

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
HYBRID MEETING
4400 Cobbs Drive
Waco, Texas
Board Room
September 8, 2022
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
 - RAD (South Terrace)
 - RAD (Melody Grove)
 - Trendwood
 - Sandstone Apartments
 - Certificate of Deposit (CD)
- VI. New Business
 - RESOLUTION NO. 3860 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES (WHAA) TO APPROVE WHAA'S DESIRE TO DISPOSE OF 18 PUBLIC HOUSING SCATTERED SITE UNITS THROUGH A PUBLIC BID AT FAIR MARKET VALUE (FMV) THROUGH THE SECTION 18 DISPOSITION PROGRAM.
 - RESOLUTION 3861 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES, AUTHORIZING THE PRESIDENT/CEO TO PAY THE AMOUNT OF \$45,675.00 FOR EMERGENCY SIDEWALK REPAIRS AT SOUTH TERRACE APARTMENTS TO MAKE THE UNITS ADA ACCESSIBLE.
- VII. Departmental Report Questions
- VIII. Consideration of Future Agenda Items
- IX. Executive Session
 - Section 551.072
 - Deliberation regarding real property/real estate
 - Section 551.074 Personnel Matters
 - Employee Personnel Matters
- X. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
HYBRID MEETING
August 11, 2022
12:00 Noon

Interim Chair Jon Ramos called the meeting to order at 12:00 p.m.

I. Establishment of Quorum

Commissioner's present: Melli Wickliff, John Bible, LaTonya Lewis,

Commissioners absent: Brad Kinkeade, Jon Ramos

II. Hearing from Visitors

- Recognition of Officials

III. Approval of Minutes

Board Chair Melli Wickliff asked for a motion to approve the minutes of the July 2022 Board Meeting with one correction to the adjournment section- adjournment from the meeting was done by the Board Chair Melli Wickliff and not Jon Ramos. Commissioner John Bible made the motion and Commissioner LaTonya Lewis seconded the motion. Board Chair Melli Wickliff called for a vote and the motion passed unanimously.

IV. Updates

President/CEO gave the floor to Peter with Brinshore, and he provided an update to the South Terrace RAD project. There will also be a board resolution for approval on the September agenda for the ST Bond cap.

President/CEO updated the board on the process for Melody Grove (Estella Maxey) RAD Development and we are still on track for the Phase 1 schedule presented in June.

President CEO updated the board on Trendwood and that Trendwood closed on July 21.

V. New Business

RESOLUTION NO. 3857 RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$97,513.61 FROM THE PUBLIC HOUSING BUDGET. THESE AMOUNTS ARE FOR DELINQUENT ACCOUNTS FOR KATE ROSS AND ESTELLA MAXEY DEVELOPMENTS.

Milet Hopping advised the board that there are \$97,513.61 in write offs this year. President/CEO Milet Hopping explained to the board the process by which the amounts of the write offs were derived. Commissioner John Bible made the motion to approve, and Commissioner LaTonya Lewis seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3857

A copy of this resolution may be found in the resolution file.

RESOLUTION 3858 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE LOW RENT PUBLIC HOUSING BUDGET FOR KATE ROSS, ESTELLA MAXEY, AND THE OPERATING BUDGET FOR CENTRAL COST CENTER FOR THE FISCAL YEAR OCTOBER 1, 2022, TO SEPTEMBER 30, 2023

Vice President of Financial Services Edwina Viera explained to the board the line items that changed in the 2022-2023 budget. Chair Melli Wickliff asked for a motion to approve Resolution No. 3858. Commissioner John Bible made the motion to approve, and Commissioner LaTonya Lewis seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3858

A copy of this resolution may be found in the resolution file.

RESOLUTION 3859 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE SALARY STUDY FOR THE WACO HOUSING AUTHORITY.

Milet Hopping advised the board that we conducted a salary study, and most entry level positions will see an increase in pay. The study will go into effect 10/1/2022. Chair Melli Wickliff asked for a motion to approve Resolution No. 3859.

Commissioner John Bible made the motion to approve if and Commissioner LaTonya Lewis seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3859

A copy of this resolution may be found in the resolution file.

VI. Reports
Administrative Services
Everything for Admin was usual business.

Information Technology
Every for I.T. was usual business.

OPERATIONS –Vice President Gloria Dancer
Rising Images
The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.

MOD
Everything for MOD was usual business.

PUBLIC HOUSING
There are 941 applicants on the WHA Public Housing Waiting list.

MAINTENANCE
The Maintenance Department continues to work on make readies.

SECTION 8 - Milet Hopping
The Section 8 department currently is leasing 2529 vouchers and has 1803 total applicants on the combined waiting lists. There are 56 veterans in the VASH program.

COMMUNITY SERVICES - Milet Hopping
Our Community Services Department organized and chaperoned a college trip to HBCUs in Alabama. 10 teens from public housing and section 8 housing attended had the opportunity to travel and tour these colleges

FINANCE – Vice President Edwina Viera
A summary of the financial statements and Consolidated Financial Report was provided.

- VII. Consideration of Future Agenda Items
- Certificate of Deposit (CD's) – what other options do we have?
 - Line of Credit

VIII. Adjournment
Chair, Melli Wickliff, adjourned the meeting at 2:09 p.m.

Secretary

Chair of the Board

Seal

**South Terrace Progress Report
Brinshore Development, L.L.C.
Waco Housing Authority Board Meeting
September 8, 2022**

Issue Addressed this Month:

- **Sanitary Sewer Lines**
- **Flatwork**
- **Increased Funding for the Project**
- **Construction Progress**
- **Unit Delivery Update**

Sanitary Sewer Lines

We have made progress with Clark Engineering, the Civil Engineer, who has been working on the survey for two weeks, and will complete it shortly. By September 16th, the assessment report will be completed, with design of the new system to follow immediately afterward. The design should be complete by mid-October to be followed by bidding. This will take approximately four weeks, with bids to be compiled by mid-November, and work to commence soon after selection of contractor.

This schedule has not deterred J4 from performing work on the sanitary laterals and mains needed as we turn over units. The final scope will be on the balance of the site that has not yet been addressed.

Flatwork

As described in previous reports, the HQS inspector has failed units on turnover based on the sidewalk issues leading to buildings. We have been repairing sidewalks in a piecemeal fashion to meet the requirements of the HQS inspections, but we have also had the WHA and the inspector walk the site to identify additional work that will need to be performed in the future. As of this date, we have three change orders that cover a portion of the site with work totalling \$101,186.56. We are working diligently to get the entire site evaluated with pricing to repair all flatwork that needs to be addressed, and hope to have this completed shortly.

Increased Funding for the Project

We plan to request an increase in the Tax Exempt Bonds volume cap in the project by 10% which will allow the investors to calculate tax credits using a 4% rate, instead of the 3.08% which was available at closing. This will require approval from the Bond Review Board. The WHA, working with Coats Rose, is working to request a reservation of \$5MM in additional volume cap. A resolution for the WHA board was prepared for passage at this September meeting, and Barry Palmer advised that his firm prepare an application for submission to the Bond Review Board in October for a January 2023 reservation of bonds. We have spoken with DOZ, our accountants, and they have confirmed that additional work added to scope is Tax Credit Basis Eligible, and will generate additional 4% LIHTC tax credits. Brinshore and WHA also had several conversations with Enterprise, the investor in the tax credits, and they are committed to working with us to find a way to raise additional equity with the increase in tax credits. There is still significant due diligence that needs to be performed to move forward.

Construction Progress

We have made progress on addressing many of the causes of delay in construction, nevertheless, there continues to be delays in unit and building deliveries. We believe that the project will be completed in May or June of 2023, given the current pace of unit deliveries. Many of the changes we have instituted in the process of preparing the draw, and in the architects' inspections are now bearing fruit. One issue persists and continues to cause delays. To increase the speed of work, J4 will need to receive a greater number of empty buildings to work on. Currently there is a mismatch between the unit sizes of the families living in pre-rehab units, and the ones being delivered, so it is difficult and time consuming for the relocation of residents out of existing buildings to take place. We will continue to focus on this issue in the coming month.

Unit Delivery Schedule

- 118 units have been rehabbed to date. 104 are currently occupied, and another 30 are expected to be moved in in the next 30 days.
- J4 has in their possession 56 units within 22 fully vacant buildings.
- As of the most recent schedule, J4 is committed to deliver approximately 16 units in the next 30 days.
- Of these 30 households, Management has LIHTC-certified 27 of the residents.
- These upcoming moves will free up 24 more vacant units and move 6 of the storm-impacted residents back on site.



INTEGRAND DEVELOPMENT, LLC

Solutions, Experience & Integrity

Board Report

September 1, 2022

Melody Grove Planning

On July 14th, Integrand assisted Urban Strategies in the first two Resident meetings at Estella Maxey. During this initial session, USI asked the following questions to residents at both meetings:

- What is the most important need of Estella Maxey families, today?
- What are the community norms needed for us to build a trusting relationship?
- What do you want to see in your community over the next: 0-3 years, 3-5 years, and 5-10 years?
- How would you define home?

A photo of some of the resident input is attached.

The draft report was provided to WHA. Integrand and USI will now plan a follow-up resident and community meeting to specifically discuss site, building and unit design features. This exercise will help us form a master plan and design concepts for the planning of the initial LIHTC application due March 1, 2023.

2023 LIHTC Round

Integrand is updating scoring projects for both Melody Grove Phase 1 and Kate Ross Phase 1 in the upcoming 9% tax credit round. Report of projections will be provided once complete.

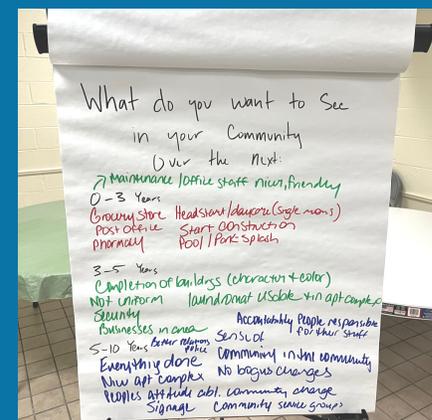
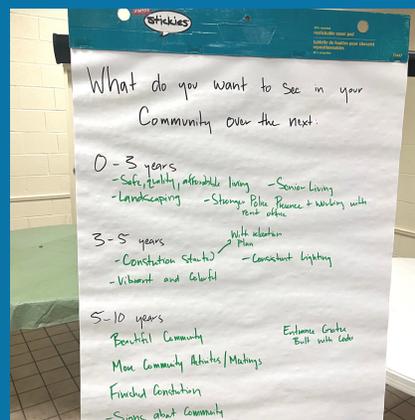
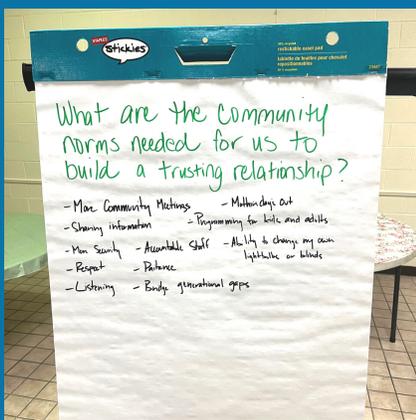
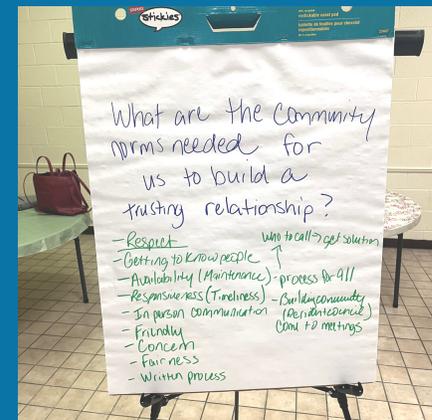
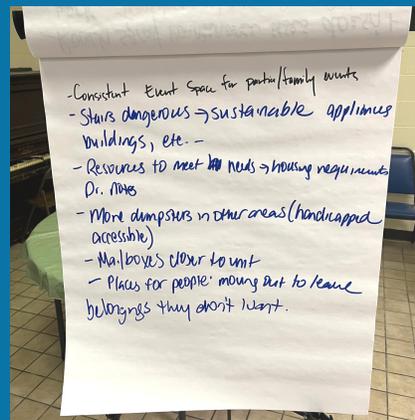
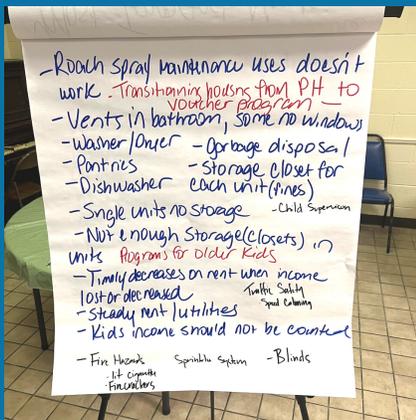
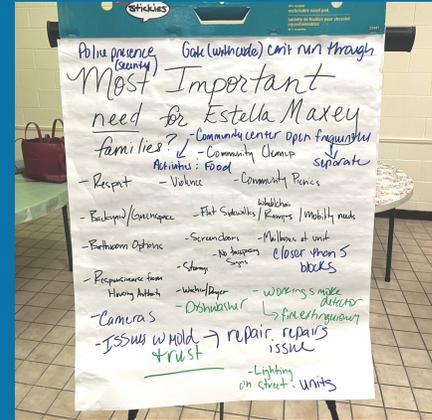
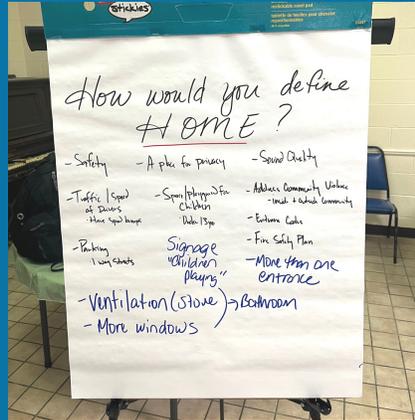
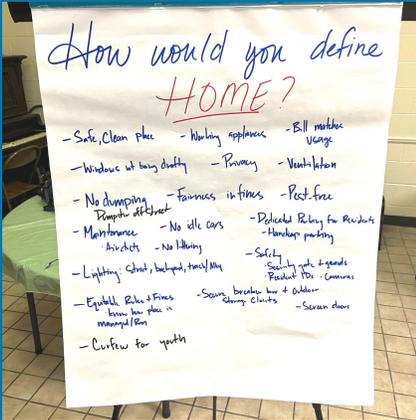
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A Housing Solutions Alliance, LLC/National Development of America, Inc. Company

Resident Answers and Feedback Flipcharts





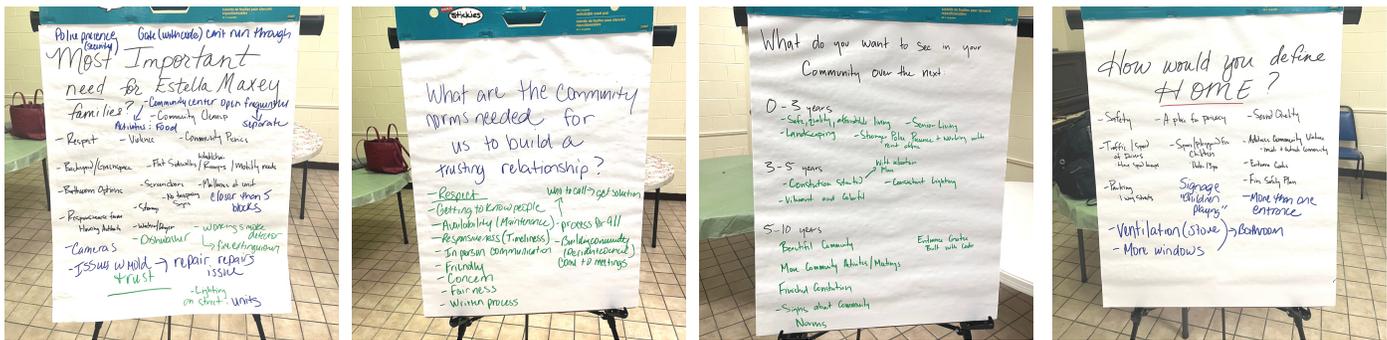
USI | URBAN STRATEGIES, INC.

ESTELLA MAXEY **RESIDENT MEETINGS**

COMMUNITY ENGAGEMENT &
FEEDBACK

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Executive Summary | Resident Meeting on July 14, 2022

After an RFQ process, Housing Solutions Alliance selected Urban Strategies, Inc (USI) to support their efforts as the intervention team hired to lead a process to glean, assess, and resolve anticipated differences related to the success of the Estella Maxey project.

As part of this process, USI will support Consensus Building and Communications, Governance, and a Capacity Building plan, working groups, and building a collaborative partnership to grow human capital. The first phase of this multi-pronged effort will include fact-finding, assessments, facilitation, and documentation of resident and stakeholder ideas.

Through this process, USI will use highly effective communication to manage the dissemination of information while structuring a consistent communication strategy. During this initial session, USI asked the following questions to two sets of residents, in a safely curated session that highlighted:

- What is the most important need of Estella Maxey families, today?
- What are the community norms needed for us to build a trusting relationship?
- What do you want to see in your community over the next: 0-3 years, 3-5 years, and 5-10 years?
- How would you define home?



1) How would you define home?

- Safety
- A place for privacy
- Sound quality – don't want to hear the neighbors or have them hear me
- Traffic/Speed of drivers
 - Having speed bumps
- Space/playground for children
 - Mostly 13 and younger
- Entrance codes for gates
- Address community violence
 - Both from people in the community and visitors
- Parking and one way streets
- Signage "children playing"
- Fire safety plan
 - Multiple entrances
- Ventilation in the kitchen (stovetop) and bathroom
- More windows



2) Most Important Need of Estella Maxey families?

- Respect
- Violence addressed
- Community picnics
- Community clean ups
- Backyards/greenspace
- Flat sidewalks/wheelchair ramps/mobility needs
- Bathroom options
- Screen doors
- Mailboxes at unit or closer than 5 blocks away
- No trespassing signs
- **Responsiveness from Housing Authority**
- Storage options
- Washer/Dryers/Dishwashers
- Working smoke detectors
- Police Presence (security)
- Gate (with code) you cant run through
- Issues with mold -> repair issues
- Lighting on the street and in units
- TRUST
- Community Center open frequently/separate space



3) What are Community Norms needed to build a trusting relationship?

- Respect
- Getting to know people
- Availability (maintenance)
- Responsiveness (timeliness)
- In person communication
- Friendly
- Concern
- Fairness
- Written process
- Knowing who to call for what situations
- Process for 911/emergencies
- Building community
- Resident council



4) What do you want to see in your community over the next:

0-3 years

- Safe, quality, affordable, living
- Landscaping
- Senior living area
- **Stronger police presence +working with the management office**

3-5 years

- Construction started and a plan for relocation
- Vibrant and colorful
- Consistent lighting

5-10 years

- Beautiful community
- More community activities/meetings
- Finished construction
- Signs about communities norms up
- Watch out for kids at play
- No loud music after 10 pm
- Pick up litter
- Entrance gates build with codes



1) How would you define home?

- Safe, clean place
- Working appliances
- Bills match usage
- Windows not being drafty
- Privacy
- Ventilation
- No dumping
 - Dumpster off street
- **Fairness in fines**
- Pest Free
- **Maintenance**
- No idle cars
- No littering
- Dedicated parking for presidents
 - Handicap parking
- Lighting: street, backyards, trash areas
- Safety
 - Security gate + guards
 - Resident IDs
 - Cameras
- **Equitable rules and fines**
 - **Know how the place is managed/run**
- Secure breaker boxes and outdoor storage closets
- Screen doors
- Curfew for kids



2) Most Important Need of Estella Maxey families?

