

## **MEMORANDUM**

To: Members of the Housing Commission

From: Mary Cele Smith, Housing Planner (msmith@cityhpil.com) and  
Lee Smith, Senior Planner (lsmith@cityhpil.com)

Date: March 1, 2012

RE: **HOUSING COMMISSION PACKET FOR 3-7-2012 MEETING**

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

### **Part A. Priority Items**

- Regular Meeting Agenda
- **Agenda Item IV. (Action Needed) Approval of Minutes**
  - Meeting Minutes for February 1, 2012 Regular Meeting
- **Agenda Item V. Scheduled Business**
  - **1. (Action Needed) Items for Omnibus Vote Consideration**
    - Ratification of Payment:
    - City of Highland Park for Fed Ex expenses for Ravinia M2M Refinance
  - **2. (Discussion and Consideration) Housing Commission Peers, Walnut Place, Ravinia, and Sunset Woods. Supporting Materials:**
    - February 2012 Management Report with January 2012 Financials for Peers, Ravinia, and Walnut Housing Associations
    - Exhibit A: Ravinia Housing Scope of Work
    - Peers and Walnut Place Capital Improvement Updates
    - Accounts Receivable Up-Date
    - Summary Spreadsheet: Highland Park Housing Reserve Balances 1/31/2011
    - Housing Trust Fund Correction
    - Housing Trust Fund Fiscal Year 2012, Unaudited though 1/31
    - Memo from Staff regarding Consideration of Revision to Peers 2012 Operating Budget for Piano Repair
    - Ravinia Housing Draft 2012 Operating Budget (**Consideration**)
    - Ravinia Rehabilitation Timeline
    - Ravinia Housing Rehabilitation Schedule
  - **3. (Discussion and Consideration) Recommendation from Condominium Conversion Ordinance Working Group. Supporting Materials:**
    - Memo from Staff, February 29, 2012
    - Attachment: Timeline
    - Attachment 2: Property Report
  - **4. (Discussion and Consideration) Recommendation to City Council regarding draft Illinois Legislation for Permissive Authority for a Lake County Affordable Housing Trust Fund. Supporting Materials:**
    - Memo from Staff
    - Illinois Senate Bill 3167

**Part B. Detailed and Optional Material**

- Financial Reports for Peers, Ravinia, and Walnut Housing Associations and for Sunset Woods Housing Association for the month ending January 31, 2012

c:

- David Limardi, City Manager
- Michael Blue, Director of Community Development
- Linda Sloan, Planning Division Manager
- Peter Friedman, Corporation Counsel

## PUBLIC NOTICE

In accordance with the Statutes of the State of Illinois, and the Ordinances of the City of Highland Park, the **Regular Meeting** of the City of Highland Park Housing Commission, the Peers Housing Association, Walnut Housing Association, Ravinia Housing Association and Sunset Woods Association will be held at the hour of **6:30 P.M. on Wednesday, March 7, 2012 at City Hall, 1707 St. Johns Avenue, Highland Park, Illinois**. The Meeting will be held in the Pre-Session Room.

City of Highland Park  
Housing Commission  
**Wednesday, March 7, 2012, 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 – February 1, 2012 Regular Meeting**
- V. Scheduled Business**
  1. Items for Omnibus Vote Consideration
    - Ratification of Payment:
    - City of Highland Park for Fed Ex expenses for Ravinia M2M Refinance
    - Payment of Invoices:
    - None at present
  2. Housing Commission Peers, Walnut, Ravinia, Sunset Woods
    - Management Report
    - Property Operations Report
    - Discussion regarding Correction to Housing Trust Fund balance
    - Request for Revision to Peers 2012 Budget for Piano Rebuild
    - Update on Peers window replacement project
    - Consideration of Draft 2012 Budget for Ravinia Housing
    - Report on Timeline and Program for the Ravinia Rehab Projects of the U.S. Housing and Urban Development (HUD) Mark-to-Market Program
    - Sunset Woods
      - Report from Commissioner Meek regarding the Condominium Association Quarterly Meeting on March 5th
      - Report that Sunset Woods received FHA approved status
      - Other
  3. Consideration of Recommendation from Condominium Conversion Ordinance Working Group
  4. Consideration of a Recommendation to City Council regarding draft Illinois Legislation for Permissive Authority for a Lake Co. Affordable Housing Trust Fund
- VI. Executive Session for Matters relating to Real Estate Acquisition, Litigation, and Personnel Matters**

***Housing Commission Agenda  
March 7, 2012***

**VII. Other Business**

**VIII. Adjournment**

Draft

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

**MEETING DATE:** Wednesday February 1, 2012

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

**CALL TO ORDER**

At 6:32 p.m., Chairman David Wigodner called to order the regular meeting of the Highland Park Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association. Each of the Commissioners also serves as Directors of each of the Housing Associations. The Chairman asked Planner M. Smith to call the roll.

**ROLL CALL**

Commissioners Present: Adler, Meek, Naftzger, Sharfman, and Wigodner

Commissioners Absent: Barber, Glasner

Student Representative Present: Gordon

Chairman Wigodner declared that a quorum was present.

Council Liaison Present: Blumberg

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

**INTRODUCTION OF STUDENT REPRESENTATIVE**

Chairman Wigodner welcomed the new Student Representative Alex N. Gordon.

**APPROVAL OF MINUTES**

Regular Meeting of the Housing Commission –January 4, 2012

Commissioner Meek moved approval of minutes of the regular meeting of the Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association held on January 4, 2012.

Commissioner Naftzger seconded the motion.

On a roll call vote:

Voting Yea: Adler, Meek, Naftzger, Sharfman, and Wigodner

Voting Nay: None

The Chairman declared that the motion passed.

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

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

**SCHEDULED BUSINESS**1. Items for Omnibus Vote Consideration

- Payment of Invoices: There were no invoices or items for omnibus vote consideration.

2. Housing Commission Peers, Walnut, Ravinia, Sunset Woods Management Reports

The Management Report was in the packet.

Property Operations Report

Chairman Wigodner reviewed the operations of the Housing Associations. Planner L. Smith distributed the Housing Trust Fund summary report.

Update on Peers window replacement

Chairman Wigodner reported that two bids were received for the Peers window replacement project. Chairman Wigodner, Commissioner Adler, and Evergreen staff are reviewing the submitted proposals. Commissioner Adler requested that Planner M. Smith ask Richard Royce, Evergreen Real Estate Services, why other firms who received the bid package decided not to make a bid.

Report on Closing for U.S. Housing and Urban Development (HUD) Mark-to-Market Refinancing for Ravinia Housing

Planner M. Smith reported that the Ravinia Housing Association closed on January 24, 2012 on the two new mortgages in the HUD Mark-to-Market refinancing of Ravinia Housing. The first mortgage is with Red Mortgage Capital for approximately \$408,200 and the second is with HUD for approximately \$729,500. The HUD mortgage includes approximately \$298,000 for the long-term rehabilitation needs of the development.

Sunset Woods: Consideration of Resolutions for the proposed Sunset Woods mortgage with First Bank of Highland Park

Chairman Wigodner entertained a motion to adopt Resolution No. 2-1-12 No. 1 approving the refinancing of the twelve senior rental housing units at 891 Central Avenue. Commissioner Meek moved approval and adoption of Resolution No. 2-1-12 No. 1 approving the refinancing of the twelve senior rental housing units at 891 Central Avenue, Highland Park according to the proposal from First Bank of Highland Park and authorizing the President of the Sunset Woods Association and the City's Housing Planner to execute such documentation as may be necessary to effectuate the refinance. Commissioner Adler seconded the motion.

On a voice vote, Chairman Wigodner declared that the motion passed unanimously.

Planner M. Smith discussed the First Bank of Highland Park's Corporate Resolution to Borrow.

Chairman Wigodner entertained a motion to approve the First Bank of Highland Park's Corporate Resolution to Borrow subject to attorney Bruce Mason's review and approval and to authorize the Sunset Woods Association's President and Secretary to execute the Resolution. Commissioner Meek moved approval of the First Bank of Highland Park's Corporate Resolution to Borrow subject to attorney Bruce Mason's review and approval of it, including authorization for the President and Secretary to execute it. Commissioner Sharfman seconded the motion.

On a voice vote, Chairman Wigodner declared that the motion passed unanimously.

#### Sunset Woods: Other Business

Commissioner Meek, the Housing Commission Representative on the Sunset Woods Condominium Association Board, reported that the Condominium Association Board is exploring the possibility of modifying the condominium declaration to permit some number of owners to rent their units in cases of financial hardship. The Condo Association attorney will advise the Board on the steps needed prior to bringing the issue to the entire condominium association for consideration. The next Condominium Association Meeting is in early March. Commissioner Meek asked Planner M. Smith to attend.

Commissioner Adler asked Planner M. Smith about aspects of the condominium resale process. Planner M. Smith said that she would consult Corporation Counsel Hart Passman of Holland & Knight about his questions.

#### **EXECUTIVE SESSION**

There was no Executive Session.

#### **OTHER BUSINESS**

Councilman Blumberg updated the Commissioners on the drafting process for a revised City ethics ordinance. A number of Commissioners expressed concerns about some of the proposed provisions. Councilman Blumberg said that the City Council directed staff to compile all the comments that the City received on the first draft.

#### **ADJOURNMENT**

Chairman Wigodner entertained a motion to adjourn the meeting. Commissioner Adler moved to adjourn. Commissioner Naftzger seconded the motion.

On a voice vote, Chairman Wigodner declared that the motion passed unanimously.

The Housing Commission adjourned its meeting at 7:55 p.m.

Submitted respectfully:

Mary Cele Smith  
Housing Planner

February 15, 2012

To: Ruby Camacho

From: Mary Cele Smith

**Subject: Reimbursement from Ravinia Housing Association to City of Highland Park**

Attached is a check from the Ravinia Housing Association for \$167.98 to cover the Fed Ex costs of 4 shipments (note: 1 receipt is for 2 packages). Also attached are the FED EX air bills and receipts. Below is a table indicating the days, destinations, and charges shown on each receipt.

**Ravinia Closing FED EX Costs**

Date	Destination	Cost
1/24/2012	Brittaney van der Hagen	\$54.64
1/24/2012	HUD & Bill Baldwin	\$60.46
1/31/2012	Mary Wolfe-NHC	\$52.88
<b>TOTAL</b>		<b>\$167.98</b>

Thanks so much for all your help with this, Ruby.

**RAVINIA HOUSING ASSOCIATION**  
1150 HALF DAY ROAD  
HIGHLAND PARK, IL 60035

No. 1005  
70-2533/719  
8200011291

Date 2/15/12

*City of Highland Park*

*One hundred sixty seven and 98/100*

**HIGHLAND PARK BANK**  
& Trust Company  
A Branch of Lake Forest Bank & Trust Co.  
1949 St. Johns Avenue  
Highland Park, IL 60035

*Memo 4 Fed X shipments: reimbursement*

*Mary Wolfe*

\$ 167.98  
DOLLARS

Security Features  
Indicating  
Details on Back.

MP

⑈001005⑈ ⑆071925334⑆ ⑆8200011291⑈

**Origin** Please print and press hard.  
 Date: 1/24/12 Sender's FedEx Account Number: 1061-7916-6  
 Sender's Name: Mary Celek Smith Phone: (847) 432-0867  
 Company: CITY OF HIGHLAND PARK 847-926-1852  
 Address: 1150 HALF DAY RD  
 City: HIGHLAND PARK State: IL ZIP: 60035

**Internal Billing Reference** (21 characters will appear on invoice.) OPTIONAL

Recipient's Name: Mr. Bill Baldwin Phone: (513) 723-4030

Company: Vorys, Sater, Seymour & Pease L.L.C.

Address: 221 E. 4th St., Ste. 2000  
 cannot deliver to P.O. boxes or P.O. ZIP codes. Dept./Floor/Suite/Room: Atium two

City: Cincinnati State: OH ZIP: 45202

0402088929

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 FedEx Priority Overnight Next business morning. \* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 FedEx Standard Overnight Next business afternoon. \* Saturday Delivery NOT available.  
 FedEx First Overnight Earliest next business morning delivery to select locations. \* Saturday Delivery NOT available.  
 FedEx 2Day Second business day. \* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 FedEx Express Saver Third business day. \* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 \* To most locations.

**4b Express Freight Service** Packages over 150 lbs.  
 FedEx 1Day Freight\* Next business day. \*\* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 FedEx 2Day Freight Second business day. \*\* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 FedEx 3Day Freight Third business day. \*\* Saturday Delivery NOT available.  
 \* Call for Confirmation. \*\* To most locations.

**5 Packaging**  
 FedEx Envelope\*  FedEx Pak\* Includes FedEx Small Pak, FedEx Large Pak, and FedEx Sturdy Pak.  FedEx Box  FedEx Tube  Other  
 \* Declared value limit \$500.

**6 Special Handling** Include FedEx address in Section 3.  
 SATURDAY Delivery NOT Available for FedEx Standard Overnight, FedEx First Overnight, FedEx Express Saver, or FedEx 2Day Freight.  
 HOLD Weekday at FedEx Location NOT Available for FedEx First Overnight.  
 HOLD Saturday at FedEx Location Available ONLY for FedEx Priority Overnight and FedEx 2Day to select locations.

Does this shipment contain dangerous goods? One box must be checked.  
 No  Yes As per attached Shipper's Declaration.  Yes Shipper's Declaration not required.  Dry Ice Dry Ice, 9, UN 1845 x kg  Cargo Aircraft Only  
 Dangerous goods (including dry ice) cannot be shipped in FedEx packaging.

**7 Payment** Bill to: Enter FedEx Acct. No. or Credit Card No. below.  
 Sender Acct. No. in Section 1 will be billed.  Recipient  Third Party  Credit Card  Cash/Check

FedEx Acct. No. / Credit Card No.	Exp. Date	Total Packages	Total Weight	Total Declared Value*
				\$ .00

\*Our liability is limited to \$100 unless you declare a higher value. See back for details. By using this Airbill you agree to the service conditions on the back of this Airbill and in the current FedEx Service Guide, including terms that limit our liability.

**8 Residential Delivery Signature Options** If you require a signature, check Direct or Indirect.  
 No Signature Required Package may be left without obtaining a signature for delivery.  
 Direct Signature Someone at recipient's address may sign for delivery. Fee applies.  
 Indirect Signature If no one is available at recipient's address, someone at a neighboring address may sign for delivery. Fee applies.

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H = Weight entered manually  
 S = Weight read from scale  
 T = Taxable item

Shipment subtotal: 60.46  
 Total Due: 60.46  
 FedEx Account: 60.46  
 \*\*\*\*\*9166

Location: DBKK0  
 Device ID: DBKK0-POST  
 Employee: 2264051  
 Transaction: 78043453204

**PRIORITY OVERNIGHT**  
 869346433589 0.35 lb (S) 21.19  
 Scheduled Delivery Date 01/25/2012

**PRIORITY OVERNIGHT**  
 869346433590 2.10 lb (S) 39.27  
 Scheduled Delivery Date 01/25/2012

**FedEx Office**  
 299 SKOKIE BLVD  
 NORTHBROOK, IL 60062



**Origin** Please print and press hard.  
 Date: 1/24/12  
 Sender's FedEx Account Number: 1061-7916-6  
 Sender's Name: Mary C. Smith  
 Phone: (847) 432-0867  
 Company: CITY OF HIGHLAND PARK  
 Address: 1150 HALF DAY RD  
 City: HIGHLAND PARK State: IL ZIP: 60035  
 Dept./Floor/Suite/Room: 2nd floor

**Our Internal Billing Reference** OPTIONAL  
 at 24 characters will appear on invoice.

**Recipient's Name** Ms. LaChrisa McKinney  
 Phone: (312) 886-4133  
 U.S. Dept. of Hsg & Urban Dev. # 2376-  
 Office of Affordable Housing Preservation  
 Recipient's Address: 77 W. Jackson Blvd. Rm. 2301  
 Dept./Floor/Suite/Room

**Address** request a package be held at a specific FedEx location, print FedEx address here.  
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 **FedEx Standard Overnight**  
 Next business afternoon.\* Saturday Delivery NOT available.  
 **FedEx First Overnight**  
 Earliest next business morning delivery to select locations.\* Saturday Delivery NOT available.  
 **FedEx 2Day**  
 Second business day.\* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 **FedEx Express Saver**  
 Third business day.\* Saturday Delivery NOT available.  
 \* To most locations.

**4b Express Freight Service**  
 **FedEx 1Day Freight\***  
 Next business day.\*\* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 **FedEx 2Day Freight**  
 Second business day.\*\* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.  
 **FedEx 3Day Freight**  
 Third business day.\*\* Saturday Delivery NOT available.  
 \* Call for Confirmation. \*\* To most locations.

**5 Packaging**  
 **Envelope\***  
 **FedEx Pak\***  
 Includes FedEx Small Pak, FedEx Large Pak, and FedEx Sturdy Pak.  
 **FedEx Box**  
 **FedEx Tube**  
 **Other**  
 \* Declared value limit \$500.

**6 Special Handling** Include FedEx address in Section 3.  
 **SATURDAY Delivery**  
 NOT Available for FedEx Standard Overnight, FedEx First Overnight, FedEx Express Saver, or FedEx 3Day Freight.  
 **HOLD Weekday at FedEx Location**  
 NOT Available for FedEx First Overnight.  
 **HOLD Saturday at FedEx Location**  
 Available ONLY for FedEx Priority Overnight and FedEx 2Day to select locations.  
 Does this shipment contain dangerous goods?  
 One box must be checked.  
 No  Yes As per attached Shipper's Declaration.  Yes Shipper's Declaration not required.  Dry Ice Dry Ice, 9, UN 1845 x kg  Cargo Aircraft Only  
 Dangerous goods (including dry ice) cannot be shipped in FedEx packaging.

