11 kitchens 4% inflation factor	97,300	Replace 11 kitchens 4% inflation factor	119,591	Replace 13 kitchens 4% inflation factor	0		0	
Apt. Appliances	1,500	Replace 2-3	1,500	Replace 2-3	1,500	Replace 2-3	9,737	Repl. 17 Appl.	10,107	Repl. 17 Appl.
Hallways/Community Room/Lobby (Done in 2008)	0		0		0		23,584	Paint common areas	0	
							8,086	Paint stairwells	0	
Exterior Lighting (Replaced in 2009/2010)	0		0		0		0		0	
Interior Lighting	0		0		0		50,537	Common areas/Halls	0	
HVAC Systems	2,600	Replace 4 unit A/C	2,700	Replace 4 unit A/C	2,800	Replace 4 unit A/C	2,965	Replace 4 unit A/C	3,078	Replace 4 unit A/C
(Rooftop HVAC replaced in 2007)	0		0		0		0		0	
Switchgear (Replaced in 2010)	0		0		0		0		0	
Elevator (Upgrades done in 2008)	0		0		0		13,477	Cab finishes	0	
							107,812	Repl. Hydraulic Pumps & Controls	0	
Domestic Hot Water (Replaced 1 boiler in 2007; 2nd one 3-4 years old)	0		0		11,000	Replace 1 boiler	0		0	
Fire Systems (Change-out devices every 10 yrs.; current replaced in 2010)	0		0		0		0		0	
Apt. Carpet/Tile	7,400	Replace 8 units	7,700	Replace 8 units	8,000	Replace 8 units	12,129	Replace 10 units	12,590	Replace 10 units
<b>TOTAL</b>	<b>428,037</b>		<b>121,239</b>		<b>304,139</b>		<b>228,327</b>		<b>29,275</b>	
Reserve Balances	121,000	1/1/2011	102,000	1/1/2012	102,000	1/1/2013	102,000	1/1/2014	102,000	1/1/2015
Reserve Deposits	21,600	in 2011	21,600	in 2012	21,600	in 2013	21,600	in 2014	21,600	in 2014
Reserve Withdrawal	428,037		121,239		304,139		228,327		29,275	
<b>Balance</b>	<b>-285,437</b>		<b>2,361</b>		<b>-180,539</b>		<b>-105,127</b>		<b>94,325</b>	
IHDA Minimum	102,000		102,000		102,000		102,000		102,000	
Owner Contribution	387,437		99,639		282,539		207,127		7,675	
							TOTAL OWNER CONTRIBUTION OVER 5 YEARS		\$984,417	
Capital Improvements Completed or In Process 2010	3,000	Caulking	8,000	Parking Lot	86,500	Kitchen (11)	12,000	Entry System (2)	8,000	Exterior Lighting
	43,000	Replace 2 boilers	9,000	Multipurpose Rm.	7,500	Switchgear	6,800	Carpet (8 units)	3,250	A/C replacement
	3,250	A/C replacement	8,840	Replace smoke devices	7,100	Carpet (8)				
COST	158,050	CIC provided an additional \$43,000								

Walnut Place							
	Notes	2015	2016	2017	2018	2019	
Roof	Main 2014, TH 2019	\$ 79,900.00				\$ 47,000.00	
Tuckpointing and caulking	N in 2016, S in 2017		\$ 44,000.00	\$ 36,000.00	\$ 23,750.00	\$ 23,750.00	
Windows	Replace bay roofs		\$ 15,000.00				
Parking Lot	Seal and stripe	\$ 11,000.00			\$ 11,000.00		
Tree trimming		\$ 9,000.00					
Concrete grinding		\$ 4,000.00					
Community Room lighting and Facelift	8000						
Elevators	2 @ 70K modernizations						
Townhouse entry doors			\$ 6,500.00	\$ 6,500.00			
Townhouse patio doors			\$ 8,259.00	\$ 8,250.00			
Water Heater	Replace with reduced capacity unit.					\$ 4,000.00	
A/C Condensers		\$ 5,000.00		\$ 2,500.00		\$ 2,500.00	
Kitchens	8500 per unit	0	0	17000	17000	17000	
Flooring	1200 per unit	7200	7200	7200	7200	7200	
Bathrooms	1500 per unit	3000	3000	3000	3000	3000	
Toilets	225 per unit	450	450	450	450	450	
Total Capital Expenditures		\$ 119,550.00	\$ 84,409.00	\$ 80,900.00	\$ 62,400.00	\$ 104,900.00	
Operating Contributions		\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	
Reserve Contributions		\$ 106,550.00	\$ 71,409.00	\$ 67,900.00	\$ 49,400.00	\$ 91,900.00	
Starting Reserve Balance	As of 5/31/15	\$ 122,432.00	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	
Reserve Deposit		\$ 12,831.00	\$ 21,996.00	\$ 21,996.00	\$ 21,996.00	\$ 21,996.00	
Pending Reserve Balance	This row turns red if drops below IDHA minimum of \$102,000	\$ 28,713.00	\$ 39,587.00	\$ 43,096.00	\$ 61,596.00	\$ 19,096.00	
Owner Contribution Required To Maintain IHDA Minimum		\$ 73,287.00	\$ 62,413.00	\$ 58,904.00	\$ 40,404.00	\$ 82,904.00	\$ 317,912.00
Final Reserve Balance		\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	

Note: Appliances not included. They will be purchased as needed from Operations.

Walnut Place Capital Improvements											
Revised	4/29/2011										
Capital Improvement	2010		2011		2012		2013		2014		2015
		*Red - not done - delayed		*Red - not done - delayed		*Red - not scheduled to be done					
Roof	84,139	Replace TH Roofs	11,592	Replace Bay Copper	127,520	Replace Roofs A/B	0		0		0
(paid from Operations)		C & D		Roofs		(Reserves)					
				(not if bay windows changed out)	12,298	Replace Bay Copper Roof					
						(not if bays are repl.)					
Masonry (PNA)	12,000	Tuckpoint E/W Elevations	13,000	Tuckpoint S elevati	15,000	Tuckpoint as needed (Reserves)	0		0		0
Caulking (paid from Operating)	0		0		0		0		0		0
Windows (PNA)	80,000	Replace Bay window with slider; cut hole for A/C in main bldg.	0		0		0		0		0
	18,000	Replace TH patio doors \$1,500 x 12									
Fences/Landscaping	8,000	Replace bushes on W of TH - barrier	0		0		0		0		0
			24,000	TH Fences - Reserves Done							
Parking Lot (Done in 2008)	0		0		10,000	Sealant (Reserves)	0		0		0
Sidewalks/Patios	0		0		0		0		8,700		0
Entry Doors	0		0		0		0		11,725	TH Entry Doors	0
Entry System	12,000	Two systems - res.	0		0		0		0		0
Kitchens/Bathrooms	73,604	Replace 9 kitchens 4% inflation factor	8,500	Replace 1 Kitchen	97,300	Replace 11 kitchens 4% inflation factor	119,591	Replace 13 kitchens	137,989	Replace 15 kitchens	0
			88,500	Delayed 10 kitchens							
Appliances	0		0		0		0		9,737	Replace 17	10,107
											Replace 17

Hallways/Community Room/Lobby	23,000	Carpet Replacement (Reserves)	0		0		0		18,868	Common/Hall paintin	0	
Exterior Lighting Completed in 2008	0		0		0		0		0		0	
Interior Lighting	0		0		0		0		31,165	Common Fixtures	0	
HVAC Systems	0	As needed	2,600	Replace TH Rooftop 2 A/C units (original) (Operations)	3,000	Replace TH Rooftop A/C units (original) (Operations)	0		0		0	
			4,600	Replace 2 TH furnaces	4,800	Replace 2 TH furnaces	0		0		0	
											3,078	Main Bldg. A/C (4)
			2,500	Main Bldg. A/C (4) None needed	2,600	Main Bldg. A/C (4)	2,750	Main Bldg. A/C (4)	2,965	Main Bldg. A/C (4)	0	
Switchgear	0		0		0		0					
Elevator (Up-grades done in 2008; assume State will not require more)	0		0		0		0		13,477	Cab fixtures	0	
									107,812	Elevator hydraulics & pumps		
Domestic Hot Water	2,100	Replace 2 TH boilers (paid from Operations)	2,200	Replace 2 TH boilers None needed (oper.)	2,300	Replace 2 TH boilers (Operations)	2,400	TH (2) (Operations)	0		0	
Fire Systems	7,500	Replace devices (smokes)	0		0		0		0		0	
Apt. Carpet/Tile			6,475	Replace 7 units (Operations)	5,800	Replace 6 units (Operations)	6,000	Replace 6 units (Operations)	6,200	Replace 6 units	6,400	Replace 6 units
<b>TOTAL</b>	<b>320,343</b>		<b>163,967</b>		<b>280,618</b>		<b>127,991</b>		<b>210,649</b>		<b>19,585</b>	
Reserve Balances	135,508	8/1/2010	119,574	1/1/2011	102,000	1/1/2012	102,000	1/1/2013	102,000	1/1/2014	102,000	1/1/2014
Reserve Deposits	9,165	In 2010	21,996	In 2011	21,996	in 2012	21,996	in 2013	21,996	in 2014	21,996	in 2015
Reserve Withdrawal	320,343		161,550		280,618		127,991		210,649		19,585	
Balance	-175,670		-45,980	From 2010 work	-156,622		-3,995		-86,653		104,411	
IHDA Minimum	102,000		102,000		102,000		102,000		102,000		102,000	

Owner Contribution	277,670			147,980			258,622			105,995			188,653			0			
										TOTAL OWNER CONTRIBUTION (5 YRS)		\$978,920							

**COMMISSION: HOUSING**



**CY2016 COMMISSION WORKPLAN SUBMITTAL**

**Jurisdiction and Purpose:**

It is necessary in the public interest to provide for the creation of a municipal corporation to be known as "The Highland Park Housing Commission" in order to encourage, promote, and engage in the development of low and moderate-income housing projects, and undertake such land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, and sanitary dwellings. The Commission administers the City's Housing Trust Fund to provide financial resources for affordable housing activities and oversees the City's Inclusionary Housing Program and other housing initiatives.