- Safety for children
- Playground (swings)
- Activities for children (campfires -> fieldtrips)
- Activities for Seniors (daytrips)
- **Maintenance issues address timely**
- **Communication with timeframes for repairs (water off, gas off, etc.)**
- **Emergency needs addressed (emergency defined by the people who answer the emergency #)**
- Emergency pull cords only in bathroom and bedroom ->handicap accessible
- **Fire extinguishers out of date -> don't work -> don't check -> don't change it**



2) Most Important Need of Estella Maxey families? Continued...

- Cleaning instruction for people with simple cleaning solutions
- **Roach spray that maintenance uses doesn't work**
- Transitioning from public housing to voucher program
- Vents in bathrooms; some more bathrooms
- Washer/dryer
- Garbage disposals
- Pantries
- Storage closet for each unit
- Dishwasher
- Single units have no storage
- Not enough storage (closest)
- Child supervision
- Programs for older kids
- Traffic safety/speed calming
- Steady rent/utilities
- Kids income should not be counted
- Fire hazards addressed
 - Lit cigarettes
 - Firecrackers
 - Sprinkler system
- Blinds
- Consistent event space for parties/family events
- Stairs dangerous
- Sustainable appliances, buildings, etc.
- **Resources to meet needs – housing requirements/dr. notes**
- More dumpsters in other areas (handicap accessible)
- Mailboxes closer to units
- Places for people to leave belongings they don't want
- **Timely decrease on rent when income lost or decreased**



3) What are Community Norms needed to build a trusting relationship?

- More community meetings
- Sharing information
- Programming for kids and adults
 - Mothers day out
- More security
- **Respect**
- **Listening**
- **Accountable staff**
- Patience
- Bridge generational gaps
- Ability to change my own lightbulbs or blinds



4) What do you want to see in your community over the next:

0-3 years

- **Maintenance/Office Staff being nice and friendly**
- Grocery Store
- Post office
- Pharmacy
- Head start/daycare for single mothers
- Start construction
- Pool/park/splash pad

3-5 years

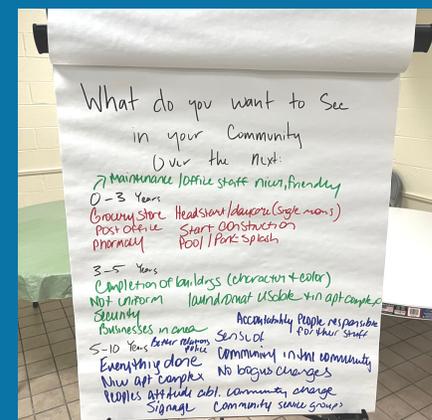
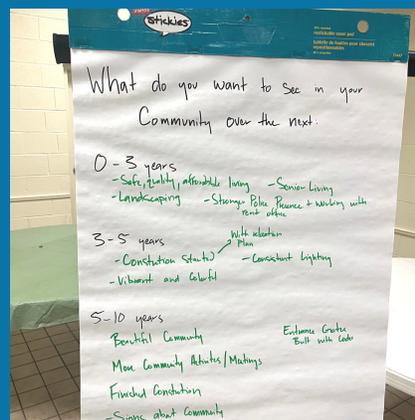
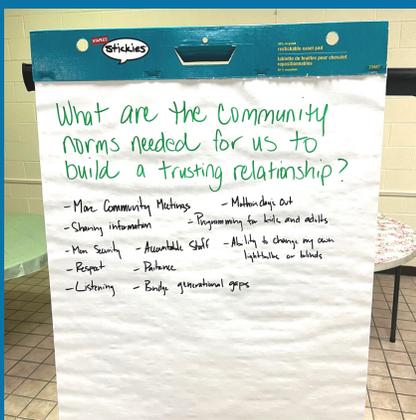
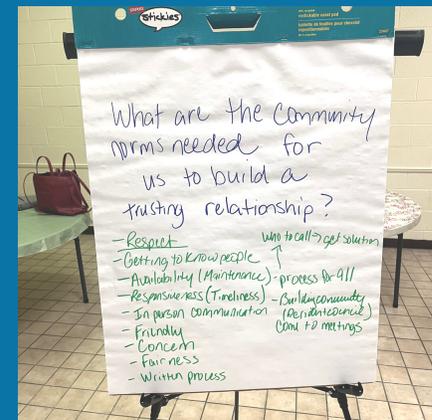
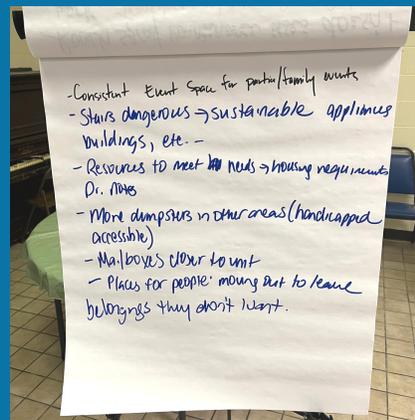
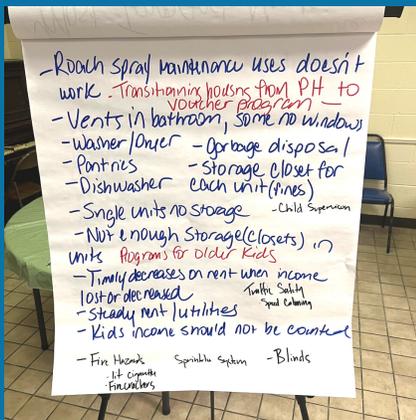
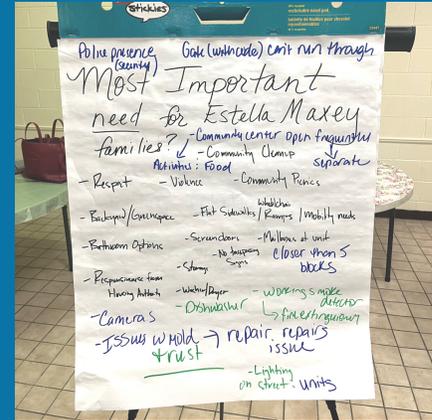
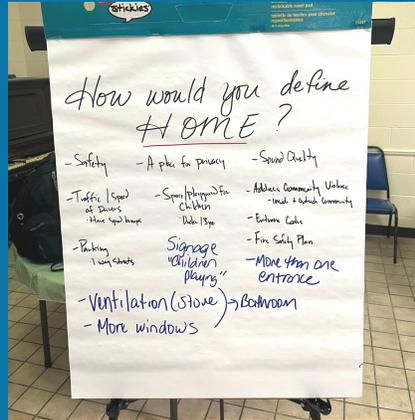
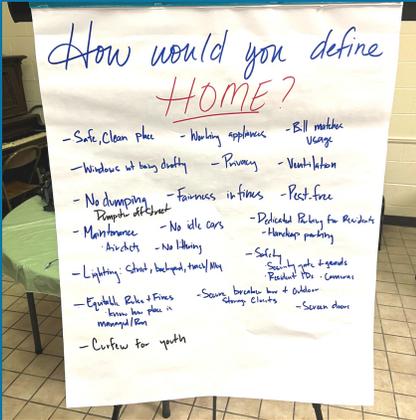
- Completion of buildings (character and color)
- Not uniform look
- Security

- Businesses in area
- Laundromat usable +in apt machines
- **Accountability – people responsible for their staff**

5-10 years

- Better police relations
- Everything (construction) done
- New apt complex
- People's attitude about the community has changed
- New signage
- Community service groups
- Sense of community
- No bogus charges

Resident Answers and Feedback Flipcharts



Administrative Services Department August 2022 Report

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **11** checks (all other checks were direct deposited and check stubs can be accessed by landlords through the landlord portal.)
- Travel and Training: *(See attached training sheet for all training offered to staff).*
- Partnership Meetings: Attend Housing Coalition Board Meeting.
- Applications
 - **53** Public Housing / **22** Mart
 - **0** VASH
- Processed **509** pieces of incoming mail
- Processed **1,958** pieces of outgoing mail
- Proofed all department monthly reports
- Made **384,873** copies for departments
- Sent out **88** Late Notices for Public Housing
- Sent out **28** Notices of Concern
- Sent out **488** Utility Notices

Clients and Visitors

There was a total of **874 persons** that checked in to the receptionist in the lobby.

There was a total of **17,891 incoming calls** handled by the receptionist for the month.

Rising Images Compliance Audit

Raintree

Raintree Apartments are required to have 55 total units in the Affordable Housing Program. Out of the 55 units, 32 units must qualify as very low income. Raintree had a total of 80 units in the program, 40 very low income and 40 low incomes based on the compliance audit completed, 12 files were reviewed, and no corrections were required. Raintree was in compliance.

Picadilly

Picadilly Apartments are required to have 5 qualifying units in the Affordable Housing Program. Out of the 5 units, 2 must qualify as very low income. Picadilly had 6 qualifying units in the program, 4 very low income and 2 vacancies. Based on the compliance audit completed, no files were reviewed and Picadilly was in compliance. We can count the vacant units as qualified until they are filled.

Cimmaron

Cimmaron Apartments are required to have 35 total units in the Affordable Housing Program. Out of the 35 units, 20 units must qualify as very low income. Cimmaron had a total of 62 units in the program, 28 very low income and 34 low incomes. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Cimmaron was in compliance.

Hunnington

Hunnington Apartments are required to have 45 total units in the Affordable Housing Program. Out of the 45 units, 12 units must qualify as very low income. Hunnington had a total of 47 units in the program, 18 very low income and 29 low income. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Hunnington was in compliance.

Information Technology

(IT)

Aug 2022

- **HMS Windows Software, Software Applications, & IT Support Calls**

- All support calls were closed with-in 24 hours.
- As WHA & Affiliates' personnel continue using the software and as the software is refined to our needs; there are some support calls that are sent directly to MRI (the software vendor) that require re-writing of computer programming and are placed on a priority status according to HUD rules and regulations. Once rewritten, MRI sends an update to be installed to correct or enhance these support requests

- **Web Page**

- Waco Housing Authority web page address is www.wacopha.org
- Webpage statistic have transitioned to google analytics

- **Server, Computer, and Phone System Uptimes**

- WHA Network systems had no substantial downtime for the month

- **Miscellaneous**

- Continue redesign of wacopha.org, currently under view of home pages changes and enhancements with vendor.
- Continue with enhancements to access control security
- Continue Qless client management software IT administrator training
- Continue enhancement/training on file vision electronic tenant records – started prepping advanced template creation training and workflow enhancement
- Started prepping training on paperless inspections and moving the initial inspection process to digital

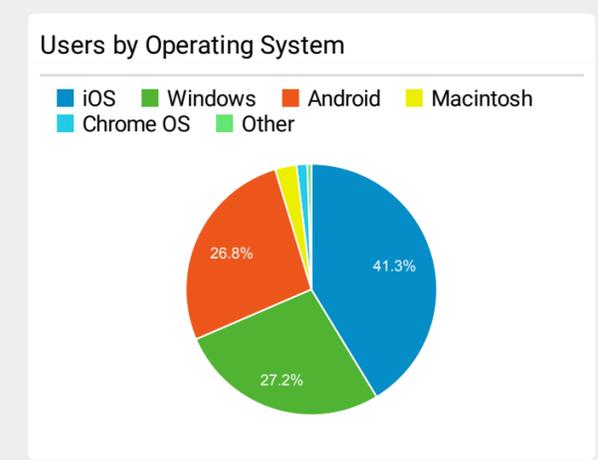
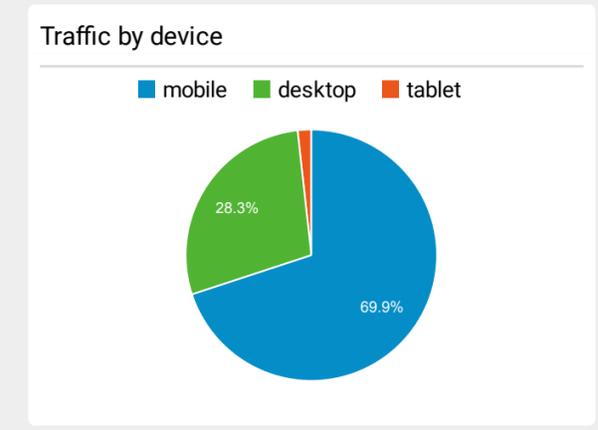
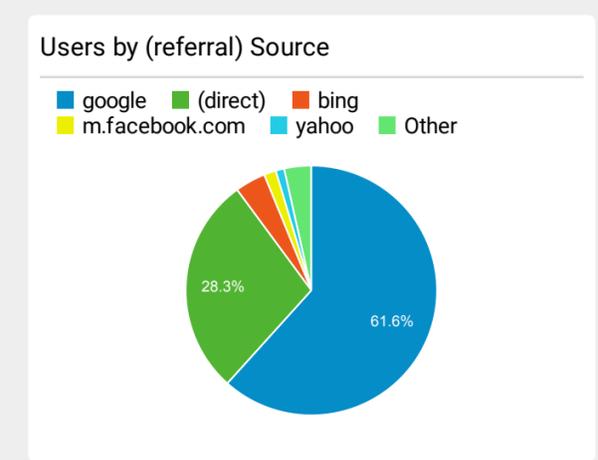
Board Report AUG 2022

Aug 1, 2022 - Aug 31, 2022

All Users
100.00% Sessions

Total users
3,573
% of Total: 100.00% (3,573)

Sessions (total visits)
5,297
% of Total: 100.00% (5,297)



Pageviews (total traffic)
13,570
% of Total: 100.00% (13,570)

Pageviews by Page

Page	Pageviews
/	4,981
/page/Emergency Housing Voucher	815
/page/public_housing_ops	718
/page/waitinng_list	716
/page/section_8	620
/page/departments	576
/page/homepage	563
/page/contact_form	479
/page/hill_somervell_section_8	470
/page/employment	371

Pageviews by City

City	Pageviews
Waco	4,563
Dallas	2,268
Austin	1,233
Chicago	611
Houston	417
Temple	140
Seattle	130
Fort Worth	127
San Antonio	79
Hewitt	66

Modernization Department August 2022 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2018/518	\$1,820,616.00	\$1,601,776.11	88%	88%	May 28,2026
2019/519	\$1,904,253.00	\$618,882.24	33%	33%	April 15, 2027
2020/520	\$2,037,987.00	\$543,819.79	27%	28%	March 25, 2026
2021/521	\$1,692,421.00	\$225,656.16	10%	10%	February 22, 2025

Public Housing Current Projects

- Tree Trimming at Estella Maxey & Kate Ross
 - Awarded to Chuy’s Tree Service for \$108,300.00
 - Estimated completion mid-September 2022

- Mold Rehab of 5 units at Kate Ross
 - Awarded to Zamco Services for \$93,534,91
 - Estimated completion August 2022
 - Completed

Rising Images Current Projects

- Replacement of siding at Hunnington buildings E, F, G, H & I and Raintree buildings 3,4,7 & 8.
 - Recommend awarding to Aragon Builders
 - Resolution for September board

South Terrace Apartments Waco LP Board Report for August 2022

Occupancy

	Total Units	Vacant Units	Percentage Occupied
South Terrace	250	75	70%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
South Terrace	\$54,262.00	54,262.00	\$40,202.60	74%

Administration

South Terrace is continuing the process for RAD conversion.

0 Evictions filed in court. Per Janet, not filing in court because we must be 100% occupied by the end of construction.

Rising Images, Inc. Board Report for August 2022

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%

	Total Units	Vacant Units	Percentage Occupied
Picadilly	6	1	83%
Raintree	153	3	98%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$49,883.00	\$50,310.00	\$50,310.00	100%
Hunnington	\$34,050.00	\$34,385.00	\$34,385.00	100%
Misty Square	\$8,225.00	\$8,450.00	\$8,450.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$4,676.00	\$ 3,866.00	83%
Raintree	\$88,615.00	\$97,065.00	\$96,952.01	99%

Contracts (MOD)

None

Delinquent Rent:

- Raintree- Apt 131; Apt 206 (agencies have provided a promise to pay rent)
- Picadilly- Apt 56

Administration

Cimmaron is not in compliance with the requirements for the Affordable Housing Program currently due to 3 Very Low-Income Tenants becoming Low-Income Tenants. We are putting in VLI's at the next move-ins to get back into compliance.

Hunnington is in compliance with the requirements for the Affordable Housing Program.

Picadilly is in compliance with the requirements for the Affordable Housing Program

Raintree is in compliance with the requirements for the Affordable Housing Program

Housing Operations Monthly Report

August 2022

Public Housing Report

Staff

Total Employees – 09 Temporary Staff – 1

Waiting List Information

Total number of applicants on the waiting list – 1197

Processing phase which includes process unassigned, denial/appeal, verification required, and currently on list.

Notification for assistance mailed	08
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	5
Units rejected by applicant	3
Total applicants not qualified	7

There were (0 due to COVID) in house orientations scheduled for this month and (0) prospective applicants interviewed. There were (0) prospective tenants that did not respond and (0) were rescheduled. The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as a resident of our communities.

There was a total of (40) orientation letters emailed, (18) packets were mailed out from letter responses (10) received and in process of verifications, (22) no response, (03) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	14	13	1
Estella Maxey	30	11	19
Total	44	24	20

We have completed 55% of certifications for this month. According to PIC submission we have reported 98.35 % certifications as of July 31, 2022.

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	3	0	0
Estella Maxey	3	0	0
South Terrace	0	0	0
Total	6	0	0

Percentage of Rent Collected

91% of the rent for August was collected, we did not meet our goal of 98%.

Last Quarterly Average was: 92% for April-May-June

Occupancy Percentage

The occupancy percentage for August was 84%; we did not meet our goal of 97%.

Last Quarterly Average was 89% for April-May-June

Maintenance Report

Staff

Total Employees – 13 regular employees, 1 Temporary Staff, 1 Vacant position Aide A Estella Maxey

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	96	87%	12
Estella Maxey	106	70%	31
Total	202	88%	43

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 2.08 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	89	89	0
Over 24 hours	0	0	0
Total	89	89	0

Completing all emergency work orders within twenty-four (24) hours is our established goal. We presently have completed all emergency work orders within the established goal.

August Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
109.37	25.00	16.15	148.50

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
129.03	69.87	21.10	219.48

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 119, this puts us over by 101 days. Due to staffing shortages and the high number of move outs over the past year. 3 temp employees have been brought on to fill vacancies with 1 remaining position to fill.

August Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	252	286	88%
Estella Maxey	290	362	80%
Overall Occupancy	542	648	84%

Public Housing consists of 652 dwelling units, four are offline non-dwelling units used for administrative purposes.

Annual Inspections FY 21 - 22

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	288	286
Estella Maxey	362	260	260
Overall Occupancy	648	548	548

Fleet Vehicle Inspection

Total Vehicles Inspected (0) – Vehicle #57 had windshield wiper tank replaced.

Planned/Preventative Maintenance

Annual Inspections/HVAC Filter Changes Gas Meter Repair/Service/Pest Control (all sites)

Accident free days by staff FY 2021/2022

Maintenance staff has accumulated 293 accidents free days with (39) loss time days for this fiscal year. Safety in the workplace is a priority, which is taken seriously by all staff. A morning safety briefing is conducted daily at the Maintenance .

Expenditures

Monthly Budget	\$29,267.08
August 2022	\$77,468.74

Expenditures: There was over 45K in various plumbing repairs throughout both KR and EM. The excessive dry summer caused multiple sewer main and water line breaks that were repaired before REAC inspections.

Section 8 Board Report – August 2022

The Section 8 Department has leased a total of 2568 vouchers for income eligible families. The following is an account of vouchers leased by McLennan County, Hill County and Somervell County:

Waiting Lists and Vouchers Utilized

	Number of Applicants on the Waiting List	Number of Tenants
Waco	1372	2385
Hill County	0	162
Somervell County	0	21
Totals	1372	2568

The Waiting List is closed for McLennan County and Somervell County.

There are 279 applicant families searching for a place to live at this time.

Waco	263
Hill County	8
Somervell County	8
Total	279

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through November 2022.

Homeownership

The Homeownership Program is now assisting 12 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	1
Number Searching in Waco	12
Number Passed/Pending Inspection	0
Number housed in Waco	57

Ineligible	180
Total	82%

Mainstream

Number Pending (Referral/Orientation)	14
Number Searching in Waco	4
Number Passed/Pending Inspection	2
Number Housed in Waco	67

Ineligible	61
Total	84 %

HUD Reports

No reports due at this time.

