



**Sarasota Housing Authority (SHA)**  
*269 S. Osprey Avenue, #100, Sarasota, FL 34236*

**Regular Meeting of the Board of Commissioners**  
*McCown Towers Board Room, 1300 Blvd of the Arts*  
**May 22, 2024, 4:30 P.M.**

## **AGENDA**

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### **NOTES**

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. APPROVAL OF MINUTES**
  - A. Regular Board Meeting – March 27, 2024
    - All Commissioners (as of 3/27/24) Present (6 out of 6)
- VI. APPROVAL OF AGENDA**
  - A. Regular Board Meeting – May 22, 2024
- VII. SPECIAL PRESENTATIONS**
  - A. None
- VIII. PUBLIC PRESENTATIONS**
- IX. RESOLUTIONS – Accepted By Consent**
  - A. Res 24-12: HCV Admin Plan Amendment
- X. OLD BUSINESS**
  - A. Giving Challenge, Outcome Report
- XI. NEW BUSINESS**
  - A. Preference for Victims of Domestic Violence

**XII. PROGRAM UPDATES – Accepted By Consent**

A. Monthly Financial Statements

- SHA (*not Available*)
- Janie’s Garden

B. Board Committee Meeting Minutes

C. Housing Choice Voucher Report

D. Housing Management Reports

E. Capital Improvement Report

F. Resident Services Monthly Report

G. Sarasota Housing Authority Agency-Wide Resident Council (SHAARC) Board Report

**XIII. COMMISSIONER ANNOUNCEMENTS/COMMENTS**

**XIV. ADJOURNMENT**

Next Meeting: July 10, 2024

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Sarasota Housing Authority (SHA)  
269 South Osprey Avenue  
Sarasota, Florida 34236

Board Meeting  
McCown Towers Board Room  
March 27, 2024  
4:30 P.M.

- I. **CALL TO ORDER:** Chair Jack Meredith called the regular meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:37 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**

Commissioners Present: Chair Jack Meredith, Vice Chair Ernestine Taylor, Commissioner John Colón, Commissioner Duane Finger, Commissioner Turquoise Dillard, Commissioner Carolyn Mason (Zoom) and Commissioner Mark Vengroff (Zoom)

Commissioners Not Present: All Present

General Attendees: Vice Mayor Jen Ahearn-Koch, Agnes Kirkland, Attorney Rhonda Stringer and Attorney Ric Gilmore

SHA Personnel: William Russell and Andrea Keddell (Special Presentations by SHA Administration Team Members)
- V. **APPROVAL OF MINUTES**
  - A. SHA Regular Board Meeting – January 31, 2024
    - Chair Meredith put up the minutes from the January 31, 2024, Regular Board Meeting for approval.
    - Commissioner Colón made a motion to approve the minutes, including the non-substantive changes provided by Vice Mayor Jen Ahearn-Koch. Commissioner Taylor seconded the motion.
      - The motion was voted on and passed unanimously. Commissioners Dillard and Vengroff voted Present.
- VI. **APPROVAL OF AGENDA**
  - A. SHA Regular Board Agenda – March 27, 2024
    - Chair Meredith put up the agenda from the March 27, 2024, Regular Board Meeting for approval.
    - Commissioner Taylor made a motion to approve the agenda. Commissioner Colón seconded the motion.
      - The motion was voted on and passed unanimously.
- VII. **SPECIAL PRESENTATION**
  - A. SHA Department Introductions/Updates (Administration)

- Mr. Russell introduced the Administration Department team to the board. The team included:
  - Ken Waters, COO/Deputy Director, 22 years with the Agency
  - Andrea Keddell, Chief of Staff, 12 years with the Agency
  - Yani Rosado, Agency Project Manager, 12 years with the Agency
  - Ana Mejia, Director of Housing Choice Vouchers, 1 year/2 months with the Agency
  - Niloo Kamkar, Agency Assistant, almost 1 year with the Agency
  - Tanesha Gibbons, Director of Finance and Accounting, 3 months with the Agency
  - Nickol Ramirez, Business Operations Manager, 5 years with the Agency
  - Lance Clayton, Director of Construction & Capitol Improvements
  - Viktoriya Coblentz, Director of Asset Management, 10 years with the Agency
- Each team member discussed their roles in managing the housing authority's mission, with a focus on project management and quality control.

#### **VIII. PUBLIC PRESENTATION**

- A. Ms. Doris Mays, from the Bertha Mitchell development, discussed some challenges she's faced with relocation to a new unit without much notice (during Christmas), and losing belongings in the process. She is requesting a proper, handicapped unit. She also mentioned a fondness for Mr. Russell's work but remarked on having difficulties reaching him in the past 6 months.
  - Attorney Gilmore explained how the Public Presentation portion of the meeting works and that Ms. Mays would receive a written response and that that response will also be part of the next board packet.
- B. Ms. Latasha Graves, moved from the Courts development to the Bertha Mitchell development due to a mold issue. She shared the difficulties of moving out of her unit, of losing her furnishings and belongings during a move and of the challenges in getting them back.

#### **IX. RESOLUTIONS – ACCEPTED BY CONSENT**

- A. Res 24-05: Procurement Policy Update
  - B. Res 24-06: Significant Amendment to CFP Budget
  - C. Res 24-07: Increase PBV Assistance for Cypress Sq.
  - D. Res 24-08: HCV Admin Plan Amendment
  - E. Res 24-09: Approval of FY2025 Budget
  - F. Res 24-10: Write-Off Approval
  - G. Res 24-11: Approval of Landscape Maintenance Service Contract
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- Commissioner Taylor pulled A. Resolution 24-05. Commissioner Colón pulled Resolutions 24-07, 24-09 and 24-11.
  - Commissioner Mason made a motion to accept the remaining Consent Agenda Resolutions 24-06, 24-08 and 24-10. Commissioner Finger seconded the motion.
    - The motion was voted on and passed unanimously.

A. Res 24-05: Procurement Policy Update

- Mr. Russell provided information regarding the regulatory allowance for Housing Authorities to increase the purchasing threshold for micro purchases from \$10,000 to \$50,000. The suggestion from the recent Administration/Finance Committee was to propose a compromise of \$25,000 instead of \$50,000.
- The board discussed the current procurement process, emphasizing the importance of obtaining multiple bids for both new and used items, with a minimum of two bids acceptable only under specific circumstances. Three bids are the preferred amount. The need for transparency and board approval for certain transactions, particularly those over \$15,000 was also discussed. Clarification was provided that at this time the Procurement Policy allows the President and CEO to have contracting authority for up to \$200,000 and the board chair is required to sign off on any check payments over \$3,000. It was also pointed out that no agency staff, other than the President & CEO has spending authority over \$10,000.
- The decision was made to increase the micro purchase threshold from \$10,000 to \$25,000. The board also agreed to closely monitor this change, with the understanding that it could be revised if necessary.
- Commissioner Finger made a motion to accept A. Resolutions 24-05. Commissioner Colón seconded the motion.
  - The motion was voted on and passed unanimously.

C. Res 24-07: Increase PBV Assistance for Cypress Sq

- Mr. Russell provided a brief summary of the reason for this resolution due to the new HOTMA legislation which allows for 25 units to be project-based vouchers, which is up from the previous 21 units that the board approved.
- Commissioner Colón made a motion to accept Resolutions 24-07. Commissioner Finger seconded the motion.
  - The motion was voted on and passed unanimously.

E. Res 24-09: Approval of FY2025 Budget

- Mr. Russell discussed the staffing budget, focusing on the proposed 4% merit increase. The board also discussed a cost-of-living adjustment (COLA) versus a merit increase.
- Commissioner Finger made a motion to accept Resolutions 24-09. Commissioner Colón seconded the motion.
  - The motion was voted on and passed unanimously.

G. Res 24-11: Approval of Landscape Maintenance Service Contract

- Mr. Russell provided info on the procurement of the proposed landscape maintenance service contract. Three bids were received for this Request for Proposals.
- Commissioner Colón made a motion to accept Resolutions 24-11. Commissioner Taylor seconded the motion.
  - The motion was voted on and passed unanimously.

**X. OLD BUSINESS**

A. Commissioner Meeting Reimbursement

- Attorney Gilmore inquired about the withdrawal of the previously approved stipend for Board members' travel to/from meetings.
- Commissioner Colón made a motion to withdrawal of the previously approved stipend for Board members' travel to/from meetings. Commissioner Finger seconded the motion.
  - The motion was voted on and passed unanimously.

**XI. NEW BUSINESS**

A. Resilient SRQ Funding Priorities

- Mr. Russell reported that Sarasota County currently has \$200 million in Community Development Block Grant (CDBG) Resilient SRQ funds from HUD. They have allocated \$40 million to multi-family affordable housing/new construction and \$55 million to single family renovations, etc. Applications are due on May 1<sup>st</sup> to secure some of this funding. For agencies that are submitting more than one application, there is a requirement to submit a prioritization letter for what project the agency would want funded 1<sup>st</sup>.
- The Board discussed and agreed that the first priority should be to request funding for the Lofts on Lemon II project (\$7 Million Resilient SRQ funding request), then the Central Gardens project (\$3.5 Million Resilient SRQ funding request) and lastly the Cypress Square II/Amaryllis III project (\$7 Million Resilient SRQ funding request) to fund a 4<sup>th</sup> building.

B. Giving Challenge, Noon to Noon, April 9-10, 2024

- The Community Foundation (with The Patterson Foundation matching each donation up to \$100) are hosting the 24-hour Online Giving Challenge. Mr. Russell urges the board to utilize this opportunity to have their donation(s) matched, as well as urge their contacts to give as well. An email with the specifics on how to donate will be distributed to the board. All proceeds will go to SHA's Annual Shop with a Cop event.

**XII. PROGRAM UPDATES – ACCEPTED BY CONSENT**

- A. Monthly Financial Statements
  - B. Board Committee Meeting Minutes
  - C. Housing Choice Voucher Report
  - D. Housing Management Reports
  - E. Capital Improvement Report
  - F. Resident Services Monthly Report
  - G. Resident Advisory Board/Sarasota Housing Authority Agency-Wide Resident Council (SHAARC) Board Report
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- Commissioner Colón made a motion to accept the Program Updates Consent Agenda. Commissioner Mason seconded the motion.
  - The motion was voted on and passed unanimously.

**XIII. COMMISSIONER ANNOUNCEMENTS / COMMENTS**

- A. Commissioner Meredith welcomed Commissioner Turquoise Dillard to the board.
- B. Commissioner Taylor inquired about the results of the 4-H event for our residents at the Fair. Mr. Waters reported that several plants were sold and awards were won.
- C. Commissioner Mason also welcomed Commissioner Dillard. Commissioner Mason reported attending the 4-H event at the fair.
- D. Commissioner Vengroff reported to the board that he's going to be stepping down from the SHA Board. He expressed positive remarks for the SHA Agency and the work it does and regrets that he does not have the time to devote to the board duties. He will be remaining until a replacement is named.

**XIV. ADJOURNMENT**

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 5:50 pm.



## Sarasota Housing Authority (SHA)

Board Meeting  
March 27, 2024

### VII. PUBLIC PRESENTATION AGENCY RESPONSE

1. **Ms. Doris Mays**, from the Bertha Mitchell development, discussed some challenges she's faced with relocation to a new unit without much notice (during Christmas), and losing belongings in the process. She is requesting a proper, handicapped unit. She also mentioned a fondness for Mr. Russell's work but remarked on having difficulties reaching him in the past 6 months.
  - Attorney Gilmore explained how the Public Presentation portion of the meeting works and that Ms. Mays would receive a written response and that that response will also be part of the next board packet.

**Agency Response:** Early July 2023, Doris Mays was informed that we would have to transfer her to another unit due to the drywall on the ceiling coming down in a couple of areas of her unit. On July 27, 2023, Ms. Mays was transferred from a three-bedroom unit to the appropriately sized two-bedroom unit, based on her family composition.

All accessibility features from the original unit have been installed (entry ramp, grab bars, modified towel racks and reinforced bathroom door) or offered to Ms. Mays. SHA has made a few attempts to modify the bathroom to provide either a tub with a door or a bathroom remodel with a walk-in shower. The attempts to coordinate a day and time have not been successful. SHA has offered to put the family up in a hotel while the work is being completed. However, it was turned down because it was either too close to the holiday, a death in the family, or not wanting to be away from the apartment.

2. **Ms. Latasha Graves**, moved from the Courts development to the Bertha Mitchell development due to a mold issue. She shared the difficulties of moving out of her unit, of losing her furnishings and belongings during a move and of the challenges in getting them back.

**Agency Response:** On August 9, 2023, Ms. Graves submitted a work order for a mold-like substance in the unit. SHA's maintenance crew made a few visits to find the source and remove the substance. SHA determined that it was best to move her out of the unit.

Ms. Graves was invited to a voucher briefing on September 28, 2023. However, she later decided she did not want the voucher and requested to move into one of our public housing units. SHA identified a newly remodeled public housing unit that met the family's needs.

Ms. Graves notified Mr. Waters that TECO came to the new unit and shut off the gas for non-payment. When Ms. Graves informed Mr. Waters of this issue, he requested the invoice and SHA immediately paid the bill and fees to establish a new account.

Mr. Waters was recently made aware of the claim of damaged household items from the previous unit and has requested receipts for the items that Ms. Graves had replaced.



**SARASOTA HOUSING AUTHORITY (SHA)  
RESOLUTION SUMMARY SHEET**

**1. Describe the action requested of the Board of Commissioners**

Resolution Number: 24-12

The Board of Commissioners is requested to approve the above-referenced resolution to:

Amend SHA's HCV Admin Plan to update with added PBV Preferences language.

**2. Who is making request:**

- A. Entity: SHA
- B. Project: HCV Admin Plan Policy Amendment
- C. Originator: William Russell

**3. Cost Estimate (if applicable):**

N/A

**Narrative:**

SHA is adding language to the preferences for project-based vouchers (PBV) chapter in the HCV Admin Plan. The addition allows for owner managed waitlists. It also states that SHA reserves the right to prioritize families at their properties that are being displaced or relocated due to demolition/disposition/conversion. This language was already in the section on Tenant-Based Vouchers and the Agency wanted to add it to the PBV waitlist as well.

**Attachments (if applicable):**

Proposed HCV Admin Plan Pages showing Chapter 17, PBV preference revisions.

