

# JACKSON HOUSING COMMISSION

REGULAR MEETING – January 15, 2014

Reed Manor Board Room

## AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL  
Michelle Orthaus, President  
Gerald Montgomery, Vice President  
Patricia Davis-Dye, Commissioner  
James Stark, Commissioner  
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on December 18, 2013
5. Approval of the Previously Paid Liabilities from December 19, 2013 to January 15, 2014.
6. RESOLUTIONS  
Resolution No. 2014-01: Collection Losses Write Off  
Resolution No. 2014-02: Amended FY' 14 Budget
7. DIRECTORS' REPORTS  
**Section 8**  
*Leasing and HAP Utilization Report*  
**Public Housing**  
*Tenant Accounts Receivable*  
*Consolidated TARS*  
*Move Outs*  
*Vacant Unit Turnaround*  
**Executive**  
*S8 Income Statement*  
*PH Income Statement*  
*Petty Cash Fund Register*  
*After Hours/Emergency Response Report*  
*Utility Costs and Consumption*
8. OTHER BUSINESS
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **February 19, 2014 – Reed Manor-Board Room**

**Jackson Housing Commission**  
Minutes of the Regular Meeting  
December 18, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 1:30 PM on December 18, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 1:30 p.m. President Pultz-Orthaus introduced Patricia Tyus, Executive Director to the board and members of the audience.

Upon roll call, the following Commissioners were present: Montgomery, Stark, Pultz-Orthaus, & Woods. Absent: Davis-Dye

Also present were: Patricia Tyus, Executive Director  
Connie Crandall, Public Housing Director  
Shari Boyce, Section 8 Director  
Katie Dickerson, Executive Secretary  
Gloria Harris, Comptroller

**13-12-001 PUBLIC COMMENTS**

No public comments were heard.

**13-12-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD November 20, 2013.**

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting held November 20, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

AYES: Stark, Montgomery, Pultz-Orthaus, Woods  
NAYS: None  
ABSTAIN: None  
ABSENT: Davis-Dye

**13-12-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM November 21 to December 18, 2013.**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from November 21 to December 18, 2013. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

AYES: Stark, Montgomery, Pultz-Orthaus, Woods  
NAYS: None  
ABSTAIN: None  
ABSENT: Davis-Dye

**13-12-004 RESOLUTIONS**

A. Resolution No. 2013-54: Collection Losses Write-Off

Commissioner Montgomery **MOVED** to approve the Write-Off of Collection Losses of \$230.00. Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Pultz-Orthaus, Stark, Montgomery, Woods  
NAYS: None  
ABSTAIN: None  
ABSENT: Davis-Dye

**13-12-005 DIRECTORS' REPORTS**

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated. Mrs. Boyce stated for November HAP we were funded more than previous months.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated. Pointed out that what tenants do owe is for back utility & work order charges.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for November is still over the fifteen day turnaround; however, she is pleased with the staff and their efforts to turn over a large number of units in a short time.

E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant move outs.

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

Ms. Tyus presented the reports as stated.

**13-12-006 OTHER BUSINESS**

Ms. Tyus explained that the Cell Phone policy will be presented to the board at February 2014's meeting where the entire personnel policy will be updated.

County National Bank has been charging us \$10 a month for paper statements. Ms. Tyus informed the board we will be switching to electronic statements to eliminate the fee.

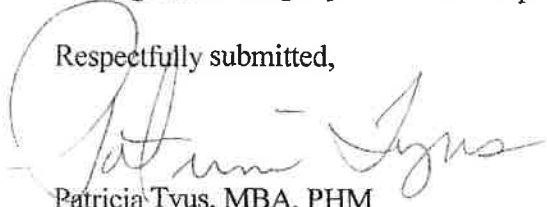
Ms. Tyus updated the board on some outstanding items:

- a). Shahan Office renovations are moving along. The site was approved for mold testing and if it is present will be remediated prior to renovations. We hope to have the office back open by summer 2014.
- b). Health Care Procurement is on schedule to have RFP's go out in January 2014.
- c). Audit is done and submitted. The preliminary looks OK and working to obtain something in writing from HUD.
- d). Zero Threshold is still in place. The JHC is still working on the issues HUD highlighted.

Commissioner Stark **MOVED** to adjourn; Commissioner Woods **SECONDED** the motion. All members of the board were in favor of adjournment.

The regular meeting adjourned at 2:38 p.m.

Respectfully submitted,



Patricia Tyus, MBA, PHM  
Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 12/19/2013 To: 01/09/2014

| Ref Num | Date       | Payee   | Pmt/Dep | Amount   | Memo  |
|---------|------------|---|---------|----------|---|
| 059098  | 12/19/2013 | Verizon Wireless                              | Payment | 624.15   | Account #587119039-00001<br>Invoice #9715525104 - Monthly Charges For The Period Of 10/24/13-11/23/13   |
| 059099  | 12/19/2013 | STAMPCO                                       | Payment | 18.00    | (1) Invoice   |
| 059100  | 12/19/2013 | White & Hotchkiss, PLLC                       | Payment | 450.00   | (1) Name Plate For Gloria Harris & (1) Name Plate For Michelle Woods<br>File #1919  |
| 059101  | 12/19/2013 | TOMMARK, INC.                                 | Payment | 48.07    | Invoice #58748 - Monthly Legal Service For November 2013<br>Customer ID: 100596   |
| 059102  | 12/19/2013 | Emerge Accounting                             | Payment | 4,987.50 | Invoice #812392070 - Purchase 24V Thermostat<br>(2) Invoices  |
| 059103  | 12/19/2013 | DBI BUSINESS INTERIORS                        | Payment | 131.69   | Invoice #December-001 - Accounting Services For December \$2,493.75<br>Invoice #Subsidy -001 - 2014 Subsidy \$2,493.75<br>Customer #224241  |
| 059104  | 12/19/2013 | ETNA Supply                                   | Payment | 579.46   | Invoice #08IH4415 - Various Office Supplies<br>Customer #4218   |
| 059105  | 12/19/2013 | TDS Metrocom                                  | Payment | 1,667.71 | Invoice #S100929788.001 - (2) 40 Gallon Water Heaters<br>(4) Bills Enclosed<br>(517) 787-0168 - \$434.80 (517) 787-9241 - \$510.81<br>(517) 787-0218 - \$222.39 (517) 787-1188 - \$499.71 |
| 059106  | 12/19/2013 | Computer Ties LLC                             | Payment | 45.00    | Receipt #20212<br>Set Up User ID On Server  |
| 059107  | 12/19/2013 | AMBS CALL CENTER                              | Payment | 356.48   | Account #1909<br>Invoice #131110162 - Service Period 12/01/13-12/31/13<br>Usage Period 10/31/13-11/30/13  |
| 059108  | 12/19/2013 | MODERN WASTE SYSTEMS                          | Payment | 8,995.70 | Account #23056<br>Monthly Garbage Service For December 2013   |
| 059109  | 12/19/2013 | Shred-It USA - Grand Rapids                   | Payment | 57.25    | Account #11661270<br>Invoice #9402846746 - On Site Shredding Services (3) Consoles<br>Service Date: November 20,2013  |
| 059110  | 12/19/2013 | JACKSON KEY WORKS                             | Payment | 8.10     | Invoice #36416<br>(2) Keys For Unit @ SBN   |
| 059111  | 12/19/2013 | GREAT LAKES HEATING, AIR CONDITIONING, L.L.C. | Payment | 312.00   | (2) Invoices<br>Repaired Furnace @ CT 416 Jefferson St. & Repaired Furnace @ SBN 346<br>Moorman   |
| 059112  | 12/19/2013 | A-1 LOCK SHOP                                 | Payment | 72.17    | (2) Invoices<br>Invoice #1883 - (30) 1-C Key Blanks For Maintenance @ SBN<br>Invoice #1893 - (3) Keys Cut & (50) SC4 Key Blanks   |
| 059113  | 12/19/2013 | Modernistic                                   | Payment | 90.00    | Invoice #27424  |