**7 Payment Bill to:** Enter FedEx Acct. No. or Credit Card No. below.  
 Sender Acct. No. in Section 1 will be billed.  Recipient  Third Party  Credit Card  Cash/Check

FedEx Acct. No. / Credit Card No.	Exp. Date
Total Packages	Total Weight
Total Declared Value†	\$ .00

†Our liability is limited to \$100 unless you declare a higher value. See back for details. By using this Airbill you agree to the service conditions on the back of this Airbill and in the current FedEx Service Guide, including terms that limit our liability.

**8 Residential Delivery Signature Options** If you require a signature, check Direct or Indirect.  
 **No Signature Required**  
 Package may be left without obtaining a signature for delivery.  
 **Direct Signature**  
 Someone at recipient's address may sign for delivery. Fee applies.  
 **Indirect Signature**  
 If no one is available at recipient's address, someone at a neighboring address may sign for delivery. Fee applies.

519

From *Please print and press hard.*  
 Date 1/24/12 Sender's FedEx Account Number 1061-7916  
 Sender's Name Mary Cele Smith Phone 847 926-1852  
 Company City of Highland Park  
 Address 1150 Half Day Road - 2nd Fl.  
 City Highland Park State IL ZIP 60035

Your Internal Billing Reference OPTIONAL

To Recipient's Name Brittaney vander Hagen Phone (701) 280-0195  
 Company Arntson Stewart Wegner P.C.  
 Address 51 Broadway Ste 603  
 City Fargo State ND ZIP 58102

**4 Express Package Service** \*To most locations.  
 NOTE: Service order has changed. Please select carefully.

**Next Business Day**  
 FedEx First Overnight  
 FedEx Priority Overnight  
 FedEx Standard Overnight

**2 or 3 Business Days**  
 NEW FedEx 2Day A.M.  
 FedEx 2Day  
 FedEx Express Saver

**5 Packaging** \*Declared value limit \$500.  
 FedEx Envelope\*  FedEx Pak\*  FedEx Box  FedEx Tube  Other

**6 Special Handling and Delivery Signature Options**  
 SATURDAY Delivery  
 No Signature Required  
 Direct Signature  
 Indirect Signature

Does this shipment contain dangerous goods?  
 No  Yes  Yes

**7 Payment Bill to:**  
 Sender  Recipient  Third Party  Credit Card  Cash/Check

**The FedEx US Airbill has changed. See Section 4.**  
 For shipments over 150 lbs., order the new FedEx Express Freight US Airbill.

Total Packages 1 Total Weight 2.10 lbs. Total Declared Value\* 0 \$  
 Our liability is limited to \$100 unless you declare a higher value. See back for details.  
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Scheduled Delivery Date 01/25/2012

Shipment subtotal: 54.64  
 Total Due: 54.64  
 FedEx Account: \*\*\*\*\*9166

M = Weight entered manually  
 S = Weight read from scale  
 T = Taxable item

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January 24, 2012 6:51:32 PM

**PRIORITY OVERNIGHT**  
 899381979887 2.10 1lb (S) 54.64

Location: OBKKO  
 Device ID: OBKKO-POS1  
 Employee: 2264051  
 Transaction: 78043454120

299 SKOKIE BLVD  
 NORTHBROOK, IL 60062

**FedEx Office**

**Sender's Address:**  
 to 1-31-12 Sender's FedEx Account Number 1061-7916-6  
 Recipient's name Mary C. Smith Phone (847) 432-0867  
 Company CITY OF HIGHLAND PARK 847-926-1852  
(MCS)  
 Address 1150 HALF DAY RD  
 City HIGHLAND PARK State IL ZIP 60035

**Internal Billing Reference:**  
 Recipient's name Mary Wolfe Phone ( )  
 Company National Housing Compliance, Inc.  
1975 Lakeside Parkway, Ste. 310  
 Address Tucker State GA ZIP 30084

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 FedEx Priority Overnight  
 FedEx Standard Overnight  
 FedEx First Overnight

**4b Express Freight Service** Packages over 150 lbs.  
 FedEx 1Day Freight\*  
 FedEx 2Day Freight  
 FedEx 3Day Freight

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 FedEx Pak\*  
 FedEx Box  
 FedEx Tube  
 Other

**6 Special Handling**  
 SATURDAY Delivery NOT Available for  
 HOLD Weekday at FedEx Location NOT Available for  
 HOLD Saturday at FedEx Location Available ONLY for

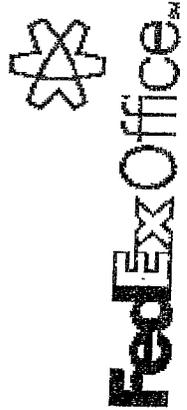
**7 Payment** Bill to: Enter FedEx Acct. No. or Credit Card No. below.  
 Sender Acct. No. in Section 1 will be billed.  
 Recipient  
 Third Party  
 Credit Card  
 Cash/Check

Total Packages	Total Weight	Total Declared Value*
		\$ .00

**8 Residential Delivery Signature Options** If you require a signature, check Direct or Indirect.  
 No Signature Required  
 Direct Signature  
 Indirect Signature

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299 SKOKIE BLVD  
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Location: OBKKO  
 Device ID: OBKKO-POS3  
 Employee: 1786677  
 Transaction: 78044032012

PRIORITY OVERNIGHT  
 869346433615 1.70 lb (S)  
 Direct Signature 52.88

Scheduled Delivery Date 02/01/2012

Shipment subtotal: 52.88  
 Total Due: 52.88  
 FedEx Account: 52.88  
 \*\*\*\*\$9166

N = Weight entered manually  
 S = Weight read from scale  
 I = Taxable item

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January 31, 2012 4:45:01 PM



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Chicago, IL 60661-1414

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Fax: 312-382-3220

### MEMORANDUM

TO: Highland Park Housing Commission

FROM: Polly Kuehl, Management Agent *Polly Kuehl*

RE: **February Management Report/January Financials**

DATE: February 28, 2012

Ravinia Housing did close the M2M refinancing the last week in January and I have attached the HUD approved Scope of Work, which is the same as the one submitted last fall (different format). Contracts are being signed with the General Contractor (Mosaic), Axis (Remediation) and Public Health and Safety (Clearance Testing and Remediation Supervision). I have, also attached a rough timeline for the work. If the permit process changes, there would be some changes to the timeline.

The 2012 Ravinia Housing proposed budget is attached. This is based on the revised Model completed by Signet. Already there will be changes to Property Tax and Insurance line items, as the mortgage company increased the escrow amounts to meet their own requirements. I did not revise the Model (budget) in order for us to better monitor how close the Model reflects "reality". This will aid us in budgeting for the future and in determining whether surplus cash expectations will be met.

We have not received the February subsidy for Ravinia, as HUD is still processing the HAP subsidy contract that could not be submitted until after closing. HUD has, also, not confirmed exact rents for the different unit sizes. We still anticipate HUD making an adjustment in one of the next subsidy payments to reimburse themselves for overpayments (approximately \$16,000) in December and January (due to HUD's late implementation of the rent change). The property may have to borrow from Replacement Reserves in order to pay the March mortgage.

The resumes received for Maintenance have not been very good and additional outreach is being conducted to secure better qualified resumes.

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

**Occupancy:** The property was at 100% occupancy at the end of January, but a new vacancy (#402) occurred in February. There are 3 people in processing for that unit.

**Physical:** The City replaced the original water meter in February. The kitchen renovations were completed (pending final invoice) and elevator up-grades/repairs were conducted under the service contract.

**Social Programs:** Residents participated in routine social programs, i.e. bingo, movie nights, luncheons, exercise class, coffees and commodity food distribution. There was an intergenerational activity with Ravinia Preschool and 25 seniors, 30 children and parents attended. There will be a special afternoon social to celebrate Leap Year on 2/19/12 with pie and ice cream.

**Financial:** Net Operating Income (NOI) for the month was positive to budget by \$6,638. Cash remains good at \$72,608. This would be used to pay the kitchen renovation invoice when received.

**Income** – Income was slightly negative to budget for the month, due to the unit turnover.

**Expenses** – The expense line items that were negative to budget included:

- Bad Debt (#6370) – Timing.
- Computer (#6390-0002) – This reflects Peers’ share of a Data Integrity repair invoice.
- Utilities (#6450 and #6452) – Seasonal
- Water/Sewer (#6451) - Timing
- Repairs Materials (#6541) – This reflects bulk purchasing.
- Heating/Cooling (#6546) – This reflects the quarterly Emcor preventive maintenance contract – timing.
- Electrical Repairs (#6591) – This reflects two Deerfield Electric invoices for repairs to an exterior, underground wire and a circuit break in a bathroom fixture.

### **Walnut Place**

**Occupancy:** The “hard to rent” unit (#206) was leased with the new resident planning to move into the building on March 3<sup>rd</sup>.

**Physical Site:** The 1 kitchen renovation was completed and elevator up-grades/repairs were completed as part of the service contract.

**Social Programs:** Similar to Peers, Walnut Place had bingo, monthly luncheon, chair exercises and food distribution. Walnut Place, also, is celebrating the Leap Year with special activities.

**Financial:** Net Operating Income (NOI) for the month was positive to budget by \$10,966. The cash position at the property remains modest with only \$8,364 in the Operating Account.

**Income** – Income was positive to budget as vacancy loss was no longer an issue.

**Expenses** – Line items that were negative to budget for the month included:

- Computer (#6390-0002) – This reflects Walnut’s share of a repair charge from Data Integrity for \$165
- Janitorial Supplies (#6515) – This reflects the purchase of a new vacuum cleaner
- Repairs Materials (#6541) – This reflects bulk purchasing

**Ravinia Housing**

**Occupancy:** Unit #2745 is vacant and it has been difficult to identify an applicant household that passes screening and whose income level is at the 30% level. Income Targeting regulations require that every other admission be a family at the 30% income level.

**Physical Site:** Other than routine maintenance repairs, no other work has been done at Ravinia pending the start of renovation.

**Financial:** The proposed budget for 2012 needs to be approved and entered into the software in order to produce variance reports. The financial statement attached reflects accrued income (based on the December Rent Schedule) and expenses (based on actual expenditures and accrued Debt Service/Escrow requirements indicated in the refinancing). Although Operating Cash reflects \$17,645, most of this has been spent in February and bills are pending payment due to not having received the February subsidy payment.

**Income** – This reflects the December Rent Schedule, but the property is waiting for HUD to approve a new Rent Schedule based on closing. Even if there are changes, it is unlikely that these changes will significantly change gross rent potential.

**Expenses** – Other than Snow Removal, other line items reflected modest expenditures during the month.

Ravinia Housing							M2M Closing:	1/27/2012	
755 Pleasant Avenue							REDA Expiration Date:		
Highland Park, IL 60035							Original PCA Date:	4/8/2010	
New FHA #:							Last Time All Bids (Budget) Updated:	10/31/2011	
Total # of Units: 17							Total	YES	
<b>EXHIBIT A</b>									
<b>REPAIRS</b>									
	Work Item (A)	Description of Rehab Work (From PCA or Final Model) (B)	Quantity (C)	Budget (D)	Green (G) or Standard (S)	Work Start (E)	Work End (F)	Inspection Scheduled (G)	Draw # (H)
1	Roofing on Single-Family Homes	Remove all layers of existing shingles and underlayment on the upper and lower roofs of both single-family homes. Replace rotted sheathing as appropriate (note: \$1,700 allowance included). Install ice and water shields, felt paper, flashing, venting, and boots. Install new 30 year architectural shingles.	2	\$17,096	S	6/1/2012	9/30/2012	08/15/12, 10/31/12	5.6
2	Siding on Single-Family Homes	All removal is to be completed at Line Items #10 & #11 below. Complete the following installation on both single family homes. Install Tyvek (or equivalent) over existing substrate. Install Alside, Odyssey series vinyl horizontal siding (or equivalent). Install 3" vinyl corner trim. Install new 2"x2" exterior molding around doors and windows. Install custom bent aluminum capping over the new exterior mouldings at all windows and doors, except the bay windows at 2743 and 1 box bay on south side of 2755. Install aluminum soffit panels (vented and non-vented) and fascia work. Install 3 vinyl gable vents on both houses. Paint all wood trim.	2	\$35,560	S	5/1/2012	9/30/2012	06/30/12, 08/15/12, 10/31/12	4.5.6
3	Gutters & Downspouts on Single-Family Homes	All removal is to be completed at Line Items #10 & #11 below. Install seamless aluminum gutters and downspouts were existing were removed, including all end caps, gutter hangers, downspout straps and flashing. All downspouts will discharge onto concrete splash blocks and divert water away from the foundations.	2	\$3,000	S	6/1/2012	9/30/2012	08/15/12, 10/31/12	5.6
4	Rebuild Front Porch at 2755 St. Johns	All removal is to be completed at Line Items #10 & #11 below. Provide architectural services to design new front porch for single-family home at 2755 St. Johns. Supply and install all footings, framing, flooring, railings and balusters (treated lumber), roofing, gutters/downspouts, finish flooring and trim carpentry to building the new front porch in approximately the same size as the existing. The new siding work is already accounted for in the siding line item. Supply and install all necessary electrical for 1 junction box, switch and surface mounted light fixtures, exterior light outside the new door and one surface mounted electrical outlet per code. Supply and install 1 poured in place, concrete stair between the new front porch and the existing concrete stairs.	1	\$19,125	S	1/1/2012	4/30/2012	02/28/12, 04/30/12, 05/31/12	1.2.3

	Work Item (A)	Description of Rehab Work (From PCA or Final Model) (B)	Quantity (C)	Budget (D)	Green (G) or Standard (S)	Work Start (E)	Work End (F)	Inspection Scheduled (G)	Draw # (H)
5	Smoke & CO Detectors	Supply and install interconnected hard-wired smoke and carbon monoxide detectors in both single-family homes and all townhomes: 1 smoke detector in each bedroom, 1 combination smoke / CO detector at all landings on all floors (within 15' of each bedroom), 1 combination smoke / CO detector near all furnaces and boilers. Includes finish work repairs as needed.	105	\$16,180	S	5/1/2012	5/31/2012	06/30/12	4
6	Ranges and Refrigerators	Remove 7 refrigerators and 7 gas ranges from kitchens (units are to be determined by management). Supply and install 7 Frigidare® FFHT1817LW, or equivalent, 18 cu ft, top-mount refrigerators. Supply and install 7 Frigidare®, or equivalent, 30" gas ranges with sealed burners and manual cleaning.	14	\$8,985	S	9/1/2012	9/30/2012	10/31/15	6
7	Masonry Repairs at Townhomes	Provide spot tuckpointing repair work on the limestone bands and brick areas, power washing and wire brush cleaning of the brick, and all brick sealing applications on both townhomes properties (all townhome buildings).	1	\$16,875	S	4/1/2012	5/31/2012	05/31/12, 06/30/12	3.4
8	AC in Townhomes	Supply and install one Goodman®, or equivalent, 2 ton central AC condensing unit at each townhome unit. Includes all electrical work to add 1 dedicated 20 amp breaker and AC disconnect for each new unit. All AC units will be installed on a cast pad in a location to be determined by management. All refrigeration coils will be installed into the current sheet metal plenum of the existing furnace. Supply and install new thermostat and all low voltage wiring. Provide PVC drain line into existing floor drain	15	\$49,850	S	4/1/2012	5/31/2012	05/31/12, 06/30/12	3.4
9	AC in Single-Family Homes	Supply and install 4 Frigidare®, or equivalent, window AC units. Each single-family home will receive 1 in the living room and 1 in one of the bedrooms (which to be determined by management). Each AC unit will be 11,000 BTUs. Supply and install all electrical work to add 2 dedicated 20 amp breakers and outlets for each single-family home (total of 4 breakers and outlets).	4	\$6,475	S	4/1/2012	5/31/2012	05/31/12, 06/30/12	3.4

	Work Item (A)	Description of Rehab Work (From PCA or Final Model) (B)	Quantity (C)	Budget (D)	Green (G) or Standard (S)	Work Start (E)	Work End (F)	Inspection Scheduled (G)	Draw # (H)
10	Lead Paint Abatement / Interim Controls at 2743 St. Johns	1) Remove/demo all layers of siding, sheathing, front door system, trims, overhangs, trims and framing under the aluminum capping, soffits, and all cladding and trims around windows and other locations. 2) Clean all window systems (required removal of vinyl windows, reframing, HEPA/wet cleanup and installation of windows). 3) Add quarter round and stabilize the original (large) baseboards in 1st floor master bedroom. Stabilize as needed the window trim, casings, stops, aprons, headers on the 5 window systems. 4) Repair the substrate and stabilize the ceiling material in stairway to 2nd floor and 2nd floor hallway. 5) Repair the substrate and stabilize the wall and ceiling material in 2nd floor bedroom. 6) Clean the entire interior of the basement with HEPA/Wet/HEPA cleaning methods to pass final lead clearance testing. 7) Clean the entire interior of the house with HEPA/Wet/HEPA cleaning methods to pass final lead clearance testing.	1	\$26,500	S	1/1/2012	4/30/2012	02/28/12, 04/30/12, 05/31/12	1,2,3
11	Lead Paint Abatement / Interim Controls at 2755 St. Johns	1) Remove/demo all layers of siding, sheathing, front door system, trims, overhangs, trims and framing under the aluminum capping, soffits, and all cladding and trims around windows and other locations. 2) Demolish the entire front porch including floor, supports, joists, lattice, columns, beams, walls, door systems, ceiling, studs and roof. 3) Clean all window systems (required removal of vinyl windows, reframing, HEPA/wet cleanup and installation of windows). 4) Stabilize the radiators. 5) Repair wall enclosure substrate and stabilize components in entry hallway, staircase to the 2nd story and 2nd floor hallway. 6) Stabilize all door casings, door frames, door stop and door leaves in 2nd floor hallway. 7) Stabilize all door and windows trims to include casings, frames, stops, sills and aprons (2 windows) in 2nd floor rear north bedroom (BR-14). Note: Ownership to provide alternative to existing window blinds that are deteriorating the window stops. 8) Stabilize all door and windows trims to include casings, frames, stops, sills, and aprons (2 windows) in 2nd floor rear north bedroom (BR-15). 9) Stabilize all window trims to include casings, frames, stops, sill, and aprons (3 windows) in 2nd floor south bedroom. 10) Stabilize all window trims to include casings, frames, stops, sill, and aprons (1 window) and all ceiling material including soffits in 2nd floor bathroom. 11) Repair and stabilize all wall and ceiling material to include trim and joist in stairs to basement. 12) Stabilize door leading to rear basement and framing on 2 window openings in rear basement. 13) Remove and secure five basement windows. 14) Stabilize all basement columns. 15) Clean the entire interior of the house with HEPA/Wet/HEPA cleaning methods to pass final lead clearance testing.	1	\$34,500	S	1/1/2012	4/30/2012	02/28/12, 04/30/12, 05/31/12	1,2,3