<b><u>CY2016 Objectives</u></b>	<b><u>Associated Funding Request</u></b>
Continue the City Employer-Assisted Housing Program	\$9,170
Continue working with Evergreen Real Estate Services and the Housing Opportunity Development Corporation to assure resident satisfaction and development quality at the Housing Commission's affordable properties, including the ones they own, Peers, Ravinia and Sunset Woods rentals, and the one they operate, Walnut Place	
Oversee Management Companies to assure that construction and remodeling projects for the Commission's affordable properties incorporate energy-efficiency improvements and sustainable building practices to the greatest extent possible, including implementation of the Peers window and air-conditioning replacement project	
Assess whether to re-finance the Peers Senior Housing development	

<b><u>Commission Operating Expense Requests</u></b>	<b><u>Amount</u></b>
Professional Services - Accounting	\$3,600
Professional Development - conferences, outside meetings	\$750
Membership dues	\$375
Educational materials - books, journals, software, etc.	\$100
Business expense - food for 12 meetings, staff notary renewal, and other business expenses	\$1,300
Administration of Inclusionary Housing Unit Resale Process - appraisals for Inclusionary Housing units	\$250

**CY2016 TOTAL REQUEST:**                     \$15,545  
**CY2015 BUDGET:**                     \$15,705

**CY2015 Workplan Objectives** **Status**

Continue the City Employer-Assisted Housing Program	on-going
Prepare recommendations for Landlord and Tenants Rights Ordinance in conjunction with Human Relations Commission	tabled
Coordinate with Human Services Task Force to distribute relevant information to affordable housing residents	on-going
Continue working with Evergreen Real Estate Services and the Housing Opportunity Development Corporation to assure resident satisfaction and development quality at the Housing Commission's affordable properties, including the ones they own, Peers, Ravinia and Sunset Woods rentals, and the one they operate, Walnut Place	on-going
Oversee Management Companies to assure that construction and remodeling projects for the Commission's affordable properties incorporate energy-efficiency improvements and sustainable building practices to the greatest extent possible, including implementation of the Peers window and air-conditioning replacement project	on-going

**CY2015 Additional Accomplishments**

Provided staff support to an Inclusionary Housing Task Force, examined financial impacts of the Inclusionary Housing Ordinance, and conducted interviews with developers to obtain feedback on the Ordinance and possible revisions to it
Prepared and submitted an Affordable Housing Plan to the Illinois Housing Development Authority to meet the requirements of the State of Illinois' Affordable Housing Planning and Appeals Act
Staff qualified purchasers for the Sunset Woods affordable senior condominium building on behalf of the Sunset Woods Condominium Association
Staff assisted residents with requests for affordable housing
Worked with City on developing a parking lot lease agreement between the City and the Ravinia Housing Association
Worked with Imperial Realty to coordinate parking arrangements at Ravinia Housing for the approved 515 Roger Williams development
Managed the selection process to obtain architectural services for the Peers window and air-conditioning replacement project

I certify that the Commission approved this workplan request by a vote of \_\_\_\_\_ on the date of \_\_\_\_\_ for CY2016:

Commission Chair

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HOUSING COMMISSION

SERVICE	FY15 Request	FY15 Estimated Expenditures	FY16 Request	NOTES
<b>PROFESSIONAL SERVICES - OTHER</b>	<b>\$3,600</b>	<b>\$3,600</b>	<b>\$3,600</b>	
- Accounting Services	\$3,600	\$3,600	\$3,600	
<b>PROFESSIONAL DEVELOPMENT</b>	<b>\$500</b>	<b>\$500</b>	<b>\$750</b>	
- Staff to Attend Conferences	\$500	\$500	\$750	Reflects actual conference costs.
<b>MEMBERSHIP DUES</b>	<b>\$375</b>	<b>\$375</b>	<b>\$375</b>	
- Congress for New Urbanism	\$110	\$110	\$110	
- Housing Action Illinois	\$115	\$115	\$115	
- Housing Opportunity	\$150	\$150	\$150	
<b>ACTIVITIES PROGRAMMING COSTS</b>	<b>\$9,930</b>	<b>\$5,250</b>	<b>\$9,420</b>	
- Employer Assisted Housing Program	\$9,680	\$5,000	\$9,170	Provides for 1 closing and counseling for several employees.
- Inclusionary Zoning Appraisals	\$250	\$250	\$250	
<b>SUPPLIES - BOOKS &amp; PERIODICALS</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	
- Books & Software	\$100	\$100	\$100	
<b>BUSINESS EXPENSE</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,300</b>	
- Regular & Special Commission Meetings	\$1,200	\$1,200	\$1,200	
Staff Notary Assignment	\$0	\$0	\$100	Need to renew every 3 years.

\$15,705                  \$11,025                  \$15,545

**COMMISSION: HOUSING TRUST FUND**



**CY2016 COMMISSION WORKPLAN SUBMITTAL**

**Jurisdiction and Purpose:**

The purposes of the Housing Trust Fund are to provide financial resources to address the Affordable Housing needs of individuals and families of Low and Moderate-Income who live or work in the City by promoting, preserving, and producing long-term Affordable Housing; provide housing-related services to Low and Moderate-Income Households, and to provide support for not-for-profit organizations that actively address the Affordable Housing Needs of Low and Moderate-Income Households.

<b>CY2016 Objectives</b>	<b>Associated Funding Request</b>
Provide matching funds for Employer-Assisted Housing programs in Highland Park	\$20,000
Support the Community Partners for Affordable Housing (CPAH) Scattered Site Program for affordable housing development	\$202,500
Provide operating support to CPAH	\$85,000
Provide Emergency Housing Assistance	\$10,000
Reimburse Demolition Tax per Laurel Court II Development Agreement	\$13,500
Complete redesign of emergency housing assistance program with Moraine Township	\$0

<b>Commission Operating Expense Requests</b>	<b>Amount</b>
	\$0

**CY2016 TOTAL REQUEST:** \$331,000  
**CY2015 BUDGET:** \$643,500

<b>CY2015 Workplan Objectives</b>	<b>Status</b>
Awarded Community Partners for Affordable Housing (CPAH) an \$85,000 operating grant for administration and programming	May 2015
Continued to implement a scattered site housing grant with CPAH for 1 home	May 2015
Approved a revised grant for scattered site housing for 4 homes	April 2015
Provide Emergency Housing Assistance as needed	on-going
Provide matching funds for Employer-Assisted Housing programs in Highland Park, as requested	on-going



## HOUSING TRUST FUND

SERVICE	FY15 Request	FY15 Estimated Expenditures	FY16 Request	NOTES
<b>ACTIVITIES PROGRAMMING COSTS</b>	<b>\$643,500</b>	<b>\$609,500</b>	<b>\$331,000</b>	
Employer-Assisted Housing	\$20,000	\$4,500	\$20,000	
CPAH Scattered Site Program	\$515,000	\$515,000	\$202,500	For FY16, we plan for 3 scattered site units at a \$67,500 contribution each.
CPAH Operating Grant	\$85,000	\$80,000	\$85,000	This provides the necessary support to maintain CPAH's operating capacity. This amount represents about 35% of CPAH's operating costs, while about 65% of CPAH's staff time is spent in Highland Park. In 2003, the HTF grant covered about 90% of operating costs. The operating activities include staff time on acquisition, rehab, and sales and rental of the housing. Specific tasks also include homebuyer education and training, qualifying prospective buyers and renters, coordinating mortgages with lenders, organizing and maintaining the waiting list, ongoing homebuyer and tenant services for the 50 Highland Park households in the program, and program administration for many aspects of Highland Park's Inclusionary Housing program.
Emergency Housing Assistance	\$10,000	\$10,000	\$10,000	
Reimbursement of Demolition Tax per Development Agreement Laurel Court II	\$13,500	\$0	\$13,500	
Third Party Consulting	\$0	\$0	\$0	

\$643,500      \$609,500      \$331,000

# FRANK B PEERS

## Balance Sheet

Month Ending 06/30/15

### ASSETS

#### Current Assets

1110-0000 - Petty Cash	300.00
1121-0000 - Cash - Operating	40,237.46
1131-0000 - Accounts receivable - subsidy	636.00
1240-0000 - Prepaid property and liability insurance	2,177.38
Total Current Assets	<u>43,350.84</u>

#### Other Assets

1290-0000 - Misc Prepaid Expenses	1.98
1192-0000 - Tenant Sec Dep	19,179.74
1310-0000 - Real estate tax escrow	104,153.37
1311-0000 - Insurance escrow	32,457.76
1330-0000 - Debt Service Escrow	138,753.43
1320 - Replacement Reserve	195,312.33
1340 - Residual Receipt	17,508.00
Total Other Assets	<u>507,366.61</u>

#### Fixed Assets

1420-0000 - Building	1,848,860.15
1420-0001 - Building Improvements	102,298.87
1430-0000 - Land Improvements	1,621,801.79
1450-0000 - Furniture for project/tenant use	548,852.34
1497-0000 - Site improvements	172,218.77
4120-0000 - Accum depr - buildings	(3,464,227.19)
1498-0000 - Current F/A	28,857.15
Total Fixed Assets	<u>858,661.88</u>

#### Financing Costs

1900-0001 - Deferred Financing Costs	192,398.85
1999-0000 - Accum Amort - Bond Costs	(73,413.22)
Total Financing Costs	<u>118,985.63</u>

#### Partnership Assets

1701-0000 - Cash - Partnership	58,094.66
1702-0000 - Partnership MM	2,049,690.72
1703-0000 - Partnership Receivable	267,013.69
Total Partnership Assets	<u>2,374,799.07</u>

### Total Assets

3,903,164.03

# FRANK B PEERS

## Balance Sheet

Month Ending 06/30/15

### Liabilities & Equity

#### Current Liabilities

2110-0000 - Accounts payable	190.50
2113-0000 - Flex Benefit Payable	12.99
2114-0000 - 401K Payable	18.57
2120-0000 - Accrued wages and p/r taxes payable	4,214.60
2150-0000 - Accrued property taxes	126,174.52
2180-0000 - Misc current liabilities	27,003.85
2180-1000 - Prepaid Insurance Claim	(0.36)
<b>Total Current Liabilities</b>	<b>157,614.67</b>

#### Non-Current Liabilities

2190-0000 - Misc Clearing	31.00
2191-0000 - Security deposits-residential	16,828.00
2191-0001 - Pet Deposit	895.00
2210-0000 - Prepaid Rent	158.02
2211-0000 - Prepaid HUD	2,681.00
2320-1000 - Mortgage payable - 2nd note	2,290,000.00
2320-0000 - Mortgage Payable (long term)	1,551,328.59
<b>Total Non-Current Liabilities</b>	<b>3,861,921.61</b>