Staff

There are four vacancies at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

Fraud

Total number of cases from 2020 - 41

Section Fraud Recovery-Unrestricted	11,709.57	17,524.32	23,056.22	52,290.11
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Community Services August 2022 Report

Scheduled Activities for August

Children

Kate Ross	Estella Maxey	South Terrace
Kids Computer Lab (M-Th)	Kids Computer Lab (M-Th)	Voice After School Program
Kidz Jam (Wed.)	Mosaic Waco (Saturdays)	(M-F)
FBC Kids Club (Sat.)	Mentor Waco (Thursdays)	

Seniors

Kate Ross (Thursdays)	Estella Maxey (Wednesdays)	South Terrace (Tuesdays)
Bingo and Exercise	Fresh Start to a Healthier You	Bingo and Exercise (Tuesdays)
Paint and Sip	(Class through Tx. Agri-Life)	
Sewing and Crafting	Coffee and Conversations	

Community Services Outreach Events/Activities held in August

- CS entering MOU with LifeSteps Council on Alcohol and Drugs **for Parenting Awareness and Drug Risk Education Services (PADRES) Program.**
- **Transformation Waco Meet the Principal-**WHA provided snow cones for the event. CS staff handed out 250 snow cones to children, parents and staff. CS was able to do outreach and network with staff at Carver/Indian Spring United.
- **Kids Computer Lab at Estella Maxey and Kate Ross** – Emphasis on literacy by having kids do 15-20 minutes of literacy focused computer games. Computer lab monitors also play educational game with kids.
- CS has applied to be a part of the **Move to Work** cohort with HUD. Grassroots, Prosper Waco and the City of Waco will partner. Acceptance pending
- CS working with WPMG with **WHA Housing Stabilization Grant**
- Resident Council gave out school supplies
- **Waco PD Neighborhood Engagement** brought ice cream to Kate Ross kids.
- **WISD Food Truck** – arrangements were made with WISD for food truck to deliver meals to kids all summer

Upcoming Outreach Events

- National Night Out (October) South Terrace and Kate Ross
- Trunk or Treat at South Terrace
- JSL Pumpkin Painting at Kate Ross
- Dot Clark meals will resume again at Estella and Kate Ross in September

August 2022 Family Self Sufficiency Program

Coordinator: Crystal Anthony, MSEd. Causandra Foreman new FSS Coord.

Active Participants	Graduates	New Participants	Ports	Reinstated	Terms	Extensions	Homeowners
EM-4, KR-4= PH- 8 S8/RAD –59, VASH -0 *TOTAL- 66	2 S8 – Sta, AR, TMc	0	0	0	1 PH -EH	0	0

***Exclude** CS- counted on report -67

Note: Due to HUD’s New FSS Rules, FSS cannot enroll new clients until new Action Plan has been approved by HUD. FSS Final Rule involves revamping the FSS Program with expected completion date by November 2022.

Causandra Foreman was hired as new FSS Coordinator and will begin her duties September 14th.

FSS Advisory Board Meeting: Upcoming Advisory Board Meetings: September 14th and December 14th.

FSS Meetings: Did not meet as a group during the month of August

2022 FSS Meetings: Upcoming meetings September 13th; Oct. or Nov. – FSS Appreciation event

FSS Orientation & Recruitment: FSS continue to send electronic and/or mail pre-enrollment application for potential clients as requested. Will continue working with IT regarding electronic documents and mass email for potential clients. Maintain recruiting efforts using FSS brochures during community outreach/events, ground visits, Section 8 Orientation and mail outs to potential clients.

Workshops/Conferences/Trainings: HUD’s FSS Final Rule; Action Plan Training/Updates with FSS Coordinators from Oklahoma; QLess Training;

Referrals: Local employment opportunities including WHAA; NeighborWorks Homebuyer Education; Grassroots; Section 8 Homeownership Program; Waco Housing Stabilization Program; Consumer Financial Protection Bureau Guidebooks; Healthy Life Style Information; Waco PD Back to School Bash; Waco Transit Information

Client’s Goal Accomplishments

- S8 Client completed the program earning a total escrow of \$11,985.69 – STa (Pics at end of report)
- S8 Client completed the program earning a total escrow of \$3,836.18 – AR
- S8/RAD Client extended COP to begin college classes – CS
- S8 Client used Jr. League loan in efforts to save her escrow – QE
- S8 Client completed program earning a total escrow of \$5,460.77 TMc

Activities

- Majority of month spent on new action plan, along with other details of the HUD’s FSS Final Rule
- Community Outreach during Waco ISD meet the principals & staff
- Met with potential clients regarding the FSS program, received application
- Notified Finance regarding HUD FSS Program Final Rule regarding forfeiture account
- Notified IT regarding HUD FSS Program Final Rule and WHA Demographics
- Case managing entire FSS Program
- HUD FSS NOFA for 2022 was released
- Action Plan template released on 16th – was due in July
- Represented Community Service at the Women of Distinction Luncheon

Crystal's Hours	Hours
Admin	73.5
Client Time	70.0
Community Contact	9.0
Conf./Trainings	14.5
Meetings	10.0
Escrow	13.0
TOTAL	190

YOUTH SERVICES: Al Davis, Coordinator - August, 2022

Counseling	15	WISD Visits (4 hours)	7
Home Visits	31	Girl Scouts Meeting	
Personal Contacts	26	YMCA	0
Phone Contacts	35	Voice Inc.	2
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	1
College Tour	1	Staff Meetings	3
Acts Church	2	Teen Court (2 hours)	1
Juvenile Probation (4 hrs.)	1	Juvenile Court (3 hours)	2
Community Serv. Total	3	Truancy Court (0 hours)	0

- Youth Agency Collaborations:
- Mission Waco – King’s Club at Kate Ross Site
- Starry Counseling
- Mentor Waco – Youth activities at Estella Maxey
- WISD Case Specialist and Truancy (J.H. Hines and Indian Springs)
- Youth Summit Program
- Voice, Inc. – Summer activities at South Terrace
- PADRES Drug and Alcohol Education Partner
- Mission Waco (King’s Club) – serviced 28 youth for activities (KR Community Center Site)
- Meeting – Mentoring Waco (New Collaboration) – Provide Youth related activities and Educational endeavors for our PH residents. (Average about 22 youth per session) Recruiting at Estella Maxey for the Fall.
- Attended meetings with WISD Case Specialist and Truancy (PCL) at J.H. Hines Elementary
- Attended Case Specialist meeting with (SL) at Indian Springs/Carver Middle School
- Meeting – Parenting Awareness Drug Risk Education (P.A.D.R.E) – Intervention Outreach Service for children with parents involved in Drug related situations, Domestic Violence, CPS Placement, Alcoholism, and Parenting classes
- Attended Youth Summit Program meeting – making decisions and plans for Fall and Spring Rally (which would include PH youth) – (Rally was held in August with PH youth invited and attended.
- Voice Inc. – Summer activities, food, and educational exercises (South Terrace Youth Center)
- Administrative hrs. (74)

SENIOR SERVICES: Briotony Porter, Resident Services Coordinator; LMSW

Hospital Visits	0	Nursing Home Visits	0	Mart Home Visits	0
Ground Visits	9	Attempted Home Visits	2	Misty Square Visits	0
Home Visits	4	Community Walk-In Assistance	15	Office Visits	32

Office visits at the KR Community Center include:

- Questions/Referrals needed for Housing Stability Services Program.
- Assisted resident and her mother with questions about Texas Behavioral Health II
- Signed up residents for Caritas Food bags.
- Referred clients to HSS program for hotel extensions
- 8 walk-in clients with completing public housing applications.
- Job search assistance, applying for HSS Program, CCS for childcare, and other res
- Assisted resident w/ concerns she had and locating a notary.
- Public Housing application questions
- Ordering govt. assistance phone.
- Consulted w/ resident regarding her concerns with shootings in the apartments.
- Transportation assistance
- Consulted with resident regarding being placed in the Sanctuary House.
- Assisted resident with letter to provide to school regarding RAD for registration.
- Assisted walk-in client with applying for marriage license & requesting documents.
- Assisted resident w/ contacting resources concerning daughter, setting up new phone, and employment assistance.
- Consulted with resident regarding Community Services programs and what each one offers.
- Assisted walk-in client with change form and referring where to drop it off at.
- Assisted 2 Spanish speaking walk-ins with setting an appointment w/ Maria for assistance applying for housing.

Elderly Services
August 2022

Home Visits	13.50
Office Visits	59.50
Ground Visits	16.50
Center Activities	18.50

Other SW activities:

- Senior Activities
- Preparation for Senior Activities
- Caritas Senior Food Bags Pick-up/Distribution (30 bags distributed on the 1st and 3rd Wednesday of the month)
- Zoom Meeting w/ Baylor Intern Autumn
- Service Coordinator Research
- Waco Housing Authority Community Services PowerPoint Presentation
- Hoarding Training
- Meeting w/ Tiffany Soto at Area Agency on Aging
- Meeting w/ Staff at LifeSteps
- Meet the Principal at Oscar DuConge Park
- Meeting w/ Melissa about Senior & Disable Services
- Community Public Health Expo

Agency Networking Contacts August 2022

Caritas Food Pantry, Texas Health and Human Services 211, AG Extension Office Waco, Salvation Army, MHMR, HOTWAGS, CRCG, HSS Program, Waco-McLennan Co. Public Health Department, HOT

Independent Living, Area Agency on Aging, ADRC, Homeless Coalition, Harbor Hospice, Life Steps Council, McLennan Community College CREW Department, Lone Star Legal Aid, Texas Health Steps, McLennan County Indigent Health Care Program

Transportation: Clint Coulson Transportation Count = **149** trips (last month 109)

- Distributed Shepherd’s Heart Food Pantry Items to residents at all sites.
- Errands for the department
- Department vehicle maintenance
- Maintenance and re-imaging for computers in computer lab

HV:40 C/S: 40 ADMIN: 60 MEETINGS: 50

Earnest Ward, Resident Services – August 2022 Monthly Report

South Terrace:

- Meeting was held with 11 residents present.
- Residents were present to discuss their new units.
- Mrs. Powell wanted me to address their complaints.
- Discussed school supply registration; distributed flyers concerning where you can go to receive school supplies.
- Reminded residents of meeting on September 14th. Orion management will be asked to come.

Kate Ross:

- No residents attended. This was the first week back to school.
- Tonya, Sylvia and I distributed back to school gift cards to residents that registered when they attended previous council meetings.

Estella Maxey:

- Meeting was held with only 4 residents present.
- Mr. Mack called the meeting to order.
- One resident discussed the dumpsters.
- Residents wanting to know when construction will start at Estella Maxey.

Other Activities:

- Many flyers were distributed to at each development concerning different organizations distributing school supplies and back to school haircuts.
- Ebenezer Church held a back to supply and haircuts at Kate Ross.
- Met with West Elem Principal to let her know in previous years Kate Ross has assisted children who need tutoring and they can contact Al Davis or Earnest Ward if they need our assistance to provide transportation.



Officer Bryton Johnson brought ice cream to Kate Ross kids



CS staff hand out snowcones at Transformation Waco Event



Seniors showing off the aprons they sewed for activity



Senior Sip and Paint



Senior Sip and Paint Creations!



Seniors Fall Wreath Class



FSS graduate earned \$12,000 in escrow!

Summary of Financial Statements

July 31, 2022

Public Housing

Central Office Cost Center (COCC)

- Contract Cost – The expense was over budget for a/c repairs \$1,915, and \$829 for plumbing repairs. These expenses are shared with Section 8.

Kate Ross (KR)

- Dwelling Rental – Occupancy was 89% for the month of July 2022.
- Sundry – Expense was over budget for property appraisals on 800 Clay Ave. and 10th St.
- Materials – New appliance expense was over budget \$1,100 for the purchase of two gas stoves.
- Contract Cost – Building repair contract was over budget \$4,445 for demo and replacement of Kate Ross office ceiling. Plumbing contract was over for main line repairs, water leaks, and gas line repairs for a total cost of \$5,211. The expense for a/c repair contract was over budget \$24,925 for the replacement of seven a/c units.
- Casualty Losses-Non-Capitalized – Fire damage repairs \$3,857.96.

Estella Maxey (EM)

- Dwelling Rental – For the month of July, occupancy was 80%. Therefore, rental income was under budget \$13,000.
- Administrative Salaries – Expense was under budget for the Assistant Manager vacant positions.
- Labor – Maintenance labor was under budget for two Maintenance Aide A vacant positions.
- Contract Cost – Maintenance temporary labor expense was over budget \$5,600 and auto repair contract by \$1,620. A/C repair contract expense was higher than budgeted for the replacement of three a/c units for a total cost of \$12,290. Electrical repair contract was higher \$3,200, as well as miscellaneous contract for curb and street repairs \$3,488. Also, building repairs contract was over \$1,850 for resurface tub and shower surrounds in six units. Roof repairs contract was over budget \$3,100 for damages from electrical pole.
- Extraordinary Maintenance – Emergency gas line repair and replacement of 26 meter cut off valves for a total cost of \$19,957.18.
- Casualty Losses-Non-Capitalized – Fire damage repairs \$4,179.45.

Section 8 - Admin

- Administrative Salaries – The expense was under budget for the five Section 8 Counselor vacant positions.
- Sundry – Contract employee expense was over budget \$5,300 for three vacant and temporary positions in the Section 8 department.

Section 8 – HAP Reserves

- The Housing Choice Voucher Program total HAP reserve is 6,135,195.
- Demolition/Disposition – South Terrace total HAP reserve is \$538,596.
- PBV RAD – South Terrace total HAP reserve is \$143,814.
- Grandview Demolition total HAP reserve is \$215,493.
- Foster Youth Initiative total HAP reserve is \$46,915.
- Mainstream Voucher Program total HAP reserve is \$377,469.
- Emergency Housing Voucher total HAP reserves is \$195,953.

Non-Profits

Raintree

- Administrative Salaries, Labor, Employee Benefit Payments- These are under budget due to vacancies in the Assistant Manager and Lead Maintenance positions.
- Material- This is over budget for the month for purchases made to replace various appliances in the total amount of \$3,580.
- Contract Cost- This is over budget for necessary A/C repairs totaling \$4,585.
- Non-Apartment Public Relations- Food was provided to the Estella Maxey residents during which the gas had to be shutoff for a repair that had to be made- \$2,690.

Cimmaron

- There are no unusual income or expense amounts for Cimmaron for July.

Hunnington

- Sundry- This is over budget due to expenses paid to Extraco in preparation for a line of credit- \$3,843.
- Contract Cost- A subfloor replacement was made in one of the units costing \$2,882 causing this to be over for the month.

Misty

- Contract Cost- There was an electric repair for \$1,085 and a carpet replacement in the amount of \$875 that contributed to the monthly overage.
- Casualty Losses, Noncapitalized- A gutter replacement was needed because of storm damage.

Picadilly

- Sundry- Expenses related to the line of credit with Extraco were incurred in the total amount of \$3,681.

WPFC II

- Interest Income- Funds continue to earn interest in the checking account.

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3430 Mart Management Fees	27,000.00	22,500.00	2,093.35	21,686.74	(813.26)
3440 Mgmt./Adm.Fees fr.Non-Profits	572,400.00	477,000.00	48,655.51	485,656.91	8,656.91
3450 Asset Management Fee fr.Sites	549,770.00	458,141.60	43,016.80	440,286.53	(17,855.07)
3460 Mgmt./Adm.Fees fr.Sect.8	327,800.00	273,166.70	29,644.94	307,309.93	34,143.23
3470 Mgmt./Adm.Fees fr.CFP	177,880.00	148,233.30	14,103.51	165,077.89	16,844.59
3480 Proceeds fr. Insurance Claims	-	-	-	1,005.34	1,005.34
3610 Interest on Investments	7,600.00	6,333.30	1,044.05	6,122.40	(210.90)
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	100.00	83.30	-	2,634.10	2,550.80
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,662,550.00	1,385,458.20	138,558.16	1,429,779.84	44,321.64
EXPENSES					-
4110 Administrative Salaries	1,170,900.00	975,750.00	85,383.70	947,794.78	(27,955.22)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	2,400.00	2,000.00	-	3,589.25	1,589.25
4140 Staff Training	11,945.00	9,954.10	-	10,270.52	316.42
4150 Travel Convention & Meetings	20,950.00	17,458.30	-	2,362.20	(15,096.10)
4171 Auditing Fees	1,000.00	1,000.00	-	1,189.12	189.12
4190 Sundry	88,520.00	73,766.70	3,266.03	148,903.33	75,136.63
Total Admin Expense	1,295,715.00	1,079,929.10	88,649.73	1,114,109.20	34,180.10
4310 Water	8,900.00	7,416.70	242.35	4,976.66	(2,440.04)
4320 Electricity	14,400.00	12,000.00	1,586.65	13,342.91	1,342.91
4330 Gas	1,800.00	1,500.00	70.88	1,812.69	312.69
4390 Sewer	980.00	816.70	241.60	2,297.76	1,481.06
Total Utility Expense	26,080.00	21,733.40	2,141.48	22,430.02	696.62
4420 Material	4,100.00	3,416.60	479.67	4,280.03	863.43
4430 Contract Cost	40,600.00	33,833.30	5,136.52	41,440.32	7,607.02
Total Ordinary Maint. & Operation	44,700.00	37,249.90	5,616.19	45,720.35	8,470.45
4510.010 Workers Compensation	4,200.00	3,500.00	359.42	3,594.20	94.20
4510.040 Auto Insurance	1,900.00	1,583.30	141.53	1,415.30	(168.00)
4510.070 Crime / Dishonesty	70.00	58.30	5.85	58.50	0.20
4510.090 Fire & Extend Coverage	100.00	83.30	10.23	102.30	19.00
4540 Employee Benefit Payments	317,130.00	264,275.10	26,766.30	259,307.88	(4,967.22)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	323,400.00	269,500.00	27,283.33	264,478.18	(5,021.82)
Total Routine Expenses	1,689,895.00	1,408,412.40	123,690.73	1,446,737.75	38,325.35
EXPENSES					-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	27,345.00	22,954.20	(14,867.43)	16,957.91	(5,996.29)
Residual Receipts (Profit/Loss)	(27,345.00)	(22,954.20)	14,867.43	(16,957.91)	5,996.29

