



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

September 24, 2025, 4:30 P.M.

AGENDA

NOTES

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. ACCEPTANCE OF MINUTES**
 - A. Annual Board Meeting – August 27, 2025
- VI. ACCEPTANCE OF AGENDA**
 - A. Regular Board Meeting – September 24, 2025
- VII. SPECIAL PRESENTATIONS**
 - A. SHA Partner Introductions (Big Waters Land Trust)
 - B. SHA Compensation/Benefits Presentations – Consult HR Partners
 - C. SHA Historical Over Presentations – William
 - D. City Commission Liaison Update
 - E. County Commission Liaison Update
- VIII. PUBLIC PRESENTATIONS (3 Minute Time Limit)**
- IX. RESOLUTIONS – Accepted By Consent**
 - A. Res 25-17: Amendment to Culture Guide/Personnel Policy

X. **OLD BUSINESS**

- A. IFB 2024-B02 Annex Stairwell Report (Lance Clayton and Christopher Gallagher/Hoyt)
- B. Development Updates / Redevelopment Report
 - McCown New Tower/Parking Garage
 - Lofts on Lemon Phase II
 - Amaryllis III/Cypress II/Courts II
 - Amaryllis IV/Cypress III & Central Gardens (22nd St.)
- C. President/CEO Eval Results Compensation Determination

XI. **NEW BUSINESS**

- A. HCV Admin Plan Amendment-Expiration of Emergency Housing Voucher (EHV) Funding

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

- A. Monthly Financial Statements
 - SHA
 - Janie’s Garden
- B. Board Committee Meeting Minutes (None)
- 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 (*if submitted*)

XIII. **COMMISSIONER ANNOUNCEMENTS/COMMENTS**

XIV. **ADJOURNMENT**

Next Meeting: Wednesday, October 22, 2025



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

Annual Board Meeting
McCown Towers Board Room
August 27, 2025
4:30 P.M.

- I. **CALL TO ORDER:** Chair Taylor called the annual meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:36 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**
Commissioners Present: Chair Ernestine Taylor, Vice Chair John Colón, Commissioner Jack Meredith, Commissioner Carolyn Mason and Commissioner David Morgan
Commissioners Not Present: Commissioner Nicole Roman and Commissioner Philip DiMaria
General Attendees: City Commissioner Jen Ahearn-Koch, County Commissioner Mark Smith, Attorney Ric Gilmore, Attorney Susanne DeCopain, Joe Chambers, Jake Zunamon, Valerie Buchand (SHAARC), Agnes Kirkland (SHAARC) and Walter Gilbert (Newtown Representative)
SHA Personnel: William Russell, Ken Waters and Andrea Keddell
- V. **ACCEPTANCE OF MINUTES**
 - A. SHA Regular Board Meeting – July 23, 2025
 - Chair Taylor put up the minutes from the July 23, 2025, Regular Board Meeting for approval.
 - Commissioner Colón made a motion to approve the minutes. Commissioner Meredith seconded the motion.
 - Following discussion on the need for several Commissioners to vote “Present,” Attorney Gilmore suggested that these be changed to motions to accept with any necessary changes vs motions to approve. That will allow each Commissioner to vote without the need for them to vote present and it eliminates the need for the minutes to be accepted no matter how many are in attendance. Commissioners Colón and Meredith amended the motion and second to state “acceptance of the minutes with any proposed changes.”
 - The motion was voted on and passed unanimously.
- VI. **ACCEPTANCE OF AGENDA**
 - A. SHA Board Agenda – July 24, 2024
 - Chair Taylor put up the agenda for the July 24, 2024, Board Meeting for approval.
 - Commissioner Mason made a motion to approve the agenda. Commissioner Morgan seconded the motion.
 - The motion was voted on and passed unanimously.

VII. SPECIAL PRESENTATION

A. SHA Partner Introductions (SRQ Strong)

- Mr. Russell introduced Andy Blanch and Helen Neal, the founders of SRQ Strong and their work with Sarasota Housing Authority residents and team members on trauma awareness and healing. Mr. Russell provided some background information on Ms. Neal's past work with the public housing residents and students and discussed Dr. Nadine Harris's Adverse Childhood Experiences (ACES) study. He also announced that Lunch and Learn events will begin in September for the McCown residents.
- Ms. Andrea (Andy) Blanch, a founder member and current Board Chair of SRQ Strong, explained SRQ Strong's mission to empower Sarasota and Manatee county residents to overcome trauma along with its vision to create a community that works together and cares for itself. She provided a brief overview of the work that they do in the community, including some SHA residents.
- Ms. Helen Neal reported on the work she's been doing with SHA residents and Team Members (staff). She passed out a handout on The Thought Cycle (Thought-Feeling-Behavior-Result) and a list of help topics of classes they will or have provided SHA youth residents and Team Members.
- Mr. Russell added that he's participated in a Poverty Simulation Training and that he has plans to have one of the local foundations provide sponsorship to bring this training to SHA Team Members in an effort to improve customer service skills.

B. City Commission Liaison Update

- City Commissioner Jen Ahearn-Koch reported that she continues to try to get information on the concern a resident raised at the last meeting about the alley between McCown and the other property. The interim City Manager is still in discussion with Mr. Russell about the 1st Street project.

C. County Commission Liaison Update

- County Commissioner Mark Smith reported that he's been approved by the County Commission to become SHA's County Commission Liaison. Mr. Russell thanked Commissioner Smith for his part in bringing forth SHA's Central Garden's project and the County on the recent award of Resilient SRQ funds to SHA's Central Gardens project.

VIII. PUBLIC PRESENTATION

- ### **A. Donna Rochleau, a resident from McCown Towers/Annex, reported again (last reported in June 2021) that the loudspeaker announcements that come into the units should only be urgent and/or important announcements. They are receiving too many frivolous announcements. She listed the items that would be warranted for a loudspeaker announcement, such as power outages, water shut offs, elevator breakdowns and emergency vehicle or fire alarm announcements. She further provided examples of announcements that everyone should not be subjected to, such as ice cream socials, movie showings in the board room and events that are posted all over the building (in the elevators, unit doors and common areas). She pressed for commissioner agreement and was affirmed that she's been heard and would receive a written response.**

- B. Ms. Valerie Buchand, Resident Council Member from Janie's Garden, requested that Mr. Russell provide her with a binder similar to what was provided to, recently appointed, Commissioner Roman with SHA policy and regulations. She also requested a list of salaries and positions for everyone that worked for the housing authority over the past 2 years. She would like to see about receiving this by Tuesday next week. She further expressed continued concern about evictions and wants the council notified of these evictions so they can provide representation if necessary.
- C. Ms. Pamela Runyon, a resident from the McCown Towers/Annex, reported the parking lot is not well lit at night and the lights are not working. She also inquired about if the parking permits could be enforced and when the fence will be fixed in the back of the building.

IX. NOMINATION & ELECTION OF OFFICERS

A. Nominations for Chair/Vice Chair:

- Commissioner Colón made a motion to continue with Ernestine Taylor as Chair and John Colón as Vice Chair. Commissioner Morgan seconded the motion.
- Hearing no other nominations, the nominations were closed. The nomination was voted on and passed unanimously.
- Commissioner Taylor agreed to serve as Chair.
- Commissioner Colón agreed to serve as Vice Chair.

X. APPOINTMENT OF COMMITTEE CHAIRS

A. Development Ad Hoc Committee:

-
- Commissioner Meredith offered to act as Chair of the Development Ad Hoc Committee.

B. Commissioner Morgan inquired about the need for an ad hoc budget committee.

- Mr. Russell responded that a Budget Workshop will be set up for the Board in February 2026 to discuss the budget for the next fiscal year.

XI. RESOLUTIONS – ACCEPTED BY CONSENT

A. Res 25-16: Charitable Contributions Policy

-
- Commissioner Morgan pulled Resolution 24-16. Mr. Russell explained that he would want to revise the wording on the form to include SHA Team Members and Commissioners be added to the request form, given that it's not just outside agencies that would need to put in a request for attendance at or sponsorship for an event.
 - Commissioner Colón made a motion to accept the Resolution 24-16 with the requested change to the wording in the policy form. Commissioner Mason seconded the motion.
 - The motion was voted on and passed unanimously.

- Mr. Russell inquired about approval from the board to sponsor a table in the amount of \$1,600 for the upcoming NAACP Awards Gala, for which he is being recognized. The sponsorship funds would need to be allocated from the Sarasota Housing Funding Corp (SHFC).
- Commissioner Morgan inquired about the need to have this approved at an SHFC board meeting. Attorney Gilmore stated they are separate entities and that would be correct.
- Commissioner Meredith added that for future budgeting purposes, it may be a good idea to plan for these types of sponsorships.
- Commissioner Morgan made a motion to approve the sponsorship utilizing SHFC funds. Commissioner Mason seconded the motion.
 - The motion was voted on and passed unanimously.

XII. OLD BUSINESS

A. Development Updates / Redevelopment Report

1. McCown North Tower/Parking Garage

- Mr. Zunamon shared his screen and went over the different unit layouts (584 sq ft Studio and 740 sq ft 1 Bedroom) and all with balconies. Mr. Zunamon stated he would email the plans following the meeting so they could be sent out to the Commissioners.
- Resident meetings will be scheduled to show proposed plans to the residents. At this time, they are looking to hold 2 meetings on Tuesday, 9/16/25, with 1 meeting in the morning and 1 in the afternoon.
- Mr. Zunamon reported that one Parking deck was removed since plans with the City were inconclusive. The parking deck is estimated to take 6 months to complete. Commissioner Morgan inquired what the plans are for parking while the garage is being built. Mr. Zunamon responded that the City hasn't been able to formally commit to any parking agreement, but they continue to look at alternative options such as on-street parking as well as other neighboring lots and provide shuttle services to and from the Towers. Commissioner Morgan added that this service would need to be available to the residents 24/7 or an uber account of some sort should be set up.
- Conversations do continue with the City regarding a parking agreement for a public parking area in the garage or adding an additional level as a potential revenue source.

2. Groundbreaking Event (Lofts on Lemon II & Cypress Square II (Amaryllis III))

- Mr. Russell reported that this event (for both developments) has been scheduled for Wednesday, 9/17/25, at 10 a.m. They are looking to locate parking at Lofts and hold the programmed event there. If no parking can be arranged, then the program event would be at Cypress and then attendees would be shuttled over to Lofts for an additional photo opportunity.
- Commissioner Morgan will be looking into a parking option for the Lofts site, but it could require some sort of compensation.

3. Lofts on Lemon (Phase II)

- Mr. Zunamon reported the financial closing took place on August 5th. Wiseman Construction is beginning work on the site, and they should be going vertical soon.

4. Cypress (Phase II)/ Courts II / Amaryllis III

- Mr. Zunamon reported the Marmer Construction team is moving along with construction and this development should also be going vertical soon.

5. Cypress III / Amaryllis IV & Central Gardens (22nd St.)

- Mr. Zunamon reported that they have resubmitted all the plans for the Development Review Committee (DRC) and should be presenting it to the planning board in October. The project was awarded an additional \$2.5 million in CDBG, Resilient SRQ funding. They are looking to have the financial closing and begin construction in March or April of 2026. Marmer Construction is reported to be doing a great job.

6. Single Family Home on Osprey

- Commissioner Morgan inquired about an update on the Single-Family Home and the Accessible Dwelling Unit (ADU) on Osprey that had been discussed at a previous Development meeting. Mr. Russell stated that he believes the plans are being finalized and should be going out to bid within the next month or so.

B. President/CEO Evaluation

- Attorney Gilmore went over the Evaluation Compilation Sheet from the evaluations submitted for the evaluation that was due in July 2025. As of this date, only 5 of the 7 evaluations of the commissioners on the board have been submitted completed evaluations. Attorney Gilmore reminded the board that a detailed evaluation compilation can be requested and will be provided. Pursuant to the President & CEO contract, it is up to the board's discretion to provide a salary increase and/or bonus based on the evaluation score.
- Commissioner Meredith inquired when the appropriate time would be to discuss/decide on compensation. Attorney Gilmore responded that it should be decided at the next meeting, given they were due back in July.

XIII. NEW BUSINESS

A. McCown Tower North / Interim Parking Solutions

- Discussed above in XII. A.1.

B. Consideration of Letter from Community Leaders asking for Reinstatement of Former Courts Names into the New Amaryllis Park Place Campus

- Mr. Walter Gilbert, from Newtown Alive, passed out the letter that was sent to Mr. Russell regarding the Newtown community's request to provide recognition markers, bronze plaques or monuments placed on the new buildings to honor the former local leaders and maintain the history of the previous development names (Bethune Court, Gore Court, Carver Court, Gregg Court Mays Court and Reed Court).

- Commissioner Morgan and Mr. Russell explained that this was discussed at a recent ad hoc development meeting. There was a suggestion to place a large bronze plaque on the wall of the community building, across from the mail kiosks. That way everyone on the campus would be able to view it. The plaque could list the names and provide information about each of the leader's contributions were.

XIV. 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 (*if Submitted*)

-
- 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.

XV. COMMISSIONER ANNOUNCEMENTS / COMMENTS

- A. Commissioner Mason expressed disappointment that some of the Commissioners did not complete their performance evaluation for the President & CEO. She states that it's part of their duty as a Commissioner to complete requests on time and that it is not fair to Attorney Gilmore or Mr. Russell.
- B. Commissioner Meredith and Commissioner Morgan thanked County Commissioner Smith and City Commissioner Ahearn-Koch for attending SHA meetings and supporting the agency.
- C. Commissioner Morgan reported that he's met with William regarding the goals that were brought up at the June Board Retreat. Some of the items have already gone into effect and he expressed that this is a step forward.
- D. Commissioner Taylor also thanked County Commissioner Smith and City Commissioner Ahearn-Koch, as well as the residents that attend each month to share their concerns and experiences.

XVI. ADJOURNMENT

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 6:00 pm.



Sarasota Housing Authority (SHA)

Board Meeting

August 27, 2025

VIII. PUBLIC PRESENTATION AGENCY RESPONSE

1. **Ms. Donna Rochleau**, from the Towers/Annex, reported again (last reported in June 2021) that the loudspeaker announcements that come into the units should only be urgent and/or important announcements. They are receiving too many frivolous announcements. She listed the items that would be warranted for a loudspeaker announcement, such as power outages, water shut offs, elevator breakdowns and emergency vehicle or fire alarm announcements. She further provided examples of announcements that everyone should not be subjected to, such as ice cream socials, movie showings in the board room and events that are posted all over the building (in the elevators, unit doors and common areas). She pressed for commissioner agreement and was affirmed that she's been heard and would receive a written response.

Agency Response _____ **E-mailed** _____ **to presenter on:** 09/18/25

In response to your public presentation at the Sarasota Housing Authority (SHA) Board Meeting on August 27, 2025, SHA appreciates your input, and we are taking your comments into consideration. SHA is currently reviewing the internal process for when public announcements are made over the loudspeaker.

2. **Ms. Valerie Buchand**, Resident Council Member from Janie's Garden, requested that Mr. Russell provide her with a binder similar to what was provided to, recently appointed, Commissioner Roman with SHA policy and regulations. She also requested a list of salaries and positions for everyone that worked for the housing authority over the past 2 years. She would like to see about receiving this by Tuesday next week. She further expressed continued concern about evictions and wants the council notified of these evictions so they can provide representation if necessary.

Agency Response _____ **In Person** _____ **to presenter on:** 09/03/25

In response to your public presentation at the Sarasota Housing Authority (SHA) Board Meeting on August 27, 2025, the requested binder and salary list were provided to Ms. Buchand in person on Wednesday, 9/3/25.

3. **Ms. Pamela Runyon**, from the Towers/Annex, reported the parking lot is not well lit at night and the lights are not working. She also inquired about if the parking permits could be enforced and when the fence will be fixed in the back of the building.

Agency Response _____ **Memo-Hand Delivered** _____ **to presenter on:** 09/18/25

In response to your public presentation at the Sarasota Housing Authority (SHA) Board Meeting on August 27, 2025, SHA has been informed that the lights in the parking lot are now working. A vendor has been procured to fix the fence in the back of the building and a meeting is being scheduled with SHA staff to discuss enforcement of parking permits at McCown.



SHA's Transformation 2005-2025

SHA HUD Development Timeline



- 1938: SHA Established
- 1941: Orange Ave (60 units) Opens
- 1950: Courts (100 units) Opens
- 1960: Bertha Mitchell (100 units) Opens
- 1970: McCown (100 units) Opens
- 1971: Janie Poe (128 units) & Cohen Way (72 units) Open
- 1978: McCown Annex (75 units) Opens
- Total HUD Sponsored Units: 635

40 years

SHA/SHFC

Re-Development Timeline

- 2009: Janie's Garden Phase I (86)
- 2012: Janie's Garden Phase II (68)
- 2013: King Stone (28)
- 2013: Diamond Oaks (15)
- 2016: Janie's Garden Phase III (72)
- 2021 - 2022: Amaryllis Park Place (84)
- 2020-2022: Lofts on Lemon (128)
- 2023: McCown Tower (100)
- 2023-2024: Cypress Square (84)
- Total SHA Sponsored Units: 665

15 years



Lofts on Lemon 2



LOFTS ON LEMON II
SARASOTA, FLORIDA

Concept Images

RENDERS
9/17/2024

HOYT
ARCHITECTS
1527 2ND STREET, SARASOTA, FLORIDA 34236
HOYTARCHITECTS.COM
COPYRIGHT (c) 2024 HOYT ARCHITECTS, LLC. ALL RIGHTS RESERVED.