#### Owner's Equity

3100-0000 - Limited Partners Equity	2,405,002.63
3209-0000 - Prior Year Retained Earnings	(2,605,126.26)
3210-0000 - Retained earnings	62,473.06
Current YTD Earnings	21,278.32
<b>Total Owner's Equity</b>	<b>(116,372.25)</b>

### **Total Liability & Owner Equity**

**3,903,164.03**

**FRANK B. PEERS HOUSING**  
**Actual vs Budget Accrual Operating Statement**

	Month Ending 06/30/15			Year To Date 06/30/15			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>GROSS OPERATING INCOME</b>							
<b>RESIDENTIAL RENTAL INCOME</b>							
5120-0000 - Apartment rent	20,217.00	38,285.00	(18,068.00)	126,385.00	229,263.00	(102,878.00)	458,973.00
5121-0000 - Tenant assistant payments	66,727.00	48,727.00	18,000.00	395,009.00	291,789.00	103,220.00	584,151.00
5140-0000 - Commercial base rent	60.00	0.00	60.00	741.23	0.00	741.23	0.00
<b>TOTAL RESIDENTIAL RENTAL INCOME</b>	<b>87,004.00</b>	<b>87,012.00</b>	<b>(8.00)</b>	<b>522,135.23</b>	<b>521,052.00</b>	<b>1,083.23</b>	<b>1,043,124.00</b>
<b>VACANCIES &amp; ADJUSTMENTS</b>							
5220-0000 - Vacancy loss - apartments	(1,289.00)	(1,400.00)	111.00	(9,548.00)	(8,400.00)	(1,148.00)	(16,800.00)
5221-0000 - Non-Revenue Units	(1,289.00)	(1,290.00)	1.00	(7,732.00)	(7,730.00)	(2.00)	(15,770.00)
<b>TOTAL VACANCIES &amp; ADJUSTMENTS</b>	<b>(2,578.00)</b>	<b>(2,690.00)</b>	<b>112.00</b>	<b>(17,280.00)</b>	<b>(16,130.00)</b>	<b>(1,150.00)</b>	<b>(32,570.00)</b>
<b>OTHER INCOME</b>							
5910-0000 - Laundry income	0.00	150.00	(150.00)	800.00	900.00	(100.00)	1,800.00
5922-0000 - Late fees	17.00	5.00	12.00	74.00	30.00	44.00	60.00
5990-0000 - Misc other income	20.00	20.00	0.00	182.00	120.00	62.00	240.00
5413-0000 - Interest income - escrow	1.38	0.00	1.38	2.64	2.00	0.64	5.00
<b>TOTAL OTHER INCOME</b>	<b>38.38</b>	<b>175.00</b>	<b>(136.62)</b>	<b>1,058.64</b>	<b>1,052.00</b>	<b>6.64</b>	<b>2,105.00</b>
<b>GROSS OPERATING INCOME</b>	<b>84,464.38</b>	<b>84,497.00</b>	<b>(32.62)</b>	<b>505,913.87</b>	<b>505,974.00</b>	<b>(60.13)</b>	<b>1,012,659.00</b>
<b>ADVERTISING &amp; RENTING EXPENSE</b>							
6213-0000 - Employee Recruitment	0.00	400.00	400.00	0.00	400.00	400.00	400.00
6253-0000 - Credit Report Fees	0.00	57.00	57.00	111.90	346.00	234.10	692.00
<b>TOTAL ADVERTISING &amp; RENTING EXPENSE</b>	<b>0.00</b>	<b>457.00</b>	<b>457.00</b>	<b>111.90</b>	<b>746.00</b>	<b>634.10</b>	<b>1,092.00</b>
<b>ADMINISTRATIVE EXPENSE</b>							
6311-0000 - Office supplies	187.67	290.00	102.33	2,840.74	1,740.00	(1,100.74)	3,480.00
6316-0000 - Office Equipment	160.68	256.00	95.32	1,463.55	1,536.00	72.45	3,072.00
6320-0000 - Management fee	4,510.95	4,462.00	(48.95)	26,272.44	26,718.00	445.56	53,490.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	1,320.00	3,600.00	2,280.00	4,200.00
6350-0000 - Audit Expense	2,600.00	1,217.00	(1,383.00)	14,200.00	7,302.00	(6,898.00)	14,600.00
6360-0000 - Telephone	443.96	700.00	256.04	3,872.02	4,200.00	327.98	8,400.00
6360-0001 - Answering Service/ Pagers	37.50	38.00	0.50	216.39	228.00	11.61	456.00
6365-0000 - Training & Education Expense	0.00	25.00	25.00	85.80	100.00	14.20	650.00
6370-0000 - Bad debts	0.00	416.00	416.00	0.00	2,496.00	2,496.00	4,992.00
6380-0000 - Consulting/study costs	0.00	200.00	200.00	0.00	4,200.00	4,200.00	5,400.00
6390-0000 - Misc administrative expenses	15.00	150.00	135.00	430.01	900.00	469.99	1,800.00
6390-0002 - Computer Supplies/Data Processing	179.40	371.00	191.60	1,071.56	1,226.00	154.44	2,252.00
6395-0000 - Tenant Retention	1,288.08	500.00	(788.08)	3,730.09	3,000.00	(730.09)	7,000.00
6431-0000 - Travel & Expense Reimbursement	93.28	235.00	141.72	1,035.09	1,410.00	374.91	2,820.00
6851-0000 - Bank Service Fees	0.00	3.00	3.00	0.00	18.00	18.00	36.00
6860-0000 - Security Deposit Interest	(0.50)	0.00	0.50	(2.83)	(2.00)	0.83	(3.00)
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>9,516.02</b>	<b>8,963.00</b>	<b>(553.02)</b>	<b>56,534.86</b>	<b>58,672.00</b>	<b>2,137.14</b>	<b>112,645.00</b>
<b>PAYROLL &amp; RELATED COSTS</b>							
6310-0000 - Office salaries	4,866.10	4,852.00	(14.10)	31,288.72	31,345.00	56.28	62,882.00
6510-0000 - Janitor and cleaning payroll	1,175.68	1,176.00	0.32	7,651.95	7,595.00	(56.95)	15,238.00
6540-0000 - Repairs payroll	3,983.47	4,092.00	108.53	27,000.37	26,441.00	(559.37)	53,040.00

**FRANK B. PEERS HOUSING**  
**Actual vs Budget Accrual Operating Statement**

	Month Ending 06/30/15			Year To Date 06/30/15			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6715-0000 - Payroll Taxes	757.69	777.00	19.31	7,139.92	7,529.00	389.08	12,610.00
6722-0000 - Workers compensation	341.13	341.00	(0.13)	2,046.98	2,047.00	0.02	4,135.00
6723-0000 - Employee Health Ins/Other Benefits	249.71	301.00	51.29	923.41	1,825.00	901.59	3,654.00
6724-0000 - Union Benefits	890.66	1,326.00	435.34	9,797.30	7,956.00	(1,841.30)	15,912.00
6726-0000 - Other employee benefits	47.80	0.00	(47.80)	307.54	0.00	(307.54)	0.00
6726-0001 - Contingency	0.00	0.00	0.00	1,100.00	2,508.00	1,408.00	2,904.00
<b>TOTAL PAYROLL &amp; RELATED COSTS</b>	<b>12,312.24</b>	<b>12,865.00</b>	<b>552.76</b>	<b>87,256.19</b>	<b>87,246.00</b>	<b>(10.19)</b>	<b>170,375.00</b>
<b>OPERATING EXPENSES</b>							
6515-0000 - Janitors and cleaning supplies	520.83	310.00	(210.83)	2,866.56	1,860.00	(1,006.56)	3,720.00
6517-0000 - Outside Cleaning Service	0.00	125.00	125.00	0.00	750.00	750.00	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	50.00	50.00	100.00
6519-0000 - Exterminating Contract	110.00	120.00	10.00	550.00	720.00	170.00	1,440.00
6525-0000 - Rubbish removal	334.66	325.00	(9.66)	1,650.78	2,050.00	399.22	4,100.00
6530-0000 - Security Contract	81.00	0.00	(81.00)	243.00	0.00	(243.00)	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>1,046.49</b>	<b>880.00</b>	<b>(166.49)</b>	<b>5,310.34</b>	<b>5,430.00</b>	<b>119.66</b>	<b>10,860.00</b>
<b>UTILITIES</b>							
6450-0000 - Electricity	1,766.93	1,800.00	33.07	10,959.67	8,885.00	(2,074.67)	20,000.00
6451-0000 - Water	1,567.20	1,334.00	(233.20)	10,525.04	8,000.00	(2,525.04)	16,000.00
6452-0000 - Gas	402.02	2,750.00	2,347.98	15,351.49	16,500.00	1,148.51	33,000.00
<b>TOTAL UTILITIES</b>	<b>3,736.15</b>	<b>5,884.00</b>	<b>2,147.85</b>	<b>36,836.20</b>	<b>33,385.00</b>	<b>(3,451.20)</b>	<b>69,000.00</b>
<b>MAINTENANCE EXPENSES</b>							
6536-0000 - Ground supplies	0.00	800.00	800.00	0.00	900.00	900.00	1,100.00
6537-0000 - Grounds Contractor (Landscaper)	2,143.00	600.00	(1,543.00)	3,601.00	2,975.00	(626.00)	7,150.00
6541-0000 - Repair materials (general supplies)	0.00	85.00	85.00	307.57	510.00	202.43	1,020.00
6541-0001 - Appliance Parts	54.82	42.00	(12.82)	154.71	252.00	97.29	504.00
6541-0002 - Plumbing Supplies	43.62	100.00	56.38	822.99	600.00	(222.99)	1,200.00
6541-0003 - Electrical Supplies	0.00	100.00	100.00	49.33	600.00	550.67	1,200.00
6541-0004 - Heating/Cooling Supplies	292.90	30.00	(262.90)	477.69	180.00	(297.69)	360.00
6541-0008 - Flooring/Tile Supplies (i.e.VCT)	0.00	0.00	0.00	0.00	300.00	300.00	600.00
6541-0009 - Window Supplies	342.84	20.00	(322.84)	342.84	120.00	(222.84)	240.00
6541-0010 - Carpentry/Hardware	0.00	150.00	150.00	0.00	900.00	900.00	1,800.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	291.00	291.00	1,380.72	1,750.00	369.28	3,500.00
6546-0000 - Heating/Cooling Contractor	1,211.77	250.00	(961.77)	2,604.59	1,500.00	(1,104.59)	3,000.00
6548-0000 - Snow removal	0.00	0.00	0.00	5,685.00	8,350.00	2,665.00	10,000.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	125.00	125.00	0.00	750.00	750.00	1,500.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	0.00	833.00	833.00	1,965.19	4,998.00	3,032.81	12,163.00
6563-0000 - Window Covering	0.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00	6,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	150.00	150.00	0.00	900.00	900.00	1,800.00
6564-0001 - Painting Supplies	0.00	165.00	165.00	0.00	990.00	990.00	1,980.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6582-0000 - Fire Protection	0.00	1,167.00	1,167.00	1,185.77	1,998.00	812.23	4,661.00
6582-0001 - Fire Safety Equipment	0.00	0.00	0.00	20.00	70.00	50.00	210.00
6589-0000 - Parking Lot Expense	0.00	83.00	83.00	0.00	500.00	500.00	1,000.00
6591-0000 - Electrical Repairs	0.00	225.00	225.00	0.00	1,350.00	1,350.00	2,700.00
6592-0000 - Boiler Repairs	0.00	392.00	392.00	362.20	2,352.00	1,989.80	4,704.00
6594-0000 - Carpentry Repairs	0.00	275.00	275.00	624.95	1,650.00	1,025.05	3,300.00
6595-0000 - Plumbing Repairs	444.60	435.00	(9.60)	1,932.10	2,610.00	677.90	5,220.00