	Work Item (A)	Description of Rehab Work (From PCA or Final Model) (B)	Quantity (C)	Budget (D)	Green (G) or Standard (S)	Work Start (E)	Work End (F)	Inspection Scheduled (G)	Draw # (H)
12	Interior Carpentry, Drywall, Paint after Lead Paint Abatement - both single family homes	Allowance for carpentry, drywall, and paint work after Lead Paint Abatement / Interim Controls in Line Items #10 & #11 above.	2	\$15,000	S	5/1/2012	9/30/2012	06/30/12, 08/15/12, 10/31/12	4,5,6
13	Lead Paint Oversight and Clearance Testing	Public Health & Safety, Inc. is to provide pre-construction meetings, on-site walk throughs, and review of the lead paint scope of work with owners, managers and all contractors. Provide air sampling, clearance sampling, and lead wipes by licensed risk assessor during demo, abatement and interim controls (note this is a full-time presence during the exterior demo and partial presence during the interior demo, prep and clearance. Provide final clearance testing prior to reconstruction or occupancy.	2	\$17,977	S	1/1/2012	4/30/2012	02/28/12, 04/30/12, 05/31/12	1,2,3
14									
15									
16									
17									
18									
19									
20									
21									
22									
				<b>Total Rehab:</b>	<b>\$267,123</b>				
				<b>10% Contingency:</b>	<b>\$26,712</b>				
				<b>Total Rehab Plus Contingency:</b>	<b>\$293,835</b>				

Summary of Capital Expenditures for 2012

Walnut Place  
Prepared: 2/28/2012

Item	Month	Cost Est.	Actual	Status
Masonry	June	15,000		
TH Furnaces (2)	As needed	4,800		
TH Hot Water Htrs.	As needed	2,300		
A/C	As needed	4,000		
Kitchen Replacement (2 kitchens)	Sept.	17,690		Done; pending final invoice
Carpet/Tile	As needed	7,800		Turnover
Appliances	As needed	2,400		
Parking Lot Sealant		10,000		
<b>TOTAL</b>		<b>63,990</b>	<b>0</b>	
<b>Breakdown of Cost:</b>				
Replacement Res.		50,000		<b>TOTAL BEING USED \$64,000</b>
Residual Receipts		14,000		
Reserve Balances:		168,615	Balance 12/31/2011	
Pending Request		-15,000	Reimbursement for hot water boiler	
Deposits for 2012		24,660		
Minimum Balance		-102,000	IHDA requirement \$1,500/unit	
Available for Use in 2012		76,275		

Summary of Capital Improvements for 2012				Frank B. Peers Prepared - 2/28/2012
Item	Month	Cost Est.	Actual	Status
Kitchen Replacement (11 kitchens)	August	97,300		Done; pending final invoice
Tuckpointing	June	15,000		Moved from 2011
Windows	February March	560,000		Estimate
Parking Lot Resurface	May	12,000		
Appliances	As needed	1,440		Refrigerators/Stoves
Carpet Replacement	As needed	7,800		Turnovers
A/C Replacement	As needed	2,700		Assumes 4 units
	TOTAL	696,240	0	
Breakdown of Cost:				
	Replacement Res.	70,000		
	Operating	20,075		
	Owner Funds	606,165		
Reserve Balances:	149,498	Balances as of 12/31/2011		
2012 Deposits	24,240			
Minimum Balance	-102,000	IHDA requirement \$1,500/unit		
Available for 2011	71,738			

## Accounts Receivable Up-Date

February, 2012

### Frank B. Peers

Tenant A/R was slightly reduced from \$1,491 at the end of December to \$962 at the end of January. This reflects the modest payment plan payments. The breakdown is as follows:

Current	\$535
30 Days	\$293
60 Days	\$134
Prepaid	\$128
Credit 90 Days +	(\$128)

Unfortunately, Subsidy A/R increased slightly from \$44,501 at the end of December to \$44,785 at the end of January. The breakdown is as follows:

Current	\$10,319
30 Days	\$4,070
60 Days	\$1,169
90+ Days	(\$2,390)
Total Prepaid	(\$31,617)

### Walnut Place

Tenant A/R decreased slightly from \$20,944 at the end of December to \$20,829 at the end of January. The breakdown is as follows:

Current	\$ 2,055
30 Days	\$ 1,092
60 Days	\$ 849
90+ Days	\$16,355
Net Prepaid	\$ 478

The 90+ Days A/R is comprised of EIV payments (3 residents) that are being reimbursed monthly.

Subsidy A/R was increased to close to the November 2011 amount. At the end of January Subsidy A/R was \$34,063 as compared to \$31,614 at the end of December. The breakdown is as follows:

Current	\$9,559
30 Days	\$2,228

60 Days	\$1,655
90+ Days	\$7,390
Net Prepaid	(\$13,231)

**Ravinia Housing**

Tenant A/R decreased from \$33,129 at the end of December to \$32,708 at the end of January. The breakdown is as follows:

Current	\$ 2,165
30 Days	\$ 2,166
60 Days	\$ 1,757
90+ Days	\$23,322
Net Prepaid	(\$ 3,298)

The 90+ Days A/R is comprised of EIV payments (2 residents) that are being reimbursed monthly.

Subsidy A/R decreased from \$10,573 at the end of December to \$8,429 at the end of January. This was due to a subsidy adjustment that occurred in January. The breakdown is as follows:

Current	\$ 2,732
30 Days	\$ 744
60 Days	\$ 1,294
90+ Days	\$ 1,067
Net Prepaid	(\$14,266)

Highland Park Housing Commission									
Reserve Balances									
Date: 1/31/2012									
Account Name	Frank B. Peers	Walnut Place	Ravinia Housing	Sunset Woods	Housing Trust Fund	TOTAL			
Checking (Property)	72,608	8,364	17,645	18,136					
Security Deposit	20,459	23,070	7,091	10,407					
Replacement Reserve	151,263	143,194	707,600	0					
Residual Receipts	14	27,095	0	0					
Operating Reserve	0	0	321,835	19,016					
Association Money Market Checking		104,390	79,456	161,580					
Association Small Business Checking	16,527			8,073					
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	267,014							
4) Obligation for 2011 Kitchen rep.	-82,000								
Association CDs	Maturity								
CD #1	1/7/2012	504,140							
CD #2	4/7/2012	504,619							
Association MaxSafe Money Market	1,110,904								
TOTAL	2,565,547	306,113	1,133,627	-41,620					

## AGENDA ITEM 2

### HOUSING TRUST FUND CORRECTION

**From:** Holleb, Elizabeth  
**Sent:** Thursday, February 23, 2012 11:50 AM  
**To:** Smith, Lee  
**Subject:** Housing Trust Fund Status Report

Lee,

When Patty Post prepared the January 2012 Housing Trust Fund status report this week, she asked me to provide her the beginning balance number for 2012. In providing this information to her, I discovered that an error in the 2011 beginning fund balance number has been carried through in the monthly reports provided to you. You have asked for more detailed information on how this error occurred.

I have reviewed each of the monthly reports provided to you by Patty since May 2010. The April, May and June 2010 reports were accurate, but when the July 2010 report was prepared, Patty inadvertently entered the expenditures number as a positive, rather than a negative number. Therefore the ending balance reported for June 2010 was \$1,218,369 and the ending balance reported for July 2010 was \$1,424,371. No inquiry was made as to why the balance increased so dramatically. This error in entering expenditures continued through December 2010.

On February 23, 2011, Patty transmitted to you the January 2011 report and indicated that December 2010 had been revised. At this point, the error in entering the expenditures number as a positive was recognized and the ending balance for December 2010 went down dramatically. However, the corrected ending balance for 2010 was not carried over to the January 2011 tab, resulting in the beginning 2011 balance being inflated.

I apologize for the inconvenience this has caused. To ensure that this error does not recur in the future we have initiated the following changes:

- 1) Patty has inserted a comment in the expenditure field of the worksheet to note that the amount must be entered as a negative number.
- 2) The beginning balance of the new year is now a formula pulling from the ending balance of the prior year rather than a hard coded number. This will ensure that corrections made to prior years are carried forward to the current year beginning balance.
- 3) I have placed a February and June appointment in my calendar to review this spreadsheet. In February, I will ensure that the beginning balance for the new year is correct and in June, I will ensure that the final audited numbers for the prior year have been reflected.

I would also ask that you review the spreadsheet provided to you each month and notify Patty or myself if the amounts do not appear reasonable. The sharp increase in the balance between June 2010 and July 2010 should have generated an inquiry and this error would have been corrected a long time ago. This report is prepared manually by Finance as a courtesy, but you also have access to the Eden General Ledger if you prefer to update the report monthly yourself.

If you have any further questions, please let me know.

Thanks,  
Elizabeth

**NOTE from Planners L. and M. Smith:**

In order to prevent such mistakes from reoccurring, we will add two rows to the Housing Trust Fund report to include the previous month's net balance and change in net balance from the previous month. This will start with next month's report.

# Housing Trust Fund

Fiscal Year 2012

January 1 - December 31 - Unaudited

Unaudited  
Through 01/31

Beginning Balance, Jan 1 (Unaudited) \$1,091,262

## Revenue:

Demolition Tax	0
Demolition Permits	750
Interest Revenue	84
Contributions/Donations/Other	0
Proceeds of Ceding Volume Cap	0
	<hr/>
	834
	<hr/>

## Expenditures:

Program Costs	(25,232)
	<hr/>
	(25,232)
	<hr/>

Ending Balance \$1,066,864

## Pending Obligations

CPAH Scattered Site Program	\$ (176,512.00)
Employer Assisted Housing	(\$50,000)
HPI CLT Operating Grant 2012	(\$115,000)
Emergency Housing Assistance	(\$10,000)
Housing Planner	(\$33,256)
Third party Expenses	
Total Pending Obligations	\$ (384,768.00)

Net Balance \$682,096.47



## Memorandum

To: Housing Commission  
From: Mary Cele Smith, Housing Planner  
Date: March 1, 2012  
Re: **Consideration of Revision to Peers 2012 Operating Budget for Piano Repair**

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**Background:** Twice a year a piano tuner comes to the Peers Building to tune the piano. The Highland Park Senior Center pays for this service in exchange for Peers hosting the weekly senior choir. In addition to the weekly choir sessions, several residents play on a regular basis. Recently, the piano tuner assessed that the piano was dried out and needs to be rebuilt. The piano needs new strings, a string peg, a tuning bar and pegs. The repair man estimates the cost between \$4,000 to \$5,000. Senior Center staff offer to split the cost with the Peers Housing Association. It is likely that money could be reallocated from the Peers budget from snow plowing or another source to cover the cost for Peers. Doing this, however, requires a revision to the annual Peers operating budget.

**Recommendation:** Staff recommends that the Peers Housing Association consider revising the 2012 operating budget to cover half the cost of the piano rebuild. The estimate of the cost to the Peers Housing Association is between \$2,000 and \$2,500.

2012

**DETAIL BUDGET REPORT**

Ravinia Housing  
Fiscal Year Budget Beginning January - 2012  
Evergreen Real Estate Services LLC

Account Description	Jan-2012	Feb-2012	Mar-2012	Apr-2012	May-2012	Jun-2012	Jul-2012	Aug-2012	Sep-2012	Oct-2012	Nov-2012	Dec-2012	TOTAL	Per Unit
<b>INCOME</b>														
<b>Rental Income</b>													104,222	6,130.73
5120-0000 - Apartment rent	8,685	8,685	8,685	8,685	8,685	8,685	8,685	8,685	8,685	8,685	8,685	8,685	0	.00
5120-1111 - Housing Assistance Payment	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5121-0000 - Tenant assistant payments	13,028	13,028	13,028	13,028	13,028	13,028	13,028	13,028	13,028	13,028	13,028	13,028	156,334	9,196.09
5140-0000 - Commercial base rent	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Total for Rental Income</b>	21,713	21,713	21,713	21,713	21,713	21,713	21,713	21,713	21,713	21,713	21,713	21,713	260,556	15,327
<b>Vacancies</b>													0	.00
5123-3000 - Loss To Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5123-4000 - Gain To Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5220-0000 - Vacancy loss - apartments	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-15,300	-900.00
5221-0000 - Non-Revenue Units	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5291-0000 - Gain (Loss) on Leases	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Total for Vacancies</b>	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-1,275	-15,300	-900
<b>Financial Revenue</b>													0	.00
5410-0000 - Interest Income Project Operations	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5413-0000 - Interest Income - escrow	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Total for Financial Revenue</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Other Revenue</b>													0	.00
5411-0000 - Grant Monies Income	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5910-0000 - Laundry income	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5920 - Tenant Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5920-0000 - Nsf check fee	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5922-0000 - Late fees	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5930-0000 - Credit Check Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5939-0000 - Cleaning Fee/Turnover	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5939-0000 - Keys & Locks	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5940-0000 - Forfeited Tenant Security Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5945-0000 - Damages	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5950-0000 - Utility Income	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5977-0000 - Legal Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5978-0000 - Bad Debt Collected/Legal	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
5990-0000 - Misc other income	0	0	0	0	0	0	0	0	0	0	0	0	0	.00

Account Description	Jan-2012	Feb-2012	Mar-2012	Apr-2012	May-2012	Jun-2012	Jul-2012	Aug-2012	Sep-2012	Oct-2012	Nov-2012	Dec-2012	TOTAL	Per Unit
<b>Total for Other Revenue</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INCOME</b>	<b>20,438</b>	<b>245,256</b>	<b>14,427</b>											

**EXPENSE**

**Advertising And Renting Expenses**

6211-0000 - Marketing/Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6212-0000 - Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6213-0000 - Employee Recruitment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6250-0000 - Renting expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for Advertising And Renting Expenses</b>	<b>0</b>													

**Administration Expenses**

6311-0000 - Office supplies	521	521	521	521	521	521	521	521	521	521	521	521	6,262	367.76
6320-0000 - Management fee	920	927	765	765	765	765	765	765	765	765	765	765	9,497	558.65
6320-0970 - Asset Management Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6340-0000 - Legal Expense - Project	36	36	36	36	36	36	36	36	36	36	36	36	432	25.41
6350-0000 - Audit Expense	0	0	6,000	3,000	2,820	0	0	0	0	0	0	0	11,820	695.29
6351-0000 - Bookkeeping Fees/Accounting Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6365-0000 - Training & Education Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6370-0000 - Bad debts	433	433	433	433	433	433	433	433	433	433	433	433	5,196	305.65
6385-0000 - Temporary Help	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6390-0000 - Misc administrative expenses	350	350	350	350	350	350	350	350	350	350	350	350	4,200	247.06
6390-0002 - Computer Supplies/Data Processing	66	66	66	66	66	66	66	66	66	66	66	66	792	48.59
<b>Total for Administration Expenses</b>	<b>2,326</b>	<b>2,333</b>	<b>6,171</b>	<b>6,171</b>	<b>4,991</b>	<b>2,171</b>	<b>38,189</b>	<b>2,246</b>						

**Payroll And Related Costs**

6310-0000 - Office salaries	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	14,100	829.41
6330-0000 - Manager Salary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6510-0000 - Janitor and cleaning payroll	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	20,604	1,212.00
6715-0000 - Payroll Taxes	238	238	238	238	238	238	238	238	238	238	238	238	2,866	168.00
6722-0000 - Workers compensation	134	134	134	134	134	134	134	134	134	134	134	134	1,608	94.59
6723-0000 - Employee health insurance & other em	470	470	470	470	470	470	470	470	470	470	470	470	5,640	331.78
6724-0000 - Union Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6726-0000 - Other employee benefits	11	0	0	0	0	0	0	0	0	0	0	0	11	.65
6726-0001 - Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for Payroll And Related Costs</b>	<b>3,719</b>	<b>3,708</b>	<b>44,607</b>	<b>2,618</b>										

