

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
Waco Housing Authority
Board Room
Waco, Texas
May 8, 2025
12Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Election of New Vice Chair
- VI. Updates
 - South Terrace
 - Melody Grove
 - Gurley Lane
 - CNI Planning Grant
 - Security Report
- VII. New Business
 - RESOLUTION NO. 3906 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH MITCHELL COMMERCIAL PAINTING FOR REPAIR AND REBUILD OF 3 UNITS MOLD REMEDIATION AT KATE ROSS COMPLEX.
- VIII. Departmental Report Questions
- IX. Consideration of Future Agenda Items
- X. Executive Session
 - Section 551.072
 - Deliberation regarding real property/real estate
 - Section 51.074
 - Employee Personnel Matters
- XI. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
Waco Housing Authority
Board Room
Waco, Texas
April 10, 2025
12:00 Noon

- I. Chair Melli Wickliff called the meeting to order at 12:03 pm.
- II. Establishment of Quorum
Commissioner's present: Melli Wickliff, Hazel Rowe, John Bible, Latonya Lewis
Commissioners absent: Brad Kinkeade
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
Board Chair Melli Wickliff asked for a motion to approve the minutes of the March Board Meeting minutes. Commissioner Latonya Lewis made the motion and Commissioner John Bible seconded the motion. Board Chair Melli Wickliff called for a vote and the motion passed unanimously.
- V. Updates
 - **South Terrace:** President/CEO provided an update over south terrace, we continue to work on getting the units leased collaboratively with Allied Orion.
 - **Melody Grove** – President/CEO provided an update on current development projects. Melody Grove I successfully closed financially on January 14, 2025. Demolition and construction have commenced, with a targeted placed-in-service date of December 2025 and full project completion anticipated in 2026. For Melody Grove II, the project received a \$2 million AHP award in 2024, and a 9% application was submitted in February 2025; preliminary scoring appears promising. Regarding Devonshire Station, plans continue for 66 to 77 units of senior housing at the Hewitt site. The 9% application for this project has been postponed to 2026.
 - **Gurley Lane** - MBS continues discussions with Enterprise Communities regarding the Enterprise Green Accelerator Loan Products, expected to be available for application in Q1 2025, with a term sheet anticipated in late February. Texas remains a priority region for Enterprise, which, through the Power Forward Communities coalition, has received a \$2 billion National Clean Investment Fund grant from the EPA. The Enterprise Green Accelerator aims to deploy financing to support clean energy adoption and affordable housing. Available financing products include a subordinate loan for rehab and new construction, a bridge loan for tax credit equity or grant subsidies, and a solar energy loan for solar improvements. Additionally, MBS will monitor HUD NOFA releases, particularly for the HUD 202 Elderly Housing Program, as a potential funding source.
 - **CNI Grant** - For Kate Ross CNI, MBS submitted a draft Memorandum of Understanding (MOU) to WHA in January. With uncertainty surrounding HUD's funding and the federal government's budget impacting the timeline and next steps, our efforts are to prepare for a potential application, shifting priorities at the federal level may influence the availability of funds and program direction. The team is closely monitoring developments and will adjust plans accordingly as more information becomes available. In the meantime, alternative strategies and funding sources are being explored to support neighborhood revitalization efforts.
 - **Security Reports** – security reports from the COW were not available.
 - **MOU Police Department** – President/CEO shared an update regarding the ongoing collaboration with the local police department. A new Memorandum of Understanding (MOU) is being worked on to formalize the partnership, outlining roles and responsibilities for enhanced community policing efforts at designated properties. The MOU aims to improve communication, increase safety, and strengthen relationships between law enforcement and residents.
 - **Research on Modular Units** – President/CEO provided an update on ongoing research into the feasibility of incorporating modular housing units into future development plans. The team is exploring cost-effectiveness, construction timelines, and long-term maintenance considerations, as well as compliance with HUD regulations. Preliminary conversations have begun with potential vendors and developers to assess opportunities that align with the agency's strategic goals for expanding affordable housing options. Further findings will be presented to the board as the research progresses.
 - **Vice Chair Responsibilities** - The board engaged in a discussion regarding the role and responsibilities of the Vice Chair. Key points included ensuring continuity of leadership in the absence of the Chair, assisting with agenda planning when needed, and representing the board at events or meetings if the Chair is unavailable. The board agreed on the importance of clarifying expectations and will review the bylaws to ensure alignment and will elect a Vice Chair at the next meeting.
- VI. New Business
 - RESOLUTION NO. 3904 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH DG CONSTRUCTION OF BEAUMONT, TEXAS.

The Board of Commissioners of Waco Housing Authority & Affiliates considered Resolution No. 3904, authorizing the President/CEO to enter into a contract with DG Construction of Beaumont, Texas. After a brief discussion, the board affirmed the selection of DG Construction as the contractor of record based on their qualifications and proposed scope of work. A motion was made and seconded to approve the resolution. The motion passed unanimously.

Resolution No. 3904

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

- RESOLUTION NO. 3905 A RESOLUTION AUTHORIZING THE BOARD OF COMMISSONERS OF WACO HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE ANY SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE (I) THE ACQUISITION, DEVELOPMENT FINANCING AND OPERATION OF PAIGE ESTATES (THE “PROJECT”) AND (II) THE EXECUTION OF ALL REQUIRED DOCUMENTS.

The Board of Commissioners of Waco Housing Authority considered Resolution No. 3905, authorizing the Authority to take all actions necessary or convenient to facilitate the acquisition, development, financing, and operation of Paige Estates. The resolution also grants approval for the execution of all required documents related to the project. After discussion, the board expressed support for the project’s advancement and a motion was made and seconded to approve the resolution. The motion carried unanimously.

Resolution No. 3905

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

VII. Reports

Administrative Services- Rebecca Ellis

Everything for the Admin Dept. was usual business.

Information Technology – Jonathan Young

Everything for the I.T. was usual business.

OPERATIONS – Janie Lovell

Rising Images

The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.

MOD – Vice President Gloria Dancer

Everything for MOD was usual business.

PUBLIC HOUSING- Janie Lovell

There are 3,022 applicants on the WHA Public Housing Waiting list.

MAINTENANCE

The Maintenance Department continues to work on make readies.

SECTION 8 – LaTanya Rector

The Section 8 department currently is leasing 2443 vouchers and has 606 total applicants on the combined waiting lists.

There are 59 veterans in the VASH program.

COMMUNITY SERVICES – Melissa Johnson

Our Community Services Department continues to work with the residents and community.

FINANCE – Vice President Edwina Viera

A summary of the financial statements and Consolidated Financial Report was provided.

VIII. Consideration of Future Agenda Items

- Continuing discussions about the MOU with Police Department
- Continuing discussions about Research on Modular Units

IX. Adjournment

Chair, Melli Wickliff, adjourned the meeting at 1:25 p.m.

Secretary

Chair of the Board

Seal



INTEGRAND DEVELOPMENT, LLC

Solutions, Experience & Integrity

Board Report

May 2025

Melody Grove I

- Financial Closing took place on January 14, 2025
 - Demo/construction has started
 - Targeted placed in-service December 2025
 - Full completion in 2026

Melody Grove II

- 2024 AHP funding: \$2M Award Received
- 9% Application submitted in February 2025
 - Preliminary scoring looks promising

Devonshire Station

- Hewitt Site – Planning 66-77 units of senior housing
- 9% Application postponed to 2026

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

Administrative Services Department April 2025 Report

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **285** checks
- Travel and Training: *(See attached training sheet for all training offered to staff).*
- Partnership Meetings: Housing Coalition Board Meeting.
- Applications
 - **0** Public Housing / **0** Mart (all open waitlists will close 8/1/24)
 - **0** VASH
- Processed **1,461** pieces of outgoing mail
- Sent out **160** Late Notices for Public Housing
- Sent out **345** Utility Notices

Clients and Visitors

There was a total of **455 people** that checked in to the receptionist in the lobby.

There was a total of **15,563 incoming calls** 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.

Training Class	Dates	Location
RAD/PBV Specialist Training	2/4 - 2/6/2025	Houston
RAD/PBV Specialist Training	2/4 - 2/6/2025	Houston
SWNAHRO Winter Committee Meetings	2/3 - 2/6/2025	Grapevine
SWNAHRO Winter Committee Meetings	2/3 - 2/6/2025	Grapevine
SWNAHRO Winter Committee Meetings	2/3 - 2/6/2025	Grapevine
TXNAHRO Annual Conference & Legislative Day	2/9 - 2/13/2025	Austin
TXNAHRO Annual Conference & RAD Training	2/9 - 2/13/2025	Austin
TXNAHRO Annual Conference & Legislative Day	2/9 - 2/13/2025	Austin
TXNAHRO Annual Conference & Legislative Day	2/9 - 2/13/2025	Austin
TXNAHRO Annual Conference & RAD Training	2/9 - 2/13/2025	Austin
TXNAHRO Annual Conference & RAD Training	2/9 - 2/13/2025	Austin
TXNAHRO Annual Conference & RAD Training	2/9 - 2/13/2025	Austin
Washington DC NAHRO Conference	3/8 - 3/14	DC
Washington DC NAHRO Conference	3/8 - 3/14	DC
Branson MO NAHRO	3/18 - 3/20	Branson, MO
Yardi Conference	4/10 - 4/13	Nashville, TN
CTHA Repositioning Training	4/17/2025	Waco
CTHA Repositioning Training	4/17/2025	Waco
CPO Maintenance Class	4/28 - 4/29	Waco
TAA Conference	5/6 - 5/9	Houston
TAA Conference	5/6 - 5/9	Houston
TAA Conference	5/6 - 5/9	Houston
NAHRO Summer Symposium	7/15 - 7/18	NYC
NAHRO Summer Symposium	7/15 - 7/18	NYC
NAHRO Summer Symposium	7/18 - 7/18	NYC
NAHRO Annual Conference	9/26 - 9/30	Phoenix
NAHRO Annual Conference	9/26 - 9/30	Phoenix
NAHRO Annual Conference	9/26 - 9/30	Phoenix

Information Technology

APRIL 2025

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

- All support calls were closed within 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

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

WHA Network systems had no substantial downtime for the month.