**FRANK B. PEERS HOUSING**  
**Actual vs Budget Accrual Operating Statement**

	Month Ending 06/30/15			Year To Date 06/30/15			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6596-0000 - Floor Repairs/Cleaning	200.00	150.00	(50.00)	200.00	900.00	700.00	10,650.00
6598-0000 - Roof Repairs	0.00	3,050.00	3,050.00	0.00	3,300.00	3,300.00	3,600.00
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>4,733.55</b>	<b>12,518.00</b>	<b>7,784.45</b>	<b>21,716.65</b>	<b>44,305.00</b>	<b>22,588.35</b>	<b>92,662.00</b>
<b>TAXES AND INSURANCE</b>							
6710-0000 - Real estate taxes	10,635.00	10,635.00	0.00	63,810.00	63,810.00	0.00	127,620.00
6720-0000 - Property and liability insurance	2,494.28	2,178.00	(316.28)	13,381.38	13,068.00	(313.38)	26,136.00
<b>TOTAL TAXES AND INSURANCE</b>	<b>13,129.28</b>	<b>12,813.00</b>	<b>(316.28)</b>	<b>77,191.38</b>	<b>76,878.00</b>	<b>(313.38)</b>	<b>153,756.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>44,473.73</b>	<b>54,380.00</b>	<b>9,906.27</b>	<b>284,957.52</b>	<b>306,662.00</b>	<b>21,704.48</b>	<b>610,390.00</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>39,990.65</b>	<b>30,117.00</b>	<b>9,873.65</b>	<b>220,956.35</b>	<b>199,312.00</b>	<b>21,644.35</b>	<b>402,269.00</b>
<b>FINANCIAL EXPENSES</b>							
6820-0000 - Mortgage interest	18,712.33	18,712.00	(0.33)	113,134.15	113,134.00	(0.15)	224,180.00
<b>TOTAL FINANCIAL EXPENSES</b>	<b>18,712.33</b>	<b>18,712.00</b>	<b>(0.33)</b>	<b>113,134.15</b>	<b>113,134.00</b>	<b>(0.15)</b>	<b>224,180.00</b>
<b>NET OPER INC/(LOSS) BEFORE CAP. EXP.</b>	<b>21,278.32</b>	<b>11,405.00</b>	<b>9,873.32</b>	<b>107,822.20</b>	<b>86,178.00</b>	<b>21,644.20</b>	<b>178,089.00</b>
8005-0000 - Mortgagor Entity Income	0.00	0.00	0.00	931.65	0.00	931.65	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(31,135.00)	0.00	(31,135.00)	0.00
<b>Total Partnership Activity</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(30,203.35)</b>	<b>0.00</b>	<b>(30,203.35)</b>	<b>0.00</b>
<b>NET INCOME (LOSS)</b>	<b>21,278.32</b>	<b>11,405.00</b>	<b>9,873.32</b>	<b>77,618.85</b>	<b>86,178.00</b>	<b>(8,559.15)</b>	<b>178,089.00</b>
7104-0000 - Replacement Reserve	1,700.00	1,917.00	217.00	10,200.00	11,502.00	1,302.00	23,004.00
7108-0000 - Mortgage Payable (long term)	11,775.21	11,775.00	(0.21)	69,791.09	69,791.00	(0.09)	141,671.00
<b>Total Cash Flow - Financing Activities</b>	<b>13,475.21</b>	<b>13,692.00</b>	<b>216.79</b>	<b>79,991.09</b>	<b>81,293.00</b>	<b>1,301.91</b>	<b>164,675.00</b>
<b>CAPITAL EXPENDITURES &amp; ESCROWS</b>							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	(17,700.00)
6991-0000 - Capital expenditures	7,956.65	0.00	(7,956.65)	24,129.07	0.00	(24,129.07)	0.00
6991-0010 - Parking Lot	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
6991-0014 - Roof Repairs	0.00	150.00	150.00	0.00	900.00	900.00	1,800.00
6991-0016 - Concrete Repairs	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
6993-0000 - Appliance Replacement	0.00	0.00	0.00	1,034.00	1,800.00	766.00	3,600.00
6993-0003 - A/C Replacements	1,342.08	125.00	(1,217.08)	1,342.08	750.00	(592.08)	1,500.00
6994-0000 - Carpet & tile	0.00	650.00	650.00	2,352.00	3,900.00	1,548.00	7,800.00
<b>TOTAL CAPITAL EXPENDITURES &amp; ESCROWS</b>	<b>9,298.73</b>	<b>3,925.00</b>	<b>(5,373.73)</b>	<b>28,857.15</b>	<b>10,350.00</b>	<b>(18,507.15)</b>	<b>0.00</b>
<b>GAIN/(LOSS) AFTER CAPITAL EXP. &amp; ESCROWS</b>	<b>(1,495.62)</b>	<b>(6,212.00)</b>	<b>4,716.38</b>	<b>(31,229.39)</b>	<b>(5,465.00)</b>	<b>(25,764.39)</b>	<b>13,414.00</b>

# WALNUT PLACE

## Balance Sheet

Month Ending 06/30/15

### ASSETS

#### Current Assets

1110-0000 - Petty Cash	900.00
1121-0000 - Cash - Operating	1,829.50
1130-0000 - Tenant/member accounts receivable	17,246.59
1131-0000 - Accounts receivable - subsidy	2,769.00
1240-0000 - Prepaid property and liability insurance	2,327.12
Total Current Assets	<u>25,072.21</u>

#### Other Assets

1290-0000 - Misc Prepaid Expenses	213.35
1192-0000 - Tenant Sec Dep	20,325.46
1310-0000 - Real estate tax escrow	209,800.26
1311-0000 - Insurance escrow	34,683.87
1330-0000 - Debt Service Escrow	136,098.88
1320 - Replacement Reserve	124,266.73
1340 - Residual Receipt	27,095.09
Total Other Assets	<u>552,483.64</u>

#### Fixed Assets

1410-0000 - Land	220,000.00
1420-0000 - Building	2,907,088.00
1420-0001 - Building Improvements	118,339.20
1430-0000 - Land Improvements	321,376.00
1440-0000 - Building Equipment Portable	354,185.56
1450-0000 - Furniture for project/tenant use	437,004.57
1497-0000 - Site improvements	4,550.00
4120-0000 - Accum depr - buildings	(3,606,524.74)
1498-0000 - Current F/A	7,490.43
Total Fixed Assets	<u>763,509.02</u>

#### Financing Costs

1900-0001 - Deferred Financing Costs	174,813.03
1999-0000 - Accum Amort - Bond Costs	(58,520.51)
Total Financing Costs	<u>116,292.52</u>

#### Partnership Assets

1701-0000 - Cash - Partnership	104,705.30
Total Partnership Assets	<u>104,705.30</u>

### Total Assets

1,562,062.69

# WALNUT PLACE

## Balance Sheet

Month Ending 06/30/15

### Liabilities & Equity

#### Current Liabilities

2110-0000 - Accounts payable	10,101.78
2113-0000 - Flex Benefit Payable	13.00
2114-0000 - 401K Payable	(4.64)
2120-0000 - Accrued wages and p/r taxes payable	4,233.02
2150-0000 - Accrued property taxes	214,769.48
2155-0000 - Accrued professional services	3,894.00
2180-0000 - Misc current liabilities	4,533.23
Total Current Liabilities	<u>237,539.87</u>

#### Non-Current Liabilities

2190-0000 - Misc Clearing	(102.00)
2191-0000 - Security deposits-residential	17,737.00
2191-0001 - Pet Deposit	1,475.00
2210-0000 - Prepaid Rent	284.01
2211-0000 - Prepaid HUD	5,324.00
2320-1000 - Mortgage payable - 2nd note	2,546,000.00
2320-4000 - Deferred Revenue	218,612.00
2320-0000 - Mortgage Payable (long term)	1,538,686.64
Total Non-Current Liabilities	<u>4,328,016.65</u>

#### Owner's Equity

3100-0000 - Limited Partners Equity	104,375.87
3209-0000 - Prior Year Retained Earnings	(3,227,570.98)
3210-0000 - Retained earnings	94,127.84
Current YTD Earnings	25,573.44
Total Owner's Equity	<u>(3,003,493.83)</u>