Public Housing Income Statement

	Kate Ross					Estella Maxey				
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME										
Dwelling Rental	706,700.00	588,916.70	59,070.64	613,568.50	24,651.80	980,000.00	816,666.70	68,551.66	722,846.50	(93,820.20)
Excess Utilities	63,400.00	52,833.30	9,460.82	75,547.00	22,713.70	86,400.00	72,000.00	10,465.18	86,592.86	14,592.86
Non-Dwelling Rental	72,000.00	60,000.00	6,000.00	60,000.00	-	-	-	-	-	-
Total Rental Income	842,100.00	701,750.00	74,531.46	749,115.50	47,365.50	1,066,400.00	888,666.70	79,016.84	809,439.36	(79,227.34)
Management Fee from CFP	78,270.00	64,487.18	6,205.55	74,594.69	10,107.51	99,610.00	83,008.30	7,897.96	89,881.00	6,872.70
CFP Trnsf. In-Site Expenses	81,950.00	68,291.70	34,144.31	149,573.20	81,281.50	74,680.00	62,233.30	39,832.82	132,825.85	70,592.55
Proceeds fr. Insurance Claims	-	-	-	9,870.80	9,870.80	-	-	-	16,597.46	16,597.46
Interest on Investments	24,400.00	20,333.30	1,882.07	21,140.04	806.74	34,500.00	28,750.00	2,836.96	30,380.50	1,630.50
Jr. League Grant	-	-	-	-	-	-	-	-	-	-
Other Income	41,810.00	34,841.70	4,433.87	55,622.06	20,780.36	49,330.00	41,108.30	7,573.15	57,008.89	15,900.59
Other Income-FSS Forfeitures	-	-	-	-	-	-	-	-	236.72	236.72
Other Income-Time Warner Cable	5,000.00	5,000.00	1,952.17	7,433.38	2,433.38	7,900.00	7,900.00	2,648.33	9,298.68	1,398.68
Operating Transfer In (1406)	74,470.00	62,902.85	6,205.55	79,206.97	16,304.12	94,780.00	80,058.18	7,897.96	109,907.86	29,849.68
Total Operating Income	305,900.00	255,856.73	54,823.52	397,441.14	141,584.41	360,800.00	303,058.08	68,687.18	446,136.96	143,078.88
Total HUD Contributions	1,155,400.00	961,334.11	95,282.77	957,589.54	(3,744.57)	1,544,700.00	1,285,308.60	136,242.52	1,296,573.54	11,264.94
Total Income	2,303,400.00	1,918,940.84	224,637.75	2,104,146.18	185,205.34	2,971,900.00	2,477,033.38	283,946.54	2,552,149.86	75,116.48
EXPENSES										
Administrative Salaries	215,400.00	179,500.00	7,299.38	171,474.19	(8,025.81)	288,700.00	240,583.40	17,727.46	209,833.16	(30,750.24)
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Legal Expense	100.00	83.30	-	684.53	601.23	300.00	250.00	10.99	3,724.21	3,474.21
Staff Training	3,100.00	2,583.40	-	2,894.31	310.91	3,900.00	3,250.00	-	4,904.51	1,654.51
Travel & Conventions	5,800.00	4,833.40	-	194.71	(4,638.69)	2,500.00	2,083.30	-	241.26	(1,842.04)
Audit Fees	3,400.00	3,400.00	-	4,024.51	624.51	4,200.00	4,200.00	-	5,032.01	832.01
Sundry	107,060.00	89,216.70	11,522.68	114,209.38	24,992.68	94,245.00	78,537.50	7,717.89	111,844.77	33,307.27
Management Fees	320,950.00	266,720.58	26,068.55	278,899.59	12,179.01	406,710.00	337,804.53	31,051.76	326,464.83	(11,339.70)
Total Admin Expense	655,810.00	546,337.38	44,890.61	572,381.22	26,043.84	800,555.00	666,708.73	56,508.10	662,044.75	(64,683.98)
Tenant Services Salaries	161,300.00	134,416.70	8,473.63	87,444.35	(46,972.35)	205,300.00	171,083.30	10,592.02	109,305.11	(61,778.19)
Tenant Services-Recr., Etc.	8,150.00	6,791.70	3,055.70	11,428.45	4,636.75	8,700.00	7,250.00	2,661.50	12,292.64	5,042.64
Resident Council	2,250.00	1,875.00	-	627.82	(1,247.18)	2,500.00	2,083.30	-	634.78	(1,448.52)
Ten. Serv. Contr., Train., Spec. Needs	20.00	16.70	-	3,629.23	3,612.53	20.00	16.70	-	4,827.79	4,811.09
Total Tenant Expense	171,720.00	143,100.10	11,529.33	103,129.85	(39,970.25)	216,520.00	180,433.30	13,253.52	127,060.32	(53,372.98)
EXPENSES										
Water	75,600.00	63,000.00	8,082.41	77,372.05	14,372.05	117,000.00	97,500.00	7,323.57	97,885.56	385.56
Electricity	148,900.00	124,083.30	23,891.36	143,372.93	19,289.63	190,500.00	158,750.00	26,657.49	166,295.14	7,545.14
Gas	67,200.00	56,000.00	6,023.29	92,021.92	36,021.92	92,700.00	77,250.00	7,029.89	129,938.05	52,888.05
Other Utility Expense	100,500.00	83,750.00	11,316.12	102,975.79	19,225.79	175,700.00	146,416.70	12,086.20	149,266.61	2,849.91
Total Utility Expense	392,200.00	326,833.30	49,313.18	415,742.69	88,909.39	575,900.00	479,916.70	53,097.15	543,385.36	63,468.66
Labor	282,100.00	235,083.30	25,924.07	156,047.82	(79,035.48)	282,500.00	235,416.70	14,499.09	168,745.99	(66,670.71)
Material	79,070.00	67,558.40	7,780.89	77,066.72	9,508.32	72,775.00	63,145.90	7,413.25	65,701.91	2,556.01
Contract Cost	214,960.00	179,133.40	53,164.11	311,175.12	132,041.72	288,000.00	240,000.10	64,135.61	357,025.61	117,025.51
Total Ordinary Maint. & Operation	576,130.00	481,775.10	86,869.07	544,289.66	62,514.56	643,275.00	538,562.70	86,047.95	591,473.51	52,910.81
Protective Services Contract	85,800.00	71,500.00	5,148.40	65,155.05	(6,344.95)	89,500.00	74,583.30	7,489.49	74,707.77	124.47
Total Protective Services	85,800.00	71,500.00	5,148.40	65,155.05	(6,344.95)	89,500.00	74,583.30	7,489.49	74,707.77	124.47
Insurance	68,570.00	57,141.60	8,168.27	81,682.70	24,541.10	67,970.00	56,641.70	5,243.77	52,437.70	(4,204.00)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-
Employee Benefit Payments	289,350.00	241,125.20	15,230.70	143,600.75	(97,524.45)	317,880.00	264,900.00	14,662.58	160,901.27	(103,998.73)
Collection Losses	34,520.00	28,766.70	1,603.40	38,647.46	9,880.76	42,800.00	35,666.70	735.20	47,747.01	12,080.31
Total General Expenses	392,440.00	327,033.50	25,002.37	263,930.91	(63,102.59)	428,650.00	357,208.40	20,641.55	261,085.98	(96,122.42)
Total Routine Expenses	2,274,100.00	1,896,579.38	222,752.96	1,964,629.38	68,050.00	2,754,400.00	2,297,413.13	237,037.76	2,259,757.69	(37,655.44)
EXPENSES										
Extraordinary Maintenance	-	-	-	45,000.00	45,000.00	-	-	15,412.18	15,412.18	15,412.18
Casualty Losses-non capitalized	-	-	3,857.96	16,457.60	16,457.60	-	-	4,179.45	17,829.08	17,829.08
Total Non Routine Expenses	-	-	3,857.96	61,457.60	61,457.60	-	-	19,591.63	33,241.26	33,241.26
Total Operating Expenses	2,274,100.00	1,896,579.38	226,610.92	2,026,086.98	129,507.60	2,754,400.00	2,297,413.13	256,629.39	2,292,998.95	(4,414.18)
G/L Disposition of Nonexp. Equip.	-	-	-	(1,000.00)	(1,000.00)	-	-	-	(1,500.00)	(1,500.00)
Total Capital Expenses	-	-	-	(1,000.00)	(1,000.00)	-	-	-	(1,500.00)	(1,500.00)
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-
Residual Receipts (Profit/Loss)	29,300.00	22,361.46	(1,973.17)	79,059.20	56,697.74	217,500.00	179,620.25	27,317.15	260,650.91	81,030.66

Section 8 Admin

Mainstream Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under		Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME						INCOME					
3410 Section 8 Admin Fees	1,725,000.00	1,437,500.00	150,074.00	1,497,935.00	60,435.00	3410 Mainstream Admin Fees	-	-	3,868.33	38,389.86	38,389.86
3480 Proceeds fr. Insurance Claims	-	-	-	-	-	3610 Interest on on Admin Reserve	-	-	-	-	-
3610 Interest on on Admin Reserve	14,000.00	11,666.70	1,988.87	20,583.43	8,916.73	3690.070 Misc. Other Income	-	-	-	3,255.98	3,255.98
3690 Other Income	-	-	1,362.50	346,356.31	346,356.31	Total Admin Income	-	-	3,868.33	41,645.84	41,645.84
Total Admin Income	1,739,000.00	1,449,166.70	153,425.37	1,864,874.74	415,708.04	EXPENSES					-
EXPENSES						4110 Administrative Salaries	-	-	450.00	2,814.77	2,814.77
4110 Administrative Salaries	827,700.00	689,750.00	54,802.08	527,826.58	(161,923.42)	4171.000 Audit Fees	-	-	-	218.76	218.76
4120 Compensated Absences	-	-	-	-	-	4196 Admin Fees	-	-	720.67	7,185.80	7,185.80
4130 Legal Expense	750.00	625.00	1,500.00	5,401.00	4,776.00	4189/4190 Sundry	-	-	44.35	2,476.71	2,476.71
4140 Staff Training	14,000.00	11,666.70	-	2,864.80	(8,801.90)	Total Admin Expenses	-	-	1,215.02	12,696.04	12,696.04
4150 Travel Convention & Meetings	2,000.00	1,666.70	-	5.68	(1,661.02)	4540 Employee Benefit Payments	-	-	193.04	413.42	413.42
4171 Auditing Fees	7,000.00	7,000.00	-	8,171.60	1,171.60	4590 Admin Fee	-	-	79.16	516.34	516.34
4190 Sundry	166,000.00	139,153.40	17,957.64	460,734.76	321,581.36	4431 Building Repair Contract	-	-	-	-	-
4196 Management Fee	327,800.00	273,166.70	28,514.06	297,828.55	24,661.85	4430 Clean/Desinf Contr. Svcs	-	-	-	2.88	2.88
4220 Tenant Services Recreation	-	-	-	3,530.50	3,530.50	Total General Expenses	-	-	272.20	932.64	932.64
4250 Reichenbach Program Assistance	-	-	-	-	-	Total Expenses	-	-	1,487.22	13,628.68	13,628.68
4260 FSS Donations Expense	-	-	-	-	-	Residual Receipts (Profit/Loss)	-	-	2,381.11	28,017.16	28,017.16
Total Admin Expense	1,345,250.00	1,123,028.50	102,773.78	1,306,363.47	183,334.97						
4310 Water	2,700.00	2,250.00	95.78	1,671.40	(578.60)						
4320 Electricity	4,100.00	3,416.70	480.54	3,812.79	396.09						
4330 Gas	1,300.00	1,083.30	111.44	1,406.69	323.39						
4390 Sewer	600.00	500.00	70.38	842.07	342.07						
Total Utility Expense	8,700.00	7,250.00	758.14	7,732.95	482.95						
4420 Material	1,820.00	1,516.60	508.51	2,688.34	1,171.74						
4430 Contract Cost	22,565.00	18,804.20	2,784.28	29,807.03	11,002.83						
Total Ordinary Maint. & Operation	24,385.00	20,320.80	3,292.79	32,495.37	12,174.57						
4510.010 Workers Compensation	3,000.00	2,500.00	254.05	2,540.50	40.50						
4510.020 General Liability Insurance	400.00	333.30	2.29	22.90	(310.40)						
4510.040 Auto Insurance	2,200.00	1,833.30	180.23	1,802.30	(31.00)						
4510.050 Public Officials Liability -E&O	800.00	666.70	4.25	42.50	(624.20)						
4510.070 Crime / Dishonesty	70.00	58.30	5.85	58.50	0.20						
4510.090 Fire & Extend Coverage	200.00	166.70	17.18	171.80	5.10						
4540 Employee Benefit Payments	334,800.00	279,000.00	17,501.03	164,065.34	(114,934.66)						
4590 Admin Fee	16,195.00	13,495.80	1,979.04	25,916.54	12,420.74						
Total General Expenses	357,665.00	298,054.10	19,943.92	194,620.38	(103,433.72)						
Total Routine Expenses	1,736,000.00	1,448,653.40	126,768.63	1,541,212.17	92,558.77						
EXPENSES											
4620.040 Casualty Losses-non capitalized	-	-	-	-	-						
Total Non Routine Expenses	-	-	-	-	-						
4800 Depreciation Expense	-	-	-	-	-						
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-						
Total Capital Expenses	-	-	-	-	-						
6010 Prior Year Adjustment - ARR	-	-	-	-	-						
Total Prior Year Receipts	-	-	-	-	-						
Total Expenses	-	-	-	-	-						
Residual Receipts (Profit/Loss)	3,000.00	513.30	26,656.74	323,662.57	323,149.27						

Section 8 HAP

Mainstream HAP

	Current Period	Current Year
INCOME		
3610.000 Interest on HAP Reserve	-	-
3610.030 Interest on VASH Reserve	-	-
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	1,362.50	24,418.72
3690.020 Other Income FSS Forfeitures	-	100.99
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,355,425.00	12,043,070.00
8026.240 Contr. Earned HAP - Katrina	-	-
8026.245 DVP Contributions Earned	-	-
8026.400 Contrib Earned HAP Liberty-RAD	-	-
8026.450 Contrib Earned HAP ST-RAD	-	261,718.00
8026.455 Contrib Earned HAP-ST Demolitio	10,547.00	182,645.00
8026.456 Contib.S8HAP-Grandview Demo/Dis	10,547.00	66,624.00
8026.457 Contib. Earned S8 Foster Youth	-	21,225.00
8026.500 Contrib.-Vet.Affs.Supp.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,377,881.50	12,599,801.71
EXPENSES		
4715.010 HAP Occupied Units	1,109,877.80	10,534,318.31
4715.020 HAP Parkside Occ. Units	17,151.00	176,095.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	282.00	8,276.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	33,371.66	531,856.34
4715.100 HAP Parkside-Portability-Out	2,066.00	18,994.00
4715.230 HAP Homeownership	4,866.00	46,356.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	27,037.00	254,460.00
4715.450 HAP ST-RAD	48,412.00	470,235.42
4715.451 HAP Grandview-RAD	6,651.00	63,708.00
4715.455 HAP ST Demolition/Disposition	32,672.00	92,617.00
4715.500 HAP Vet.Affs.Support.Hous.	24,144.00	261,694.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	-	-
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	61,835.00	645,458.00
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	9,558.00	57,788.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	18,590.00	206,304.00
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	13,746.00	135,568.00
4716.100 UAP Parkside Occ. Units	4.00	544.00
4716.130 UAP Tanglewood Occ. Units	-	-
4716.230 UAP Homeownership	-	141.00
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	566.00	4,921.00
4716.450 UAP ST RAD	-	319.00
4716.455 UAP-ST Demolition/Disposition	585.00	1,659.00
4716.500 UAP Vet.Affairs Support Hous.	230.00	1,254.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	188.00	3,318.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	11.00	11.00
4717.000 UAP - Portability - Out	204.00	15,325.90
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,412,047.46	13,531,220.97
RESIDUAL RECEIPTS (Profit/Loss)	(34,165.96)	(931,419.26)

	Current Period	Current Year
INCOME		
8026.800 Contr. Earned- Mainstream	30,779.00	309,179.00
TOTAL HAP INCOME	30,779.00	309,179.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	1,878.00	11,089.36
4715.800 HAP Mainstream	29,524.00	292,962.00
4716.800 UAP Mainstream	4.00	1,435.00
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	31,406.00	305,486.36
RESIDUAL RECEIPTS (Profit/Loss)	(627.00)	3,692.64

	Raintree					Cmmaron					Misty				
	Year Budget	Year To Date Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME															
3110 Dwelling Rental	1,130,700.00	942,250.00	96,385.67	959,415.79	17,165.79	598,600.00	498,833.30	50,994.19	508,411.46	9,578.16	98,700.00	82,250.00	8,160.16	83,335.16	1,085.16
Total Rental Income	1,130,700.00	942,250.00	96,385.67	959,415.79	17,165.79	598,600.00	498,833.30	50,994.19	508,411.46	9,578.16	98,700.00	82,250.00	8,160.16	83,335.16	1,085.16
3400 Donations to Scholarship Fund	0	0	2.78	30.69	30.69	-	-	-	-	-	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	0	0	0	752.19	752.19	-	-	-	-	-	-	-	-	-	-
3610 Interest Income	13,500.00	11,250.00	826.41	10,597.98	-652.02	7,100.00	5,916.70	616.99	5,998.86	82.16	1,400.00	1,166.70	160.31	1,518.16	351.46
3690 Other Income	40,300.00	35,166.70	3,513.59	26,216.89	-8,949.81	21,900.00	19,366.60	3,368.46	22,054.58	2,687.98	2,700.00	2,450.10	951.33	3,072.18	622.08
3999,000 Transfer In	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
Total Operating Income	53,800.00	46,416.70	4,342.78	37,597.75	-8,818.95	29,000.00	25,283.30	3,985.45	28,053.44	2,770.14	4,100.00	3,616.80	1,111.64	4,590.34	973.54
Total Income	1,184,500.00	988,666.70	100,728.45	997,013.54	8,346.84	627,600.00	524,116.60	54,979.64	536,464.90	12,348.30	102,800.00	85,866.80	9,271.80	87,925.50	2,058.70
EXPENSES					0.00					-					-
4110 Administrative Salaries	85,375.00	70,598.56	5,439.61	72,341.77	1,743.21	53,460.00	44,207.34	4,159.42	44,853.66	646.32	7,790.00	6,441.71	892.34	8,438.52	1,996.81
4120 Compensated Absences	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
4130 Legal Expense	2,500.00	2,083.30	0	0	-2,083.30	1,000.00	833.30	-	-	(833.30)	200.00	166.70	-	-	(166.70)
4140 Staff Training & Convention	2,220.00	1,850.00	0	216	-1,634.00	910.00	758.30	-	342.00	(416.30)	120.00	100.00	-	54.00	(46.00)
4150 Travel	630	525	0	270.72	-254.28	-	-	-	-	-	-	-	-	-	-
4171 Auditing Fees	3,250.00	3,250.00	0	3,880.13	630.13	2,070.00	2,070.00	-	2,472.98	402.98	280.00	280.00	-	330.33	50.33
4180 Office Rent	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
4190 Sundry	46,455.00	39,171.00	2,123.57	31,246.30	-7,924.70	23,860.00	20,093.40	1,404.61	20,509.12	415.72	3,595.00	2,974.90	306.12	2,582.92	(391.98)
4195 Property Management Fee	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	293,970.00	244,975.00	25,060.27	249,448.09	4,473.09	155,620.00	129,683.30	13,258.49	132,186.99	2,503.69	10,860.00	9,050.00	897.62	9,166.87	116.87
Total Admin Expense	434,400.00	362,452.86	32,623.45	357,403.01	-5,049.85	236,920.00	197,645.64	18,822.52	200,364.75	2,719.11	22,845.00	19,013.31	2,096.08	20,572.64	1,559.33
4310 Water	54,450.00	45,375.00	5,390.01	43,520.69	-1,854.31	44,290.00	36,908.30	3,635.43	31,375.90	(5,532.40)	4,660.00	3,883.30	404.38	3,727.22	(156.08)
4320 Electricity	15,310.00	12,758.30	1,001.55	11,707.71	-1,050.59	7,360.00	6,133.30	861.46	8,383.96	2,250.66	1,190.00	991.70	121.11	711.00	(280.70)
4390 Sewer	54,510.00	45,425.00	5,895.22	52,668.83	7,243.83	24,510.00	20,425.00	2,038.66	18,935.69	(1,499.31)	4,140.00	3,450.00	395.34	3,467.19	17.19
Total Utility Expense	124,270.00	103,558.30	12,286.78	107,897.23	4,338.93	76,160.00	63,466.60	6,535.55	58,695.55	(4,771.05)	9,990.00	8,325.00	920.83	7,905.41	(419.59)
4410 Labor	96,690.00	79,955.17	5,223.78	63,632.50	-16,322.67	63,040.00	52,129.21	5,103.08	53,559.57	1,430.36	9,900.00	8,186.54	805.76	8,456.60	270.06
4420 Material	55,590.00	46,628.17	5,615.90	53,316.14	6,687.97	22,080.00	18,400.00	1,750.21	16,869.99	(1,530.11)	1,930.00	1,608.30	205.68	2,302.78	694.48
4430 Contract Cost	127,265.00	106,581.13	14,210.49	138,500.56	31,919.43	63,750.00	53,125.00	4,391.19	39,132.44	(13,992.56)	14,285.00	11,904.00	2,722.64	10,562.92	(1,341.08)
Total Ordinary Maint. & Operation	279,545.00	233,164.47	25,050.17	255,449.20	22,284.73	148,870.00	123,654.31	11,244.48	109,562.00	(14,092.31)	26,115.00	21,698.84	3,734.08	21,322.30	(376.54)
4480 Contract Cost	420	350	33.5	335	-15.00	480.00	400.00	38.19	381.90	(18.10)	75.00	62.50	6.03	60.30	(2.20)
Total Protective Services	420	350	33.5	335	-15.00	480.00	400.00	38.19	381.90	(18.10)	75.00	62.50	6.03	60.30	(2.20)
4510.010 Workers Compensation	4,140.00	3,450.00	339.43	3,394.30	-55.70	2,690.00	2,233.30	227.40	2,274.00	40.70	400.00	333.30	34.12	341.20	7.90
4510.020 General Liab Insurance	1,060.00	883.3	92.68	926.8	43.50	670.00	558.30	58.94	589.40	31.10	110.00	91.70	9.46	94.60	2.90
4510.040 Auto Insurance	470	391.7	37.92	379.2	-12.50	300.00	250.00	24.07	240.70	(9.30)	40.00	33.30	2.94	29.40	(3.90)
4510.050 Public Officials Insurance	1,980.00	1,650.00	172.12	1,721.20	71.20	1,260.00	1,050.00	109.47	1,094.70	44.70	200.00	166.70	17.57	175.70	9.00
4510.070 Crime / Dishonesty	70	58.3	5.85	58.5	0.20	70.00	58.30	5.85	58.50	0.20	-	-	-	-	-
4510.090 Fire & Extend Coverage	32,640.00	27,200.00	3,038.37	30,383.70	3,183.70	17,905.00	14,920.80	1,666.61	16,666.10	1,745.30	1,770.00	1,475.00	171.69	1,716.90	241.90
4540 Employee Benefit Payments	83,405.00	69,504.10	4,783.82	55,742.59	-13,761.51	43,995.00	36,662.50	4,066.53	39,677.14	3,014.64	6,615.00	5,512.50	670.46	6,379.39	866.89
4570 Collection Losses	6,620.00	4,965.00	0	954.5	-4,010.50	900.00	675.00	-	10.50	(664.50)	-	-	-	-	-
4580 Interest Expense	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
Total General Expenses	130,385.00	108,102.40	8,470.19	93,560.79	-14,541.61	67,780.00	56,408.20	6,158.87	60,611.04	4,202.84	9,135.00	7,612.50	906.24	8,737.19	1,124.69
Total Routine Expenses	969,020.00	807,628.03	78,464.09	814,645.23	7,017.20	530,210.00	441,574.75	42,799.61	429,615.24	(11,959.51)	68,160.00	56,712.15	7,663.26	58,597.84	1,885.69
EXPENSES					0.00					-					-
4191.100 Employee Committee	0	0	0	0	0.00	-	-	-	3,477.93	3,477.93	-	-	-	-	-
4191.200 Non-Apartment Meetings	0	0	0	0	0.00	-	-	115.00	5,105.90	5,105.90	-	-	-	-	-
4191.300 Non-Apartment Public Relations	0	0	3,139.75	14,712.36	14,712.36	-	-	-	-	-	-	-	-	-	-
Total Non-Apartment Expenses	0	0	3,139.75	14,712.36	14,712.36	-	-	115.00	8,583.83	8,583.83	-	-	-	-	-
4610.000 Extraordinary Maintenance	0	0	0	59,130.00	59,130.00	-	-	-	753.00	753.00	-	-	-	221.00	221.00
4620.040 Casualty Losses-non capitalized	0	0	0	0	0.00	-	-	-	-	-	-	-	1,000.00	1,000.00	1,000.00
4700 Scholarships Awarded	3,000.00	1,500.00	200	200	-1,300.00	-	-	-	-	-	-	-	-	-	-
5999,000 Transfer Out	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	3,000.00	1,500.00	200	59,330.00	57,830.00	-	-	-	753.00	753.00	-	-	1,000.00	1,221.00	1,221.00
4800 Depreciation Expense	175,080.00	145,900.00	13,937.47	143,198.75	-2,701.25	93,690.00	78,075.00	7,736.98	77,571.55	(503.45)	31,840.00	26,533.30	2,681.14	26,509.30	(24.00)
6110 G/L Disposition of Real Property	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	175,080.00	145,900.00	13,937.47	143,198.75	-2,701.25	93,690.00	78,075.00	7,736.98	77,571.55	(503.45)	31,840.00	26,533.30	2,681.14	26,509.30	(24.00)
6010 Prior Year Adjustment - ARR	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	0	0	0	0	0.00	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,147,100.00	955,028.03	95,741.31	1,031,886.34	78,858.31	623,900.00	519,649.75	50,651.59	516,523.62	(3,126.13)	100,000.00	83,245.45	11,344.40	86,328.14	3,082.69
					0.00					-					-
Residual Receipts (Profit/Loss)	37,400.00	33,638.67	4,987.14	-34,872.80	-68,511.47	3,700.00	4,466.85	4,328.05	19,941.28	15,474.43	2,800.00	2,621.35	(2,072.60)	1,597.36	(1,023.99)