SHA

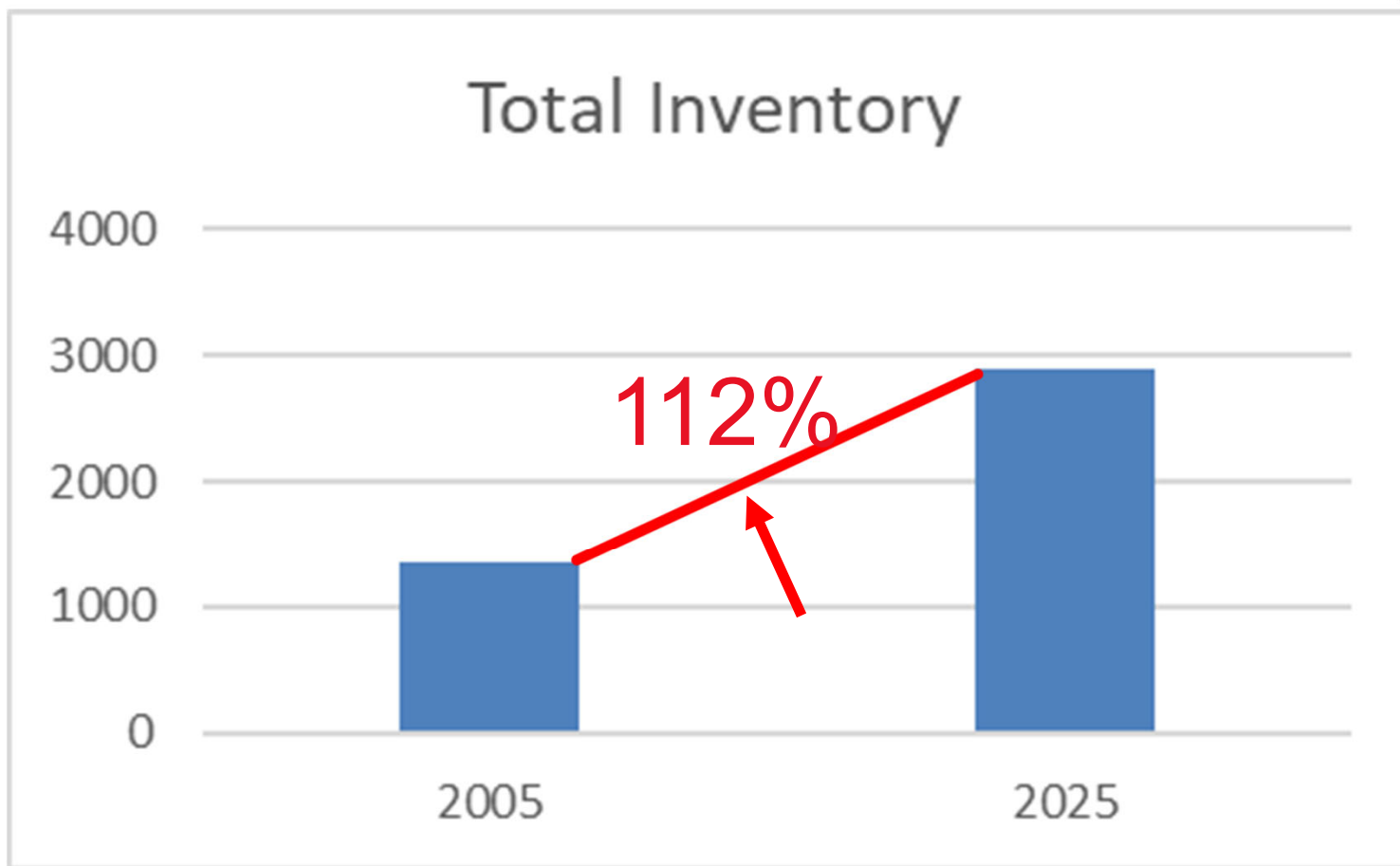
Re-Development Pipeline



- 2025-2026: Lofts on Lemon 2 (100)
- 2025-2026: Cypress Square 2 (108)
- 2026-2027: Cypress Square 3 & Central Gardens (100)
- 3 McCown Tower (96 plus retail)
- Total Units Funded in Pipeline: 404



SHA Portfolio Then & Now



20 Years of Transformation

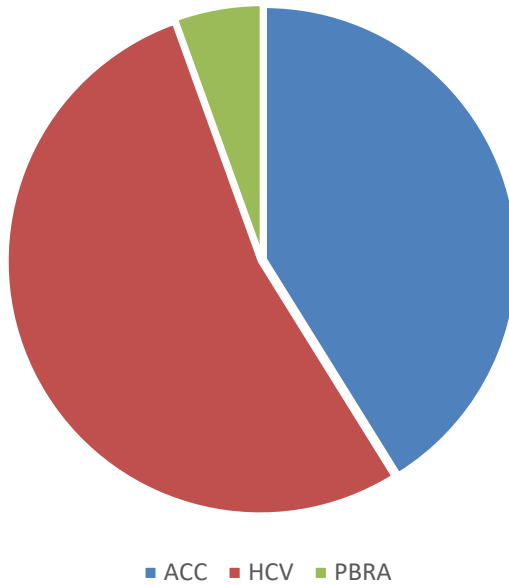


	Public Housing	HCV	PBV	LIHTC/Affordable	PBRA
2005	560	726	0	0	75
2025	100	2,279	396	588	175
2026-2029	0	2,400	527	993	175

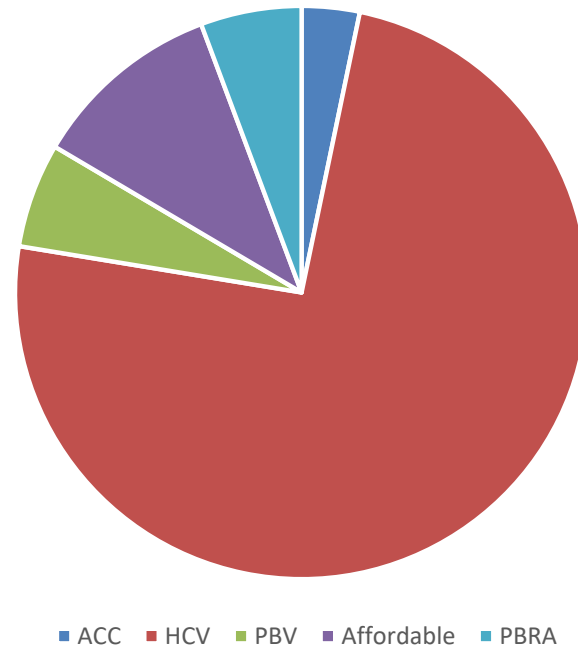
Current Portfolio Mix



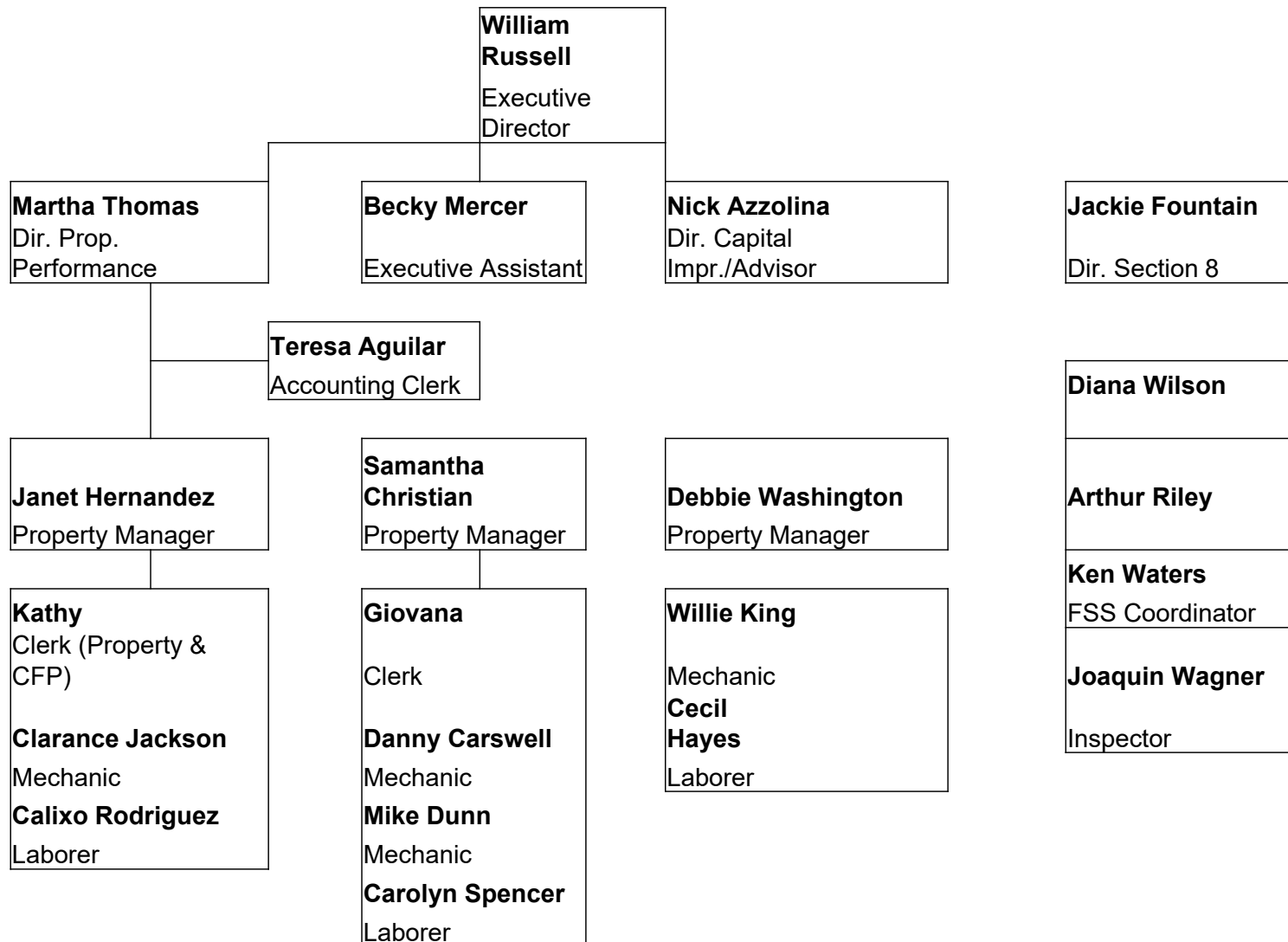
2005 INVENTORY MIX



2025 INVENTORY MIX



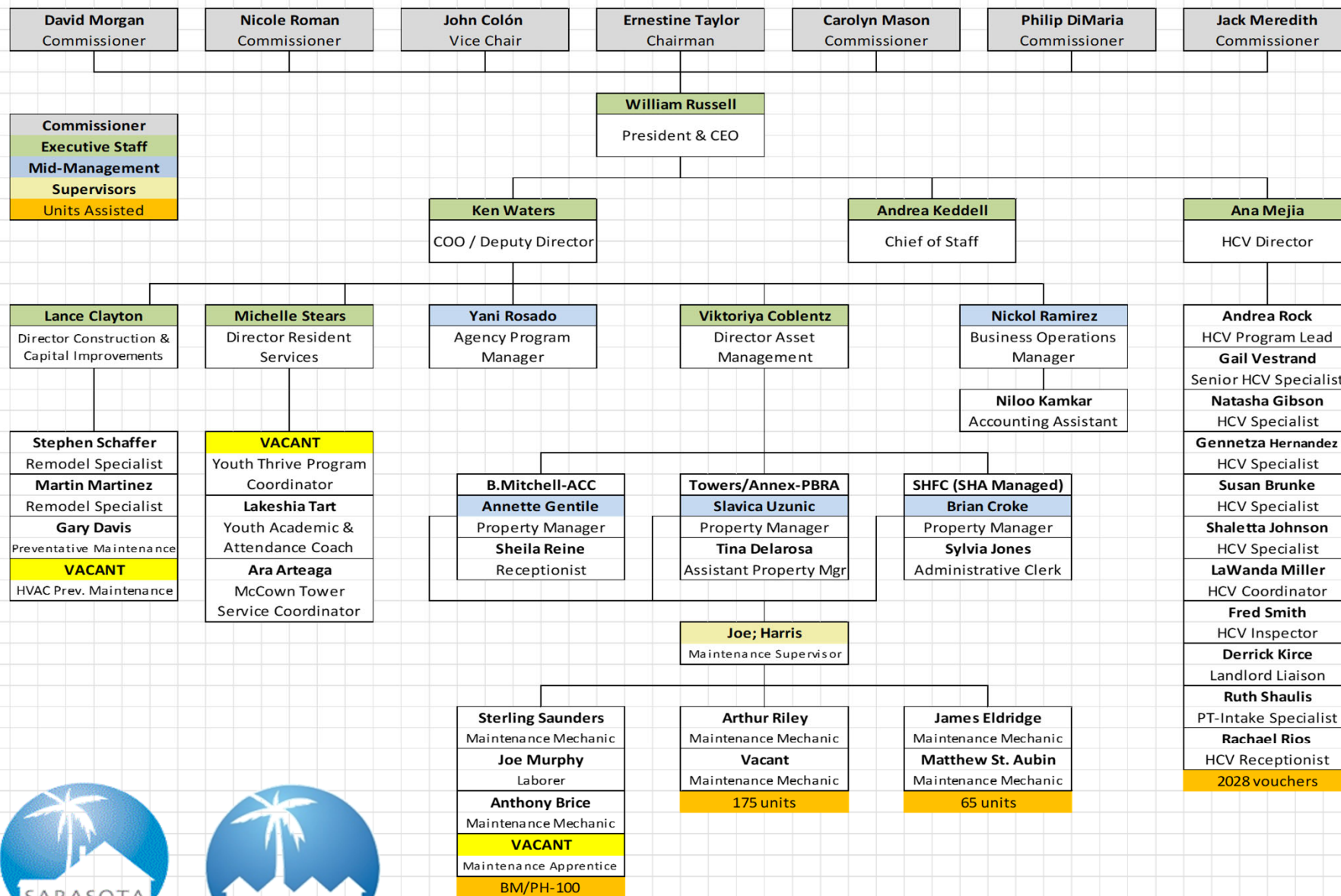
SHA Then



SHA Now

Sarasota Housing Organizational Chart

July 21, 2025



Positions Filled: ##
Positions Avail: 3

HUD Assessments



	SEMAP	PHAS
2005	39	50
2025	100	92

Peer Recognition



- Most Outstanding Agency – FAHRO – 2013
- Most Outstanding Agency – FAHRO – 2025
- NAHRO Award of Merit – Youth Thrive
- NAHRO CGLR Honor Roll

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

1. Describe the action requested of the Board of Commissioners

Resolution Number: 25-17

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

Amend SHA's Culture Guide (Personnel Policy).

2. Who is making request:

- A. Entity: SHA
B. Project: Culture Guide Policy Amendment
C. Originator: William Russell

3. Cost Estimate (if applicable):

N/A

Narrative:

1. It was discovered that there was no Administrative Leave section. So this section is being added.
2. Introductory periods are being proposed to increase to 6 Months for non-managerial staff and to 12 Months for managerial staff.
3. Additional guidelines are being added for team members that are separating from employment.
4. Paid Time Off (PTO) section is being re-worded to allow for accrual per pay period, versus receiving lump sum upon employment anniversary.

Attachments (if applicable):

Pages showing proposed 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 25-17

RESOLUTION APPROVING SARASOTA HOUSING AUTHORITY (SHA) REVISION TO TEAM MEMBER CULTURE GUIDE

WHEREAS the Sarasota Housing Authority (SHA) is revising the Team Member Culture Guide;

WHEREAS the provisions of the policy/guide may be amended or cancelled at any time, in the Authority's sole discretion;

WHEREAS an additional provision needed to be inserted and/or revised; and

WHEREAS the purpose of this Team Member Culture Guide is to provide a source of information for all SHA staff concerning the benefits and obligations associated with their employment.

NOW, THEREFORE, BE IT RESOLVED THAT:

The SHA Board of Commissioners approves the attached section of the Team Member Culture Guide.

ACCEPTED BY: _____ DATE: _____
Ernestine Taylor,
Board Chair

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



INSIGHTFUL THINKING. CUSTOM SOLUTIONS. SUSTAINABLE RESULTS.

CULTURE GUIDE RECOMMENDATION FOR:



May 15, 2025

Section: Taking Time Off

Administrative Leave

RECOMMENDATION:

Administrative leave is a temporary leave from duty, that may be granted under specific circumstances. The Sarasota Housing Authority (“SHA”) may place an employee on administrative leave for reasons including, but not limited to:

- Pending the outcome of an internal investigation
- To allow for a cooling-off period in cases of interpersonal disputes or heightened tensions
- As a precautionary measure in response to workplace safety, legal, or compliance concerns

Administrative leave is not disciplinary in nature and does not imply fault or wrongdoing. The duration and terms of the leave will be determined by the Chief Executive Officer or designee, and the employee will be notified in writing.

Unless otherwise specified, administrative leave will be paid. The team member will continue receiving regular compensation and benefits during this period.

Team members are not expected to perform any work while on administrative leave but are expected to remain available during normal working hours unless otherwise instructed. Therefore SHA may disable all network and email access throughout the duration of the administrative leave.

All decisions regarding administrative leave are at the sole discretion of the SHA’s Chief Executive Officer.