- **Miscellaneous**

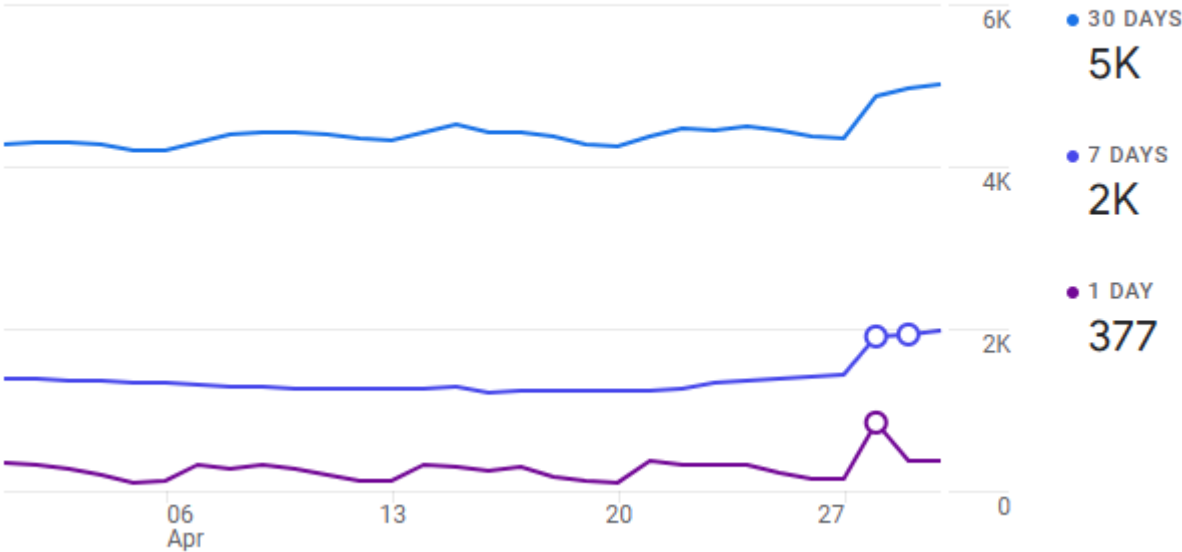
- Meetings continue Yardi RENT CAFÉ
- Attended Yardi Forum training convention
- Initiate request to transition to Yardi compliance manager Voyager 8

Compliance Manager provides full integration to rent café, 50058 processing and provides distinct procedure guidance, purpose built step by step certifications.

Wacopha.org web statistical

Wacopha.org activity is trending up by 900 users

User activity over time



Active users by Device model



DEVICE MODEL	ACTIVE USERS
iPhone	1.9K
SM-A156U	97
Moto G 5G 2024	82
SM-A146U	48
Moto G Stylus 5G 20...	47
TMRV075G	47
Moto G Play (2024)	46

[View device models](#)

Active users by Operating system



OPERATING SYSTEM	ACTIVE USERS
iOS	1.9K
Android	1.2K
Windows	755
Macintosh	167
Linux	62
Chrome OS	52

[View operating systems](#)

Active users by Device category

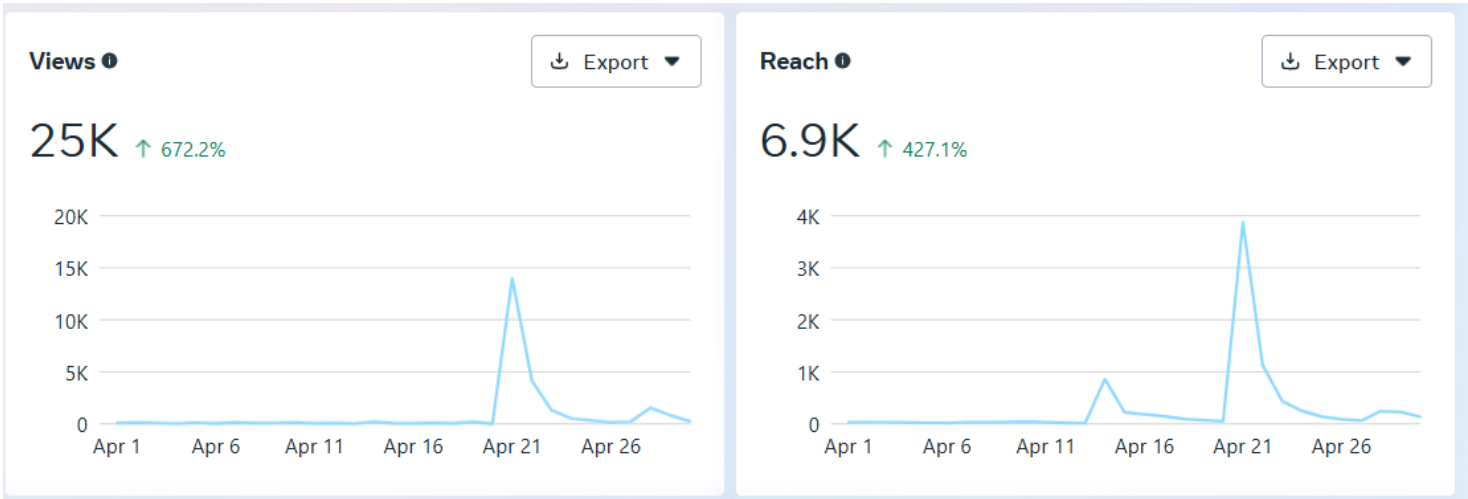


MOBILE 73.9% DESKTOP 24.8% TABLET 1.3%

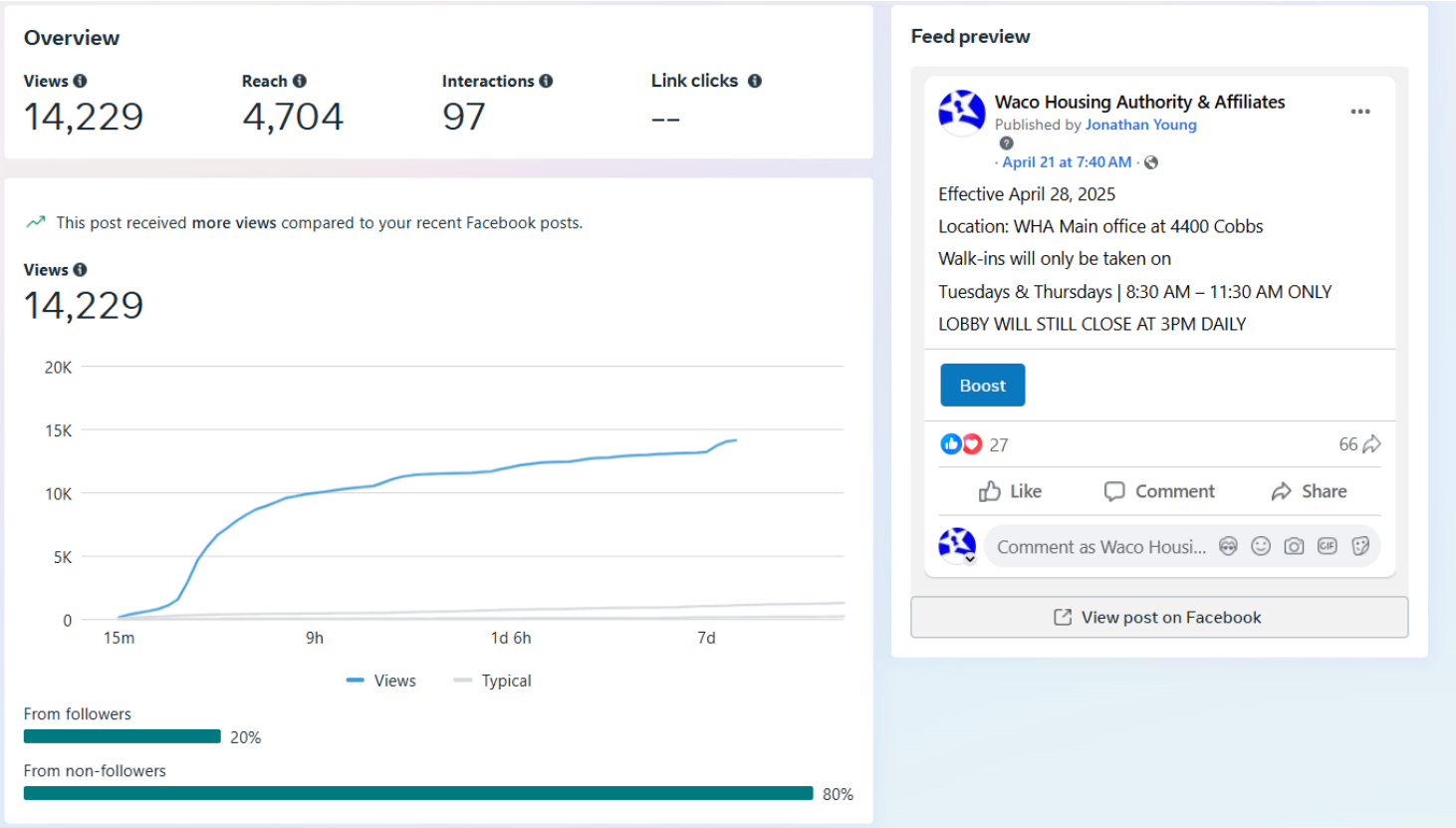
[View device categories](#)

Social Media Statistical

Note: April shows a very strong view and reaches number.



Number 1 post for April



Rising Images, Inc.