Hunnington						Picadilly						WPFC II					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under		Year Budget	YTD Budget	Current Period	Current Year	Over & Under		Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME						INCOME						INCOME					
3110 Dwelling Rental	408,600.00	340,500.00	34,262.58	345,325.06	4,825.06	3110 Dwelling Rental	52,300.00	43,583.30	4,826.00	46,095.01	2,511.71	3110 Dwelling Rental	-	-	-	-	-
Total Rental Income	408,600.00	340,500.00	34,262.58	345,325.06	4,825.06	Total Rental Income	52,300.00	43,583.30	4,826.00	46,095.01	2,511.71	Total Rental Income	-	-	-	-	-
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-	3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-	3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	3,206.10	3,206.10	3480 Proceeds fr. Insurance Claims	-	-	-	-	-	3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	8,300.00	6,916.70	470.63	4,231.15	(2,885.55)	3610 Interest Income	900.00	750.00	285.52	2,771.88	2,021.88	3610 Interest Income	-	-	2,752.38	26,775.81	26,775.81
3690 Other Income	11,500.00	10,299.90	1,490.00	8,412.72	(1,887.18)	3690 Other Income	3,600.00	3,033.40	65.18	3,579.09	545.69	3690 Other Income	-	-	-	-	-
3999 Transfer In	-	-	-	-	-	3999 Transfer In	-	-	-	-	-	3999.000 Transfer In	-	-	-	-	-
Total Operating Income	19,800.00	17,216.60	1,960.63	15,849.97	(1,366.63)	Total Operating Income	4,500.00	3,783.40	350.70	6,350.97	2,567.57	Total Operating Income	-	-	2,752.38	26,775.81	26,775.81
Total Income	428,400.00	357,716.60	36,223.21	361,175.03	3,458.43	Total Income	56,800.00	47,366.70	5,176.70	52,445.98	5,079.28	Total Income	-	-	2,752.38	26,775.81	26,775.81
EXPENSES						EXPENSES						EXPENSES					
4110 Administrative Salaries	32,390.00	26,784.04	2,507.25	26,690.08	(93.96)	4110 Administrative Salaries	3,320.00	2,745.38	204.84	3,077.48	332.10	4110 Administrative Salaries	-	-	-	-	-
4120 Compensated Absences	-	-	-	-	-	4120 Compensated Absences	-	-	-	-	-	4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	250.00	208.30	-	-	(208.30)	4130 Legal Expense	-	-	-	-	-	4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	540.00	450.00	-	204.00	(246.00)	4140 Staff Training & Convention	90.00	75.00	-	9.00	(66.00)	4140 Staff Training & Convention	-	-	-	-	-
4150 Travel	-	-	-	-	-	4150 Travel	30.00	25.00	-	11.28	(13.72)	4150 Travel	-	-	-	-	-
4171 Auditing Fees	1,270.00	1,270.00	-	1,521.71	251.71	4171 Auditing Fees	130.00	130.00	-	146.46	16.46	4171 Auditing Fees	-	-	-	-	-
4180 Office Rent	-	-	-	-	-	4180 Office Rent	-	-	-	-	-	4180 Office Rent	-	-	-	-	-
4190 Sundry	15,240.00	13,020.00	4,833.70	16,992.28	3,972.28	4190 Sundry	2,620.00	2,208.20	3,766.47	5,008.45	2,800.25	4190 Sundry	-	-	-	-	-
4195 Property Management Fee	-	-	-	-	-	4195 Property Management Fee	-	-	-	-	-	4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	106,230.00	88,525.00	8,908.27	89,784.51	1,259.51	4196 Mgmt./Bkpg./Adm.Fee	5,750.00	4,791.70	530.86	5,070.45	278.75	4196 Mgmt./Bkpg./Adm.Fee	-	-	-	-	-
Total Admin Expense	155,920.00	130,257.34	16,249.22	135,192.58	4,935.24	Total Admin Expense	11,940.00	9,975.28	4,502.17	13,323.12	3,347.84	Total Admin Expense	-	-	-	-	-
4310 Water	20,250.00	16,875.00	1,935.09	17,338.97	463.97	4310 Water	3,030.00	2,525.00	87.21	1,637.16	(887.84)	4310 Water	-	-	-	-	-
4320 Electricity	8,330.00	6,941.70	676.09	4,735.39	(2,206.31)	4320 Electricity	1,650.00	1,375.00	12.34	343.75	(1,031.25)	4320 Electricity	-	-	-	-	-
4390 Sewer	19,940.00	16,616.70	2,125.32	18,163.80	1,547.10	4390 Sewer	540.00	450.00	-	58.69	(91.31)	4390 Sewer	-	-	-	-	-
Total Utility Expense	48,520.00	40,433.40	4,736.50	40,238.16	(195.24)	Total Utility Expense	5,220.00	4,350.00	99.55	2,039.60	(2,310.40)	Total Utility Expense	-	-	-	-	-
4410 Maint. & Operation Labor	37,650.00	31,133.62	3,043.92	31,947.77	814.15	4410 Labor	4,020.00	3,324.21	217.66	2,651.34	(672.87)	4410 Labor	-	-	-	-	-
4420 Material	22,060.00	18,383.40	1,994.58	12,770.51	(5,612.89)	4420 Material	3,140.00	2,616.70	4.18	1,933.63	(683.07)	4420 Material	-	-	-	-	-
4430 Contract Cost	54,100.00	45,083.30	6,842.99	38,189.32	(6,893.98)	4430 Contract Cost	9,990.00	8,325.00	253.32	5,134.51	(3,190.49)	4430 Contract Cost	-	-	-	-	-
Total Ordinary Maint. & Operation	113,810.00	94,600.32	11,881.49	82,907.60	(11,692.72)	Total Ordinary Maint. & Operation	17,150.00	14,265.91	475.16	9,719.48	(4,546.43)	Total Ordinary Maint. & Operation	-	-	-	-	-
4480 Contract Cost	290.00	241.70	22.78	227.80	(13.90)	4480 Contract Cost	-	-	-	-	-	4480 Contract Cost	-	-	-	-	-
Total Protective Services	290.00	241.70	22.78	227.80	(13.90)	Total Protective Services	-	-	-	-	-	Total Protective Services	-	-	-	-	-
4510.010 Workers Compensation	1,620.00	1,350.00	136.98	1,345.03	(4.97)	4510.010 Workers Compensation	170.00	141.70	30.12	301.20	159.50	4510.010 Workers Compensation	-	-	-	-	-
4510.020 General Liab. Insurance	410.00	341.70	35.81	358.10	16.40	4510.020 General Liab. Insurance	40.00	33.30	3.24	32.40	(0.90)	4510.020 General Liab. Insurance	-	-	-	-	-
4510.040 Auto Insurance	140.00	116.70	11.11	111.10	(5.60)	4510.040 Auto Insurance	20.00	16.70	1.31	13.10	(3.60)	4510.040 Auto Insurance	-	-	-	-	-
4510.050 Public Officials Insurance	760.00	633.30	66.51	665.10	31.80	4510.050 Public Officials Insurance	70.00	58.30	6.01	60.10	1.80	4510.050 Public Officials Insurance	-	-	-	-	-
4510.090 Fire & Extend Coverage	6,830.00	5,525.00	636.35	6,363.50	838.50	4510.090 Fire & Extend Coverage	1,070.00	891.70	104.39	1,043.90	152.20	4510.090 Fire & Extend Coverage	-	-	-	-	-
4540 Employee Benefit Payments	26,450.00	22,041.70	2,427.72	23,687.84	1,646.14	4540.000 Employee Benefit Payments	3,370.00	2,808.30	196.37	2,325.04	(483.26)	4540 Employee Benefit Payments	-	-	-	-	-
4570 Collection Losses	-	-	-	2,589.60	2,589.60	4570 Collection Losses	690.00	517.50	-	176.00	(341.50)	4570 Collection Losses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-	4580 Interest Expense	-	-	-	-	-	4580 Interest Expense	-	-	-	-	-
Total General Expenses	36,010.00	30,008.40	3,314.48	35,120.27	5,111.87	Total General Expenses	5,430.00	4,467.50	341.44	3,951.74	(515.76)	Total General Expenses	-	-	-	-	-
Total Routine Expenses	354,550.00	295,541.16	36,204.47	293,686.41	(1,854.75)	Total Routine Expenses	39,740.00	33,058.69	5,418.32	29,033.94	(4,024.75)	Total Routine Expenses	-	-	-	-	-
EXPENSES						EXPENSES						EXPENSES					
4191.500 Dollar General Grant-Books	-	-	-	-	-	4191.500 Dollar General Grant-Books	-	-	-	-	-	4191.500 Dollar General Grant-Books	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-	Total Non-Apartment Expenses	-	-	-	-	-	Total Non-Apartment Expenses	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	2,506.00	2,506.00	4610.000 Extraordinary Maintenance	-	-	-	-	-	4610.000 Extraordinary Maintenance	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	4620.040 Casualty Losses-non capitalized	-	-	-	-	-	4620.040 Casualty Losses-non capitalized	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	5999.000 Transfer Out	-	-	-	-	-	5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	2,506.00	2,506.00	Total Non Routine Expenses	-	-	-	-	-	Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	64,750.00	53,958.30	5,192.09	49,149.30	(4,809.00)	4800 Depreciation Expense	3,260.00	2,716.70	272.37	2,722.31	5.61	4800 Depreciation Expense	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	64,750.00	53,958.30	5,192.09	49,149.30	(4,809.00)	Total Capital Expenses	3,260.00	2,716.70	272.37	2,722.31	5.61	Total Capital Expenses	-	-	-	-	-
6010 Prior Year Adjustment - ARR	-	-	-	-	-	6010 Prior Year Adjustment - ARR	-	-	-	-	-	6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	Total Prior Year Receipts	-	-	-	-	-	Total Prior Year Receipts	-	-	-	-	-
Total Expenses	419,300.00	349,499.46	41,396.56	345,341.71	(4,157.75)	Total Expenses	43,000.00	35,775.39	5,690.69	31,756.25	(4,019.14)	Total Expenses	-	-	-	-	-
Residual Receipts (Profit/Loss)	9,100.00	8,217.14	(5,173.35)	15,833.32	7,616.18	Residual Receipts (Profit/Loss)	13,800.00	11,591.31	(513.99)	20,689.73	9,098.42	Residual Receipts (Profit/Loss)	-	-	2,752.38	26,775.81	26,775.81

Waco Housing Authority & Affiliates Consolidated Financial Report July 2022

	Central Cost Center	Kate Ross	Estella Maxey	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
Income										
Dwelling rental		59,070.64	68,551.66		96,385.67	50,994.19	34,262.58	4,826.00	8,160.16	322,250.90
Excess Utilities		9,460.82	10,465.18							19,926.00
Non-Dwelling Rental		6,000.00								6,000.00
Total Rental Income	-	74,531.46	79,016.84	-	96,385.67	50,994.19	34,262.58	4,826.00	8,160.16	348,176.90
Mgmt. & Admin. Fees Rev.	137,514.11	6,205.55	7,897.96	150,074.00						301,691.62
Donations to Scholarship Fd.					2.78					2.78
CFP Tranf In-site Expenses		34,144.31	39,832.82							73,977.13
Proceeds Insurance Claims										-
Interest on Investments	1,044.05	1,882.07	2,836.96	1,988.87	826.41	616.99	470.63	285.52	160.31	10,111.81
Other Income		6,386.04	10,221.48	1,362.50	3,513.59	3,368.46	1,490.00	65.18	951.33	27,358.58
Operating Transfer In		6,205.55	7,897.96							14,103.51
HUD Contributions		95,282.77	136,242.52							231,525.29
Total Operating Income	138,558.16	150,106.29	204,929.70	153,425.37	4,342.78	3,985.45	1,960.63	350.70	1,111.64	658,770.72
Total Income	138,558.16	224,637.75	283,946.54	153,425.37	100,728.45	54,979.64	36,223.21	5,176.70	9,271.80	1,006,947.62
Expenses										
Administrative Salaries	85,383.70	7,299.38	17,727.46	54,802.08	5,439.61	4,159.42	2,507.25	204.84	892.34	178,416.08
Legal			10.99	1,500.00						1,510.99
Sundry	3,266.03	11,522.68	7,717.89	17,957.64	2,123.57	1,404.61	4,833.70	3,766.47	306.12	52,898.71
Mgmt. & Bkpg. Fees Exp.		26,068.55	31,051.76	28,514.06	25,060.27	13,258.49	8,908.27	530.86	897.62	134,289.88
Total Admin. Expenses	88,649.73	44,890.61	56,508.10	102,773.78	32,623.45	18,822.52	16,249.22	4,502.17	2,096.08	367,115.66
Total Tenant Serv. Expenses	-	11,529.33	13,253.52							24,782.85
Total Utility Expenses	2,141.48	49,313.18	53,097.15	758.14	12,286.78	6,535.55	4,736.50	99.55	920.83	129,889.16
Labor		25,924.07	14,499.09		5,223.78	5,103.08	3,043.92	217.66	805.76	54,817.36
Materials	479.67	7,780.89	7,413.25	508.51	5,615.90	1,750.21	1,994.58	4.18	205.68	25,752.87
Contract Costs	5,136.52	58,312.51	67,080.10	2,784.28	14,243.99	4,429.38	6,865.77	253.32	2,728.67	161,834.54
Total Maint & Operations	5,616.19	92,017.47	88,992.44	3,292.79	25,083.67	11,282.67	11,904.27	475.16	3,740.11	242,404.77
Employee Benefits	26,766.30	15,230.70	14,662.58	17,501.03	4,783.82	4,066.53	2,427.72	196.37	670.46	86,305.51
Insurance	517.03	8,168.27	5,243.77	2,442.89	3,686.37	2,092.34	886.76	145.07	235.78	23,418.28
Collection Losses		1,603.40	735.20							2,338.60
Scholarships Awarded					200.00					200.00
Non-Routine Exp (non apt exp)		3,857.96	19,957.18		3,139.75	115.00				27,069.89
Casualty Losses-non capitalized			4,179.45						1,000.00	5,179.45
Depreciation Expense					13,937.47	7,736.98	5,192.09	272.37	2,681.14	29,820.05
Total General Expenses	27,283.33	28,860.33	44,778.18	19,943.92	25,747.41	14,010.85	8,506.57	613.81	4,587.38	174,331.78
Total Expenses	123,690.73	226,610.92	256,629.39	126,768.63	95,741.31	50,651.59	41,396.56	5,690.69	11,344.40	938,524.22
Profit/Loss	14,867.43	(1,973.17)	27,317.15	26,656.74	4,987.14	4,328.05	(5,173.35)	(513.99)	(2,072.60)	68,423.40

RESOLUTION NO. 3860

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES (WHAA) TO APPROVE WHAA'S DESIRE TO DISPOSE OF 18 PUBLIC HOUSING SCATTERED SITE UNITS THROUGH A PUBLIC BID AT FAIR MARKET VALUE (FMV) THROUGH THE SECTION 18 DISPOSITION PROGRAM

WHEREAS, The Board of Commissioners approves WHAA to move forward with the submittal of the Section 18 Disposition application for the sale of two (2) Kate Ross scattered properties with 18 total units;

WHEREAS, The Board of Commissioners approves the submittal of the Section 18 Disposition Application for the FMV sell of Kate Ross scattered properties with 18 total units.