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
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| Ref Num | Date       | Payee  | Pmt/Dep | Amount    | Memo   |
|---------|------------|--|---------|-----------|--|
| 059114  | 12/19/2013 | Denny Blaschko                               | Payment | 475.00    | Clean Carpets @ RM H-1 & H-2 Due To Water Damage<br>(2) Invoices   |
| 059115  | 12/19/2013 | Aladdin                                      | Payment | 220.00    | Installed Soffit Over Maintenance Garage @ RM, Reinstalled Old Heat Duct And<br>Reinstalled Light Fixtures @ RM Garage & Repaired Oversized Hole, Tape, Mud,<br>Prime And Paint @ RM H-1   |
| 059116  | 12/19/2013 | COMCAST                                      | Payment | 327.90    | Customer #JA656<br>Invoice #45094 - Circuit Repir @ CT 1215 Merriman<br>(2) Bills  |
| 059117  | 12/19/2013 | DBI BUSINESS INTERIORS                       | Payment | 354.20    | Account #01721 422342-01-5 - Internet And Phone Service @ CT Main Office<br>Account #01721 346503-01-6 - Internet Service @ CT 410 E. High St. Ayieko<br>Building  |
| 059118  | 12/19/2013 | OSBORNE PROCESS SERVICE                      | Payment | 34.10     | Customer #224241<br>Invoice #08IH8139 - Various Office Supplies  |
| 059119  | 12/19/2013 | MENARDS - JACKSON                            | Payment | 221.64    | Invoice #5995<br>Eviction Processed For Angela Morton @ SBN 313 Moorman Drive<br>Account #31610470   |
| 059120  | 01/03/2014 | M.C. Smith Associates and Arcitectural Group | Payment | 1,200.00  | Invoice #55749 - Various Maintenance Supplies<br>Invoice #56293 - Various Maintenance Supplies   |
| 059121  | 01/03/2014 | City Of Jackson - Finance Department         | Payment | 7,035.89  | Invoice #1<br>Architectural Services @ RM From 10/03/13-12/04/13<br>Pension  |
| 059122  | 01/03/2014 | IPRINT TECHNOLOGIES, INC                     | Payment | 304.00    | Employee/Employer Pension Contribution<br>Payrolls 12/09/13-12/22/13   |
| 059123  | 01/03/2014 | Petty Cash                                   | Payment | 1,304.27  | Customer #JACK070<br>Invoice #348342 - HP LaserJet Pro 400 For S8P<br>Petty Cash   |
| 059124  | 01/03/2014 | PURCHASE POWER                               | Payment | 500.00    | Replenish Petty Cash From Transaction #141 12/01/13 To Transaction #160<br>01/02/13  |
| 059125  | 01/08/2014 | JACKSON WATER COLLECTION                     | Payment | 17,180.82 | Account #8000-90000-0062-0884<br>Postage Meter Refill - Trans Date 12/06 Post Date 12/08<br>Water & Sewer Bills  |
| 059126  | 01/08/2014 | ALLEGIANCE OCCUPATIONAL HEALTH               | Payment | 282.00    | CT 08/09/13 - 11/12/13<br>RM 09/26/13 - 10/29/13<br>Invoice #144507  |
| 059127  | 01/08/2014 | PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC   | Payment | 444.00    | Lab - Drug Screen For Cynthia Davis, Jade Smith & Michael Spang<br>Lab - Drug Screen & Basic Physical Exam For Patricia Tyus<br>Account #4344602<br>Invoice #4344602-NV13 - Lease Charge For Postal Machine For The Period Of<br>12/20/13-03/20/14 |

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 12/19/2013 To: 01/09/2014

| Ref Num | Date       | Payee                            | Pmt/Dep | Amount   | Memo   |
|---------|------------|----------------------------------|---------|----------|--|
| 059128  | 01/08/2014 | OSBORNE PROCESS SERVICE          | Payment | 201.00   | (10) Invoices<br>Invoice #6078 - Eviction Processed For Mary Martin @ CT 300 Barbary<br>Invoice #6079 - Eviction Processed For Ayasha Adams @ CT 326 Barbary<br>Invoice #6080 - Eviction Processed For James Williams @ RM 301 Steward Ave D-20<br>Invoice #6081 - Eviction Processed For Rogers Bonds @ RM 315 Steward Ave I-11<br>Invoice #6082 - Eviction Processed For Stephen Glaspie @ RM 207 Steward Ave H-5<br>Invoice #6083 - Eviction Processed For Nellie Butler-Howard @ SBN 114 Shahan Dr.<br>Invoice #6104 - Eviction Processed For William Duckham @ SBN 126 Shahan Dr.<br>Invoice #6105 - Eviction Processed For Mara Arps @ SBN 342 Moorman Dr.<br>Invoice #6106 - Eviction Processed For Tiffany Wood @ RM 301 Steward Ave. E-23<br>Invoice #6107 - Eviction Processed For Myron Williams @ RM 315 Steward Ave. I-75 |
| 059129  | 01/08/2014 | Jackson Transportation Authority | Payment | 390.96   | Invoice #0024697<br>Fuel For November 2013   |
| 059130  | 01/08/2014 | HOUSING DATA SYSTEMS, INC.       | Payment | 422.50   | Client #215463<br>Invoice #215463 - (2,500) Laser 2-Part Cash Receipts   |
| 059131  | 01/08/2014 | GOLDEN PROTECTIVE SERVICES       | Payment | 364.50   | Customer #29913<br>Invoice #190394 - (10 Boxes) GPS Premium Exam Latex Med. Gloves, (10 Boxes) GPS Premium Exam Latex Large Gloves & (30 Boxes) GPS Premium Exam Latex XLarge Gloves   |
| 059132  | 01/08/2014 | TALX THE WORK NUMBER             | Payment | 122.40   | Customer #8805983<br>Invoice #1478701 - Employment Verification For November 2013  |
| 059133  | 01/08/2014 | Memorable Creations              | Payment | 326.75   | (1) Invoice<br>Holiday Lunch For Employees & Board Members   |
| 059134  | 01/08/2014 | Jackson County Legal News        | Payment | 80.00    | (1) Invoice<br>One Year Subscription Renewal To Jackson County Legal News<br>01/16/14-01/16/15   |
| 059135  | 01/08/2014 | Shred-It USA - Grand Rapids      | Payment | 57.25    | Account #11661270<br>Invoice #9402906640 - On Site Shredding Services (3) Consoles<br>Service Date: December 4,2013  |
| 059136  | 01/08/2014 | ERADICO SERVICES, INC.           | Payment | 1,312.50 | (3) Invoices<br>Invoice #109372B - CDT Insp. For CT 109 Shahan 12/01/13<br>Invoice #103968B- CDT Insp. For RM 301 Steward Ave. 12/01/13<br>Invoice #103997B - CDT Insp. For CT 306 Barbary 12/01/13  |

From: 12/19/2013 To: 01/09/2014

| Ref Num | Date       | Payee   | Pmt/Dep | Amount | Memo  |
|---------|------------|---|---------|--------|---|
| 059137  | 01/08/2014 | COMCAST                                       | Payment | 195.87 | (2) Invoices<br>Account #01721413434-01-3 - Cable & Internet Service For RM Main Office<br>Account #01721422344-01-1 - Basic Cable & Internet Service For SBN<br>Maintenance Garage 221 Janke St. |
| 059138  | 01/08/2014 | DBI BUSINESS INTERIORS                        | Payment | 218.52 | Customer #224241<br>Invoice #08IH8826 - Various Office Supplies<br>Invoice #08IH9237 - Various Office Supplies<br>Invoice #08IH9238 - (1 Box) 8.5x11 Paper  |
| 059139  | 01/08/2014 | GREAT LAKES HEATING, AIR CONDITIONING, L.L.C. | Payment | 95.00  | (1) Invoice<br>Repaired Furnace @ CT 1221 Heather Lane  |
| 059140  | 01/08/2014 | COMCAST                                       | Payment | 162.55 | Account #01721423972-01-9<br>Telephone & Internet Service For Reed Manor Resident Council Board   |
| 059141  | 01/08/2014 | RICOH USA, Inc.                               | Payment | 35.11  | Customer #15230281<br>Invoice #1043356952 - 1170D Black Toner For RM Resident Council   |
| 059142  | 01/09/2014 | Patricia Ryals                                | Payment | 200.00 | President   |
| 059143  | 01/09/2014 | Margo Henderson                               | Payment | 200.00 | Annual Stipend For Reed Manor Tenant Association Board  |
| 059144  | 01/09/2014 | William Dennis                                | Payment | 200.00 | Sargent At Arms   |
| 059145  | 01/09/2014 | LeeAnder Watkins                              | Payment | 200.00 | Annual Stipend For Reed Manor Tenant Association Board  |
| 059146  | 01/09/2014 | Minerva Brown                                 | Payment | 50.00  | Treasurer   |
| 059147  | 01/09/2014 | CAMPBELL'S SEWER CLEANING                     | Payment | 200.00 | Annual Stipend For Reed Manor Tenant Association Board  |
| 059148  | 01/09/2014 | ETNA Supply                                   | Payment | 200.00 | Vice President  |
| 059149  | 01/09/2014 | ANN ARBOR CREDIT BUREAU, INC.                 | Payment | 75.00  | Annual Stipend For Reed Manor Tenant Association Board  |
| 059150  | 01/09/2014 | TransUnion Rental Screening                   | Payment | 18.00  | Secretary<br>Annual Stipend For Reed Manor Tenant Association Board   |
| 059151  | 01/09/2014 | Ms. Lisa Shanyfelt                            | Payment | 23.00  | (1) Invoice<br>Cleared Out Bath Tub Line @ SBN 315 Moorman Dr.<br>Customer #4218  |
| 059152  | 01/09/2014 | IPRINT TECHNOLOGIES, INC                      | Payment | 257.80 | Invoice #S100936048.001 - Water Heater Thermal Switch For CT 129 Ridgeway<br>Client ID #J3688   |
| 059153  | 01/09/2014 | SMALL APPLIANCE & VACUUM CLEANER HOSPITAL     | Payment | 4.00   | Court Cost & Tax Refund Garnishment On Previous Tenant Alana M. Dalton<br>Customer ID #4408R0064047<br>Invoice #11333618 - Monthly Charges For Background Checks & Evictions<br>Security Deposit  |
|         |            |   | Payment | 67.00  | Final Accounting For 315 Steward Ave. I-77, Vacated On<br>December 2, 2013<br>Customer #JACK070   |
|         |            |   | Payment | 40.23  | Invoice #348122 - HP Toner P2035N<br>(1) Invoice  |



Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing

From: 12/19/2013 To: 01/09/2014

| Ref Num | Date       | Payee              | Pmt/Dep | Amount | Memo   |
|---------|------------|--------------------|---------|--------|--|
| 059154  | 01/09/2014 | Trail Supply LLC   | Payment | 211.23 | (3) Vacuum Belts & (6pk.) Vacuum Bags<br>Account #10014<br>Invoice #18372 - Various Maintenance Supplies<br>Invoice #18557 - Various Maintenance Supplies                                |
| 059155  | 01/09/2014 | PDQ SUPPLY, INC.   | Payment | 716.12 | Customer #118660<br>Invoice #SI-171287 - (1) Blower Motor For Furnace @ CT 1211 Laurel Lane<br>Invoice #SI-171844 - Various Maintenance Supplies   |
| 059156  | 01/09/2014 | Denny Blaschko     | Payment | 725.00 | (1) Invoice<br>Emergency Repairs To 301, 310 Moorman & 100 Shahan  |
| 059157  | 01/09/2014 | WEATHERPROOF INC   | Payment | 50.78  | Customer #JAC HOUS COM<br>Invoice #299822 - Various Maintenance Supplies   |
| 059158  | 01/09/2014 | CASLER HARDWARE    | Payment | 58.60  | Account #33561<br>Invoice #19287 - Various Maintenance Supplies<br>Invoice #19444 - Various Maintenance Supplies   |
| 059159  | 01/09/2014 | MENARDS - JACKSON  | Payment | 209.91 | Account #31610470<br>Salt Spreader For Sidewalks   |
| 059160  | 01/09/2014 | SAFETY SYSTEMS INC | Payment | 140.00 | Customer #00938<br>Invoice #424220 - Service Call To Add Executive Director To Alarm System<br>11/12/13<br>Invoice #424221 - Service On Code Numbers, Remove Richard Jackman<br>11/15/13 |

**Total:** ( 55,758.68)

**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2014-01**

Pursuant to the Uncollectible Tenants Accounts Policy which authorizes the Commission to write off delinquent accounts after 3 months as shown below:

|                                |                    |
|--------------------------------|--------------------|
| AMP 1: Chalet Terrace          | \$ 525.50          |
| AMP 2: Reed Manor              | \$ 868.41          |
| AMP 3: Shahan-Blackstone Apts. | <u>\$ 219.10</u>   |
| <b>Total</b>                   | <b>\$ 1,613.01</b> |

The attached Collection Losses Report reflects the delinquent amount of **\$1,613.01** and is hereby approved for fiscal year 2014 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as read.

Commissioner \_\_\_\_\_ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on January 15, 2014.

\_\_\_\_\_  
Patricia Tyus, MBA, PHM  
Executive Director

# Collection Losses Report

Three months or greater

January, 2014

|                | NAME            | ACCT. NO. | MOVE-OUT   | AMOUNT   |
|----------------|-----------------|-----------|------------|----------|
| Chalet Terrace | Amber Hess      | 001-1109  | 10/16/2013 | \$525.50 |
| Reed Manor     | Robert Clark    | 002-3327  | 10/09/2013 | \$277.31 |
|                | Kaylah Crenshaw | 002-3359  | 10/25/2013 | \$591.10 |
| Shahan         | Katrina Bowen   | 003-6591  | 10/02/2013 | \$219.10 |

**Board Resolution: 2014-**

**Total Write Off: \$1613.01**

Note: Accounts are written off at the end of the month and after three months of delinquency

**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2014-02**

**WHEREAS**, an operating budget shall be developed for each AMP, Section 8 and COCC;

**WHEREAS**, the operating budget shall be approved by the Board prior to the start of the fiscal year;

**WHEREAS**, the operating budgets include estimates of all revenue and expenses that directly or indirectly support the operations of each AMP, Section 8 and COCC ;

**THEREFORE BE IT RESOLVED THAT** the Commission adopts the attached amended Fiscal Year 2014 (April 1, 2013 to March 31, 2014) Operating Budgets for each AMP, COCC and Section 8.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read.  
Commissioner \_\_\_\_\_ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on January 15, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Leasing and HAP Utilization

CY 13

| Month           | HAP Funded | Total HAP & URP | HAP Utilization | UML  | Avg PUC | % Leased | UJMA | Fraud Recovery | Interest Income | Excess/(Deficiency) | NRA Available |
|-----------------|------------|-----------------|-----------------|------|---------|----------|------|----------------|-----------------|---------------------|---------------|
| Balance Forward |            |                 |                 |      |         |          |      |                |                 |                     | 57,628        |
| January         | 195,834    | 213,813         | 109.2%          | 478  | 447.31  | 100.6%   | 475  | 1,061          | 52              | (17,979)            | 40,205        |
| February        | 207,481    | 209,642         | 101.0%          | 474  | 442.28  | 100.0%   | 475  | 140            | 59              | (2,161)             | 38,143        |
| March           | 207,481    | 206,704         | 99.6%           | 468  | 441.68  | 98.5%    | 475  | 90             | 49              | 777                 | 38,989        |
| April           | 218,698    | 205,698         | 94.0%           | 462  | 445.23  | 97.3%    | 475  | 90             | 38              | 13,000              | 52,053        |
| May             | 193,169    | 207,056         | 107.2%          | 463  | 447.21  | 97.5%    | 475  | 90             | 35              | (13,887)            | 38,228        |
| June            | 194,173    | 205,072         | 105.6%          | 459  | 446.78  | 96.6%    | 475  | 90             | 27              | (10,899)            | 27,387        |
| July            | 192,220    | 211,182         | 109.9%          | 466  | 453.18  | 98.1%    | 475  | 0              | 32              | (18,962)            | 08,441        |
| August          | 183,161    | 210,299         | 114.8%          | 466  | 451.29  | 98.1%    | 475  | 0              | 23              | (27,138)            | -18,686       |
| September       | 192,220    | 209,832         | 109.2%          | 461  | 456.16  | 97.0%    | 475  | 0              | 10              | (17,612)            | -36,293       |
| October         | 187,150    | 207,329         | 110.8%          | 456  | 454.67  | 96.0%    | 475  | 0              | 4               | (20,179)            | -56,470       |
| November        | 218,524    | 204,592         | 93.6%           | 457  | 447.69  | 96.2%    | 475  | 0              | 9               | 13,932              | -42,534       |
| December        | 187,151    | 207,101         | 110.7%          | 457  | 453.18  | 96.2%    | 475  | 240            | 4               | (19,950)            | -62,361       |
|                 | 2,377,262  | 2,498,320       | 105.5%          | 5567 | 448.89  | 97.7%    | 5700 | 1,801          | 342             | (121,058)           |               |

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - December 2013**  
**Project: 001 - Chalet Terrace**

**A. Basic Identification Data**

3. Total Units Available: 128                      5. Fiscal Year Beginning: 04/01/2013                      6. Report Period Ending Date: 12/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 128      2. Total Charges: 27,552.30      3. Dwelling Rental: 24,256.22      4. Retroactive Rent: 617.00      5. Excess Utility: 364.50      6. Additional Charges: 2,314.58