CURRENT POLICY	PROPOSED POLICY
Your Introductory Period Starting a new job can be stressful and overwhelming as you learn new ways of doing things. It can feel like a maze. So, rule number one is to ask questions and enjoy the learning! We're here to help you. Ask a fellow team member, your manager, or their manager. If you're unsure of anything, ask. For all new team members, the first ninety (90) calendar days of employment with us is considered your Introductory Period, so please learn about SHA, your role, and your new surroundings as quickly as possible. During this Introductory Period, you have the opportunity to demonstrate to SHA that you possess the appropriate attitude and abilities for your position; this period also gives you the opportunity to decide if SHA is the right place for you. After you have successfully completed the Introductory Period, you will be granted "regular" team member status, pending evaluation by the President and CEO or their designee. The 90-day Introductory Period may be extended or shortened in individual circumstances, or a team member may be separated from employment at the discretion of the President and CEO. After you have successfully completed your Introductory Period, and in accordance with your employment classification, you may also become entitled to the benefits provided by SHA as outlined in this Guide.	Your Introductory Period Starting a new job can be stressful and overwhelming as you learn new ways of doing things. It can feel like a maze. Rule number one is to ask questions and enjoy the learning! We're here to help you whether that means asking a fellow team member, your manager, or their manager. If you're unsure of anything, ask. • For new non-management team members, the first six (6) months of employment with SHA is considered your Introductory Period. • For new management team members, the Introductory Period will last twelve (12) months. This period allows you time to learn about SHA, your role, and your new surroundings, while also providing SHA with the opportunity to evaluate your performance, conduct, and overall fit with the organization. To support you during this transition, SHA will schedule regular check-ins during the Introductory Period: Non-Management: at approximately 30 days, 90 days, and 180 days. Management: at approximately 90 days, 6 months, 9 months, and 12 months. These check-ins provide an opportunity to review progress, address questions, and discuss development needs so you have the best chance of success.

During the Introductory Period, a team member who is unable to perform the duties of the position satisfactorily, or whose habits and dependability do not merit their continuance in service, may not be retained by SHA. SHA will dispute any team member's eligibility for unemployment compensation benefits if they are separated from employment during the Introductory Period.	During this Introductory Period, you have the opportunity to demonstrate that you possess the appropriate attitude, skills, and abilities for your position. Likewise, you can determine if SHA is the right place for you. After you have successfully completed the Introductory Period, you will be granted "regular" team member status, pending evaluation by the President and CEO or their designee. The Introductory Period may be extended or shortened in individual circumstances, or a team member may be separated from employment at the discretion of the President and CEO. After you have successfully completed your Introductory Period, and in accordance with your employment classification, you may also become entitled to the benefits provided by SHA as governed separately (per plan documents and applicable laws). During the Introductory Period, a team member who is unable to perform the duties of the position satisfactorily, or whose habits and dependability do not merit their continuance in service, may not be retained by SHA. SHA will dispute any team member's eligibility for unemployment compensation benefits if they are separated from employment during the Introductory Period. Successful completion of the Introductory Period does not guarantee continued employment or change the at-will employment relationship.
--	--

NEW SECTIONS – To be added to the current Culture Guide

Obligations Upon Separation of Employment

Per SHA's Records Retention Policy, all records must be maintained according to Chapter 119.011(1), F.S. Public Records law. Thus, please note that neither in anticipation of your resignation or retirement, nor upon your termination, should you ever modify, alter, delete, destroy, wipe, or otherwise manipulate any electronically stored information on any SHA computer (desktop, laptop, or personal computer used for business purposes), or cell phone (SHA cell phone or personal cell phone used for business purposes), without first obtaining the written authorization of the President and CEO.

Team members who are separating from employment must return all information related to or referencing client/resident matters to SHA, including any information related to participants in SHA programs or events. Team members must return all such property, materials, or information immediately at the time of separation from employment with SHA. If the team member locates or discovers SHA materials at any time subsequent to separation, the team member agrees to return those materials to SHA. Should a team member fail to return any of SHA's property or should any of the property be returned in a broken or damaged condition, as a result of the team member's willful act or gross negligence, SHA may deduct the reasonable, depreciated value of the property from the team member's paycheck(s). SHA may also reduce the team member's final paycheck to minimum wage for all hours worked during the final pay period.

SHA may also take all appropriate legal action to recover its property.

Terminated team members will receive their final paycheck on the first regularly scheduled payday following their termination date.

Non-Solicitation of Others

Separating team members shall not directly, nor indirectly, solicit or induce any other team member, contractor, consultant, or current client of SHA to terminate their employment or relationship with SHA, or work for the separating team member, or hire or be involved in the hiring of any team member, contractor, consultant, or current client of SHA for a period of at least twelve (12) months following separation.

Attending Agency Events

Upon termination of employment, whether voluntary or involuntary, former employees are no longer permitted to access agency facilities, internal systems, or attend agency-sponsored events unless specifically invited by Agency management.

This includes, but is not limited to, internal social events, external meetings, off-site retreats, and celebrations intended for current employees, community members or residents.

Former employees who attend such events without a formal invitation may be asked to leave and continued attempts to access agency functions may result in further action.

Paid Time Off (PTO)

Eligibility

All regular full-time and part-time team members are eligible to accrue Paid Time Off (PTO) based on hours worked. Temporary team members are not eligible for PTO.

Purpose and Use

PTO ~~time can~~ may be used for scheduled vacation, unplanned illness, or any other personal reason. PTO may be taken in increments of thirty (30) minutes. PTO time is not considered time-hours worked for overtime calculation purposes ~~the purposes of overtime computation~~.

~~Eligible team members shall begin to earn PTO for all hours worked starting with their first day of employment, and it may be taken after completion of the 90-day Introductory Period. At the beginning of each subsequent year, annual PTO hours will be added to each team member's PTO bank during the pay period of their anniversary date.~~

Accrual and Availability

- PTO begins accruing on the first day of employment for all hours worked.
- PTO may be used only after completion of a 90-day period.
- PTO accrues each pay period based on actual hours worked, according to the schedule below.
- Annual PTO is not granted in a lump sum; instead, it is earned gradually throughout the year.
- The amount accrued each pay period is proportional to the employee's scheduled and actual hours worked

PTO Accrual Rates ~~The PTO earning rate is as follows:~~

Years of Service	Hours Earned Per Hour Worked	<u>Hours Earned Per Pay Period</u>	Hours Earned Per Year*	Days Earned Per Year*
0 through 3	0.0673	<u>5.39</u>	140	<u>1417.5</u>
4 through 9	0.0865	<u>6.39</u>	180	<u>1822.5</u>
10 +	0.1057	<u>8.47</u>	220	<u>2227.5</u>

*Annual totals assume a 40-hour workweek and full year worked.

Part-time team members regularly scheduled for ~~Eligible team members who regularly work~~ fewer than forty (40 hours) per ~~workweek~~ will accrue PTO on a prorated basis ~~shall be eligible for a prorated amount of PTO based on the number of hours worked~~ (example: 32-hour schedule = work week ~~will earn~~ 80% of above amounts ~~the hours shown in the table above~~).

Sarasota Housing Authority
Cash Position
August 31, 2025

Cash	
Annex Operating	2,120,664.48
Bertha Mitchell	2,431,333.79
Business Activities Operating	1,676,745.44
The Courts	56,696.10
Energy Grant Program	6.93
HCV - HAP	701,266.31
HCV - Admin Reserve	1,712,453.01
McCown Tower/Tower LIHTC Operating	124,528.05
Resident Services	184,396.25
SHMC	21,887.75
Towers Operating	9,151.26
Annex Security Deposit	27,241.38
Bertha Mitchell Security Deposit	23,989.48
Tower LIHTC Security Deposit	27,721.45
McCown Tower Development/Construction	37,518.00
McCown Tower Replacement Reserve	261,508.69
McCown Tower Operating Deficit Reserve	305,963.86
McCown Tower Insurance Escrow	229,818.22
Rosemary Cohen	5,330.37
Development Account	2,068,253.11
Litigations Proceeds Account	1,042.08
HCV FSS Escrow	242,363.28
PHA FSS Escrow	33,001.66
FSS Escrow	189,640.10
SHFC - Operating	1,147,686.79
SHFC - Reserve	545,274.96
Total Cash	<u>14,185,482.80</u>
Investments	
Courts Investment Account # 7321	1,043,172.20
Development Investment Account # 7320	2,844,762.73
HCV Reserve Investment Account # 2520	1,663,784.55
Litigation Investment Account # 2523	803,617.65
Rosemary Investment Account # 8524	204,991.72
Tower Investment Account # 8525	256,230.83
Annex Investment Account #9026	<u>1,020,722.55</u>
Total Investments	<u>7,837,282.23</u>
Total Cash and Investments	<u>22,022,765.03</u>

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: Annex Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	27,585.00	19,945.61	7,639.39	141,557.05	99,727.99	41,829.06	239,347.19	(97,790.14)
HUD Revenue	144,935.00	107,513.50	37,421.50	723,727.00	537,567.50	186,159.50	1,290,162.00	(566,435.00)
Other Operating Revenue	6,855.05	(323.33)	7,178.38	22,577.60	(1,616.67)	24,194.27	(3,880.00)	26,457.60
TOTAL INCOME	179,375.05	127,135.78	52,239.27	887,861.65	635,678.82	252,182.83	1,525,629.19	(637,767.54)
EXPENSES								
Administrative Expense	48,746.30	50,685.68	1,939.38	286,069.78	253,428.32	(32,641.46)	608,228.00	322,158.22
Tenant Services	0.00	341.58	341.58	74.54	1,707.92	1,633.38	4,099.00	4,024.46
Utility Expense	9,813.94	11,843.84	2,029.90	47,248.37	59,219.16	11,970.79	142,126.00	94,877.63
Maintenance	23,012.79	126,599.65	103,586.86	237,815.26	632,998.33	395,183.07	1,519,195.94	1,281,380.68
Protective Services	14,217.00	3,155.75	(11,061.25)	28,132.92	15,778.75	(12,354.17)	37,869.00	9,736.08
Insurance Expense	1,104.89	6,523.83	5,418.94	15,477.48	32,619.17	17,141.69	78,286.00	62,808.52
General Expense	316.87	1,467.41	1,150.54	9,018.09	7,337.09	(1,681.00)	17,609.00	8,590.91
TOTAL EXPENSES	97,211.79	200,617.74	103,405.95	623,836.44	1,003,088.74	379,252.30	2,407,412.94	1,783,576.50
SURPLUS	82,163.26	(73,481.96)	(155,645.22)	264,025.21	(367,409.92)	(631,435.13)	(881,783.75)	(1,145,808.96)

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: Business Activities Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Administrative Revenue	0.00	0.00	0.00	24,263.79	0.00	24,263.79	0.00	24,263.79
Other Operating Revenue	591,167.97	0.00	591,167.97	1,486,615.26	0.00	1,486,615.26	0.00	1,486,615.26
TOTAL INCOME	591,167.97	0.00	591,167.97	1,510,879.05	0.00	1,510,879.05	0.00	1,510,879.05
EXPENSES								
Administrative Expense	330.00	0.00	(330.00)	3,013.86	0.00	(3,013.86)	0.00	(3,013.86)
Utilities Expense	74.87	0.00	(74.87)	249.31	0.00	(249.31)	0.00	(249.31)
Maintenance	0.00	0.00	0.00	17.16	0.00	(17.16)	0.00	(17.16)
Insurance Expense	2,170.50	0.00	(2,170.50)	3,982.45	0.00	(3,982.45)	0.00	(3,982.45)
General Expense	1,342.54	0.00	(1,342.54)	1,113,337.99	0.00	(1,113,337.99)	0.00	(1,113,337.99)
TOTAL EXPENSES	3,917.91	0.00	(3,917.91)	1,120,600.77	0.00	(1,120,600.77)	0.00	(1,120,600.77)
SURPLUS	587,250.06	0.00	(587,250.06)	390,278.28	0.00	(390,278.28)	0.00	(390,278.28)

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: Bertha Mitchell Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	41,247.00	46,185.76	(4,938.76)	211,071.82	230,928.74	(19,856.92)	554,229.00	(343,157.18)
HUD Revenues	89,810.00	111,549.00	(21,739.00)	415,159.96	557,745.00	(142,585.04)	1,338,588.00	(923,428.04)
Other Operating Revenue	20,173.75	9,965.41	10,208.34	142,332.31	49,827.09	92,505.22	119,585.00	22,747.31
TOTAL INCOME	151,230.75	167,700.17	(16,469.42)	768,564.09	838,500.83	(69,936.74)	2,012,402.00	(1,243,837.91)
EXPENSES								
Administrative Expense	62,635.92	58,468.92	(4,167.00)	462,609.13	292,344.58	(170,264.55)	701,627.00	239,017.87
Tenant Services	300.00	341.58	41.58	1,530.62	1,707.92	177.30	4,099.00	2,568.38
Utility Expense	7,150.09	25,415.42	18,265.33	113,126.31	127,077.08	13,950.77	304,985.00	191,858.69
Maintenance	81,205.75	330,940.03	249,734.28	490,026.93	1,654,699.97	1,164,673.04	3,971,280.00	3,481,253.07
Protective Services	0.00	0.00	0.00	10,200.00	0.00	(10,200.00)	0.00	(10,200.00)
Insurance Expense	3,026.70	11,307.91	8,281.21	36,294.88	56,539.59	20,244.71	135,695.00	99,400.12
General Expense	3,124.74	3,332.67	207.93	10,196.64	16,663.33	6,466.69	39,992.00	29,795.36
TOTAL EXPENSES	157,443.20	429,806.53	272,363.33	1,123,984.51	2,149,032.47	1,025,047.96	5,157,678.00	4,033,693.49
SURPLUS	(6,212.45)	(262,106.36)	(255,893.91)	(355,420.42)	(1,310,531.64)	(955,111.22)	(3,145,276.00)	(2,789,855.58)

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: Energy Grant Program Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
TOTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSES								
TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: FSS Forfeiture Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
Other Revenue	(16.10)	0.00	(16.10)	(77.85)	0.00	(77.85)	0.00	(77.85)
SURPLUS	(16.10)	0.00	16.10	(77.85)	0.00	77.85	0.00	77.85

Sarasota Housing Authority
Operating Statement
Eight Months Ending 08/31/2025
Program: McCown Tower Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	32,996.00	37,687.75	(4,691.75)	260,808.35	301,502.00	(40,693.65)	452,253.00	(191,444.65)
HUD Revenue	41,801.00	37,550.00	4,251.00	338,214.00	300,400.00	37,814.00	450,600.00	(112,386.00)
Other Operating Revenue	49.35	(3,564.17)	3,613.52	932.67	(28,513.33)	29,446.00	(42,770.00)	43,702.67
TOTAL INCOME	74,846.35	71,673.58	3,172.77	599,955.02	573,388.67	26,566.35	860,083.00	(260,127.98)
EXPENSES								
Administrative Expense	11,383.06	12,230.26	847.20	95,878.83	97,841.99	1,963.16	146,763.00	50,884.17
Tenant Services	150.00	127.92	(22.08)	1,457.99	1,023.33	(434.66)	1,535.00	77.01
Utility Expense	15,383.37	12,058.24	(3,325.13)	101,007.97	96,466.01	(4,541.96)	144,699.00	43,691.03
Maintenance	19,031.23	15,995.57	(3,035.66)	130,271.80	127,964.68	(2,307.12)	191,947.00	61,675.20
Protective Services	0.00	0.00	0.00	22,102.66	0.00	(22,102.66)	0.00	(22,102.66)
Insurance Expense	14,909.09	17,784.00	2,874.91	159,004.04	142,272.00	(16,732.04)	213,408.00	54,403.96
General Expense	83.32	3,728.00	3,644.68	5,260.73	29,824.00	24,563.27	44,736.00	39,475.27
TOTAL EXPENSES	60,940.07	61,923.99	983.92	514,984.02	495,392.01	(19,592.01)	743,088.00	228,103.98
SURPLUS	13,906.28	9,749.59	4,156.69	84,971.00	77,996.66	6,974.34	116,995.00	(32,024.00)

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: Resident Services Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Grant Revenue	33,854.80	12,759.08	21,095.72	66,816.43	63,795.42	3,021.01	153,109.00	(86,292.57)
TOTAL INCOME	33,854.80	12,759.08	21,095.72	66,816.43	63,795.42	3,021.01	153,109.00	(86,292.57)
EXPENSES								
Administrative Expense	19,211.27	14,606.85	(4,604.42)	119,719.72	73,034.15	(46,685.57)	175,282.00	55,562.28
Utility Expense	403.19	343.34	(59.85)	1,480.23	1,716.66	236.43	4,120.00	2,639.77
Maintenance	1,065.76	1,052.83	(12.93)	7,125.28	5,264.17	(1,861.11)	12,634.00	5,508.72
Insurance Expense	603.98	918.58	314.60	3,596.64	4,592.92	996.28	11,023.00	7,426.36
General Expense	280.25	872.00	591.75	871.89	4,360.00	3,488.11	10,464.00	9,592.11
TOTAL EXPENSES	21,564.45	17,793.60	(3,770.85)	132,793.76	88,967.90	(43,825.86)	213,523.00	80,729.24
SURPLUS	12,290.35	(5,034.52)	17,324.87	(65,977.33)	(25,172.48)	(40,804.85)	(60,414.00)	(5,563.33)