**Operating & Maintenance Expenses**

6515-0000 - Janitors and cleaning supplies	215	215	215	215	215	215	215	215	215	215	215	215	2,580	151.76
6520-0000 - Miscellaneous Repair Contractors	2,575	2,575	2,575	2,575	2,575	2,575	2,575	2,575	2,575	2,575	2,575	2,575	30,900	1,817.65
6525-0000 - Rubbish removal	632	632	632	632	632	632	632	632	632	632	632	632	7,584	446.12
6530-0000 - Security Contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6531-0000 - Security equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Account Description	Jan-2012	Feb-2012	Mar-2012	Apr-2012	May-2012	Jun-2012	Jul-2012	Aug-2012	Sep-2012	Oct-2012	Nov-2012	Dec-2012	TOTAL	Per Unit
6546-0000 - Heating/Cooling Contractor	42	42	42	42	42	42	42	42	42	42	42	38	500	29.41
6548-0000 - Snow removal	4,600	3,000	2,000	0	0	0	0	0	0	0	0	1,340	10,840	637.65
6549-0000 - Motor Vehicle Repair	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
6590-0000 - Miscellaneous Repair	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Total for Operating &amp; Maintenance Expenses</b>	<b>7,964</b>	<b>6,464</b>	<b>5,464</b>	<b>3,464</b>	<b>4,800</b>	<b>52,404</b>	<b>3,083</b>							
<b>Social Service Coordinator</b>														
6900-0000 - Social Service Coordinator	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Total for Social Service Coordinator</b>	<b>0</b>	<b>0</b>												
<b>Utility Expenses</b>														
6450-0000 - Electricity	268	268	268	268	268	268	268	268	268	268	268	270	3,218	189.29
6451-0000 - Water	27	27	27	27	27	27	27	27	27	27	27	27	324	19.06
6452-0000 - Gas	125	125	125	125	125	125	125	125	125	125	125	125	1,500	88.24
6453-0000 - Sewer	89	89	89	89	89	89	89	89	89	89	89	89	1,068	62.82
<b>Total for Utility Expenses</b>	<b>509</b>	<b>511</b>	<b>6,110</b>	<b>359</b>										
<b>Taxes &amp; Insurance</b>														
6710-0000 - Real estate taxes	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	33,000	1,941.18
6719-0000 - Miscellaneous Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
6720-0000 - Property and liability insurance	417	417	417	417	417	417	417	417	417	417	417	415	5,002	294.24
6721-0000 - Fidelity bond insurance	0	0	0	0	0	0	0	0	0	0	0	28	28	1.65
<b>Total for Taxes &amp; Insurance</b>	<b>3,167</b>	<b>3,193</b>	<b>38,030</b>	<b>2,237</b>										
<b>Financial Expenses</b>														
6820-0000 - Mortgage interest	3,788	3,059	1,562	1,560	1,558	1,556	1,554	1,552	1,549	1,547	1,545	1,543	22,373	1,316.05
6824-0000 - Misc Financing Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
6850-0000 - Mortgage Service Fee	324	324	156	156	156	156	156	156	156	156	156	156	2,208	129.88
6894-0000 - Mortgage late fee	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Total for Financial Expenses</b>	<b>4,112</b>	<b>3,383</b>	<b>1,718</b>	<b>1,716</b>	<b>1,714</b>	<b>1,712</b>	<b>1,710</b>	<b>1,708</b>	<b>1,705</b>	<b>1,703</b>	<b>1,701</b>	<b>1,699</b>	<b>24,581</b>	<b>1,446</b>
<b>Capital Expenses</b>														
6991-0000 - Capital expenditures	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
6993-0000 - Appliance Replacement	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
6994-0000 - Carpet & tile	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
6995-0000 - Draperies and Blinds	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Total for Capital Expenses</b>	<b>0</b>	<b>0</b>												
<b>Other Sources And Uses</b>														
7104-0000 - Replacement Reserve	712	712	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046	21,884	1,287.29
7105-0000 - Replacement Reserve Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
7106-0000 - Residual Receipt Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
7107-0000 - Residual Receipt Reserve Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
7108-0000 - Mortgage Payable (long term)	3,189	3,207	548	551	553	555	557	559	561	563	565	567	11,974	704.34
<b>Total for Other Sources And Uses</b>	<b>3,901</b>	<b>3,919</b>	<b>2,594</b>	<b>2,597</b>	<b>2,599</b>	<b>2,601</b>	<b>2,603</b>	<b>2,605</b>	<b>2,607</b>	<b>2,609</b>	<b>2,611</b>	<b>2,613</b>	<b>33,858</b>	<b>1,992</b>

OneSite Budgeting  
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Detail - 2010 Budget

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Account Description	Jan-2012	Feb-2012	Mar-2012	Apr-2012	May-2012	Jun-2012	Jul-2012	Aug-2012	Sep-2012	Oct-2012	Nov-2012	Dec-2012	TOTAL	Per Unit
<b>Depreciation &amp; Amortization</b>														
6600-0000 - Depreciation expense	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
6622-0000 - Amortization expense	0	0	0	0	0	0	0	0	0	0	0	0	0	.00
<b>Total for Depreciation &amp; Amortization</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENSE</b>	25,698	23,483	28,331	20,332	20,152	17,332	17,332	17,332	17,331	17,331	17,331	18,695	237,679	13,984
<b>NET INCOME</b>	-5,260	-3,045	-4,893	106	288	3,106	3,106	3,106	3,107	3,107	3,107	1,743	7,577	448

Ravinia Rehabilitation Timeline		16-Feb-12										
Dates	Mosaic		Axis Response Group		Public Health and Safety						Payout Status	
2/16/12 - 2/29/12	Sign Contract Commit to Scope of Work & Timeline Sign Contracts with Subs Contact City - Identify tasks for Permits		Sign Contract Commit to Scope of Work & Timeline Confirm whether demo permit is required		Sign Contract Commit to Scope of Work & Timeline							
3/1/2012	Architect to initiate porch drawings (4 wks)		Complete permit application for demo (if needed)									
3/1/2012 - 3/15/2012	Scope of Work and bids for kitchens											
3/17/2012	PK to submit bids to HUD for kitchens (utilize Replacement Reserve - Yr. #1)											
4/1/2012	Submit permit applications (porch & miscellaneous electric)		Submit permit application for demo (if needed)									
4/30/2012	Obtain HUD approval for kitchen											
5/15/2012	Secure Permits/Start Work on site HVAC work in the TH Kitchen work in the TH Installation of Appliances TH		Secure Permit Remediate south house (2 weeks)								Submit PO #1	
6/1/2012			Remediate north house (3 weeks)		Testing for south house (1 week)						Inspection PO #1	
6/15/2012	Complete HVAC, kitchen, appliances Initiate work on south house exterior Masonry work to begin										PO #1 Paid Submit PO #2	
6/21/2012			All work done		Testing for north house (1 week)							
7/1/2012	Initiate work on north house exterior Construct porch				All work done						Inspection PO #2	









# Memorandum

To: Housing Commission  
From: Mary Cele Smith, Housing Planner  
Date: February 29, 2012  
Re: **Recommendation of Working Group for a Condominium Conversion Ordinance**

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At the January 4<sup>th</sup> Housing Commission Meeting following discussion on the proposed ordinance provisions, the Commission directed staff to summarize the areas of consensus and to highlight the remaining elements of the Working Group's recommendation that need additional discussion.

## **Summary of Areas of Consensus**

The Commissioners generally supported:

- The Working Group's minimum recommendation to reinforce and mirror the provisions in the State of Illinois Statute with the addition of requiring that the notice of intent to convert be sent to the City of Highland Park concurrent with notice to tenants. This will meet the City's need to monitor conversions in order to ensure compliance with the Inclusionary Housing Ordinance;
- A departure from the State's requirement for thirty days notice to tenants to a period from ninety to 120 days. They directed staff to seek guidance from the Planning and Building Divisions regarding the appropriate time period. Staff recommends 120 days in order to provide sufficient time for the owner to submit an Inclusionary Housing Plan (IHP), for the Housing Commission to make a recommendation to City Council on the IHP, and for the City Council to consider it. The owner/developer should not file the condominium declaration until the City Council approves the IHP;
- Reinforcement of the City's requirement for a fire detection system; and
- The removal from a condominium conversion ordinance of the elements designed to insure the quality and affordable maintenance of the affordable units. The Commissioners concurred that these items should be considered within the context of the Inclusionary Ordinance, because they pertain to all affordable purchasers. These elements slated for a future discussion of the Inclusionary Housing Ordinance are:
  - Building Division inspections of the affordable condominiums,
  - Energy-efficiency audits for the affordable units,
  - Developer warranties for the affordable condos that would cover mechanical elements within their homes, such as HVAC and appliances,
  - Escrow account to ensure sufficient funds for the warranties for the affordable condos.

### **Elements of the Minimum Recommendation**

As noted above, the Working Group's minimum recommendation mirrors many of the State's requirements. Like the State of Illinois's provisions, the Working Group's minimum recommendation requires a 120 day period for:

- the tenant's right of first refusal to purchase the unit, and
- the tenant's right to extend their lease on the same terms.

Attachment 1 shows the time line comparing the State of Illinois's time frame to the proposed one for the City. The differences between the proposed Highland Park ordinance and the State requirements are:

1. The key difference is that the proposed Highland Park timeline extends the Notice of intent to convert to 120 days rather than thirty days in order to provide adequate time for the Housing Commission and City Council to consider the Inclusionary Housing Plan.
2. Another departure from the State statute is to require that the owner give two days notice of entry to tenants in the last 90 days of the expiring tenancy. The State statute is more general, limiting showings to "a reasonable number of times and at appropriate hours during the last 90 days of any expiring tenancy."
3. The addition of a section regarding fire detection systems stemmed from the examples found in a number of municipal condo conversion ordinances. Professional staff met with Fire Chief Pat Tanner and other fire department staff for their recommendation regarding requirements for fire detection and suppression systems. Because fire detection and suppression systems are addressed thoroughly in other sections of the City Code and because the Department already inspects rental properties, Chief Tanner recommended a simple statement requiring an acceptable fire detection system in the condominium development. The Fire Department would assist with drafting this section. Note: this presupposes that there is no other change in use. If, for example, the conversion established retail on the ground floor, then a fire suppression system would be required.

### **Elements for Additional Discussion from the Comprehensive Recommendation**

The following are the items from the comprehensive recommendation or discussion from the January 4th, 2012 Housing Commission Meeting that were identified for additional discussion:

1. New threshold for provision of affordable units in a condominium conversion or for compliance with selected provisions of a condominium conversion ordinance,
2. Provision for financial assistance for relocation for low and moderate-income renters,
3. Property Report,
4. Developer warranties for common elements,
5. Guarantee for project completion, and
6. Property Report and Record-keeping.

1. New threshold for provision of affordable units in a condominium conversion or for compliance with selected provisions of a condominium conversion ordinance

At the January 4<sup>th</sup> Meeting, several different questions came up about the thresholds in condominium conversions. First, several Commissioners questioned the threshold of five or more units for triggering the requirements in the Inclusionary Housing Ordinance for

condominium conversions, suggesting that it may be appropriate to increase the threshold. Another suggestion was to permit paying a fee-in-lieu for condominium conversions. Either increasing the threshold or permitting a fee-in-lieu would require revising the Inclusionary Housing Ordinance. These questions will be part of the discussion regarding whether to revise the Inclusionary Housing Ordinance.

Particular to a condominium conversion ordinance, a third suggestion was to increase the unit threshold that would trigger compliance with certain provisions of the ordinance: for example, a Property Report would be required only in buildings with ten or more units.

2. Provision for financial assistance for relocation for low and moderate-income renters

The Working Group recommends requiring the developer to provide relocation assistance for low and moderate-income households. Both Chicago and Evanston require relocation assistance. One month's rent is the requirement that Evanston established for developers to provide tenants below eighty percent of Chicago area median income (AMI), and the developer must attach this provision to the intent to convert notice. Chicago requires relocation assistance for households up to 120% of AMI, and the amount is the greater of \$1500 or the highest monthly rent paid up to \$2500. The Working Group recommends the Evanston provision.

3. Property Report

The purpose of the Property Report is to provide adequate information for a potential buyer to make an informed decision. A developer's Property Report can contain a wide range of documents including project plans, an engineer's report, developer information, and project timeline. The Property Report is the backbone of the majority of the municipal ordinances studied. Ten of thirteen of the ordinances have this requirement in essentially the same form. A few have thresholds for numbers of units that trigger this responsibility. The developer submits the Property Report to the City and distributes it to current tenants and other prospective purchasers.

The intent is to make this as easy for the developer as possible: most of the required information would be information that the developer would need both to finance the project and to market to prospective buyers. The Property Report merely organizes it in a convenient format for the City and prospective buyers. Professional staff's review of the Property Report is to ensure completeness of the information provided, not to assess the quality of the development or to endorse the Report.

The Working Group recommends requiring a preliminary and complete Property Report, because all the information requested might not be available at the time the developer submits his notice of intent to convert. See Attachment 2 for the outline of the two phases of the recommended Property Report.

4. Developer Warranties for common elements

The warranties for common elements would include structural elements and mechanical components and systems, such as common HVAC, electrical, and plumbing.

5. Guarantee for project completion

The Working Group and staff discussed how this could prevent the problems of failed developments. While a number of the area ordinances required that developers report on whether there was a surety bond, none of these condo conversion ordinances required them. The Working Group recommends that a security in a form acceptable to the Community Development Director be a requirement for projects that meet an established threshold, which would be determined after further research. Corporation Counsel did not offer a recommended threshold.

6. Property Report and Record-keeping

The purpose is to make the Property Report available upon resale, to assist with the smooth transition from the developer to the condominium association, and to provide the affordable condominium owners with adequate information regarding major building systems and their appliances. Niles requires all Board of Managers and Chicago requires the Board of Managers in buildings with more than six units to keep a copy of the latest property report for seven years following the property report's initial distribution. Professional staff recommends that the developer also be required to provide information to the Board of Managers regarding utility account numbers and payment status, and make, model numbers, and any warranties for major building equipment and for appliances in the affordable condos.

**Overview of Items for Future Discussion regarding the Inclusionary Housing Ordinance**

As indicated on the first page of this memo, the Commission suggested considering the merits of revising the Inclusionary Housing Ordinance and Administrative Guidelines to include the following items:

- Building division inspections,
- Energy-efficiency audits for all inclusionary housing units,
- Developer warranties for major systems and appliances, and
- Escrow accounts to cover the warranties.

The other questions that arose were whether to offer a fee-in-lieu provision for condominium conversions or to increase the threshold that triggers coverage under the Inclusionary Housing Ordinance for condominium conversions. The reasons to consider this are twofold:

1. Developers cannot receive a density bonus, because they typically are not adding units in a building, only converting the existing number of units to new ownership. The rationale for the density bonus is to offset some of the costs that developers incur in providing affordable housing. The developer's constraints of redeveloping an existing building with minimal (less than 50%) demolition are likely to prevent this.
2. Corporation Counsel observed a potential problem for Inclusionary Housing Ordinance compliance in condominium conversions. Hart Passman wrote:

Separately, we noticed, when reviewing the City's inclusionary housing rules, that the inclusionary housing rules do not take into account tenants' rights of first refusal. Under Section 150.2101(A) (4) of the Ordinance, the inclusionary housing regulations apply to developments that include "the conversion of rental property to private ownership of individual housing units." As the Ordinance is presently written, a developer converting apartments must make 20 percent of the units affordable housing, unless the development is a single-family detached development of less than 20 units, in which case the developer can make a payment-

in-lieu. *This is problematic because if enough tenants exercise their right of first refusal, the developer will not have enough available units to set aside as affordable housing.* Moreover, the "payment in lieu" provision is so narrow that a developer converting apartments into condos is not likely to be eligible to make a payment in lieu, thus allowing a developer to comply with the Code.

To prevent this problem, we suggest that the Ordinance be amended to either: (i) broaden the payment-in-lieu provision to allow developers that are converting apartments into condos to provide a payment-in-lieu even if the development is not a single-family detached development that is less than 20 units; or (ii) change the manner in which a developer's affordable housing requirement is calculated so that the calculation does not take into account the units that are sold to tenants pursuant to the tenants' right of first refusal.

A more thorough discussion of these items pertaining to the Inclusionary Housing Ordinance will be scheduled for another Commission Meeting.

### **Next Steps**

If the Housing Commission approves a recommendation for a condominium conversion ordinance, then staff will prepare a summary presentation for City Council. If the City Council approves the recommendation for a condominium conversion ordinance, then City professional staff would prepare a draft ordinance for Corporation Counsel's review. After Counsel's review, the Housing Commission's Working Group and then the Housing Commission would review the draft ordinance before sending a final recommendation to City Council for consideration. Concurrent with this process, the Commission will discuss what revisions, if any, would be appropriate for the Inclusionary Housing Ordinance.

**Timeline for the Condominium Conversion Process:  
Comparison of State Requirements to Proposed City of Highland Park Requirements**

-120 days	-90 days	-60 days	-30 days	0	30 days	60 days	90 days
				Developer files Condo dec			
			State: Notice of intent to convert;				
			State: tenant right of first refusal; existing rental price in effect				
			State: showings-a reasonable number and at reasonable times				
HP: Notice of intent to convert							
HP: tenant right of first refusal; existing rental price in effect							
	HP: showings require two days notice						
HP: preliminary property report							
HP: developer submits IHP; Hsg. Comm. and City Council consider it.							

**Notes:**

1. In this proposed time line, the Highland Park requirements for the tenant's right of first refusal and for the owner to maintain the existing rental period are the same as the State's: 120 days. The difference is that the proposed Highland Park timeline moves up the Notice of intent to convert 90 days in order to provide adequate time for the Housing Commission and City Council to consider the Inclusionary Housing Plan.
2. There are other time sensitive steps in the condominium conversion process, but these occur after other actions have occurred:
  - a. **Final Property Report** provided to potential purchasers upon execution of the first sales contract and delivered with every executed sales contract thereafter.
  - b. **Records** transmitted to Condominium Board after its formation.

## **Attachment 2**

### **Outline for Property Report**

One of the main requirements for a comprehensive Condominium Conversion Ordinance is the submission of a Property Report. The developer would submit the Property Report in two phases, a preliminary and then final Report. The idea of the two stages is to allow the developer to collect the information in a reasonable time period. The intent is to make this as easy for the developer as possible: most of the required information would be information that the developer would need both to finance the project and to market to prospective buyers. Staff would review the Property Report to insure completeness of the information provided, not to assess the quality of the development. City staff would prepare a checklist to accompany the Ordinance to assist developers with the process. A number of communities require that the developer collect a receipt signed by the purchaser acknowledging that the purchaser read the Property Report.