**Acknowledgement:**

*SHA staff assures the Board of Commissioners that this resolution complies with all applicable HUD rules, regulations and/or guidance, and all applicable federal, state, and/or local laws, as may be amended.*

**RESOLUTION 24-12**

**RESOLUTION APPROVING SARASOTA HOUSING AUTHORITY  
HOUSING CHOICE VOUCHER (HCV) ADMINISTRATION PLAN**

**WHEREAS** HUD requires Sarasota Housing Authority (SHA) to administer its housing choice voucher program under the guidelines of a HCV (Section 8) Administrative Plan (PLAN) that details the local governing policies consistent with HUD rules and regulations, as amended;

**WHEREAS** HUD advises Public Housing Authorities (PHAs) to take administrative steps to amend and update the PLAN as needed;

**WHEREAS** SHA Staff recommends that PLAN be revised; and

**WHEREAS** the attached PLAN amendments do comply with the current HUD rules and regulations, as well as Florida real estate laws.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The SHA Board of Commissioners approves the attached PLAN amendments and authorizes SHA to immediately begin using the revised PLAN and its attachments.

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Jack Meredith,  
Chairman

ATTESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
William O. Russell III,  
President & CEO

## Chapter 17

### PROJECT-BASED VOUCHERS

#### PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS

##### 17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If a PHA decides to establish a separate PBV waiting list, the PHA may use a single waiting list for the PHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units. PHAs may choose to use owner maintained PBV waiting lists for specific owners or projects. PHA may allow owner to manage a single waiting list that covers multiple projects owned by the owner.

##### PHA Policy

The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance.

For Owner Maintained Site-Based Waiting List the owner will establish and manage the waiting list (e.g. opening/closing waiting list, changes in application information, etc.) and may determine family's eligibility for a preference, and preliminary eligibility for placement on waiting list. PHA makes final eligibility determination and conducts informal reviews. Owner is required to follow all waiting list administration program requirements, including the public notice requirements of §982.206. The PHA is responsible for oversight to ensure proper administration.

The PHA currently has waiting lists for the following PBV projects:

Janies Garden, SHFC Units, ~~Loveland Center Village~~, Amaryllis Park Place, Lofts on Lemon

If the PHA runs out of applicants or runs low, the PHA will accept referrals from the property manager to add applicants to the appropriate waiting list.

##### 17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list. For owner managed waiting lists owners must develop and submit a written tenant selection plan to the PHA for approval, which is incorporated into the PHA's admin plan.

### **Income Targeting [24 CFR 983.251(c)(6)]**

At least 75 percent of the families admitted to the PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely-low income families. The income targeting requirement applies to the total of admissions to both programs.

### **Units with Accessibility Features [24 CFR 983.251(c)(7)]**

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

### **Preferences [24 CFR 983.251(d) , FR Notice 11/24/08]**

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

Although the PHA is prohibited from granting preferences to persons with a specific disability, the PHA may give preference to disabled families who need services offered at a particular project or site if the preference is limited to families (including individuals):

- With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
- Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
- For whom such services cannot be provided in a non-segregated setting.

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with more than 25 percent of the units receiving project-based assistance because those projects include "excepted units" (units specifically made available for elderly or disabled families, or families receiving supportive services), the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b)].

#### PHA Policy

The PHA will provide the following preferences to the Project Based waiting list:

##### Local Preference (1 point)

The PHA reserves the right to provide SHA residents top priority when HUD approves a demolition/disposition/conversion application for public housing properties as part of relocation efforts. In addition, the PHA reserves the right to provide top priority to SHA and/or SHFC residents whom the agency determines must be relocated from their current residence due to a determination made by SHA/SHFC and through no fault of the resident. This preference will also apply to the owner managed waiting list.

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for “excepted units,” mobility impaired persons for accessible units).



Sarasota Housing Funding Corporation

# Leaderboards for Giving Challenge

All Organizations

Small Organizations

Medium Organizations

Large Organizations

Peer to Peer Fundraisers

Name	Donor Gifts ▲	TPF Match & Prizes	Total Raised
372. Sarasota Housing Funding Corporation	\$7,565	\$4,615	\$12,180

# Janies Garden Balance Sheet

April 30, 2024

## Assets

### Current Assets

#### Cash

IRM Master Escrow Account	(9,440.82)
PETTY CASH	400.00
CASH IN BANK GENERAL	38,519.70
CASH IN BANK - SECURITY DEPOSITS	53,655.07
Total Cash	<u>83,133.95</u>

#### Accounts Receivable

A/R - RESIDENTS	19,034.54
Voucher / PBV - Suspense	(22,098.18)
A/R - PBV SUBSIDY	2,097.00
A/R - VOUCHER SUBSIDY	1,436.00
DUE FROM PARTNERS	200.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(7,894.50)
Total Accounts Receivable	<u>(7,225.14)</u>

#### Deposits & Escrows

REAL ESTATE TAX ESCROW	54,665.07
PROPERTY & LIABILITY INSURANCE ESCROW	199,735.00
RESERVE FOR REPLACEMENTS	49,985.54
OPERATING RESERVE FUND	219,114.06
Total Deposits & Escrows	<u>523,499.67</u>

#### Other Current Assets

PREPAID PROPERTY INSURANCE	63,123.00
MISC PREPAID EXPENSE	118.25
Total Other Current Assets	<u>63,241.25</u>

### Total Current Assets

662,649.73

### Fixed Assets

LAND	559,730.00
BUILDINGS	14,771,868.18

#### Depreciation & Amortization

ACC DEPR BUILDINGS	(8,697,306.00)
Total Depreciation & Amortization	<u>(8,697,306.00)</u>

### Total Fixed Assets

6,634,292.18

### Other Assets

DEPOSITS - RECEIVABLE	24,803.47
START-UP COSTS	59,000.18
LIHTC FEE	211,731.00
ACCUM. AMORT. - LIHTC MONITORING FEE	(204,719.00)
ACC - AMORT FINANCING FEES (Old)	(65,509.00)
RAR ADJ - ACCUM AMORTIZATION	(59,000.00)
Total Other Assets	<u>(33,693.35)</u>

## Total Assets

7,263,248.56

# Janies Garden Balance Sheet

April 30, 2024

## Liabilities & Equity

### Liabilities

#### Current Liabilities

DEVELOPMENT FEE PAYABLE	292,683.66
ACCOUNTS PAYABLE	156,283.20
ACCOUNTS PAYABLE - OTHER	40,672.45
ACCRUED 1ST MORTGAGE INTEREST PAYABLE	7,798.00
ACCRUED INTEREST PAYABLE - 2ND MORTG.	2,918,902.09
ACCRUED INTEREST - M.J. LEVITT	51,332.19
ACCRUED EXPENSE	8,064.00
ACCRUED PARTNERSHIP EXPENSES	184,065.42
SECURITY DEPOSIT REFUNDS IN TRANSIT	2,737.00
Total Current Liabilities	<u>3,662,538.01</u>

#### Other Current Liabilities

SECURITY DEPOSIT LIABILITY	45,413.14
SECURITY DEP INT LIABILITY	1,106.60
PREPAID RENTS	29,763.09
Total Other Current Liabilities	<u>76,282.83</u>

#### Long Term Liabilities

DEFERRED FINANCING FEES	(113,408.68)
1ST MORTGAGE PAYABLE	1,432,238.02
SECOND MORTGAGE PAYABLE (Old)	325,000.00
OTHER MORTGAGE PAYABLE (Old)	1,869,500.00
LOAN PAYABLE	765,000.00
Total Long Term Liabilities	<u>4,278,329.34</u>

Total Liabilities 8,017,150.18

### Equity

Retained Earnings	(839,750.69)
Current Net Income	85,849.07

Total Equity (753,901.62)

**Total Liabilities & Equity 7,263,248.56**



# Janies Garden Budget Operating Report As of April 30, 2024

	Month Ending 04/30/2024			01/01/2024 Through 04/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
<b>RENT INCOME</b>							
512000 - APARTMENT RENT - TENANT	57,190.00	51,641.67	5,548.33	220,524.00	206,566.68	13,957.32	619,700.04
512100 - SUBSIDY REVENUE	29,446.00	34,372.00	(4,926.00)	125,002.00	137,488.00	(12,486.00)	412,464.00
<b>TOTAL RENT INCOME</b>	<b>86,636.00</b>	<b>86,013.67</b>	<b>622.33</b>	<b>345,526.00</b>	<b>344,054.68</b>	<b>1,471.32</b>	<b>1,032,164.04</b>
<b>VACANCIES</b>							
522000 - VACANCIES - TENANT	(10,720.00)	(1,000.00)	(9,720.00)	(32,008.00)	(4,000.00)	(28,008.00)	(17,000.00)
528000 - EMPLOYEE APARTMENT/DISCOUNT	(1,200.00)	0.00	(1,200.00)	(2,071.00)	0.00	(2,071.00)	0.00
<b>TOTAL VACANCIES</b>	<b>(11,920.00)</b>	<b>(1,000.00)</b>	<b>(10,920.00)</b>	<b>(34,079.00)</b>	<b>(4,000.00)</b>	<b>(30,079.00)</b>	<b>(17,000.00)</b>
<b>NET RENTAL INCOME</b>	<b>74,716.00</b>	<b>85,013.67</b>	<b>(10,297.67)</b>	<b>311,447.00</b>	<b>340,054.68</b>	<b>(28,607.68)</b>	<b>1,015,164.04</b>
<b>SERVICES INCOME</b>							
531000 - COIN OPERATIONS	0.00	21.00	(21.00)	573.89	84.00	489.89	250.00
533000 - TENANT APPLICATION FEE	115.00	150.00	(35.00)	665.00	600.00	65.00	1,600.00
<b>TOTAL SERVICES INCOME</b>	<b>115.00</b>	<b>171.00</b>	<b>(56.00)</b>	<b>1,238.89</b>	<b>684.00</b>	<b>554.89</b>	<b>1,850.00</b>
<b>FINANCIAL INCOME</b>							
541000 - INTEREST INCOME	38.24	0.00	38.24	117.86	0.00	117.86	0.00
541200 - INT INC - RESERVES & ESCROWS	346.94	0.00	346.94	1,087.04	0.00	1,087.04	0.00
<b>TOTAL FINANCIAL INCOME</b>	<b>385.18</b>	<b>0.00</b>	<b>385.18</b>	<b>1,204.90</b>	<b>0.00</b>	<b>1,204.90</b>	<b>0.00</b>
<b>OTHER INCOME</b>							
592500 - LATE CHARGES	1,300.00	500.00	800.00	4,800.00	2,000.00	2,800.00	6,354.00
593000 - RETURNED CHECKS CHARGES	25.00	0.00	25.00	25.00	0.00	25.00	0.00
593600 - LEGAL INCOME	1,021.00	0.00	1,021.00	1,538.11	0.00	1,538.11	0.00
593800 - CLEANING FEE	450.00	0.00	450.00	1,145.00	0.00	1,145.00	0.00
593900 - DAMAGES	330.00	400.00	(70.00)	(542.69)	1,600.00	(2,142.69)	4,596.00
598100 - RECOVERY OF BAD DEBTS	0.00	0.00	0.00	764.27	0.00	764.27	0.00
<b>TOTAL OTHER INCOME</b>	<b>3,126.00</b>	<b>900.00</b>	<b>2,226.00</b>	<b>7,729.69</b>	<b>3,600.00</b>	<b>4,129.69</b>	<b>10,950.00</b>
<b>TOTAL INCOME</b>	<b>78,342.18</b>	<b>86,084.67</b>	<b>(7,742.49)</b>	<b>321,620.48</b>	<b>344,338.68</b>	<b>(22,718.20)</b>	<b>1,027,964.04</b>
<b>TOTAL CORPORATE EXPENSES</b>							
<b>RENTING EXPENSES</b>							
621000 - ADVERTISING	13.68	93.00	79.32	446.26	372.00	(74.26)	756.00
622500 - CREDIT REPORTS	262.20	88.00	(174.20)	1,216.38	352.00	(864.38)	1,012.00
624500 - INSPECTION FEES	0.00	0.00	0.00	0.00	200.00	200.00	400.00
625500 - EVICTION EXPENSE	716.00	267.00	(449.00)	1,226.67	1,068.00	(158.67)	3,000.00
<b>TOTAL RENTING EXPENSES</b>	<b>991.88</b>	<b>448.00</b>	<b>(543.88)</b>	<b>2,889.31</b>	<b>1,992.00</b>	<b>(897.31)</b>	<b>5,168.00</b>
<b>ADMINISTRATIVE EXPENSES</b>							
631000 - OFFICE PAYROLL	1,988.92	1,333.00	(655.92)	5,931.40	5,332.00	(599.40)	17,648.00
631100 - OFFICE EXPENSE	429.88	384.00	(45.88)	855.72	1,536.00	680.28	4,304.00
631111 - BANK CHARGES	49.30	48.00	(1.30)	141.17	344.00	202.83	728.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	276.00	276.00	1,104.00
631502 - OFFICE/COMPUTER - SERVICES	0.00	0.00	0.00	619.20	615.00	(4.20)	2,460.00
632000 - MANAGEMENT FEES	6,852.27	4,650.00	(2,202.27)	21,494.61	18,600.00	(2,894.61)	55,800.00
632500 - ANSWERING SERVICE	0.00	38.00	38.00	0.00	152.00	152.00	456.00
633000 - SITE MANAGER'S PAYROLL EXPENSE	1,859.09	1,660.00	(199.09)	2,467.71	6,640.00	4,172.29	21,995.00
634000 - LEGAL EXPENSE	9.57	0.00	(9.57)	84.57	0.00	(84.57)	0.00
634200 - TAX CREDIT COMPLIANCE/MONITORING FEE	0.00	0.00	0.00	0.00	0.00	0.00	500.00
635000 - AUDIT EXPENSE	0.00	0.00	0.00	6,725.00	2,500.00	(4,225.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	566.82	0.00	(566.82)	1,133.64	595.00	(538.64)	2,380.00
635400 - SOFTWARE LICENSE EXPENSE	78.76	0.00	(78.76)	5,743.94	5,600.00	(143.94)	5,600.00
636000 - TELEPHONE	493.47	253.00	(240.47)	1,286.23	1,021.00	(265.23)	3,045.00
637000 - BAD DEBT EXPENSE	3,868.80	420.00	(3,448.80)	5,982.80	1,680.00	(4,302.80)	4,998.00
637600 - SOCIAL SERVICE SUPPLIES	38.89	167.00	128.11	38.89	668.00	629.11	2,000.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	3,006.12	2,888.00	(118.12)	3,626.72	11,552.00	7,925.28	34,656.00
638400 - TRAINING EXPENSE	0.00	150.00	150.00	(0.28)	600.00	600.28	2,100.00
638500 - TRAVEL EXPENSE	0.00	95.00	95.00	150.00	380.00	230.00	1,140.00
639000 - MISC ADMINISTRATIVE EXPENSE	138.75	200.00	61.25	368.75	800.00	431.25	2,000.00
639002 - MISC ADMIN EXP - Consultant Fees	450.00	0.00	(450.00)	450.00	0.00	(450.00)	0.00
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>19,830.64</b>	<b>12,286.00</b>	<b>(7,544.64)</b>	<b>57,100.07</b>	<b>58,891.00</b>	<b>1,790.93</b>	<b>172,914.00</b>
<b>OPERATING EXPENSE</b>							
641900 - UNIFORMS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	500.00
643000 - MAINTENANCE PAYROLL	2,869.52	4,328.00	1,458.48	10,596.28	17,312.00	6,715.72	58,471.00
643100 - JANITOR SUPPLIES	74.67	200.00	125.33	332.33	850.00	517.67	1,700.00
645000 - ELECTRICITY	887.83	833.00	(54.83)	3,100.93	3,332.00	231.07	10,000.00
645050 - ELECTRICITY - Vacant Unit	337.48	0.00	(337.48)	1,124.60	0.00	(1,124.60)	0.00
645100 - WATER	3,713.88	4,000.00	286.12	12,588.84	16,000.00	3,411.16	48,000.00
645300 - SEWER	4,493.44	4,836.00	342.56	16,481.23	19,344.00	2,862.77	58,000.00
645500 - UTILITY PROCESSING / COMMISSIONS	165.12	86.00	(79.12)	247.68	344.00	96.32	1,032.00