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT the above resolution was adopted by the BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the 8th day of September 2022.

Secretary

Chairperson of the Board

(SEAL)



THE CITY OF WACO
OFFICE OF THE MAYOR

DILLON MEEK
MAYOR

To: Milet Hopping, President/CEO

Mrs. Hopping,

The City of Waco fully supports the Waco Housing Authority's (WHA) plan to submit a Section 18 Disposition application to the U.S. Department of Housing and Urban Development ("HUD") Special Application Center (the "SAC") for the sale of 2 Kate Ross scattered properties with 18 total units. The sale of the properties in the open market will allow WHA to utilize the funds of the sale to create and preserve affordable housing units, with an emphasis on your existing rental multi-family developments, with the intent to increase affordable housing in the future.

We understand that Waco Housing Authority (WHA) will attempt to market the homes to investors who will continue to house the current residents utilizing a tenant-based voucher. In the event an investor is not located, the WHA will utilize a brokerage firm to market and sell the homes, and the current residents will be relocated to other WHA developments or issued a tenant-based voucher that can be utilized in the open rental market.

The disposition of the scattered site apartments will allow the WHA to rehabilitate existing multifamily developments, with a more stable source of funding and allow for long-term preservation. WHA will continue to consult with the residents throughout this entire process.

The City of Waco looks forward to WHA furthering affordable housing options through the repositioning and rehabilitation of multi-family developments.

Sincerely,

A handwritten signature in cursive script that reads "Dillon Meek".

Dillon Meek
Mayor

RESOLUTION NO. 3861

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES, AUTHORIZING THE PRESIDENT/CEO TO PAY THE AMOUNT OF \$45,675.00 FOR EMERGENCY SIDEWALK REPAIRS AT SOUTH TERRACE APARTMENTS TO MAKE THE UNITS ADA ACCESSIBLE.

WHEREAS, it is the recommendation of the President/CEO that the amount of \$45,675.00 will be paid for sidewalk repairs at South Terrace Apartments to make the Units ADA accessible, and

WHEREAS, repairs are required to be completed for Housing Quality Standards (HQS) approval prior to tenant move-in. Change Orders to the original contract amount stated above may not exceed limits set by Local Government Code Chapter 271.060, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED the above resolution was adopted by the BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the 8th day of September 2022.

Secretary

Chairperson of the Board

(SEAL)



PRIME CHANGE ORDER COVER SHEET

Job#/ Project Name:	<input type="text"/>
Client:	<input type="text"/>
Change Order #:	<input type="text"/>

Reason for Change Order Request:

Detailed Description of the requested change:

Source of the requested change:

RFI (attach a copy)	<input type="checkbox"/>
ASI	<input type="checkbox"/>
Owner	<input type="checkbox"/>
Other	<input type="checkbox"/>

Details (mention ASI#/RFI#, if applicable):

Request to change:

- Contract Price
- Contract Scope, due to:
 - Weather Delays
 - Material Delays or Discontinued
 - Owner Delays
 - Scope Change
 - Schedule of Values redistribution
 - Allowance Adjustments
 - Alternates identified in the contract
- Contract Personnel

Detailed Cost Breakdown

- Subcontractor Cost (attach backup)
- Subcontractor Fees (attach backup)
- GC/Overhead & Profit (%)
- Relevant taxes, bonds and insurance
- Total Requested

Schedule Impact

--

	Name	Date	Signature
J4 Project Manager:			
J4 Director of Construction:			
J4 Vice President:			
Owner:			



J4 Development LP
 1700 Jay Ell Drive
 Suite 100
 Richardson TX 75081
 972-930-7075

Proposed Change Order

Order#: 0197
 Order Date: 07/08/2022

License:

To: South Terrace LP
 c/o Waco Public Facility Corporation
 4400 Cobbs Drive
 Waco, TX 76710

Project: 16517
 South Terrace-Int/Ext Renovations
 100 Kennedy Circle
 Waco, TX 76706

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By:

Customer Order:

Specifications Attached

Description of Work	Amount
Sidewalk Repairs- Work Not Complete	40,066.00
Scope:	
Sidewalk Repairs Required by HQS Inspector @	
208 Kennedy,195 – Work not Completed – Holding up HQS	
210/212 Kennedy,196 – Work Not Completed – Holding Up HQS	
2707 S 12th St,182 – Work Not Completed – Not Holding Up HQS Yet	
216 Kennedy,197 – Work Not Completed – Not Holding Up HQS Yet	
Bldg#103D,1409 Benton	
Bldg#128C, 2720/2722 S 14th St.	
Bldg#144B, 1411/1413 Carter	
Bldg#175J, 1220/1222 Carter	
Bldg#162J, 117/119 Lyndon	
Bldg#159J, 105/107 Lyndon	
Bldg#166J, 205/207 Lyndon	
Bldg#158J, 101/103 Kennedy	
Bldg#190G, 114/116/118/120 Kennedy	
Bldg#228G, 117/119/121/123 Kennedy	
Bldg#200H, 1017/1019 Gurley	

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

45,675.00

The original Contract Sum was	16,500,000.00
Net change by previous Change Orders	2,254,216.51
The Contract Sum prior to this Change Order	18,754,216.51
The Contract Sum will be changed by this Change Order	45,675.00
The new Contract Sum including this Change Order will be	18,799,891.51
The Contract Time will be changed by	0 Days

Owner: _____ Date: _____
 Contractor: _____ Date: _____
 Architect: _____ Date: _____

Change Order

Order: 0197

Continued...

Date: 08/29/2022

Description of Work	Amount
2,885 SF of Remove & Replace Sidewalks @ \$40,066	
GC/OH/P(14%)	5,609.00
6% General Conditions - \$2,403.96	
2 % Overhead - \$801.32	
6% Profit - \$2,403.96	

All terms and conditions of the Prime contract remain in effect.

Notes



J4 Development, LP
 1700 Jay Ell Dr Ste 100
 Richardson , Texas 75081
 P: (972) 930-7075

Project: 16517 - South Terrace Apartments (Reno) - Waco, TX
 100 Kennedy Circle
 Waco , Texas 76703

CHANGE EVENT #197 - Sidewalk Repairs- Work Not Complete

Origin:

Date Created:	7/1/2022	Created By:	Bryce Barcomb
Status:	Open	Scope:	Out of Scope
Type:	Owner Change - Architect	Change Reason:	Existing Condition

Description:

Sidewalk Repairs- Work Not Complete
 Scope:
 Sidewalk Repairs Required by HQS Inspector @
 208 Kennedy,195 – Work not Completed – Holding up HQS
 210/212 Kennedy,196 – Work Not Completed – Holding Up HQS
 2707 S 12th St,182 – Work Not Completed – Not Holding Up HQS Yet
 216 Kennedy,197 – Work Not Completed – Not Holding Up HQS Yet
 Bldg#103D,1409 Benton
 Bldg#128C, 2720/2722 S 14th St.
 Bldg#144B, 1411/1413 Carter
 Bldg#175J, 1220/1222 Carter
 Bldg#162J, 117/119 Lyndon
 Bldg#159J, 105/107 Lyndon
 Bldg#166J, 205/207 Lyndon
 Bldg#158J, 101/103 Kennedy
 Bldg#190G, 114/116/118/120 Kennedy
 Bldg#228G, 117/119/121/123 Kennedy
 Bldg#200H, 1017/1019 Gurley
 2,885 SF of Remove & Replace Sidewalks @ \$40,066
 14% OH&P @ \$5,609.00
 TOTAL PCO @ \$45,675.00

Attachments: [Site Sidewalks.pdf](#)

CHANGE EVENT LINE ITEMS

Budget Code	Vendor / Contract	Revenue			Cost			Over/ Under	Budget Mod.
		ROM	Prime PCO	Latest Price	ROM	RFQ	Commit.		
		\$45,675.00		\$45,675.00	\$45,675.00			\$45,675.00	\$0.00

AGENDA
RISING IMAGES, INC.
4400 Cobbs Drive
Waco, Texas
September 8, 2022
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 083 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. APPROVING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2022, TO SEPTEMBER 30, 2023.
 - RESOLUTION NO. 084 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$4,640.79 OF DELINQUENT ACCOUNTS FOR RAIN TREE, PICADILLY, CIMMARON, HUNNINGTON AND MISTY SQUARE APARTMENTS.
 - RESOLUTION NO. 085 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ARAGON BUILDERS OF SAN ANTONIO, TEXAS IN THE AMOUNT OF \$330,305.75 FOR REPLACEMENT OF SIDING ON HUNNINGTON BLDG'S "E", "F", "G", "H" AND "I" AND RAIN TREE BLDG'S 3,4,7 AND 8.
- V. Adjournment

Synopsis of the Minutes
RISING IMAGES, INC.
Board Room
4400 Cobbs Dr.
Waco, Texas
September 13, 2021

- I. Call to Order
President Malcolm Duncan Jr. called the meeting to order at 12:10 p.m.
- II. Establishment of Quorum
Director's present: Malcolm Duncan Jr., Melli Wickliff, Connie Mack, Jon Ramos, Shirley Langston
Directors absent:
- III. Approval of Minutes
The minutes were approved as presented.
- IV. New Business
RESOLUTION NO. 081 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. APPROVING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2021, TO SEPTEMBER 30, 2022.
Milet Hopping explained the contract information asked for a motion to approve Resolution No. 081. Commissioner Connie Mack made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
Resolution No. 081
A copy of this resolution may be found in the resolution file.
- RESOLUTION NO. 082 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$17,954.37 OF DELINQUENT ACCOUNTS FOR RAIN TREE, PICADILLY, CIMMARON, HUNNINGTON AND MISTY SQUARE APARTMENTS.
Milet Hopping explained the contract information asked for a motion to approve Resolution No. 082. Commissioner Connie Mack made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
Resolution No. 082
A copy of this resolution may be found in the resolution file.
- V. Adjournment
President Malcolm Duncan Jr. adjourned the meeting 12:15 p.m.

Secretary

President of the Board

Seal

RESOLUTION NO. 083

RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC.
APPROVING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2022, TO
SEPTEMBER 30, 2023

WHEREAS, Rising Images, Inc., management company, is required to prepare annual budgets for Cimmaron, Hunnington, Misty Square, Picadilly and Raintree Apartments, and

WHEREAS, the proposed budgets were prepared using overhead cost from 2020 and any additional known cost and are attached as part of this resolution, and

WHEREAS, the proposed 2022 budget will meet the needs of repair, administrative costs, and additional equipment costs of the affordable housing properties, and

WHEREAS, this resolution was considered at a required meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW; THEREFORE, BE IT RESOLVED that the above resolution was adopted by the Board of Directors of Rising Images, Inc., on this the 8th day of September 2022.

Secretary

Chairperson of the Board

(SEAL)

WHA Non-Profits 2023 Budget

8/31/2022 17:03	Raintree	Picadilly	Cimmaron	Hunnington	Misty	2023 Budget Total	2022 Budget Total
Income							
Rental Income	\$ 1,148,800	\$ 54,800	\$ 610,170	\$ 415,600	\$ 100,600	\$ 2,329,970	2,288,900
Interest	\$ 14,750	\$ 3,050	\$ 8,930	\$ 7,400	\$ 2,000	\$ 36,130	31,200
Other Income	\$ 18,000	\$ 1,500	\$ 10,500	\$ 6,400	\$ 2,000	\$ 38,400	47,100
Vending Commissions	\$ -	\$ -	\$ 4,100	\$ -	\$ -	\$ 4,100	6,300
Late/NSF Fees	\$ 150	\$ -	\$ 100	\$ 100	\$ -	\$ 350	400
Time Warner Commission	\$ 10,000	\$ 400	\$ 6,500	\$ 3,200	\$ 1,300	\$ 21,400	21,900
Misc.Non-Tenant Income & Scholarship	\$ 1,800	\$ 50	\$ 900	\$ 400	\$ 100	\$ 3,250	4,300
Total Income	\$ 1,193,500	\$ 59,800	\$ 641,200	\$ 433,100	\$ 106,000	\$ 2,433,600	2,400,100

Expenses						Total	Total
Administrative Salaries	\$ 8,000	\$ -	\$ 5,600	\$ 3,390	\$ -	\$ 16,990	11,965
On Site Payroll	\$ 89,000	\$ 3,800	\$ 56,000	\$ 33,400	\$ 8,800	\$ 191,000	170,370
Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,950
Staff Training	\$ 1,575	\$ 70	\$ 650	\$ 390	\$ 100	\$ 2,785	3,880
Travel-Conv. & Meetings	\$ 830	\$ 50	\$ -	\$ -	\$ -	\$ 880	660
Auditing Fees	\$ 3,900	\$ 150	\$ 2,500	\$ 1,530	\$ 300	\$ 8,380	7,000
Membership Dues	\$ 580	\$ -	\$ 400	\$ 160	\$ 120	\$ 1,260	540
Telephone & Telegraph	\$ 2,000	\$ 80	\$ 1,500	\$ 910	\$ 240	\$ 4,730	4,480
Postage Expense	\$ 40	\$ 10	\$ 50	\$ 50	\$ 5	\$ 155	255
Publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10
Advertising	\$ 2,000	\$ 100	\$ 1,000	\$ 610	\$ 160	\$ 3,870	4,960
Post-Accident Drug Test	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100
Pre-emplmt.Phys.	\$ 180	\$ 10	\$ -	\$ -	\$ -	\$ 190	330
Citation Court Cost	\$ 200	\$ 200	\$ -	\$ 230	\$ -	\$ 630	4,960
Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	360
Employee Ann Drivers Lic Check	\$ 40	\$ 10	\$ 20	\$ 10	\$ 5	\$ 85	80
Meetings	\$ 40	\$ 10	\$ -	\$ -	\$ -	\$ 50	100
Office Supply	\$ 3,000	\$ 200	\$ 1,300	\$ 1,020	\$ 300	\$ 5,820	9,045
Custom Forms	\$ 960	\$ 50	\$ -	\$ -	\$ -	\$ 1,010	2,500
Public Relations	\$ 2,200	\$ 100	\$ 1,840	\$ 1,340	\$ 250	\$ 5,730	4,180
Contract Employee	\$ 3,000	\$ 100	\$ -	\$ -	\$ -	\$ 3,100	14,400
Equipment Rental	\$ 1,000	\$ 50	\$ 715	\$ 430	\$ 115	\$ 2,310	2,600
Copier Supplies & Services	\$ -	\$ -	\$ 20	\$ 10	\$ 5	\$ 35	50
Software Maint.	\$ 16,700	\$ 730	\$ 10,175	\$ 6,240	\$ 1,590	\$ 35,435	23,815
Office Equipment & Furniture	\$ 3,710	\$ -	\$ -	\$ -	\$ -	\$ 3,710	3,420
Computer Equipment	\$ 1,000	\$ 50	\$ 300	\$ 240	\$ 40	\$ 1,630	2,940
Credit Reports	\$ 800	\$ 20	\$ 450	\$ 280	\$ 70	\$ 1,620	1,575
Criminal Background Check	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30
Writ of Possession	\$ -	\$ -	\$ -	\$ 180	\$ -	\$ 180	280
Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,500
Uniform Expense	\$ 950	\$ 50	\$ 1,070	\$ 650	\$ 170	\$ 2,890	2,260
Employee Committee	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	-
Non-Apartment Meeting	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	-
Non-Apartment Public Relations	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	-
Admin. Mgmt. Fee Exp.	\$ 298,690	\$ 6,020	\$ 158,640	\$ 108,040	\$ 11,060	\$ 582,450	572,430
Water	\$ 51,000	\$ 3,000	\$ 37,000	\$ 20,410	\$ 4,500	\$ 115,910	126,680
Electricity	\$ 14,000	\$ 500	\$ 9,000	\$ 5,550	\$ 600	\$ 29,650	33,840
Sewer	\$ 52,000	\$ 400	\$ 22,000	\$ 20,940	\$ 4,000	\$ 99,340	103,640
Maintenance & OP Labor	\$ 105,000	\$ 4,500	\$ 70,300	\$ 42,000	\$ 11,100	\$ 232,900	211,300
Paint & Accessories	\$ 1,500	\$ -	\$ 1,000	\$ 950	\$ 100	\$ 3,550	3,175
Auto Parts & Materials	\$ 1,000	\$ 50	\$ 1,000	\$ 640	\$ 90	\$ 2,780	965
Plumbing Supplies	\$ 2,000	\$ -	\$ 700	\$ 530	\$ 100	\$ 3,330	3,960
Hardware	\$ 2,000	\$ 100	\$ 180	\$ 160	\$ 30	\$ 2,470	12,525
Small Tools	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 600	375
Electrical Supplies	\$ 4,000	\$ 500	\$ 1,000	\$ 1,000	\$ 200	\$ 6,700	11,500
A/C Parts	\$ 5,000	\$ 3,600	\$ 5,000	\$ 4,260	\$ 100	\$ 17,960	29,405
Hot Water Heaters	\$ 500	\$ -	\$ 500	\$ 710	\$ 100	\$ 1,810	1,920
Grounds Supplies	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	740
Janitorial Supplies	\$ 600	\$ -	\$ 500	\$ 310	\$ 75	\$ 1,485	1,570
Carpet Cleaning & Repair	\$ 800	\$ 180	\$ 300	\$ 240	\$ -	\$ 1,520	1,750
Building Supplies	\$ 3,000	\$ -	\$ 1,500	\$ 710	\$ 180	\$ 5,390	6,050
Appliance Supplies	\$ 1,000	\$ 150	\$ 500	\$ 140	\$ 40	\$ 1,830	3,660
New Appliances	\$ 19,435	\$ 2,330	\$ 4,140	\$ 3,980	\$ 350	\$ 30,235	23,900
Pest Controls	\$ 100	\$ -	\$ -	\$ 30	\$ -	\$ 130	190
Pool Maintenance	\$ 1,000	\$ -	\$ 500	\$ 340	\$ 90	\$ 1,930	3,115
Maint. Temporary Labor	\$ 3,000	\$ 550	\$ -	\$ -	\$ -	\$ 3,550	14,400
Paint Contract	\$ 5,000	\$ -	\$ 1,500	\$ 2,245	\$ -	\$ 8,745	6,060
Auto Repair-Contracts	\$ 400	\$ 50	\$ 200	\$ 110	\$ -	\$ 760	380
Equipment Repair Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,560
A/C Repair-Contracts	\$ 4,000	\$ 1,830	\$ 500	\$ 550	\$ -	\$ 6,880	2,390
Electric Repair-Contract	\$ 500	\$ 500	\$ 200	\$ -	\$ -	\$ 1,200	2,805
Appliance Repair Contract	\$ 500	\$ 100	\$ -	\$ -	\$ -	\$ 600	750
Garbage Pickup-Contract	\$ 30,000	\$ 120	\$ 19,000	\$ 9,270	\$ 3,000	\$ 61,390	61,495
Pest Control Contract	\$ 5,000	\$ 170	\$ 2,800	\$ 1,960	\$ 450	\$ 10,380	16,980
Building Repair-Contract	\$ 8,000	\$ -	\$ -	\$ 920	\$ -	\$ 8,920	11,530
Chimney Sweep Contract	\$ 5,970	\$ -	\$ -	\$ -	\$ -	\$ 5,970	-
Roof Repair Contract	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	750
Janitorial Contract	\$ 800	\$ 50	\$ 500	\$ 320	\$ 80	\$ 1,750	2,150
Plumbing Contract	\$ 8,000	\$ 2,000	\$ 3,000	\$ 3,000	\$ -	\$ 16,000	20,440
Carpet/Tile Replacement	\$ 10,000	\$ 3,000	\$ 7,200	\$ 4,775	\$ 1,000	\$ 25,975	26,750
Lock & Key Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Grounds Contract	\$ 40,000	\$ 3,900	\$ 15,000	\$ 17,000	\$ 9,000	\$ 84,900	70,140
Carpet Repair Contract	\$ 5,000	\$ 400	\$ 1,040	\$ 1,040	\$ -	\$ 7,480	7,760
Flooring Replacement Contract	\$ 16,900	\$ -	\$ -	\$ -	\$ -	\$ 16,900	22,900
Protect. Serv. Contract Cost	\$ 400	\$ -	\$ 460	\$ 270	\$ 75	\$ 1,205	1,265
Workers' Comp. Insurance	\$ 4,400	\$ 190	\$ 2,800	\$ 1,620	\$ 400	\$ 9,410	9,010
General Liab. Insurance	\$ 1,200	\$ 50	\$ 800	\$ 480	\$ 120	\$ 2,650	2,290
Automobile Insurance	\$ 500	\$ 20	\$ 320	\$ 150	\$ 40	\$ 1,030	970
Public Officials Insurance	\$ 2,300	\$ 80	\$ 1,460	\$ 890	\$ 220	\$ 4,950	4,270
Fire & Extended Coverage	\$ 51,000	\$ 1,750	\$ 28,000	\$ 10,690	\$ 2,850	\$ 94,290	60,015
FICA-Employer	\$ 12,900	\$ 500	\$ 8,150	\$ 4,810	\$ 1,200	\$ 27,560	26,200
Medicare-Employer	\$ 3,000	\$ 100	\$ 1,580	\$ 950	\$ 200	\$ 5,830	5,670
Unemployment Insurance	\$ 1,200	\$ 50	\$ 800	\$ 415	\$ 100	\$ 2,565	2,760
Pension-Employer	\$ 15,300	\$ 600	\$ 9,620	\$ 5,750	\$ 1,400	\$ 32,670	30,930
Health Insurance-Employer	\$ 49,800	\$ 2,000	\$ 29,600	\$ 17,600	\$ 4,600	\$ 103,600	91,800
Dental Insurance-Employer	\$ 3,300	\$ 100	\$ 1,200	\$ 700	\$ 200	\$ 5,500	4,705
L T Disability-Employer	\$ 800	\$ 50	\$ 500	\$ 315	\$ 80	\$ 1,745	1,770
Collection Losses	\$ 580	\$ 180	\$ 20	\$ 3,870	\$ -	\$ 4,650	8,210
Scholarship Awarded	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ 1,800	3,000
Depreciation Expense	\$ 185,000	\$ 3,240	\$ 96,580	\$ 71,440	\$ 35,000	\$ 391,260	368,620
Total Expenses	\$ 1,190,400	\$ 49,000	\$ 638,500	\$ 425,400	\$ 105,000	\$ 2,408,300	\$ 2,333,300