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: Sarasota Housing Mgmt Corp Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Management Revenue	3,763.24	3,583.67	179.57	22,574.81	17,918.33	4,656.48	43,004.00	(20,429.19)
TOTAL INCOME	3,763.24	3,583.67	179.57	22,574.81	17,918.33	4,656.48	43,004.00	(20,429.19)
EXPENSES								
Administrative Expense	1,728.76	1,448.75	(280.01)	15,603.46	7,243.75	(8,359.71)	17,385.00	1,781.54
Insurance Expense	1,978.16	1,303.59	(674.57)	5,068.22	6,517.91	1,449.69	15,643.00	10,574.78
4962.00 General Expenses	12.54	0.00	(12.54)	60.26	0.00	(60.26)	0.00	(60.26)
TOTAL EXPENSES	3,719.46	2,752.34	(967.12)	20,731.94	13,761.66	(6,970.28)	33,028.00	12,296.06
SURPLUS	43.78	831.33	787.55	1,842.87	4,156.67	2,313.80	9,976.00	8,133.13

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: Section 8 Voucher Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
HUD REVENUES								
3707.40 HCV Portable Admin Fee Revenue	1,369.83	217.67	1,152.16	4,309.99	1,088.33	3,221.66	2,612.00	1,697.99
3707.60 HCV Admin Fee	191,884.00	191,355.08	528.92	994,576.00	956,775.42	37,800.58	2,296,261.00	(1,301,685.00)
3710.00 HUD HAP Revenue	2,972,914.00	2,529,716.67	443,197.33	13,203,497.00	12,648,583.33	554,913.67	30,356,600.00	(17,153,103.00)
3710.50 HAP Revenue Portables	35,937.00	3,825.75	32,111.25	114,162.38	19,128.75	95,033.63	45,909.00	68,253.38
TOTAL HUD REVENUES	3,202,104.83	2,725,115.17	476,989.66	14,316,545.37	13,625,575.83	690,969.54	32,701,382.00	(18,384,836.63)
OTHER OPERATING REVENUE								
3711.00 Investment Income - Unrestricted	369.37	9,030.08	(8,660.71)	31,872.05	45,150.42	(13,278.37)	108,361.00	(76,488.95)
3714.00 Fraud Recovery	0.00	3,769.42	(3,769.42)	8,503.00	18,847.08	(10,344.08)	45,233.00	(36,730.00)
3715.00 Other Revenue	0.00	420.75	(420.75)	9,102.38	2,103.75	6,998.63	5,049.00	4,053.38
3715.02 Dividend Revenues	16.62	0.00	16.62	16.62	0.00	16.62	0.00	16.62
3715.05 Other Revenue (Change In Value)	12,294.50	0.00	12,294.50	12,294.50	0.00	12,294.50	0.00	12,294.50
TOTAL OTHER OPERATING REVENUE	12,680.49	13,220.25	(539.76)	61,788.55	66,101.25	(4,312.70)	158,643.00	(96,854.45)
TOTAL INCOME	3,214,785.32	2,738,335.42	476,449.90	14,378,333.92	13,691,677.08	686,656.84	32,860,025.00	(18,481,691.08)
EXPENSES								
ADMINISTRATIVE EXPENSE								
4911.00 Administrative Salaries	65,731.07	88,122.17	22,391.10	371,044.16	440,610.83	69,566.67	1,057,466.00	686,421.84
4911.02 Administrative Management Expen	0.00	919.83	919.83	3,100.00	4,599.17	1,499.17	11,038.00	7,938.00
4912.00 Audit Fee Expense	0.00	1,053.00	1,053.00	0.00	5,265.00	5,265.00	12,636.00	12,636.00
4912.10 Accounting fees	2,324.58	947.33	(1,377.25)	9,929.16	4,736.67	(5,192.49)	11,368.00	1,438.84
4912.12 Consulting	0.00	0.00	0.00	95.12	0.00	(95.12)	0.00	(95.12)
4913.10 Bookkeeping Fee Expense	0.00	0.00	0.00	4.98	0.00	(4.98)	0.00	(4.98)
4914.00 Marketing & Advertising	241.12	223.17	(17.95)	549.72	1,115.83	566.11	2,678.00	2,128.28
4915.00 Administrative EBC Expenses	25,853.53	25,539.92	(313.61)	133,715.78	127,699.58	(6,016.20)	306,479.00	172,763.22
4916.00 Office Supplies Expense	1,380.59	1,168.92	(211.67)	5,144.01	5,844.58	700.57	14,027.00	8,882.99
4917.00 Legal Expense	2,255.58	2,926.67	671.09	9,221.90	14,633.33	5,411.43	35,120.00	25,898.10
4918.00 Travel Expenses	1,569.27	2,288.83	719.56	9,490.22	11,444.17	1,953.95	27,466.00	17,975.78
4919.01 Telephone Expense	1,242.06	1,144.42	(97.64)	5,695.22	5,722.08	26.86	13,733.00	8,037.78
4919.02 Dues/Subscription Expense	1,594.94	801.42	(793.52)	4,100.33	4,007.08	(93.25)	9,617.00	5,516.67
4919.03 Commissioner training/travel	1,072.67	801.08	(271.59)	5,636.81	4,005.42	(1,631.39)	9,613.00	3,976.19
4919.04 Training Expense	3,145.16	2,975.50	(169.66)	9,718.97	14,877.50	5,158.53	35,706.00	25,987.03
4919.07 Postage Expense	199.80	915.50	715.70	1,975.02	4,577.50	2,602.48	10,986.00	9,010.98
4919.08 Vehicle Repair Expense	286.95	423.42	136.47	320.14	2,117.08	1,796.94	5,081.00	4,760.86
4919.09 Office Lease Expense	7,051.30	8,926.67	1,875.37	35,256.50	44,633.33	9,376.83	107,120.00	71,863.50
4919.10 Expendable Misc. Equipment	42.82	22.83	(19.99)	50.34	114.17	63.83	274.00	223.66
4919.11 Internet Expense	341.74	302.00	(39.74)	1,708.70	1,510.00	(198.70)	3,624.00	1,915.30
4919.12 Investigations	184.68	338.58	153.90	624.88	1,692.92	1,068.04	4,063.00	3,438.12
4919.14 Bank charges	0.00	0.00	0.00	10.44	0.00	(10.44)	0.00	(10.44)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
ADMINISTRATIVE EXPENSE								
4919.15 Admin. General Contracts	7,593.27	8,011.08	417.81	22,551.03	40,055.42	17,504.39	96,133.00	73,581.97
4919.16 Admin. Equipment Contracts	379.59	1,144.42	764.83	2,939.57	5,722.08	2,782.51	13,733.00	10,793.43
4921.03 Resident Services - Tenant	0.00	113.83	113.83	0.00	569.17	569.17	1,366.00	1,366.00
4921.041 Resident Council Expenses	0.00	113.83	113.83	0.00	569.17	569.17	1,366.00	1,366.00
4922.00 Relocation Expenses	0.00	113.92	113.92	0.00	569.58	569.58	1,367.00	1,367.00
4931.00 Water Expenses	42.07	22.83	(19.24)	165.33	114.17	(51.16)	274.00	108.67
4932.00 Electricity Expense	1,147.38	1,144.42	(2.96)	3,838.02	5,722.08	1,884.06	13,733.00	9,894.98
4934.00 Trash Expense	85.74	28.58	(57.16)	342.96	142.92	(200.04)	343.00	0.04
4935.00 Sewer Expense	70.97	28.58	(42.39)	278.06	142.92	(135.14)	343.00	64.94
4942.00 Material Expense	0.00	17.17	17.17	0.00	85.83	85.83	206.00	206.00
4942.08 Electrical Parts	0.00	22.83	22.83	0.00	114.17	114.17	274.00	274.00
4942.18 HVAC Parts	0.00	0.00	0.00	439.14	0.00	(439.14)	0.00	(439.14)
4942.22 Key/Locks	30.58	45.75	15.17	30.58	228.75	198.17	549.00	518.42
4943.01 Alarm Expense	369.00	22.83	(346.17)	504.00	114.17	(389.83)	274.00	(230.00)
4943.02 Uniform Expenses	43.52	103.00	59.48	901.55	515.00	(386.55)	1,236.00	334.45
4943.06 HVAC Expense	0.00	34.33	34.33	0.00	171.67	171.67	412.00	412.00
4943.10 Routine Maintenance Exp.	559.00	801.08	242.08	2,813.00	4,005.42	1,192.42	9,613.00	6,800.00
4943.13 Painting/Drywall Expenses	0.00	11.00	11.00	0.00	55.00	55.00	132.00	132.00
4943.16 Outside Labor	78.84	288.17	209.33	78.84	1,440.83	1,361.99	3,458.00	3,379.16
4961.02 Liability Insurance	478.18	801.08	322.90	4,965.55	4,005.42	(960.13)	9,613.00	4,647.45
4961.03 Worker's Compensation Insurance	0.00	1,487.75	1,487.75	0.00	7,438.75	7,438.75	17,853.00	17,853.00
4961.04 Auto Insurance	1,032.13	1,087.17	55.04	5,160.65	5,435.83	275.18	13,046.00	7,885.35
4962.00 General Expenses	912.59	2,859.25	1,946.66	29,925.52	14,296.25	(15,629.27)	34,311.00	4,385.48
4964.00 Bad Debt Expense	0.00	0.00	0.00	231.00	0.00	(231.00)	0.00	(231.00)
4971.50 Misc - Landlord Bonus	2,000.00	6,866.67	4,866.67	4,750.00	34,333.33	29,583.33	82,400.00	77,650.00
TOTAL ADMINISTRATIVE EXPENSE	129,340.72	165,010.83	35,670.11	687,307.20	825,054.17	137,746.97	1,980,130.00	1,292,822.80
HAP EXPENSE								
4973.00 HAP Expense	2,712,952.00	2,546,545.50	(166,406.50)	13,305,854.01	12,732,727.50	(573,126.51)	30,558,546.00	17,252,691.99
4975.00 Utility Reimbursement - Tenants	32,906.00	32,132.75	(773.25)	161,214.00	160,663.75	(550.25)	385,593.00	224,379.00
4990.00 Port Admin Fee Expense	4,220.13	1,649.25	(2,570.88)	18,712.27	8,246.25	(10,466.02)	19,791.00	1,078.73
4991.00 FSS Expense	7,090.00	0.00	(7,090.00)	36,348.00	0.00	(36,348.00)	0.00	(36,348.00)
4991.01 FSS Forfeitures	5,467.61	0.00	(5,467.61)	5,467.61	0.00	(5,467.61)	0.00	(5,467.61)
TOTAL HAP EXPENSE	2,762,635.74	2,580,327.50	(182,308.24)	13,527,595.89	12,901,637.50	(625,958.39)	30,963,930.00	17,436,334.11
TOTAL EXPENSES	2,891,976.46	2,745,338.33	(146,638.13)	14,214,903.09	13,726,691.67	(488,211.42)	32,944,060.00	18,729,156.91
SURPLUS	322,808.86	(7,002.91)	329,811.77	163,430.83	(35,014.59)	198,445.42	(84,035.00)	247,465.83

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: SHFC Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue Other	99,083.69	100,276.17	(1,192.48)	490,046.54	501,380.83	(11,334.29)	1,203,314.00	(713,267.46)
Other Revenue	46.30	5,037.59	(4,991.29)	13,228.48	25,187.91	(11,959.43)	60,451.00	(47,222.52)
TOTAL INCOME	99,129.99	105,313.76	(6,183.77)	503,275.02	526,568.74	(23,293.72)	1,263,765.00	(760,489.98)
EXPENSES								
Administrative Expense	20,975.19	26,873.75	5,898.56	108,488.83	134,368.75	25,879.92	322,485.00	213,996.17
Utilities Expense	8,716.82	7,016.92	(1,699.90)	34,518.47	35,084.58	566.11	84,203.00	49,684.53
Maintenance	44,715.61	61,063.53	16,347.92	306,066.59	305,317.47	(749.12)	732,762.00	426,695.41
Insurance Expense	604.00	11,997.92	11,393.92	140,809.03	59,989.58	(80,819.45)	143,975.00	3,165.97
General Expense	32,545.28	5,006.17	(27,539.11)	32,712.86	25,030.83	(7,682.03)	60,074.00	27,361.14
TOTAL EXPENSES	107,556.90	111,958.29	4,401.39	622,595.78	559,791.21	(62,804.57)	1,343,499.00	720,903.22
SURPLUS	(8,426.91)	(6,644.53)	(1,782.38)	(119,320.76)	(33,222.47)	(86,098.29)	(79,734.00)	(39,586.76)

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: SVC Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Other Operating Revenue	7,719.42	0.00	7,719.42	46,425.58	0.00	46,425.58	0.00	46,425.58
TOTAL INCOME	7,719.42	0.00	7,719.42	46,425.58	0.00	46,425.58	0.00	46,425.58
EXPENSES								
Administrative Expense	0.00	0.00	0.00	836.29	0.00	(836.29)	0.00	(836.29)
Tenant Services	0.00	0.00	0.00	3,796.00	0.00	(3,796.00)	0.00	(3,796.00)
General Expense	0.00	0.00	0.00	29,034.58	0.00	(29,034.58)	0.00	(29,034.58)
TOTAL EXPENSES	0.00	0.00	0.00	33,666.87	0.00	(33,666.87)	0.00	(33,666.87)
SURPLUS	7,719.42	0.00	7,719.42	12,758.71	0.00	12,758.71	0.00	12,758.71

Sarasota Housing Authority
Operating Statement
Five Months Ending 08/31/2025
Program: Towers (HUD) Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Other Operating Revenue	1,896.00	0.00	1,896.00	7,062.00	0.00	7,062.00	0.00	7,062.00
TOTAL INCOME	1,896.00	0.00	1,896.00	7,062.00	0.00	7,062.00	0.00	7,062.00
EXPENSES								
General Expense	0.00	0.00	0.00	2,783.92	0.00	(2,783.92)	0.00	(2,783.92)
TOTAL EXPENSES	0.00	0.00	0.00	2,783.92	0.00	(2,783.92)	0.00	(2,783.92)
SURPLUS	1,896.00	0.00	1,896.00	4,278.08	0.00	4,278.08	0.00	4,278.08

Janies Garden

Budget Operating Report

As of August 31, 2025

Reporting Book:

ACCRUAL

As of Date:

08/31/2025

Location:

Janies Garden

	Month Ending			01/01/2025 Through			Year Ending
	08/31/2025			08/31/2025			12/31/2025
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	66,743.00	53,141.67	13,601.33	529,856.47	425,133.36	104,723.11	637,700.04
512100 - SUBSIDY REVENUE	31,400.00	34,772.00	(3,372.00)	225,730.00	278,176.00	(52,446.00)	417,264.00
TOTAL RENT INCOME	98,143.00	87,913.67	10,229.33	755,586.47	703,309.36	52,277.11	1,054,964.04
VACANCIES							
522000 - VACANCIES - TENANT	(2,419.00)	(2,499.00)	80.00	(36,792.00)	(15,492.00)	(21,300.00)	(24,663.00)
528000 - EMPLOYEE APARTMENT/DISCOUNT	(1,340.00)	(1,200.00)	(140.00)	(10,720.00)	(9,600.00)	(1,120.00)	(14,400.00)
TOTAL VACANCIES	(3,759.00)	(3,699.00)	(60.00)	(47,512.00)	(25,092.00)	(22,420.00)	(39,063.00)
NET RENTAL INCOME	94,384.00	84,214.67	10,169.33	708,074.47	678,217.36	29,857.11	1,015,901.04
SERVICES INCOME							
531000 - COIN OPERATIONS	102.22	21.00	81.22	161.75	168.00	(6.25)	250.00
533000 - TENANT APPLICATION FEE	1,181.94	150.00	1,031.94	13,561.92	1,200.00	12,361.92	1,600.00
TOTAL SERVICES INCOME	1,284.16	171.00	1,113.16	13,723.67	1,368.00	12,355.67	1,850.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	150.77	0.00	150.77	1,081.73	0.00	1,081.73	0.00
541200 - INT INC - RESERVES & ESCROWS	295.04	0.00	295.04	2,078.97	0.00	2,078.97	0.00
TOTAL FINANCIAL INCOME	445.81	0.00	445.81	3,160.70	0.00	3,160.70	0.00
OTHER INCOME							
591000 - SECURITY DEPOSIT FORFEITURE	0.00	0.00	0.00	459.59	0.00	459.59	0.00
592500 - LATE CHARGES	1,440.19	700.00	740.19	9,765.19	5,350.00	4,415.19	8,154.00
593000 - RETURNED CHECKS CHARGES	0.00	0.00	0.00	200.00	0.00	200.00	0.00
593600 - LEGAL INCOME	1,471.57	0.00	1,471.57	4,716.57	0.00	4,716.57	0.00
593800 - CLEANING FEE	300.00	0.00	300.00	3,990.00	0.00	3,990.00	0.00
593900 - DAMAGES	1,068.50	400.00	668.50	8,891.67	3,200.00	5,691.67	4,596.00
594000 - PET FEE	25.00	0.00	25.00	700.00	0.00	700.00	0.00
TOTAL OTHER INCOME	4,305.26	1,100.00	3,205.26	28,723.02	8,550.00	20,173.02	12,750.00
TOTAL INCOME	100,419.23	85,485.67	14,933.56	753,681.86	688,135.36	65,546.50	1,030,501.04
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	43.00	43.00	681.28	594.00	(87.28)	756.00
621100 - MARKETING EXPENSE	0.00	0.00	0.00	(288.00)	0.00	288.00	0.00
621500 - MARKETING PAYROLL	29.01	0.00	(29.01)	113.28	0.00	(113.28)	0.00
622500 - CREDIT REPORTS	(353.47)	88.00	441.47	223.37	704.00	480.63	1,012.00
624500 - INSPECTION FEES	0.00	200.00	200.00	0.00	400.00	400.00	400.00
625500 - EVICTION EXPENSE	1,364.86	267.00	(1,097.86)	5,187.02	2,136.00	(3,051.02)	3,000.00
TOTAL RENTING EXPENSES	1,040.40	598.00	(442.40)	5,916.95	3,834.00	(2,082.95)	5,168.00
ADMINISTRATIVE EXPENSES							
631000 - OFFICE PAYROLL	1,287.24	1,415.00	127.76	9,564.79	12,026.00	2,461.21	18,746.00
631100 - OFFICE EXPENSE	246.89	384.00	137.11	3,025.99	3,072.00	46.01	4,304.00
631111 - BANK CHARGES	83.69	48.00	(35.69)	704.79	536.00	(168.79)	728.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	0.00	0.00	215.58	552.00	336.42	1,104.00