# Janies Garden Budget Operating Report As of April 30, 2024

	Month Ending 04/30/2024			01/01/2024 Through 04/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
645551 - Vacant Unit Recovery Fees	9.28	0.00	(9.28)	18.56	0.00	(18.56)	0.00
646000 - EXTERMINATING	694.00	415.00	(279.00)	1,301.00	1,960.00	659.00	7,000.00
647000 - GARBAGE & RUBBISH REMOVAL	2,878.14	3,125.00	246.86	20,272.78	12,500.00	(7,772.78)	37,500.00
647100 - FIRE SERVICE FEE / REPAIRS	114.16	833.00	718.84	5,542.31	3,332.00	(2,210.31)	10,001.00
649000 - MISC OPERATING EXPENSE	0.00	100.00	100.00	29.94	400.00	370.06	1,200.00
<b>TOTAL OPERATING EXPENSE</b>	<b>16,237.52</b>	<b>18,756.00</b>	<b>2,518.48</b>	<b>71,636.48</b>	<b>75,374.00</b>	<b>3,737.52</b>	<b>233,404.00</b>
<b>MAINTENANCE EXPENSE</b>							
652000 - GROUNDS	3,179.97	0.00	(3,179.97)	3,179.97	0.00	(3,179.97)	0.00
652001 - GROUNDS - Supplies	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
652002 - GROUNDS - Contract	11,370.00	1,755.00	(9,615.00)	17,055.00	7,020.00	(10,035.00)	21,106.00
653000 - EXTERIOR PAINTING / REPAIRS	0.00	382.40	382.40	775.00	1,540.60	765.60	4,599.80
653500 - CLEANING EXPENSE	1,000.00	0.00	(1,000.00)	1,350.00	0.00	(1,350.00)	0.00
654100 - REPAIRS - APPLIANCES	0.00	0.00	0.00	133.36	1,500.00	1,366.64	2,500.00
654200 - REPAIRS - CARPET & FLOORS	0.00	354.00	354.00	250.00	1,266.00	1,016.00	2,996.00
654300 - REPAIRS - CARPENTRY	581.21	583.00	1.79	1,678.14	2,332.00	653.86	7,002.00
654400 - REPAIRS - ELECTRICAL	43.06	150.00	106.94	598.66	600.00	1.34	2,000.00
654600 - REPAIRS - PLUMBING	91.39	360.00	268.61	674.21	1,728.00	1,053.79	5,040.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	17,816.40	0.00	(17,816.40)	17,816.40	0.00	(17,816.40)	0.00
654800 - SERVICE CONTRACTS	0.00	46.00	46.00	0.00	633.00	633.00	1,000.00
655100 - REPAIRS - HVAC	643.28	867.20	223.92	2,025.21	3,468.80	1,443.59	10,400.00
656000 - DECORATING EXPENSE	2,893.25	635.00	(2,258.25)	5,392.12	2,540.00	(2,852.12)	8,000.00
657000 - MOTOR VEHICLE REPAIRS	0.00	125.00	125.00	27.82	500.00	472.18	1,506.00
658500 - SMALL TOOLS EXPENSE	48.64	0.00	(48.64)	284.39	300.00	15.61	600.00
659000 - MISC MAINTENANCE EXPENSE	400.00	0.00	(400.00)	419.25	500.00	80.75	500.00
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>38,067.20</b>	<b>5,257.60</b>	<b>(32,809.60)</b>	<b>51,659.53</b>	<b>25,928.40</b>	<b>(25,731.13)</b>	<b>69,249.80</b>
<b>INTEREST EXPENSE</b>							
682000 - 1ST MORTGAGE INTEREST	7,730.17	7,730.00	(0.17)	30,558.91	30,558.00	(0.91)	90,597.00
<b>TOTAL INTEREST EXPENSE</b>	<b>7,730.17</b>	<b>7,730.00</b>	<b>(0.17)</b>	<b>30,558.91</b>	<b>30,558.00</b>	<b>(0.91)</b>	<b>90,597.00</b>
<b>TAXES &amp; INSURANCE</b>							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	42,000.00
671100 - PAYROLL TAXES	547.36	561.00	13.64	1,575.21	3,059.00	1,483.79	8,350.00
672000 - INSURANCE EXPENSE	0.00	0.00	0.00	0.00	56,500.00	56,500.00	268,700.00
672100 - HEALTH INSURANCE	69.04	1,200.00	1,130.96	736.79	4,800.00	4,063.21	14,400.00
672200 - WORKERS COMP INSURANCE	93.30	173.00	79.70	307.11	692.00	384.89	2,332.00
672300 - LITIGATION SETTLEMENT	0.00	167.00	167.00	0.00	668.00	668.00	2,000.00
672500 - EMPLOYEE BENEFITS	266.86	450.00	183.14	785.47	1,800.00	1,014.53	5,400.00
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>976.56</b>	<b>2,551.00</b>	<b>1,574.44</b>	<b>3,404.58</b>	<b>67,519.00</b>	<b>64,114.42</b>	<b>343,182.00</b>
<b>OTHER EXPENSES</b>							
687000 - AGENCY SERVICE FEE	0.00	0.00	0.00	262.50	400.00	137.50	1,000.00
<b>TOTAL OTHER EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>262.50</b>	<b>400.00</b>	<b>137.50</b>	<b>1,000.00</b>
<b>EQUIPMENT PURCHASES</b>							
721101 - Kitchen Appliances	0.00	0.00	0.00	681.11	2,000.00	1,318.89	4,000.00
721102 - Flooring: Carpet & Tile	9,119.25	1,000.00	(8,119.25)	16,476.00	4,000.00	(12,476.00)	10,000.00
721105 - Water Heaters	0.00	0.00	0.00	434.22	0.00	(434.22)	0.00
721106 - HVAC Equipment	0.00	1,000.00	1,000.00	0.00	6,500.00	6,500.00	10,000.00
721112 - Doors & Wndws (Exterior)	0.00	0.00	0.00	668.70	0.00	(668.70)	0.00
<b>TOTAL EQUIPMENT PURCHASES</b>	<b>9,119.25</b>	<b>2,000.00</b>	<b>(7,119.25)</b>	<b>18,260.03</b>	<b>12,500.00</b>	<b>(5,760.03)</b>	<b>24,000.00</b>
<b>TOTAL CORPORATE EXPENSES</b>	<b>92,953.22</b>	<b>49,028.60</b>	<b>(43,924.62)</b>	<b>235,771.41</b>	<b>273,162.40</b>	<b>37,390.99</b>	<b>939,514.80</b>
<b>NET PROFIT OR LOSS</b>	<b>(14,611.04)</b>	<b>37,056.07</b>	<b>(51,667.11)</b>	<b>85,849.07</b>	<b>71,176.28</b>	<b>14,672.79</b>	<b>88,449.24</b>
<b>NON-OPERATING EXPENSES</b>							
790100 - R/E TAXE ESCROW DEPOSITS	4,085.00	3,500.00	(585.00)	16,340.00	14,000.00	(2,340.00)	42,000.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(42,000.00)
790200 - PROPERTY INSURANCE ESC DEP	21,215.00	22,325.00	1,110.00	84,860.00	89,300.00	4,440.00	267,900.00
790201 - PROPERTY INS ESC WITHDRAWALS	0.00	0.00	0.00	0.00	(56,500.00)	(56,500.00)	(267,900.00)
791000 - PROV FOR REPLACEMENTS	2,332.42	2,333.00	0.58	9,329.68	9,332.00	2.32	28,341.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	(24,000.00)
793000 - PROV FOR MORT PRIN AMORT	4,078.35	4,078.00	(0.35)	16,675.17	16,675.00	(0.17)	51,107.00
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>31,710.77</b>	<b>32,236.00</b>	<b>525.23</b>	<b>127,204.85</b>	<b>72,807.00</b>	<b>(54,397.85)</b>	<b>55,448.00</b>
<b>NET CASH (+) / DEF (-)</b>	<b>(46,321.81)</b>	<b>4,820.07</b>	<b>(51,141.88)</b>	<b>(41,355.78)</b>	<b>(1,630.72)</b>	<b>(39,725.06)</b>	<b>33,001.24</b>

# Janies Garden II Balance Sheet

April 30, 2024

## Assets

### Current Assets

#### Cash

PETTY CASH	400.00
CASH IN BANK GENERAL	45,146.76
CASH IN BANK- RECONCILIATION	(328.30)
CASH IN BANK - SECURITY DEPOSITS	35,146.40
Total Cash	<u>80,364.86</u>

#### Accounts Receivable

A/R - RESIDENTS	18,195.74
A/R - COMMERCIAL TENANTS	381.79
Voucher / PBV - Suspense	(29,118.00)
A/R - PBV SUBSIDY	3,893.00
A/R - VOUCHER SUBSIDY	1,492.00
DUE FROM PARTNERS	200.00
DUE TO/FROM-OTHERS (OPERATIONS)	34,012.20
GRANT RECEIVABLE	4,797.68
EXCHANGE	(26,473.48)
NEW RESIDENT - RENT & SEC DEP PAYMENTS	84.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(7,645.19)
Total Accounts Receivable	<u>(180.26)</u>

#### Deposits & Escrows

DEBT SERVICE RESERVE FUND	173,753.34
REAL ESTATE TAX ESCROW	24,441.04
PROPERTY & LIABILITY INSURANCE ESCROW	103,345.87
RESERVE FOR REPLACEMENTS	155,133.49
ESCROWS - OTHER	32,239.89
OPERATING RESERVE FUND	81,666.66
Total Deposits & Escrows	<u>570,580.29</u>

#### Other Current Assets

PREPAID PROPERTY INSURANCE	36,478.00
MISC PREPAID EXPENSE	96.75
Total Other Current Assets	<u>36,574.75</u>

### Total Current Assets

687,339.64

### Fixed Assets

LAND	150,000.00
BUILDINGS	11,257,899.91

#### Depreciation & Amortization

ACC DEPR BUILDINGS	(5,740,398.00)
Total Depreciation & Amortization	<u>(5,740,398.00)</u>

### Total Fixed Assets

5,667,501.91

### Other Assets

DEPOSITS - RECEIVABLE	5,249.84
START-UP COSTS	53,000.00
LIHTC FEE	141,101.64
ACCUM. AMORT. - LIHTC MONITORING FEE	(122,213.00)
ACC - AMORT FINANCING FEES (Old)	(77,830.00)

# Janies Garden II

## Balance Sheet

April 30, 2024

RAR ADJ - ACCUM AMORTIZATION	(53,000.00)
Total Other Assets	<u>(53,691.52)</u>
<b>Total Assets</b>	<b><u><u>6,301,150.03</u></u></b>

# Janies Garden II

## Balance Sheet

April 30, 2024

### Liabilities & Equity

#### Liabilities

##### Current Liabilities

DEVELOPMENT FEE PAYABLE	2,221.00
ACCOUNTS PAYABLE	70,553.55
ACCOUNTS PAYABLE - OTHER	13,548.58
ACCRUED INTEREST PAYABLE - 3RD MORTG.	42,151.40
ACCRUED EXPENSE	9,128.00
SECURITY DEPOSIT REFUNDS IN TRANSIT	1,756.66

Total Current Liabilities 139,359.19

##### Other Current Liabilities

SECURITY DEPOSIT LIABILITY	30,854.87
SECURITY DEP INT LIABILITY	449.91
PREPAID RENTS	27,097.35

Total Other Current Liabilities 58,402.13

##### Long Term Liabilities

DEFERRED FINANCING FEES	(239,467.00)
1ST MORTGAGE PAYABLE	1,662,500.77
SECOND MORTGAGE PAYABLE (Old)	6,743,500.00
OTHER MORTGAGE PAYABLE (Old)	300,000.00

Total Long Term Liabilities 8,466,533.77

Total Liabilities 8,664,295.09

#### Equity

Retained Earnings	(2,323,909.48)
Current Net Income	(39,235.58)

Total Equity (2,363,145.06)