Profit/Loss	\$ 3,100	\$ 10,800	\$ 2,700	\$ 7,700	\$ 1,000	\$ 25,300	\$ 66,800
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RESOLUTION NO. 084

RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC.
AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$4,640.79 OF DELINQUENT
ACCOUNTS FOR RAINTREE, PICADILLY, CIMMARON, HUNNINGTON AND
MISTY SQUARE APARTMENTS

WHEREAS, our policy is to once a year write off uncollectible accounts that are a period
of three months or older, and

WHEREAS, the delinquent accounts in this write off cover the period between July 2021
and June 2022, and

WHEREAS, the total for these delinquent accounts is \$ and the individual amounts are
Raintree \$575.75
Picadilly \$176.00
Cimmaron \$22.50
Hunnington \$3,866.54
Misty Square \$0.00, and

WHEREAS, this resolution was considered at a regular meeting open to the public as
required by law and notice of the time, place, and purpose of said meeting
was given as required by Chapter 551 of the Texas Government Code.

NOW; THEREFORE, BE IT RESOLVED that the above resolution was adopted by the
Board of Directors of Rising Images, Inc. on this the 8th day of September 2022.

Secretary

Chairperson of the Board

(SEAL)

**RISING IMAGES
WRITE-OFF LOSSES
2022**

MO/YR	RAINTREE	PICADILLY	CIMMARON	HUNNINGTON	MISTY	
Jul-21	\$ -	-	12.00	246.25	-	
Aug-21	-	-	-	1,030.69	-	
Sep-21	111.76	-	-	-	-	
Oct-21	-	-	-	-	-	
Nov-21	-	176.00	-	-	-	
Dec-21	66.99	-	-	-	-	
Jan-22	30.00	-	-	-	-	
Feb-22	275.00	-	-	-	-	
Mar-22	92.00	-	-	-	-	
Apr-22	\$ -	-	10.50	2,589.60	-	
May-22	-	-	-	-	-	
Jun-22	\$ -	-	-	-	-	
TOTALS	\$ 575.75	\$ 176.00	\$ 22.50	\$ 3,866.54	\$ -	\$ 4,640.79

RESOLUTION NO. 085

RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC
AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ARAGON
BUILDERS OF SAN ANTONIO, TEXAS IN THE AMOUNT OF \$330,305.75 FOR
REPLACEMENT OF SIDING ON HUNNINGTON BLDG'S "E", "F", "G", "H" AND "I"
AND RAINTREE BLDG'S 3,4,7 AND 8

WHEREAS, the Modernization Department solicited bids in accordance with procurement guidelines from qualified service providers by placing an advertisement in newspapers on August 7, 2022 and August 14, 2022, and

WHEREAS, in addition to the advertisement, sixty-one (61) general and roofing contractors were notified by email, and

WHEREAS, RISING IMAGES, INC. received five (5) compliant bids and then one (1) bid was withdrawn, and

WHEREAS, it was determined that Aragon Builders of San Antonio, Texas, submitted the lowest most responsive qualified bid, and

WHEREAS, it is the recommendation of the President/CEO that the bid for siding replacement, be awarded to Aragon Builders in the amount of \$330,305.75, and

WHEREAS, Change Orders to the original contract amount stated above may not exceed limits set by Local Government Code Chapter 271.060, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT the above resolution was adopted by the BOARD OF DIRECTORS OF RISING IMAGES, INC. on this the 8th day of September 2022.

Secretary

Chairperson of the Board

(SEAL)

BID TABULATION

Project: 2022 Siding Replacement at Raintree & Hunnington

Architect/Project Manager: WHA

Date and Time: August 30, 2022 @ 2pm

COMPANY NAME, ADDRESS, CONTACT NUMBER, CONTACT PERSON	Bid form including base bid	Unit pricing (if applicable)	NUMBER OF DAYS TO COMPLETE	ADDENDA RECEIVED
HCS CON.	292,165.00		180	
		N/A		N/A
AROMON BUILDERS	330,305.75		95	
		N/A		N/A
RED BEAR. LLC.	399,000.00		30	
		N/A		N/A
WINDOW WORLD.	1,597,995.00		64	
		N/A		N/A
ZAMCO SERVICES.	452,953.03		90	
		N/A		N/A
		N/A		N/A
Analysis:				
LOW BID:				
HIGH BID:				
AVERAGE BID:				
DIFFERENCE:				

SCOPE OF WORK

Scope of Work

REPLACEMENT OF SIDING ON HUNNINGTON BUILDINGS E,F, G, H, & I AND RAINTREE BUILDINGS 3,4,7, & 8

Project # 20220830

Bids submitted without the completed forms below, may be considered non-compliant.

Mail/Deliver bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.

Deadline for bids will be **August 30, 2022 @ 2:00 p.m. CST**

Definitions:

1. WHA = Waco Housing Authority.
2. MOD = Department of Modernization.
3. HUD = Department of housing and Urban Development.
4. RRP = Lead Renovation, Repair, and Painting Program.
5. LBPA = Lead-Based Paint Activities.
6. TCEQ = Texas Commission On Environmental Quality.
7. MUTCD = Manual on Uniform Traffic Control Devices.
8. MBE = National Minority Supplier.
9. WBENC = Certified Women's Business Enterprise.
10. EPA = Environmental Protection Agency.
11. OSHA = Occupational Safety and Health Administration.
12. AHJ = Authority Having Jurisdiction.
13. O.C. = On Center.
14. ICC IECC = 2012 + 2012 International Energy Conservation Code.
15. AWS = American Welding Code.
16. VOC = Volatile Organic Compound.

WHA General Requirements & Procedures

1. Contractor will be responsible for locating all underground utilities before any underground work by making use of Texas 811. All 811 service tickets shall be emailed to MOD promptly.
2. Work must be confined to the areas directly related to the project. Access to site/unit must always be reasonably accessible . Safety Barriers must be used while construction/work has commenced per MUTCD 6D. Pedestrian and Worker Safety.
3. The Contractor will provide sanitary access per OSHA Standard # 1926.51 (c)(1). Use of property facilities are not allowed.

4. Contractor must provide electricity by generator for the duration of the project. Contractors, Sub-Contractors or anyone working under the contractor **CAN NOT** use the unit's (whether occupied or vacant) electricity to charge power tools or plug in any electrical equipment, unless given permission by MOD.
5. Contractors, Sub-Contractors or anyone working under the contractor may not park vehicles on or traverse landscaped areas, unless the vehicle is directly required to do the job at hand.
6. Any areas disturbed, altered or destroyed during the construction by equipment or vehicles of the Contractor, Sub-Contractor, or anyone working under the contractor will be restored to original condition by the contractor. This includes damage to landscaping, sidewalks, clothes lines, buildings, etc.
7. Application of materials will be as per Manufacturer recommendations, HUD specifications and City of Waco codes & specifications.
8. **City of Waco requires that Contractors inquire if a permit is required for all potential construction.** Copies of Permits issued, and corresponding Inspections shall be emailed to Ed Cotton and Kaitlin Dragoo prior to work start and

*If the Building Department does not require a permit/inspection, proof shall be emailed to MOD promptly.
9. WHA will provide the asbestos survey when required by the City Of Waco.
10. All salvage debris & material will become the property of the Contractor and removed daily. Disposal of material by the Contractor must be done in accordance with the TCEQ.
11. Neither Housing Authority and Affiliates or Rising Images employees are to accept any materials, gratuity, favors, or items that may be construed as a favor from a contractor or supplier.
12. When the contract is complete, and certificate of completion is signed, the contractor has 10 WHA business days to provide all final paperwork. The final payment request will be processed only after all required paper work is received.
13. All contracts require no less than a (1) year workmanship Warranty by the contractor in addition to any Manufacture warranties.
14. EPA strongly encourages the use of properly trained and appropriately certified individuals and firms for work subject to the RRP and LBPA in your pre-1978 properties.
<https://www.epa.gov/sites/production/files/documents/rrp-hud-req-oct11.pdf>.
15. A pre-construction meeting must be set within 48 hours of contract awardment, by contacting Kaitlin Dragoo.
16. Contractor has _____ consecutive WHA working days (Monday through Thursday) to complete. Working hours are from 7:30 A.M. through 5:00 P.M. **NO** work can be performed on WHA recognized holidays.
17. **Weather Days.** Per the 2007 edition of the AIA-A201 standard agreement 4.3.7.2, "If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction."

Weather Day request must be communicated to Ed Cotton and Kaitlin Dragoo via email within 48 hours of use to be counted toward construction schedule.

18. Excessive inspection "hold points". If a construction delay of 3 – 5 days is incurred due to a scheduled inspection delay on the behalf of the AHJ, a 1-time construction workday addition of 3 – 5 WHA workday may be requested by the contractor. 1 request per inspection will be granted. Documentation and a simple request via email must be sent to Ed Cotton and Kaitlin Dragoo promptly.
19. Clarification or questions must be emailed to Al Whiteman and Kaitlin Dragoo.
20. Items to include with bid are listed as follows:
 - a) Contractor's Company Information Form
 - b) Bid form including base bid
 - c) Unit pricing (if applicable)
 - d) Insurance coverage made out to "WHA/Rising Images" or stating for "BID PURPOSES ONLY"
 - e) Bid Bond (if estimate is over \$50,000.00)

Bids submitted without complete requested above information in order may be considered non-compliant to request. Mail/Deliver bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.

21. Bids submitted without complete requested above information in order may be considered non-compliant to request. Mail/Deliver bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.
22. Work will consist of replacing siding on, Hunnington Bldgs. E,F,G,H,I & Raintree Bldgs. #3,4,7,8
23. Replace the 4' x 8' sheets of existing siding panels on the breezeways with matching texture Hardi board panels. At ground level on the 4' x 8' sheets place a 1 x 4 base along the panels
24. Replace the trim around all windows, corners of buildings, and walls with matching Hardi Trim.
25. Along brick edges where the trim meets the brick, side or back of 1 x 4, clean all old excess mortar from the edge of the brick for a smoother fit.
26. All fascia and soffits will be replaced with vented Hardi soffit board and Hardi trim for fascia. Also install new vents matching existing sizes and types at existing locations.
27. Upon pre-authorized approval from Modernization staff, ONLY, replace any wood framing that is rotten or damaged at exterior wall locations including sill plates. If sill plates are replaced make sure the anchors for the building are placed back (nuts and washers or bolts). If any framing is done it will require an inspection by the city.
28. The contractor is responsible for repairing any interior walls that are damaged in the replacement of framing wood. Patch and paint all areas to match existing.
29. All exterior black moisture barrier sheeting is to be left in place and only replaced if needed. It is required to cover building in a barrier wrap. Get inspections as required along the way.
30. All electrical work involved in this contract will be done by a licensed electrician and all work will be signed off by the electrician as reinstalled per current NEC code.
31. All lighting fixtures will be taken down and reused after painting. If a light fixture is questionable to reinstall, contact Modernization staff, ONLY and we will look at replacing it.
32. All existing telephone and cable TV lines that are ran on the exterior walls will be placed back as neat as possible in a secure manner with the correct fasteners for the cables and hardware for the Hardi plank.

33. At the electrical meter and main breaker boxes, do not disconnect any of these. Cut siding around the group of meters and boxes and replace siding up to the cut or over existing siding between equipment, then seal and paint.
34. All HVA/C disconnect boxes are to be labeled before taking off the walls to identify re-installation if disconnected. If these boxes are disconnected they will need to be reconnected as soon as possible to avoid down time of the tenants HVA/C.
35. If previously painted, all electrical boxes, conduit, telephone boxes, and outlet covers are to be painted over. All unpainted electric meters, apartment labels, warning labels, etc. will be masked off before painting.
36. All building signs and address plaques will be reused and re-installed back in original locations. Take note of locations to place back correctly.
37. When taking down and reinstalling existing railing make sure to provide a temporary barrier while it is down and place it back up as soon as possible and at the end of the day. Provide new hardware to secure it to the building.
38. At all water heater T & P overflow outlets, take care to not break the piping coming out of the wall. If broken the contractor is responsible for replacing. If they do not protrude from the siding and are missing, notify the Modernization staff, ONLY to have them looked at and replaced.
39. All existing gutters and down spouts are to be removed and will be reused. Gutters and down spouts are to be painted the same as the siding color before installing and after siding painting is finished. Re-installed securely and connected to lower drain tube, if existing.
40. Paint up to and including the drip edges, but cover/shield the shingles when painting.
41. The contractor will need to make sure all walls being worked on at the time are dried in and / or protected from the elements at the end of each day.
42. Be sure to caulk / seal all corners, edges, and holes before painting is to begin and seal between all trim and brick locations
43. Mask and cover all windows and doors completely from overspray if painting by spray method.
44. Paint all door trim and exterior side of frames to the doors on the outside.
45. Paint the buildings with satin exterior paint, Hunnington & Raintree Colors:
Sherwin-Williams Co.
100 Midway Center
Woodway, Texas 76712 – 3636

Raintree:
Trim - CM Raintree Mushroom
Walls – CM Raintree Beachwood
Green – Cimmaron Custom Match Green – Product code - B13TJ154
46. (Rain Tree Units Only)Install new exterior double doors and casings, to much existing quality and appearance ,painted -Green Custom green to match. (only on siding contracted buildings.
47. Replace porch , walk way & stair well lighting with LED exterior lights to match existing appearance and quality.

AGENDA
WACO PUBLIC FACILITY CORPORATION
BOARD MEETING
Board Room
4400 Cobbs Dr.
WACO, TEXAS
September 8, 2022
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 110 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO PUBLIC FACILITIES CORPORATION (WPFC) TO APPROVE A PARTNERSHIP WITH POST ACQUISITIONS, LLC FOR SANDSTONE APARTMENTS BASED ON ACCEPTABLE CONTRACT TERMS NEGOTIATED BY THE PRESIDENT/CEO.
- V. Adjournment

Synopsis of the Minutes
WACO PUBLIC FACILITY CORPORATION
4400 Cobbs Dr.
May 12, 2022
12:00 Noon

- I. Call to Order
President Jon Ramos called the meeting to order at 1:00 pm.
- II. Establishment of Quorum
Directors Present: Jon Ramos, LaTonya Lewis, John Bible
Directors Absent: Melli Wickliff
- III. Approval of Minutes
President Jon Ramos asked for approval of the minutes of the November 2021 meeting.
Director John Bible made the motion and Director LaTonya Lewis seconded the motion.
President Jon Ramos called for a vote and the motion passed unanimously.
- IV. New Business
- RESOLUTION NO. 109 A RESOLUTION BY THE BOARD OF DIRECTORS OF WACO PUBLIC FACILITY CORPORATION (“WPFC”) AUTHORIZING WPFC TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE
Resolution No. 109
A copy of this resolution may be found in the resolution file.
- V. Adjournment
President Jon Ramos adjourned the meeting at 1:10 pm.

Secretary

President of the Board

Seal

RESOLUTION NO. 110

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO PUBLIC FACILITIES CORPORATION (WPFC) TO APPROVE A PARTNERSHIP WITH POST ACQUISITIONS, LLC FOR SANDSTONE APARTMENTS BASED ON ACCEPTABLE CONTRACT TERMS NEGOTIATED BY THE PRESIDENT/CEO.

WHEREAS, WHA President/CEO will negotiate contract terms and execute documents with Post Acquisitions, LLC to create a partnership for Sandstone Apartments with Waco Housing Authority & Affiliates President/CEO, and

WHEREAS, Waco Housing Authority & Affiliates retains the right to cancel any such agreement at any time before the execution of the contract documents, and

WHEREAS, 51% of the units will be designated for workforce housing not to exceed 80% of median income and

WHEREAS, WPFC will own the land in this partnership with an agreement of a 99 year lease term, and

WHEREAS, it is the recommendation of the President/CEO that the Board approve the partnership with Post Acquisitions, LLC, or its assigns, for Sandstone Apartments, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT Post Acquisitions, LLC, or its assigns, is hereby approved and accepted as the partner of Waco Public Facilities Corporation (WPFC) & Waco Public Facilities Corporation (WPFC) retains the right to cancel any such award at any time before the execution of the contract documents and the President/CEO is authorized to execute the contract and serve as the Contracting Officer for the contract on behalf of Waco Public Facilities Corporation (WPFC) and the above resolution was adopted by the BOARD OF COMMISSIONERS OF WACO PUBLIC FACILITIES CORPORATION on this the 8th day of September 2022.

Secretary

President of the Board

(SEAL)

Sandstone

WORKFORCE HOUSING PROPOSAL



**Ascenda
Capital**



WORKFORCE HOUSING SHORTAGE

PROBLEM OVERVIEW

Waco faces a workforce housing shortage: there is a lack of quality rental housing at rent levels that can be afforded by Waco's middle-income, essential workers. Specifically, there is a shortage of quality workforce housing for the "missing middle", individuals and families that earn too much to qualify for traditional affordable housing (typically up to 60% of AMI), but not enough to afford market-rate rents at Class A properties in the communities where they work. These individuals include first-responders, hospital and healthcare staff, teachers, and other essential workers that are critical to the community of Waco. Ascenda & Post are committed to solving this shortage. This presentation will outline a solution that the Waco Housing Authority could adopt, in partnership with Ascenda & Post, to address this crisis and create quality housing that will positively impact the lives of thousands of working-class families in Waco.



Proposed Solution

PUBLIC FACILITY CORPORATION (“PFC”) PROGRAM

PROGRAM SUMMARY:

- Converts market-rate properties to affordable housing.
- 51% of units are reserved for families earning at or below 80% of AMI in McLennan County.
- Enables police officers, firefighters, first responders, nurses, teachers, and other essential workers to live in quality apartments in the neighborhoods where they work.