### Total Liability & Owner Equity

1,562,062.69

## WALNUT PLACE

### Actual vs Budget Accrual Operating Statement

	Month Ending 06/30/15			Year To Date 06/30/15			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>GROSS OPERATING INCOME</b>							
<b>RESIDENTIAL RENTAL INCOME</b>							
5120-0000 - Apartment rent	22,314.00	19,451.00	2,863.00	135,173.00	116,706.00	18,467.00	233,764.00
5121-0000 - Tenant assistant payments	66,098.00	68,961.00	(2,863.00)	395,299.00	413,766.00	(18,467.00)	828,780.00
5140-0000 - Commercial base rent	0.00	0.00	0.00	220.53	0.00	220.53	0.00
<b>TOTAL RESIDENTIAL RENTAL INCOME</b>	<b>88,412.00</b>	<b>88,412.00</b>	<b>0.00</b>	<b>530,692.53</b>	<b>530,472.00</b>	<b>220.53</b>	<b>1,062,544.00</b>
<b>VACANCIES &amp; ADJUSTMENTS</b>							
5220-0000 - Vacancy loss - apartments	(2,574.00)	(950.00)	(1,624.00)	(12,179.00)	(5,700.00)	(6,479.00)	(11,000.00)
5221-0000 - Non-Revenue Units	(1,287.00)	(1,287.00)	0.00	(7,722.00)	(7,722.00)	0.00	(15,456.00)
<b>TOTAL VACANCIES &amp; ADJUSTMENTS</b>	<b>(3,861.00)</b>	<b>(2,237.00)</b>	<b>(1,624.00)</b>	<b>(19,901.00)</b>	<b>(13,422.00)</b>	<b>(6,479.00)</b>	<b>(26,456.00)</b>
<b>OTHER INCOME</b>							
5910-0000 - Laundry income	0.00	260.00	(260.00)	1,448.00	1,560.00	(112.00)	3,120.00
5920-0000 - Nsf check fee	0.00	0.00	0.00	25.00	0.00	25.00	0.00
5922-0000 - Late fees	25.00	10.00	15.00	111.00	60.00	51.00	120.00
5930-0000 - Credit Check Fees	0.00	28.00	(28.00)	0.00	168.00	(168.00)	336.00
5938-0000 - Cleaning Fee/Turnover	0.00	10.00	(10.00)	0.00	60.00	(60.00)	120.00
5945-0000 - Damages	0.00	19.00	(19.00)	0.00	114.00	(114.00)	228.00
5990-0000 - Misc other income	286.00	0.00	286.00	287.00	0.00	287.00	0.00
5411-0000 - Grant Monies Income	0.00	3,476.00	(3,476.00)	0.00	20,858.00	(20,858.00)	41,715.00
5413-0000 - Interest income - escrow	1.32	0.00	1.32	2.48	2.00	0.48	5.00
<b>TOTAL OTHER INCOME</b>	<b>312.32</b>	<b>3,803.00</b>	<b>(3,490.68)</b>	<b>1,873.48</b>	<b>22,822.00</b>	<b>(20,948.52)</b>	<b>45,644.00</b>
<b>GROSS OPERATING INCOME</b>	<b>84,863.32</b>	<b>89,978.00</b>	<b>(5,114.68)</b>	<b>512,665.01</b>	<b>539,872.00</b>	<b>(27,206.99)</b>	<b>1,081,732.00</b>
<b>ADVERTISING &amp; RENTING EXPENSE</b>							
6253-0000 - Credit Report Fees	0.00	58.00	58.00	110.95	350.00	239.05	700.00
<b>TOTAL ADVERTISING &amp; RENTING EXPENSE</b>	<b>0.00</b>	<b>58.00</b>	<b>58.00</b>	<b>110.95</b>	<b>350.00</b>	<b>239.05</b>	<b>700.00</b>
<b>ADMINISTRATIVE EXPENSE</b>							
6311-0000 - Office supplies	188.75	416.00	227.25	2,766.57	2,500.00	(266.57)	5,000.00
6316-0000 - Office Equipment	160.67	250.00	89.33	1,431.51	1,500.00	68.49	3,000.00
6320-0000 - Management fee	4,469.40	4,506.00	36.60	26,772.44	27,036.00	263.56	54,156.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	1,635.00	3,600.00	1,965.00	4,200.00
6350-0000 - Audit Expense	0.00	1,133.00	1,133.00	0.00	6,798.00	6,798.00	13,596.00
6360-0000 - Telephone	656.99	790.00	133.01	4,889.84	4,740.00	(149.84)	9,480.00
6360-0001 - Answering Service/ Pagers	37.50	50.00	12.50	216.39	300.00	83.61	600.00
6365-0000 - Training & Education Expense	0.00	189.00	189.00	85.80	1,130.00	1,044.20	2,260.00
6370-0000 - Bad debts	0.00	150.00	150.00	(1,081.00)	900.00	1,981.00	1,800.00
6371-0000 - Fees Dues & Contributions	0.00	116.00	116.00	0.00	696.00	696.00	1,392.00
6380-0000 - Consulting/study costs	0.00	0.00	0.00	500.00	3,000.00	2,500.00	3,000.00
6390-0000 - Misc administrative expenses	0.00	205.00	205.00	850.11	1,310.00	459.89	2,540.00
6390-0002 - Computer Supplies/Data Processing	179.40	171.00	(8.40)	1,509.06	1,029.00	(480.06)	2,058.00
6395-0000 - Tenant Retention	440.87	500.00	59.13	1,864.61	3,000.00	1,135.39	7,000.00
6431-0000 - Travel & Expense Reimbursement	93.28	190.00	96.72	1,035.06	1,140.00	104.94	2,280.00
6851-0000 - Bank Service Fees	0.00	0.00	0.00	4.50	0.00	(4.50)	0.00
6860-0000 - Security Deposit Interest	(0.54)	0.00	0.54	(2.98)	0.00	2.98	0.00
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>6,226.32</b>	<b>8,766.00</b>	<b>2,539.68</b>	<b>42,476.91</b>	<b>58,679.00</b>	<b>16,202.09</b>	<b>112,362.00</b>

**WALNUT PLACE**  
**Actual vs Budget Accrual Operating Statement**

	Month Ending 06/30/15			Year To Date 06/30/15			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>PAYROLL &amp; RELATED COSTS</b>							
6310-0000 - Office salaries	4,866.10	4,852.00	(14.10)	31,288.73	31,346.00	57.27	62,884.00
6510-0000 - Janitor and cleaning payroll	1,175.68	1,176.00	0.32	7,651.95	7,595.00	(56.95)	15,238.00
6540-0000 - Repairs payroll	3,983.47	4,092.00	108.53	26,834.37	26,441.00	(393.37)	53,040.00
6900-0000 - Social Service Coordinator	2,465.64	3,078.00	612.36	4,064.75	21,402.00	17,337.25	41,552.00
6715-0000 - Payroll Taxes	757.72	777.00	19.28	7,140.11	7,507.00	366.89	12,608.00
6722-0000 - Workers compensation	335.50	336.00	0.50	2,013.00	2,042.00	29.00	4,154.00
6723-0000 - Employee Health Ins/Other Benefits	249.72	301.00	51.28	896.13	1,825.00	928.87	3,654.00
6724-0000 - Union Benefits	890.66	1,200.00	309.34	9,797.30	7,200.00	(2,597.30)	14,415.00
6726-0000 - Other employee benefits	47.80	0.00	(47.80)	307.54	0.00	(307.54)	0.00
6726-0001 - Contingency	0.00	0.00	0.00	1,100.00	2,244.00	1,144.00	2,904.00
<b>TOTAL PAYROLL &amp; RELATED COSTS</b>	<b>14,772.29</b>	<b>15,812.00</b>	<b>1,039.71</b>	<b>91,093.88</b>	<b>107,602.00</b>	<b>16,508.12</b>	<b>210,449.00</b>
<b>OPERATING EXPENSES</b>							
6515-0000 - Janitors and cleaning supplies	503.75	325.00	(178.75)	2,659.37	1,950.00	(709.37)	3,900.00
6517-0000 - Outside Cleaning Service	0.00	0.00	0.00	0.00	0.00	0.00	1,280.00
6519-0000 - Exterminating Contract	95.00	95.00	0.00	585.00	570.00	(15.00)	1,140.00
6525-0000 - Rubbish removal	544.66	365.00	(179.66)	2,254.18	2,190.00	(64.18)	4,380.00
6530-0000 - Security Contract	81.00	0.00	(81.00)	243.00	0.00	(243.00)	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>1,224.41</b>	<b>785.00</b>	<b>(439.41)</b>	<b>5,741.55</b>	<b>4,710.00</b>	<b>(1,031.55)</b>	<b>10,700.00</b>
<b>UTILITIES</b>							
6450-0000 - Electricity	1,203.97	947.00	(256.97)	6,794.63	5,532.00	(1,262.63)	12,000.00
6451-0000 - Water	554.31	492.00	(62.31)	3,616.60	2,952.00	(664.60)	5,904.00
6452-0000 - Gas	396.68	2,593.00	2,196.32	9,367.27	15,560.00	6,192.73	31,120.00
<b>TOTAL UTILITIES</b>	<b>2,154.96</b>	<b>4,032.00</b>	<b>1,877.04</b>	<b>19,778.50</b>	<b>24,044.00</b>	<b>4,265.50</b>	<b>49,024.00</b>
<b>MAINTENANCE EXPENSES</b>							
6536-0000 - Ground supplies	0.00	700.00	700.00	0.00	700.00	700.00	1,200.00
6537-0000 - Grounds Contractor (Landscaper)	700.00	660.00	(40.00)	1,400.00	1,320.00	(80.00)	5,620.00
6541-0000 - Repair materials (general supplies)	0.00	52.00	52.00	256.73	312.00	55.27	624.00
6541-0001 - Appliance Parts	0.00	44.00	44.00	99.88	264.00	164.12	528.00
6541-0002 - Plumbing Supplies	43.61	160.00	116.39	407.82	960.00	552.18	1,920.00
6541-0003 - Electrical Supplies	0.00	88.00	88.00	319.27	528.00	208.73	1,056.00
6541-0004 - Heating/Cooling Supplies	0.00	28.00	28.00	184.78	168.00	(16.78)	336.00
6541-0006 - Expendable Tools	0.00	25.00	25.00	0.00	150.00	150.00	300.00
6541-0009 - Window Supplies	0.00	192.00	192.00	0.00	1,152.00	1,152.00	2,304.00
6541-0010 - Carpentry/Hardware	0.00	88.00	88.00	0.00	528.00	528.00	1,056.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	135.00	254.00	119.00	4,024.88	1,524.00	(2,500.88)	3,048.00
6546-0000 - Heating/Cooling Contractor	(580.51)	750.00	1,330.51	2,026.54	4,500.00	2,473.46	9,000.00
6548-0000 - Snow removal	0.00	0.00	0.00	9,778.25	16,000.00	6,221.75	17,000.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	84.00	84.00	0.00	500.00	500.00	1,000.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	0.00	1,000.00	1,000.00	4,675.00	6,000.00	1,325.00	12,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	125.00	125.00	0.00	3,625.00	3,625.00	4,375.00
6564-0001 - Painting Supplies	0.00	150.00	150.00	0.00	900.00	900.00	1,800.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	0.00	0.00	810.00
6582-0000 - Fire Protection	0.00	305.00	305.00	252.56	1,834.00	1,581.44	3,668.00
6582-0001 - Fire Safety Equipment	0.00	16.00	16.00	0.00	100.00	100.00	200.00
6589-0000 - Parking Lot Expense	0.00	42.00	42.00	0.00	252.00	252.00	504.00