1. Preliminary Property Report at 120 days with notice of intent to tenants and City
  1. List of tenants who were notified, including names (Note: this list is for City use only, not for public distribution)
  2. Name of building, address and number of units
  3. Name(s) of the developer, address, and phone number
  4. Timeline of project
  5. Statement of expected sales price
  6. Estimated monthly assessment with information on maintenance and amenity costs that the assessment covers
  7. Estimated real estate taxes based on previous year's tax bill
  8. Maintenance and amenity costs that are not covered by the monthly assessment for which optional charges are or may be levied
  9. List of appliances and property in units post conversion, stating whether new or existing
  10. Time and circumstances upon which the initial Board of Managers shall be established
  11. Brief description of rights and obligations retained by the sellers and the duration of such rights and obligations
  12. Rights and obligations of unit purchasers after closing and prior to the election of the initial Board of Managers
  13. Description of any financing offered by the developer
  14. Disclaimers like those required in the Arlington Heights and Chicago Ordinances (e.g., City law specifically prohibits any representation to the effect that the City has passed upon the merits of or given any approval to make or cause to be made...)
  15. Condominium Conversion Ordinance attached to preliminary property report
2. Final Property Report provided upon execution of the first sales contract and delivered with every executed sales contract thereafter. The proposed information required:
  1. Includes all the information from the Preliminary Property Report
  2. Additional ownership information including all general partners of a partnership and officers and the registered agent of a corporation

3. All persons with a direct material financial interest in the property, including interim and permanent mortgage lenders
4. Principal attorneys, accountants, architect, engineer, and contractor for the property
5. Description of the property and improvements, including:
  - i. Map or plat showing size and dimensions of the condominium project, floor plans of individual units, together with all improvements, including recreational facilities, proposed construction and present and planned location of streets and roads.
  - ii. Description of common elements
  - iii. Description of proposed improvements
  - iv. Share of ownership of each unit in the common elements
  - v. Description, nature, and ownership of all property and facilities on the site, which are not part of the condominium
  - vi. Description of all existing and proposed recreational facilities and other such facilities within the condominium project, including the projected dates of completion
  - vii. List of any common element fees for buyers (pool, gym, etc.)
  - viii. Drawings, architectural plans and other suitable documents setting forth the necessary information for location, maintenance, and repair of all condominium facilities and equipment to the extent that these documents exist.
6. Engineer's Report, including maintenance schedule for building systems
7. Description of existing contracts for management and other services
8. Bylaws / Articles of Incorporation / Rules & Regulations
9. Description of Insurance Coverage
10. Current Operating Budget
11. Projected Budget/Reserves
12. Alternative provisions if an insufficient number of units are sold to cover the proposed operations and maintenance budget
13. Inspection Reports through the last five years
14. Summary of Building violations from the last five years
15. Statement of any pending litigation, which would affect the condominium or the developer's ability to convey clear title
16. A certificate from a licensed insurance firm that a bond is in force in an amount sufficient to guarantee completion of the construction of any individual structure for which a building permit has been issued
17. Number of parking spaces allocated per unit and number of guest spaces
18. Proportion of units intended for rental
19. Any restrictions on renting units regarding use and occupancy
20. Statement of Warranties for affordable units, common elements, and any warranties that apply to market-rate units
21. Copies of the sales documents and literature, including basic purchase contract form
22. Disclaimers like those required in Arlington Heights and Chicago ordinances
23. Condominium Conversion Ordinance attached

## Agenda Item 4



### Memorandum

To: Housing Commission  
From: Mary Cele Smith, Housing Planner  
Date: March 1, 2012  
Re: **Consideration of a Recommendation to City Council regarding draft Illinois Legislation for Permissive Authority for a Lake County Affordable Housing Trust Fund**

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#### Summary

As you know from an earlier email, the draft legislation to give Lake County permissive authority for a Lake County Affordable Housing Trust Fund passed out of the Illinois Senate Committee, but failed in the House Committee on a vote of 3 to 3. If SB 3167 passes in the full Senate, it will be sent to the House for another opportunity to move the bill forward. At this point, the supporters for the legislation are waiting for the next opportunity to advocate again. No action is needed at this moment, which allows time for you to consider whether you would like to make a recommendation to City Council to support the legislation. For your information, SB 3167 is attached.

#### Background

##### **The Problem:**

##### **Financially-strapped families, deteriorating neighborhoods, and inadequate resources**

- Lake County families and individuals of low and moderate incomes are struggling to afford safe and decent housing. In 2009, 39% of Lake County renters and homeowners were cost-burdened, paying more than the federally-recommended 30% of their income towards housing costs. And more than one in five renters are severely cost-burdened, paying more than 50% of their income for rent.
- The foreclosure crisis is devastating families and de-stabilizing communities. In Illinois, on average, homes located on the same block as a foreclosed property can drop \$8,000 to \$10,000 in value. The number of foreclosures has quadrupled in the last 5 years, with nearly 6,500 in 2010 in Lake County alone.
- Applications to funding programs typically far exceed the resources available. At the same time, resources are declining, requiring multiple funding sources to make projects financially viable.

- State and federal resources for affordable housing often come with “one-size-fits-all” strings attached that do not address the unique needs of suburban and rural communities.

**A County Solution:**

**A solution created, funded, executed and controlled locally**

- The City of Highland Park’s Affordable Housing Trust Fund (HTF) demonstrates the value of this resource for developing affordable housing. To date, the Highland Park HTF has supported the development of over thirty-five affordable homes.
- By establishing its own affordable housing trust fund with a dedicated revenue source, Lake County can provide a new, on-going source of revenue to meet *County-determined housing needs*. In the near term, it is estimated that revenue collected in Lake County from the proposed \$5 recording fee would generate approximately \$500,000 per year for the trust fund.
- The county will establish the rules for its trust fund to ensure that funds are used to address **its most important housing needs** – e.g., workforce housing near jobs or transit centers, acquisition and rehab of vacant or foreclosed properties, new construction on vacant land, down-payment assistance to put more people in housing, production of rental housing through new construction or rehab, etc.
- Community Partners for Affordable Housing will be eligible to apply for these funds to augment the development of affordable housing in Highland Park.
- Nationally, every dollar invested in affordable housing by a county trust fund leverages an average of \$10.46 from other funding sources.

**Recommendation**

Staff requests that the Housing Commission consider whether to make a recommendation to City Council to support the legislation providing permissive authority for a Lake County Affordable Housing Trust Fund and to take action when necessary to communicate that support to county and state officials.

**Full Text of SB3167**

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**97TH GENERAL ASSEMBLY  
State of Illinois  
2011 and 2012  
SB3167**

Introduced 2/1/2012, by Sen. Terry Link

**SYNOPSIS AS INTRODUCED:**

55 ILCS 5/3-5018 from Ch. 34, par. 3-5018  
55 ILCS 5/1131 new

Amends the Counties Code. Authorizes Lake County to establish an affordable housing trust fund. Provides that Lake County may, by ordinance or resolution, provide for an affordable housing trust fund surcharge in the amount of \$5 for the recordation of any real estate-related document to fund the affordable housing trust fund. Defines "affordable housing trust fund" and "real estate-related document". Effective immediately.

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FISCAL NOTE ACT MAY  
APPLY

**A BILL FOR**

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1 AN ACT concerning local government.

2

Be it enacted by the People of the State of Illinois,  
3 represented in the General Assembly:

4 Section 5. The Counties Code is amended by changing Section  
5 3-5018 and by adding Section 1131 as follows:

6 (55 ILCS 5/3-5018) (from Ch. 34, par. 3-5018)

7 Sec. 3-5018. Fees. The recorder elected as provided for in  
8 this Division shall receive such fees as are or may be provided  
9 for him or her by law, in case of provision therefor: otherwise  
10 he or she shall receive the same fees as are or may be provided  
11 in this Section, except when increased by county ordinance  
12 pursuant to the provisions of this Section, to be paid to the  
13 county clerk for his or her services in the office of recorder  
14 for like services.

15 For recording deeds or other instruments, \$12 for the first  
16 4 pages thereof, plus \$1 for each additional page thereof, plus  
17 \$1 for each additional document number therein noted. The  
18 aggregate minimum fee for recording any one instrument shall  
19 not be less than \$12.

20 For recording deeds or other instruments wherein the  
21 premises affected thereby are referred to by document number  
22 and not by legal description, a fee of \$1 in addition to that  
23 hereinabove referred to for each document number therein noted.

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1 For recording assignments of mortgages, leases or liens,  
2 \$12 for the first 4 pages thereof, plus \$1 for each additional  
3 page thereof. However, except for leases and liens pertaining  
4 to oil, gas and other minerals, whenever a mortgage, lease or  
5 lien assignment assigns more than one mortgage, lease or lien  
6 document, a \$7 fee shall be charged for the recording of each  
7 such mortgage, lease or lien document after the first one.

8 For recording maps or plats of additions or subdivisions  
9 approved by the county or municipality (including the spreading  
10 of the same of record in map case or other proper books) or  
11 plats of condominiums, \$50 for the first page, plus \$1 for each

12 additional page thereof except that in the case of recording a  
13 single page, legal size 8 1/2 x 14, plat of survey in which  
14 there are no more than two lots or parcels of land, the fee  
15 shall be \$12. In each county where such maps or plats are to be  
16 recorded, the recorder may require the same to be accompanied  
17 by such number of exact, true and legible copies thereof as the  
18 recorder deems necessary for the efficient conduct and  
19 operation of his or her office.

20 For non-certified copies of records, an amount not to  
21 exceed one-half of the amount provided in this Section for  
22 certified copies, according to a standard scale of fees,  
23 established by county ordinance and made public. The provisions  
24 of this paragraph shall not be applicable to any person or  
25 entity who obtains non-certified copies of records in the  
26 following manner: (i) in bulk for all documents recorded on any

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1 given day in an electronic or paper format for a negotiated  
2 amount less than the amount provided for in this paragraph for  
3 non-certified copies, (ii) under a contractual relationship  
4 with the recorder for a negotiated amount less than the amount  
5 provided for in this paragraph for non-certified copies,  
6 or (iii) by means of Internet access pursuant to Section  
7 5-1106.1.

8 For certified copies of records, the same fees as for  
9 recording, but in no case shall the fee for a certified copy of  
10 a map or plat of an addition, subdivision or otherwise exceed  
11 \$10.

12 Each certificate of such recorder of the recording of the  
13 deed or other writing and of the date of recording the same  
14 signed by such recorder, shall be sufficient evidence of the  
15 recording thereof, and such certificate including the indexing  
16 of record, shall be furnished upon the payment of the fee for  
17 recording the instrument, and no additional fee shall be  
18 allowed for the certificate or indexing.

19 The recorder shall charge an additional fee, in an amount

20 equal to the fee otherwise provided by law, for recording a  
21 document (other than a document filed under the Plat Act or the  
22 Uniform Commercial Code) that does not conform to the following  
23 standards:

24 (1) The document shall consist of one or more  
25 individual sheets measuring 8.5 inches by 11 inches, not  
26 permanently bound and not a continuous form. Graphic

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1 displays accompanying a document to be recorded that  
2 measure up to 11 inches by 17 inches shall be recorded  
3 without charging an additional fee.

4 (2) The document shall be legibly printed in black ink,  
5 by hand, type, or computer. Signatures and dates may be in  
6 contrasting colors if they will reproduce clearly.

7 (3) The document shall be on white paper of not less  
8 than 20-pound weight and shall have a clean margin of at  
9 least one-half inch on the top, the bottom, and each side.  
10 Margins may be used for non-essential notations that will  
11 not affect the validity of the document, including but not  
12 limited to form numbers, page numbers, and customer  
13 notations.

14 (4) The first page of the document shall contain a  
15 blank space, measuring at least 3 inches by 5 inches, from  
16 the upper right corner.

17 (5) The document shall not have any attachment stapled  
18 or otherwise affixed to any page.

19 A document that does not conform to these standards shall not  
20 be recorded except upon payment of the additional fee required  
21 under this paragraph. This paragraph, as amended by this  
22 amendatory Act of 1995, applies only to documents dated after  
23 the effective date of this amendatory Act of 1995.

24 The county board of any county may provide for an  
25 additional charge of \$3 for filing every instrument, paper, or  
26 notice for record, (1) in order to defray the cost of

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1 converting the county recorder's document storage system to  
2 computers or micrographics and (2) in order to defray the cost  
3 of providing access to records through the global information  
4 system known as the Internet.

5 A special fund shall be set up by the treasurer of the  
6 county and such funds collected pursuant to Public Act 83-1321  
7 shall be used (1) for a document storage system to provide the  
8 equipment, materials and necessary expenses incurred to help  
9 defray the costs of implementing and maintaining such a  
10 document records system and (2) for a system to provide  
11 electronic access to those records.

12 The county board of any county that provides and maintains  
13 a countywide map through a Geographic Information System (GIS)  
14 may provide for an additional charge of \$3 for filing every  
15 instrument, paper, or notice for record (1) in order to defray  
16 the cost of implementing or maintaining the county's Geographic  
17 Information System and (2) in order to defray the cost of  
18 providing electronic access to the county's Geographic  
19 Information System records. Of that amount, \$2 must be  
20 deposited into a special fund set up by the treasurer of the  
21 county, and any moneys collected pursuant to this amendatory  
22 Act of the 91st General Assembly and deposited into that fund  
23 must be used solely for the equipment, materials, and necessary  
24 expenses incurred in implementing and maintaining a Geographic  
25 Information System and in order to defray the cost of providing  
26 electronic access to the county's Geographic Information

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1 System records. The remaining \$1 must be deposited into the  
2 recorder's special funds created under Section 3-5005.4. The  
3 recorder may, in his or her discretion, use moneys in the funds  
4 created under Section 3-5005.4 to defray the cost of  
5 implementing or maintaining the county's Geographic

6 Information System and to defray the cost of providing  
7 electronic access to the county's Geographic Information  
8 System records.

9 Any county that establishes an affordable housing trust  
10 fund pursuant to Section 5-1131 of this Code may provide by  
11 ordinance or resolution for an affordable housing trust fund  
12 surcharge in the amount of \$5 for the recordation of any real  
13 estate-related document for the sole purpose of funding the  
14 affordable housing trust fund.

15 The recorder shall collect a \$10 Rental Housing Support  
16 Program State surcharge for the recordation of any real  
17 estate-related document. Payment of the Rental Housing Support  
18 Program State surcharge shall be evidenced by a receipt that  
19 shall be marked upon or otherwise affixed to the real  
20 estate-related document by the recorder. The form of this  
21 receipt shall be prescribed by the Department of Revenue and  
22 the receipts shall be issued by the Department of Revenue to  
23 each county recorder.

24 The recorder shall not collect the Rental Housing Support  
25 Program State surcharge from any State agency, any unit of  
26 local government or any school district.

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1 One dollar of each surcharge shall be retained by the  
2 county in which it was collected. This dollar shall be  
3 deposited into the county's general revenue fund. Fifty cents  
4 of that amount shall be used for the costs of administering the  
5 Rental Housing Support Program State surcharge and any other  
6 lawful expenditures for the operation of the office of the  
7 recorder and may not be appropriated or expended for any other  
8 purpose. The amounts available to the recorder for expenditure  
9 from the surcharge shall not offset or reduce any other county  
10 appropriations or funding for the office of the recorder.

11 On the 15th day of each month, each county recorder shall  
12 report to the Department of Revenue, on a form prescribed by  
13 the Department, the number of real estate-related documents

14 recorded for which the Rental Housing Support Program State  
15 surcharge was collected. Each recorder shall submit \$9 of each  
16 surcharge collected in the preceding month to the Department of  
17 Revenue and the Department shall deposit these amounts in the  
18 Rental Housing Support Program Fund. Subject to appropriation,  
19 amounts in the Fund may be expended only for the purpose of  
20 funding and administering the Rental Housing Support Program.

21 For purposes of this Section, "real estate-related  
22 document" means that term as it is defined in Section 7 of the  
23 Rental Housing Support Program Act.

24 The foregoing fees allowed by this Section are the maximum  
25 fees that may be collected from any officer, agency, department  
26 or other instrumentality of the State. The county board may,

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1 however, by ordinance, increase the fees allowed by this  
2 Section and collect such increased fees from all persons and  
3 entities other than officers, agencies, departments and other  
4 instrumentalities of the State if the increase is justified by  
5 an acceptable cost study showing that the fees allowed by this  
6 Section are not sufficient to cover the cost of providing the  
7 service. Regardless of any other provision in this Section, the  
8 maximum fee that may be collected from the Department of  
9 Revenue for filing or indexing a lien, certificate of lien  
10 release or subordination, or any other type of notice or other  
11 documentation affecting or concerning a lien is \$5. Regardless  
12 of any other provision in this Section, the maximum fee that  
13 may be collected from the Department of Revenue for indexing  
14 each additional name in excess of one for any lien, certificate  
15 of lien release or subordination, or any other type of notice  
16 or other documentation affecting or concerning a lien is \$1.

17 A statement of the costs of providing each service, program  
18 and activity shall be prepared by the county board. All  
19 supporting documents shall be public record and subject to  
20 public examination and audit. All direct and indirect costs, as  
21 defined in the United States Office of Management and Budget

22 Circular A-87, may be included in the determination of the  
23 costs of each service, program and activity.  
24 (Source: P.A. 96-1356, eff. 7-28-10.)

25 (55 ILCS 5/1131 new)

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1 Sec. 1131. Affordable housing trust fund pilot program;  
2 surcharge. Lake County may establish an affordable housing  
3 trust fund. Lake County may provide by ordinance or resolution  
4 for an affordable housing trust fund surcharge in the amount of  
5 \$5 for the recordation of any real estate-related document for  
6 the sole purpose of funding the affordable housing trust fund.

7 For purposes of this Section, "affordable housing trust  
8 fund" means a trust fund established by the county board of  
9 Lake County by resolution or ordinance for the purpose of  
10 providing financial support for affordable housing activities  
11 that address the housing needs of low-income and  
12 moderate-income households as determined by the county board.

13 For purposes of this Section, "real estate-related  
14 document" means that term as it is defined in Section 7 of the  
15 Rental Housing Support Program Act.

