GREENSPIRE APARTMENTS
OWNER'S REPORT - STOUGHTON HOUSING AUTHORITY

1. Occupancy
   - Vacancy rate 01/08/19: GS1&2 (2 vacant) @ 97% and GS3 (2 vacant) @ 93% = ALL 95%
   - Move ins: 1 for GS1&2 and 1 for GS3 (both by Feb 1)
   - Waiting List: Everyone on the waiting list has been contacted; some declined at this time

2. Operations / Compliance.
   - All recertifications are on time and letter/appointments being done at least 90 days ahead.
   - Budgets given final approval with contingency that rents would NOT be increased.
   - New rents and utility allowances completed, so new certifications created/signed/submitted
   - Final signatories on bank accounts were complete in Nov
   - Preliminary audit visits were completed in Dec and have already started in Jan

3. Residents:
   - After lawyer review, letter sent to resident claiming mold issues and harassing staff has not responded nor have there been further incidents.
   - Reasonable accommodation requests are coming in for walk in showers. Have found a reasonable alternative to modify the tub, so can walk into the area. Cost is estimated at $895 per installation, and there are currently four residents waiting.
   - One resident who is the biggest violators of the non-smoking policy has received three 5-day notices and one last warning letter in Dec before he will be non-renewed.
   - There are two residents who have a high balance. One did not keep up with the payment plan but offering another chance at signing a new payment plan. The other resident is not paying rent at all and has received multiple notices for non-payment. If January is not paid, he will receive a non-renewal notice.

4. Maintenance / Major Repairs:
   - Window replacements in GS3 were completed in Dec
   - Ash tree removal should be done in 2019 – will need to obtain estimates again
   - Retaining wall by 1046 approved by RD was not finished by contractor in 2018

5. MPR Construction
   - MPR for 2018 complete and McGann paid in Dec once 2nd loan finally closed in Nov
   - Still need to meet with RD on reimbursing the property for soft costs incurred during 2018
   - For units to start next year, only need to do a letter to RD stating want McGann to continue
   - Tom Hirsch has sent the new contract for services for review/signature

6. Marketing
   - New: Holiday party another success, finishing up new brochures, started advertising with Rent.com, did mailing to social service agencies in Dec., updated Senior Center Newsletter
   - Continuing: updating WI Housing Search at least quarterly, Affordable Housing & Abodo website online, Senior Resource Directory. Information continues to be available through the Rural Development, HUD and BMC websites.
   - 60-day objective: Update move in packets, fliers and information to be hung up around town.

7. Personnel / Training: None

8. Accounting / P&L Monitoring:
   - GS3 operating account fraudulent activity, so closed account and opened new one.
   - 60-day objective: Continue to monitor expenditures, services, performance and plans.

Prepared by: Kristina Dux, Kathy Olson, Sue Broihahn and Wendy Skoien of Broihahn Management & Consulting Inc.

4th Quarter 2018

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YTD Variance Report (Combined) 12/31/18

Operating Income: (31,404) Vacancies in GSI&II

Expenses

- Administrative: (18,663) (increased advertising, phone line issues & MPR soft costs)
- Utilities: 5,066 – overall under budget
- Maintenance: 7,729 – overall under budget
- Tax & Insurance: 6,581 (insurance savings)
- Finance: 21,754 (Interest/mortgage payable – loan amount changed)

Net Operating: ($12,250)

Capital Expenses (Other)

- Equipment/building improvements: ($174,272)
  - -Payment had to be made to McGann out of operating
  - -Continuous malfunction of elevators/lifts
  - -Window replacements
  - -Automatic Entrances - door openers/closures
  - -Mold inspection
  - -MPR Architect Cost (will be reimbursed)

Net Income: ($182,669)

NOTE: ($21,409) after reimbursed payment to McGann $161,260

NOTE: ($6,835) after reimbursed soft costs totally $14,574

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