**Total Liabilities & Equity 6,301,150.03**

# Janies Garden II

## Budget Operating Report

As of April 30, 2024

	Month Ending 04/30/2024			01/01/2024 Through 04/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
<b>RENT INCOME</b>							
512000 - APARTMENT RENT - TENANT	42,428.00	29,858.33	12,569.67	158,345.00	119,433.32	38,911.68	358,299.96
512100 - SUBSIDY REVENUE	23,875.00	36,500.00	(12,625.00)	106,223.00	146,000.00	(39,777.00)	438,000.00
<b>TOTAL RENT INCOME</b>	<b>66,303.00</b>	<b>66,358.33</b>	<b>(55.33)</b>	<b>264,568.00</b>	<b>265,433.32</b>	<b>(865.32)</b>	<b>796,299.96</b>
<b>VACANCIES</b>							
522000 - VACANCIES - TENANT	(16,704.00)	(1,660.00)	(15,044.00)	(56,464.00)	(4,980.00)	(51,484.00)	(15,000.00)
<b>TOTAL VACANCIES</b>	<b>(16,704.00)</b>	<b>(1,660.00)</b>	<b>(15,044.00)</b>	<b>(56,464.00)</b>	<b>(4,980.00)</b>	<b>(51,484.00)</b>	<b>(15,000.00)</b>
<b>NET RENTAL INCOME</b>	<b>49,599.00</b>	<b>64,698.33</b>	<b>(15,099.33)</b>	<b>208,104.00</b>	<b>260,453.32</b>	<b>(52,349.32)</b>	<b>781,299.96</b>
<b>SERVICES INCOME</b>							
533000 - TENANT APPLICATION FEE	60.00	0.00	60.00	120.00	0.00	120.00	0.00
<b>TOTAL SERVICES INCOME</b>	<b>60.00</b>	<b>0.00</b>	<b>60.00</b>	<b>120.00</b>	<b>0.00</b>	<b>120.00</b>	<b>0.00</b>
<b>FINANCIAL INCOME</b>							
541000 - INTEREST INCOME	0.00	0.00	0.00	253.64	0.00	253.64	0.00
541200 - INT INC - RESERVES & ESCROWS	1,294.02	0.00	1,294.02	5,153.03	0.00	5,153.03	0.00
541400 - INT INC - OPERATING RESERVE	364.20	0.00	364.20	1,515.47	0.00	1,515.47	0.00
541500 - INT INC - DEBT SERVICE RESERVE	715.77	0.00	715.77	2,978.38	0.00	2,978.38	0.00
<b>TOTAL FINANCIAL INCOME</b>	<b>2,373.99</b>	<b>0.00</b>	<b>2,373.99</b>	<b>9,900.52</b>	<b>0.00</b>	<b>9,900.52</b>	<b>0.00</b>
<b>OTHER INCOME</b>							
591000 - SECURITY DEPOSIT FORFEITURE	0.00	0.00	0.00	95.69	0.00	95.69	0.00
592500 - LATE CHARGES	1,150.00	600.00	550.00	3,350.00	2,400.00	950.00	6,604.00
593600 - LEGAL INCOME	1,004.58	0.00	1,004.58	3,014.76	0.00	3,014.76	0.00
593800 - CLEANING FEE	0.00	0.00	0.00	1,205.00	0.00	1,205.00	0.00
593900 - DAMAGES	0.00	100.00	(100.00)	518.00	400.00	118.00	1,200.00
<b>TOTAL OTHER INCOME</b>	<b>2,154.58</b>	<b>700.00</b>	<b>1,454.58</b>	<b>8,183.45</b>	<b>2,800.00</b>	<b>5,383.45</b>	<b>7,804.00</b>
<b>TOTAL INCOME</b>	<b>54,187.57</b>	<b>65,398.33</b>	<b>(11,210.76)</b>	<b>226,307.97</b>	<b>263,253.32</b>	<b>(36,945.35)</b>	<b>789,103.96</b>
<b>TOTAL CORPORATE EXPENSES</b>							
<b>RENTING EXPENSES</b>							
621000 - ADVERTISING	13.68	70.00	56.32	355.72	280.00	(75.72)	700.00
622500 - CREDIT REPORTS	0.00	29.00	29.00	0.00	116.00	116.00	350.00
624500 - INSPECTION FEES	0.00	0.00	0.00	0.00	518.40	518.40	1,000.40
625500 - EVICTION EXPENSE	1,023.86	232.00	(791.86)	929.20	928.00	(1.20)	3,396.00
<b>TOTAL RENTING EXPENSES</b>	<b>1,037.54</b>	<b>331.00</b>	<b>(706.54)</b>	<b>1,284.92</b>	<b>1,842.40</b>	<b>557.48</b>	<b>5,446.40</b>
<b>ADMINISTRATIVE EXPENSES</b>							
631000 - OFFICE PAYROLL	1,640.30	1,094.00	(546.30)	4,911.22	4,376.00	(535.22)	14,720.00
631100 - OFFICE EXPENSE	183.96	500.00	316.04	629.26	1,600.00	970.74	3,800.00
631108 - MEMBERSHIP DUES EXPENSE	21.02	0.00	(21.02)	21.02	0.00	(21.02)	0.00
631111 - BANK CHARGES	58.61	65.00	6.39	164.82	280.00	115.18	800.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	218.00	218.00	872.00
631502 - OFFICE/COMPUTER - SERVICES	0.00	0.00	0.00	489.60	490.00	0.40	1,960.00
632000 - MANAGEMENT FEES	4,641.28	3,775.00	(866.28)	14,771.51	15,100.00	328.49	45,300.00
632500 - ANSWERING SERVICE	179.20	30.08	(149.12)	268.80	120.32	(148.48)	360.14
633000 - SITE MANAGER'S PAYROLL EXPENSE	1,467.70	1,310.00	(157.70)	2,392.00	5,240.00	2,848.00	17,687.00
634000 - LEGAL EXPENSE	9.57	0.00	(9.57)	157.07	0.00	(157.07)	0.00
635000 - AUDIT EXPENSE	0.00	0.00	0.00	6,725.00	2,500.00	(4,225.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	0.00	0.00	0.00	575.28	602.00	26.72	2,408.00
635400 - SOFTWARE LICENSE EXPENSE	32.78	0.00	(32.78)	4,799.48	4,300.00	(499.48)	4,300.00
636000 - TELEPHONE	389.59	210.00	(179.59)	1,015.46	840.00	(175.46)	2,520.00
636500 - CABLE TV / INTERNET EXPENSE	96.51	102.00	5.49	386.04	408.00	21.96	1,220.00
637000 - BAD DEBT EXPENSE	999.62	500.00	(499.62)	5,036.12	2,000.00	(3,036.12)	6,000.00
637600 - SOCIAL SERVICE SUPPLIES	38.89	83.00	44.11	38.89	332.00	293.11	1,000.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	2,393.27	2,281.00	(112.27)	2,393.27	9,124.00	6,730.73	27,372.00
638400 - TRAINING EXPENSE	0.00	118.17	118.17	0.00	472.68	472.68	1,649.72
638500 - TRAVEL EXPENSE	0.00	75.00	75.00	569.62	300.00	(269.62)	900.00
639000 - MISC ADMINISTRATIVE EXPENSE	138.75	84.00	(54.75)	138.75	336.00	197.25	1,008.00
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>12,291.05</b>	<b>10,227.25</b>	<b>(2,063.80)</b>	<b>45,483.21</b>	<b>48,639.00</b>	<b>3,155.79</b>	<b>143,876.86</b>
<b>OPERATING EXPENSE</b>							
641900 - UNIFORMS EXPENSE	0.00	40.00	40.00	0.00	160.00	160.00	395.00
643000 - MAINTENANCE PAYROLL	2,172.98	3,417.00	1,244.02	8,273.11	13,668.00	5,394.89	46,045.00
643100 - JANITOR SUPPLIES	162.94	150.00	(12.94)	409.92	800.00	390.08	2,000.00
645000 - ELECTRICITY	670.90	500.00	(170.90)	1,779.66	2,000.00	220.34	6,000.00
645050 - ELECTRICITY - Vacant Unit	748.42	0.00	(748.42)	2,205.52	0.00	(2,205.52)	0.00
645051 - ELECTRICITY - Vacant Unit Recovery	0.00	0.00	0.00	(52.54)	0.00	52.54	0.00
645100 - WATER	1,693.18	2,500.00	806.82	12,571.77	10,000.00	(2,571.77)	30,000.00
645300 - SEWER	2,870.09	4,325.00	1,454.91	21,255.17	17,300.00	(3,955.17)	51,900.00
645500 - UTILITY PROCESSING / COMMISSIONS	130.56	70.00	(60.56)	195.84	280.00	84.16	840.00
645551 - Vacant Unit Recovery Fees	129.92	0.00	(129.92)	242.84	0.00	(242.84)	0.00

# Janies Garden II

## Budget Operating Report

As of April 30, 2024

	Month Ending 04/30/2024			01/01/2024 Through 04/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
646000 - EXTERMINATING	153.00	250.00	97.00	612.00	1,000.00	388.00	3,000.00
647000 - GARBAGE & RUBBISH REMOVAL	756.15	1,601.17	845.02	3,747.08	6,404.68	2,657.60	19,214.04
647100 - FIRE SERVICE FEE / REPAIRS	4,426.18	933.00	(3,493.18)	12,672.79	3,732.00	(8,940.79)	11,200.00
649000 - MISC OPERATING EXPENSE	0.00	83.00	83.00	29.94	332.00	302.06	1,000.00
<b>TOTAL OPERATING EXPENSE</b>	<b>13,914.32</b>	<b>13,869.17</b>	<b>(45.15)</b>	<b>63,943.10</b>	<b>55,676.68</b>	<b>(8,266.42)</b>	<b>171,594.04</b>
<b>MAINTENANCE EXPENSE</b>							
650500 - PROTECTION/SECURITY COSTS	0.00	83.00	83.00	0.00	332.00	332.00	1,000.00
652000 - GROUNDS	3,179.97	0.00	(3,179.97)	3,179.97	0.00	(3,179.97)	0.00
652001 - GROUNDS - Supplies	0.00	500.00	500.00	0.00	1,000.00	1,000.00	1,000.00
652002 - GROUNDS - Contract	9,900.00	1,499.00	(8,401.00)	14,850.00	5,996.00	(8,854.00)	18,006.00
653000 - EXTERIOR PAINTING / REPAIRS	0.00	1,013.00	1,013.00	439.13	2,552.00	2,112.87	6,906.00
653500 - CLEANING EXPENSE	500.00	0.00	(500.00)	1,340.00	0.00	(1,340.00)	0.00
654100 - REPAIRS - APPLIANCES	0.00	251.00	251.00	560.27	1,004.00	443.73	3,005.00
654200 - REPAIRS - CARPET & FLOORS	0.00	150.00	150.00	690.00	810.00	120.00	2,000.00
654300 - REPAIRS - CARPENTRY	1,146.80	595.00	(551.80)	3,045.06	3,142.00	96.94	6,000.00
654400 - REPAIRS - ELECTRICAL	120.08	251.00	130.92	675.67	1,202.00	526.33	3,500.00
654600 - REPAIRS - PLUMBING	717.22	400.00	(317.22)	999.18	3,100.00	2,100.82	5,602.00
655100 - REPAIRS - HVAC	1,834.26	787.50	(1,046.76)	4,069.05	5,396.00	1,326.95	11,000.00
656000 - DECORATING EXPENSE	2,411.65	317.00	(2,094.65)	10,890.35	1,667.00	(9,223.35)	5,001.00
657000 - MOTOR VEHICLE REPAIRS	0.00	100.00	100.00	27.82	400.00	372.18	1,200.00
658500 - SMALL TOOLS EXPENSE	69.25	84.00	14.75	305.02	420.00	114.98	1,000.00
659000 - MISC MAINTENANCE EXPENSE	400.00	41.50	(358.50)	419.25	166.00	(253.25)	500.00
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>20,279.23</b>	<b>6,072.00</b>	<b>(14,207.23)</b>	<b>41,490.77</b>	<b>27,187.00</b>	<b>(14,303.77)</b>	<b>65,720.00</b>
<b>INTEREST EXPENSE</b>							
682000 - 1ST MORTGAGE INTEREST	16,802.38	10,100.00	(6,702.38)	47,161.78	40,400.00	(6,761.78)	121,200.00
<b>TOTAL INTEREST EXPENSE</b>	<b>16,802.38</b>	<b>10,100.00</b>	<b>(6,702.38)</b>	<b>47,161.78</b>	<b>40,400.00</b>	<b>(6,761.78)</b>	<b>121,200.00</b>
<b>TAXES &amp; INSURANCE</b>							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	32,100.00
671100 - PAYROLL TAXES	437.08	444.00	6.92	1,294.45	2,423.00	1,128.55	6,636.00
672000 - INSURANCE EXPENSE	0.00	0.00	0.00	47,475.50	44,700.00	(2,775.50)	167,300.00
672100 - HEALTH INSURANCE	59.64	708.33	648.69	549.35	2,833.32	2,283.97	8,499.96
672200 - WORKERS COMP INSURANCE	74.49	138.00	63.51	247.39	552.00	304.61	1,857.00
672300 - LITIGATION SETTLEMENT	0.00	167.00	167.00	0.00	668.00	668.00	2,000.00
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>571.21</b>	<b>1,457.33</b>	<b>886.12</b>	<b>49,566.69</b>	<b>51,176.32</b>	<b>1,609.63</b>	<b>218,392.96</b>
<b>OTHER EXPENSES</b>							
687000 - AGENCY SERVICE FEE	0.00	325.00	325.00	0.00	1,300.00	1,300.00	3,900.00
687500 - TRUSTEE FEES	740.00	408.00	(332.00)	2,960.00	1,633.00	(1,327.00)	4,900.00
<b>TOTAL OTHER EXPENSES</b>	<b>740.00</b>	<b>733.00</b>	<b>(7.00)</b>	<b>2,960.00</b>	<b>2,933.00</b>	<b>(27.00)</b>	<b>8,800.00</b>
<b>EQUIPMENT PURCHASES</b>							
721101 - Kitchen Appliances	2,493.51	800.00	(1,693.51)	7,564.84	3,600.00	(3,964.84)	11,000.00
721102 - Flooring: Carpet & Tile	2,631.32	1,000.00	(1,631.32)	6,088.24	4,000.00	(2,088.24)	12,000.00
721106 - HVAC Equipment	0.00	2,500.00	2,500.00	0.00	10,000.00	10,000.00	30,000.00
721111 - System Upgrades	0.00	1,000.00	1,000.00	0.00	4,000.00	4,000.00	10,000.00
<b>TOTAL EQUIPMENT PURCHASES</b>	<b>5,124.83</b>	<b>5,300.00</b>	<b>175.17</b>	<b>13,653.08</b>	<b>21,600.00</b>	<b>7,946.92</b>	<b>63,000.00</b>
<b>TOTAL CORPORATE EXPENSES</b>	<b>70,760.56</b>	<b>48,089.75</b>	<b>(22,670.81)</b>	<b>265,543.55</b>	<b>249,454.40</b>	<b>(16,089.15)</b>	<b>798,030.26</b>
<b>NET PROFIT OR LOSS</b>	<b>(16,572.99)</b>	<b>17,308.58</b>	<b>(33,881.57)</b>	<b>(39,235.58)</b>	<b>13,798.92</b>	<b>(53,034.50)</b>	<b>(8,926.30)</b>
<b>NON-OPERATING EXPENSES</b>							
790100 - R/E TAXE ESCROW DEPOSITS	2,666.65	2,675.00	8.35	10,666.60	10,700.00	33.40	32,100.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(32,100.00)
790200 - PROPERTY INSURANCE ESC DEP	5,500.02	13,875.00	8,374.98	22,000.08	55,500.00	33,499.92	166,500.00
790201 - PROPERTY INS ESC WITHDRAWALS	0.00	0.00	0.00	(47,475.50)	(44,700.00)	2,775.50	(166,500.00)
791000 - PROV FOR REPLACEMENTS	1,700.00	1,700.00	0.00	6,800.00	6,800.00	0.00	20,400.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	(63,000.00)
793000 - PROV FOR MORT PRIN AMORT	2,500.00	2,083.00	(417.00)	7,500.01	8,332.00	831.99	25,000.00
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>12,366.67</b>	<b>20,333.00</b>	<b>7,966.33</b>	<b>(508.81)</b>	<b>36,632.00</b>	<b>37,140.81</b>	<b>(17,600.00)</b>
<b>NET CASH (+) / DEF (-)</b>	<b>(28,939.66)</b>	<b>(3,024.42)</b>	<b>(25,915.24)</b>	<b>(38,726.77)</b>	<b>(22,833.08)</b>	<b>(15,893.69)</b>	<b>8,673.70</b>

