



# Board of Commissioners Meeting Packet

## January 27, 2010

**11:30 a.m.**

**100 South Arch Street  
Little Rock, AR 72201**

**1940-2010  
"70 Years of Affordable Housing"**

# Agenda

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF THE AGENDA**
- IV. RECOGNITIONS / PRESENTATIONS: None**
- V. ACTION ITEMS:**
  - APPROVAL OF THE MINUTES:** December 9, 2009 Regular Meeting
  - RESOLUTIONS: NONE**
- VI. SPECIAL REPORTS:**
  - Report of Legal Counsel
  - Report of the Resident Ex-Officio Commissioner
- VII. OLD BUSINESS:**
  - ARRA Grant Updates
    - *Presentation of Parris Towers Renovations –SCM Architects*
    - *Presentation of Senior Housing Development – Fennell Purifoy*
- VIII. NEW BUSINESS:**
  - Review of Legal Counsel
- IX. DIRECTORS REPORT(S):**
  - Financial Reports
  - Executive Director Report
  - HCV Program Report
  - Public Housing Report
  - ARRA Construction Report
- X. EXECUTIVE SESSION**
- XI. PUBLIC PARTICIPATION:**
  - Remarks from Housing Participants
  - Remarks from General Public
- XI. ADJOURNMENT**

# **BOARD MEETING MINUTES**

## **Little Rock Housing Authority Board of Commissioners**

**Meeting Date:** December 9, 2009 (Regular Meeting)

Meeting held at 6 p.m. at the Administration Offices, 100 South Arch Street, Little Rock, AR 72201

**Commissioners Present:**

Commissioner Walker, Chair  
Commissioner Stephens, Vice-Chair  
Commissioner Polite,  
Commissioner Gray  
Commissioner Webb

**Commissioner Absent:** None

**Legal Counsel:**

Bettina Brownstein, *WLJ, LLP*

**Staff:**

Shelly Ehenger, *Executive Director*  
Pam Williams, *HCV Program Director*  
Tina Gooch, *Director of Public Housing*  
Gerald Turner, *Director of Real Estate Development*  
Ron Hooks, *Director of Finance*  
Kim Travis, *Director of Administrative Services*  
Jada Johnson, *Administrative Assistant*  
Richard Coleman, *Working Foreman*  
Jessie Oliver, *Working Foreman*  
Stanley Spates, *Public Housing Inspector*  
Louis Ballard, *Working Foreman*

**Media:** None

**General Public:**

Roger Pool, *Little Rock Fire Fighter Local 34*

**Item 1: Call to Order**

The Chairperson called the meeting to order at 6 p.m.

**Item 2: Roll Call**

Kim Travis provided roll call. A quorum was declared present.

**Item 3: Approval of the Agenda**

**Commissioner Stephens** moved that the Agenda be approved. **Commissioner Gray** seconded the motion. The following votes were recorded: “**Ayes**” – **Commissioner Walker, Gray,**

**Webb, Stephens and Polite/ “Nays”- None.** The Chairperson thereupon declared motion carried and the Agenda adopted.

**Item 4: Recognitions/ Presentations**

Gloria Bradley, although not present, was recognized by Executive Director for her years of service at LRHA and retirement. Louis Ballard, Stanley Spates, Jessie Oliver, Richard Coleman, and Lakrieha Wise were all recognized for 5 years of service. Pam Williams was recognized for 10 years of service.