Board Report for April 2025

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	2	66%
Raintree	156	1	99%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$56,035.00	\$55,976.00	\$56,759.00	100%
Hunnington	\$38,179.00	\$37,765.00	\$37,765.00	100%
Misty Square	\$9,238.00	\$9,286.00	\$9,265.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$4,562.88	\$ 3,519.00	\$3,519.00	100%
Raintree	95,928.15	\$106,558.16	\$105,956.16	99%

Contracts (MOD)

Court

Apartment # 217 owes \$629.00, and court is scheduled for May 6, 2025

Administration

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

South Terrace Monthly Report

Reporting Month: Apr-25

FINANCIAL	
Rent Collected Amount	176,675.18 ⁰
Current Month Delinquent Rent - Resident	22,264.32 ⁰
LEASING INFORMATION	
Total Applicant Files Received	13
Total Applicant Files Approved	5
Total Briefings for Month	1
Total Applicant Files Denied	1
Total Applicant Files Requested	15
Total Tenancy Addendum	5
Total Leases	5

COMPLIANCE	
Number Files submitted to Compliance	20
Total Number of Recerts Completed	24
Recerts 30 days past due	0
Recerts 60 days past due	0
Recerts 90 days past due	0
Recerts 120 past due	25
OCCUPANCY	
Total Number Occupied	240
Total Number Vacant	10
Total Number Leased	8
Number Ready for Move In	3

EVICTIONS	
Number of Evictions Files	0
Evictions/Set Outs Completed	0
WHA REFERRALS RECEIVED	
Total Referrals Received	
WHA REFERRALS	13

INSPECTIONS	
Total HQS Inspections Completed	6
Total HQS Inspections Passed	2
STAFF TRAINING	
Date	Description of Activity
4/1/2025	Leasing 101- Continuing your journal
4/3/2025	Managers whats next
4/11/2025	Compliance Training: PFC
4/23/2025	ResMan Affordable Training
4/24/2025	ResMan Affordable Training
4/25/2025	ResMan Affordable Training

INCIDENT REPORTS			
Date of Incident	Unit Address	Brief Description of Incident	Police Activity (Y/N)

RELOCATION

MARKETING ACTIVITY		
Date	Agency/Locations	Comment
	Apartments.com	
	Utilizing WHA Waitlist	

Modernization Department April 2025 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2018/518	\$1,820,616.00	\$1,820,341.00	99%	100%	May 28,2026
2019/519	\$1,904,253.00	\$1,575,052.73	82%	89%	April 15, 2027
2020/520	\$2,037,987.00	\$777,761.49	36%	38%	March 25, 2028
2021/521	\$1,700,141.00	\$696,559.50	40%	40%	February 22, 2029
2022/522	2105,575.00	\$736,199.50	34%	34%	May 11, 2028
2023/523	\$2,102,463.00	\$735,862.05	35%	35%	February 16, 2029

Public Housing Current Projects

- **Estella Maxey- Rehab & Make Ready on 10 units**
 - Awarded to DG Construction for \$97,000.00
 - Expected to be completed by mid June

- **Kate Ross Mold Units Build Back**
 - Bid opening was held April 23rd.
 - Recommend Awarding to Mitchell Commercial Painting for \$92,500.00
 - Resolution on May board

Rising Images Current Projects

- **Siding Replacement at Raintree Apartments**
 - In Progress
 - Expected to be completed early May

Housing Operations Monthly Report

April 2025

Public Housing Report

PH Staff

Total Employees – 9

Waiting List Information

Total number of applicants on the waiting list – 3041

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

Notification for assistance mailed	3
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	3
Units rejected by applicant	0
Total applicants not qualified	1

The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as residents of our communities. There was a total of (400) orientation letters emailed, (47) packets were mailed out from letter responses (13) received and in process of verifications (still pending May DL dates) no response deadline (3) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	17	17	0
Estella Maxey	9	9	0
Total	26	26	0

We have completed 100% of certifications for this month. According to PIC submission we have reported. 99.71 % certifications for dates through March 31st, 2025.

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	1	0	0
Estella Maxey	0	0	0
Total	1	0	0

Percentage of Rent Collected

87% of the rent for April was collected, we did not meet our goal of 97%.

Last Quarterly Average was: 85% for Jan-Feb-March.

Occupancy Percentage

The occupancy percentage for April was 64%; we did not meet our goal of 97%.

Which excludes 114 units on Adams moving forward

Last Quarterly Average was 87% for Jan-Feb-March.

Kate Ross currently has 28 vacant HUD approved units

Estella Maxey currently has 90 vacant HUD approved units

Maintenance Report

Staff

Total Employees 9 regular employees

3 Vacant position – Utility Laborer KR/EM, Tech 2 KR

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	97	91.7%	8
Estella Maxey	88	95.5%	4
Total	185	93.5%	12

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 3 days, which is well within our goal. We are closing work orders in a timelier manner with NSPIRE. This software program gives techs access to close out work orders after completion throughout the day in real time.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	54	54	0
Over 24 hours	0	0	0
Total	54	54	0

Completing all emergency work orders within twenty-four (24) hours is our established goal.

April Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
430	367	48	845

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
215	183.50	24	422.50

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 422.50, this puts us over 402.50 days.

April Vacant Apartment Information

	Leased	Total	Occupancy %
Kate Ross	218	286	76%
Estella Maxey	127	248	49%
Overall Occupancy	345	534	64%

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

Annual Inspections FY 23 - 24

Community	Total apts.	Units Inspected	23 -24 Annual Inspection Work Orders Y.T.D.
Kate Ross	288	288	30
Estella Maxey	362	362	57
Overall	650	650	87

Fleet Vehicle Updates

Oil Changes and Fleet Vehicle Inspections for safe operation

Planned/Preventative Maintenance

The (RAP) Rapid Action Planning is a structured system implemented to help match skillsets to tasks. RAP has been proving to be successful by increasing work order completion percentages. Work orders are being completed more rapidly with more competence by implementing this structure. Training up staff efforts are in progress with hands-on experience from the skilled technicians down to the beginner level laborers in HVAC and appliance troubleshooting and repairs. The process has begun to change out all HVAC Filters at WHA properties. Also, while changing out filters, maintenance is swapping out fire/smoke alarms to 10yr sealed battery alarms. One alarm is required in each bedroom, hallway, and living area. While changing filters and alarms, maintenance is completing a visual inspection of the units for any health and safety concerns.

Accident-free days by staff FY 2024/2025

The maintenance staff has accumulated 212 accident-free days with (0) loss time days for the month of April. We strive for safety in the workplace to be a priority. A morning safety briefing is conducted daily at the Maintenance shop, including hands on training and video programs.

Expenditures

Monthly Budget	\$30,730.00
April 2025	\$32,309.39

Expenditures: Make Ready Supplies, HVAC Parts, Paint accessories, Building Repairs, Bed Bug Treatment, Cleaning Supplies, Plumbing Repairs Beyond Routine Maintenance, Plumbing Parts, Hardware, HVAC service Parts, Electrical Supplies, Plumbing Equipment, Restroom vanities, Heaters, Toilet seats, AC Filters

Section 8 Board Report – April 2025

The Section 8 Department has leased a total of 2433 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	423	2278
Hill County	150	141
Somervell County	33	14
Totals	606	2433

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

There are 6 applicant families searching for a place to live currently.

Waco	0
Hill County	6
Somervell County	0
Total	0

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through March 2025.

Homeownership

The Homeownership Program is now assisting 17 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	11
Number Passed/Pending Inspection	4
Number housed in Waco	59

Ineligible	253
Total	69%

Mainstream

Number Pending (Referral/Orientation)	4
Number Searching in Waco	0
Number Passed/Pending Inspection	0
Number Housed in Waco	75

Ineligible	91
Total	94 %

EHV (Emergency Housing Vouchers)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	0
Number Passed/Pending Inspection	0
Number housed in Waco	34

Ineligible	17
Total	100%

FYI (Foster Youth Initiative)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	1
Number Passed/Pending Inspection	0
Number Housed in Waco	12

Ineligible	23
Total	48 %

HUD Reports

No reports are due

Staff

There are three vacancies at the McLennan County Office. There is one vacancy at Hill or Somervell County Offices.

Fraud

Total number of cases from 2021 - 2025:

Total amount owed: \$ 267,830.93

Total amount paid: \$ 128,055.26

Total outstanding amount: \$139,775.67

April
2025



Community Services



Chief Victorian came to read
to the kids in the computer lab
at Kate Ross



Games at South Terrace
Family Health Fair



Family Health Fair at
South Terrace

Shepherd's Heart

Monthly Food Distribution for
March at Estella Maxey

87 Households Served

360 Family Members

17 New Participants

Older Adults



Family Health Fair at South Terrace

Youth Services

\$8,500 raised for College Trip in July

Cadence Bank hosted our youth and their parent/guardian at their location at the Marketplace location. They provided banking staff who met individually with each youth. They practiced counting out money and talked about other money subjects. Cadence provided dinner and goodies. Neighborworks will be assisting with teaching the curriculum



May 10th 2025

Neighborworks on Franklin Ave.



Cadence Bank and Neighborworks
partnering with us this year

Youth Services Continued

- **Planning for Summer Meals through Waco ISD Food Truck**

Change from last year: Children will be required to eat the meals on site instead of taking meals home, so we will be able to offer community centers as feeding sites.

Meals will be provided at Kate Ross and South Terrace Youth Center. Estella Maxey children will be able to eat breakfast and lunch at Carver Middle School.



BOOK BLAST!

Planning for Summer Reading 2025!
Partnership with Literacy Connexus will continue with weekly story times after the kids have finished their lunch at Kate Ross. Kids will have opportunity to earn books and prizes.



Children putting in new plants at the South Terrace Community Garden at the Family Health Fair





Planning for PH children to be able to go to Art Camp this summer at the Art Center Waco. 30 children will be signed up.

Voice , Inc. will be having Summer Breakout at South Terrace this summer.

Ongoing Youth Activities

- Voice after school activities at South Terrace
- Basketball at South Terrace
- After School Computer labs at Melody Grove and Kate Ross
- Mentor Waco at Estella Maxey
- Warrior Way Soccer at Estella Maxey (Melody Grove)

FSS Team Cassandra Foreman and Triza Mongare

April 2025

FSS Participants Monthly ESCROW

Total: Public Housing Current-8/Grant 2024-14

Total: S8/RAD Current-61/Grant 2024-88

New Participants - 2

Total Grant 2024 Participants-**102**

Total Participants (Current) **69**

Escrow

Total: Public Housing **\$1181**

Total: RAD **\$24985**



Accomplishments

JO – Working with Neighborworks Waco on Homeownership Process

JD – Working with Grassroots on Homeownership process

JM – Working with Waco Habitat in Homeownership process/permits for lot are being ordered

YC – In the Final stages of Homeownership process!

SF – Attended Rise Conference in Arlington; daughter, a graduating 2025 Senior received the Duncan Scholars Scholarship

LF – completed Grassroots Financial Literacy and Homeownership Class

PS – Opened IDA account

·AC – Had a new healthy baby girl!

ALC – Started new job

AW – Successfully Graduating from FSS program w/Total Earned \$13.227.27/Payout eff. 4/30/2025



Resident Council Meetings

South Terrace:

The meeting was held with 2 residents attending.

Mrs. Powell mentioned we need to figure out a way to get residents to attend the meetings. She said she is getting older, and she loves where she is living, and South Terrace has helped her in many ways. Discussed ways to help with kids activities and trash pickup.

Kate Ross

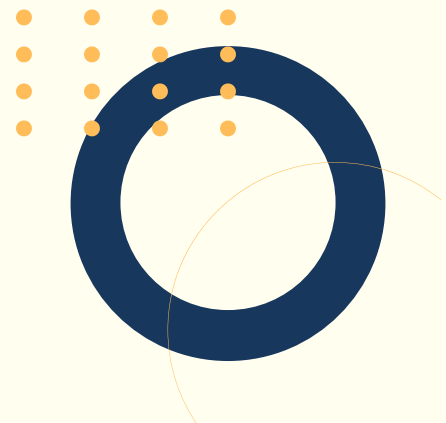
Kate Ross meeting was held with 9 residents present.