# Janies Garden III Balance Sheet

April 30, 2024

## Assets

### Current Assets

#### Cash

PETTY CASH	400.00
CASH IN BANK GENERAL	641,501.99
CASH IN BANK - DEVELOPMENT	1,199.61
CASH IN BANK - SECURITY DEPOSITS	49,913.17
Total Cash	<u>693,014.77</u>

#### Accounts Receivable

A/R - RESIDENTS	16,191.93
Voucher / PBV - Suspense	(7,572.00)
A/R - PBV SUBSIDY	6,840.00
A/R - VOUCHER SUBSIDY	3,453.00
A/R - ACC SUBSIDY	15,148.65
DUE FROM PARTNERS	100.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(11,088.00)
Total Accounts Receivable	<u>23,073.58</u>

#### Deposits & Escrows

REAL ESTATE TAX ESCROW	21,606.69
PROPERTY & LIABILITY INSURANCE ESCROW	181,460.10
RESERVE FOR REPLACEMENTS	134,520.15
ESCROWS - OTHER	288,025.30
OPERATING RESERVE FUND	25,074.82
AFFORDABILITY RESERVE	151,540.50
Total Deposits & Escrows	<u>802,227.56</u>

#### Other Current Assets

PREPAID PROPERTY INSURANCE	63,337.00
Total Other Current Assets	<u>63,337.00</u>

Total Current Assets 1,581,652.91

### Fixed Assets

LAND	550,000.00
BUILDINGS	10,961,370.79
MISC FIXED ASSETS	10,861.00

#### Depreciation & Amortization

ACC DEPR BUILDINGS	(3,461,315.00)
ACC DEPR - MISC FIXED ASSETS	(10,861.00)
Total Depreciation & Amortization	<u>(3,472,176.00)</u>

Total Fixed Assets 8,050,055.79

### Other Assets

DEPOSITS - RECEIVABLE	3,404.64
START-UP COSTS	46,000.00
LIHTC FEE	349,236.00
ACCUM. AMORT. - LIHTC MONITORING FEE	(179,802.00)
ACC - AMORT FINANCING FEES (Old)	(47,266.00)
RAR ADJ - ACCUM AMORTIZATION	(46,000.00)
Total Other Assets	<u>125,572.64</u>



**Janies Garden III**

**Balance Sheet**

April 30, 2024

**Total Assets**

**9,757,281.34**

# Janies Garden III

## Balance Sheet

April 30, 2024

### Liabilities & Equity

#### Liabilities

##### Current Liabilities

ACCOUNTS PAYABLE	(4,850.15)
ACCOUNTS PAYABLE - OTHER	291,957.37
ACTS PAY - RES EXCESS HSING ASST P	58.00
ACCRUED 1ST MORTGAGE INTEREST PAYABLE	1,056,089.92
ACCRUED INTEREST PAYABLE - 2ND MORTG.	6,456.00
ACCRUED EXPENSE	9,298.00
ACCRUED PARTNERSHIP EXPENSES	3,689.62
SECURITY DEPOSIT REFUNDS IN TRANSIT	1,406.24

Total Current Liabilities 1,364,105.00

##### Other Current Liabilities

SECURITY DEPOSIT LIABILITY	46,524.00
SECURITY DEP INT LIABILITY	805.85
PREPAID RENTS	19,429.91

Total Other Current Liabilities 66,759.76

##### Long Term Liabilities

DEFERRED FINANCING FEES	(134,334.82)
1ST MORTGAGE PAYABLE	1,224,388.65
2ND MORTGAGE PAYABLE	2,815,931.00

Total Long Term Liabilities 3,905,984.83

Total Liabilities 5,336,849.59

#### Equity

Retained Earnings	4,285,746.77
Current Net Income	134,684.98

Total Equity 4,420,431.75

**Total Liabilities & Equity 9,757,281.34**

# Janies Garden III Budget Operating Report As of April 30, 2024

	Month Ending 04/30/2024			01/01/2024 Through 04/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
<b>RENT INCOME</b>							
512000 - APARTMENT RENT - TENANT	44,437.00	35,700.00	8,737.00	176,898.00	142,800.00	34,098.00	428,400.00
512001 - APARTMENT RENT- TENANT ACC ONLY	4,553.00	0.00	4,553.00	7,054.00	0.00	7,054.00	0.00
512100 - SUBSIDY REVENUE	56,082.00	65,000.00	(8,918.00)	215,632.00	260,000.00	(44,368.00)	780,000.00
<b>TOTAL RENT INCOME</b>	<b>105,072.00</b>	<b>100,700.00</b>	<b>4,372.00</b>	<b>399,584.00</b>	<b>402,800.00</b>	<b>(3,216.00)</b>	<b>1,208,400.00</b>
<b>VACANCIES</b>							
522000 - VACANCIES - TENANT	(15,196.00)	(2,000.00)	(13,196.00)	(51,720.00)	(8,000.00)	(43,720.00)	(24,000.00)
528000 - EMPLOYEE APARTMENT/DISCOUNT	0.00	(1,200.00)	1,200.00	0.00	(4,800.00)	4,800.00	(14,400.00)
<b>TOTAL VACANCIES</b>	<b>(15,196.00)</b>	<b>(3,200.00)</b>	<b>(11,996.00)</b>	<b>(51,720.00)</b>	<b>(12,800.00)</b>	<b>(38,920.00)</b>	<b>(38,400.00)</b>
<b>NET RENTAL INCOME</b>	<b>89,876.00</b>	<b>97,500.00</b>	<b>(7,624.00)</b>	<b>347,864.00</b>	<b>390,000.00</b>	<b>(42,136.00)</b>	<b>1,170,000.00</b>
<b>SERVICES INCOME</b>							
531000 - COIN OPERATIONS	0.00	42.00	(42.00)	0.00	168.00	(168.00)	500.00
533000 - TENANT APPLICATION FEE	(30.00)	42.00	(72.00)	30.00	168.00	(138.00)	500.00
<b>TOTAL SERVICES INCOME</b>	<b>(30.00)</b>	<b>84.00</b>	<b>(114.00)</b>	<b>30.00</b>	<b>336.00</b>	<b>(306.00)</b>	<b>1,000.00</b>
<b>FINANCIAL INCOME</b>							
541000 - INTEREST INCOME	0.00	0.00	0.00	4,986.72	0.00	4,986.72	0.00
541300 - INT INC - AFFORDABILITY RESERVE	526.49	0.00	526.49	2,131.38	0.00	2,131.38	0.00
541400 - INT INC - OPERATING RESERVE	1,044.72	0.00	1,044.72	4,226.19	0.00	4,226.19	0.00
<b>TOTAL FINANCIAL INCOME</b>	<b>1,571.21</b>	<b>0.00</b>	<b>1,571.21</b>	<b>11,344.29</b>	<b>0.00</b>	<b>11,344.29</b>	<b>0.00</b>
<b>OTHER INCOME</b>							
591000 - SECURITY DEPOSIT FORFEITURE	0.00	0.00	0.00	2,326.26	0.00	2,326.26	0.00
592500 - LATE CHARGES	380.00	500.00	(120.00)	3,345.00	2,000.00	1,345.00	6,000.00
593000 - RETURNED CHECKS CHARGES	0.00	0.00	0.00	25.00	0.00	25.00	0.00
593600 - LEGAL INCOME	1,599.72	0.00	1,599.72	1,939.38	0.00	1,939.38	0.00
593800 - CLEANING FEE	300.00	0.00	300.00	510.00	0.00	510.00	0.00
593900 - DAMAGES	0.00	167.00	(167.00)	875.00	668.00	207.00	2,000.00
598200 - RENT CONCESSIONS	(200.00)	0.00	(200.00)	(400.00)	0.00	(400.00)	0.00
<b>TOTAL OTHER INCOME</b>	<b>2,079.72</b>	<b>667.00</b>	<b>1,412.72</b>	<b>8,620.64</b>	<b>2,668.00</b>	<b>5,952.64</b>	<b>8,000.00</b>
<b>TOTAL INCOME</b>	<b>93,496.93</b>	<b>98,251.00</b>	<b>(4,754.07)</b>	<b>367,858.93</b>	<b>393,004.00</b>	<b>(25,145.07)</b>	<b>1,179,000.00</b>
<b>TOTAL CORPORATE EXPENSES</b>							
<b>RENTING EXPENSES</b>							
621000 - ADVERTISING	13.68	63.00	49.32	375.84	252.00	(123.84)	755.00
622500 - CREDIT REPORTS	0.00	42.00	42.00	0.00	168.00	168.00	506.00
624500 - INSPECTION FEES	0.00	83.00	83.00	0.00	332.00	332.00	1,000.00
625500 - EVICTION EXPENSE	553.22	501.00	(52.22)	2,034.57	2,004.00	(30.57)	6,000.00
<b>TOTAL RENTING EXPENSES</b>	<b>566.90</b>	<b>689.00</b>	<b>122.10</b>	<b>2,410.41</b>	<b>2,756.00</b>	<b>345.59</b>	<b>8,261.00</b>
<b>ADMINISTRATIVE EXPENSES</b>							
631000 - OFFICE PAYROLL	1,727.42	1,153.00	(574.42)	5,166.23	4,612.00	(554.23)	15,520.00
631100 - OFFICE EXPENSE	241.08	466.00	224.92	789.00	1,864.00	1,075.00	5,596.00
631108 - MEMBERSHIP DUES EXPENSE	21.02	0.00	(21.02)	21.02	0.00	(21.02)	0.00
631111 - BANK CHARGES	139.38	50.00	(89.38)	421.04	600.00	178.96	1,000.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00	1,000.00
631502 - OFFICE/COMPUTER - SERVICES	0.00	0.00	0.00	518.40	875.00	356.60	3,500.00
632000 - MANAGEMENT FEES	6,166.69	6,600.00	433.31	14,284.74	26,400.00	12,115.26	79,200.00
632001 - Mgmt Fee - Manual Adjustments	0.00	0.00	0.00	0.16	0.00	(0.16)	0.00
632500 - ANSWERING SERVICE	0.00	32.19	32.19	0.00	128.76	128.76	383.50
633000 - SITE MANAGER'S PAYROLL EXPENSE	1,565.52	1,398.00	(167.52)	2,551.43	5,592.00	3,040.57	18,873.00
634000 - LEGAL EXPENSE	9.57	0.00	(9.57)	9.57	0.00	(9.57)	0.00
634200 - TAX CREDIT COMPLIANCE/MONITORING FEE	0.00	0.00	0.00	0.00	508.00	508.00	2,030.00
635000 - AUDIT EXPENSE	0.00	0.00	0.00	6,725.00	2,500.00	(4,225.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	0.00	0.00	0.00	609.12	610.00	0.88	2,440.00
635400 - SOFTWARE LICENSE EXPENSE	38.55	0.00	(38.55)	4,733.24	4,500.00	(233.24)	4,500.00
636000 - TELEPHONE	415.55	183.00	(232.55)	1,083.14	732.00	(351.14)	2,200.00
636500 - CABLE TV / INTERNET EXPENSE	344.91	313.00	(31.91)	1,389.64	1,252.00	(137.64)	3,756.00
637000 - BAD DEBT EXPENSE	3,384.41	1,300.00	(2,084.41)	3,432.02	5,200.00	1,767.98	15,500.40
637600 - SOCIAL SERVICE SUPPLIES	38.91	287.00	248.09	38.91	503.00	464.09	1,002.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	2,547.01	2,433.00	(114.01)	2,547.01	9,732.00	7,184.99	29,196.00
638400 - TRAINING EXPENSE	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00
638500 - TRAVEL EXPENSE	0.00	250.00	250.00	150.00	1,000.00	850.00	3,000.00
639000 - MISC ADMINISTRATIVE EXPENSE	1,038.75	133.00	(905.75)	1,038.75	532.00	(506.75)	1,600.00
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>17,678.77</b>	<b>14,848.19</b>	<b>(2,830.58)</b>	<b>45,508.42</b>	<b>68,390.76</b>	<b>22,882.34</b>	<b>203,296.90</b>
<b>OPERATING EXPENSE</b>							
641900 - UNIFORMS EXPENSE	0.00	33.00	33.00	0.00	132.00	132.00	400.00
643000 - MAINTENANCE PAYROLL	2,416.42	3,660.00	1,243.58	8,923.17	14,640.00	5,716.83	49,346.00
643100 - JANITOR SUPPLIES	74.68	215.80	141.12	707.80	863.20	155.40	2,600.10