631502 - OFFICE/COMPUTER - SERVICES	0.00	0.00	0.00	1,311.57	1,230.00	(81.57)	2,460.00
632000 - MANAGEMENT FEES	4,156.72	4,650.00	493.28	41,652.31	37,200.00	(4,452.31)	55,800.00
632500 - ANSWERING SERVICE	0.00	38.00	38.00	0.00	304.00	304.00	456.00
633000 - SITE MANAGER'S PAYROLL EXPENSE	1,755.00	1,728.00	(27.00)	14,769.00	14,688.00	(81.00)	22,896.00
634100 - MISC. EXPENSE	0.00	0.00	0.00	202.89	0.00	(202.89)	0.00
634200 - TAX CREDIT COMPLIANCE/MONITORING FEE	0.00	0.00	0.00	500.00	500.00	0.00	500.00
635000 - AUDIT EXPENSE	0.00	0.00	0.00	6,775.00	5,500.00	(1,275.00)	11,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	0.00	0.00	0.00	1,133.64	1,190.00	56.36	2,380.00
635400 - SOFTWARE LICENSE EXPENSE	1,155.08	0.00	(1,155.08)	7,120.98	6,200.00	(920.98)	6,200.00
636000 - TELEPHONE	36.08	253.00	216.92	1,851.76	2,033.00	181.24	3,045.00
637000 - BAD DEBT EXPENSE	(7,061.32)	500.00	7,561.32	2,842.11	4,000.00	1,157.89	6,000.00
637600 - SOCIAL SERVICE SUPPLIES	0.00	167.00	167.00	0.00	1,336.00	1,336.00	2,000.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	3,297.62	3,127.00	(170.62)	26,380.97	25,016.00	(1,364.97)	37,524.00
638400 - TRAINING EXPENSE	0.00	150.00	150.00	780.87	1,500.00	719.13	2,100.00
638500 - TRAVEL EXPENSE	0.00	95.00	95.00	751.56	760.00	8.44	1,140.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	200.00	200.00	138.75	1,600.00	1,461.25	2,000.00
639002 - MISC ADMIN EXP - Consultant Fees	0.00	0.00	0.00	450.00	0.00	(450.00)	0.00
Total ADMINISTRATIVE EXPENSES	4,957.00	12,755.00	7,798.00	120,172.56	119,243.00	(929.56)	180,383.00

OPERATING EXPENSE

641900 - UNIFORMS EXPENSE	0.00	250.00	250.00	0.00	500.00	500.00	500.00
643000 - MAINTENANCE PAYROLL	5,229.33	4,653.00	(576.33)	47,064.31	39,550.00	(7,514.31)	61,609.00
643100 - JANITOR SUPPLIES	97.49	200.00	102.51	867.09	1,700.00	832.91	1,700.00
645000 - ELECTRICITY	96.38	833.00	736.62	7,304.60	6,664.00	(640.60)	10,000.00
645050 - ELECTRICITY - Vacant Unit	551.49	0.00	(551.49)	3,946.59	0.00	(3,946.59)	0.00
645051 - ELECTRICITY - Vacant Unit Recovery	(18.14)	0.00	18.14	(123.82)	0.00	123.82	0.00
645100 - WATER	3,771.76	4,000.00	228.24	33,802.59	32,000.00	(1,802.59)	48,000.00
645300 - SEWER	5,437.14	4,836.00	(601.14)	41,485.67	38,688.00	(2,797.67)	58,000.00
645500 - UTILITY PROCESSING / COMMISSIONS	82.56	86.00	3.44	660.48	688.00	27.52	1,032.00
645551 - Vacant Unit Recovery Fees	0.78	0.00	(0.78)	41.80	0.00	(41.80)	0.00
646000 - EXTERMINATING	194.00	415.00	221.00	1,654.55	5,820.00	4,165.45	7,000.00
646200 - EXTERMINATING CONTRACT	0.00	0.00	0.00	8,342.00	0.00	(8,342.00)	0.00
647000 - GARBAGE & RUBBISH REMOVAL	5,263.50	5,125.00	(138.50)	37,020.10	41,000.00	3,979.90	61,500.00
647100 - FIRE SERVICE FEE / REPAIRS	118.15	833.00	714.85	22,377.17	6,664.00	(15,713.17)	10,001.00
649000 - MISC OPERATING EXPENSE	0.00	100.00	100.00	49.41	800.00	750.59	1,200.00
TOTAL OPERATING EXPENSE	20,824.44	21,331.00	506.56	204,492.54	174,074.00	(30,418.54)	260,542.00

MAINTENANCE EXPENSE

652000 - GROUNDS	0.00	0.00	0.00	280.00	0.00	(280.00)	0.00
652001 - GROUNDS - Supplies	0.00	0.00	0.00	390.86	2,000.00	1,609.14	2,000.00
652002 - GROUNDS - Contract	1,895.00	1,900.00	5.00	15,160.00	15,200.00	40.00	22,800.00
653000 - EXTERIOR PAINTING / REPAIRS	0.00	382.00	382.00	3,514.02	3,067.00	(447.02)	4,595.00
653500 - CLEANING EXPENSE	450.00	0.00	(450.00)	7,178.90	0.00	(7,178.90)	0.00
654100 - REPAIRS - APPLIANCES	109.23	250.00	140.77	1,049.16	2,250.00	1,200.84	2,500.00
654200 - REPAIRS - CARPET & FLOORS	0.00	204.00	204.00	812.90	2,182.00	1,369.10	2,996.00
654300 - REPAIRS - CARPENTRY	519.52	583.00	63.48	5,500.97	4,664.00	(836.97)	7,002.00
654307 - REPAIRS - Hardware	0.00	0.00	0.00	49.03	0.00	(49.03)	0.00
654400 - REPAIRS - ELECTRICAL	225.40	150.00	(75.40)	4,265.92	1,200.00	(3,065.92)	2,000.00
654600 - REPAIRS - PLUMBING	289.79	648.00	358.21	4,481.79	3,456.00	(1,025.79)	5,040.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	286,907.84	0.00	(286,907.84)	22,155.34	0.00	(22,155.34)	0.00
654800 - SERVICE CONTRACTS	0.00	46.00	46.00	0.00	817.00	817.00	1,000.00
655100 - REPAIRS - HVAC	(7.17)	867.00	874.17	4,585.67	6,936.00	2,350.33	10,398.00
656000 - DECORATING EXPENSE	1,600.00	635.00	(965.00)	12,001.65	5,080.00	(6,921.65)	8,000.00
657000 - MOTOR VEHICLE REPAIRS	502.90	100.00	(402.90)	961.10	800.00	(161.10)	1,100.00
658500 - SMALL TOOLS EXPENSE	26.37	0.00	(26.37)	515.62	600.00	84.38	600.00
659000 - MISC MAINTENANCE EXPENSE	(118.56)	0.00	118.56	(43.68)	500.00	543.68	500.00
TOTAL MAINTENANCE EXPENSE	292,400.32	5,765.00	(286,635.32)	82,859.25	48,752.00	(34,107.25)	70,531.00

INTEREST EXPENSE

682000 - 1ST MORTGAGE INTEREST	7,352.28	7,352.00	(0.28)	65,827.57	58,304.00	(7,523.57)	87,001.00
TOTAL INTEREST EXPENSE	7,352.28	7,352.00	(0.28)	65,827.57	58,304.00	(7,523.57)	87,001.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	47,400.00
671100 - PAYROLL TAXES	601.95	595.00	(6.95)	5,445.72	5,829.00	383.28	8,658.00
672000 - INSURANCE EXPENSE	0.00	0.00	0.00	210,395.13	269,000.00	58,604.87	269,000.00
672100 - HEALTH INSURANCE	1,534.30	500.00	(1,034.30)	7,103.56	4,000.00	(3,103.56)	6,000.00
672200 - WORKERS COMP INSURANCE	115.43	185.00	69.57	1,004.27	1,573.00	568.73	2,451.00
672300 - LITIGATION SETTLEMENT	0.00	167.00	167.00	0.00	1,336.00	1,336.00	2,000.00
672500 - EMPLOYEE BENEFITS	704.21	500.00	(204.21)	5,002.63	4,000.00	(1,002.63)	6,000.00
TOTAL TAXES & INSURANCE	2,955.89	1,947.00	(1,008.89)	228,951.31	285,738.00	56,786.69	341,509.00
OTHER EXPENSES							
687000 - AGENCY SERVICE FEE	0.00	0.00	0.00	712.50	1,000.00	287.50	1,000.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	712.50	1,000.00	287.50	1,000.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	371.81	0.00	(371.81)	3,624.04	4,000.00	375.96	4,000.00
721102 - Flooring: Carpet & Tile	758.80	500.00	(258.80)	20,204.82	7,500.00	(12,704.82)	8,000.00
721105 - Water Heaters	0.00	0.00	0.00	1,000.21	0.00	(1,000.21)	0.00
721106 - HVAC Equipment	3,487.82	0.00	(3,487.82)	12,067.93	10,000.00	(2,067.93)	10,000.00
721112 - Doors & Wndows (Exterior)	0.00	0.00	0.00	711.50	0.00	(711.50)	0.00
TOTAL EQUIPMENT PURCHASES	4,618.43	500.00	(4,118.43)	37,608.50	21,500.00	(16,108.50)	22,000.00
TOTAL CORPORATE EXPENSES	334,148.76	50,248.00	(283,900.76)	746,541.18	712,445.00	(34,096.18)	968,134.00
NET PROFIT OR LOSS	(233,729.53)	35,237.67	(268,967.20)	7,140.68	(24,309.64)	31,450.32	62,367.04
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	5,762.00	3,950.00	(1,812.00)	51,858.00	31,600.00	(20,258.00)	47,400.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(47,400.00)
790200 - PROPERTY INSURANCE ESC DEP	21,215.00	22,325.00	1,110.00	190,935.00	178,600.00	(12,335.00)	267,900.00
790201 - PROPERTY INS ESC WITHDRAWALS	0.00	0.00	0.00	(210,395.13)	(267,900.00)	(57,504.87)	(267,900.00)
791000 - PROV FOR REPLACEMENTS	2,459.99	2,482.00	22.01	21,735.11	19,352.00	(2,383.11)	29,280.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	(22,000.00)
793000 - PROV FOR MORT PRIN AMORT	4,456.24	4,456.00	(0.24)	40,449.11	36,164.00	(4,285.11)	54,702.00
TOTAL NON-OPERATING EXPENSES	33,893.23	33,213.00	(680.23)	94,582.09	(2,184.00)	(96,766.09)	61,982.00
NET CASH (+) / DEF (-)	(267,622.76)	2,024.67	(269,647.43)	(87,441.41)	(22,125.64)	(65,315.77)	385.04

Created on:

Janies Garden
Balance Sheet
August 31, 2025

Reporting Book:
As of Date:
Location:

ACCRUAL
08/31/2025
Janies Garden

Assets

Current Assets

Cash

PETTY CASH	400.00
PETTY CASH - PC CARD	500.00
CASH IN BANK GENERAL	666.31
CASH IN BANK - SECURITY DEPOSITS	58,479.39
Total Cash	<u>60,045.70</u>

Accounts Receivable

A/R - RESIDENTS	18,803.96
HAP / RAP / Rent Sup - Suspense	(2,790.00)
Voucher / PBV - Suspense	15,625.82
A/R - PBV SUBSIDY	2,219.00
A/R - VOUCHER SUBSIDY	2,060.00
DUE FROM PARTNERS	200.00
EXCHANGE	(26.16)
Intra-Partnership Exchange	(6,147.57)
ALLOWANCE FOR DOUBTFUL ACCOUNTS	<u>(6,160.50)</u>
Total Accounts Receivable	<u>23,784.55</u>

Deposits & Escrows

REAL ESTATE TAX ESCROW	81,618.32
PROPERTY & LIABILITY INSURANCE ESCROW	130,752.01
RESERVE FOR REPLACEMENTS	79,617.86
OPERATING RESERVE FUND	<u>224,510.50</u>
Total Deposits & Escrows	<u>516,498.69</u>

Other Current Assets

PREPAID PROPERTY INSURANCE	59,338.00
MISC PREPAID EXPENSE	<u>118.25</u>
Total Other Current Assets	<u>59,456.25</u>

Total Current Assets

659,785.19

Fixed Assets

LAND	559,730.00
BUILDINGS	14,771,868.18

Depreciation & Amortization

ACC DEPR BUILDINGS	<u>(9,200,769.00)</u>
Total Depreciation & Amortization	<u>(9,200,769.00)</u>

Total Fixed Assets

6,130,829.18

Other Assets

DEPOSITS - RECEIVABLE	24,803.47
START-UP COSTS	59,000.18
LIHTC FEE	211,731.00

ACCUM. AMORT. - LIHTC MONITORING FEE	(209,666.00)
RAR ADJ - ACCUM AMORTIZATION	<u>(59,000.00)</u>
Total Other Assets	26,868.65
Total Assets	<u>6,817,483.02</u>
Liabilities & Equity	
Liabilities	
Current Liabilities	
DEVELOPMENT FEE PAYABLE	292,683.66
ACCOUNTS PAYABLE	319,362.58
ACCOUNTS PAYABLE - OTHER	33,218.09
ACCRUED 1ST MORTGAGE INTEREST PAYABLE	7,523.00
ACCRUED INTEREST PAYABLE - 2ND MORTG.	3,218,177.22
ACCRUED INTEREST - M.J. LEVITT	55,095.51
ACCRUED EXPENSE	8,544.00
ACCRUED PARTNERSHIP EXPENSES	202,794.76
SECURITY DEPOSIT REFUNDS IN TRANSIT	<u>2,785.31</u>
Total Current Liabilities	4,140,184.13
Other Current Liabilities	
SECURITY DEPOSIT LIABILITY	57,198.42
SECURITY DEP INT LIABILITY	1,920.60
PREPAID RENTS	<u>12,313.22</u>
Total Other Current Liabilities	71,432.24
Long Term Liabilities	
DEFERRED FINANCING FEES	(113,408.68)
ACC - AMORT FINANCING FEES (Old)	69,437.00
1ST MORTGAGE PAYABLE	1,357,358.80
SECOND MORTGAGE PAYABLE (Old)	325,000.00
OTHER MORTGAGE PAYABLE (Old)	1,869,500.00
LOAN PAYABLE	<u>765,000.00</u>
Total Long Term Liabilities	4,272,887.12
Total Liabilities	<u>8,484,503.49</u>
Equity	
Retained Earnings	(1,674,161.15)
Current Net Income	7,140.68
Total Equity	<u>(1,667,020.47)</u>
Total Liabilities & Equity	<u>6,817,483.02</u>