Mrs. Jackson opened the meeting.

Mrs. Jackson opened the meeting and introduced management. Corina mentioned residents can make rent payments online. She also mentioned residents can still come to the rent office to make rent payments. She mentioned that she has been noticing residents are parking on the lawn and this is a violation of lease, and she is aware that some residents may be moving into the unit. Management mentioned BBQ pits are to be so many feet from the building and if they are in violation she will have maintenance remove them. She mentioned when a resident has been evicted, the evicted person cannot move into the unit with another resident. Corina mentioned trash is still a problem and they are giving warnings and fines for trash.

Melody Grove

Cancelled due to severe storm in area



Summary of Financial Statements

March 31, 2025

Public Housing

Central Office Cost Center (COCC)

- Other Income - Management fees revenue from PH sites was under budget \$10,000.
- Total Administrative Expenses – While administrative salaries, software maintenance and professional fees were under budget \$27,200, travel expenses were over budget \$9,200.

Kate Ross (KR)

- Total Tenant Income – The revenue was under budget \$35,000.
- Total HUD Contribution – HUD's subsidy funding was over budget \$3,600.
- Total Admin Expenses – Salaries expenses were under budget \$9,600, while other miscellaneous expenses were over \$28,800.
- Total Maintenance and Operational Expenses – The cost was under budget \$6,400.
- Total General Expenses – Health and property insurance cost were under budget \$14,600.
- Total Non-Routine & Non-Apt Expenses – The total cost for mold remediation in 3 units was \$13,450.

Estella Maxey (EM)

- Total Rental Income – Revenue was under budget \$24,700.
- Total HUD Contribution – HUD's subsidy funding was over budget \$12,500.
- Total Administrative Expenses – Administrative salaries expense, management fees and software maintenance were under budget \$17,500.
- Total Maintenance and Operational Expenses – The materials cost was over budget \$6,400 for the purchase of new appliances.
- General Expenses – Fringe benefits and health insurance were under budget \$12,000.

Section 8 – Admin

- HUD Contribution - Section 8 Admin Fee revenue was \$14,700 under budget.
- Total Admin Expenses – Salaries, and software maintenance were under budget \$14,900, while temporary administrative labor and professional fees were over budget \$32,400.
- Total General Expenses – Health insurance and other fringe benefits were under budget \$9,800.

Non-Profits

Raintree

- Total Materials- Several appliances (9) had to be replaced going over budget for the month in the amount of \$2,630.
- Total Contract Costs- This is over budget because of a tub and tile replacement in a unit (\$2,750), a termite treatment on one of the buildings (\$2,029) and several carpet replacements that went over budget by \$1,452.

Cimmaron

- Total Miscellaneous Admin Expenses- The annual compliance fee exceeded the annual budget by \$802.
- Total Contract Costs- There were two carpet replacements costing \$2,090.

Hunnington

- Total Contract Costs- A tub and tile replacement was done in the amount of \$2,900. Also, there was an irrigation repair for \$592 and a dead tree removal for \$306.

Misty

- Total General Expenses- The write-off allowance (one tenant) was \$1,607 for which none was budgeted.

Picadilly

- Total Rental Income- Two of the six units were vacant causing this to be under budget for the month.
- Total Contract Costs- A carpet replacement was done in the total amount of \$1,881. Also, there were two tub and tile resurfacings for \$1,020. The write-off allowance (one tenant) was \$1,696 for which none was budgeted.

Property = 101-kr 102-em 800-cc ri-cim ri-hun ri-misty ri-pica ri-rain v-0210

Property Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysl_is

	101-kr	102-em	800-cc	ri-cim	ri-hun	ri-misty	ri-pica	ri-rain	v-0210	Total
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
TENANT INCOME										
Total Rental Income	28,140.94	33,486.79	0.00	56,062.13	38,324.00	9,286.00	3,519.00	106,744.00	0.00	275,562.86
Total Other Tenant Income	10,616.36	7,160.98	0.00	394.00	190.00	80.00	0.00	1,414.09	0.00	19,855.43
TOTAL TENANT INCOME	38,757.30	40,647.77	0.00	56,456.13	38,514.00	9,366.00	3,519.00	108,158.09	0.00	295,418.29
HUD CONTRIBUTIONS										
TOTAL HUD CONTRIBUTIONS	113,988.64	158,209.49	0.00	0.00	0.00	0.00	0.00	0.00	168,548.00	440,746.13
OTHER INCOME										
TOTAL OTHER INCOME	53,632.54	53,181.45	142,322.94	1,777.27	799.81	355.57	160.43	-513.63	6,113.54	257,829.92
TOTAL INCOME	206,378.48	252,038.71	142,322.94	58,233.40	39,313.81	9,721.57	3,679.43	107,644.46	174,661.54	993,994.34
ADMINISTRATIVE EXPENSES										
Total Administrative Salaries	19,459.12	17,849.49	97,747.59	4,938.01	3,407.94	779.70	323.26	8,282.67	68,458.39	221,246.17
Total Legal Expense	172.80	147.20	0.00	0.00	0.00	0.00	0.00	0.00	2,560.00	2,880.00
Total Other Admin Expenses	29,325.42	21,366.04	12,791.50	15,126.45	10,298.44	1,101.01	406.69	28,310.69	34,705.73	153,431.97
Total Miscellaneous Admin Expenses	44,959.28	14,050.76	-7,992.26	5,792.04	1,779.23	471.34	554.19	5,636.70	41,751.21	107,002.49
TOTAL ADMINISTRATIVE EXPENSES	93,916.62	53,413.49	102,546.83	25,856.50	15,485.61	2,352.05	1,284.14	42,230.06	147,475.33	484,560.63
TENANT SERVICES										
TOTAL TENANT SERVICES EXPENSES	18,933.13	13,031.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,965.12
UTILITY EXPENSES										
TOTAL UTILITY EXPENSES	24,316.89	15,698.80	2,882.21	5,691.47	5,023.67	886.30	117.67	5,998.72	1,290.70	61,906.43
MAINTENANCE AND OPERATIONAL EXPENSES										
Total General Maint Expense	16,151.78	14,729.46	0.00	6,584.20	4,117.49	1,089.90	137.88	3,308.90	0.00	46,119.61
Total Materials	10,376.75	14,420.31	205.24	2,118.02	976.87	219.98	135.98	7,484.02	367.88	36,305.05
Total Contract Costs	23,989.56	30,306.11	5,605.02	7,332.35	6,448.92	806.78	3,724.02	24,787.07	4,672.60	107,672.43
TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	50,518.09	59,455.88	5,810.26	16,034.57	11,543.28	2,116.66	3,997.88	35,579.99	5,040.48	190,097.09
GENERAL EXPENSES										
TOTAL GENERAL EXPENSES	24,603.49	22,425.36	22,053.56	7,015.84	4,441.57	2,428.67	2,009.12	11,418.19	16,980.35	113,376.15
HOUSING ASSISTANCE PAYMENTS										
TOTAL HOUSING ASSISTANCE PAYMENTS	456.00	702.00	0.00	0.00	0.00	0.00	0.00	0.00	-133.00	1,025.00
FINANCING EXPENSE										
TOTAL FINANCING EXPENSES	0.00	0.00	258.61	0.00	0.00	0.00	0.00	0.00	0.00	258.61
CAPITAL & NON-OPERATING ITEMS										
TOTAL CAPITAL & NON-OPERATING ITEMS	0.00	0.00	0.00	7,944.44	5,900.20	2,824.10	260.97	14,951.24	0.00	31,880.95
NON-ROUTINE & NON-APT EXPENSES										
TOTAL NON-ROUTINE & NON-APT EXPENSES	13,450.00	0.00	0.00	293.28	0.00	0.00	0.00	0.00	0.00	13,743.28
TOTAL EXPENSES	226,194.22	164,727.52	133,551.47	62,836.10	42,394.33	10,607.78	7,669.78	110,178.20	170,653.86	928,813.26
NET INCOME	-19,815.74	87,311.19	8,771.47	-4,602.70	-3,080.52	-886.21	-3,990.35	-2,533.74	4,007.68	65,181.08

Central Cost/Admin (800-cc)

Budget Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysi_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
HUD CONTRIBUTIONS									
TOTAL HUD CONTRIBUTIONS	0.00	0.00	0.00	N/A	146,846.00	0.00	146,846.00	N/A	0.00
OTHER INCOME									
TOTAL OTHER INCOME	142,322.94	153,075.00	-10,752.06	-7.02	870,735.22	918,450.00	-47,714.78	-5.20	1,836,900.00
TOTAL INCOME	142,322.94	153,075.00	-10,752.06	-7.02	1,017,581.22	918,450.00	99,131.22	10.79	1,836,900.00
ADMINISTRATIVE EXPENSES									
Total Administrative Salaries	97,747.59	103,066.67	5,319.08	5.16	601,283.37	618,400.02	17,116.65	2.77	1,236,800.00
Total Legal Expense	0.00	250.00	250.00	100.00	0.00	1,500.00	1,500.00	100.00	3,000.00
Total Other Admin Expenses	12,791.50	3,705.42	-9,086.08	-245.21	35,656.49	22,232.52	-13,423.97	-60.38	44,465.00
Total Miscellaneous Admin Expenses	-7,992.26	14,673.79	22,666.05	154.47	69,632.62	88,042.74	18,410.12	20.91	176,085.00
TOTAL ADMINISTRATIVE EXPENSES	102,546.83	121,695.88	19,149.05	15.74	706,572.48	730,175.28	23,602.80	3.23	1,460,350.00
UTILITY EXPENSES									
TOTAL UTILITY EXPENSES	2,882.21	2,333.34	-548.87	-23.52	15,200.53	14,000.04	-1,200.49	-8.57	28,000.00
MAINTENANCE AND OPERATIONAL EXPENSES									
Total Materials	205.24	675.00	469.76	69.59	2,562.00	4,050.00	1,488.00	36.74	8,100.00
Total Contract Costs	5,605.02	3,741.67	-1,863.35	-49.80	31,526.50	22,450.02	-9,076.48	-40.43	44,900.00
TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	5,810.26	4,416.67	-1,393.59	-31.55	34,088.50	26,500.02	-7,588.48	-28.64	53,000.00
GENERAL EXPENSES									
TOTAL GENERAL EXPENSES	22,053.56	24,429.15	2,375.59	9.72	131,883.18	146,574.90	14,691.72	10.02	293,150.00
FINANCING EXPENSE									
TOTAL FINANCING EXPENSES	258.61	16.67	-241.94	-1,451.35	529.45	100.02	-429.43	-429.34	200.00
TOTAL EXPENSES	133,551.47	152,891.71	19,340.24	12.65	888,274.14	917,350.26	29,076.12	3.17	1,834,700.00
NET INCOME	8,771.47	183.29	8,588.18	4,685.57	129,307.08	1,099.74	128,207.34	11,657.97	2,200.00