16 Section 99. Effective date. This Act takes effect upon  
17 becoming law.

**FRANK B. PEERS HOUSING**  
**Balance Sheet**  
Month Ending 01/31/12

**ASSETS**

## Current Assets

1110-0000 - Petty Cash	300.00
1121-0000 - Cash - Operating	72,608.47
1130-0000 - Tenant/member accounts receivable	962.00
1131-0000 - Accounts receivable - subsidy	44,785.00
1240-0000 - Prepaid property and liability insurance	7,252.90
<b>Total Current Assets</b>	<u>125,908.37</u>

## Other Assets

1290-0000 - Misc Prepaid Expenses	387.66
1192-0000 - Tenant Sec Dep	20,458.54
1310-0000 - Real estate tax escrow	118,693.70
1311-0000 - Insurance escrow	24,971.53
1330-0000 - Debt Service Escrow	138,749.66
1140-0000 - Accounts Receivable - Other	3,284.36
1320 - Replacement Reserve	151,263.46
1340 - Residual Receipt	13.69
<b>Total Other Assets</b>	<u>457,822.60</u>

## Fixed Assets

1420-0000 - Building	1,848,860.15
1430-0000 - Land Improvements	1,619,406.39
1450-0000 - Furniture for project/tenant use	497,004.28
1497-0000 - Site improvements	172,218.77
4120-0000 - Accum depr - buildings	(2,974,722.56)
1498-0000 - Current F/A	604.50
<b>Total Fixed Assets</b>	<u>1,163,371.53</u>

## Financing Costs

1900-0001 - Deferred Financing Costs	192,398.85
1999-0000 - Accum Amort - Bond Costs	(49,374.58)
<b>Total Financing Costs</b>	<u>143,024.27</u>

## Partnership Assets

1701-0000 - Cash - Partnership	16,526.66
1702-0000 - Partnership MM	2,119,663.85
1702-1000 - Partnership F/A	221,340.23
1703-0000 - Partnership Receivable	267,013.69
<b>Total Partnership Assets</b>	<u>2,624,544.43</u>

**Total Assets**

4,514,671.20

**FRANK B. PEERS HOUSING**  
**Balance Sheet**  
Month Ending 01/31/12

**Liabilities & Equity**

## Current Liabilities

2110-0000 - Accounts payable	13,312.69
2113-0000 - Flex Benefit Payable	11.00
2120-0000 - Accrued wages and p/r taxes payable	2,600.09
2150-0000 - Accrued property taxes	94,065.00
2180-0000 - Misc current liabilities	16,207.36
<b>Total Current Liabilities</b>	<u>126,196.14</u>

## Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	(8,149.00)
2191-0000 - Security deposits-residential	18,297.00
2191-0001 - Pet Deposit	720.00
2210-0000 - Prepaid Rent	128.00
2211-0000 - Prepaid HUD	32,246.00
2320-1000 - Mortgage payable - 2nd note	2,290,000.00
2320-0000 - Mortgage Payable (long term)	1,989,661.30
<b>Total Non-Current Liabilities</b>	<u>4,322,903.30</u>

## Owner's Equity

3100-0000 - Limited Partners Equity	2,622,952.86
3209-0000 - Prior Year Retained Earnings	(2,639,246.38)
3210-0000 - Retained earnings	62,297.86
Current YTD Earnings	19,567.42
<b>Total Owner's Equity</b>	<u>65,571.76</u>

**Total Liability & Owner Equity**

4,514,671.20

FRANK B PEERS

## FRANK B. PEERS HOUSING

### Actual vs Budget Accrual Operating Statement

	Month Ending 01/31/12			Year To Date 01/31/12			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>GROSS OPERATING INCOME</b>							
RESIDENTIAL RENTAL INCOME	19,039.00	16,790.00	2,249.00	19,039.00	16,790.00	2,249.00	201,475.60
5120-0000 - Apartment rent	64,909.00	67,158.40	(2,249.40)	64,909.00	67,158.40	(2,249.40)	805,900.80
5121-0000 - Tenant assistant payments	60.00	60.00	0.00	60.00	60.00	0.00	720.00
5140-0000 - Commercial base rent	84,008.00	84,008.40	(0.40)	84,008.00	84,008.40	(0.40)	1,008,096.40
<b>TOTAL RESIDENTIAL RENTAL INCOME</b>							
VACANCIES & ADJUSTMENTS	(1,992.00)	(1,500.00)	(492.00)	(1,992.00)	(1,500.00)	(492.00)	(18,000.00)
5220-0000 - Vacancy loss - apartments	(1,243.00)	(1,243.00)	0.00	(1,243.00)	(1,243.00)	0.00	(14,916.00)
5221-0000 - Non-Revenue Units	(3,235.00)	(2,743.00)	(492.00)	(3,235.00)	(2,743.00)	(492.00)	(32,916.00)
<b>TOTAL VACANCIES &amp; ADJUSTMENTS</b>							
OTHER INCOME	0.00	208.00	(208.00)	0.00	208.00	(208.00)	2,500.00
5910-0000 - Laundry income	0.00	15.00	(15.00)	0.00	15.00	(15.00)	180.00
5922-0000 - Late fees	0.00	100.00	(100.00)	0.00	100.00	(100.00)	1,200.00
5945-0000 - Damages	0.00	0.00	0.00	0.00	0.00	0.00	1,050.40
5990-0000 - Misc other income	0.00	0.00	0.00	0.00	0.00	0.00	50.39
5413-0000 - Interest income - escrow	0.00	323.00	(323.00)	0.00	323.00	(323.00)	4,980.79
<b>TOTAL OTHER INCOME</b>							
<b>GROSS OPERATING INCOME</b>	<b>80,773.00</b>	<b>81,588.40</b>	<b>(815.40)</b>	<b>80,773.00</b>	<b>81,588.40</b>	<b>(815.40)</b>	<b>980,161.19</b>
<b>GROSS OPERATING INCOME</b>							
ADVERTISING & RENTING EXPENSE	0.00	300.00	300.00	0.00	300.00	300.00	300.00
6213-0000 - Employee Recruitment	14.00	30.00	16.00	14.00	30.00	16.00	360.00
6253-0000 - Credit Report Fees	14.00	330.00	316.00	14.00	330.00	316.00	660.00
<b>TOTAL ADVERTISING &amp; RENTING EXPENSE</b>							
ADMINISTRATIVE EXPENSE	337.57	247.00	(90.57)	337.57	247.00	(90.57)	2,964.00
6311-0000 - Office supplies	0.00	300.00	300.00	0.00	300.00	300.00	3,600.00
6316-0000 - Office Equipment	3,917.05	4,150.00	232.95	3,917.05	4,150.00	232.95	49,800.00
6320-0000 - Management fee	0.00	80.00	80.00	0.00	80.00	80.00	960.00
6340-0000 - Legal Expense - Project	0.00	0.00	0.00	0.00	0.00	0.00	13,700.00
6350-0000 - Audit Expense	524.54	725.00	200.46	524.54	725.00	200.46	8,700.00
6360-0000 - Telephone	60.72	61.00	0.28	60.72	61.00	0.28	732.00
6360-0001 - Answering Service/ Pagers	0.00	110.00	110.00	0.00	110.00	110.00	1,320.00
6365-0000 - Training & Education Expense	429.00	0.00	(429.00)	429.00	0.00	(429.00)	6,000.00
6370-0000 - Bad debts	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	3,750.00
6380-0000 - Consulting/study costs	196.62	120.00	(76.62)	196.62	120.00	(76.62)	1,440.00
6390-0000 - Misc administrative expenses	319.23	150.00	(169.23)	319.23	150.00	(169.23)	1,800.00
6390-0002 - Computer Supplies/Data Processing	488.38	594.51	106.13	488.38	594.51	106.13	7,299.00
6395-0000 - Tenant Retention	0.00	185.00	185.00	0.00	185.00	185.00	2,220.00
6431-0000 - Travel & Expense Reimbursement	(0.87)	(3.18)	(2.31)	(0.87)	(3.18)	(2.31)	(81.53)
6860-0000 - Security Deposit Interest	6,272.24	8,219.33	1,947.09	6,272.24	8,219.33	1,947.09	104,203.47
<b>TOTAL ADMINISTRATIVE EXPENSE</b>							
PAYROLL & RELATED COSTS	3,818.05	4,428.00	609.95	3,818.05	4,428.00	609.95	58,088.00
6310-0000 - Office salaries	1,125.97	1,167.00	41.03	1,125.97	1,167.00	41.03	15,172.00
6510-0000 - Janitor and cleaning payroll	3,391.22	3,800.00	408.78	3,391.22	3,800.00	408.78	49,140.00
6540-0000 - Repairs payroll	594.22	1,200.00	605.78	594.22	1,200.00	605.78	15,600.00
6900-0000 - Social Service Coordinator							

FRANK B PEERS

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

	Month Ending 01/31/12			Year To Date 01/31/12			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6715-0000 - Payroll Taxes	1,443.64	1,230.00	(213.64)	1,443.64	1,230.00	(213.64)	14,760.00
6722-0000 - Workers compensation	271.52	271.52	0.00	271.52	271.52	0.00	3,339.12
6723-0000 - Employee health insurance	1,676.37	1,614.42	(61.95)	1,676.37	1,614.42	(61.95)	20,030.52
6724-0000 - Union Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6726-0001 - Contingency	0.00	0.00	0.00	0.00	0.00	0.00	2,821.00
<b>TOTAL PAYROLL &amp; RELATED COSTS</b>	<b>12,320.99</b>	<b>13,710.94</b>	<b>1,389.95</b>	<b>12,320.99</b>	<b>13,710.94</b>	<b>1,389.95</b>	<b>178,950.64</b>
<b>OPERATING EXPENSES</b>							
6515-0000 - Janitors and cleaning supplies	57.41	300.00	242.59	57.41	300.00	242.59	3,600.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6519-0000 - Exterminating Contract	0.00	105.00	105.00	0.00	105.00	105.00	3,260.00
6520-0000 - Miscellaneous Repair Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6525-0000 - Rubbish removal	309.49	310.00	0.51	309.49	310.00	0.51	4,120.00
6490-0000 - Misc operating expenses	0.00	50.00	50.00	0.00	50.00	50.00	600.00
<b>TOTAL OPERATING EXPENSES</b>	<b>366.90</b>	<b>765.00</b>	<b>398.10</b>	<b>366.90</b>	<b>765.00</b>	<b>398.10</b>	<b>12,080.00</b>
<b>UTILITIES</b>							
6450-0000 - Electricity	1,646.68	1,199.37	(447.31)	1,646.68	1,199.37	(447.31)	22,515.36
6451-0000 - Water	1,080.97	275.56	(805.41)	1,080.97	275.56	(805.41)	9,420.80
6452-0000 - Gas	3,405.85	2,000.00	(1,405.85)	3,405.85	2,000.00	(1,405.85)	36,000.63
<b>TOTAL UTILITIES</b>	<b>6,133.50</b>	<b>3,474.93</b>	<b>(2,658.57)</b>	<b>6,133.50</b>	<b>3,474.93</b>	<b>(2,658.57)</b>	<b>67,936.79</b>
<b>MAINTENANCE EXPENSES</b>							
6536-0000 - Ground supplies	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
6537-0000 - Grounds Contractor (Landscaper)	0.00	0.00	0.00	0.00	0.00	0.00	6,400.00
6541-0000 - Repair materials (general supplies)	1,116.70	400.00	(716.70)	1,116.70	400.00	(716.70)	4,800.00
6541-0001 - Appliance Parts	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6541-0002 - Plumbing Supplies	270.43	100.00	(170.43)	270.43	100.00	(170.43)	1,200.00
6541-0003 - Electrical Supplies	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
6541-0004 - Heating/Cooling Supplies	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6541-0005 - Hand Tools	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6541-0006 - Expendable Tools	0.00	50.00	50.00	0.00	50.00	50.00	600.00
6541-0007 - Safety Equipment	0.00	50.00	50.00	0.00	50.00	50.00	600.00
6541-0009 - Window Supplies	0.00	100.00	100.00	0.00	100.00	100.00	200.00
6541-0010 - Carpentry/Hardware	0.00	50.00	50.00	0.00	50.00	50.00	600.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	290.00	290.00	0.00	290.00	290.00	3,500.00
6546-0000 - Heating/Cooling Contractor	637.31	200.00	(437.31)	637.31	200.00	(437.31)	9,027.79
6548-0000 - Snow removal	1,420.00	2,974.48	1,554.48	1,420.00	2,974.48	1,554.48	15,659.48
6551-0000 - Elevator Contractor (Special Repairs)	0.00	0.00	0.00	0.00	0.00	0.00	625.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	1,188.00	500.00	(688.00)	1,188.00	500.00	(688.00)	12,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
6580-0000 - Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6582-0000 - Fire Protection	0.00	400.00	400.00	0.00	400.00	400.00	4,800.00
6582-0001 - Fire Safety Equipment	0.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00
6590-0000 - Miscellaneous Repair	0.00	0.00	0.00	0.00	0.00	0.00	855.00
6591-0000 - Electrical Repairs	1,147.69	0.00	(1,147.69)	1,147.69	0.00	(1,147.69)	2,271.69
6592-0000 - Boiler Repairs	0.00	500.00	500.00	0.00	500.00	500.00	6,000.00
6594-0000 - Carpentry Repairs	0.00	155.44	155.44	0.00	155.44	155.44	655.44
6595-0000 - Plumbing Repairs	446.00	267.00	(179.00)	446.00	267.00	(179.00)	7,457.06

FRANK B PEERS

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

	Month Ending 01/31/12			Year To Date 01/31/12			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6596-0000 - Floor Repairs/Cleaning	0.00	150.00	150.00	0.00	150.00	150.00	1,800.00
6598-0000 - Roof Repairs	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>6,226.13</b>	<b>12,286.92</b>	<b>6,060.79</b>	<b>6,226.13</b>	<b>12,286.92</b>	<b>6,060.79</b>	<b>96,701.46</b>
<b>TAXES AND INSURANCE</b>	<b>7,845.00</b>	<b>7,845.00</b>	<b>0.00</b>	<b>7,845.00</b>	<b>7,845.00</b>	<b>0.00</b>	<b>94,140.00</b>
6710-0000 - Real estate taxes	1,450.58	1,450.58	0.00	1,450.58	1,450.58	0.00	17,853.48
6720-0000 - Property and liability insurance	0.00	0.00	0.00	0.00	0.00	0.00	91.00
6721-0000 - Fidelity bond insurance	9,295.58	9,295.58	0.00	9,295.58	9,295.58	0.00	112,084.48
<b>TOTAL TAXES AND INSURANCE</b>	<b>9,295.58</b>	<b>9,295.58</b>	<b>0.00</b>	<b>9,295.58</b>	<b>9,295.58</b>	<b>0.00</b>	<b>112,084.48</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>40,629.34</b>	<b>48,082.70</b>	<b>7,453.36</b>	<b>40,629.34</b>	<b>48,082.70</b>	<b>7,453.36</b>	<b>572,616.84</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>40,143.66</b>	<b>33,505.70</b>	<b>6,637.96</b>	<b>40,143.66</b>	<b>33,505.70</b>	<b>6,637.96</b>	<b>407,544.35</b>
<b>FINANCIAL EXPENSES</b>	<b>20,861.02</b>	<b>20,908.21</b>	<b>47.19</b>	<b>20,861.02</b>	<b>20,908.21</b>	<b>47.19</b>	<b>247,732.30</b>
6820-0000 - Mortgage interest	1,863.67	2,020.00	156.33	1,863.67	2,020.00	156.33	24,240.00
7104-0000 - Replacement Reserve	9,626.52	9,626.52	0.00	9,626.52	9,626.52	0.00	118,700.05
7108-0000 - Mortgage Payable (long term)	32,351.21	32,554.73	203.52	32,351.21	32,554.73	203.52	390,672.35
<b>TOTAL FINANCIAL EXPENSES</b>	<b>32,351.21</b>	<b>32,554.73</b>	<b>203.52</b>	<b>32,351.21</b>	<b>32,554.73</b>	<b>203.52</b>	<b>390,672.35</b>
<b>NET OPER INC/(LOSS) BEFORE CAP. EXP.</b>	<b>7,792.45</b>	<b>950.97</b>	<b>6,841.48</b>	<b>7,792.45</b>	<b>950.97</b>	<b>6,841.48</b>	<b>16,872.00</b>
<b>NET INCOME (LOSS)</b>	<b>7,792.45</b>	<b>950.97</b>	<b>6,841.48</b>	<b>7,792.45</b>	<b>950.97</b>	<b>6,841.48</b>	<b>16,872.00</b>
Partnership Income	294.78	371.05	(76.27)	294.78	371.05	(76.27)	3,820.37
8005-0000 - Mortgagor Entity Income	(10.00)	(10.00)	0.00	(10.00)	(10.00)	0.00	606,164.50
8010-0000 - Other Entity Expense	284.78	361.05	(76.27)	284.78	361.05	(76.27)	609,984.87
<b>Total Partnership Activity</b>	<b>284.78</b>	<b>361.05</b>	<b>(76.27)</b>	<b>284.78</b>	<b>361.05</b>	<b>(76.27)</b>	<b>609,984.87</b>
<b>CAPITAL EXPENDITURES &amp; ESCROWS</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>(70,000.00)</b>
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6991-0000 - Capital expenditures	0.00	0.00	0.00	0.00	0.00	0.00	560,000.00
6991-0002 - Windows	0.00	0.00	0.00	0.00	0.00	0.00	97,300.00
6991-0006 - Kitchen - Rehab	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
6991-0010 - Parking Lot	0.00	120.00	120.00	0.00	120.00	120.00	1,440.00
6993-0000 - Appliance Replacement	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00
6993-0003 - A/C Replacements	604.50	650.00	45.50	604.50	650.00	45.50	7,800.00
6994-0000 - Carpet & tile	604.50	770.00	165.50	604.50	770.00	165.50	626,240.00
<b>TOTAL CAPITAL EXPENDITURES &amp; ESCROWS</b>	<b>604.50</b>	<b>770.00</b>	<b>165.50</b>	<b>604.50</b>	<b>770.00</b>	<b>165.50</b>	<b>626,240.00</b>
<b>GAIN/(LOSS) AFTER CAPITAL EXP. &amp; ESCROWS</b>	<b>7,472.73</b>	<b>542.02</b>	<b>6,930.71</b>	<b>7,472.73</b>	<b>542.02</b>	<b>6,930.71</b>	<b>616.87</b>