**WALNUT PLACE**  
**Actual vs Budget Accrual Operating Statement**

	Month Ending 06/30/15			Year To Date 06/30/15			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6591-0000 - Electrical Repairs	0.00	250.00	250.00	557.00	1,500.00	943.00	3,000.00
6592-0000 - Boiler Repairs	0.00	514.00	514.00	0.00	3,084.00	3,084.00	6,168.00
6594-0000 - Carpentry Repairs	0.00	166.00	166.00	469.30	1,000.00	530.70	2,000.00
6595-0000 - Plumbing Repairs	252.00	595.00	343.00	3,778.73	3,570.00	(208.73)	7,140.00
6596-0000 - Floor Repairs/Cleaning	0.00	100.00	100.00	0.00	600.00	600.00	1,200.00
6598-0000 - Roof Repairs	0.00	400.00	400.00	0.00	2,400.00	2,400.00	4,800.00
6599-0000 - Window repairs	0.00	40.00	40.00	0.00	240.00	240.00	480.00
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>550.10</b>	<b>6,828.00</b>	<b>6,277.90</b>	<b>28,230.74</b>	<b>53,711.00</b>	<b>25,480.26</b>	<b>93,137.00</b>
<b>TAXES AND INSURANCE</b>							
6710-0000 - Real estate taxes	11,932.00	11,932.00	0.00	71,592.00	71,589.00	(3.00)	143,177.00
6720-0000 - Property and liability insurance	2,643.94	2,327.00	(316.94)	14,279.34	13,962.00	(317.34)	28,759.00
<b>TOTAL TAXES AND INSURANCE</b>	<b>14,575.94</b>	<b>14,259.00</b>	<b>(316.94)</b>	<b>85,871.34</b>	<b>85,551.00</b>	<b>(320.34)</b>	<b>171,936.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>39,504.02</b>	<b>50,540.00</b>	<b>11,035.98</b>	<b>273,303.87</b>	<b>334,647.00</b>	<b>61,343.13</b>	<b>648,308.00</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>45,359.30</b>	<b>39,438.00</b>	<b>5,921.30</b>	<b>239,361.14</b>	<b>205,225.00</b>	<b>34,136.14</b>	<b>433,424.00</b>
<b>FINANCIAL EXPENSES</b>							
6820-0000 - Mortgage interest	19,785.86	19,786.00	0.14	119,694.05	119,695.00	0.95	237,014.00
<b>TOTAL FINANCIAL EXPENSES</b>	<b>19,785.86</b>	<b>19,786.00</b>	<b>0.14</b>	<b>119,694.05</b>	<b>119,695.00</b>	<b>0.95</b>	<b>237,014.00</b>
<b>NET OPER INC/(LOSS) BEFORE CAP. EXP.</b>	<b>25,573.44</b>	<b>19,652.00</b>	<b>5,921.44</b>	<b>119,667.09</b>	<b>85,530.00</b>	<b>34,137.09</b>	<b>196,410.00</b>
8005-0000 - Mortgageor Entity Income	0.00	0.00	0.00	34.19	0.00	34.19	0.00
Total Partnership Activity	0.00	0.00	0.00	34.19	0.00	34.19	0.00
<b>NET INCOME (LOSS)</b>	<b>25,573.44</b>	<b>19,652.00</b>	<b>5,921.44</b>	<b>119,701.28</b>	<b>85,530.00</b>	<b>34,171.28</b>	<b>196,410.00</b>
7104-0000 - Replacement Reserve	1,833.56	1,866.00	32.44	11,001.36	11,196.00	194.64	22,392.00
7108-0000 - Mortgage Payable (long term)	13,701.09	13,701.00	(0.09)	81,227.65	81,227.00	(0.65)	164,831.00
<b>Total Cash Flow - Financing Activities</b>	<b>15,534.65</b>	<b>15,567.00</b>	<b>32.35</b>	<b>92,229.01</b>	<b>92,423.00</b>	<b>193.99</b>	<b>187,223.00</b>
<b>CAPITAL EXPENDITURES &amp; ESCROWS</b>							
6991-0000 - Capital expenditures	505.70	0.00	(505.70)	3,219.39	0.00	(3,219.39)	0.00
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	2,150.00	2,150.00	3,600.00	2,150.00	(1,450.00)	2,150.00
6993-0003 - A/C Replacements	671.04	0.00	(671.04)	671.04	1,300.00	628.96	1,300.00
<b>TOTAL CAPITAL EXPENDITURES &amp; ESCROWS</b>	<b>1,176.74</b>	<b>2,150.00</b>	<b>973.26</b>	<b>7,490.43</b>	<b>4,450.00</b>	<b>(3,040.43)</b>	<b>4,450.00</b>
<b>GAIN/(LOSS) AFTER CAPITAL EXP. &amp; ESCROWS</b>	<b>8,862.05</b>	<b>1,935.00</b>	<b>6,927.05</b>	<b>19,981.84</b>	<b>(11,343.00)</b>	<b>31,324.84</b>	<b>4,737.00</b>

# RAVINIA HOUSING

## Balance Sheet

Month Ending 06/30/15

### ASSETS

#### Current Assets

1110-0000 - Petty Cash	150.00
1121-0000 - Cash - Operating	817.57
1130-0000 - Tenant/member accounts receivable	30,068.88
1130-1000 - Allowance for Doubtful Accounts	(11,556.30)
1131-0000 - Accounts receivable - subsidy	1,502.00
1240-0000 - Prepaid property and liability insurance	847.25
1250-0000 - Prepaid Mortgage Insurance	1,173.83
Total Current Assets	<u>23,003.23</u>

#### Other Assets

1290-0000 - Misc Prepaid Expenses	87.16
1192-0000 - Tenant Sec Dep	14,290.25
1310-0000 - Real estate tax escrow	15,441.97
1311-0000 - Insurance escrow	10,523.88
1312-0000 - Mortgage Insurance Escrow	632.28
1350-0000 - Construction Escrow	16.44
1320 - Replacement Reserve	379,159.91
Total Other Assets	<u>420,151.89</u>

#### Fixed Assets

1420-0000 - Building	1,062,791.20
1420-0001 - Building Improvements	175,422.00
1430-0000 - Land Improvements	355,339.84
1450-0000 - Furniture for project/tenant use	293,811.85
1497-0000 - Site improvements	193,982.00
4120-0000 - Accum depr - buildings	(1,347,852.46)
1498-0000 - Current F/A	19,662.93
Total Fixed Assets	<u>753,157.36</u>

#### Financing Costs

1900-0001 - Deferred Financing Costs	62,658.71
1999-0000 - Accum Amort - Bond Costs	(6,093.30)
Total Financing Costs	<u>56,565.41</u>

#### Partnership Assets

1701-0000 - Cash - Partnership	81,929.20
1702-1000 - Partnership F/A	62,063.00
1703-0000 - Partnership Receivable	11,730.00
Total Partnership Assets	<u>155,722.20</u>

#### Total Assets

1,408,600.09

# RAVINIA HOUSING

## Balance Sheet

Month Ending 06/30/15

### Liabilities & Equity

#### Current Liabilities

2110-0000 - Accounts payable	40,293.17
2113-0000 - Flex Benefit Payable	3.54
2114-0000 - 401K Payable	29.06
2120-0000 - Accrued wages and p/r taxes payable	1,154.49
2130-0000 - Accrued interest - mortgage	1,472.83
2131-0001 - Accrued Interest - 2nd Note	61,184.00
2139-0001 - Accrued Interest - Capital Recovery Payment	11,730.00
2150-0000 - Accrued property taxes	49,384.80
2180-0000 - Misc current liabilities	861.58
2180-1000 - Prepaid Insurance Claim	6,420.17
<b>Total Current Liabilities</b>	<b>172,533.64</b>

#### Non-Current Liabilities

2190-0000 - Misc Clearing	(1,442.72)
2191-0000 - Security deposits-residential	6,747.92
2210-0000 - Prepaid Rent	1,024.00
2211-0000 - Prepaid HUD	1,266.00
2310-1000 - Notes Payable - (Long Term)	62,062.71
2320-1000 - Mortgage payable - 2nd note	712,929.63
2320-0000 - Mortgage Payable (long term)	392,878.21
<b>Total Non-Current Liabilities</b>	<b>1,175,465.75</b>

#### Owner's Equity

3100-0000 - Limited Partners Equity	89,954.21
3209-0000 - Prior Year Retained Earnings	145,358.47
3210-0000 - Retained earnings	(179,961.42)
Current YTD Earnings	5,249.44
<b>Total Owner's Equity</b>	<b>60,600.70</b>