Janies Garden II

Budget Operating Report

As of August 31, 2025

Reporting Book: ACCRUAL
 As of Date: 08/31/2025
 Location: Janies Garden II

	Month Ending 08/31/2025			01/01/2025 Through 08/31/2025			Year Ending 12/31/2025
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	37,697.00	32,808.00	4,889.00	309,370.00	262,464.00	46,906.00	393,696.00
512100 - SUBSIDY REVENUE	42,628.00	35,000.00	7,628.00	315,123.00	280,000.00	35,123.00	420,000.00
518000 - OPERATING SUBSIDY - ACC	0.00	0.00	0.00	9,129.00	0.00	9,129.00	0.00
TOTAL RENT INCOME	80,325.00	67,808.00	12,517.00	633,622.00	542,464.00	91,158.00	813,696.00
VACANCIES							
522000 - VACANCIES - TENANT	(3,688.00)	(830.00)	(2,858.00)	(44,602.00)	(9,130.00)	(35,472.00)	(11,680.00)
TOTAL VACANCIES	(3,688.00)	(830.00)	(2,858.00)	(44,602.00)	(9,130.00)	(35,472.00)	(11,680.00)
NET RENTAL INCOME	76,637.00	66,978.00	9,659.00	589,020.00	533,334.00	55,686.00	802,016.00
SERVICES INCOME							
533000 - TENANT APPLICATION FEE	0.00	0.00	0.00	210.00	0.00	210.00	0.00
TOTAL SERVICES INCOME	0.00	0.00	0.00	210.00	0.00	210.00	0.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	21.73	0.00	21.73	358.17	0.00	358.17	0.00
541200 - INT INC - RESERVES & ESCROWS	646.56	0.00	646.56	5,486.09	0.00	5,486.09	0.00
541400 - INT INC - OPERATING RESERVE	253.88	0.00	253.88	2,167.70	0.00	2,167.70	0.00
541500 - INT INC - DEBT SERVICE RESERVE	634.42	0.00	634.42	5,181.90	0.00	5,181.90	0.00
TOTAL FINANCIAL INCOME	1,556.59	0.00	1,556.59	13,193.86	0.00	13,193.86	0.00
OTHER INCOME							
592500 - LATE CHARGES	950.00	650.00	300.00	5,975.00	5,500.00	475.00	8,000.00
593000 - RETURNED CHECKS CHARGES	25.00	0.00	25.00	50.00	0.00	50.00	0.00
593600 - LEGAL INCOME	0.00	0.00	0.00	1,467.50	0.00	1,467.50	0.00
593800 - CLEANING FEE	0.00	250.00	(250.00)	600.00	1,000.00	(400.00)	1,000.00
593900 - DAMAGES	114.00	150.00	(36.00)	2,189.27	1,350.00	839.27	1,800.00
TOTAL OTHER INCOME	1,089.00	1,050.00	39.00	10,281.77	7,850.00	2,431.77	10,800.00
TOTAL INCOME	79,282.59	68,028.00	11,254.59	612,705.63	541,184.00	71,521.63	812,816.00
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	70.00	70.00	590.74	560.00	(30.74)	700.00
621100 - MARKETING EXPENSE	0.00	0.00	0.00	(227.72)	0.00	227.72	0.00
621500 - MARKETING PAYROLL	22.68	0.00	(22.68)	88.61	0.00	(88.61)	0.00
622500 - CREDIT REPORTS	39.33	29.00	(10.33)	353.97	232.00	(121.97)	350.00
624500 - INSPECTION FEES	0.00	194.00	194.00	0.00	1,000.00	1,000.00	1,000.00
625500 - EVICTION EXPENSE	0.00	332.00	332.00	1,557.50	2,056.00	498.50	3,396.00
TOTAL RENTING EXPENSES	62.01	625.00	562.99	2,363.10	3,848.00	1,484.90	5,446.00
ADMINISTRATIVE EXPENSES							
631000 - OFFICE PAYROLL	1,054.06	1,162.00	107.94	7,823.20	9,876.00	2,052.80	15,394.00
631100 - OFFICE EXPENSE	326.57	500.00	173.43	3,367.77	3,200.00	(167.77)	3,800.00
631111 - BANK CHARGES	87.53	65.00	(22.53)	691.82	540.00	(151.82)	800.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	0.00	0.00	215.58	436.00	220.42	872.00
631502 - OFFICE/COMPUTER - SERVICES	0.00	0.00	0.00	1,037.05	980.00	(57.05)	1,960.00

632000 - MANAGEMENT FEES	4,267.64	3,775.00	(492.64)	33,043.50	30,200.00	(2,843.50)	45,300.00
632500 - ANSWERING SERVICE	89.60	30.00	(59.60)	716.80	240.00	(476.80)	359.00
633000 - SITE MANAGER'S PAYROLL EXPENSE	1,365.00	1,344.00	(21.00)	11,487.00	11,424.00	(63.00)	17,808.00
634000 - LEGAL EXPENSE	0.00	0.00	0.00	567.50	0.00	(567.50)	0.00
634100 - MISC. EXPENSE	0.00	0.00	0.00	202.89	0.00	(202.89)	0.00
635000 - AUDIT EXPENSE	0.00	0.00	0.00	6,775.00	5,500.00	(1,275.00)	11,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	0.00	0.00	0.00	1,150.56	1,204.00	53.44	2,408.00
635400 - SOFTWARE LICENSE EXPENSE	72.16	0.00	(72.16)	4,503.34	5,000.00	496.66	5,000.00
636000 - TELEPHONE	28.49	210.00	181.51	1,627.07	1,680.00	52.93	2,520.00
636500 - CABLE TV / INTERNET EXPENSE	102.60	102.00	(0.60)	718.20	816.00	97.80	1,220.00
637000 - BAD DEBT EXPENSE	3,884.00	500.00	(3,384.00)	5,379.53	4,000.00	(1,379.53)	6,000.00
637600 - SOCIAL SERVICE SUPPLIES	0.00	83.00	83.00	0.00	664.00	664.00	1,000.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	2,623.49	2,490.00	(133.49)	20,987.92	19,920.00	(1,067.92)	29,880.00
638400 - TRAINING EXPENSE	0.00	118.00	118.00	782.85	1,189.00	406.15	1,648.00
638500 - TRAVEL EXPENSE	0.00	75.00	75.00	751.56	600.00	(151.56)	900.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	84.00	84.00	138.75	672.00	533.25	1,008.00
Total ADMINISTRATIVE EXPENSES	13,901.14	10,538.00	(3,363.14)	101,967.89	98,141.00	(3,826.89)	148,877.00

OPERATING EXPENSE

641900 - UNIFORMS EXPENSE	0.00	40.00	40.00	0.00	320.00	320.00	395.00
643000 - MAINTENANCE PAYROLL	4,128.50	3,673.00	(455.50)	35,629.57	31,221.00	(4,408.57)	48,636.00
643100 - JANITOR SUPPLIES	97.49	150.00	52.51	762.86	1,600.00	837.14	2,000.00
645000 - ELECTRICITY	268.26	500.00	231.74	2,195.31	4,000.00	1,804.69	6,000.00
645050 - ELECTRICITY - Vacant Unit	595.80	0.00	(595.80)	4,166.30	0.00	(4,166.30)	0.00
645051 - ELECTRICITY - Vacant Unit Recovery	0.00	0.00	0.00	(323.37)	0.00	323.37	0.00
645100 - WATER	3,222.13	3,100.00	(122.13)	24,898.85	24,800.00	(98.85)	37,200.00
645300 - SEWER	5,303.32	4,880.00	(423.32)	41,937.04	39,040.00	(2,897.04)	58,560.00
645500 - UTILITY PROCESSING / COMMISSIONS	65.28	70.00	4.72	522.24	560.00	37.76	840.00
645551 - Vacant Unit Recovery Fees	9.28	0.00	(9.28)	161.66	0.00	(161.66)	0.00
646000 - EXTERMINATING	153.00	250.00	97.00	2,467.55	2,000.00	(467.55)	3,000.00
646200 - EXTERMINATING CONTRACT	0.00	0.00	0.00	5,035.00	0.00	(5,035.00)	0.00
647000 - GARBAGE & RUBBISH REMOVAL	1,175.11	1,601.00	425.89	7,120.13	12,808.00	5,687.87	19,212.00
647100 - FIRE SERVICE FEE / REPAIRS	1,446.75	933.00	(513.75)	17,191.95	7,464.00	(9,727.95)	11,200.00
649000 - MISC OPERATING EXPENSE	0.00	83.00	83.00	49.41	664.00	614.59	1,000.00
TOTAL OPERATING EXPENSE	16,464.92	15,280.00	(1,184.92)	141,814.50	124,477.00	(17,337.50)	188,043.00

MAINTENANCE EXPENSE

650500 - PROTECTION/SECURITY COSTS	0.00	83.00	83.00	0.00	664.00	664.00	1,000.00
652000 - GROUNDS	0.00	0.00	0.00	280.00	0.00	(280.00)	0.00
652001 - GROUNDS - Supplies	0.00	0.00	0.00	390.92	1,000.00	609.08	1,000.00
652002 - GROUNDS - Contract	1,700.00	1,699.00	(1.00)	13,300.00	13,592.00	292.00	20,406.00
653000 - EXTERIOR PAINTING / REPAIRS	0.00	263.00	263.00	4,479.00	5,104.00	625.00	6,906.00
653500 - CLEANING EXPENSE	0.00	0.00	0.00	6,972.80	0.00	(6,972.80)	0.00
654100 - REPAIRS - APPLIANCES	174.16	251.00	76.84	1,844.76	2,008.00	163.24	3,005.00
654200 - REPAIRS - CARPET & FLOORS	0.00	150.00	150.00	350.59	1,610.00	1,259.41	2,000.00
654300 - REPAIRS - CARPENTRY	169.01	595.00	425.99	7,550.13	5,284.00	(2,266.13)	6,000.00
654307 - REPAIRS - Hardware	264.06	0.00	(264.06)	596.15	0.00	(596.15)	0.00
654400 - REPAIRS - ELECTRICAL	0.00	251.00	251.00	2,882.81	2,304.00	(578.81)	3,500.00
654600 - REPAIRS - PLUMBING	101.98	300.00	198.02	5,543.69	4,300.00	(1,243.69)	5,602.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	(4,252.63)	0.00	4,252.63	49,156.12	0.00	(49,156.12)	0.00
654702 - REPAIRS - PROP DAMAGE/CLAIMS (OTHER / NON-ACC)	0.00	0.00	0.00	(15,352.94)	0.00	15,352.94	0.00
655100 - REPAIRS - HVAC	44.68	1,000.00	955.32	4,034.12	7,700.50	3,666.38	8,500.00
656000 - DECORATING EXPENSE	1,305.24	317.00	(988.24)	9,201.64	3,334.00	(5,867.64)	5,001.00
656001 - DECORATING - Painting Supplies	8.70	0.00	(8.70)	8.70	0.00	(8.70)	0.00
657000 - MOTOR VEHICLE REPAIRS	502.90	100.00	(402.90)	940.87	800.00	(140.87)	1,200.00
658500 - SMALL TOOLS EXPENSE	87.92	84.00	(3.92)	248.20	832.00	583.80	1,000.00
659000 - MISC MAINTENANCE EXPENSE	0.00	42.00	42.00	912.89	336.00	(576.89)	506.00
TOTAL MAINTENANCE EXPENSE	106.02	5,135.00	5,028.98	93,340.45	48,868.50	(44,471.95)	65,626.00

INTEREST EXPENSE							
682000 - 1ST MORTGAGE INTEREST	9,878.13	9,925.00	46.87	95,106.14	79,400.00	(15,706.14)	119,100.00
TOTAL INTEREST EXPENSE	9,878.13	9,925.00	46.87	95,106.14	79,400.00	(15,706.14)	119,100.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	35,100.00
671100 - PAYROLL TAXES	474.51	472.00	(2.51)	4,289.46	4,622.00	332.54	6,863.00
672000 - INSURANCE EXPENSE	92,625.25	0.00	(92,625.25)	138,646.05	167,400.00	28,753.95	167,400.00
672100 - HEALTH INSURANCE	1,156.99	400.00	(756.99)	5,210.58	3,200.00	(2,010.58)	4,800.00
672200 - WORKERS COMP INSURANCE	90.83	147.00	56.17	791.24	1,248.00	456.76	1,943.00
672300 - LITIGATION SETTLEMENT	0.00	167.00	167.00	0.00	1,336.00	1,336.00	2,000.00
TOTAL TAXES & INSURANCE	94,347.58	1,186.00	(93,161.58)	148,937.33	177,806.00	28,868.67	218,106.00
OTHER EXPENSES							
687500 - TRUSTEE FEES	740.00	740.00	0.00	6,660.00	5,920.00	(740.00)	8,880.00
TOTAL OTHER EXPENSES	740.00	740.00	0.00	6,660.00	5,920.00	(740.00)	8,880.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	0.00	800.00	800.00	9,828.23	6,400.00	(3,428.23)	8,800.00
721102 - Flooring: Carpet & Tile	3,202.00	800.00	(2,402.00)	17,303.44	6,400.00	(10,903.44)	8,800.00
721105 - Water Heaters	0.00	0.00	0.00	455.02	0.00	(455.02)	0.00
721106 - HVAC Equipment	1,196.24	2,000.00	803.76	10,295.09	15,500.00	5,204.91	18,500.00
721112 - Doors & Wndows (Exterior)	1,594.25	0.00	(1,594.25)	4,020.15	4,500.00	479.85	4,500.00
TOTAL EQUIPMENT PURCHASES	5,992.49	3,600.00	(2,392.49)	41,901.93	32,800.00	(9,101.93)	40,600.00
TOTAL CORPORATE EXPENSES	141,492.29	47,029.00	(94,463.29)	632,091.34	571,260.50	(60,830.84)	794,678.00
NET PROFIT OR LOSS	(62,209.70)	20,999.00	(83,208.70)	(19,385.71)	(30,076.50)	10,690.79	18,138.00
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	2,666.65	2,925.00	258.35	23,999.85	23,400.00	(599.85)	35,100.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(35,100.00)
790200 - PROPERTY INSURANCE ESC DEP	5,500.02	13,875.00	8,374.98	91,500.18	111,000.00	19,499.82	166,500.00
790201 - PROPERTY INS ESC WITHDRAWALS	(92,625.25)	0.00	92,625.25	(138,646.05)	(166,500.00)	(27,853.95)	(166,500.00)
791000 - PROV FOR REPLACEMENTS	1,700.00	1,700.00	0.00	15,300.00	13,600.00	(1,700.00)	20,400.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	(40,600.00)
793000 - PROV FOR MORT PRIN AMORT	2,500.00	2,500.00	0.00	22,500.00	20,000.00	(2,500.00)	30,000.00
TOTAL NON-OPERATING EXPENSES	(80,258.58)	21,000.00	101,258.58	14,653.98	1,500.00	(13,153.98)	9,800.00
NET CASH (+) / DEF (-)	18,048.88	(1.00)	18,049.88	(34,039.69)	(31,576.50)	(2,463.19)	8,338.00

Created on:

Janies Garden II

Balance Sheet

August 31, 2025

Reporting Book:

As of Date:

Location:

ACCRUAL

08/31/2025

Janies Garden II

Assets

Current Assets

Cash

PETTY CASH	400.00
CASH IN BANK GENERAL	(3,318.61)
CASH IN BANK- RECONCILIATION	(2,758.30)
CASH IN BANK - SECURITY DEPOSITS	47,940.54
Total Cash	42,263.63

Accounts Receivable

A/R - RESIDENTS	11,326.60
A/R - COMMERCIAL TENANTS	2,271.44
Voucher / PBV - Suspense	(9,929.00)
A/R - PBV SUBSIDY	3,460.00
A/R - VOUCHER SUBSIDY	1,492.00
DUE FROM PARTNERS	200.00
DUE TO/FROM-OTHERS (OPERATIONS)	31,185.12
GRANT RECEIVABLE	4,797.68
NEW RESIDENT - RENT & SEC DEP PAYMENTS	84.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(6,650.42)
Total Accounts Receivable	38,237.42

Deposits & Escrows

DEBT SERVICE RESERVE FUND	185,004.29
REAL ESTATE TAX ESCROW	27,209.13
PROPERTY & LIABILITY INSURANCE ESCROW	6,370.96
RESERVE FOR REPLACEMENTS	134,925.96
OPERATING RESERVE FUND	74,034.66
Total Deposits & Escrows	427,545.00

Other Current Assets

PREPAID PROPERTY INSURANCE	36,334.00
MISC PREPAID EXPENSE	96.75
Total Other Current Assets	36,430.75

Total Current Assets

544,476.80

Fixed Assets

LAND	150,000.00
BUILDINGS	11,257,899.91

Depreciation & Amortization

ACC DEPR BUILDINGS	(6,159,747.00)
Total Depreciation & Amortization	(6,159,747.00)

Total Fixed Assets

5,248,152.91

Other Assets

DEPOSITS - RECEIVABLE	5,349.84
-----------------------	----------

START-UP COSTS	53,000.00
LIHTC FEE	141,101.64
ACCUM. AMORT. - LIHTC MONITORING FEE	(131,643.00)
RAR ADJ - ACCUM AMORTIZATION	(53,000.00)
Total Other Assets	<u>14,808.48</u>
Total Assets	<u>5,807,438.19</u>
Liabilities & Equity	
Liabilities	
Current Liabilities	
DEVELOPMENT FEE PAYABLE	2,221.00
ACCOUNTS PAYABLE	69,703.63
ACCOUNTS PAYABLE - OTHER	22,051.74
ACCRUED INTEREST PAYABLE - 3RD MORTG.	45,572.91
ACCRUED EXPENSE	8,416.00
SECURITY DEPOSIT REFUNDS IN TRANSIT	1,913.40
Total Current Liabilities	<u>149,878.68</u>
Other Current Liabilities	
SECURITY DEPOSIT LIABILITY	46,548.87
SECURITY DEP INT LIABILITY	947.22
PREPAID RENTS	11,377.90
Total Other Current Liabilities	<u>58,873.99</u>
Long Term Liabilities	
DEFERRED FINANCING FEES	(239,467.00)
ACC - AMORT FINANCING FEES (Old)	83,817.00
1ST MORTGAGE PAYABLE	1,620,000.77
SECOND MORTGAGE PAYABLE (Old)	6,743,500.00
OTHER MORTGAGE PAYABLE (Old)	300,000.00
Total Long Term Liabilities	<u>8,507,850.77</u>
Total Liabilities	<u>8,716,603.44</u>
Equity	
Retained Earnings	(2,889,779.54)
Current Net Income	(19,385.71)
Total Equity	<u>(2,909,165.25)</u>
Total Liabilities & Equity	<u>5,807,438.19</u>

Janies Garden III

Budget Operating Report

As of August 31, 2025

Reporting Book:

ACCRUAL

As of Date:

08/31/2025

Location:

Janies Garden III

	Month Ending 08/31/2025			01/01/2025 Through 08/31/2025			Year Ending 12/31/2025
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	43,140.00	36,200.00	6,940.00	368,363.00	289,600.00	78,763.00	434,400.00
512001 - APARTMENT RENT- TENANT ACC ONLY	7,078.00	0.00	7,078.00	47,553.00	0.00	47,553.00	0.00
512100 - SUBSIDY REVENUE	72,003.00	65,000.00	7,003.00	507,706.00	520,000.00	(12,294.00)	780,000.00
518000 - OPERATING SUBSIDY - ACC	0.00	0.00	0.00	26,278.63	0.00	26,278.63	0.00
TOTAL RENT INCOME	122,221.00	101,200.00	21,021.00	949,900.63	809,600.00	140,300.63	1,214,400.00
VACANCIES							
522000 - VACANCIES - TENANT	(9,596.00)	(5,000.00)	(4,596.00)	(115,956.00)	(40,000.00)	(75,956.00)	(60,000.00)
TOTAL VACANCIES	(9,596.00)	(5,000.00)	(4,596.00)	(115,956.00)	(40,000.00)	(75,956.00)	(60,000.00)
NET RENTAL INCOME	112,625.00	96,200.00	16,425.00	833,944.63	769,600.00	64,344.63	1,154,400.00
SERVICES INCOME							
531000 - COIN OPERATIONS	0.00	42.00	(42.00)	0.00	336.00	(336.00)	500.00
533000 - TENANT APPLICATION FEE	0.00	42.00	(42.00)	430.00	336.00	94.00	500.00
TOTAL SERVICES INCOME	0.00	84.00	(84.00)	430.00	672.00	(242.00)	1,000.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	1,617.25	0.00	1,617.25	12,072.69	0.00	12,072.69	0.00
541300 - INT INC - AFFORDABILITY RESERVE	433.24	0.00	433.24	3,365.63	0.00	3,365.63	0.00
541400 - INT INC - OPERATING RESERVE	884.49	0.00	884.49	6,865.29	0.00	6,865.29	0.00
TOTAL FINANCIAL INCOME	2,934.98	0.00	2,934.98	22,303.61	0.00	22,303.61	0.00
OTHER INCOME							
592500 - LATE CHARGES	1,375.00	500.00	875.00	8,425.00	4,000.00	4,425.00	6,000.00
593600 - LEGAL INCOME	90.00	0.00	90.00	1,560.00	0.00	1,560.00	0.00
593800 - CLEANING FEE	150.00	0.00	150.00	3,225.00	0.00	3,225.00	0.00
593900 - DAMAGES	1,206.04	167.00	1,039.04	3,861.04	1,336.00	2,525.04	2,000.00
594000 - PET FEE	50.00	0.00	50.00	925.00	0.00	925.00	0.00
TOTAL OTHER INCOME	2,871.04	667.00	2,204.04	17,996.04	5,336.00	12,660.04	8,000.00
TOTAL INCOME	118,431.02	96,951.00	21,480.02	874,674.28	775,608.00	99,066.28	1,163,400.00
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	63.00	63.00	610.86	504.00	(106.86)	755.00
621100 - MARKETING EXPENSE	0.00	0.00	0.00	(241.11)	0.00	241.11	0.00
621500 - MARKETING PAYROLL	24.35	0.00	(24.35)	95.19	0.00	(95.19)	0.00
622500 - CREDIT REPORTS	(240.35)	42.00	282.35	100.51	336.00	235.49	506.00
624500 - INSPECTION FEES	0.00	83.00	83.00	0.00	664.00	664.00	1,000.00
625500 - EVICTION EXPENSE	90.00	501.00	411.00	2,962.50	4,008.00	1,045.50	6,000.00
TOTAL RENTING EXPENSES	(126.00)	689.00	815.00	3,527.95	5,512.00	1,984.05	8,261.00
ADMINISTRATIVE EXPENSES							
631000 - OFFICE PAYROLL	1,112.36	1,225.00	112.64	8,373.29	10,411.00	2,037.71	16,228.00
631100 - OFFICE EXPENSE	610.00	466.00	(144.00)	3,793.84	3,728.00	(65.84)	5,596.00
631111 - BANK CHARGES	155.95	50.00	(105.95)	1,255.77	800.00	(455.77)	1,000.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	0.00	0.00	215.60	500.00	284.40	1,000.00

631502 - OFFICE/COMPUTER - SERVICES	0.00	0.00	0.00	1,098.06	1,750.00	651.94	3,500.00
632000 - MANAGEMENT FEES	6,292.14	5,817.00	(475.14)	49,185.17	46,536.00	(2,649.17)	69,803.00
632500 - ANSWERING SERVICE	0.00	32.00	32.00	0.00	256.00	256.00	381.00
633000 - SITE MANAGER'S PAYROLL EXPENSE	3,380.00	3,328.00	(52.00)	28,444.00	28,288.00	(156.00)	44,096.00
634100 - MISC. EXPENSE	0.00	0.00	0.00	202.91	0.00	(202.91)	0.00
634200 - TAX CREDIT COMPLIANCE/MONITORING FEE	0.00	0.00	0.00	0.00	1,016.00	1,016.00	2,030.00
635000 - AUDIT EXPENSE	0.00	0.00	0.00	6,775.00	5,500.00	(1,275.00)	11,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	0.00	0.00	0.00	1,218.24	1,220.00	1.76	2,440.00
635400 - SOFTWARE LICENSE EXPENSE	49.03	0.00	(49.03)	4,716.83	5,000.00	283.17	5,000.00
636000 - TELEPHONE	30.38	183.00	152.62	1,702.99	1,464.00	(238.99)	2,200.00
636500 - CABLE TV / INTERNET EXPENSE	380.59	313.00	(67.59)	3,045.44	2,504.00	(541.44)	3,756.00
637000 - BAD DEBT EXPENSE	0.00	1,300.00	1,300.00	6,319.95	10,400.00	4,080.05	15,500.00
637001 - BAD DEBT EXPENSE - Allowance	0.00	0.00	0.00	747.00	0.00	(747.00)	0.00
637600 - SOCIAL SERVICE SUPPLIES	0.00	72.00	72.00	16.99	791.00	774.01	1,002.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	2,792.60	2,649.00	(143.60)	22,340.81	21,192.00	(1,148.81)	31,788.00
638400 - TRAINING EXPENSE	0.00	250.00	250.00	782.42	2,000.00	1,217.58	3,000.00
638500 - TRAVEL EXPENSE	0.00	250.00	250.00	751.58	2,000.00	1,248.42	3,000.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	133.00	133.00	138.75	1,064.00	925.25	1,600.00
Total ADMINISTRATIVE EXPENSES	14,803.05	16,068.00	1,264.95	141,124.64	146,420.00	5,295.36	223,920.00

OPERATING EXPENSE

641900 - UNIFORMS EXPENSE	0.00	33.00	33.00	0.00	264.00	264.00	400.00
643000 - MAINTENANCE PAYROLL	4,403.71	3,935.00	(468.71)	39,633.17	33,446.00	(6,187.17)	52,101.00
643100 - JANITOR SUPPLIES	113.51	216.00	102.49	2,267.98	1,728.00	(539.98)	2,602.00
645000 - ELECTRICITY	1,335.37	1,166.00	(169.37)	10,296.99	9,328.00	(968.99)	14,000.00
645050 - ELECTRICITY - Vacant Unit	502.11	0.00	(502.11)	5,081.00	0.00	(5,081.00)	0.00
645051 - ELECTRICITY - Vacant Unit Recovery	(48.48)	0.00	48.48	(611.81)	0.00	611.81	0.00
645100 - WATER	3,834.96	3,350.00	(484.96)	27,306.90	26,800.00	(506.90)	40,200.00
645300 - SEWER	5,792.74	5,000.00	(792.74)	40,604.03	40,000.00	(604.03)	60,000.00
645500 - UTILITY PROCESSING / COMMISSIONS	69.12	72.00	2.88	552.96	576.00	23.04	864.00
645551 - Vacant Unit Recovery Fees	(7.72)	0.00	7.72	197.30	0.00	(197.30)	0.00
646000 - EXTERMINATING	162.00	500.00	338.00	5,458.44	4,000.00	(1,458.44)	6,000.00
646200 - EXTERMINATING CONTRACT	0.00	0.00	0.00	4,273.50	0.00	(4,273.50)	0.00
647000 - GARBAGE & RUBBISH REMOVAL	281.33	1,419.00	1,137.67	1,169.89	11,352.00	10,182.11	16,995.00
647002 - TRASH REMOVAL - SERVICE	0.00	0.00	0.00	475.00	0.00	(475.00)	0.00
647050 - GARBAGE & RUBBISH REMOVAL - Vacant Unit	828.75	0.00	(828.75)	3,774.00	0.00	(3,774.00)	0.00
647100 - FIRE SERVICE FEE / REPAIRS	269.82	122.00	(147.82)	18,968.42	5,266.00	(13,702.42)	10,005.00
649000 - MISC OPERATING EXPENSE	0.00	250.00	250.00	49.41	2,000.00	1,950.59	3,000.00
TOTAL OPERATING EXPENSE	17,537.22	16,063.00	(1,474.22)	159,497.18	134,760.00	(24,737.18)	206,167.00

MAINTENANCE EXPENSE

650500 - PROTECTION/SECURITY COSTS	0.00	83.00	83.00	0.00	664.00	664.00	996.00
652000 - GROUNDS	0.00	0.00	0.00	280.00	0.00	(280.00)	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	1,800.00	1,571.00	(229.00)	13,890.00	13,678.00	(212.00)	20,504.00
653000 - EXTERIOR PAINTING / REPAIRS	1,730.27	600.00	(1,130.27)	6,735.16	4,800.00	(1,935.16)	7,200.00
653500 - CLEANING EXPENSE	2,750.00	0.00	(2,750.00)	16,203.24	4,000.00	(12,203.24)	5,000.00
654100 - REPAIRS - APPLIANCES	340.97	300.00	(40.97)	2,969.71	2,475.00	(494.71)	3,750.00
654200 - REPAIRS - CARPET & FLOORS	0.00	150.00	150.00	49.58	1,200.00	1,150.42	1,800.00
654300 - REPAIRS - CARPENTRY	181.87	410.00	228.13	12,959.10	3,440.00	(9,519.10)	5,000.00
654307 - REPAIRS - Hardware	0.00	0.00	0.00	53.82	0.00	(53.82)	0.00
654400 - REPAIRS - ELECTRICAL	233.98	333.00	99.02	9,462.06	3,514.00	(5,948.06)	4,996.00
654600 - REPAIRS - PLUMBING	670.36	550.00	(120.36)	10,812.17	4,400.00	(6,412.17)	6,000.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	0.00	0.00	0.00	26,833.50	0.00	(26,833.50)	0.00
654800 - SERVICE CONTRACTS	0.00	150.00	150.00	0.00	1,200.00	1,200.00	1,800.00
655100 - REPAIRS - HVAC	3,665.56	1,005.00	(2,660.56)	13,639.77	8,040.00	(5,599.77)	12,000.00
656000 - DECORATING EXPENSE	700.42	366.00	(334.42)	17,277.09	5,856.00	(11,421.09)	8,800.00
656001 - DECORATING - Painting Supplies	0.00	0.00	0.00	134.21	0.00	(134.21)	0.00
656003 - DECORATING - Draperies / Blinds	0.00	0.00	0.00	329.35	0.00	(329.35)	0.00

657000 - MOTOR VEHICLE REPAIRS	747.31	125.00	(622.31)	1,189.62	1,000.00	(189.62)	1,506.00
658000 - MAIN EQUIPMENT REPAIR	2,302.84	0.00	(2,302.84)	2,302.84	500.00	(1,802.84)	1,000.00
658500 - SMALL TOOLS EXPENSE	26.36	30.00	3.64	563.60	1,240.00	676.40	1,300.00
659000 - MISC MAINTENANCE EXPENSE	(182.02)	200.00	382.02	19.24	1,600.00	1,580.76	2,000.00
TOTAL MAINTENANCE EXPENSE	14,967.92	5,873.00	(9,094.92)	135,704.06	61,107.00	(74,597.06)	87,152.00
INTEREST EXPENSE							
682000 - 1ST MORTGAGE INTEREST	6,333.07	6,333.00	(0.07)	49,831.68	49,834.00	2.32	74,695.00
TOTAL INTEREST EXPENSE	6,333.07	6,333.00	(0.07)	49,831.68	49,834.00	2.32	74,695.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	41,700.00
671100 - PAYROLL TAXES	637.73	650.00	12.27	5,747.87	6,297.00	549.13	9,380.00
672000 - INSURANCE EXPENSE	0.00	0.00	0.00	194,196.80	260,500.00	66,303.20	260,500.00
672100 - HEALTH INSURANCE	1,992.74	700.00	(1,292.74)	9,392.16	5,600.00	(3,792.16)	8,400.00
672200 - WORKERS COMP INSURANCE	106.61	174.00	67.39	923.74	1,476.00	552.26	2,298.00
TOTAL TAXES & INSURANCE	2,737.08	1,524.00	(1,213.08)	210,260.57	273,873.00	63,612.43	322,278.00
OTHER EXPENSES							
723100 - INCENTIVE MANAGEMENT FEE	0.00	0.00	0.00	48,527.03	0.00	(48,527.03)	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	48,527.03	0.00	(48,527.03)	0.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	608.83	0.00	(608.83)	12,289.51	10,000.00	(2,289.51)	10,000.00
721102 - Flooring: Carpet & Tile	6,305.97	0.00	(6,305.97)	15,441.33	6,000.00	(9,441.33)	6,000.00
721104 - Tubs & Surrounds	0.00	0.00	0.00	570.00	0.00	(570.00)	0.00
721105 - Water Heaters	0.00	0.00	0.00	480.07	1,000.00	519.93	1,000.00
721106 - HVAC Equipment	6,272.54	0.00	(6,272.54)	21,512.93	9,000.00	(12,512.93)	9,000.00
721112 - Doors & Wndows (Exterior)	2,279.05	0.00	(2,279.05)	7,318.49	0.00	(7,318.49)	0.00
TOTAL EQUIPMENT PURCHASES	15,466.39	0.00	(15,466.39)	57,612.33	26,000.00	(31,612.33)	26,000.00
TOTAL CORPORATE EXPENSES	71,718.73	46,550.00	(25,168.73)	806,085.44	697,506.00	(108,579.44)	948,473.00
NET PROFIT OR LOSS	46,712.29	50,401.00	(3,688.71)	68,588.84	78,102.00	(9,513.16)	214,927.00
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	4,431.51	3,475.00	(956.51)	34,621.69	27,800.00	(6,821.69)	41,700.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(41,700.00)
790200 - PROPERTY INSURANCE ESC DEP	18,789.91	21,625.00	2,835.09	151,216.90	173,000.00	21,783.10	259,500.00
790201 - PROPERTY INS ESC WITHDRAWALS	0.00	0.00	0.00	(194,196.80)	(259,500.00)	(65,303.20)	(259,500.00)
791000 - PROV FOR REPLACEMENTS	2,213.77	2,214.00	0.23	17,710.16	17,712.00	1.84	26,766.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	(26,000.00)
793000 - PROV FOR MORT PRIN AMORT	1,178.52	1,179.00	0.48	10,261.04	10,262.00	0.96	15,448.00
TOTAL NON-OPERATING EXPENSES	26,613.71	28,493.00	1,879.29	19,612.99	(30,726.00)	(50,338.99)	16,214.00
NET CASH (+) / DEF (-)	20,098.58	21,908.00	(1,809.42)	48,975.85	108,828.00	(59,852.15)	198,713.00

Created on:

Janies Garden III

Balance Sheet

August 31, 2025

Reporting Book:

As of Date:

Location:

ACCRUAL

08/31/2025

Janies Garden III

Assets

Current Assets

Cash

PETTY CASH	400.00
CASH IN BANK GENERAL	565,996.92
CASH IN BANK - DEVELOPMENT	1,199.61
CASH IN BANK - SECURITY DEPOSITS	58,055.94
Total Cash	625,652.47

Accounts Receivable

A/R - RESIDENTS	16,952.54
Voucher / PBV - Suspense	(7,005.00)
A/R - PBV SUBSIDY	6,192.00
A/R - VOUCHER SUBSIDY	4,393.00
DUE FROM PARTNERS	100.00
DUE TO/FROM-OTHERS (OPERATIONS)	4,641.18
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(8,270.05)
Total Accounts Receivable	17,003.67

Deposits & Escrows

REAL ESTATE TAX ESCROW	44,315.15
PROPERTY & LIABILITY INSURANCE ESCROW	135,883.94
RESERVE FOR REPLACEMENTS	85,412.54
ESCROWS - OTHER	303,067.81
OPERATING RESERVE FUND	25,093.82
AFFORDABILITY RESERVE	159,020.03
Total Deposits & Escrows	752,793.29

Other Current Assets

PREPAID PROPERTY INSURANCE	55,749.00
Total Other Current Assets	55,749.00

Total Current Assets

1,451,198.43

Fixed Assets

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

Depreciation & Amortization

ACC DEPR BUILDINGS	(3,850,760.00)
ACC DEPR - MISC FIXED ASSETS	(10,861.00)
Total Depreciation & Amortization	(3,861,621.00)