**WALNUT PLACE**  
**Balance Sheet**  
 Month Ending 01/31/12

**ASSETS**

## Current Assets

1110-0000 - Petty Cash	900.00
1121-0000 - Cash - Operating	8,363.58
1130-0000 - Tenant/member accounts receivable	20,829.43
1131-0000 - Accounts receivable - subsidy	34,063.00
1240-0000 - Prepaid property and liability insurance	6,534.15
<b>Total Current Assets</b>	<u>70,690.16</u>

## Other Assets

1290-0000 - Misc Prepaid Expenses	412.19
1192-0000 - Tenant Sec Dep	23,070.47
1310-0000 - Real estate tax escrow	152,876.66
1311-0000 - Insurance escrow	29,613.32
1330-0000 - Debt Service Escrow	136,095.17
1320 - Replacement Reserve	143,194.00
1340 - Residual Receipt	27,094.46
<b>Total Other Assets</b>	<u>512,356.27</u>

## Fixed Assets

1410-0000 - Land	220,000.00
1420-0000 - Building	2,918,659.85
1430-0000 - Land Improvements	396,727.57
1450-0000 - Furniture for project/tenant use	558,538.19
1497-0000 - Site improvements	75,054.14
4120-0000 - Accum depr - buildings	(3,316,284.25)
1498-0000 - Current F/A	534.48
<b>Total Fixed Assets</b>	<u>853,229.98</u>

## Financing Costs

1800-0000 - Organization costs	5,000.00
1900-0001 - Deferred Financing Costs	174,813.03
1999-0000 - Accum Amort - Bond Costs	(50,251.51)
<b>Total Financing Costs</b>	<u>129,561.52</u>

## Partnership Assets

1701-0000 - Cash - Partnership	104,389.59
<b>Total Partnership Assets</b>	<u>104,389.59</u>

**Total Assets**

1,670,227.52

**WALNUT PLACE**  
**Balance Sheet**  
 Month Ending 01/31/12

**Liabilities & Equity**

## Current Liabilities

2110-0000 - Accounts payable	16,380.83
2113-0000 - Flex Benefit Payable	11.00
2120-0000 - Accrued wages and p/r taxes payable	2,600.04
2150-0000 - Accrued property taxes	113,856.01
2155-0000 - Accrued professional services	14,714.00
2180-0000 - Misc current liabilities	7,599.62
<b>Total Current Liabilities</b>	<u>155,161.50</u>

## Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	(13,161.00)
2191-0000 - Security deposits-residential	18,828.00
2191-0001 - Pet Deposit	950.00
2210-0000 - Prepaid Rent	478.00
2211-0000 - Prepaid HUD	13,231.00
2320-1000 - Mortgage payable - 2nd note	2,546,000.00
2320-0000 - Mortgage Payable (long term)	2,049,784.34
<b>Total Non-Current Liabilities</b>	<u>4,616,110.34</u>

## Owner's Equity

3100-0000 - Limited Partners Equity	104,177.32
3209-0000 - Prior Year Retained Earnings	(3,366,375.44)
3210-0000 - Retained earnings	138,794.26
Current YTD Earnings	22,359.54
<b>Total Owner's Equity</b>	<u>(3,101,044.32)</u>

**Total Liability & Owner Equity**

1,670,227.52

WALNUT PLACE

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

	Month Ending 01/31/12			Year To Date 01/31/12			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>GROSS OPERATING INCOME</b>							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	20,547.00	19,926.28	620.72	20,547.00	19,926.28	620.72	239,115.36
5121-0000 - Tenant assistant payments	66,089.00	66,709.72	(620.72)	66,089.00	66,709.72	(620.72)	800,516.64
<b>TOTAL RESIDENTIAL RENTAL INCOME</b>	<b>86,636.00</b>	<b>86,636.00</b>	<b>0.00</b>	<b>86,636.00</b>	<b>86,636.00</b>	<b>0.00</b>	<b>1,039,632.00</b>
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(1,585.00)	(2,750.00)	1,165.00	(1,585.00)	(2,750.00)	1,165.00	(33,000.00)
5221-0000 - Non-Revenue Units	(1,260.00)	(1,248.00)	(12.00)	(1,260.00)	(1,248.00)	(12.00)	(15,108.00)
<b>TOTAL VACANCIES &amp; ADJUSTMENTS</b>	<b>(2,845.00)</b>	<b>(3,998.00)</b>	<b>1,153.00</b>	<b>(2,845.00)</b>	<b>(3,998.00)</b>	<b>1,153.00</b>	<b>(48,108.00)</b>
OTHER INCOME							
5910-0000 - Laundry income	0.00	286.00	(286.00)	0.00	286.00	(286.00)	3,432.00
5922-0000 - Late fees	0.00	10.00	(10.00)	0.00	10.00	(10.00)	120.00
5990-0000 - Misc other income	348.00	100.00	248.00	348.00	100.00	248.00	1,200.00
5413-0000 - Interest income - escrow	0.00	15.00	(15.00)	0.00	15.00	(15.00)	180.00
<b>TOTAL OTHER INCOME</b>	<b>348.00</b>	<b>411.00</b>	<b>(63.00)</b>	<b>348.00</b>	<b>411.00</b>	<b>(63.00)</b>	<b>4,932.00</b>
<b>GROSS OPERATING INCOME</b>	<b>84,139.00</b>	<b>83,049.00</b>	<b>1,090.00</b>	<b>84,139.00</b>	<b>83,049.00</b>	<b>1,090.00</b>	<b>996,456.00</b>
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	300.00	300.00	0.00	300.00	300.00	300.00
6253-0000 - Credit Report Fees	0.00	30.00	30.00	0.00	30.00	30.00	360.00
<b>TOTAL ADVERTISING &amp; RENTING EXPENSE</b>	<b>0.00</b>	<b>330.00</b>	<b>330.00</b>	<b>0.00</b>	<b>330.00</b>	<b>330.00</b>	<b>660.00</b>
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	337.57	300.00	(37.57)	337.57	300.00	(37.57)	3,600.00
6316-0000 - Office Equipment	0.00	300.00	300.00	0.00	300.00	300.00	3,600.00
6320-0000 - Management fee	4,077.95	4,083.00	5.05	4,077.95	4,083.00	5.05	48,996.00
6340-0000 - Legal Expense - Project	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
6350-0000 - Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00
6360-0000 - Telephone	922.72	850.00	(72.72)	922.72	850.00	(72.72)	10,200.00
6360-0001 - Answering Service/ Pagers	60.72	61.00	0.28	60.72	61.00	0.28	732.00
6365-0000 - Training & Education Expense	0.00	110.00	110.00	0.00	110.00	110.00	1,320.00
6370-0000 - Bad debts	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
6380-0000 - Consulting/study costs	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00
6390-0000 - Misc administrative expenses	193.97	155.00	(38.97)	193.97	155.00	(38.97)	1,860.00
6390-0002 - Computer Supplies/Data Processing	319.41	150.00	(169.41)	319.41	150.00	(169.41)	1,800.00
6395-0000 - Tenant Retention	168.34	500.00	331.66	168.34	500.00	331.66	6,500.00
6431-0000 - Travel & Expense Reimbursement	0.00	187.00	187.00	0.00	187.00	187.00	2,244.00
6860-0000 - Security Deposit Interest	(1.00)	(3.46)	(2.46)	(1.00)	(3.46)	(2.46)	(84.35)
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>6,079.68</b>	<b>6,692.54</b>	<b>612.86</b>	<b>6,079.68</b>	<b>6,692.54</b>	<b>612.86</b>	<b>106,517.65</b>
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	3,815.15	4,428.00	612.85	3,815.15	4,428.00	612.85	58,088.00
6510-0000 - Janitor and cleaning payroll	1,125.96	1,167.00	41.04	1,125.96	1,167.00	41.04	15,172.00
6540-0000 - Repairs payroll	3,391.25	3,800.00	408.75	3,391.25	3,800.00	408.75	49,140.00
6900-0000 - Social Service Coordinator	594.22	1,200.00	605.78	594.22	1,200.00	605.78	15,600.00
6715-0000 - Payroll Taxes	1,443.16	1,230.00	(213.16)	1,443.16	1,230.00	(213.16)	14,760.00
6722-0000 - Workers compensation	288.70	288.70	0.00	288.70	288.70	0.00	3,562.20

WALNUT PLACE

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

	Month Ending 01/31/12			Year To Date 01/31/12			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6723-0000 - Employee health insurance	1,679.26	1,614.42	(64.84)	1,679.26	1,614.42	(64.84)	20,030.52
6724-0000 - Union Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6726-0001 - Contingency	0.00	0.00	0.00	0.00	0.00	0.00	2,821.00
<b>TOTAL PAYROLL &amp; RELATED COSTS</b>	<b>12,337.70</b>	<b>13,728.12</b>	<b>1,390.42</b>	<b>12,337.70</b>	<b>13,728.12</b>	<b>1,390.42</b>	<b>179,173.72</b>
<b>OPERATING EXPENSES</b>							
6515-0000 - Janitors and cleaning supplies	459.12	310.00	(149.12)	459.12	310.00	(149.12)	3,720.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6519-0000 - Exterminating Contract	0.00	400.00	400.00	0.00	400.00	400.00	4,800.00
6520-0000 - Miscellaneous Repair Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6525-0000 - Rubbish removal	309.49	350.00	40.51	309.49	350.00	40.51	4,200.00
6490-0000 - Misc operating expenses	0.00	0.00	0.00	0.00	0.00	0.00	450.00
<b>TOTAL OPERATING EXPENSES</b>	<b>768.61</b>	<b>1,060.00</b>	<b>291.39</b>	<b>768.61</b>	<b>1,060.00</b>	<b>291.39</b>	<b>13,670.00</b>
<b>UTILITIES</b>							
6450-0000 - Electricity	1,736.83	1,459.52	(277.31)	1,736.83	1,459.52	(277.31)	16,310.04
6451-0000 - Water	342.94	327.99	(14.95)	342.94	327.99	(14.95)	6,340.49
6452-0000 - Gas	2,722.64	2,495.64	(227.00)	2,722.64	2,495.64	(227.00)	28,504.14
<b>TOTAL UTILITIES</b>	<b>4,802.41</b>	<b>4,283.15</b>	<b>(519.26)</b>	<b>4,802.41</b>	<b>4,283.15</b>	<b>(519.26)</b>	<b>51,154.67</b>
<b>MAINTENANCE EXPENSES</b>							
6536-0000 - Ground supplies	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
6537-0000 - Grounds Contractor (Landscaper)	0.00	0.00	0.00	0.00	0.00	0.00	5,200.00
6541-0000 - Repair materials (general supplies)	816.90	200.00	(616.90)	816.90	200.00	(616.90)	2,400.00
6541-0001 - Appliance Parts	0.00	50.00	50.00	0.00	50.00	50.00	600.00
6541-0002 - Plumbing Supplies	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
6541-0003 - Electrical Supplies	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
6541-0004 - Heating/Cooling Supplies	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6541-0005 - Hand Tools	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6541-0006 - Expendable Tools	0.00	50.00	50.00	0.00	50.00	50.00	600.00
6541-0007 - Safety Equipment	0.00	50.00	50.00	0.00	50.00	50.00	600.00
6541-0009 - Window Supplies	0.00	200.00	200.00	0.00	200.00	200.00	2,400.00
6541-0010 - Carpentry/Hardware	0.00	50.00	50.00	0.00	50.00	50.00	600.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	190.00	190.00	0.00	190.00	190.00	2,280.00
6546-0000 - Heating/Cooling Contractor	547.19	385.00	(162.19)	547.19	385.00	(162.19)	7,620.00
6548-0000 - Snow removal	1,958.00	3,972.48	2,014.48	1,958.00	3,972.48	2,014.48	11,832.48
6551-0000 - Elevator Contractor (Special Repairs)	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	1,035.00	500.00	(535.00)	1,035.00	500.00	(535.00)	12,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6580-0000 - Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
6582-0000 - Fire Protection	0.00	300.00	300.00	0.00	300.00	300.00	3,600.00
6582-0001 - Fire Safety Equipment	0.00	5,025.00	5,025.00	0.00	5,025.00	5,025.00	5,300.00
6590-0000 - Miscellaneous Repair	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6591-0000 - Electrical Repairs	0.00	0.00	0.00	0.00	0.00	0.00	3,237.08
6592-0000 - Boiler Repairs	0.00	200.00	200.00	0.00	200.00	200.00	2,400.00
6594-0000 - Carpentry Repairs	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
6595-0000 - Plumbing Repairs	245.00	600.00	355.00	245.00	600.00	355.00	7,200.00
6596-0000 - Floor Repairs/Cleaning	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
6598-0000 - Roof Repairs	0.00	0.00	0.00	0.00	0.00	0.00	2,014.62

WALNUT PLACE

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

	Month Ending 01/31/12			Year To Date 01/31/12			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6599-0000 - Window repairs	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>4,602.09</b>	<b>12,372.48</b>	<b>7,770.39</b>	<b>4,602.09</b>	<b>12,372.48</b>	<b>7,770.39</b>	<b>86,084.18</b>
<b>TAXES AND INSURANCE</b>							
6710-0000 - Real estate taxes	9,660.00	9,660.00	0.00	9,660.00	9,660.00	0.00	115,920.00
6720-0000 - Property and liability insurance	1,306.83	1,306.83	0.00	1,306.83	1,306.83	0.00	16,090.98
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	0.00	0.00	97.00
<b>TOTAL TAXES AND INSURANCE</b>	<b>10,966.83</b>	<b>10,966.83</b>	<b>0.00</b>	<b>10,966.83</b>	<b>10,966.83</b>	<b>0.00</b>	<b>132,107.98</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>39,557.32</b>	<b>49,433.12</b>	<b>9,875.80</b>	<b>39,557.32</b>	<b>49,433.12</b>	<b>9,875.80</b>	<b>569,368.20</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>44,581.68</b>	<b>33,615.88</b>	<b>10,965.80</b>	<b>44,581.68</b>	<b>33,615.88</b>	<b>10,965.80</b>	<b>427,087.80</b>
<b>FINANCIAL EXPENSES</b>							
6820-0000 - Mortgage interest	22,235.86	22,235.86	0.00	22,235.86	22,235.86	0.00	263,195.48
7104-0000 - Replacement Reserve	1,836.95	2,055.00	218.05	1,836.95	2,055.00	218.05	24,660.00
7108-0000 - Mortgage Payable (long term)	11,251.09	11,251.09	0.00	11,251.09	11,251.09	0.00	138,647.92
<b>TOTAL FINANCIAL EXPENSES</b>	<b>35,323.90</b>	<b>35,541.95</b>	<b>218.05</b>	<b>35,323.90</b>	<b>35,541.95</b>	<b>218.05</b>	<b>426,503.40</b>
<b>NET OPER INC/(LOSS) BEFORE CAP. EXP.</b>	<b>9,257.78</b>	<b>(1,926.07)</b>	<b>11,183.85</b>	<b>9,257.78</b>	<b>(1,926.07)</b>	<b>11,183.85</b>	<b>584.40</b>
<b>NET INCOME (LOSS)</b>	<b>9,257.78</b>	<b>(1,926.07)</b>	<b>11,183.85</b>	<b>9,257.78</b>	<b>(1,926.07)</b>	<b>11,183.85</b>	<b>584.40</b>
<b>Partnership Income</b>							
8005-0000 - Mortgagor Entity Income	13.72	44.24	(30.52)	13.72	44.24	(30.52)	258.56
8010-0000 - Other Entity Expense	0.00	0.00	0.00	0.00	0.00	0.00	(10.00)
<b>Total Partnership Activity</b>	<b>13.72</b>	<b>44.24</b>	<b>(30.52)</b>	<b>13.72</b>	<b>44.24</b>	<b>(30.52)</b>	<b>248.56</b>
<b>CAPITAL EXPENDITURES &amp; ESCROWS</b>							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	(50,000.00)
7107-0000 - Residual Receipt Reserve Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	(14,000.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6991-0006 - Kitchen - Rehab	0.00	0.00	0.00	0.00	0.00	0.00	17,690.00
6991-0011 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00
6991-0012 - Parking Lot - Reseal	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6993-0000 - Appliance Replacement	534.48	200.00	(334.48)	534.48	200.00	(334.48)	2,400.00
6993-0002 - Water Heaters	0.00	0.00	0.00	0.00	0.00	0.00	2,300.00
6993-0003 - A/C Replacements	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
6994-0000 - Carpet & tile	0.00	650.00	650.00	0.00	650.00	650.00	7,800.00
<b>TOTAL CAPITAL EXPENDITURES &amp; ESCROWS</b>	<b>534.48</b>	<b>850.00</b>	<b>315.52</b>	<b>534.48</b>	<b>850.00</b>	<b>315.52</b>	<b>(10.00)</b>
<b>GAIN/(LOSS) AFTER CAPITAL EXP. &amp; ESCROWS</b>	<b>8,737.02</b>	<b>(2,731.83)</b>	<b>11,468.85</b>	<b>8,737.02</b>	<b>(2,731.83)</b>	<b>11,468.85</b>	<b>842.96</b>

**RAVINIA HOUSING****Balance Sheet**

Month Ending 01/31/12

**ASSETS**

## Current Assets

1110-0000 - Petty Cash	150.00
1121-0000 - Cash - Operating	17,645.23
1130-0000 - Tenant/member accounts receivable	32,708.60
1131-0000 - Accounts receivable - subsidy	8,429.00
1240-0000 - Prepaid property and liability insurance	2,237.50
1250-0000 - Prepaid Mortgage Insurance	2,208.26
<b>Total Current Assets</b>	<b>63,378.59</b>