### **Total Liability & Owner Equity**

**1,408,600.09**

**RAVINIA HOUSING**  
**Actual vs Budget Accrual Operating Statement**

	Month Ending 06/30/15			Year To Date 06/30/15			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>GROSS OPERATING INCOME</b>							
<b>RESIDENTIAL RENTAL INCOME</b>							
5120-0000 - Apartment rent	6,730.00	8,560.00	(1,830.00)	48,348.00	51,249.00	(2,901.00)	102,609.00
5121-0000 - Tenant assistant payments	15,797.00	13,967.00	1,830.00	85,646.00	83,621.00	2,025.00	167,423.00
<b>TOTAL RESIDENTIAL RENTAL INCOME</b>	<b>22,527.00</b>	<b>22,527.00</b>	<b>0.00</b>	<b>133,994.00</b>	<b>134,870.00</b>	<b>(876.00)</b>	<b>270,032.00</b>
<b>VACANCIES &amp; ADJUSTMENTS</b>							
5220-0000 - Vacancy loss - apartments	0.00	(1,250.00)	1,250.00	(9,074.00)	(7,500.00)	(1,574.00)	(15,000.00)
<b>TOTAL VACANCIES &amp; ADJUSTMENTS</b>	<b>0.00</b>	<b>(1,250.00)</b>	<b>1,250.00</b>	<b>(9,074.00)</b>	<b>(7,500.00)</b>	<b>(1,574.00)</b>	<b>(15,000.00)</b>
<b>OTHER INCOME</b>							
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	10.00	(10.00)	30.00	60.00	(30.00)	120.00
5945-0000 - Damages	0.00	50.00	(50.00)	0.00	300.00	(300.00)	600.00
5990-0000 - Misc other income	0.20	0.00	0.20	0.20	0.00	0.20	0.00
5413-0000 - Interest income - escrow	9.62	42.00	(32.38)	77.32	252.00	(174.68)	504.00
<b>TOTAL OTHER INCOME</b>	<b>9.82</b>	<b>102.00</b>	<b>(92.18)</b>	<b>132.52</b>	<b>612.00</b>	<b>(479.48)</b>	<b>1,224.00</b>
<b>GROSS OPERATING INCOME</b>	<b>22,536.82</b>	<b>21,379.00</b>	<b>1,157.82</b>	<b>125,052.52</b>	<b>127,982.00</b>	<b>(2,929.48)</b>	<b>256,256.00</b>
<b>ADVERTISING &amp; RENTING EXPENSE</b>							
6250-0000 - Renting expenses	0.00	56.00	56.00	238.00	336.00	98.00	672.00
<b>TOTAL ADVERTISING &amp; RENTING EXPENSE</b>	<b>0.00</b>	<b>56.00</b>	<b>56.00</b>	<b>238.00</b>	<b>336.00</b>	<b>98.00</b>	<b>672.00</b>
<b>ADMINISTRATIVE EXPENSE</b>							
6311-0000 - Office supplies	47.61	525.00	477.39	3,086.20	3,150.00	63.80	6,300.00
6320-0000 - Management fee	861.58	811.00	(50.58)	4,787.81	4,842.00	54.19	9,708.00
6340-0000 - Legal Expense - Project	0.00	375.00	375.00	360.00	2,250.00	1,890.00	4,500.00
6350-0000 - Audit Expense	1,200.00	875.00	(325.00)	10,200.00	5,250.00	(4,950.00)	10,500.00
6365-0000 - Training & Education Expense	0.00	15.00	15.00	0.00	90.00	90.00	180.00
6370-0000 - Bad debts	0.00	433.00	433.00	0.00	2,598.00	2,598.00	5,196.00
6380-0000 - Consulting/study costs	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6390-0000 - Misc administrative expenses	40.45	84.00	43.55	977.66	1,014.00	36.34	1,518.00
6390-0002 - Computer Supplies/Data Processing	80.33	0.00	(80.33)	479.82	0.00	(479.82)	0.00
6851-0000 - Bank Service Fees	0.00	0.00	0.00	9.00	0.00	(9.00)	0.00
6860-0000 - Security Deposit Interest	(0.21)	0.00	0.21	(1.03)	0.00	1.03	0.00
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>2,229.76</b>	<b>3,118.00</b>	<b>888.24</b>	<b>19,899.46</b>	<b>19,194.00</b>	<b>(705.46)</b>	<b>40,902.00</b>
<b>PAYROLL &amp; RELATED COSTS</b>							
6310-0000 - Office salaries	1,327.14	1,324.00	(3.14)	8,699.46	8,971.00	271.54	17,642.00
6510-0000 - Janitor and cleaning payroll	1,407.03	1,437.00	29.97	9,555.49	9,474.00	(81.49)	18,928.00
6540-0000 - Repairs payroll	170.00	0.00	(170.00)	238.00	0.00	(238.00)	0.00
6715-0000 - Payroll Taxes	206.64	214.00	7.36	1,947.33	2,055.00	107.67	3,454.00
6722-0000 - Workers compensation	108.75	109.00	0.25	652.50	653.00	0.50	1,319.00
6723-0000 - Employee Health Ins/Other Benefits	122.94	83.00	(39.94)	564.73	504.00	(60.73)	1,008.00
6724-0000 - Union Benefits	242.92	360.00	117.08	2,672.04	2,160.00	(512.04)	4,320.00
6726-0000 - Other employee benefits	13.04	0.00	(13.04)	83.84	0.00	(83.84)	0.00
<b>TOTAL PAYROLL &amp; RELATED COSTS</b>	<b>3,598.46</b>	<b>3,527.00</b>	<b>(71.46)</b>	<b>24,413.39</b>	<b>23,817.00</b>	<b>(596.39)</b>	<b>46,671.00</b>

**RAVINIA HOUSING**  
**Actual vs Budget Accrual Operating Statement**

	Month Ending 06/30/15			Year To Date 06/30/15			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>OPERATING EXPENSES</b>							
6515-0000 - Janitors and cleaning supplies	0.00	125.00	125.00	528.59	750.00	221.41	1,500.00
6520-0000 - Miscellaneous Repair Contractors	2,413.57	2,500.00	86.43	21,973.04	15,000.00	(6,973.04)	30,000.00
6525-0000 - Rubbish removal	473.48	480.00	6.52	2,933.77	2,880.00	(53.77)	5,760.00
<b>TOTAL OPERATING EXPENSES</b>	<b>2,887.05</b>	<b>3,105.00</b>	<b>217.95</b>	<b>25,435.40</b>	<b>18,630.00</b>	<b>(6,805.40)</b>	<b>37,260.00</b>
<b>UTILITIES</b>							
6450-0000 - Electricity	155.71	234.00	78.29	1,680.41	1,404.00	(276.41)	2,808.00
6451-0000 - Water	0.00	80.00	80.00	908.03	480.00	(428.03)	960.00
6452-0000 - Gas	0.00	60.00	60.00	1,500.81	360.00	(1,140.81)	720.00
<b>TOTAL UTILITIES</b>	<b>155.71</b>	<b>374.00</b>	<b>218.29</b>	<b>4,089.25</b>	<b>2,244.00</b>	<b>(1,845.25)</b>	<b>4,488.00</b>
<b>MAINTENANCE EXPENSES</b>							
6590-0000 - Miscellaneous Repair	0.00	50.00	50.00	0.00	250.00	250.00	550.00
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>	<b>0.00</b>	<b>250.00</b>	<b>250.00</b>	<b>550.00</b>
<b>TAXES AND INSURANCE</b>							
6710-0000 - Real estate taxes	4,151.00	4,151.00	0.00	24,906.00	24,906.00	0.00	49,812.00
6720-0000 - Property and liability insurance	1,160.11	860.00	(300.11)	5,376.36	5,161.00	(215.36)	10,321.00
<b>TOTAL TAXES AND INSURANCE</b>	<b>5,311.11</b>	<b>5,011.00</b>	<b>(300.11)</b>	<b>30,282.36</b>	<b>30,067.00</b>	<b>(215.36)</b>	<b>60,133.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>14,182.09</b>	<b>15,241.00</b>	<b>1,058.91</b>	<b>104,357.86</b>	<b>94,538.00</b>	<b>(9,819.86)</b>	<b>190,676.00</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>8,354.73</b>	<b>6,138.00</b>	<b>2,216.73</b>	<b>20,694.66</b>	<b>33,444.00</b>	<b>(12,749.34)</b>	<b>65,580.00</b>
<b>FINANCIAL EXPENSES</b>							
6820-0000 - Mortgage interest	2,958.56	2,959.00	0.44	17,786.89	17,787.00	0.11	35,488.00
6850-0000 - Mortgage Service Fee	146.73	153.00	6.27	886.02	915.00	28.98	1,833.00
<b>TOTAL FINANCIAL EXPENSES</b>	<b>3,105.29</b>	<b>3,112.00</b>	<b>6.71</b>	<b>18,672.91</b>	<b>18,702.00</b>	<b>29.09</b>	<b>37,321.00</b>
<b>NET OPER INC/(LOSS) BEFORE CAP. EXP.</b>	<b>5,249.44</b>	<b>3,026.00</b>	<b>2,223.44</b>	<b>2,021.75</b>	<b>14,742.00</b>	<b>(12,720.25)</b>	<b>28,259.00</b>
8005-0000 - Mortgagor Entity Income	0.00	0.00	0.00	26.76	0.00	26.76	0.00
Total Partnership Activity	0.00	0.00	0.00	26.76	0.00	26.76	0.00
<b>NET INCOME (LOSS)</b>	<b>5,249.44</b>	<b>3,026.00</b>	<b>2,223.44</b>	<b>2,048.51</b>	<b>14,742.00</b>	<b>(12,693.49)</b>	<b>28,259.00</b>
7104-0000 - Replacement Reserve	1,366.87	1,390.00	23.13	8,131.06	8,258.00	126.94	16,597.00
7108-0000 - Mortgage Payable (long term)	634.67	635.00	0.33	3,772.62	3,773.00	0.38	7,631.00
Total Cash Flow - Financing Activities	2,001.54	2,025.00	23.46	11,903.68	12,031.00	127.32	24,228.00
<b>CAPITAL EXPENDITURES &amp; ESCROWS</b>							
7105-0000 - Replacement Reserve Reimbursement	0.00	(3,000.00)	(3,000.00)	(43,373.38)	(8,000.00)	35,373.38	(14,000.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	15,781.85	0.00	(15,781.85)	0.00
6993-0000 - Appliance Replacement	0.00	0.00	0.00	523.00	2,000.00	1,477.00	2,000.00
6994-0000 - Carpet & tile	0.00	3,000.00	3,000.00	3,358.08	6,000.00	2,641.92	12,000.00
<b>TOTAL CAPITAL EXPENDITURES &amp; ESCROWS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(23,710.45)</b>	<b>0.00</b>	<b>23,710.45</b>	<b>0.00</b>
<b>GAIN/(LOSS) AFTER CAPITAL EXP. &amp; ESCROWS</b>	<b>3,247.90</b>	<b>1,001.00</b>	<b>2,246.90</b>	<b>13,855.28</b>	<b>2,711.00</b>	<b>11,144.28</b>	<b>4,031.00</b>

Sunset Woods Housing  
Balance Sheet  
June 30, 2015

ASSETS

Current Assets

Assn FBHP Checking	\$ 9,023.15
FBHP General Checking	59,066.92
FBHP Security Dep. Savings	10,569.04
Assn FBHP Savings	119,490.32
FBHP Savings	9,174.16
Financing Costs	8,135.00
Tax Reserve	12,027.21
Accounts Receivable	213.00
A/R, Transfers	<u>20.00</u>

Total Current Assets 227,718.80

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 0.00

Total Assets \$ 1,652,547.31

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>9,835.00</u>

Total Current Liabilities 287,886.64

Long-Term Liabilities

Notes Payable, Lake Co	72,231.18
Notes Payable, FHLB	418,594.25
Notes Payable, IHDA	<u>137,519.60</u>

Total Long-Term Liabilities 628,345.03

Total Liabilities 916,231.67

Capital

Equity-Retained Earnings	719,033.62	
Net Income	<u>17,282.02</u>	
Total Capital		<u>736,315.64</u>
Total Liabilities & Capital		<u><u>\$ 1,652,547.31</u></u>

Sunset Woods Housing  
Income Statement  
Compared with Budget  
For the Six Months Ending June 30, 2015