**C. Receivables**

| Tenants in Possession (TIP)  | No. of Accounts Delinquent | Accounts Receivable |                  |                |                    | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
|                              |                            | Dwelling Rental     | Retroactive Rent | Excess Utility | Additional Charges |                    |
| One Month or Less Delinquent | 8                          | 256.08              | 0.00             | 12.50          | 277.60             | 546.18             |
| Over One Month Delinquent    | 64                         | 3,444.57            | 1,276.00         | 734.32         | 7,750.75           | 13,205.64          |
| <b>Total for TIP</b>         | <b>72</b>                  |                     |                  |                |                    | <b>13,751.82</b>   |
| Vacated TAR                  | 4                          |                     |                  |                |                    | 3,959.00           |
| <b>Total</b>                 | <b>76</b>                  |                     |                  |                |                    | <b>17,710.82</b>   |

**D. TARs**

| Tenants Accounts Receivable   | No. of Accounts | Balances |
|---|-----------------|----------|
| Under Formal Repayment Agreement                                    | 18              | 4,099.17 |
| Under Formal Repayment Agreement with Payments Up-to-Date           | 18              | 4,099.17 |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 54              | 9,652.65 |

**E. Percentage Analysis**

| Tenants in Possession (TIP) Accounts Receivable   | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|---|-------------------------------------|-----------------------------|---------------------------------|
|   | 12/31/2013                          | 12/31/2012                  | 12/31/2011                      |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession   | 56                                  | 47                          | 49                              |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 35                                  | 19                          | 35                              |

**F. Collection Losses**

|   |          |
|---|----------|
| 1. Amount Charged to Loss this Period       | 0.00     |
| 2. Amount Charged to Loss this Year to Date | 2,465.23 |

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - December 2013  
 Project: 002 - Reed Manor

**A. Basic Identification Data**

3. Total Units Available: 292      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 12/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 284      2. Total Charges: 51,980.10      3. Dwelling Rental: 50,121.00      4. Retroactive Rent: 71.00      5. Excess Utility: 7.00      6. Additional Charges: 1,781.10

**C. Receivables**

| Tenants in Possession (TIP)  | No. of Accounts Delinquent | Accounts Receivable |                  |                |                    | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
|                              |                            | Dwelling Rental     | Retroactive Rent | Excess Utility | Additional Charges |                    |
| One Month or Less Delinquent | 19                         | 1,245.15            | 0.00             | 0.00           | 583.15             | 1,828.30           |
| Over One Month Delinquent    | 53                         | 1,072.85            | 71.00            | 32.00          | 4,196.69           | 5,372.54           |
| <b>Total for TIP</b>         | <b>72</b>                  |                     |                  |                |                    | <b>7,200.84</b>    |
| Vacated TAR                  | 7                          |                     |                  |                |                    | 2,202.05           |
| <b>Total</b>                 | <b>79</b>                  |                     |                  |                |                    | <b>9,402.89</b>    |

**D. TARs**

| Tenants Accounts Receivable   | No. of Accounts | Balances |
|---|-----------------|----------|
| Under Formal Repayment Agreement                                    | 21              | 2,491.85 |
| Under Formal Repayment Agreement with Payments Up-to-Date           | 21              | 2,491.85 |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 51              | 4,708.99 |

**E. Percentage Analysis**

| Tenants in Possession (TIP) Accounts Receivable   | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|---|-------------------------------------|-----------------------------|---------------------------------|
|   | 12/31/2013                          | 12/31/2012                  | 12/31/2011                      |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession   | 25                                  | 22                          | 22                              |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 9                                   | 14                          | 10                              |

**F. Collection Losses**

1. Amount Charged to Loss this Period      24.00  
 2. Amount Charged to Loss this Year to Date      16,526.40

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - December 2013**  
**Project: 003 - Shahan-Blackstone**

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 12/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119      2. Total Charges: 12,028.50      3. Dwelling Rental: 10,997.00      4. Retroactive Rent: 0.00      5. Excess Utility: 0.00      6. Additional Charges: 1,031.50

**C. Receivables**

| Tenants in Possession (TIP)  | No. of Accounts Delinquent | Accounts Receivable |                  |                |                    | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
|                              |                            | Dwelling Rental     | Retroactive Rent | Excess Utility | Additional Charges |                    |
| One Month or Less Delinquent | 9                          | 239.00              | 0.00             | 0.00           | 303.85             | 542.85             |
| Over One Month Delinquent    | 33                         | 972.10              | 72.00            | 0.00           | 2,573.33           | 3,617.43           |
| Total for TIP                | 42                         |                     |                  |                |                    | 4,160.28           |
| Vacated TAR                  | 4                          |                     |                  |                |                    | 903.05             |
| <b>Total</b>                 | <b>46</b>                  |                     |                  |                |                    | <b>5,063.33</b>    |

**D. TARs**

| Tenants Accounts Receivable   | No. of Accounts | Balances |
|---|-----------------|----------|
| Under Formal Repayment Agreement                                    | 5               | 727.00   |
| Under Formal Repayment Agreement with Payments Up-to-Date           | 5               | 727.00   |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 37              | 3,433.28 |

**E. Percentage Analysis**

| Tenants in Possession (TIP) Accounts Receivable   | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|---|-------------------------------------|-----------------------------|---------------------------------|
|   | 12/31/2013                          | 12/31/2012                  | 12/31/2011                      |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession   | 35                                  | 33                          | 31                              |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 29                                  | 24                          | 33                              |

**F. Collection Losses**

|   |          |
|---|----------|
| 1. Amount Charged to Loss this Period       | 181.00   |
| 2. Amount Charged to Loss this Year to Date | 3,505.08 |



**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - December 2013  
 Project: ALL - Summary

**A. Basic Identification Data**

3. Total Units Available: 540      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 12/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 531      2. Total Charges: 91,560.90      3. Dwelling Rental: 85,374.22      4. Retroactive Rent: 688.00      5. Excess Utility: 371.50      6. Additional Charges: 5,127.18

**C. Receivables**

| Tenants in Possession (TIP)  | No. of Accounts Delinquent | Accounts Receivable |                  |                |                    | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
|                              |                            | Dwelling Rental     | Retroactive Rent | Excess Utility | Additional Charges |                    |
| One Month or Less Delinquent | 36                         | 1,740.23            | 0.00             | 12.50          | 1,164.60           | 2,917.33           |
| Over One Month Delinquent    | 150                        | 5,489.52            | 1,419.00         | 766.32         | 14,520.77          | 22,195.61          |
| <b>Total for TIP</b>         | <b>186</b>                 |                     |                  |                |                    | <b>25,112.94</b>   |
| Vacated TAR                  | 15                         |                     |                  |                |                    | 7,064.10           |
| <b>Total</b>                 | <b>201</b>                 |                     |                  |                |                    | <b>32,177.04</b>   |

**D. TARs**

| Tenants Accounts Receivable   | No. of Accounts | Balances  |
|---|-----------------|-----------|
| Under Formal Repayment Agreement                                    | 44              | 7,318.02  |
| Under Formal Repayment Agreement with Payments Up-to-Date           | 44              | 7,318.02  |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 142             | 17,794.92 |

**E. Percentage Analysis**

| Tenants in Possession (TIP) Accounts Receivable   | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|---|-------------------------------------|-----------------------------|---------------------------------|
|   | 12/31/2013                          | 12/31/2012                  | 12/31/2011                      |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession   | 35                                  | 30                          | 31                              |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 19                                  | 17                          | 21                              |

**F. Collection Losses**

|   |           |
|---|-----------|
| 1. Amount Charged to Loss this Period       | 205.00    |
| 2. Amount Charged to Loss this Year to Date | 22,496.71 |

# Jackson Housing Commission

## Consolidated TARS Report

December, 2013

| <b>Category</b>   | <b>Chalet</b>  |     | <b>Reed</b>  |     | <b>Shahan</b>     |     | <b>Totals</b> |     |
|-------------------|----------------|-----|--------------|-----|-------------------|-----|---------------|-----|
|                   | <b>Terrace</b> |     | <b>Manor</b> |     | <b>Blackstone</b> |     |               |     |
| Total Rents       | 126            |     | 292          |     | 122               |     | 540           |     |
| Rents Collected   | 112            | 89% | 276          | 95% | 115               | 94% | 503           | 93% |
| Vacant Units      | 0              | 0%  | 8            | 3%  | 1                 | 1%  | 9             | 2%  |
| Notices to Vacate | 3              |     | 5            |     | 3                 |     | 11            |     |
| 14 Day Notices    | 35             |     | 32           |     | 13                |     | 70            |     |
| Court Filings     | 11             |     | 3            |     | 3                 |     | 17            |     |