## Other Assets

1290-0000 - Misc Prepaid Expenses	187.12
1192-0000 - Tenant Sec Dep	7,090.85
1310-0000 - Real estate tax escrow	20,857.08
1311-0000 - Insurance escrow	1,861.61
1312-0000 - Mortgage Insurance Escrow	184.86
1140-0000 - Accounts Receivable - Other	635.36
1350-0000 - Construction Escrow	321,835.31
1320 - Replacement Reserve	707,600.00
<b>Total Other Assets</b>	<b>1,060,252.19</b>

## Fixed Assets

1420-0000 - Building	1,076,518.20
1430-0000 - Land Improvements	214,491.66
1450-0000 - Furniture for project/tenant use	140,508.38
1497-0000 - Site improvements	104,703.00
4120-0000 - Accum depr - buildings	(1,034,605.65)
<b>Total Fixed Assets</b>	<b>501,615.59</b>

## Financing Costs

1800-0000 - Organization costs	41,848.00
1900-0001 - Deferred Financing Costs	35,658.71
1999-0000 - Accum Amort - Bond Costs	(29,117.54)
<b>Total Financing Costs</b>	<b>48,389.17</b>

## Partnership Assets

1701-0000 - Cash - Partnership	79,455.99
<b>Total Partnership Assets</b>	<b>79,455.99</b>

**Total Assets****1,753,091.53**

**RAVINIA HOUSING**  
**Balance Sheet**  
 Month Ending 01/31/12

**Liabilities & Equity**

**Current Liabilities**

2110-0000 - Accounts payable	13,139.55
2113-0000 - Flex Benefit Payable	3.00
2120-0000 - Accrued wages and p/r taxes payable	654.49
2130-0000 - Accrued interest - mortgage	3,991.12
2150-0000 - Accrued property taxes	35,750.00
2180-0000 - Misc current liabilities	1,142.09
<b>Total Current Liabilities</b>	<u>54,680.25</u>

**Non-Current Liabilities**

2190-0000 - Sec. Dep. In Transit	(4,737.74)
2191-0000 - Security deposits-residential	6,837.06
2210-0000 - Prepaid Rent	3,299.00
2211-0000 - Prepaid HUD	14,266.00
2320-1000 - Mortgage payable - 2nd note	713,396.28
2320-0000 - Mortgage Payable (long term)	416,500.00
<b>Total Non-Current Liabilities</b>	<u>1,149,560.60</u>

**Owner's Equity**

3100-0000 - Limited Partners Equity	144,111.21
3111-0000 - Contributions - Current Year	62,062.71
3209-0000 - Prior Year Retained Earnings	404,500.65
3210-0000 - Retained earnings	(2,544.32)
Current YTD Earnings	(59,279.57)
<b>Total Owner's Equity</b>	<u>548,850.68</u>

**Total Liability & Owner Equity**

1,753,091.53

RAVINIA HOUSING

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

	Month Ending 01/31/12			Year To Date 01/31/12			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>GROSS OPERATING INCOME</b>							
<b>RESIDENTIAL RENTAL INCOME</b>							
5120-0000 - Apartment rent	6,493.00	0.00	6,493.00	6,493.00	0.00	6,493.00	0.00
5121-0000 - Tenant assistant payments	22,186.00	0.00	22,186.00	22,186.00	0.00	22,186.00	0.00
<b>TOTAL RESIDENTIAL RENTAL INCOME</b>	<b>28,679.00</b>	<b>0.00</b>	<b>28,679.00</b>	<b>28,679.00</b>	<b>0.00</b>	<b>28,679.00</b>	<b>0.00</b>
<b>VACANCIES &amp; ADJUSTMENTS</b>							
5220-0000 - Vacancy loss - apartments	(1,890.00)	0.00	(1,890.00)	(1,890.00)	0.00	(1,890.00)	0.00
<b>TOTAL VACANCIES &amp; ADJUSTMENTS</b>	<b>(1,890.00)</b>	<b>0.00</b>	<b>(1,890.00)</b>	<b>(1,890.00)</b>	<b>0.00</b>	<b>(1,890.00)</b>	<b>0.00</b>
<b>GROSS OPERATING INCOME</b>	<b>26,789.00</b>	<b>0.00</b>	<b>26,789.00</b>	<b>26,789.00</b>	<b>0.00</b>	<b>26,789.00</b>	<b>0.00</b>
<b>ADVERTISING &amp; RENTING EXPENSE</b>							
6253-0000 - Credit Report Fees	123.00	0.00	(123.00)	123.00	0.00	(123.00)	0.00
<b>TOTAL ADVERTISING &amp; RENTING EXPENSE</b>	<b>123.00</b>	<b>0.00</b>	<b>(123.00)</b>	<b>123.00</b>	<b>0.00</b>	<b>(123.00)</b>	<b>0.00</b>
<b>ADMINISTRATIVE EXPENSE</b>							
6311-0000 - Office supplies	411.81	0.00	(411.81)	411.81	0.00	(411.81)	0.00
6320-0000 - Management fee	1,142.09	0.00	(1,142.09)	1,142.09	0.00	(1,142.09)	0.00
6360-0000 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6390-0000 - Misc administrative expenses	2.90	0.00	(2.90)	2.90	0.00	(2.90)	0.00
6390-0002 - Computer Supplies/Data Processing	114.06	0.00	(114.06)	114.06	0.00	(114.06)	0.00
6395-0000 - Tenant Retention	200.00	0.00	(200.00)	200.00	0.00	(200.00)	0.00
6860-0000 - Security Deposit Interest	(0.31)	0.00	0.31	(0.31)	0.00	0.31	0.00
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>1,870.55</b>	<b>0.00</b>	<b>(1,870.55)</b>	<b>1,870.55</b>	<b>0.00</b>	<b>(1,870.55)</b>	<b>0.00</b>
<b>PAYROLL &amp; RELATED COSTS</b>							
6310-0000 - Office salaries	1,102.99	0.00	(1,102.99)	1,102.99	0.00	(1,102.99)	0.00
6510-0000 - Janitor and cleaning payroll	1,231.95	0.00	(1,231.95)	1,231.95	0.00	(1,231.95)	0.00
6715-0000 - Payroll Taxes	376.96	0.00	(376.96)	376.96	0.00	(376.96)	0.00
6722-0000 - Workers compensation	71.46	0.00	(71.46)	71.46	0.00	(71.46)	0.00
6723-0000 - Employee health insurance	145.23	0.00	(145.23)	145.23	0.00	(145.23)	0.00
6724-0000 - Union Benefits	324.47	0.00	(324.47)	324.47	0.00	(324.47)	0.00
<b>TOTAL PAYROLL &amp; RELATED COSTS</b>	<b>3,253.06</b>	<b>0.00</b>	<b>(3,253.06)</b>	<b>3,253.06</b>	<b>0.00</b>	<b>(3,253.06)</b>	<b>0.00</b>
<b>OPERATING EXPENSES</b>							
6515-0000 - Janitors and cleaning supplies	15.65	0.00	(15.65)	15.65	0.00	(15.65)	0.00
6520-0000 - Miscellaneous Repair Contractors	138.00	0.00	(138.00)	138.00	0.00	(138.00)	0.00
6525-0000 - Rubbish removal	443.75	0.00	(443.75)	443.75	0.00	(443.75)	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>597.40</b>	<b>0.00</b>	<b>(597.40)</b>	<b>597.40</b>	<b>0.00</b>	<b>(597.40)</b>	<b>0.00</b>
<b>UTILITIES</b>							
6450-0000 - Electricity	621.30	0.00	(621.30)	621.30	0.00	(621.30)	0.00
6451-0000 - Water	29.69	0.00	(29.69)	29.69	0.00	(29.69)	0.00
6452-0000 - Gas	156.46	0.00	(156.46)	156.46	0.00	(156.46)	0.00
<b>TOTAL UTILITIES</b>	<b>807.45</b>	<b>0.00</b>	<b>(807.45)</b>	<b>807.45</b>	<b>0.00</b>	<b>(807.45)</b>	<b>0.00</b>
<b>MAINTENANCE EXPENSES</b>							
6541-0000 - Repair materials (general supplies)	216.26	0.00	(216.26)	216.26	0.00	(216.26)	0.00

RAVINIA HOUSING

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

	Month Ending 01/31/12			Year To Date 01/31/12			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6548-0000 - Snow removal	2,926.00	0.00	(2,926.00)	2,926.00	0.00	(2,926.00)	0.00
6595-0000 - Plumbing Repairs	320.00	0.00	(320.00)	320.00	0.00	(320.00)	0.00
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>3,462.26</b>	<b>0.00</b>	<b>(3,462.26)</b>	<b>3,462.26</b>	<b>0.00</b>	<b>(3,462.26)</b>	<b>0.00</b>
<b>TAXES AND INSURANCE</b>							
6710-0000 - Real estate taxes	2,750.00	0.00	(2,750.00)	2,750.00	0.00	(2,750.00)	0.00
6720-0000 - Property and liability insurance	447.50	0.00	(447.50)	447.50	0.00	(447.50)	0.00
<b>TOTAL TAXES AND INSURANCE</b>	<b>3,197.50</b>	<b>0.00</b>	<b>(3,197.50)</b>	<b>3,197.50</b>	<b>0.00</b>	<b>(3,197.50)</b>	<b>0.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>13,311.22</b>	<b>0.00</b>	<b>(13,311.22)</b>	<b>13,311.22</b>	<b>0.00</b>	<b>(13,311.22)</b>	<b>0.00</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>13,477.78</b>	<b>0.00</b>	<b>13,477.78</b>	<b>13,477.78</b>	<b>0.00</b>	<b>13,477.78</b>	<b>0.00</b>
<b>FINANCIAL EXPENSES</b>							
6820-0000 - Mortgage interest	7,415.42	0.00	(7,415.42)	7,415.42	0.00	(7,415.42)	0.00
6850-0000 - Mortgage Service Fee	334.06	0.00	(334.06)	334.06	0.00	(334.06)	0.00
<b>TOTAL FINANCIAL EXPENSES</b>	<b>7,749.48</b>	<b>0.00</b>	<b>(7,749.48)</b>	<b>7,749.48</b>	<b>0.00</b>	<b>(7,749.48)</b>	<b>0.00</b>
<b>NET OPER INC/(LOSS) BEFORE CAP. EXP.</b>	<b>5,728.30</b>	<b>0.00</b>	<b>5,728.30</b>	<b>5,728.30</b>	<b>0.00</b>	<b>5,728.30</b>	<b>0.00</b>
<b>NET INCOME (LOSS)</b>	<b>5,728.30</b>	<b>0.00</b>	<b>5,728.30</b>	<b>5,728.30</b>	<b>0.00</b>	<b>5,728.30</b>	<b>0.00</b>
<b>Partnership Income</b>							
8005-0000 - Mortgagor Entity Income	17.13	0.00	17.13	17.13	0.00	17.13	0.00
8010-0000 - Other Entity Expense	(65,025.00)	0.00	(65,025.00)	(65,025.00)	0.00	(65,025.00)	0.00
<b>Total Partnership Activity</b>	<b>(65,007.87)</b>	<b>0.00</b>	<b>(65,007.87)</b>	<b>(65,007.87)</b>	<b>0.00</b>	<b>(65,007.87)</b>	<b>0.00</b>
<b>GAIN/(LOSS) AFTER CAPITAL EXP. &amp; ESCROWS</b>	<b>(59,279.57)</b>	<b>0.00</b>	<b>(59,279.57)</b>	<b>(59,279.57)</b>	<b>0.00</b>	<b>(59,279.57)</b>	<b>0.00</b>

Sunset Woods Housing  
Income Statement  
Compared with Budget  
For the One Month Ending January 31, 2012

	Current Month	Current Month	Current Month	Year to Date	Year to Date	Year to Date
Revenues						
Rents	\$ 8,320.00	\$ 9,388.00	(1,068.00)	\$ 8,320.00	\$ 9,388.00	(1,068.00)
Misc. Income	0.00	333.00	(333.00)	0.00	333.00	(333.00)
Interest Income Assn	21.24	0.00	21.24	21.24	0.00	21.24
Interest Income	2.94	0.00	2.94	2.94	0.00	2.94
<b>Total Revenues</b>	<b>8,344.18</b>	<b>9,721.00</b>	<b>(1,376.82)</b>	<b>8,344.18</b>	<b>9,721.00</b>	<b>(1,376.82)</b>
Cost of Sales						
<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>Gross Profit</b>	<b>8,344.18</b>	<b>9,721.00</b>	<b>(1,376.82)</b>	<b>8,344.18</b>	<b>9,721.00</b>	<b>(1,376.82)</b>
Expenses						
Office Supplies	24.56	4.00	20.56	24.56	4.00	20.56
Management Fee	642.24	632.00	10.24	642.24	632.00	10.24
Legal and Accounting Assn	2,625.00	0.00	2,625.00	2,625.00	0.00	2,625.00
Credit Ck Fees	0.00	4.00	(4.00)	0.00	4.00	(4.00)
Heating & Air	85.00	41.00	44.00	85.00	41.00	44.00
Electrical & Plumbing Maint	70.00	41.00	29.00	70.00	41.00	29.00
Painting & Decorating Assn	0.00	83.00	(83.00)	0.00	83.00	(83.00)
Appliance Repairs	0.00	41.00	(41.00)	0.00	41.00	(41.00)
Supplies	0.00	41.00	(41.00)	0.00	41.00	(41.00)
Carpet	0.00	41.00	(41.00)	0.00	41.00	(41.00)
Maintenance	549.96	41.00	508.96	549.96	41.00	508.96
Security	0.00	8.00	(8.00)	0.00	8.00	(8.00)
Condo Assessment Rental Units	0.00	3,167.00	(3,167.00)	0.00	3,167.00	(3,167.00)
Cable TV	0.00	583.00	(583.00)	0.00	583.00	(583.00)
Real Estate tax expense	0.00	1,666.00	(1,666.00)	0.00	1,666.00	(1,666.00)
Loan Interest	2,151.97	3,037.00	(885.03)	2,151.97	3,037.00	(885.03)
Bldg Insurance	0.00	250.00	(250.00)	0.00	250.00	(250.00)
<b>Total Expenses</b>	<b>6,148.73</b>	<b>9,680.00</b>	<b>(3,531.27)</b>	<b>6,148.73</b>	<b>9,680.00</b>	<b>(3,531.27)</b>
<b>Net Income</b>	<b>\$ 2,195.45</b>	<b>\$ 41.00</b>	<b>2,154.45</b>	<b>\$ 2,195.45</b>	<b>\$ 41.00</b>	<b>2,154.45</b>

Sunset Woods Housing  
Balance Sheet  
January 31, 2012

ASSETS

Current Assets		
General Checking	\$	17,605.99
Assn Money Mkt HP Bank & Trust		161,579.97
Assn Checking HP Bank & Trust		8,072.56
Sec.Dep. Savings		10,407.48
Savings Account		19,016.34
Financing Costs		<u>1,500.00</u>
Total Current Assets		218,182.34
Property and Equipment		
Building	1,552,988.40	
Building Unit 231	135,000.32	
Building Unit 319	134,999.62	
Building Unit 321	135,000.00	
Accum Dep Building	<u>(320,306.00)</u>	
Total Property and Equipment		1,637,682.34
Other Assets		
		<u>0.00</u>
Total Other Assets		0.00
Total Assets	\$	<u><u>1,855,864.68</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Due to Peers Housing Assn	\$	258,832.40
Accrued RE Tax		32,400.00
Accrued RE Taxes Assn		10,330.50
Security Deposits		<u>8,826.00</u>
Total Current Liabilities		310,388.90
Long-Term Liabilities		
Notes Payable, Harris	439,866.30	
Notes Payable, Lake Co	66,670.48	
Notes Payable, IHDA	<u>131,656.45</u>	
Total Long-Term Liabilities		<u>638,193.23</u>
Total Liabilities		948,582.13
Capital		
Equity-Retained Earnings	905,087.10	
Net Income		<u>2,195.45</u>
Total Capital		<u>907,282.55</u>
Total Liabilities & Capital	\$	<u><u>1,855,864.68</u></u>

Sunset Woods Housing  
Account Register  
For the Period From Jan 1, 2012 to Jan 31, 2012  
1101M13 - General Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			13,312.64
1/1/12	1/1/12	Deposit	Tenant	252.00		13,564.64
		Deposit	Tenant	368.00		13,932.64
		Deposit	Tenant	281.00		14,213.64
		Deposit	Tenant	567.00		14,780.64
		Deposit	Tenant	669.00		15,449.64
		Deposit	Tenant	226.00		15,675.64
		Deposit	Tenant	290.00		15,965.64
		Deposit	Tenant	421.00		16,386.64
1/2/12	1436	Withdrawal	Sunset Woods Condominium Assoc		2,794.92	13,591.72
1/11/12	1/11/12	Deposit	ha Lavigne	1,110.00		14,701.72
1/11/12	1/16/12	Deposit	Tenant	412.00		15,113.72
		Deposit	Tenant	825.00		15,938.72
		Deposit	Tenant	383.00		16,321.72
		Deposit	Tenant	438.00		16,759.72
		Deposit	Tenant	486.00		17,245.72
		Deposit	Tenant	795.00		18,040.72
		Deposit	Tenant	139.00		18,179.72
		Deposit	Tenant	287.00		18,466.72
		Deposit	Tenant	137.00		18,603.72
		Deposit	Tenant	243.00		18,846.72
		Deposit	Tenant	374.00		19,220.72
1/15/12	loan1201	Other	Harris Bank/auto pymt		3,037.89	16,182.83
1/17/12	1437	Withdrawal	Condo Maintenance Specialists,		174.96	16,007.87
1/17/12	1438	Withdrawal	Housing Opportunity Dev. Corp.		666.80	15,341.07
1/30/12	1439	Withdrawal	RC Paint & Home Improvements		530.00	14,811.07
1/31/12	1436V	Withdrawal	Sunset Woods Condominium Assoc		-2,794.92	17,605.99
			Total	8,703.00	4,409.65	

Sunset Woods - January 31, 2012

Ending balance checking	\$	18,136
Ending balance operating reserve	\$	<u>19,016</u>
TOTAL	\$	37,152