HCV Financial Program (v-0210)

Budget Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysi_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
HUD CONTRIBUTIONS									
TOTAL HUD CONTRIBUTIONS	168,548.00	183,225.00	-14,677.00	-8.01	-1,022,238.00	1,099,350.00	-77,112.00	-7.01	2,198,700.00
OTHER INCOME									
TOTAL OTHER INCOME	6,113.54	6,208.33	-94.79	-1.53	35,397.71	37,249.98	-1,852.27	-4.97	74,500.00
TOTAL INCOME	174,661.54	189,433.33	-14,771.79	-9.54	1,057,635.71	1,136,599.98	-78,964.27	-11.98	2,273,200.00
ADMINISTRATIVE EXPENSES									
Total Administrative Salaries	68,458.39	73,116.67	4,658.28	6.37	389,529.45	438,700.02	49,170.57	11.21	877,400.00
Total Legal Expense	2,560.00	1,125.00	-1,435.00	-127.56	7,876.00	6,750.00	-1,126.00	-16.68	13,500.00
Total Other Admin Expenses	34,705.73	38,516.67	3,810.94	9.89	209,414.43	231,100.02	21,685.59	9.38	462,200.00
Total Miscellaneous Admin Expenses	41,751.21	20,156.66	-21,594.55	-107.13	212,194.96	120,939.96	-91,255.00	-75.45	241,880.00
TOTAL ADMINISTRATIVE EXPENSES	147,475.33	132,915.00	-14,560.33	-10.95	819,014.84	797,490.00	-21,524.84	-2.70	1,594,980.00
UTILITY EXPENSES									
TOTAL UTILITY EXPENSES	1,290.70	2,150.00	859.30	39.97	11,242.36	12,900.00	1,657.64	12.85	25,800.00
MAINTENANCE AND OPERATIONAL EXPENSES									
Total Materials	367.88	566.66	198.78	35.08	2,259.72	3,399.96	1,140.24	33.54	6,800.00
Total Contract Costs	4,672.60	3,191.67	-1,480.93	-46.40	32,784.92	19,150.02	-13,634.90	-71.20	38,300.00
TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	5,040.48	3,758.33	-1,282.15	-34.11	35,044.64	22,549.98	-12,494.66	-55.41	45,100.00
GENERAL EXPENSES									
TOTAL GENERAL EXPENSES	16,980.35	26,768.33	9,787.98	36.57	98,765.56	160,609.98	61,844.42	38.51	321,220.00
HOUSING ASSISTANCE PAYMENTS									
TOTAL HOUSING ASSISTANCE PAYMENTS	-133.00	0.00	133.00	N/A	-133.00	0.00	133.00	N/A	0.00
FINANCING EXPENSE									
TOTAL FINANCING EXPENSES	0.00	8.33	8.33	100.00	13.29	49.98	36.69	73.41	100.00
TOTAL EXPENSES	170,653.86	165,599.99	-5,053.87	-3.05	963,947.69	993,599.94	29,652.25	2.98	1,987,200.00
NET INCOME	4,007.68	23,833.34	-9,717.92	-649.00	93,688.02	143,000.04	-108,616.52	-1,496.00	286,000.00

Estella Maxey (102-em)
Budget Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
TENANT INCOME									
Total Rental Income	33,486.79	57,675.00	-24,188.21	-41.94	220,191.68	346,050.00	-125,858.32	-36.37	692,100.00
Total Other Tenant Income	7,160.98	7,683.33	-522.35	-6.80	14,780.72	46,099.98	-31,319.26	-67.94	92,200.00
TOTAL TENANT INCOME	40,647.77	65,358.33	-24,710.56	-37.81	234,972.40	392,149.98	-157,177.58	-40.08	784,300.00
HUD CONTRIBUTIONS									
TOTAL HUD CONTRIBUTIONS	158,209.49	145,716.67	12,492.82	8.57	863,192.49	874,300.02	-11,107.53	-1.27	1,748,600.00
OTHER INCOME									
TOTAL OTHER INCOME	53,181.45	51,441.66	1,739.79	3.38	813,109.12	311,299.96	501,809.16	161.20	622,600.00
TOTAL INCOME	252,038.71	262,516.66	-10,477.95	-3.99	1,911,274.01	1,577,749.96	333,524.05	21.14	3,155,500.00
ADMINISTRATIVE EXPENSES									
Total Administrative Salaries	17,849.49	26,991.67	9,142.18	33.87	131,128.34	161,950.02	30,821.68	19.03	323,900.00
Total Legal Expense	147.20	416.67	269.47	64.67	712.20	2,500.02	1,787.82	71.51	5,000.00
Total Other Admin Expenses	21,366.04	27,700.00	6,333.96	22.87	155,803.09	166,200.00	10,396.91	6.26	332,400.00
Total Miscellaneous Admin Expenses	14,050.76	15,103.76	1,053.00	6.97	82,428.80	90,622.56	8,193.76	9.04	181,245.00
TOTAL ADMINISTRATIVE EXPENSES	53,413.49	70,212.10	16,798.61	23.93	370,072.43	421,272.60	51,200.17	12.15	842,545.00
TENANT SERVICES									
TOTAL TENANT SERVICES EXPENSES	13,031.99	18,816.66	5,784.67	30.74	79,758.15	112,899.96	33,141.81	29.36	225,800.00
UTILITY EXPENSES									
TOTAL UTILITY EXPENSES	15,698.80	50,333.33	34,634.53	68.81	306,004.43	301,999.98	-4,004.45	-1.33	604,000.00
MAINTENANCE AND OPERATIONAL EXPENSES									
Total General Maint Expense	14,729.46	16,625.00	1,895.54	11.40	98,700.45	99,750.00	1,049.55	1.05	199,500.00
Total Materials	14,420.31	6,547.51	-7,872.80	-120.24	58,990.73	39,285.06	-19,705.67	-50.16	78,570.00
Total Contract Costs	30,306.11	28,379.18	-1,926.93	-6.79	190,492.23	170,275.08	-20,217.15	-11.87	340,550.00
TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	59,455.88	51,551.69	-7,904.19	-15.33	348,183.41	309,310.14	-38,873.27	-12.57	618,620.00
GENERAL EXPENSES									
TOTAL GENERAL EXPENSES	22,425.36	34,502.93	12,077.57	35.00	142,879.08	207,017.58	64,138.50	30.98	414,035.00
HOUSING ASSISTANCE PAYMENTS									
TOTAL HOUSING ASSISTANCE PAYMENTS	702.00	1,000.00	298.00	29.80	2,732.00	6,000.00	3,268.00	54.47	12,000.00
TOTAL EXPENSES	164,727.52	226,416.71	61,689.19	27.25	1,249,629.50	1,358,500.26	108,870.76	8.01	2,717,000.00
NET INCOME	87,311.19	36,099.95	51,211.24	141.86	661,644.51	219,249.70	442,394.81	201.78	438,500.00

Budget Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysi_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
TENANT INCOME									
Total Rental Income	28,140.94	65,600.00	-37,459.06	-57.10	305,081.22	393,600.00	-88,518.78	-22.49	787,200.00
Total Other Tenant Income	10,616.36	8,233.33	2,383.03	28.94	62,403.63	49,399.98	13,003.65	26.32	98,800.00
TOTAL TENANT INCOME	38,757.30	73,833.33	-35,076.03	-47.51	367,484.85	442,999.98	-75,515.13	-17.05	886,000.00
HUD CONTRIBUTIONS									
TOTAL HUD CONTRIBUTIONS	113,988.64	110,383.33	3,605.31	3.27	633,946.98	662,299.98	-28,353.00	-4.28	1,324,600.00
OTHER INCOME									
TOTAL OTHER INCOME	53,632.54	54,508.34	-875.80	-1.61	650,101.58	330,450.04	319,651.54	96.73	660,900.00
TOTAL INCOME	206,378.48	238,725.00	-32,346.52	-13.55	1,651,533.41	1,435,750.00	215,783.41	15.03	2,871,500.00
ADMINISTRATIVE EXPENSES									
Total Administrative Salaries	19,459.12	28,858.33	9,399.21	32.57	132,415.56	173,149.98	40,734.42	23.53	346,300.00
Total Legal Expense	172.80	416.67	243.87	58.53	1,692.80	2,500.02	807.22	32.29	5,000.00
Total Other Admin Expenses	29,325.42	32,125.00	2,799.58	8.71	171,881.24	192,750.00	20,868.76	10.83	385,500.00
Total Miscellaneous Admin Expenses	44,959.28	14,932.95	-30,026.33	-201.07	104,074.15	89,597.70	-14,476.45	-16.16	179,195.00
TOTAL ADMINISTRATIVE EXPENSES	93,916.62	76,332.95	-17,583.67	-23.04	410,063.75	457,997.70	47,933.95	10.47	915,995.00
TENANT SERVICES									
TOTAL TENANT SERVICES EXPENSES	18,933.13	21,475.00	2,541.87	11.84	100,049.51	128,850.00	28,800.49	22.35	257,700.00
UTILITY EXPENSES									
TOTAL UTILITY EXPENSES	24,316.89	43,583.33	19,266.44	44.21	294,679.10	261,499.98	-33,179.12	-12.69	523,000.00
MAINTENANCE AND OPERATIONAL EXPENSES									
Total General Maint Expense	16,151.78	18,475.00	2,323.22	12.57	102,280.63	110,850.00	8,569.37	7.73	221,700.00
Total Materials	10,376.75	9,326.66	-1,050.09	-11.26	56,715.84	55,959.96	-755.88	-1.35	111,920.00
Total Contract Costs	23,989.56	29,083.35	5,093.79	17.51	166,344.56	174,500.10	8,155.54	4.67	349,000.00
TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	50,518.09	56,885.01	6,366.92	11.19	325,341.03	341,310.06	15,969.03	4.68	682,620.00
GENERAL EXPENSES									
TOTAL GENERAL EXPENSES	24,603.49	39,198.74	14,595.25	37.23	148,792.51	235,192.44	86,399.93	36.74	470,385.00
HOUSING ASSISTANCE PAYMENTS									
TOTAL HOUSING ASSISTANCE PAYMENTS	456.00	0.00	-456.00	N/A	1,131.00	0.00	-1,131.00	N/A	0.00
NON-ROUTINE & NON-APT EXPENSES									
TOTAL NON-ROUTINE & NON-APT EXPENSES	13,450.00	0.00	-13,450.00	N/A	45,850.00	0.00	-45,850.00	N/A	0.00
TOTAL EXPENSES	226,194.22	237,475.03	11,280.81	4.75	1,325,906.90	1,424,850.18	98,943.28	6.94	2,849,700.00
NET INCOME	-19,815.74	1,249.97	-21,065.71	-1,685.30	325,626.51	10,899.82	314,726.69	2,887.45	21,800.00