Total Fixed Assets

7,660,610.79

Other Assets

DEPOSITS - RECEIVABLE	3,604.64
START-UP COSTS	46,000.00

LIHTC FEE	349,236.00
ACCUM. AMORT. - LIHTC MONITORING FEE	(204,006.00)
RAR ADJ - ACCUM AMORTIZATION	<u>(46,000.00)</u>
Total Other Assets	148,834.64
Total Assets	<u>9,260,643.86</u>
Liabilities & Equity	
Liabilities	
Current Liabilities	
ACCOUNTS PAYABLE	169,078.64
ACCOUNTS PAYABLE - OTHER	291,957.37
ACTS PAY - RES EXCESS HSING ASST P	58.00
ACCRUED 1ST MORTGAGE INTEREST PAYABLE	1,013,048.20
ACCRUED INTEREST PAYABLE - 2ND MORTG.	6,381.00
ACCRUED EXPENSE	6,857.00
SECURITY DEPOSIT REFUNDS IN TRANSIT	<u>2,591.31</u>
Total Current Liabilities	1,489,971.52
Other Current Liabilities	
SECURITY DEPOSIT LIABILITY	54,143.00
SECURITY DEP INT LIABILITY	1,396.20
PREPAID RENTS	<u>14,308.49</u>
Total Other Current Liabilities	69,847.69
Long Term Liabilities	
DEFERRED FINANCING FEES	(134,334.82)
ACC - AMORT FINANCING FEES (Old)	54,729.00
1ST MORTGAGE PAYABLE	1,204,483.41
2ND MORTGAGE PAYABLE	<u>2,815,931.00</u>
Total Long Term Liabilities	3,940,808.59
Total Liabilities	<u>5,500,627.80</u>
Equity	
Retained Earnings	3,691,501.04
Current Net Income	68,515.02
Total Equity	<u>3,760,016.06</u>
Total Liabilities & Equity	<u>9,260,643.86</u>

HOUSING CHOICE VOUCHER MONTHLY BOARD REPORT-2025

HAP Utilization YTD

All HAP Funds 108 %

Annual ABA only 107%

Leasing Update

	January	February	March	April	May	June	July	August	September	October	November	December
Homeownership	26	25	25	25	24	23	23	24	24			
Family Unification Program	48	48	48	46	48	46	46	43	46			
Foster Youth to Independence	6	6	6	7	8	9	9	12	12			
Port out vouchers that belong to us	22	24	24	32	35	39	41	45	48			
Veterans Supportive Vouchers Housed	209	210	215	212	223	215	216	231	237			
Tenant Protection Vouchers	113	112	113	104	110	103	108	108	108			
Regular Vouchers leased up	1031	1031	1030	1022	1022	1012	1010	1003	991			
Project Based Vouchers	274	278	278	282	293	293	292	292	295			
Mainstream	132	130	128	124	127	125	125	122	124			
Emergency Housing Vouchers	50	50	51	51	52	51	51	49	49			
City Homeless Preference	31	30	33	32	39	40	43	35	37			
YMCA Homeless Preference	15	15	15	15	15	15	15	15	15			
Total Vouchers Leased first of month	1957	1959	1966	1952	1996	1971	1979	1979	1986	0	0	0

Port In vouchers that we administer for other agencies

2 2 2 3 8 13 15 21 26

Total vouchers issued and not leased up

29 35 25 18 23 9 13 15 13

Homeless Preference Report

	YMCA	CITY
Number of Vouchers Approved	15	60
Number of Vouchers Leased	15	37
Number of Referrals pending approval	0	0
Number of Referrals looking for units	0	0
Number of Empty Slots without a Referral	0	23

Report Instructions: Run VMS Summary Rpt

Sarasota Housing Authority
HUD - 50072: PHAS Management Operation Certification
Program: McCown Tower Project: All Projects Date From: 04/01/2025 Through: 08/31/2025

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	43
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.	2
V12800	Average number of calendar days units were in downtime.	11.00
V12900	Average number of calendar days units were in make ready time	10.50
V13000	Average number of calendar days units were in lease up time.	0.00
V13100	Average unit turnaround days.	21.50

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	110
W10100	Total number of emergency work orders completed / abated within 24 hours.	109
W10200	Percentage of emergency work orders completed / abated within 24 hours.	99.09%

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

Code	Description	Result
W10500	Total number of non-emergency work orders.	474
W10600	Total number of calendar days it took to complete non-emergency work orders.	1557
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	1.71
W10800	Average completion days.	3.28

Totals for McCown Tower Rent: \$32,981.00 Paid: \$32,981.00 (100%)

Sarasota Housing Authority
HUD - 50072: PHAS Management Operation Certification
Program: Annex Project: All Projects Date From: 04/01/2025 Through: 08/31/2025

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	29
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.	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	0.50
V13000	Average number of calendar days units were in lease up time.	14.00
V13100	Average unit turnaround days.	14.50

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	43
W10100	Total number of emergency work orders completed / abated within 24 hours.	42
W10200	Percentage of emergency work orders completed / abated within 24 hours.	97.67%

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

Code	Description	Result
W10500	Total number of non-emergency work orders.	332
W10600	Total number of calendar days it took to complete non-emergency work orders.	1875
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.	5.65

Totals for Annex Rent: \$27,565.00 Paid: \$27,526.00 (99.9%)

Sarasota Housing Authority

HUD - 50072: PHAS Management Operation Certification

Program: Bertha Mitchell Project: All Projects Date From: 04/01/2025 Through: 08/31/2025

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	226
V12500	Total number of vacancy days exempted for Capital Fund.	299
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.	10
V12800	Average number of calendar days units were in downtime.	3.60
V12900	Average number of calendar days units were in make ready time	2.40
V13000	Average number of calendar days units were in lease up time.	16.60
V13100	Average unit turnaround days.	22.60

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	203
W10100	Total number of emergency work orders completed / abated within 24 hours.	198
W10200	Percentage of emergency work orders completed / abated within 24 hours.	97.54%

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

Code	Description	Result
W10500	Total number of non-emergency work orders.	205
W10600	Total number of calendar days it took to complete non-emergency work orders.	1739
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.	8.48

Totals for Bertha Mitchell Rent: \$40,454.00 Paid: \$36,087.00 (89.2%)

Sarasota Housing Authority
HUD - 50072: PHAS Management Operation Certification
Program: SVC Project: All Projects Date From: 04/01/2025 Through: 08/31/2025

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.	1
W10100	Total number of emergency work orders completed / abated within 24 hours.	1
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.	1
W10600	Total number of calendar days it took to complete non-emergency work orders.	1
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	7.89
W10800	Average completion days.	1.00

Totals for SVC Courts Rent: N/A Due to Relocation

Resident Characteristics Report

As of August 31, 2025

Program type : **Public Housing**

Level of Information : **State**

Effective Dates Included : **May 1, 2024** through **August 31, 2025**



Download in Excel



Print Page



Back to Report

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

Units Information

State	ACC Units	50058 Required	50058 Received
US	871,266	718,443	673,444
FL	23,225	18,904	16,714

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	316,472	46	175,803	26	102,633	15	68,727	10	23,036	3
FL	9,150	50	4,448	24	2,705	15	1,594	9	579	3

Average Annual Income (\$)	
State	Average Annual Income
US	19,383
FL	19,357

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	8	31	13	9	24
FL	3	8	7	36	12	8	25

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	32	30	57	20	3
FL	34	32	60	21	3

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	33	16	30	
FL	0	0	7	4	6	37	14	31	

Average Monthly TTP (\$)	
State	Average Monthly TTP
US	468
FL	464

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	120,583	18	4,590	1	106,933	16	197,330	29	131,744	19	4,799	1	94,255	14	26,437	4	212,319	3
FL	3,177	17	132	1	2,059	11	6,547	35	3,952	21	147	1	1,711	9	751	4	7,152	3

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	498	784	524	468	421	672	389	516	465	
FL	432	765	584	509	367	605	385	487	503	

Family Race/Ethnicity Information

Distribution by Head of Household's Race as a % of 50058 Received

State	White Only	Black/African American Only	American Indian Or Alaska Native Only	Asian Only	Native Hawaiiin/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
US	52	42	1	2	1	0	1	0	1
FL	37	61	0	0	0	0	0	0	0

Distribution by Head of Household's Ethnicity as a % of 50058 Received

State	Hispanic or Latino	Non - Hispanic or Latino
US	27	73
FL	25	75

Household Information

Distribution by Household Members Age as a % of Total Number of Household Members

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	140,626	10	335,434	24	473,737	34	144,447	10	256,349	19	31,889	2
FL	4,475	11	12,967	31	13,552	32	3,049	7	7,185	17	1,110	3

Distribution by Household Size as a % of 50058 Received

State	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 persons	10+ persons
US	51	21	13	8	4	2	1	0	0	0
FL	43	22	15	10	5	3	1	0	0	0

Total Household Members and Average Household Size

State	Total Number of Household Members	Average Household Size	Total Number of Households
US	1,382,449	2	686,671
FL	42,338	2.3	18,476

Distribution by Number of Bedrooms as a % of 50058 Received

State	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
US	6	35	31	23	5	1
FL	11	28	28	26	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	118,608	17	53,367	8	112,375	16	134,290	20	138,932	20	129,099	19
FL	2,955	16	1,521	8	3,444	19	4,437	24	4,136	22	1,983	11

Janie's Garden Occupancy Report-2025

Month-End: August 2025

Phase I						
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
RAD PBV (26)	24	2	24	26	0	92%
LIHTC (41)	41	0	18	10		100%
PBV - None						
Market (19)	17	2	19	4		88%
Total (86)	82	4	61	40	0	95%

Phase II						
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
RAD PBV (21)	20	1	26	21	0	95%
LIHTC (33)	31	2	12	7	0	94%
PBV (14)	14	0	30	14	0	
Market(0)						
Total (68)	65	3	68	42	0	95%

Phase III						
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
PBV/TPV (26)	23	3	31	0	0	87%
LIHTC (18)	17	1	17	9		94%
PBV (40)	40	0	12	14		100%
Market (14)	14	0	1	1		100%
Total (72)	94	4	61	24	0	96%

UNIT TURNAROUND TIME (Average # of Days/Per Month/Per Unit) - 2025-26

Total Number of Vacant Days Per Month														
	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	YTD	YTD-Ave
SARASOTA HOUSING AUTHORITY													#Units	Per Month
McCown Towers (LIHTC)	43	-	-	-	-								2	21.50
Annex	-	29	-	-	-								2	14.50
Bertha Mitchell	3	102	58	56	7								10	22.60
Courts (SVC-PBV)	-	-	-	-	-								-	-
SARASOTA HOUSING FUNDING CORPORATION														
King Stone	-	21	-	45	-								2	33.00
Diamond Oaks	-	-	26	43	-								2	34.50
Flint River	-	-	-	-	-								-	-
Homes	-	-	-	-	-								-	-

(-) = 0

WAIT LIST REPORT - FY 2025-26

Number on List/Open or Closed

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
McCown Towers (LIHTC)	Closed	Closed	Open	Closed	Closed							
	46	44	182	212	212							
Annex	Closed	Closed	Open	Closed	Closed							
	47	44	473	515	516							
Bertha Mitchell	Closed	Closed	Open	Closed	Closed							
	87	78	2343	1978	1790							
King Stone-NSP	Closed	Closed	Closed	Closed	Closed							
	119	119	120	120	120							
Diamond Oaks-NSP	Closed	Closed	Closed	Closed	Closed							
	17	17	16	14	14							
Flint River	Closed	Closed	Closed	Closed	Closed							
	27	30	31	31	31							
Single Family Homes-NSP	Closed	Closed	Open	Closed	Closed							
	2	2	1203	1163	1163							
HCV/Section 8	Closed	Closed	Closed	Closed	Closed							
	171	173	176	181	182							

MEMO

To: William Russell
From: Lance Clayton
CC: File
Date: September 18, 2025
Re: **CFP Report – August**

ONGOING PROJECTS:

Annex – Non-CFP

Annex Emergency Stairway Exit, Painting, and HVAC Repairs and Replacements –Stucco repairs on the west stairwell were completed today and scaffolding was removed. Contractor and architect are still working on the best way to repair/rebuild the east stairwell, and we plan to have a report at the board meeting for moving forward. The condo project behind the Annex is still causing delays, especially the pad for the bulk garbage and trash compactor pad.

Annex Interior Renovations - Hoyt has the preliminary plans for this project to be completed and we are going to do a test unit in late September to see existing conditions.

Bertha Mitchell - CFP

Bertha Mitchell – HVAC, HWH, New exterior doors, new kitchen cabinets and countertops, and new bathrooms – DuCon is still working with the architects finalizing the revised permit documents to the City. Cabinet base colors and counter top color selections have been completed and working on deciding between fiberglass and metal doors.

In approximately 62 units, new work will consist of New Kitchen Cabinets, Countertops, and fixtures. New bathrooms with new tile, fixtures, gas HWH's are being replaced with electric. All HVAC units that have not been replaced in more than 5 years are being replaced and new electrical panels.

GENERAL

NSP Homes – Working on plans and specification for the lot on Osprey. Architects are working on the RFP scope so this can be put out to bid.

Hurricane Cleanup – FEMA is finalizing the assistance we are set to receive from Hurricane Milton. First check from FEMA was received this week for \$107,000.

End of Report

Resident Services Report – September 2025

Adult Programs & Services

Resident service staff seek and support community partnerships and act as liaison between families, property managers, schools, and other non-profit organizations and 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, ELC childcare vouchers, and much more. Resident Services staff assist section 8 residents with section 8 paperwork and often provide a link between SHA residents and our Osprey and Bertha Mitchell offices. Through an inter-agency agreement, SHA refers clients to the Caring Collective's Community Benefits Specialist Program for one-on-one assistance with social security, SNAP, Medicaid and unemployment applications.

Youth Thrive

SHA Youth Thrive's After School Program is now in full swing. We are short-staffed until the Youth Thrive Coordinator position is filled. Combined with our on-going need to transport students to/from the Learning Center, due to redevelopment of The Courts into phases 2 and 3 of Cypress Square, we are managing increased work demands with insufficient staff but managing well thus far. If possible, I can see us continuing to offer transportation to/from the Learning Center into the future beyond completion of Cypress Square, if it enables Section 8 youth living near and north of Martin Luther King, Jr. Blvd to participate in our programs as they currently do. They and their parents seem very grateful for the opportunity.

Our 2025-26 after-school partner enrichment programming is in motion. Currently, we have Ringling Museum art classes and C.U.R.E. wellness programming on a weekly basis. 4H meets biweekly with once/monthly programs specific to high school only and primary school only groups. Sarasota Police Department's Community Relations Unit officers are with us every Thursday afternoon. Both NAMI and ASALH (Association for the Study of African-American Life and History) will offer youth enrichment programming starting in October.

It is almost time to plant our youth garden, but we are still waiting on replacement of the well pump in Orange Blossom Community Garden. We will not be able to start our fall garden until and unless we have a reliable water source. Fortunately, Sarasota County's Parks and Recreation is covering the cost of the pump replacement. For this we are grateful.

McCown Towers

McCown residents benefit from a consistent monthly calendar of support and life-enrichment programs and services, from onsite medical services and consultations to onsite therapy appointments, partner-sponsored lunches, and monthly food pantry. Monthly Lunch N' Learns will start in October. Each month, lunch will be paired with either an educational presentation or fun activity. We are grateful to SRQ Strong for providing funding for the purchase of food for the Lunch N' Learns.



Ms. Vicky U. Property Manager,

Senior Service Coordinator. Ms. Ara A

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Rent Due Office closed LABOR DAY 	2 Therapist on site	3 Movie Day "Marry me. Comedy" 1.30 pm	4 Lifestyle class 3 pm Bingo 5 pm	5 Last Day to pay rent! Office closed	6 Bingo 5 pm
7	8 Therapist on site	9 Movie Day. Neighbors' Comedy	10 Therapist on site Board meeting 4.30 pm	11 Lifestyle class 3 pm Bingo 5 pm	12 Office closed	13 Bingo 5 pm
14	15 Therapist on site	16 How to apply for Services at home 11 am Pest control all units.	17 Food bank at 10 am.	18 Lifestyle class 3 pm Bingo 5 pm	19 Office closed	20 Bingo 5 pm
21	22 Therapist on site	23 Dr. Sutton or Gariel, make your appointment	24 Therapist on site SHA Board meeting 4.30 pm	25 Lifestyle class 3 pm Bingo 5 pm	26 Office closed!	27 Bingo 5 pm
28	29 Therapist on site	30 FLU vaccines, sign up at the office counter				

- If you need services at home, such as **Housekeeping, personal care, medical supplies, meals, and more**, come to the informative meeting on Tuesday, September 16, at 11 am, Boardroom.
- **Foot Doctor. Dr. Gariel.** Will be here on Tuesday, September 23. If you need an appointment for your feet, please come to see Ms. Ara to get an appointment.
- **Flu vaccines and more.** Sign up at the office counter.
- **Movie day will be Wednesday, September 3rd, and Tuesday, September 9, at 1.30 pm.**
- **Food Bank** will be at 10.30 am until supplies last.
- **Nutritional drinks** are available for our tenants who qualify. Please come to see Ms. Ara if you need these shakes

- **ATTENTION. If you need any document from your file you need to wait 24 to 48 hrs after your request. ATENCIÓN. Si necesita algún documento de su expediente, deberá esperar de 24 a 48 horas desde su solicitud. // УВАГА. Якщо вам потрібен будь-який документ з вашої справи, вам потрібно буде зачекати від 24 до 48 годин після вашого запиту.**
- **PARKING: Tenants and visitors. Please DO NOT park in the emergency lane. This is only for ambulances, the fire department, and the police. Your vehicle will be tagged and might be towed at your expense.**
- **AC Units. To prevent mold growth in your apartment, set your thermostat NO higher than 78°F. Any temperature higher than 78°F could cause mold to grow in the apartment. Also, having the AC running with the windows or doors open will break the AC. This repair might be at the tenant's expense.**
- **MAINTENANCE. Concerns MUST be reported to the office. NOT to maintenance, they are busy, and they will forget your request. This delays your work order. After-hours: work orders that are NOT emergencies or if they are due to tenant damage will result in a tenant charge.**
- **We had received several complaints about some tenants letting their dogs run in hallways or outside without a leash. This is a violation of your contract and will be a write-up.**