# Janies Garden III Budget Operating Report As of April 30, 2024

	Month Ending 04/30/2024			01/01/2024 Through 04/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
645000 - ELECTRICITY	564.92	986.00	421.08	3,999.21	3,944.00	(55.21)	11,840.00
645050 - ELECTRICITY - Vacant Unit	260.99	0.00	(260.99)	1,077.87	0.00	(1,077.87)	0.00
645100 - WATER	3,036.26	3,150.00	113.74	13,254.30	12,600.00	(654.30)	37,800.00
645300 - SEWER	4,541.27	4,725.00	183.73	20,101.87	18,900.00	(1,201.87)	56,700.00
645500 - UTILITY PROCESSING / COMMISSIONS	138.24	72.00	(66.24)	207.36	288.00	80.64	864.00
645551 - Vacant Unit Recovery Fees	27.84	0.00	(27.84)	46.40	0.00	(46.40)	0.00
646000 - EXTERMINATING	162.00	500.00	338.00	648.00	2,000.00	1,352.00	6,000.00
647000 - GARBAGE & RUBBISH REMOVAL	176.97	1,419.43	1,242.46	936.46	5,677.72	4,741.26	16,999.97
647050 - GARBAGE & RUBBISH REMOVAL - Vacant Unit	268.50	0.00	(268.50)	1,940.53	0.00	(1,940.53)	0.00
647100 - FIRE SERVICE FEE / REPAIRS	260.70	122.00	(138.70)	4,550.21	2,633.00	(1,917.21)	10,005.00
649000 - MISC OPERATING EXPENSE	0.00	250.00	250.00	29.93	1,000.00	970.07	3,000.00
<b>TOTAL OPERATING EXPENSE</b>	<b>11,928.79</b>	<b>15,133.23</b>	<b>3,204.44</b>	<b>56,423.11</b>	<b>62,677.92</b>	<b>6,254.81</b>	<b>195,555.07</b>
<b>MAINTENANCE EXPENSE</b>							
650500 - PROTECTION/SECURITY COSTS	0.00	83.00	83.00	0.00	332.00	332.00	996.00
652000 - GROUNDS	3,180.06	0.00	(3,180.06)	3,180.06	0.00	(3,180.06)	0.00
652001 - GROUNDS - Supplies	0.00	0.00	0.00	0.00	3,500.00	3,500.00	3,500.00
652002 - GROUNDS - Contract	10,290.00	2,681.00	(7,609.00)	15,525.75	7,394.00	(8,131.75)	20,504.00
653000 - EXTERIOR PAINTING / REPAIRS	0.00	600.00	600.00	2,396.37	2,400.00	3.63	7,200.00
653500 - CLEANING EXPENSE	1,000.00	0.00	(1,000.00)	1,395.51	2,000.00	604.49	5,000.00
654100 - REPAIRS - APPLIANCES	0.00	300.00	300.00	1,649.43	1,200.00	(449.43)	3,750.00
654200 - REPAIRS - CARPET & FLOORS	0.00	150.00	150.00	350.00	600.00	250.00	1,800.00
654300 - REPAIRS - CARPENTRY	1,010.65	410.00	(600.65)	4,085.07	1,720.00	(2,365.07)	5,000.00
654400 - REPAIRS - ELECTRICAL	81.55	383.00	301.45	1,418.04	1,782.00	363.96	4,996.00
654600 - REPAIRS - PLUMBING	370.49	550.00	179.51	2,885.45	2,200.00	(685.45)	6,000.00
654800 - SERVICE CONTRACTS	0.00	150.00	150.00	0.00	600.00	600.00	1,800.00
655100 - REPAIRS - HVAC	3,166.06	1,005.00	(2,161.06)	4,749.19	4,020.00	(729.19)	12,000.00
656000 - DECORATING EXPENSE	493.26	366.00	(127.26)	3,191.22	2,928.00	(263.22)	8,800.00
657000 - MOTOR VEHICLE REPAIRS	0.00	125.00	125.00	27.81	500.00	472.19	1,506.00
658000 - MAIN EQUIPMENT REPAIR	0.00	500.00	500.00	0.00	500.00	500.00	1,000.00
658500 - SMALL TOOLS EXPENSE	48.64	30.00	(18.64)	316.46	420.00	103.54	1,300.00
659000 - MISC MAINTENANCE EXPENSE	400.00	200.00	(200.00)	498.26	800.00	301.74	2,000.00
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>20,040.71</b>	<b>7,533.00</b>	<b>(12,507.71)</b>	<b>41,668.62</b>	<b>32,896.00</b>	<b>(8,772.62)</b>	<b>87,152.00</b>
<b>INTEREST EXPENSE</b>							
682000 - 1ST MORTGAGE INTEREST	6,437.09	6,437.00	(0.09)	25,372.60	25,372.00	(0.60)	75,821.00
<b>TOTAL INTEREST EXPENSE</b>	<b>6,437.09</b>	<b>6,437.00</b>	<b>(0.09)</b>	<b>25,372.60</b>	<b>25,372.00</b>	<b>(0.60)</b>	<b>75,821.00</b>
<b>TAXES &amp; INSURANCE</b>							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	33,000.00
671100 - PAYROLL TAXES	464.42	474.00	9.58	1,374.62	2,585.00	1,210.38	7,084.00
672000 - INSURANCE EXPENSE	0.00	0.00	0.00	50,268.18	47,300.00	(2,968.18)	260,300.00
672100 - HEALTH INSURANCE	59.88	1,000.00	940.12	571.05	4,000.00	3,428.95	12,000.00
672200 - WORKERS COMP INSURANCE	79.00	146.00	67.00	261.36	584.00	322.64	1,970.00
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>603.30</b>	<b>1,620.00</b>	<b>1,016.70</b>	<b>52,475.21</b>	<b>54,469.00</b>	<b>1,993.79</b>	<b>314,354.00</b>
<b>EQUIPMENT PURCHASES</b>							
721101 - Kitchen Appliances	1,246.75	1,500.00	253.25	7,358.71	6,000.00	(1,358.71)	10,000.00
721102 - Flooring: Carpet & Tile	0.00	0.00	0.00	0.00	2,000.00	2,000.00	6,000.00
721104 - Tubs & Surrounds	0.00	1,100.00	1,100.00	0.00	2,200.00	2,200.00	2,200.00
721105 - Water Heaters	0.00	500.00	500.00	0.00	1,000.00	1,000.00	1,000.00
721106 - HVAC Equipment	810.00	1,500.00	690.00	1,956.87	6,000.00	4,043.13	15,000.00
721109 - Siding / Bldg Ext Repairs	0.00	10,000.00	10,000.00	0.00	20,000.00	20,000.00	30,000.00
721111 - System Upgrades	0.00	0.00	0.00	0.00	10,000.00	10,000.00	20,000.00
721112 - Doors & Windows (Exterior)	0.00	0.00	0.00	0.00	1,300.00	1,300.00	1,300.00
<b>TOTAL EQUIPMENT PURCHASES</b>	<b>2,056.75</b>	<b>14,600.00</b>	<b>12,543.25</b>	<b>9,315.58</b>	<b>48,500.00</b>	<b>39,184.42</b>	<b>85,500.00</b>
<b>TOTAL CORPORATE EXPENSES</b>	<b>59,312.31</b>	<b>60,860.42</b>	<b>1,548.11</b>	<b>233,173.95</b>	<b>295,061.68</b>	<b>61,887.73</b>	<b>969,939.97</b>
<b>NET PROFIT OR LOSS</b>	<b>34,184.62</b>	<b>37,390.58</b>	<b>(3,205.96)</b>	<b>134,684.98</b>	<b>97,942.32</b>	<b>36,742.66</b>	<b>209,060.03</b>
<b>NON-OPERATING EXPENSES</b>							
790100 - R/E TAXE ESCROW DEPOSITS	5,334.09	2,750.00	(2,584.09)	18,804.48	11,000.00	(7,804.48)	33,000.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(33,000.00)
790200 - PROPERTY INSURANCE ESC DEP	56,438.94	21,625.00	(34,813.94)	179,718.73	86,500.00	(93,218.73)	259,500.00
790201 - PROPERTY INS ESC WITHDRAWALS	0.00	0.00	0.00	(50,268.18)	(47,300.00)	2,968.18	(259,500.00)
791000 - PROV FOR REPLACEMENTS	2,149.29	2,149.00	(0.29)	8,597.16	8,596.00	(1.16)	25,983.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	(85,500.00)
793000 - PROV FOR MORT PRIN AMORT	1,074.50	1,075.00	0.50	4,673.76	4,675.00	1.24	14,320.00
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>64,996.82</b>	<b>27,599.00</b>	<b>(37,397.82)</b>	<b>161,525.95</b>	<b>63,471.00</b>	<b>(98,054.95)</b>	<b>(45,197.00)</b>
<b>NET CASH (+) / DEF (-)</b>	<b>(30,812.20)</b>	<b>9,791.58</b>	<b>(40,603.78)</b>	<b>(26,840.97)</b>	<b>34,471.32</b>	<b>(61,312.29)</b>	<b>254,257.03</b>



Sarasota Housing Authority (SHA)  
269 South Osprey Avenue  
Sarasota, FL 34236

Administration and Finance Committee  
Zoom Meeting  
March 26, 2024  
4:30 pm

- I. **CALL TO ORDER:** The Administration and Finance Committee meeting was called to order at 4:30 pm.
  
- II. **ROLL CALL:**  
Commissioners Present: Commissioner Ernestine Taylor and Commissioner Duane Finger  
SHA Staff: William Russell, Tanesha Gibbons and Andrea Keddell  
Other Attendees: Vice-Mayor Jen Ahearn-Koch
  
- III. **FY 2025 OPERATING BUDGET REVIEW (SHA/SHFC)**
  - Mr. Russell led a discussion about the budget for the Housing Authority and the Nonprofit, focusing on the potential loss of funding for the Youth Thrive program. SHA has found that the Youth Thrive program, which received around \$50,000 in grant funds from the county last year, might not receive the grant funding this year. The committee discussed the impact of this budget change on resident services, particularly the after-school programs and summer enrichment camps. Mr. Russell expressed concern about the unpredictability of the application process and the need to secure funding from various sources. Despite the challenges, SHA remains optimistic about the ability to secure funding and continue their programs.
  - Mr. Russell discussed the company's budgeting policy for salary increases, which includes a merit increase of up to 4% and an equity adjustment for those not on par with others in similar positions. He also clarified that the increase is not automatically granted and is based on performance evaluation. Mr. Russell addressed Commissioner Finger's question about the visibility of employee salaries, explaining that the information isn't routinely shared but can be provided upon request. Ms. Gibbons added that all maintenance and individual salaries were lumped into the admin salary line item, which is why it isn't shown separately under the admin category.
  - Commissioner Finger questioned why the HUD revenue from the Annex is more than twice as much as that from the Tower. It was explained that the difference is due to the fact that the Annex has higher contract rents, allowing for a higher revenue per unit. It was also noted that the Annex's budget is structured differently due to its ownership and operational status.
  - Commissioner Finger and Mr. Russell discussed the differences in net income for the Sarasota House Authority and the Funding Corporation. Commissioner Finger inquired if any of the funds from SHA or SHFC could be used to support the youth program. Mr. Russell agreed that they need to look into finding a source of funding to make up the deficit.

- Mr. Russell and Ms. Gibbons discussed the possibility of hiring a grant writer to help secure funding from corporate grants. The committee agreed this could be a viable strategy given the significant financial benefits such roles bring. There was concern raised by Commissioner Finger that this approach may impact future grant applications, but the committee believed it could improve their financial stability and score on applications. The committee also discussed the importance of understanding how budget allocations might affect their leverage score. The group agreed to further explore this topic.

**IV. WRITE OFFS (SHA/SHFC)**

- Mr. Russell provided an overview of the resolution regarding write offs for unpaid accounts, primarily related to tenants who had left the program owing money. Mr. Russell discussed specific cases, including one involving a tenant who owed almost \$16,000. Commissioner Finger raised concerns about the Section 8 program having large write-offs, which led to a discussion about the difficulty of managing unreported income and the challenges in catching such cases in time. The discussion also noted a high default rate for repayment agreements.

**V. PROCUREMENT MICRO-PURCHASE THRESHOLD INCREASE**

- Mr. Russell provided an overview of an increase in the micro purchase threshold allowed by the Federal Office of Management and Budget (OMB) from \$10,000 to \$50,000. SHA received a recommendation from SHA's procurement expert to adjust the procurement policies accordingly. There was discussion about the need for justification annually for the increase, and Vice-Mayor Ahearn-Koch raised concerns about the significance of the increase from \$10,000 to \$50,000, stating the threshold could be set lower if the board agreed.
- Mr. Russell provided examples of where the increase would be beneficial, such as for purchasing used vehicles or one-time consultant(s). The committee discussed the benefits of competitive bids for significant purchases and noted the challenges due to the lack of receiving such bids. Concerns were also discussed about the drastic increase of costs in the construction field and purchasing.
- The committee decided to adopt a more conservative figure and agreed to propose a revised micro purchase threshold of \$25,000 to the full Board.

**VI. SIGNIFICANT AMENDMENT TO ANNUAL PLAN/CFP BUDGET FY 2022**

- Mr. Russell reported that SHA has plans to convert the last public housing property to Section 8 but are having delays due to the need to spend down the funds prior to this endeavor. Thus, SHA is looking to reallocate funds from capital improvement line items to operations, which necessitates the need of a significant amendment to the annual plan. The committee agreed to reallocate funds to have the necessary funds obligated before the 2022 deadline.

**VII. HCV ADMIN PLAN AMENDMENT – HOTMA & ADVERTISEMENT CHANGES (TO ONLINE/WEB BASED)**

- Mr. Russell discussed the statutory updates to the HCV Admin Plan stemming from the Housing Opportunity Through Modernization Act (HOTMA) housing legislation, which included amending the HCV Admin Plan policy to reflect the required changes.

**VIII. RED CROSS MOU (SHFC)**

- Mr. Russell provided an overview of a potential partnership with the American Red Cross to address food insecurity in the Newtown community through a program called Funky Fridge. A publicly accessible “fridge” will be kept stocked for community use. The committee agreed that this sounds like a worthwhile endeavor.

**IX. ADJOURNMENT**

- The Administration and Finance Committee meeting was adjourned at 5:30 pm.



Sarasota Housing Authority (SHA)  
269 South Osprey Avenue  
Sarasota, FL 34236

Development Committee  
Zoom Meeting  
April 16, 2024  
4:30 P.M.

**I. CALL TO ORDER:** The Development Committee meeting was called to order at 4:33 pm.

**II. ROLL CALL**

Commissioners Present: Duane Finger, Ernestine Taylor and John Colón

Committee Members Not Present: Jack Meredith and Mark Vengroff

SHA Personnel: William Russell, Tanesha Gibbons, Andrea Keddell and Bob Wickey

Development Partners/General Attendees: Joe Chambers, Vice-Mayor Jen Ahearn-Koch, Rachel Johnson and Valerie Buchand (in at 4:41 pm)

- Mr. Russell introduced Bob Wickey, SHA's new development financial consultant, who will be assisting currently with the Central Garden's project.