# Move-Outs Report

December, 2013

| <b>Account Number</b> | <b>Address</b>               | <b>Reason</b> |
|-----------------------|------------------------------|---------------|
|                       | <b><i>Chalet Terrace</i></b> |               |
| P-001-1124-12         | 330 Barberry Drive           | Voluntary     |
|                       | <b><i>Reed Manor</i></b>     |               |
| P-002-3240-07         | 301 Steward Ave. B-17        | Voluntary     |
| P-002-4426-08         | 315 Steward Ave. I-13        | Voluntary     |
| P-002-4488-08         | 315 Steward Ave. I-75        | Eviction      |
| P-002-4490-07         | 315 Steward Ave. I-77        | Voluntary     |
| P-002-4492-09         | 315 Steward Ave. I-79        | Voluntary     |
|                       | <b><i>Shahan</i></b>         |               |
| P-003-5510-12         | 126 Shahan Drive             | Eviction      |
| P-003-6556-12         | 313 Moorman Drive            | Eviction      |

**PHAS - Vacant Unit Turnaround Time**

Public Housing

for Units Re-Occupied between: 12/01/2013 and 12/31/2013

| Prj-Unit            | Street             | Apt #    | Vacated    | Issued to Maintenance | Down-Time Days | Maintenance Completed | Make-Ready Days | Re-Occupied | Lease-Up Days | Vacancy Days | Capital Funds | Exempt Days |                      |
|---------------------|--------------------|----------|------------|-----------------------|----------------|-----------------------|-----------------|-------------|---------------|--------------|---------------|-------------|----------------------|
|                     |                    |          |            |                       |                |                       |                 |             |               |              |               | Down Time   | Make Lease Ready .Up |
| 002-4385            | 207 Steward Avenue | H-16     | 11/01/2013 | 11/25/2013            | 23             | 12/03/2013            | 7               | 12/02/2013  | 0             | 30           | 0             | 0           | 0                    |
| 002-4495            | 315 Steward Avenue | I-82     | 11/05/2013 | 11/05/2013            | 0              | 12/05/2013            | 30              | 12/06/2013  | 0             | 30           | 0             | 0           | 0                    |
| 003-6560            | 317 Moorman Drive  |          | 11/18/2013 | 11/18/2013            | 0              | 12/03/2013            | 14              | 12/03/2013  | 0             | 14           | 0             | 0           | 0                    |
| 003-6556            | 313 Moorman Drive  |          | 11/22/2013 | 12/03/2013            | 10             | 12/06/2013            | 4               | 12/09/2013  | 2             | 16           | 0             | 0           | 0                    |
| 002-4490            | 315 Steward Avenue | I-77     | 12/02/2013 | 12/02/2013            | 0              | 12/06/2013            | 4               | 12/09/2013  | 2             | 6            | 0             | 0           | 0                    |
| 001-1124            | 330 Barbary Drive  |          | 12/02/2013 | 12/02/2013            | 0              | 12/11/2013            | 9               | 12/12/2013  | 0             | 9            | 0             | 0           | 0                    |
| 003-6555            | 312 Moorman Drive  |          | 12/08/2013 | 12/13/2013            | 4              | 12/18/2013            | 6               | 12/19/2013  | 0             | 10           | 0             | 0           | 0                    |
| 003-5510            | 126 Shahan Drive   |          | 12/17/2013 | 12/26/2013            | 8              | 12/30/2013            | 4               | 12/30/2013  | 0             | 12           | 0             | 0           | 0                    |
| <b>Total Units:</b> |                    | <b>8</b> |            |                       | <b>45</b>      |                       | <b>78</b>       |             | <b>4</b>      | <b>127</b>   | <b>0</b>      | <b>0</b>    | <b>0</b>             |

**PHAS - Vacant Unit Turnaround Time**

Public Housing

for Units Re-Occupied between: 12/01/2013 and 12/31/2013

**Element # - Description**

|   |       |
|---|-------|
| V12400 - Total number of turnaround days:                         | 127   |
| V12500 - Total number of vacancy days exempted for Capital Funds: | 0     |
| V12600 - Total number of vacancy days exempted for other reasons: | 0     |
| V12700 - Total number of vacant units turned around:              | 8     |
| V12800 - Average number of days units were in down time:          | 5.63  |
| V12900 - Average number of days units were in make-ready:         | 9.75  |
| V13000 - Average number of days units were in lease-up:           | 0.50  |
| V13100 - Average unit turnaround days:                            | 15.88 |



**MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT**

**DECEMBER, 2013**

| <b>DATE COMPLETE</b> | <b>DV/PJ</b>  | <b>ACTIVITY</b>  | <b>TENANT</b> | <b>STAFF</b> |
|----------------------|---------------|--|---------------|--------------|
| 12/1                 | 12:30p-01:00a | RM Lockout   | D. Monroe     | Spang        |
| 12/2                 | 06:45p-07:30p | RM Alarm going off   | C- Bldg       | Caddell      |
| 12/2                 | 06:45p-07:30p | RM Lockout   | W. Arnold     | Caddell      |
| 12/5                 | 04:30p-05:15p | SBN Frig not working   | A. Reynolds   | Caddell      |
| 12/5                 | 05:15p-07:00p | SBN No heat  | T. Klingaman  | Caddell      |
| 12/6                 | 05:00p-05:45p | RM Left pot on stove & left unit, called in by police          | R. Cotton     | Cram         |
| 12/7                 | 04:00p-05:00p | SBN Plugged toilet   | R. King       | Cram         |
| 12/7                 | 08:00p-09:00p | CT No heat   | T. Brown      | Cram         |
| 12/10                | 03:00a-04:15a | RM Fire alarm going off, called Safety Systems                 | I-Bldg        | Cram         |
| 12/13                | 11:45p-01:00a | SBN Water coming from underneath stove                         | C. Fowler     | Arnold       |
| 12/14                | 12:45p-02:30p | CT No heat   | R. Tyler      | Arnold       |
| 12/14                | 08:15p-09:30p | RM Door to apt off hinges                                      | J. Marr       | Arnold       |
| 12/19                | 09:45p-10:50p | CT No heat   | J. Farr       | Arnold       |
| 12/20                | 05:00p-05:30p | RM Lockout   | R. Clark      | Spang        |
| 12/21                | 07:15a-07:45a | CT No heat   | A. Freeman    | Spang        |
| 12/21                | 08:30a-09:15a | CT No heat (2 <sup>nd</sup> time)                              | A. Freeman    | Spang        |
| 12/21                | 01:45p-02:30p | RM No heat   | T. Hoyer      | Spang        |
| 12/21                | 11:30p-12:15a | SBN Smelling gas. Met with consumers, no leak oven not working | R. Camp       | Spang        |
| 12/22                | 03:15p-04:00p | RM No heat   | V. Hester     | Spang        |
| 12/23                | 08:30a-09:15a | RM Clogged kit sink  | D. Peck       | Spang        |
| 12/23                | 09:15a-09:30a | CT Alarm going off   | Office        | Spang        |
| 12/23                | 11:45a-12:30p | RM No hot water  | C. Wrentmore  | Spang        |
| 12/23                | 6:30p-07:15p  | RM Smoke alarm going off                                       | C. Clement    | Spang        |
| 12/24                | 12:45p-01:15p | CT No hot water  | R. Thompson   | Spang        |
| 12/28                | 01:50p-02:25p | RM Lockout   | D. Peacock    | Oakley       |
| 12/28                | 02:25p-03:35p | RM Sink clogged, frig not cold                                 | D. Napier     | Oakley       |
| 12/29                | 06:50p-07:40p | CT No heat   | T. Jones      | Oakley       |
| 12/30                | 05:25p-06:05p | CT No heat   | A. Freeman    | Oakley       |
| 12/30                | 07:40p-08:30p | CT No heat   | C. May        | Oakley       |
| 12/31                | 01:10p-02:05p | CT No heat   | A. Freeman    | Oakley       |

# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

| MONTH       | ELECTRICITY<br>KW HOURS<br>CONSUMP | NET<br>BILL         | GAS<br>MCF<br>CONSUMP | NET<br>BILL         | WATER<br>CCF<br>CONSUMP | WATER<br>BILL    | SEWER<br>BILL    | TOTAL<br>WATER<br>BILL | TOTAL<br>MONTHLY<br>UTILITY 2012/2013 |
|-------------|------------------------------------|---------------------|-----------------------|---------------------|-------------------------|------------------|------------------|------------------------|---------------------------------------|
|             |                                    |                     |                       |                     |                         |                  |                  |                        |                                       |
| Jan-13      | 59,409                             | \$ 6,294.37         | 1,303.80              | \$ 9,551.06         |                         |                  |                  | \$ -                   | \$ 15,845.43                          |
| Jan-12      | 55,760                             | \$ 6,061.65         | 1,031.30              | \$ 9,100.71         |                         |                  |                  | \$ -                   | \$ 15,162.36                          |
| Feb-13      | 53,055                             | \$ 5,806.43         | 1,066.60              | \$ 7,920.98         | 1,883                   | \$ 6,695.97      | \$ 4,088.20      | \$ 10,784.17           | \$ 24,511.58                          |
| Feb-12      | 55,561                             | \$ 5,868.09         | 1,130.60              | \$ 9,951.85         | 1,593                   | \$ 5,648.12      | \$ 3,575.96      | \$ 9,224.08            | \$ 25,044.02                          |
| Mar-13      | 41,806                             | \$ 4,478.49         | 1,111.20              | \$ 8,157.34         | Storm fee               | \$ 60.00         |                  | \$ 60.00               | \$ 12,695.83                          |
| Mar-12      | 52,157                             | \$ 5,531.50         | 1,056.40              | \$ 9,327.00         | 212                     | \$ 652.60        | \$ 423.74        | \$ 1,076.34            | \$ 15,934.84                          |
| Apr-13      | 51,257                             | \$ 5,761.21         | 1,053.80              | \$ 9,044.24         |                         |                  |                  | \$ -                   | \$ 14,805.45                          |
| Apr-12      | 48,873                             | \$ 5,245.13         | 575.50                | \$ 4,328.48         |                         |                  |                  | \$ -                   | \$ 9,573.61                           |
| May-13      | 46,660                             | \$ 5,463.87         | 580.00                | \$ 5,178.56         | 1,712                   | \$ 6,152.82      | \$ 5,657.47      | \$ 11,810.29           | \$ 22,452.72                          |
| May-12      | 41,692                             | \$ 4,623.97         | 489.60                | \$ 3,682.36         | 1,802                   | \$ 6,248.16      | \$ 3,888.43      | \$ 10,136.59           | \$ 18,442.92                          |
| Jun-13      | 48,556                             | \$ 6,530.50         | 335.80                | \$ 3,073.54         | 220                     | \$ 692.72        | \$ 502.59        | \$ 1,195.31            | \$ 10,799.35                          |
| Jun-12      | 43,418                             | \$ 5,122.49         | 258.90                | \$ 1,640.98         | 224                     | \$ 685.64        | \$ 411.92        | \$ 1,097.56            | \$ 7,861.03                           |
| Jul-13      | 51,702                             | \$ 7,049.86         | 110.80                | \$ 1,075.47         |                         |                  |                  | \$ -                   | \$ 8,125.33                           |
| Jul-12      | 61,789                             | \$ 7,635.71         | 188.80                | \$ 1,446.47         |                         |                  |                  | \$ -                   | \$ 9,082.18                           |
| Aug-13      | 51,462                             | \$ 7,307.85         | 421.50                | \$ 3,249.58         | 2,219                   | \$ 7,430.18      | \$ 3,244.33      | \$ 10,674.51           | \$ 21,231.94                          |
| Aug-12      | 61,789                             | \$ 7,098.85         | 153.90                | \$ 1,186.81         | 2,955                   | \$ 8,949.98      | \$ 3,767.35      | \$ 12,717.33           | \$ 21,002.99                          |
| Sep-13      | 52,783                             | \$ 7,316.63         | 249.20                | \$ 2,338.33         | 234                     | \$ 723.44        | \$ 338.66        | \$ 1,062.10            | \$ 10,717.06                          |
| Sep-12      | 60,190                             | \$ 7,778.84         | 189.00                | \$ 1,439.59         | 346                     | \$ 863.18        | \$ 403.00        | \$ 1,266.18            | \$ 10,484.61                          |
| Oct-13      | 47,506                             | \$ 5,864.94         | 264.40                | \$ 2,300.57         |                         |                  |                  | \$ -                   | \$ 8,165.51                           |
| Oct-12      | 48,644                             | \$ 5,270.79         | 381.50                | \$ 2,825.54         |                         |                  |                  | \$ -                   | \$ 8,096.33                           |
| Nov-13      | 41,884                             | \$ 5,251.70         | 578.20                | \$ 4,540.06         | 2,200                   | \$ 7,459.43      | \$ 4,273.23      | \$ 11,732.66           | \$ 21,524.42                          |
| Nov-12      | 39,671                             | \$ 4,508.96         | 545.20                | \$ 4,003.93         | 2,829                   | \$ 7,246.13      | \$ 3,609.14      | \$ 10,855.27           | \$ 19,368.16                          |
| Dec-13      | 54,345                             | \$ 6,508.72         | 1,048.90              | \$ 9,376.09         |                         |                  |                  | \$ -                   | \$ 15,884.81                          |
| Dec-12      | 54,863                             | \$ 5,793.09         | 974.90                | \$ 6,923.18         |                         |                  |                  | \$ -                   | \$ 12,716.27                          |
| <b>2013</b> | <b>600,425.00</b>                  | <b>\$ 73,634.57</b> | <b>8,124.20</b>       | <b>\$ 65,805.82</b> | <b>8,468.00</b>         | <b>29,214.56</b> | <b>18,104.48</b> | <b>\$ 47,319.04</b>    | <b>\$ 186,759.43</b>                  |
| 2012        | 624,407.00                         | \$ 70,539.07        | 6,975.60              | \$ 55,856.90        | 9,961.00                | 30,293.81        | 16,079.54        | \$ 46,373.35           | \$ 172,769.32                         |