Raintree Apartments (ri-rain)

Budget Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysi_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
3100-00-000	TENANT INCOME									
3119-00-000	Total Rental Income	106,744.00	105,583.33	1,160.67	1.10	633,503.07	633,499.98	3.09	0.00	1,267,000.00
3129-00-000	Total Other Tenant Income	1,414.09	2,091.67	-677.58	-32.39	9,078.56	12,550.02	-3,471.46	-27.66	25,100.00
3199-00-000	TOTAL TENANT INCOME	108,158.09	107,675.00	483.09	0.45	642,581.63	646,050.00	-3,468.37	-0.54	1,292,100.00
3600-00-000	OTHER INCOME									
3699-00-000	TOTAL OTHER INCOME	-513.63	1,108.33	-1,621.96	-146.34	11,090.22	11,949.98	-859.76	-7.19	23,900.00
3999-00-000	TOTAL INCOME	107,644.46	108,783.33	-1,138.87	-1.05	653,671.85	657,999.98	-4,328.13	-0.66	1,316,000.00
4100-00-000	ADMINISTRATIVE EXPENSES									
4110-99-000	Total Administrative Salaries	8,282.67	7,991.67	-291.00	-3.64	49,404.08	47,950.02	-1,454.06	-3.03	95,900.00
4131-00-000	Total Legal Expense	0.00	41.67	41.67	100.00	0.00	250.02	250.02	100.00	500.00
4189-00-000	Total Other Admin Expenses	28,310.69	27,970.83	-339.86	-1.22	167,057.67	167,824.98	767.31	0.46	335,650.00
4191-00-000	Total Miscellaneous Admin Expenses	5,636.70	4,390.01	-1,246.69	-28.40	23,991.92	26,340.06	2,348.14	8.91	55,430.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	42,230.06	40,394.18	-1,835.88	-4.54	240,453.67	242,365.08	1,911.41	0.79	487,480.00
4300-00-000	UTILITY EXPENSES									
4399-00-000	TOTAL UTILITY EXPENSES	5,998.72	12,416.67	6,417.95	51.69	36,635.55	74,500.02	37,864.47	50.82	149,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4419-00-000	Total General Maint Expense	3,308.90	8,230.00	4,921.10	59.79	29,028.25	49,380.00	20,351.75	41.21	98,760.00
4429-00-000	Total Materials	7,484.02	4,179.16	-3,304.86	-79.08	28,878.57	25,074.96	-3,803.61	-15.17	50,150.00
4439-00-000	Total Contract Costs	24,787.07	14,845.01	-9,942.06	-66.97	129,418.13	89,070.06	-40,348.07	-45.30	178,140.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	35,579.99	27,254.17	-8,325.82	-30.55	187,324.95	163,525.02	-23,799.93	-14.55	327,050.00
4500-00-000	GENERAL EXPENSES									
4599-00-000	TOTAL GENERAL EXPENSES	11,418.19	13,314.17	1,895.98	14.24	55,051.62	79,885.02	24,833.40	31.09	159,770.00
5000-00-000	CAPITAL & NON-OPERATING ITEMS									
5999-00-000	TOTAL CAPITAL & NON-OPERATING ITEMS	14,951.24	15,450.00	498.76	3.23	91,151.18	92,700.00	1,548.82	1.67	185,400.00
6000-00-000	NON-ROUTINE & NON-APT EXPENSES									
6499-00-000	TOTAL NON-ROUTINE & NON-APT EXPENSES	0.00	291.67	291.67	100.00	6,633.19	1,750.02	-4,883.17	-279.04	3,500.00
8000-00-000	TOTAL EXPENSES	110,178.20	109,120.86	-1,057.34	-0.97	617,250.16	654,725.16	37,475.00	5.72	1,312,200.00
9000-00-000	NET INCOME	-2,533.74	-337.53	-2,196.21	-650.67	36,421.69	3,274.82	33,146.87	1,012.17	3,800.00

Picadilly Square (ri-pica)
Budget Comparison
 Period = Mar 2025
 Book = Accrual ; Tree = ysi_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
3100-00-000	TENANT INCOME									
3119-00-000	Total Rental Income	3,519.00	5,233.33	-1,714.33	-32.76	26,063.97	31,399.98	-5,336.01	-16.99	62,800.00
3129-00-000	Total Other Tenant Income	0.00	183.33	-183.33	-100.00	385.00	1,099.98	-714.98	-65.00	2,200.00
3199-00-000	TOTAL TENANT INCOME	3,519.00	5,416.66	-1,897.66	-35.03	26,448.97	32,499.96	-6,050.99	-18.62	65,000.00
3600-00-000	OTHER INCOME									
3699-00-000	TOTAL OTHER INCOME	160.43	666.67	-506.24	-75.94	3,810.84	4,500.02	-689.18	-15.32	9,000.00
3999-00-000	TOTAL INCOME	3,679.43	6,083.33	-2,403.90	-39.52	30,259.81	36,999.98	-6,740.17	-18.22	74,000.00
4100-00-000	ADMINISTRATIVE EXPENSES									
4110-99-000	Total Administrative Salaries	323.26	333.33	10.07	3.02	2,020.71	1,999.98	-20.73	-1.04	4,000.00
4189-00-000	Total Other Admin Expenses	406.69	596.66	189.97	31.84	3,176.26	3,579.96	403.70	11.28	7,160.00
4191-00-000	Total Miscellaneous Admin Expenses	554.19	421.24	-132.95	-31.56	2,579.10	1,277.44	-1,301.66	-101.90	2,305.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	1,284.14	1,351.23	67.09	4.97	7,776.07	6,857.38	-918.69	-13.40	13,465.00
4300-00-000	UTILITY EXPENSES									
4399-00-000	TOTAL UTILITY EXPENSES	117.67	154.17	36.50	23.68	1,741.24	925.02	-816.22	-88.24	1,850.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4419-00-000	Total General Maint Expense	137.88	342.50	204.62	59.74	1,209.50	2,055.00	845.50	41.14	4,110.00
4429-00-000	Total Materials	135.98	256.25	120.27	46.93	1,277.47	1,537.50	260.03	16.91	3,075.00
4439-00-000	Total Contract Costs	3,724.02	1,089.18	-2,634.84	-241.91	8,975.71	6,535.08	-2,440.63	-37.35	13,070.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	3,997.88	1,687.93	-2,309.95	-136.85	11,462.68	10,127.58	-1,335.10	-13.18	20,255.00
4500-00-000	GENERAL EXPENSES									
4599-00-000	TOTAL GENERAL EXPENSES	2,009.12	499.98	-1,509.14	-301.84	3,593.53	2,999.88	-593.65	-19.79	6,000.00
5000-00-000	CAPITAL & NON-OPERATING ITEMS									
5999-00-000	TOTAL CAPITAL & NON-OPERATING ITEMS	260.97	302.50	41.53	13.73	1,565.84	1,815.00	249.16	13.73	3,630.00
8000-00-000	TOTAL EXPENSES	7,669.78	3,995.81	-3,673.97	-91.95	26,139.36	22,724.86	-3,414.50	-15.03	45,200.00
9000-00-000	NET INCOME	-3,990.35	2,087.52	-6,077.87	-291.15	4,120.45	14,275.12	-10,154.67	-71.14	28,800.00

Cimmaron Apartments (ri-cim)

Budget Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysi_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
3100-00-000	TENANT INCOME									
3119-00-000	Total Rental Income	56,062.13	56,033.33	28.80	0.05	333,377.91	336,199.98	-2,822.07	-0.84	672,400.00
3129-00-000	Total Other Tenant Income	394.00	900.00	-506.00	-56.22	2,644.00	5,400.00	-2,756.00	-51.04	10,800.00
3199-00-000	TOTAL TENANT INCOME	56,456.13	56,933.33	-477.20	-0.84	336,021.91	341,599.98	-5,578.07	-1.63	683,200.00
3600-00-000	OTHER INCOME									
3699-00-000	TOTAL OTHER INCOME	1,777.27	2,650.00	-872.73	-32.93	16,764.82	19,400.00	-2,635.18	-13.58	38,800.00
3999-00-000	TOTAL INCOME	58,233.40	59,583.33	-1,349.93	-2.27	352,786.73	360,999.98	-8,213.25	-2.28	722,000.00
4100-00-000	ADMINISTRATIVE EXPENSES									
4110-99-000	Total Administrative Salaries	4,938.01	5,166.67	228.66	4.43	30,671.51	31,000.02	328.51	1.06	62,000.00
4131-00-000	Total Legal Expense	0.00	25.00	25.00	100.00	0.00	150.00	150.00	100.00	300.00
4189-00-000	Total Other Admin Expenses	15,126.45	14,849.17	-277.28	-1.87	87,907.39	89,095.02	1,187.63	1.33	178,190.00
4191-00-000	Total Miscellaneous Admin Expenses	5,792.04	4,215.85	-1,576.19	-37.39	19,500.54	16,545.10	-2,955.44	-17.86	31,340.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	25,856.50	24,256.69	-1,599.81	-6.60	138,079.44	136,790.14	-1,289.30	-0.94	271,830.00
4300-00-000	UTILITY EXPENSES									
4399-00-000	TOTAL UTILITY EXPENSES	5,691.47	6,833.33	1,141.86	16.71	48,087.52	40,999.98	-7,087.54	-17.29	82,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4419-00-000	Total General Maint Expense	6,584.20	6,500.00	-84.20	-1.30	38,445.09	39,000.00	554.91	1.42	78,000.00
4429-00-000	Total Materials	2,118.02	1,693.33	-424.69	-25.08	9,824.16	10,159.98	335.82	3.31	20,320.00
4439-00-000	Total Contract Costs	7,332.35	5,262.50	-2,069.85	-39.33	32,784.23	31,575.00	-1,209.23	-3.83	63,150.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	16,034.57	13,455.83	-2,578.74	-19.16	81,053.48	80,734.98	-318.50	-0.39	161,470.00
4500-00-000	GENERAL EXPENSES									
4599-00-000	TOTAL GENERAL EXPENSES	7,015.84	8,341.68	1,325.84	15.89	36,355.30	48,050.08	11,694.78	24.34	96,100.00
5000-00-000	CAPITAL & NON-OPERATING ITEMS									
5999-00-000	TOTAL CAPITAL & NON-OPERATING ITEMS	7,944.44	7,925.00	-19.44	-0.25	47,421.78	47,550.00	128.22	0.27	95,100.00
6000-00-000	NON-ROUTINE & NON-APT EXPENSES									
6499-00-000	TOTAL NON-ROUTINE & NON-APT EXPENSES	293.28	458.34	165.06	36.01	5,125.19	2,750.04	-2,375.15	-86.37	5,500.00
8000-00-000	TOTAL EXPENSES	62,836.10	61,270.87	-1,565.23	-2.55	356,122.71	356,875.22	752.51	0.21	712,000.00
9000-00-000	NET INCOME	-4,602.70	-1,687.54	-2,915.16	-172.75	-3,335.98	4,124.76	-7,460.74	-180.88	10,000.00