**III. CYPRESS SQUARE (COURTS-PHASE I)**

- Mr. Chambers reported that they have the 1<sup>st</sup> Punch Walkthrough scheduled for tomorrow of the 1<sup>st</sup> building (36 units of the total 84 units for the project). Looking at May for full completion and fully leased by July. There have been approximately 750 inquiries of interest, so they are going through this list.
- The unit breakdown with regard to income limits was discussed. There are 25 Section 8 vouchers (at very and extremely low income). There were 36 units demolished to build these 84 units. Concerns were raised about the impact of high-density developments on existing residents, and the need to ensure any new projects are beneficial to the community as a whole.
- Discussion took place about the potential for workforce housing, and the team debated the role of management in upkeep, repairs and cleanliness. The idea of offering a cleaning class or as part of the move-in orientation for tenants was proposed as a solution. The committee agreed to continue researching, along with the possibility of resident services staff setting up classes.
- Mr. Chambers provided his mobile phone to the committee for anyone wanting to tour the units.
- Ms. Buchand questioned why the Board only designated 25 current Courts residents to move into Cypress Square. Mr. Russell responded that the Board limited the number of Courts residents that were allowed to use their voucher in the new development to 25 and that those are different from the 25 project-based vouchers that were allocated for the project for other very-low or extremely low residents. Mr. Russell states that the Court resident's applications are currently being reviewed for occupancy but that if they're in good standing with their current rent payments and not in any lease violation there should be no issue with them being approved for the transfer to Cypress Square.



**IV. LOFTS ON LEMON (PHASE II)**

- Mr. Chambers reported they are working on an app for funding through the County to fill the funding gap. There was a Planning Board meeting and Mr. Chambers reports that Mr. Russell did a good job of representing the project before the Planning Board. Plans go back to the Development Review Committee (DRC) and should be in good shape to get designs approved.
- Commissioner Finger inquired about the setbacks. Mr. Chambers reports this was talked through with the Planning Board and he does not see any issues coming up. Building and site approval should be received by July and then permitting will begin.

**V. CYPRESS SQUARE II / AMARYLLYS PARK PLACE III**

- Mr. Chambers reported the finances are in good order and they are also seeking County Disaster Recovery Funds for this project. The additional funds would be used to build a 4<sup>th</sup> building, for a total of 144 units for the project. If funding is secured this would be the last phase of the project.

**VI. CENTRAL GARDENS/22<sup>ND</sup> STREET**

- Mr. Russell reported that SHA has been going through the Comp Plan Amendment process to increase the land use from 25 to 50 units an acre with the County Planning Board. Mr. Russell states they did get Central Gardens passed with the City Commission. Concerns were raised with Bertha Mitchell receiving a rezoned for 50 units an acre. But again, SHA is not planning to redevelop this site any time soon and may not even need increased land use zoning. Mr. Russell states that they could request that Bertha Mitchell be excluded from future land use maps and leave it at medium density (21 units an acre) or leave it in case 10 years down the road there is a need to redevelop. Commissioner Finger is in favor of the medium density and keeping it the same.
- Mr. Russell responded to inquiry that the difference in unit numbers for the Bertha Mitchell property would be a maximum of 650 units if it was 50 units an acre and 325 if it's 25 units an acre. Mr. Russell does not feel there would ever be a need to go over 25 units an acre for this site and again that there's no plan to redevelop it any time in the near future.
- Ms. Buchand states that density should not be adjusted and Bertha Mitchell should be taken out of consideration all together.
- Mr. Russell reported that a County Resilient SRQ Funding Application is being submitted for this development as well.

**VII. MISCELLANEOUS**

**VIII. ADJOURNMENT**

The Development Committee meeting was adjourned at 5:30 pm.



Sarasota Housing Authority (SHA)  
269 South Osprey Avenue  
Sarasota, FL 34236

Administration and Finance Committee  
Zoom Meeting  
May 7, 2024  
4:30 pm

- I. **CALL TO ORDER:** The Administration and Finance Committee meeting was called to order at 4:30 pm.
- II. **ROLL CALL:**  
Commissioners Present: Commissioner Ernestine Taylor, Commissioner Duane Finger and Commissioner John Colón  
SHA Staff: William Russell, Tanesha Gibbons and Andrea Keddell  
Other Attendees: Valerie Buchand (in at 4:36 pm), Rachel Johnson (in at 4:42 pm) and Tasha Graves (in at 4:45 pm)
- III. **HCV ADMIN PLAN AMENDMENT – PROJECT BASED VOUCHER (PBV) WAITLIST PREFERENCES CHANGES**
  - Mr. Russell provided background for the changes to the preference for project-based vouchers chapter in the HCV Admin Plan. The changes allow for owner managed waitlists. It was also pointed out that SHA documented that it reserved the right to prioritize families at their properties that are being displaced or relocated due to demolition/disposition/conversion. This was already in the section on Tenant-Based Vouchers and the Agency wanted to add it to the PBV waitlist as well.
  - Ms. Buchand expressed concern about the current housing situation, stating that she believes people are being forced to sign for vouchers that they do not understand. Ms. Buchand also expressed displeasure that only 25 families are being allowed to move to the new development and that some Residents expressed a desire to transfer to Bertha Mitchell instead of relocating out of the courts with a voucher. Mr. Russell acknowledged her concerns and confirmed that a few transfers to Bertha Mitchell could be accommodated, but that there are a limited number of openings, as a major remodeling is underway, and turnover is slow.
  - Mr. Russell further clarified that these residents are already in Section 8 and if the family didn't want to take a voucher to move to another area that the Agency could assist in finding another place for them like Janie's Garden or Amaryllis Park Place if Bertha Mitchell couldn't accommodate them. Commissioner Finger mentioned he had discussed the apartments being released shortly and that Mr. Chambers mentioned they don't have 25 families that want to move to the new development.
  - Commissioner Finger and Mr. Russell discussed Ms. Buchand the displacement of families from the Courts to new units. Commissioner Finger expressed concern about the board's decision to limit the number of families to 25. Mr. Russell clarified that they already had 25 Project-Based Vouchers not allocated to Courts residents, and another 25 that are. This means 50 of the 84 units to be Section 8.

- The team continued to discuss the challenges and accommodations made for residents and concerns were raised about the potential disruption to residents when they are forced to move out of their communities. Mr. Russell clarified that SHA has always prioritized those who want to stay and have given top priority to those who want to move back. However, he also noted that there are limitations due to the availability of vacant units. Commissioner Finger pointed out that forcing residents to move against their will would be disturbing and not in line with their policies. Mr. Russell reiterated that SHA will do their best to accommodate residents' requests with reference to transferring to other SHA properties.
- Discussion took place regarding current resident's confusion surrounding the Section 8 voucher program and its rules. Mr. Russell clarified that there are two types of vouchers: tenant-based and project-based vouchers. The former is tied to a specific property, while the latter is tied to the family. The rules for both types of vouchers, including income and rent calculations, are the same. Mr. Russell also explained that mobility is allowed within the Section 8 program, and a tenant can request a new voucher if they wish to move.
- Additional discussion took place regarding the potential issues tenants might face with their vouchers, particularly in the context of rising rents and landlord refusal to renew leases. Ms. Johnson emphasized that tenants were not always informed about their rights and the potential risks of losing their vouchers. Commissioner Finger acknowledged the concerns and confirmed that some elderly residents had already experienced difficulties finding new accommodations. The group agreed on the need for improved communication and transparency about the relocation process, as well as the need to support tenants at risk of losing their vouchers.
- Discussion continued about the relocation of tenants, the coverage of expenses, and the potential displacement of tenants. Ms. Johnson expressed concern about tenants not being fully informed about the relocation process and their rights, and the potential for them to lose their housing. Mr. Russell confirmed that they would ensure all tenants are housed, but they cannot control what happens in the long term, such as landlord rent increases.
  - The committee discussed additional specific cases and Ms. Johnson maintained that tenants are being pressured to accept vouchers and suggested increased transparency and information to tenants.

#### **IV. ADJOURNMENT**

- The Administration and Finance Committee meeting was adjourned at 5:09 pm.

**HOUSING CHOICE VOUCHER MONTHLY BOARD REPORT**

**HAP Utilization YTD**

**All HAP Funds 95.0%**

**Annual ABA only 99.6%**

**Leasing Update**

	January	February	March	April	May	June	July	August	September	October	November	December
Homeownership	27	27	27	27								
Family Unification Program	46	47	50	51								
Foster Youth to Independence	1	1	1	1								
Port out vouchers that belong to us	19	20	22	19								
Veterans Supportive Vouchers Housed	177	181	183	185								
Tenant Protection Vouchers	72	71	70	69								
Regular Vouchers leased up	1070	1073	1069	1071								
Project Based Vouchers	322	320	321	317								
Mainstream	124	127	130	132								
Emergency Housing Vouchers	59	59	56	56								
City Homeless Preference	22	22	26	26								
YMCA Homeless Preference	15	15	15	15								
<b>Total Vouchers Leased first of month</b>	<b>1954</b>	<b>1963</b>	<b>1970</b>	<b>1969</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Port In vouchers that we administer for other agencies

1                      2                      2                      2

Total vouchers issued and not leased up

35                      35                      36                      34

**Homeless Preference Report**

	YMCA	CITY
Number of Vouchers Approved	15	60
Number of Vouchers Leased	15	22
Number of Referrals pending approval	0	6
Number of Referrals looking for units	0	2
Number of Empty Slots without a Referral	0	38

Report Instructions: Run VMS Summary Rpt

## Sarasota Housing Authority

### HUD - 50072: PHAS Management Operation Certification

Program: McCown Tower Project: McCown Tower Date From: 04/01/2024 Through: 04/30/2024

#### Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	3
V12500	Total number of vacancy days exempted for Capital Fund.	0
V12600	Total number of vacancy days exempted for Other.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	1
V12800	Average number of calendar days units were in downtime.	0.00
V12900	Average number of calendar days units were in make ready time	0.00
V13000	Average number of calendar days units were in lease up time.	3.00
V13100	Average unit turnaround days.	3.00

#### Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	14
W10100	Total number of emergency work orders completed / abated within 24 hours.	14
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%

#### Sub Indicator # 3: Work Order (Non-Emergency)

Code	Description	Result
W10500	Total number of non-emergency work orders.	36
W10600	Total number of calendar days it took to complete non-emergency work orders.	51
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	0.33
W10800	Average completion days.	1.42

Totals for McCown Tower Rent: \$32,204.61 Paid: \$31,306.61 (97.2%)

**Sarasota Housing Authority**  
**HUD - 50072: PHAS Management Operation Certification**  
**Program: Annex Project: Annex Date From: 04/01/2024 Through: 04/30/2024**

**Sub Indicator # 1: Vacant Unit Turnaround Time Summary**

Code	Description	Result
V12400	Total number of turnaround days	0
V12500	Total number of vacancy days exempted for Capital Fund.	0
V12600	Total number of vacancy days exempted for Other.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	0
V12800	Average number of calendar days units were in downtime.	0.00
V12900	Average number of calendar days units were in make ready time	0.00
V13000	Average number of calendar days units were in lease up time.	0.00
V13100	Average unit turnaround days.	0.00

**Sub Indicator # 3: Work Order (Emergency)**

Code	Description	Result
W10000	Total number of emergency work orders.	5
W10100	Total number of emergency work orders completed / abated within 24 hours.	5
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%

**Sub Indicator # 3: Work Order (Non-Emergency)**

Code	Description	Result
W10500	Total number of non-emergency work orders.	27
W10600	Total number of calendar days it took to complete non-emergency work orders.	32
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	0.39
W10800	Average completion days.	1.19

Totals for Annex Rent: \$28,043.00 Paid: \$28,043.00 (100%)

**Sarasota Housing Authority**  
**HUD - 50072: PHAS Management Operation Certification**  
**Program: Bertha Mitchell From: 04/01/2024 Through: 04/30/2024**  
**Sub Indicator # 1: Vacant Unit Turnaround Time Summary**

Code	Description	Result
V12400	Total number of turnaround days	56
V12500	Total number of vacancy days exempted for Capital Fund.	124
V12600	Total number of vacancy days exempted for Other.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	2
V12800	Average number of calendar days units were in downtime.	0.00
V12900	Average number of calendar days units were in make ready time	0.00
V13000	Average number of calendar days units were in lease up time.	28.00
V13100	Average unit turnaround days.	28.00

**Sub Indicator # 3: Work Order (Emergency)**

Code	Description	Result
W10000	Total number of emergency work orders.	29
W10100	Total number of emergency work orders completed / abated within 24 hours.	29
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%

**Sub Indicator # 3: Work Order (Non-Emergency)**

Code	Description	Result
W10500	Total number of non-emergency work orders.	111
W10600	Total number of calendar days it took to complete non-emergency work orders.	424
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	0.00
W10800	Average completion days.	3.82

Totals for Bertha Mitchell Rent: \$40,010.00 Paid: \$36,506.00 (91.2%)

**Sarasota Housing Authority**  
**HUD - 50072: PHAS Management Operation Certification**  
**Program: SVC Project: SVC Courts Date From: 04/01/2024 Through: 04/30/2024**

**Sub Indicator # 1: Vacant Unit Turnaround Time Summary**

Code	Description	Result
V12400	Total number of turnaround days	0
V12500	Total number of vacancy days exempted for Capital Fund.	0
V12600	Total number of vacancy days exempted for Other.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	0
V12800	Average number of calendar days units were in downtime.	0.00
V12900	Average number of calendar days units were in make ready time	0.00
V13000	Average number of calendar days units were in lease up time.	0.00
V13100	Average unit turnaround days.	0.00

**Sub Indicator # 3: Work Order (Emergency)**

Code	Description	Result
W10000	Total number of emergency work orders.	5
W10100	Total number of emergency work orders completed / abated within 24 hours.	5
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%

**Sub Indicator # 3: Work Order (Non-Emergency)**

Code	Description	Result
W10500	Total number of non-emergency work orders.	19
W10600	Total number of calendar days it took to complete non-emergency work orders.	32
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	8.87
W10800	Average completion days.	1.68

Totals for SVC Courts Rent: \$18,605.00 Paid: \$15,831.30 (85.1%)



**Resident Characteristics Report**  
As of April 30, 2024

Program type : **Public Housing**

Level of Information : **State**

Effective Dates Included : **January 01, 2023** through **April 30, 2024**



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*NOTE: Percentages in each area may not total 100 percent due to rounding.*

**Units Information**

State	ACC Units	50058 Required	50058 Received
US	899,791	741,950	698,873
FL	24,871	20,271	18,466