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

| MONTH       | ELECTRICITY<br>KW HOURS<br>CONSUMP | NET<br>BILL          | GAS<br>MCF<br>CONSUMP | NET<br>BILL         | WATER<br>CCF<br>CONSUMP | WATER<br>BILL       | SEWER<br>BILL       | WATER<br>BILL       | TOTAL<br>WATER<br>BILL | TOTAL<br>MONTHLY<br>UTILITY 2012 |
|-------------|------------------------------------|----------------------|-----------------------|---------------------|-------------------------|---------------------|---------------------|---------------------|------------------------|----------------------------------|
|             |                                    |                      |                       |                     |                         |                     |                     |                     |                        |                                  |
| Jan-13      | 123,360                            | \$ 12,846.49         | 934.6                 | \$ 6,785.05         | 1,461                   | \$ 2,988.19         | \$ 1,884.75         | \$ 4,872.94         | \$ 4,872.94            | \$ 24,504.48                     |
| Jan-12      | 128,240                            | \$ 13,134.58         | 921.7                 | \$ 8,124.17         | 1,164                   | \$ 3,084.13         | \$ 1,990.65         | \$ 5,074.78         | \$ 5,074.78            | \$ 26,333.53                     |
| Feb-13      | 121,560                            | \$ 12,706.02         | 1,135.3               | \$ 8,372.26         | 835                     | \$ 2,278.50         | \$ 1,926.75         | \$ 4,205.25         | \$ 4,205.25            | \$ 25,283.53                     |
| Feb-12      | 104,040                            | \$ 11,205.88         | 978.5                 | \$ 8,605.97         | 979                     | \$ 2,473.29         | \$ 1,644.83         | \$ 4,118.12         | \$ 4,118.12            | \$ 23,929.97                     |
| Mar-13      | 107,320                            | \$ 11,491.28         | 1,076.8               | \$ 7,885.59         | 771                     | \$ 2,241.60         | \$ 1,432.99         | \$ 3,674.59         | \$ 3,674.59            | \$ 23,051.46                     |
| Mar-12      | 114,160                            | \$ 11,669.51         | 871.0                 | \$ 7,679.57         | 987                     | \$ 2,585.93         | \$ 1,663.90         | \$ 4,249.83         | \$ 4,249.83            | \$ 23,598.91                     |
| Apr-13      | 120,240                            | \$ 12,866.37         | 866.1                 | \$ 7,442.63         | 840                     | \$ 2,398.07         | \$ 2,260.57         | \$ 4,658.64         | \$ 4,658.64            | \$ 24,967.64                     |
| Apr-12      | 95,920                             | \$ 10,220.10         | 477.2                 | \$ 3,567.85         | 761                     | \$ 2,160.13         | \$ 1,401.12         | \$ 3,561.25         | \$ 3,561.25            | \$ 17,349.20                     |
| May-13      | 97,760                             | \$ 11,310.19         | 570.7                 | \$ 5,191.14         | 943                     | \$ 2,625.27         | \$ 1,969.57         | \$ 4,594.84         | \$ 4,594.84            | \$ 21,096.17                     |
| May-12      | 90,720                             | \$ 9,757.22          | 446.2                 | \$ 3,340.64         | 961                     | \$ 2,479.78         | \$ 1,592.06         | \$ 4,071.84         | \$ 4,071.84            | \$ 17,169.70                     |
| Jun-13      | 125,800                            | \$ 16,204.36         | 551.9                 | \$ 7,897.35         | 1,088                   | \$ 2,813.50         | \$ 2,826.71         | \$ 5,640.21         | \$ 5,640.21            | \$ 29,741.92                     |
| Jun-12      | 122,640                            | \$ 13,991.44         | 287.0                 | \$ 1,786.91         | 730                     | \$ 2,128.40         | \$ 1,366.62         | \$ 3,495.02         | \$ 3,495.02            | \$ 19,273.37                     |
| Jul-13      | 148,120                            | \$ 21,413.75         | 1.6                   | \$ 26.38            | 1,210                   | \$ 3,178.59         | \$ 2,387.05         | \$ 5,565.64         | \$ 5,565.64            | \$ 27,005.77                     |
| Jul-12      | 173,720                            | \$ 20,349.39         | 228.7                 | \$ 1,727.43         | 1,055                   | \$ 2,835.35         | \$ 1,846.02         | \$ 4,681.37         | \$ 4,681.37            | \$ 26,758.19                     |
| Aug-13      | 132,280                            | \$ 18,980.91         | 1.5                   | \$ 22.70            | 1,136                   | \$ 2,959.91         | \$ 1,759.67         | \$ 4,719.58         | \$ 4,719.58            | \$ 23,723.19                     |
| Aug-12      | 151,000                            | \$ 18,341.63         | 183.2                 | \$ 1,377.17         | 1,132                   | \$ 3,001.86         | \$ 1,957.92         | \$ 4,959.78         | \$ 4,959.78            | \$ 24,678.58                     |
| Sep-13      | 143,520                            | \$ 18,962.90         | 1.3                   | \$ 24.33            | 1,218                   | \$ 3,103.03         | \$ 1,620.05         | \$ 4,723.08         | \$ 4,723.08            | \$ 23,710.31                     |
| Sep-12      | 132,120                            | \$ 16,452.76         | 223.9                 | \$ 1,668.28         | 833                     | \$ 2,296.01         | \$ 1,492.58         | \$ 3,788.59         | \$ 3,788.59            | \$ 21,909.63                     |
| Oct-13      | 103,440                            | \$ 12,401.43         | 264.3                 | \$ 218.87           | 1,348                   | \$ 3,382.64         | \$ 2,065.52         | \$ 5,448.16         | \$ 5,448.16            | \$ 18,068.46                     |
| Oct-12      | 93,360                             | \$ 10,126.05         | 265.6                 | \$ 1,968.53         | 818                     | \$ 2,200.81         | \$ 1,412.81         | \$ 3,613.62         | \$ 3,613.62            | \$ 15,708.20                     |
| Nov-13      | 109,080                            | \$ 12,813.67         | 423.5                 | \$ 3,813.58         |                         |                     |                     | \$ -                | \$ -                   | \$ 16,627.25                     |
| Nov-12      | 107,240                            | \$ 11,338.69         | 417.8                 | \$ 3,064.92         |                         |                     |                     | \$ -                | \$ -                   | \$ 14,403.61                     |
| Dec-13      | 106,480                            | \$ 12,427.39         | 900.4                 | \$ 8,038.14         |                         |                     |                     | \$ -                | \$ -                   | \$ 20,465.53                     |
| Dec-12      | 103,040                            | \$ 11,131.67         | 781                   | \$ 5,537.05         |                         |                     |                     | \$ -                | \$ -                   | \$ 16,668.72                     |
| <b>2013</b> | <b>1,438,960</b>                   | <b>\$ 174,424.76</b> | <b>6,728.00</b>       | <b>\$ 55,718.02</b> | <b>10,850.00</b>        | <b>\$ 27,969.30</b> | <b>\$ 20,133.63</b> | <b>\$ 48,102.93</b> | <b>\$ 48,102.93</b>    | <b>\$ 278,245.71</b>             |
| 2012        | 1,416,200                          | \$ 157,718.92        | 6,081.80              | \$ 48,448.49        | 9,420                   | \$ 25,245.69        | \$ 16,368.51        | \$ 41,614.20        | \$ 41,614.20           | \$ 247,781.61                    |



# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

| MONTH  | ELECTRICITY<br>KW HOURS<br>CONSUMP | NET<br>BILL  | GAS            |  | NET<br>BILL  | WATER          |               | SEWER<br>BILL | TOTAL<br>WATER<br>BILL | TOTAL<br>MONTHLY<br>UTILITY 2012 |
|--------|------------------------------------|--------------|----------------|--|--------------|----------------|---------------|---------------|------------------------|----------------------------------|
|        |                                    |              | MCF<br>CONSUMP |  |              | CCF<br>CONSUMP | WATER<br>BILL |               |                        |                                  |
| Jan-13 | 2,574                              | \$ 381.06    | 62.1           |  | \$ 522.34    | 2,327          | \$ 7,746.23   | \$ 4,638.86   | \$ 12,385.09           | \$ 13,288.49                     |
| Jan-12 | 2,349                              | \$ 344.18    | 53.4           |  | \$ 497.29    | 3,043          | \$ 9,175.46   | \$ 5,563.52   | \$ 14,738.98           | \$ 15,580.45                     |
| Feb-13 | 4,896                              | \$ 630.55    | 57.4           |  | \$ 462.59    | Storm Fee      | \$ 283.10     |               | \$ 283.10              | \$ 1,376.24                      |
| Feb-12 | 1,967                              | \$ 347.46    | 43.9           |  | \$ 510.52    | Storm Fee      | \$ 305.75     |               | \$ 305.75              | \$ 1,163.73                      |
| Mar-13 | 9,930                              | \$ 1,196.19  | 56.6           |  | \$ 412.97    |                |               |               | \$ -                   | \$ 1,609.16                      |
| Mar-12 | 1,937                              | \$ 293.79    | 39.9           |  | \$ 388.30    |                |               |               | \$ -                   | \$ 682.09                        |
| Apr-13 | 990                                | \$ 169.23    | 49.3           |  | \$ 426.35    | 2,092          | \$ 7,056.53   | \$ 4,233.27   | \$ 11,289.80           | \$ 11,885.38                     |
| Apr-12 | 1,928                              | \$ 310.76    | 22.5           |  | \$ 197.32    | 2,357          | \$ 7,573.62   | \$ 4,617.12   | \$ 12,190.74           | \$ 12,698.82                     |
| May-13 | 3                                  | \$ 0.63      | 0.1            |  | \$ 1.18      |                |               |               | \$ -                   | \$ 1.81                          |
| May-12 | 1,267                              | \$ 253.93    | 9.0            |  | \$ 147.79    |                |               |               | \$ -                   | \$ 401.72                        |
| Jun-13 | 1,773                              | \$ 448.19    | 20.8           |  | \$ 354.35    |                |               |               | \$ -                   | \$ 802.54                        |
| Jun-12 | 1,612                              | \$ 226.98    | 4.4            |  | \$ 41.13     |                |               |               | \$ -                   | \$ 268.11                        |
| Jul-13 | 707                                | \$ 157.79    | 2.0            |  | \$ 59.89     | 1,782          | \$ 7,613.43   | \$ 4,605.96   | \$ 12,219.39           | \$ 12,437.07                     |
| Jul-12 | 1,964                              | \$ 335.37    | 3.4            |  | \$ 82.93     | 2,565          | \$ 8,343.71   | \$ 4,848.73   | \$ 13,192.44           | \$ 13,610.74                     |
| Aug-13 | 911                                | \$ 158.59    | 3.8            |  | \$ 58.46     |                |               |               | \$ -                   | \$ 217.05                        |
| Aug-12 | 2,922                              | \$ 443.58    | 4.7            |  | \$ 91.46     |                |               |               | \$ -                   | \$ 535.04                        |
| Sep-13 | 20                                 | \$ 3.75      | 0.2            |  | \$ 3.17      |                |               |               | \$ -                   | \$ 6.92                          |
| Sep-12 | 1,361                              | \$ 237.18    | 2.2            |  | \$ 38.06     |                |               |               | \$ -                   | \$ 275.24                        |
| Oct-13 | 734                                | \$ 118.90    | 3.7            |  | \$ 66.59     | 1,981          | \$ 6,799.37   | \$ 4,118.37   | \$ 10,917.74           | \$ 11,103.23                     |
| Oct-12 | 890                                | \$ 161.99    | 5.4            |  | \$ 63.96     | 2,458          | \$ 8,332.96   | \$ 4,815.12   | \$ 13,148.08           | \$ 13,374.03                     |
| Nov-13 | 1,370                              | \$ 218.17    | 18.0           |  | \$ 167.70    |                |               |               | \$ -                   | \$ 385.87                        |
| Nov-12 | 1,193                              | \$ 193.51    | 14.9           |  | \$ 131.62    | Storm Fee      |               | \$ 283.10     | \$ 283.10              | \$ 608.23                        |
| Dec-13 | 1,716                              | \$ 234.01    | 102.1          |  | \$ 890.46    |                |               |               | \$ -                   | \$ 1,124.47                      |
| Dec-12 | 159,420                            | \$ 17,165.16 | 1788           |  | \$ 12,711.86 |                |               |               | \$ -                   | \$ 29,877.02                     |
| 2013   | 25,624                             | \$ 3,717.06  | 376.10         |  | \$ 3,426.05  | 8,182          | 29,498.66     | \$ 17,596.46  | \$ 47,095.12           | \$ 54,238.23                     |
| 2012   | 178,810                            | \$ 20,313.89 | 1,991.70       |  | \$ 14,902.24 | 10,423         | 33,731.50     | \$ 20,127.59  | \$ 53,859.09           | \$ 89,075.22                     |