HOW IT WORKS:

- Ascenda & Post and the Waco Housing Authority (WHA) will partner together to convert market rate housing to affordable housing for workforce families in The City of Waco. The land will be owned by an affiliated Public Facility Corporation (PFC) of the WHA. Ascenda & Post will lease the improvements from the PFC with a 99-year lease term.
- Ascenda & Post will assume all pursuit risk (including non-refundable deposits, legal costs, and costs of third-party reports), manage the closing of transaction, and handle all ownership responsibility including overseeing the day-to-day operations of the asset.
- Transaction will be capitalized with private equity & conventional debt financing – Ascenda & Post will assume all financial risk and guarantees of the loan.
- WHA will receive upfront fees, cash flow participation, and a portion of sale proceeds.



PROPERTY OVERVIEW

Sandstone - 5101 Sanger Ave, Waco, TX 76710

PROJECT SUMMARY:

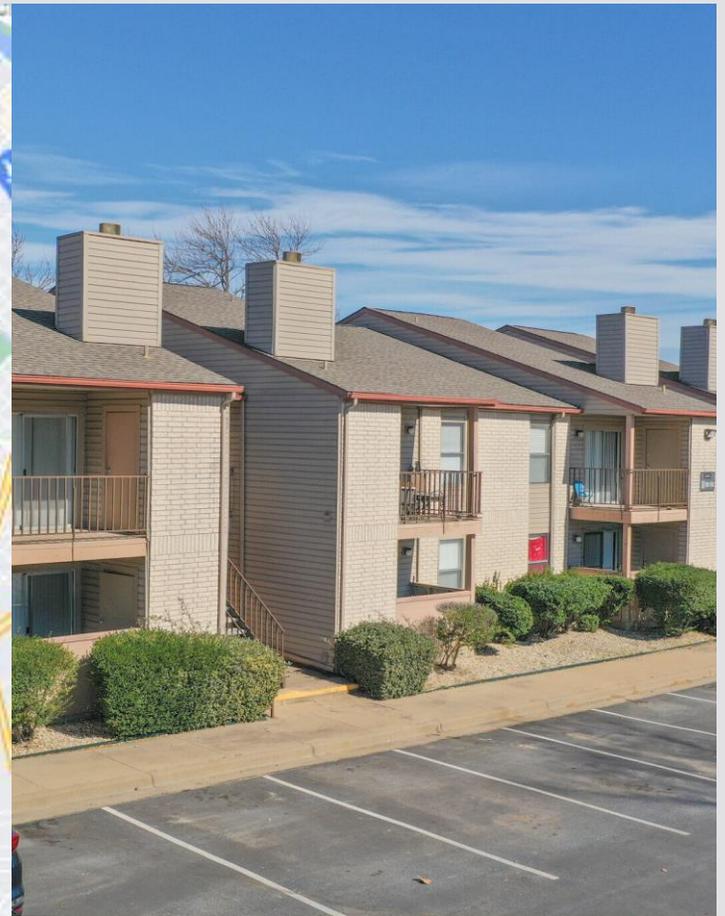
- **Built 1985**
- **256 Units**
- **91% Occupied**

Sandstone is a Class A multifamily community that is located in the City of Waco, just off the intersection of I-77 and I-35E, located less than 5 miles from Magnolia Market and 7 miles from Lake Waco. The property provides residents with a variety of amenities including a swimming pool with a hot tub and lounge chairs, a clubhouse, a business center, a bark park outdoor cooking areas, and more. By partnering with POST & Ascenda, the Waco Housing Authority will be able to preserve the affordability for Waco's workforce families that call Sandstone their home.



Pictures of Sandstone





STRUCTURE OVERVIEW - PFC

SUMMARY OF PROPOSED ECONOMICS

PROPOSED AFFORDABILITY

Affordability	50% of units reserved for families earning at or below 80% of AMI
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PROPOSED ECONOMICS TO WHA

Upfront

- At closing, WHA will receive an upfront fee equal to 0.50% of purchase price (**estimated to be \$125,000**)

Annual

- WHA will receive an annual partnership fee to the **amount of \$10,000**, growing by 1% per annum.
- WHA will receive an annual cash flow participation equal to 15% of 2021 taxes (**equal to \$56,261**, growing by 2% per annum)

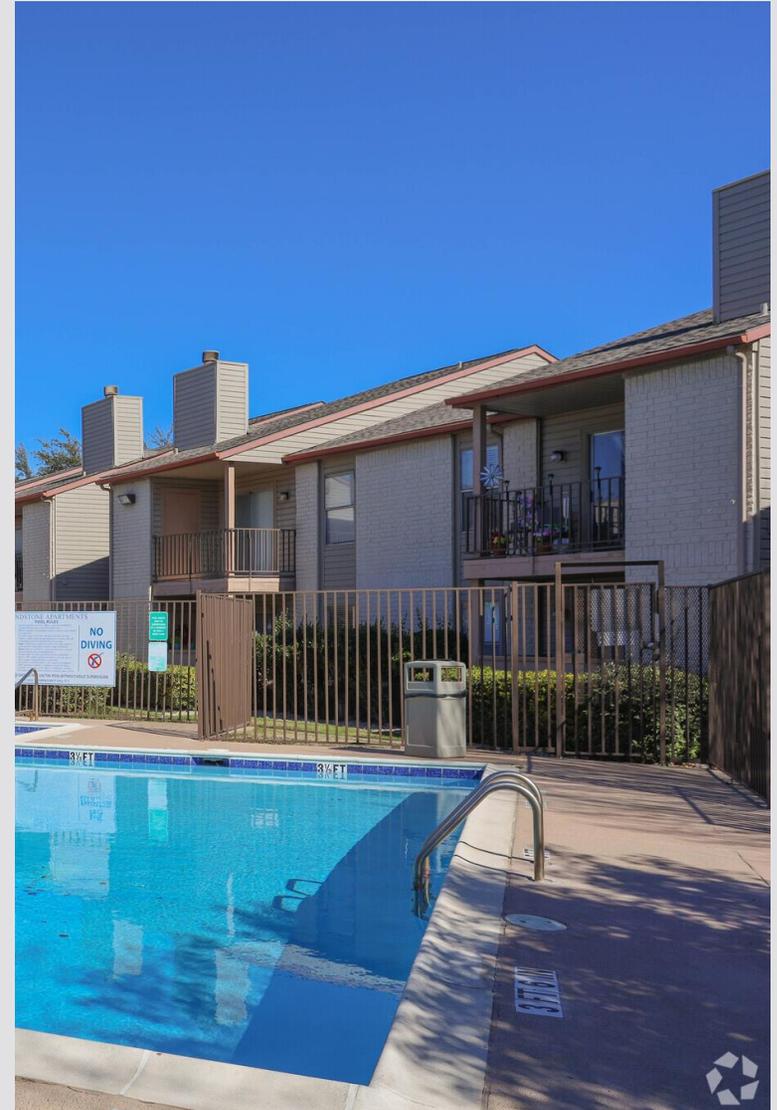
Back End

- WHA will receive an exit fee equal to 1.5% of sale price (**estimated to be \$661,894**)

SUMMARY OF ECONOMICS TO WHA

WHA Upfront Fee	\$125,000
WHA Net Cash Flow Year 1-10*	\$720,662
Projected sale fee to WHA in Year 10	\$661,894
Total Economics to WHA:	\$1,507,556

*Includes annual partnership fee and CF Participation fee



ABOUT ASCENDA

Ascenda Capital is a privately-held, mission-driven real estate investment and development company that focuses on middle-income and affordable housing. The firm's mission is to acquire real estate that balances long-term financial upside with positive community impact. Ascenda has extensive experience in utilizing public-private partnerships in Texas to create affordable and workforce housing.

Ascenda is committed to solving the workforce housing crisis and providing high quality housing for Texas's middle-income workers. Since its inception in 2018, the firm has successfully partnered with governmental entities across the state of Texas to convert more than 4,000 units of market rate housing to workforce & affordable housing.



ABOUT POST

Established in 2007, POST Investment Group (“POST”) is an opportunistic private investment firm dedicated to responsibly investing in real estate, with an emphasis in the multifamily sector. POST has acquired in excess \$1.5 Billion of properties encompassing more than 20,000 units across 13 states and 48 cities.

With an office in Los Angeles and property management, asset management, and construction operations based in Dallas, POST has deep ties and roots in the state of Texas, which is home to the majority of the firm’s real estate holdings. POST’s mission is to responsibly build wealth for its investors in an honest and transparent manner. Maintaining the highest degree of integrity is critical to our success.

P O S T
INVESTMENT GROUP

CONTACT

Matt Avital – Principal & Founder, Ascenda Capital

Email: matt@ascendacap.com

Phone: (310) 295-1755



Scott Pickett – President, Post Investment Group

Email: scott@postinvestmentgroup.com

Phone: (424) 369-8264

P O S T
INVESTMENT GROUP

Agenda
Waco Public Facility Corporation II
4400 Cobbs Drive
Board Room
Waco, Texas
September 8, 2022
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 013 RESOLUTION DECLARING INTENT TO ISSUE BONDS TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (SOUTH TERRACE APARTMENTS); PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; AUTHORIZING THE FILING OF AN APPLICATION FOR ALLOCATION OF PRIVATE ACTIVITY BONDS WITH THE TEXAS BOND REVIEW BOARD; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT
- V. Adjournment

Synopsis of Minutes
Waco Public Facility Corporation II
Annual Meeting
4400 Cobbs Drive
Waco, Texas
May 12, 2022
12:00 Noon

- I. Call to Order
President John Ramos called the meeting to order at 1:10 pm.
- II. Establishment of Quorum
Directors present: Jon Ramos, Latonya Lewis, John Bible
Directors absent: Melli Wickliff
- III. New Business
RESOLUTION NO. 012 RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS (TRENDWOOD APARTMENTS) SERIES 2022; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.
Resolution No. 012
A copy of this resolution may be found in the resolution file.
- IV. Approval of Minutes
Minutes were approved as presented.
- V. Adjournment
President Jon Ramos. adjourned the meeting at 1:15 pm.

Secretary

President of the Board

Seal

**RESOLUTION NO. 013
OF
WACO PUBLIC FACILITY CORPORATION II**

Resolution Declaring Intent to Issue Bonds to Provide Financing for a Multifamily Residential Rental Development for Persons of Low and Moderate Income (South Terrace Apartments); Prescribing Certain Terms and Conditions of such Bonds; Authorizing the Filing of an Application for Allocation of Private Activity Bonds with the Texas Bond Review Board; and Containing Other Provisions Relating to the Subject

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Waco (the "**Unit**") has, pursuant to the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "**Act**"), approved and created the Waco Public Facility Corporation II, a nonprofit public facility corporation (the "**Issuer**");

WHEREAS, on September 22, 2005, the Issuer's Certificate of Formation was filed with the Secretary of State of the State of Texas;

WHEREAS, the Issuer, on behalf of the Unit is empowered to issue bonds to finance, refinance, or provide one or more public facilities, as such term is defined in the Act, which projects will be within the Unit's boundaries, including Waco, Texas;

WHEREAS, South Terrace Waco, LP, a Texas limited partnership, or such other limited partnership as the sole member of the general partner of the User designates (the "**User**"), has requested that the Issuer finance a low income multifamily housing project consisting of up to approximately 250 units to be located at approximately 100 Kennedy Circle, Waco, Texas 76706 (the "**Project**"), and further that the Issuer adopt this Resolution with respect to the acquisition and rehabilitation of the Project;

WHEREAS, the User has advised the Issuer that a contributing factor which would further induce the User to proceed with providing for the acquisition and rehabilitation of the Project would be a commitment and agreement by the Issuer to issue revenue bonds pursuant to the Act (the "**Bonds**") to finance and pay for the Project;

WHEREAS, in view of a shortage of decent, safe and sanitary housing for persons and families of low income at prices or rentals that they can afford, it is considered essential that rehabilitation of the Project be completed at the earliest practicable date, but at the same time, the User wishes to begin rehabilitation of the Project after satisfactory assurances from the Issuer, subject to the conditions set forth herein, that the proceeds of the sale of the Bonds, or other obligations, of the Issuer in an amount necessary to pay the costs of the Project will be made available to finance the Project; and

WHEREAS, the Issuer finds, intends, and declares that this Resolution shall constitute its official action, subject to the conditions set forth herein, to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User not to exceed the maximum aggregate principal amount up to \$5,000,000 for tax-exempt obligations and to expend the proceeds thereof to acquire, construct, and install the Project and to pay all expenses and costs of the Issuer in connection with the issuance of the Bonds; and

WHEREAS, in order to finance and pay for the Project through the issuance of revenue bonds, the interest on which is excludable from the gross income of the holders thereof under the Internal Revenue Code of 1986, as amended (the "**Code**"), the Issuer must submit an Application for Allocation of Private Activity Bonds or an Application for Carryforward for Private Activity Bonds (the "**Application**") to the Texas Bond Review Board (the "**TBRB**") for a reservation of state ceiling available to "**private activity bonds**" (as defined in the Code) for a calendar year;

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WACO PUBLIC FACILITY CORPORATION II THAT:

Section 1. Subject to the terms hereof, the Issuer agrees that it will:

(a) Issue the Bonds, and if the User and the Issuer agree, other evidence of indebtedness providing temporary financing of the Project, which will be issued after the date hereof and be refunded by the Bonds pursuant to the Act, or any other Texas legislation heretofore or hereafter enacted which may provide a suitable method of financing in addition to or in substitution for the Act.

(b) Cooperate with the User with respect to the issuance of the Bonds, and, if arrangements therefor satisfactory to the User and the Issuer can be made, the Issuer will take such action and authorize the execution of such documents and will take such further action as may be necessary or advisable for the authorization, execution, and delivery of any contracts or agreements deemed necessary or desirable by the User or the Issuer in connection with the issuance of the Bonds (collectively, the "**Contracts**"), providing among other things for payment of the principal of, interest on, redemption premiums, paying agents' charges, and Trustee's fees, if any, on the Bonds; payment of fees and charges of the Issuer or the Unit; acquisition, rehabilitation, and improvement of the Project or reimbursement of Project costs; and use, operation, and maintenance of the Project (and the execution of any appropriate and necessary guaranty agreements), all as shall be authorized, required, or permitted by law and as shall be mutually satisfactory to the Issuer, the Unit, and the User.

(c) If the proceeds from the sale of the Bonds are insufficient, take such actions and execute such documents as may be necessary to permit the issuance from time to time in the future of additional bonds on terms which shall be set forth

therein, whether on a parity with other series of bonds or otherwise, for the purpose of paying the costs of completing the acquisition and rehabilitation of the Project, as requested by the User and within then applicable limitations.

(d) Take or cause to be taken such other actions as may be required to implement the aforesaid undertakings or as it may deem appropriate in pursuance thereof.

The Bonds shall specifically provide that neither the State of Texas, the Unit, nor any political issuer, subdivision, or agency of the State of Texas shall be obligated to pay the same or the interest thereon and that neither the faith and credit nor the taxing power of the State of Texas, the Unit, or any political issuer, subdivision, or agency thereof is pledged to the payment of the principal of, premium, if any, or interest on the Bonds.

The obligation of the Issuer to issue the Bonds is specifically subject to satisfaction of each of the following conditions:

(i) the receipt of a ruling from the Internal Revenue Service or an opinion from nationally recognized bond counsel, substantially to the effect that the interest on the Bonds is excludable from gross income tax purposes under existing law;

(ii) approval of the Bonds by all other governmental agencies required to approve the Bonds including, but not limited to, approval of the Bonds by the Mayor of the City of Waco, Texas, the Attorney General of the State of Texas and any other applicable governmental authority; and

(iii) any other conditions reasonably imposed by the Issuer.

Section 2. The Issuer hereby authorizes the submission of an Application to the TBRB for a reservation of the state ceiling for "private activity bonds" for program year 2023 (or other available bond funds administered by the TBRB) and each subsequent calendar year at the User's request to finance the Project. Any officer of the Issuer is hereby authorized to execute and submit an Application to the TBRB in such form as may be approved by the TBRB for such purpose.

Section 3. It is understood by the Issuer and the Unit, and the User has represented to the Issuer, that in consideration of this Resolution and by filing the Application, and subject to the terms and conditions hereof, the User has agreed that:

(a) Prior to the sale of the Bonds in one or more series or issues from time to time as the Issuer and the User shall hereafter agree to in writing, the User will enter into the Contracts with the Issuer under the terms of which the User will obligate itself to pay to the Issuer (or to a Trustee, as the case may be) sums

sufficient in the aggregate to pay the principal of, interest on, redemption premiums, paying agents' fees, and Trustee's fees, if any, on the Bonds, as and when the same become due and payable, with such contract to contain the provisions described in Section 1 hereof and such other provisions as may be required or permitted by law and to be mutually acceptable to the Issuer and the User.

(b) The User will (1) pay all Project costs which are not or cannot be paid or reimbursed from the proceeds of the Bonds and (2) at all times, indemnify and hold harmless the Issuer against all losses, costs, damages, expenses, and liabilities of whatsoever nature (including but not limited to attorneys' fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments) directly or indirectly resulting from, arising out of or related to the issuance, offering, sale, or delivery of the Bonds, or the design, rehabilitation, operation, use, occupancy, maintenance, or ownership of the Project.

(c) The User will provide to the Issuer all information required to be submitted to the TBRB and any other governmental agencies for approval of the Project or the Bonds and will execute all necessary documents in connection therewith.

Section 4. The Issuer finds, determines, recites and declares that the issuance of the Bonds to provide financing for the Project will promote the public purposes set forth in Section 303 of the Act, including, without limitation, assisting persons of low and moderate income to obtain decent, safe and sanitary housing at rentals they can afford.

Section 5. Neither the User nor any other party is entitled to rely on this Resolution as a commitment to loan funds, and the Issuer reserves the right not to issue the Bonds either with or without cause and with or without notice, and in such event the Issuer shall not be subject to any liability or damages of any nature. Neither the User nor anyone claiming by, through or under the User, nor any investment banking firm or potential purchaser of the Bonds shall have any claim against the Issuer whatsoever as a result of any decision by the Issuer not to issue the Bonds.

Section 6. It is recognized and agreed by the Issuer that the User may exercise its rights and perform its obligations with respect to the financing of the Project either through (i) itself in its own name; (ii) any of its wholly-owned subsidiaries; (iii) any "related person" as defined in Section 144(a)(3) of the Code; or (iv) any legal successor thereto, respectively, subject to approval of the Issuer's bond counsel and, provided that suitable guaranties necessary or convenient for the marketability of the Bonds shall be furnished, if required by the Issuer, and all references to the User shall be deemed to include the User acting directly through itself or any such approved entities.

Section 7. This Resolution is affirmative of official action taken by the Issuer towards the issuance of the Bonds within the meaning of Sections 1.1038(a)(5)(i) and (ii) and 1.150-2, Title

26, Code of Federal Regulations, as amended, and applicable rulings of the Internal Revenue Service thereunder, to the end that Bonds issued to reimburse Project costs may qualify for the exemption provisions of Section 142(a)(7) of the Code and that the interest on the Bonds will therefore be excludable from the gross incomes of the holders thereof under the provisions of Section 103(a)(1) of the Code.

Section 8. The Issuer hereby authorizes the filing and any resubmission of an Application with the TBRB, and that Coats Rose, P.C. be designated as the authorized representative of the Issuer for purposes of an Application (“**Bond Counsel**”). Any officer of the Issuer is hereby authorized and directed to execute an Application on behalf of the Issuer and to take any and all other actions related to such Application or necessary or desirable to carry out the provisions of this Resolution, including any further revisions to this Resolution.

Section 9. Notwithstanding any other provision of this Resolution, the officers of the Issuer are each hereby authorized to make or approve such revisions to this Resolution and in the form of the documents hereby approved, in the opinion of Bond Counsel, as may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution; and approval of such changes by the Issuer shall be indicated by such officers’ execution of the documents.

PASSED this 8th day of September 2022.

President

ATTEST:

Secretary