Hunnington Apartments (ri-hun)

Budget Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysi_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
3100-00-000	TENANT INCOME									
3119-00-000	Total Rental Income	38,324.00	38,179.17	144.83	0.38	227,503.19	229,075.02	-1,571.83	-0.69	458,150.00
3129-00-000	Total Other Tenant Income	190.00	291.67	-101.67	-34.86	2,773.80	1,750.02	1,023.78	58.50	3,500.00
3199-00-000	TOTAL TENANT INCOME	38,514.00	38,470.84	43.16	0.11	230,276.99	230,825.04	-548.05	-0.24	461,650.00
3600-00-000	OTHER INCOME									
3699-00-000	TOTAL OTHER INCOME	799.81	420.84	378.97	90.05	6,119.50	4,175.04	1,944.46	46.57	8,350.00
3999-00-000	TOTAL INCOME	39,313.81	38,891.68	422.13	1.09	236,396.49	235,000.08	1,396.41	0.59	470,000.00
4100-00-000	ADMINISTRATIVE EXPENSES									
4110-99-000	Total Administrative Salaries	3,407.94	3,083.33	-324.61	-10.53	18,920.85	18,499.98	-420.87	-2.28	37,000.00
4189-00-000	Total Other Admin Expenses	10,298.44	10,097.09	-201.35	-1.99	59,901.80	60,582.54	680.74	1.12	121,165.00
4191-00-000	Total Miscellaneous Admin Expenses	1,779.23	1,440.82	-338.41	-23.49	13,315.22	10,894.92	-2,420.30	-22.21	19,540.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	15,485.61	14,621.24	-864.37	-5.91	92,137.87	89,977.44	-2,160.43	-2.40	177,705.00
4300-00-000	UTILITY EXPENSES									
4399-00-000	TOTAL UTILITY EXPENSES	5,023.67	4,083.34	-940.33	-23.03	25,894.84	24,500.04	-1,394.80	-5.69	49,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4419-00-000	Total General Maint Expense	4,117.49	3,883.33	-234.16	-6.03	22,174.07	23,299.98	1,125.91	4.83	46,600.00
4429-00-000	Total Materials	976.87	891.67	-85.20	-9.56	9,856.68	5,350.02	-4,506.66	-84.24	10,700.00
4439-00-000	Total Contract Costs	6,448.92	3,857.93	-2,590.99	-67.16	22,483.34	23,147.58	664.24	2.87	46,295.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	11,543.28	8,632.93	-2,910.35	-33.71	54,514.09	51,797.58	-2,716.51	-5.24	103,595.00
4500-00-000	GENERAL EXPENSES									
4599-00-000	TOTAL GENERAL EXPENSES	4,441.57	4,600.01	158.44	3.44	19,277.87	25,300.06	6,022.19	23.80	50,600.00
5000-00-000	CAPITAL & NON-OPERATING ITEMS									
5999-00-000	TOTAL CAPITAL & NON-OPERATING ITEMS	5,900.20	6,100.00	199.80	3.28	35,561.20	36,600.00	1,038.80	2.84	73,200.00
8000-00-000	TOTAL EXPENSES	42,394.33	38,037.52	-4,356.81	-11.45	227,385.87	228,175.12	789.25	0.35	454,100.00
9000-00-000	NET INCOME	-3,080.52	854.16	-3,934.68	-460.65	9,010.62	6,824.96	2,185.66	32.02	15,900.00

Misty Square Apartments (ri-misty)

Budget Comparison

Period = Mar 2025

Book = Accrual ; Tree = ysi_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
3100-00-000	TENANT INCOME									
3119-00-000	Total Rental Income	9,286.00	9,238.33	47.67	0.52	55,022.45	55,429.98	-407.53	-0.74	110,860.00
3129-00-000	Total Other Tenant Income	80.00	173.34	-93.34	-53.85	1,040.00	1,040.04	-0.04	0.00	2,080.00
3199-00-000	TOTAL TENANT INCOME	9,366.00	9,411.67	-45.67	-0.49	56,062.45	56,470.02	-407.57	-0.72	112,940.00
3600-00-000	OTHER INCOME									
3699-00-000	TOTAL OTHER INCOME	355.57	355.00	0.57	0.16	3,153.15	2,930.00	223.15	7.62	5,860.00
3999-00-000	TOTAL INCOME	9,721.57	9,766.67	-45.10	-0.46	59,215.60	59,400.02	-184.42	-0.31	118,800.00
4100-00-000	ADMINISTRATIVE EXPENSES									
4110-99-000	Total Administrative Salaries	779.70	816.67	36.97	4.53	4,769.91	4,900.02	130.11	2.66	9,800.00
4131-00-000	Total Legal Expense	0.00	4.58	4.58	100.00	0.00	27.48	27.48	100.00	55.00
4189-00-000	Total Other Admin Expenses	1,101.01	1,054.58	-46.43	-4.40	6,224.60	6,327.48	102.88	1.63	12,655.00
4191-00-000	Total Miscellaneous Admin Expenses	471.34	389.98	-81.36	-20.86	2,682.57	2,339.88	-342.69	-14.65	4,680.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	2,352.05	2,265.81	-86.24	-3.81	13,677.08	13,594.86	-82.22	-0.60	27,190.00
4300-00-000	UTILITY EXPENSES									
4399-00-000	TOTAL UTILITY EXPENSES	886.30	875.01	-11.29	-1.29	6,029.52	5,250.06	-779.46	-14.85	10,500.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4419-00-000	Total General Maint Expense	1,089.90	1,025.00	-64.90	-6.33	5,869.53	6,150.00	280.47	4.56	12,300.00
4429-00-000	Total Materials	219.98	344.17	124.19	36.08	811.72	2,065.02	1,253.30	60.69	4,130.00
4439-00-000	Total Contract Costs	806.78	1,313.36	506.58	38.57	5,175.09	7,880.16	2,705.07	34.33	15,760.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	2,116.66	2,682.53	565.87	21.09	11,856.34	16,095.18	4,238.84	26.34	32,190.00
4500-00-000	GENERAL EXPENSES									
4599-00-000	TOTAL GENERAL EXPENSES	2,428.67	1,043.32	-1,385.35	-132.78	6,276.77	6,259.92	-16.85	-0.27	12,520.00
5000-00-000	CAPITAL & NON-OPERATING ITEMS									
5999-00-000	TOTAL CAPITAL & NON-OPERATING ITEMS	2,824.10	2,883.33	59.23	2.05	16,944.61	17,299.98	355.37	2.05	34,600.00
8000-00-000	TOTAL EXPENSES	10,607.78	9,750.00	-857.78	-8.80	54,784.32	58,500.00	3,715.68	6.35	117,000.00
9000-00-000	NET INCOME	-886.21	16.67	-902.88	-5,416.20	4,431.28	900.02	3,531.26	392.35	1,800.00

RESOLUTION NO. 3906

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH MITCHELL COMMERCIAL PAINTING IN THE AMOUNT OF \$92,500.00 FOR REPAIR AND REBUILD OF 3 UNITS MOLD REMEDIATION AT KATE ROSS COMPLEX

- WHEREAS, the Modernization Department solicited sealed bids in accordance with procurement guidelines from qualified service providers
- WHEREAS, in addition, the advertisement was published in the Waco Tribune Herald on March 29th and April 5th, 2025, and
- WHEREAS, in addition to the advertisement, fifty -two (52) general contractors were notified by email, and
- WHEREAS, Waco Housing Authority & Affiliates received seven (3) compliant bids, and
- WHEREAS, it was determined that Mitchell Commercial Painting submitted the lowest most responsive qualified bid, and
- WHEREAS, it is the recommendation of the President/CEO that the contract be awarded to Mitchell Commercial Painting, 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 COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the 8th day of May 2025.

Secretary

Chairperson of the Board

(SEAL)

BID TABULATION

Project: Kate Ross Mold Unit Rehab

Architect/Project Manager: WHA

Date and Time: April 23, 2025 @ 2:00 PM

[illegible]



Project: Buildback and Repairs of 3 units after mold remediation

Scope Of Work

WHA General Requirements & Procedures

1. The 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 shall be confined to the areas directly related to the project. Access to site/unit shall 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. Contractors shall 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 shall not park vehicles or traverse landscaping 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 Alastair Whitman 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. All salvage debris & material will become the property of the Contractor and removed daily. Disposal of material by the Contractor shall be done in accordance with the TCEQ.
10. 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..
11. All contracts require no less than a (3) year workmanship Warranty by the contractor in addition to any Manufacture warranties.
12. 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>.
13. Contractor has 45 consecutive working days (Monday through Thursday) to complete. Working hours are from 7:45 A.M. through 5:00 P.M. **NO** work can be performed on WHA recognized holidays.
14. 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 Al Whitman and Kaitlin Dragoo via email within 48 hours of use to be counted toward construction schedule.

15. 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 shall be sent to Alastair Whitman and Kaitlin Dragoo promptly.
16. Clarification or questions shall be emailed to Alw@wacopha.org

Notice: all mold remediation has been completed and all units have passed clearance protocol and been deemed a safe work environment by Esis Environmental

UNIT 1224 Ross Ave. 2 BR 759 sqft.