# Utility Cost and Consumption Report

*All Amps*

| MONTH       | ELECTRICITY<br>KW HOURS<br>CONSUMP | NET<br>BILL          | GAS<br>MCF<br>CONSUMP | NET<br>BILL          | WATER<br>CCF<br>CONSUMP | WATER<br>BILL       | SEWER<br>BILL       | NET<br>WATER<br>BILL | TOTAL<br>MONTHLY<br>UTILITY 2012 |
|-------------|------------------------------------|----------------------|-----------------------|----------------------|-------------------------|---------------------|---------------------|----------------------|----------------------------------|
|             |                                    |                      |                       |                      |                         |                     |                     |                      |                                  |
| Jan-13      | 185,343                            | \$ 19,521.92         | 2,301                 | \$ 16,858.45         | 3,788                   | \$ 10,734.42        | \$ 6,523.61         | \$ 17,258.03         | \$ 53,638.40                     |
| Jan-12      | 186,349                            | \$ 19,540.41         | 2,006                 | \$ 17,722.17         | 4,207                   | \$ 12,259.59        | \$ 7,554.17         | \$ 19,813.76         | \$ 57,076.34                     |
| Feb-13      | 179,511                            | \$ 19,143.00         | 2,259                 | \$ 16,755.83         | 2,718                   | \$ 9,257.57         | \$ 6,014.95         | \$ 15,272.52         | \$ 51,171.35                     |
| Feb-12      | 161,568                            | \$ 17,421.43         | 2,153                 | \$ 19,068.34         | 2,572                   | \$ 8,427.16         | \$ 5,220.79         | \$ 13,647.95         | \$ 50,137.72                     |
| Mar-13      | 159,056                            | \$ 17,165.96         | 2,245                 | \$ 16,455.90         | 771                     | \$ 2,301.60         | \$ 1,432.99         | \$ 3,734.59          | \$ 37,356.45                     |
| Mar-12      | 168,254                            | \$ 17,494.80         | 1,967                 | \$ 17,394.87         | 1,199                   | \$ 3,238.53         | \$ 2,087.64         | \$ 5,326.17          | \$ 40,215.84                     |
| Apr-13      | 172,487                            | \$ 18,796.81         | 1,969                 | \$ 16,913.22         | 2,932                   | \$ 9,454.60         | \$ 6,493.84         | \$ 15,948.44         | \$ 51,658.47                     |
| Apr-12      | 146,721                            | \$ 15,775.99         | 1,075                 | \$ 8,093.65          | 3,118                   | \$ 9,733.75         | \$ 6,018.24         | \$ 15,751.99         | \$ 39,621.63                     |
| May-13      | 144,423                            | \$ 16,774.69         | 1,151                 | \$ 10,370.88         | 2,655                   | \$ 8,778.09         | \$ 7,627.04         | \$ 16,405.13         | \$ 43,550.70                     |
| May-12      | 133,679                            | \$ 14,635.12         | 945                   | \$ 7,170.79          | 2,763                   | \$ 8,727.94         | \$ 5,480.49         | \$ 14,208.43         | \$ 36,014.34                     |
| Jun-13      | 176,129                            | \$ 23,183.05         | 909                   | \$ 11,325.24         | 1,308                   | \$ 3,506.22         | \$ 3,329.30         | \$ 6,835.52          | \$ 41,343.81                     |
| Jun-12      | 167,670                            | \$ 19,340.91         | 550                   | \$ 3,469.02          | 954                     | \$ 2,814.04         | \$ 1,778.54         | \$ 4,592.58          | \$ 27,402.51                     |
| Jul-13      | 200,529                            | \$ 28,621.40         | 114                   | \$ 1,161.74          | 2,992                   | \$ 10,792.02        | \$ 6,993.01         | \$ 17,785.03         | \$ 47,568.17                     |
| Jul-12      | 237,473                            | \$ 28,320.47         | 421                   | \$ 3,256.83          | 3,620                   | \$ 11,179.06        | \$ 6,694.75         | \$ 17,873.81         | \$ 49,451.11                     |
| Aug-13      | 184,653                            | \$ 26,447.35         | 427                   | \$ 3,330.74          | 3,355                   | \$ 10,390.09        | \$ 5,004.00         | \$ 15,394.09         | \$ 45,172.18                     |
| Aug-12      | 215,711                            | \$ 25,884.06         | 342                   | \$ 2,655.44          | 4,087                   | \$ 11,951.84        | \$ 5,725.27         | \$ 17,677.11         | \$ 46,216.61                     |
| Sep-13      | 196,323                            | \$ 26,283.28         | 251                   | \$ 2,365.83          | 1,452                   | \$ 3,826.47         | \$ 1,958.71         | \$ 5,785.18          | \$ 34,434.29                     |
| Sep-12      | 193,671                            | \$ 24,468.78         | 415                   | \$ 3,145.93          | 1,179                   | \$ 3,159.19         | \$ 1,895.58         | \$ 5,054.77          | \$ 32,669.48                     |
| Oct-13      | 151,680                            | \$ 18,385.27         | 532                   | \$ 2,586.03          | 3,329                   | \$ 10,182.01        | \$ 6,183.89         | \$ 16,365.90         | \$ 37,337.20                     |
| Oct-12      | 142,894                            | \$ 15,558.83         | 653                   | \$ 4,858.03          | 3,276                   | \$ 10,533.77        | \$ 6,227.93         | \$ 16,761.70         | \$ 37,178.56                     |
| Nov-13      | 152,334                            | \$ 18,283.54         | 1,020                 | \$ 8,521.34          | 2,200                   | \$ 7,459.43         | \$ 4,273.23         | \$ 11,732.66         | \$ 38,537.54                     |
| Nov-12      | 148,104                            | \$ 16,041.16         | 978                   | \$ 7,200.47          | 2,829                   | \$ 7,246.13         | \$ 3,892.24         | \$ 11,138.37         | \$ 34,380.00                     |
| Dec-13      | 162,541                            | \$ 19,170.12         | 2,051                 | \$ 18,304.69         | -                       | \$ -                | \$ -                | \$ -                 | \$ 37,474.81                     |
| Dec-12      | 317,323                            | \$ 34,089.92         | 3,544                 | \$ 25,172.09         | -                       | \$ -                | \$ -                | \$ -                 | \$ 59,262.01                     |
| <b>2013</b> | <b>2,065,009</b>                   | <b>\$ 251,776.39</b> | <b>15,228</b>         | <b>\$ 124,949.89</b> | <b>27,500</b>           | <b>\$ 86,682.52</b> | <b>\$ 55,834.57</b> | <b>\$ 142,517.09</b> | <b>\$ 519,243.37</b>             |
| 2012        | 2,219,417                          | \$ 248,571.88        | 15,049                | \$ 119,207.63        | 29,804                  | \$ 89,271.00        | \$ 52,575.64        | \$ 141,846.64        | \$ 509,626.15                    |