**Income Information**

**Distribution of Average Annual Income as a % of 50058 Received**

State	Extremely Low Income, Below 30% of Median		Very Low Income, 50% of Median		Low Income, 80% of Median		Above Low Income, 81%+ of the Median		Geo-Coded Income Data Not Available In PIC Data Systems	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	344,907	48	179,513	25	102,452	14	61,462	9	23,057	3
FL	10,154	52	4,547	23	2,915	15	1,416	7	564	3

**Average Annual Income (\$)**

State	Average Annual Income
US	18,471
FL	18,683

**Distribution of Annual Income as a % of 50058 Received**

State	\$ 0	\$1 - \$5,000	\$5,000 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Above \$25,000
US	6	10	9	32	13	9	22
FL	3	8	8	37	12	9	24

**Distribution of Source of Income as a % of 50058 Received \*\* Some families have multiple sources of income \*\***

State	With any wages	With any Welfare	With any SSI/SS/Pension	With any other Income	With No Income
US	33	30	56	20	3
FL	35	35	60	21	2

**TTP/Family Type Information**

**Distribution of Total Tenant Payment as a % of 50058 Received**

State	\$0	\$1 - \$25	\$26 - \$50	\$51 - \$100	\$101 - \$200	\$201 - \$350	\$351 - \$500	\$501 and Above
US	0	4	7	3	6	35	16	29
FL	0	0	7	4	6	39	14	30

**Average Monthly TTP (\$)**

State	Average Monthly TTP
US	445
FL	447

**Distribution of Family Type as a % of 50058 Received**

State	Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-elderly, No Children, Non-Disabled		Non-elderly, with Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-elderly, No Children, Disabled		Non-elderly, with Children, Disabled		Female Headed Household with Children	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	120,949	17	4,722	11	109,597	15	207,284	29	132,697	19	5,025	1	102,530	14	28,587	4	223,741	31
FL	3,234	17	138	1	2,110	11	6,908	35	4,248	22	152	1	1,971	10	835	4	7,546	39

**Average TTP by Family Type (\$)**

State	Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-elderly, No Children, Non-Disabled	Non-elderly, with Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, with Children, Disabled	Non-elderly, No Children, Disabled	Non-elderly, with Children, Disabled	Female Headed Household with Children
US	474	728	493	447	405	639	371	495	443
FL	414	675	537	502	353	572	378	474	493

<b>Family Race/Ethnicity Information</b>
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<b><i>Distribution by Head of Household's Race as a % of 50058 Received</i></b>									
---	--	--	--	--	--	--	--	--	--

State	White Only	Black/African American Only	American Indian Or Alaska Native Only	Asian Only	Native Hawaii/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
US	52	43	1	2	1	0	1	0	1
FL	37	61	0	0	0	0	0	0	0

<b><i>Distribution by Head of Household's Ethnicity as a % of 50058 Received</i></b>		
--	--	--

State	Hispanic or Latino	Non - Hispanic or Latino
US	27	73
FL	26	74

<b>Household Information</b>
------------------------------

<b>Distribution by Household Members Age as a % of Total Number of Household Members</b>												
--	--	--	--	--	--	--	--	--	--	--	--	--

State	0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	151,100	10	352,063	24	490,454	34	156,471	11	257,946	18	32,158	2
FL	4,986	11	13,558	30	13,963	31	3,434	8	7,603	17	1,151	3

<b>Distribution by Household Size as a % of 50058 Received</b>											
--	--	--	--	--	--	--	--	--	--	--	--

State	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 persons	10+ persons
US	51	21	14	8	4	2	1	0	0	0
FL	44	22	14	10	5	3	1	0	0	0

<b>Total Household Members and Average Household Size</b>			
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State	Total Number of Household Members	Average Household Size	Total Number of Households
US	1,440,163	2	711,391
FL	44,696	2.3	19,596

<b>Distribution by Number of Bedrooms as a % of 50058 Received</b>						
--	--	--	--	--	--	--

State	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
US	6	35	31	23	5	1
FL	12	28	28	25	6	1

Length of Stay Information

*Distribution by Length of Stay as a % of 50058 Received (currently assisted families)*

State	Less than 1 year		1 to 2 years		2 to 5 years		5 to 10 years		10 to 20 years		Over 20 years	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	120,874	17	53,707	8	125,294	18	140,107	20	141,892	20	129,517	18
FL	3,080	16	1,456	7	4,094	21	4,714	24	4,235	22	2,017	10

## Janie's Garden Occupancy Report-2023

**Month-End: April 2023**

### Phase I

	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
RAD PBV (26)	20	6	24	26	0	70%
LIHTC (41)	38	3	32	10		92%
PBV - None						
Market (19)	18	1	19	4		94%
<b>Total (86)</b>	<b>76</b>	<b>10</b>	<b>75</b>	<b>40</b>	<b>0</b>	<b>87%</b>

### Phase II

	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
RAD PBV (21)	21	6	15	21	0	71%
LIHTC (33)	29	4	19	7	0	86%
PBV (14)	14	6	22	14	0	
Market(0)						
<b>Total (68)</b>	<b>64</b>	<b>16</b>	<b>56</b>	<b>42</b>	<b>0</b>	<b>75%</b>

### Phase III

	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
PBV/TPV (26)	20	6	2	0	0	70%
LIHTC (18)	18	0	9	9		100%
PBV (40)	13	0		14		100%
Market (14)	14	0		1		100%
<b>Total (72)</b>	<b>65</b>	<b>6</b>	<b>11</b>	<b>24</b>	<b>0</b>	<b>91%</b>

PH 1: FOUR SCHEDULED MOVE INS FOR SURE BY END OF MONTH  
 PH 2: AT LEAST 4 SCHEDULED MOVE INS FOR PHASE TWO BY THE END OF MONTH - WORKING ON GETTING A FEW MORE ON THIS LIST  
 PH 3: SHOOTING FOR AT LEAST TWO MOVE INS BY END OF MONTH - SITE IS CURRENTLY DEPENDING ON VENDORS FOR TURNS ETC

**UNIT TURNAROUND TIME (Average # of Days/Per Month/Per Unit) - 2023-24**

**Total Number of Vacant Days Per Month**

	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	YTD	YTD-Ave
<b>SARASOTA HOUSING AUTHORITY</b>													#Units	Per Month
McCown Towers (LIHTC)	5	-	951	246	140	-	3,824	16	2,667	16	15	-	69	114.20
Annex	-	24	1	2	-	-	19	99	32	30	61	32	23	13.04
Bertha Mitchell	364	-	57	71	56	2	79	57	1	48	21	34	25	31.60
Courts (SVC-PBV)	189	-	129	-	32	37	29	36	112	45	49	-	11	59.82
<b>SARASOTA HOUSING FUNDING CORPORATION</b>														
King Stone	-	187	-	61	-	-	102	58	57	-	77	-	8	67.75
Diamond Oaks	-	-	-	-	-	-	-	-	-	94	57	-	3	50.33
Flint River	-	-	-	-	-	-	-	-	46	-	-	-	1	46.00
Homes	-	-	-	-	-	-	-	-	-	-	-	-	-	-

(-) = 0

**WAIT LIST REPORT - FY 2023-24**

**Number on List/Open or Closed**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
McCown Towers (LIHTC)	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Open	Open	Open	Closed
	156	154	139	90	85	71	39	26	33	27	20	80
Annex	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Open	Open	Open	Closed
	129	126	114	72	68	58	41	38	58	66	45	117
Bertha Mitchell	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
	440	440	438	432	425	419	412	369	355	349	343	339
King Stone-NSP	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
	1196	1194	1194	1194	1194	1195	1195	1194	1194	1193	1193	1193
Diamond Oaks-NSP	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
	456	456	456	456	456	61	61	61	62	62	62	62
Flint River	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
	590	590	109	109	109	109	109	109	109	109	109	109
Single Family Homes-NSP	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
	67	67	67	67	67	11	11	11	11	11	11	11
HCV/Section 8	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
	1279	1286	1248	1281	1303	1322	1338	1154	1099	1182	1044	1037





## **MEMO**

To: William Russell  
From: Lance Clayton  
CC: File  
Date: May 16, 2024  
Re: **CFP Report – May**

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### **ONGOING PROJECTS:**

#### **Annex – Non-CFP**

**Annex Emergency Stairway Exit, Painting, and HVAC Repairs and Replacements** – Plans have been completed; due to the McCown project taking up almost half of the parking lot, we are having to postpone this project until the McCown renovation is complete. Staging both projects would not work in the limited space we have. Meeting with Hoyt on 4/18 to discuss developing plans to modernize the units including more ADA bathrooms on the first floor. We should be issuing the IFB before the end of May.

#### **Bertha Mitchell - CFP**

**Bertha Mitchell – HVAC, HWH, and phase III of Sewer repairs & Bertha Mitchell – New exterior doors, new kitchen cabinets and countertops, and new bathrooms** – This project will be going back out to bid once we receive HUD approval on the procurement process, we are using. William has received verbal approval but not in writing yet. We are going to bid it out as a phased project so the base bid will be a smaller amount so smaller contractors can bond it and as their liability is reduced as they turn over units, we can add additional units we can add new units by contract modification to ultimately spend down the CFP and reserve to convert the property in the same manor the Courts were done recently.

**Bertha Mitchell – Utility upgrade** – Completed.

#### **GENERAL**

**NSP Homes** – Three remaining NSP homes painting (exterior). Completed.

**End of Report**

## Resident Services Monthly Report for April 2024

### Adult Programs & Services

Resident service staff seek and support community partnerships and act as liaison between families, property managers, schools, and other social service providers throughout the community. SHA provides resources, support services and referrals to families and individuals in need. Resident service staff also assist and support residents with the process of applying for jobs, educational programs, scholarship opportunities, SNAP/Medicaid benefits, SafeLink wireless service, among many programs, services, opportunities, and benefits.

Money Management International (MMI) held a household budgeting class titled “Managing Income & Expenses” in the SHA Learning Center on the evening of April 11th. Through this partnership with MMI, Sarasota Housing Authority can refer clients for one-on-one financial counseling, in addition to the in-person quarterly financial literacy programming that will be offered to residents.

### Youth Thrive

The Youth Thrive After-School Program is winding down as the end of the academic year approaches, while preparations for the full-day Summer Enrichment Program are underway. The Youth Thrive Academic & Attendance Coach position has been vacant since early April. Interviews are underway, and the goal is to fill the position by early summer.

Youth Thrive held its annual Remake Learning Days event, in partnership with North Sarasota Library, on April 26<sup>th</sup>. The event was titled “Rock the Block Art Party” and included the NOMAD Art Bus, a drum circle, hula hooping, live miniature horses that were painted by youth, as well as many other partners with experiential learning/art activity tables (UF-IFAS, The Ringling Museum, NAMI, Sarasota Bay Estuary Program, Centerplace Health and the Sarasota African American Cultural Coalition.

In the Youth Thrive garden, it’s time for summer fallow, which means seeding some cover crops and leaving it be until fall planting. The students grew and ate a lot of broccoli, kale and potatoes this year, in addition to carrots, green beans, cauliflower and cabbage.

Thanks to a capital improvements grant from the Selby Foundation, the SHA Learning Center portable has a brand new enforced cement skirt/border, new landscaping, and the bathrooms are currently being updated. The grant will also be used to purchase new book shelves and classroom furniture.

SHA Youth Thrive was selected by the Newtown Community Redevelopment Association Advisory Board to receive a non-profit grant for October 2024 – September 2025. SHA Youth Thrive’s application was ranked #1 among applications they received.

### McCown Towers

The renovations of McCown Towers are largely finished. The property looks amazing, both inside and out. Raised garden beds and new courtyard gazebos are being completed. There is potential for planting herbs, vegetables, and a butterfly garden in the courtyard. Our McCown Service Coordinator has coordinated bi-weekly distributions of Trader Joe’s bread, eggs and fruit, monthly All Faith’s food pantries, biweekly Walmart shopping trips, monthly art classes, monthly Humana produce distribution

and a brunch/ resident meeting to discuss outcomes for a pilot initiative of a private donor who wished to explore the potential for Echo tablets to improve social connectivity among isolated seniors and their distant families. It was determined that many residents lack the digital literacy skills to use the tablets to their potential. Training was not offered with the devices but would be necessary for residents to reap the full benefits of the tablets. Language is also a barrier in some cases as the devices are voice-activated but only respond to English and/or Spanish (not Russian or Ukrainian).

### Homeownership

During the month of April, there was an HCV Homeownership orientation that had 14 people in attendance. The current housing market has made it extremely difficult for our participants to find affordable housing. Thanks to our non-profit partner Habitat for Humanity that has continued to work towards filling the gap. We have received notice from Habitat for Humanity that one of our participants will close on a home at the end of May.

## **SHAARC REPORT**

**May 8, 2024**

**These are challenging times however we are thankful. Our report for this month is as follows:**

**We (SHAARC) had a community meeting on 4/11/2024 where residents from SHA various sites were present. Residents expressed the fear of their housing being taken away. Maintenance work orders are not done in a timely matter. When asked about the work orders, they are invited to leave if they want. They are afraid to say anything for fear of losing their place to live.**

**We are currently working with 3 families that are facing possibility of eviction. We have reached out to Sarasota Health Department to come to McCowan Towers to do health screenings etc, with their mobile unit. Also they can do the lobby.**

**We are still waiting on the MOU to be signed between SHAARC and SHA. We want cable internet service for our computers and copier, the continue problem with the WIFI connection constantly being out. Ms. Tina continually disrespect residents at the Towers. Residents at Kingstone have work orders as much as a yearlong, this isn't acceptable for a high performing housing authority.**

**We also want to know where the citizens are moving and how many vouchers citizen received that left town. We aren't asking for personal information but cities and state. Many rules are different so that should be known. SHAARC asked for SHA make provision for residents not having to be rescreen, that didn't happen, residents should have first right to return not 25 families, SHA moved 100 families total at the courts, one was moved early because of the deplorable conditions in the apartment. A city commissioner should not have had to tell him to move a resident immediately, we were talking to him about this. Everyone isn't getting fair treatment.**

**SHAARC is working with our Resident Advocate (Rachel Johnson of Faces of HUD Housing) we would appreciate SHA staff respect her as such. Residents ask her to be present whether by phone or zoom, email etc.**

**SHAARC is asking SHA to pay for our advocate to come and do a training for all residents that rent under the different programs under HUD. We ask that the response be in writing.**

**We try to make the best of this hostile working environment but we always hope to have a better working relationship.**

**More to come,  
Abundance**