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Revenues</b>							
Rents	\$ 9,394.00	\$ 8,896.00	498.00	\$ 56,364.00	\$ 53,374.00	2,990.00	\$106,750.00
Late & NSF Fees	0.00	0.00	0.00	10.00	0.00	10.00	
Interest Income Assn	45.65	0.00	45.65	267.76	0.00	267.76	
Interest Income	5.30	0.00	5.30	33.86	0.00	33.86	
<b>Total Revenues</b>	<b>9,444.95</b>	<b>8,896.00</b>	<b>548.95</b>	<b>56,675.62</b>	<b>53,374.00</b>	<b>3,301.62</b>	<b>106,750.00</b>
<b>Cost of Sales</b>							
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>
<b>Gross Profit</b>	<b>9,444.95</b>	<b>8,896.00</b>	<b>548.95</b>	<b>56,675.62</b>	<b>53,374.00</b>	<b>3,301.62</b>	<b>106,750.00</b>
<b>Expenses</b>							
Office Supplies	6.22	8.00	(1.78)	19.41	48.00	(28.59)	100.00
Management Fee	610.61	578.00	32.61	3,619.59	3,468.00	151.59	6,939.00
Legal and Accounting Assn	25.00	0.00	25.00	2,975.00	0.00	2,975.00	-
Exterminating	0.00	0.00	0.00	90.00	0.00	90.00	-
Credit Ck Fees	0.00	4.00	(4.00)	0.00	24.00	(24.00)	50.00
Government Fees	0.00	96.00	(96.00)	0.00	574.00	(574.00)	1,150.00
Software/Data Processing	25.83	0.00	25.83	148.83	0.00	148.83	-
Carpet Cleaning	750.00	83.00	667.00	750.00	502.00	248.00	1,000.00
Heating & Air	0.00	42.00	(42.00)	0.00	248.00	(248.00)	500.00
Electrical & Plumbing Maint	85.00	42.00	43.00	995.00	248.00	747.00	500.00
Painting & Decorating	0.00	83.00	(83.00)	0.00	502.00	(502.00)	1,000.00
Appliance Repairs	0.00	42.00	(42.00)	360.00	248.00	112.00	500.00
Janitor	5.93	0.00	5.93	5.93	0.00	5.93	
Supplies	0.00	83.00	(83.00)	606.64	502.00	104.64	1,000.00
Maintenance	85.00	83.00	2.00	230.00	502.00	(272.00)	1,000.00
Condo Assessment Rental Units	2,756.40	2,564.00	192.40	16,538.40	15,384.00	1,154.40	30,768.00
Cable TV	579.96	540.00	39.96	3,479.76	3,240.00	239.76	6,480.00
Real Estate tax expense	0.00	1,166.00	(1,166.00)	0.00	6,998.00	(6,998.00)	14,000.00
Loan Interest	1,624.46	2,500.00	(875.54)	9,575.04	15,000.00	(5,424.96)	30,000.00
Bldg Insurance	0.00	217.00	(217.00)	0.00	1,302.00	(1,302.00)	2,600.00
<b>Total Expenses</b>	<b>6,554.41</b>	<b>8,131.00</b>	<b>(1,576.59)</b>	<b>39,393.60</b>	<b>48,790.00</b>	<b>(9,396.40)</b>	<b>97,587.00</b>
<b>Net Income</b>	<b>\$ 2,890.54</b>	<b>\$ 765.00</b>	<b>2,125.54</b>	<b>\$ 17,282.02</b>	<b>\$ 4,584.00</b>	<b>12,698.02</b>	<b>\$ 9,163.00</b>
Loan Principal:	FE	622.23		3905.10			
	IHDA	100		600			

Sunset Woods Housing  
**Account Register**  
For the Period From Jun 1, 2015 to Jun 30, 2015  
1103M13 - FBHP General Checking

<b>Date</b>	<b>Trans No</b>	<b>Type</b>	<b>Trans Desc</b>	<b>Deposit Amt</b>	<b>Withdrawal Amt</b>	<b>Balance</b>
			Beginning Balance			58,040.87
6/1/15	6/1/15	Deposit	Tenant	247.00		58,287.87
		Deposit	Tenant	402.00		58,689.87
		Deposit	Tenant	267.00		58,956.87
		Deposit	Tenant	421.00		59,377.87
		Deposit	Tenant	525.00		59,902.87
		Deposit	Tenant	642.00		60,544.87
		Deposit	Tenant	586.00		61,130.87
		Deposit	Tenant	647.00		61,777.87
		Deposit	Tenant	246.00		62,023.87
6/1/15	ihda1506	Other	ihda/auto pymt		100.00	61,923.87
6/2/15	1640	Withdrawal	Sunset Woods Condominium Assoc		3,336.36	58,587.51
6/2/15	1641	Withdrawal	Real Page, Inc.		25.83	58,561.68
6/2/15	1642	Withdrawal	RC Paint & Home Improvements		85.00	58,476.68
6/5/15	6/8/15	Deposit	Tenant	417.00		58,893.68
		Deposit	Tenant	865.00		59,758.68
		Deposit	Tenant	418.00		60,176.68
		Deposit	Tenant	433.00		60,609.68
		Deposit	Tenant	795.00		61,404.68
		Deposit	Tenant	207.00		61,611.68
		Deposit	Tenant	262.00		61,873.68
		Deposit	Tenant	329.00		62,202.68
		Deposit	Tenant	166.00		62,368.68
		Deposit	Tenant	854.00		63,222.68
		Deposit	Tenant	280.00		63,502.68
		Deposit	Tenant	397.00		63,899.68
6/19/15	1643	Withdrawal	Duraclean Services		750.00	63,149.68
6/26/15	loan1506	Other	FBHP/auto pymt		3,375.00	59,774.68
6/29/15	1644	Withdrawal	Housing Opportunity Dev. Corp.		622.76	59,151.92
6/30/15	1645	Withdrawal	RC Paint & Home Improvements		85.00	59,066.92
			<b>Total</b>	<b>9,406.00</b>	<b>8,379.95</b>	

Sunset Woods -June 30, 2015

Ending balance checking	\$	59,775
Ending balance operating reserve	\$	<u>9,174</u>
TOTAL	\$	68,949

SWA Rental  
Balance Sheet  
June 30, 2015

ASSETS

Current Assets		
FBHP Checking	\$	32,246.80
FBHP Security Dep Savings		<u>2,227.62</u>
 Total Current Assets		 34,474.42
 Property and Equipment		
<hr style="width: 100%;"/>		
Total Property and Equipment		0.00
 Other Assets		
<hr style="width: 100%;"/>		
Total Other Assets		<u>0.00</u>
 Total Assets		 <u><u>\$ 34,474.42</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Security Deposits	\$	<u>2,123.00</u>
 Total Current Liabilities		 2,123.00
 Long-Term Liabilities		
<hr style="width: 100%;"/>		
Total Long-Term Liabilities		<u>0.00</u>
 Total Liabilities		 2,123.00
 Capital		
Equity-Retained Earnings		29,062.99
Net Income		<u>3,288.43</u>
 Total Capital		 <u>32,351.42</u>
 Total Liabilities & Capital		 <u><u>\$ 34,474.42</u></u>

SWA Rental  
Income Statement  
Compared with Budget  
For the Six Months Ending June 30, 2015

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Revenues</b>							
Rents	\$ 2,123.00	\$ 1,911.00	212.00	\$ 12,738.00	\$ 11,462.00	1,276.00	\$ 22,928.00
Interest Income	0.29	0.00	0.29	1.65	0.00	1.65	-
<b>Total Revenues</b>	<b>2,123.29</b>	<b>1,911.00</b>	<b>212.29</b>	<b>12,739.65</b>	<b>11,462.00</b>	<b>1,277.65</b>	<b>22,928.00</b>
<b>Cost of Sales</b>							
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>
<b>Gross Profit</b>	<b>2,123.29</b>	<b>1,911.00</b>	<b>212.29</b>	<b>12,739.65</b>	<b>11,462.00</b>	<b>1,277.65</b>	<b>22,928.00</b>
<b>Expenses</b>							
Office Supplies	0.00	4.00	(4.00)	36.00	25.00	11.00	50.00
Management Fee	138.00	124.00	14.00	828.00	744.00	84.00	1,490.00
Software/Data Processing	4.31	0.00	4.31	24.81	0.00	24.81	-
Carpet Cleaning	185.00	0.00	185.00	185.00	0.00	185.00	
Heating & Air	0.00	42.00	(42.00)	0.00	248.00	(248.00)	500.00
Supplies	0.00	8.00	(8.00)	24.85	48.00	(23.15)	100.00
Maintenance	0.00	42.00	(42.00)	370.00	248.00	122.00	500.00
Condo Asst Rental Units	672.74	626.00	46.74	4,036.44	3,756.00	280.44	7,512.00
Cable TV	96.66	90.00	6.66	579.96	540.00	39.96	1,080.00
Real Estate tax expense	0.00	542.00	(542.00)	3,366.16	3,248.00	118.16	6,500.00
Bldg Insurance	0.00	33.00	(33.00)	0.00	198.00	(198.00)	400.00
<b>Total Expenses</b>	<b>1,096.71</b>	<b>1,511.00</b>	<b>(414.29)</b>	<b>9,451.22</b>	<b>9,055.00</b>	<b>396.22</b>	<b>18,132.00</b>
<b>Net Income</b>	<b>\$ 1,026.58</b>	<b>\$ 400.00</b>	<b>626.58</b>	<b>\$ 3,288.43</b>	<b>\$ 2,407.00</b>	<b>881.43</b>	<b>\$ 4,796.00</b>

SWA Rental  
 Account Register  
 For the Period From Jun 1, 2015 to Jun 30, 2015  
 1103M14 - FBHP Checking

<b>Date</b>	<b>Trans No</b>	<b>Type</b>	<b>Trans Desc</b>	<b>Deposit Amt</b>	<b>Withdrawal Amt</b>	<b>Balance</b>
			Beginning Balance			31,220.51
6/2/15	1141	Withdrawal	Sunset Woods Condominium Assoc		769.40	30,451.11
6/2/15	1142	Withdrawal	Real Page, Inc.		4.31	30,446.80
6/5/15	6/8/15	Deposit	Tenant	1,033.00		31,479.80
		Deposit	Tenant	1,090.00		32,569.80
6/19/15	1143	Withdrawal	Duraclean Restoration Speciali		185.00	32,384.80
6/29/15	1144	Withdrawal	Housing Opportunity Developmen		138.00	32,246.80
			Total	2,123.00	1,096.71	