1. Replace 6 ' flex HVAC duct approximately 25 LF & vent boxes
2. Replace 4 , 6 x 14" vent covers / 1 , 18 x 28 " return vent cover.
3. Replace all drain plumbing in kitchen wall / install rubber transition boot cut out all cast iron plumbing 2" & 4 " replaced with schedule 40 PVC approximately 15 LF each size.
4. Replace p-traps kitchen & vanity / replace all water petcock valves = 5
5. Replace toilet and wax ring
6. Frame out 2 x 4 wall in kitchen area 9' x 9' 3" wide /install cabinet blocking for uppers and lowers .
7. Replace Demoed sheet rock with 5/8" ceiling approximately : 60 sqft / ½ " wall approximately : 250 sqft /tape,bed ,texture to match existing .
8. Float out stucco/eifs wall coating knocked off during soda blasting though out unit. Approximately ¼ " depth x less than < 500 sqft. match existing texture.
9. Paint entire unit ceiling,walls,doors and trim all one color no cut in. (2 coats)
10. Replace cabinets with sink base uppers and lowers /replace 24 " vanity (see cab lay below)
11. Install new sink and faucet kitchen .
12. Install backsplash /grease guard behind oven area and adjacent wall.
13. Frame in rough opening for water heater closet 18" door /frame in rough opening hall closet 30 " door.
14. Install 1 x 18" D&F / 2 x 32" Door / 2 x 30" D&F/ 3 x 28 " Door hollow core.
15. Replace all interior door hardware. 3 x bed&bath / 5 closet
16. Replace all light fixtures =8
17. R&R all switch and outlet covers replace all GFI outlets =2
18. R&R 3 rows 4 x 4 subway tile and reseal tub area.
19. Over lay floor with LVP snaplock 759 sqft.
20. Replace rubber base mold approximately 350 LF
21. Replace blinds 1 x 70" / 3 x 36"
22. Replace closet shelving. 5 in each hall closet / replace 1 shelf & clothes rack bar
23. Construction cleanup and deep cleaning. Unit should be rent ready(appliances will be handled by WHA maintenance)
- 24 Full service HVAC / if parts or unit needs to be replaced a CO will be issued

Unit 1220 Ross Ave 2BR 759 sqft.

1. Replace 6 ' flex HVAC duct approximately 25 LF & vent boxes
2. Replace 4 , 6 x 14" vent covers / 1 , 18 x 28 " return vent cover.
3. Replace all drain plumbing in kitchen wall / install rubber transition boot cut out all cast iron plumbing 2" & 4 " replaced with schedule 40 PVC approximately 15 LF each size.
4. Replace p-traps kitchen & vanity / replace all water petcock valves = 5

5. Replace toilet and wax ring
 6. Frame out 2 x 4 wall in kitchen area 9' x 9' 3" wide / install cabinet blocking for uppers and lowers .
 7. Replace Demoed sheet rock with 5/8" ceiling approximately : 60 sqft / 1/2 " wall approximately : 250 sqft / tape, bed , texture to match existing .
 8. Float out stucco/EIFS wall coating knocked off during soda blasting though out unit. Approximately 1/4 " depth x less than < 500 sqft. match existing texture.
 9. Paint entire unit ceiling, walls, doors and trim all one color no cut in. (2 coats)
 10. Replace cabinets with sink base uppers and lowers / replace 24 " vanity (see cab lay below)
 11. Install new sink and faucet kitchen .
 12. Install back splash / grease guard behind oven area and adjacent wall.
 13. Frame in rough opening for bedroom closet 5' with 30" door / frame in rough opening hall closet 28 " door.
 14. Install 1 x 18" D&F / 2 x 32" Door / 1 x 30 " Door / 1 x 30 " D&F / 2 x 28 " Door / 1 x 28" D&F hollow core
 15. Replace all interior door hardware. 3 x bed&bath / 5 closet
 16. Replace all light fixtures = 8
 17. R&R all switch and outlet covers replace all GFI outlets = 2
 18. Resurface and reseal tub and surround tile
 19. Over lay floor with LVP snaplock 759 sqft.
 20. Replace rubber base mold approximately 350 LF
 21. Replace blinds 1 x 70" / 3 x 36"
 22. Replace closet shelving. 5 in each hall closet / replace 1 shelf & clothes rack bar
 23. Replace medicine cabinet
 24. Construction cleanup and deep cleaning unit should be rent ready (appliances will be handled by WHA maintenance)
 25. Full service HVAC / if parts or unit needs to be replaced a CO will be issued
 26. Replace missing breaker box cover (see photo for type)
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Unit 1216 Ross Ave 2BR 759 sqft.

1. Replace 6 " flex HVAC duct approximately 25 LF & vent boxes
2. Replace 4 , 6 x 14" vent covers / 1 , 18 x 28 " return vent cover.
3. Replace all drain plumbing in kitchen wall / install rubber transition boot cut out all cast iron plumbing 2" & 4 " replaced with schedule 40 PVC approximately 15 LF each size.
4. Replace p-traps kitchen & vanity / replace all water petcock valves = 5
5. Replace toilet and wax ring
6. Frame out 2 x 4 wall in kitchen area 9' x 9' 3" wide / install cabinet blocking for uppers and lowers .
7. Replace Demoed sheet rock with 5/8" ceiling approximately : 60 sqft / 1/2 " wall approximately : 350 sqft / tape, bed , texture to match existing .
8. Float out stucco/EIFS wall coating knocked off during soda blasting though out unit. Approximately 1/4 " depth x less than > 500 sqft. match existing texture.
9. Paint entire unit ceiling, walls, doors and trim all one color no cut in. (2 coats)
10. Replace counter tops , cabinets with sink base uppers and lowers / replace 24 " vanity (see cab lay below) saint dark color.
11. Install new sink and faucet kitchen .
12. Install back splash / grease guard behind oven area and adjacent wall
13. Install 1 x 18" D&F / 2 x 32" Door / 1 x 30 " Door / 1 x 30 " D&F / 2 x 28 " Door / 1 x 28" D&F hollow core
14. Replace all interior door hardware. 3 x bed&bath / 5 closet
15. Replace all light fixtures = 8
16. R&R all switch and outlet covers replace all GFI outlets = 2
17. Deep clean and reseal tub and surround tile
18. Over lay floor with LVP snaplock 759 sqft.
19. Replace rubber base mold approximately 350 LF
20. Replace blinds 1 x 70" / 3 x 36"
21. Replace closet shelving. 5 in each hall closet / replace 1 shelf & clothes rack bar
22. Replace medicine cabinet
23. Construction cleanup and deep cleaning unit should be rent ready (appliances will be handled by WHA maintenance)
24. Full service HVAC / if parts or unit needs to be replaced a CO will be issued

Spec Materials

- 1.Toilet; Premier® 2-Piece All-In-One 1.28 GPF Single Flush ADA Elongated Toilet In White | HD Supply
- 2.LVP: Duralux Performance Flooring | Washington Park Luxury Vinyl Plank
- 3.Base mold : Roppe Pinnacle Rubber 1/8" Cove Base 4"X120' Coil Brown | HD Supply
- 4.Bath tile : Satori Hudson Brilliant White 4-in x 4-in Glazed Ceramic Subway Wall Tile (11.52-sq. ft/ Carton) 1001-0440-0 at Lowes.com
- 5.Hallway lights : Cooper Lighting Albalite Square Glasslens | HD Supply
- 6.Light fixture ; Satco® 12 In. Square Opal Light Fixture Cover (4-Pack) | HD Supply
- 7.Vanity Light: Satco® Opal Channel Glass 7" Pack Of 4 | HD Supply
- 8.Door hardware: hall/closet Kwikset® Tylo® Door Knob, Flat Ball, Passage/Hall/Closet, Grade 3, Metal, Satin Nickel | HD Supply bed & bath Kwikset® Tylo® Door Knob, Flat Ball, Privacy/Bed/Bath, Grade 3, Metal, Satin Chrome | HD Supply
- 9.Blinds : Cordless Vinyl Mini Blinds | HD Supply
- 10.Door type : Masonite 30 In. X 80 In. 1.375 In. Primed Flush Hardboard Hollow Core Composite Slab Interior Door | HD Supply
11. Door and frame type: Masonite 30 In. X 80 In. X 4-9/16 In. Primed Flush Hollow Core Single Prehung Interior Door Right Hand Split Jamb | HD Supply
- 12.HVAC Duct: American Metal Products 6"X25' R-6 Metalized Flex Duct | HD Supply
- 13.Vent covers : 10x6" Return Air Grille | HD Supply
- 14.Vent Boxes: Master Flow 10 In. X 6 In. To 6 In. Universal Register Box | HD Supply
- 15.GFI: Hubbell® 20 Amp 125 Volt Commercial Tamper-Resistant Self-Test Gfci Receptacle (White) | HD Supply
- 16.Cabinets type lower : Project Source Oak Brook 60-in W x 35-in H x 23.75-in D Natural Unfinished Oak 2-Drawers Sink Base Fully Assembled Cabinet (Flat Panel Square Style) 33A SB60B at Lowes.com 2. Project Source Oak Brook 18-in W x 35-in H x 23.75-in D Natural Unfinished Oak 3-Drawer Base Fully Assembled Cabinet (Flat Panel Style) 33A DB18 at Lowes.com
17. Cabinets uppers : Project Source Oak Brook 30-in W x 12-in H x 12-in D Natural Unfinished Oak Wall Fully Assembled Cabinet (Flat Panel Square Door Style) 33A W3012B at Lowes.com 2. Project Source Oak Brook 24-in W x 30-in H x 12-in D Natural Unfinished Oak Wall Fully Assembled Cabinet (Flat Panel Square Door Style) 33A W2430R at Lowes.com
- 18.Cabinet stain : Minwax Wood Finish Water-based Dark Walnut Solid Interior Stain (1-quart) 108610000 at Lowes.com
- 19.Shelving: Project Source 96.5-in L x 15.75-in D x 0.65-in H White Rectangular Shelf Board LO7842 at Lowes.com
20. Counters : VT Dimensions Formica 6-ft x 25.5-in x 4.5-in Ouro Romano, Etchings Laminate Countertop with Integrated Backsplash 927746B6 at Lowes.com
- 21.Kitchen sink : Seasons® 25w X 22l X 6d Single Bowl Topmount 3-Hole 22g Stainless Steel Sink | HD Supply ,
22. Kitchen faucet: Seasons® Double-Handle Kitchen Faucet In Chrome | HD Supply
- 23.Bath faucet: Cleveland Faucet Group® Cornerstone™ 2-Handle Bathroom Faucet W/ Metal Handles (Chrome) | HD Supply
24. Paint. **WHA COLORS**

INTERIOR

WHA MOONLIGHT PAINT

Sherwin Williams Paint
1022 Columbus Ave.
Waco TX 76701

Product/MFG Number	Description
B75WT0100	PMC INT LTX S/G

Color: Custom W-13-05 CM Moonlight

Manual Formula

BAC Blend-A- Color	OZ	32	64	128
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Y3	Deep Gold	-	24	-	-
N1	Raw Umber	-	7	-	-
Y1	Yellow	-	8	-	-
R4	New Red	-	4	-	-