**Item 5: Action Items**

**APPROVAL OF THE MIUTES- Commissioner Stephens** moved to approve the minutes. **Commissioner Gray** seconded the motion. The following votes were recorded: **“Ayes”— Commissioner Walker, Gray, Webb, Polite and Stephens/ “Nays” None.**

**RESOLUTION(S):** The Board recognized the following resolutions and acted upon them accordingly.

1. Approving the 2010 Fiscal Year Operating Budget (s) **#6458**

**Commissioner Stephens** moved to approve the resolution as submitted. **Commissioner Webb** seconded the motion. The following votes were recorded **“Ayes” Commissioner Polite, Gray, Stephens, Webb and Walker/ “Nays” –None.**

2. Resolution Amending the By-Laws changes to the Annual and regular meeting dates **#6457**

The Board reviewed the changes presented by legal counsel. **Commissioner Stephens** moved to approve the resolution as submitted. **Commissioner Webb** seconded the vote. The following votes were recorded **“Ayes” Commissioner Polite, Gray, Stephens, Webb and Walker/ “Nays” –None.**

**Item 6: Special Reports**

**REPORT OF LEGAL COUNSEL:** The following updates were provided:

- Murdock no movement to report
- Condemnation lawsuit- agreements negotiated with all property owners in Central High neighborhood except for 2, which eminent domain proceedings have been initiated; one has consent order for immediate possession. The second property is waiting on the city for resolution on outstanding liens that exceed the current value of the property
- EEOC- physician statement submitted in October, no further action taken at this time
- Task order submitted to assist in obtaining Tax credit applications from ADEA. Scope of work undefined at this time.
- Regular eviction cases

- Powers of Arkansas matter regarding the fan coils at Parris Towers. After a meeting with Executive Director and engineer firm LRHA's position related to the matter has been strengthened.

**Item 7: Old Business**

**Item 8: New Business**

- It was requested that Legal Counsel research possible options available to recover lost value of Hollinsworth Grove.
- The Board reviewed the proposed meeting calendar for 2010. It was noted that in the months that regular meetings are not held, the Board would hold special meetings focused on redevelopment efforts. Staff will provided monthly reports each month.

**Item 9: Director Reports**

Various operational reports were presented by the staff.

**Item 10: Public Participation**

LR Fireman Roger Pool discussed the vision of a residential dwelling that could be used for the families of burn victims at Children's Hospital. Acquisition of a home to serve meet the purposed need was discussed. Future use of the home for public housing was also discussed. With a sentiment of support this item was tabled for further discussion.

**ADJOURNMENT:** There being no further issues to come before the Board the meeting ended at 7:52 p.m.

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*H. Bradley Walker, Chairman*

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*Shelly Ehenger, Executive Director*

# Executive Director's Report

## ARRA Grants:

Various IFB's have been issued. Bid dates are published to meet the deadlines necessary to comply with the obligation due date of March 16, 2010.

## NSP 2 Grant:

HUD approved the grant application for \$8.6 million. LRHA will be partnering with City of Little Rock, Black Community Developers and Habitat for Humanity.

## Partnerships:

LRHA supported the applications of New Futures for Youth as they apply to the City of Little Rock Prevention Intervention and Treatment Programs (PIT).

## Grants Status

HUD has not announced the ROSS grant recipients. LRHA's application for one position for three years was for \$141,000, with 26% match.

NTIA broadband applications have not been announced. The four applications submitted by LRHA are pending.

LRHA submitted an application in response to the HUD announcement for funding for two FSS Coordinator position(s). LRHA applied for two positions. The application submitted by LRHA is pending.

## Mixed finance Developments:

**Metropolitan Village and Cumberland Manor:** All units have been turned over to the management staff. Apartments are leasing up. PHA units are 100% leased up in both sites. Market rate and tax credit units are 92% and 90% leased in Cumberland Manor. They are 52% and 73% leased in Metropolitan Village. Three have been issues related to break-ins at the development. The staff has worked to get two police officers living at the site. More security cameras have been installed and additional patrols are being made by LRPD.

## Upcoming Training Opportunities

### Upcoming Training Opportunities

#### NAHRO National Conferences

*2010 Legislative Conference: March 29-31, Washington, DC*

*2010 Summer Conference: July 22-24, Boston, MA*

*2010 National Conference: October 31-November 2, Reno, NV*

#### PHADA National Conferences

*2010 Annual Convention and Exhibition Las Vegas, Nevada. June 6-9, 2010*

*2010 Legislative Forum Washington, DC. September 12 – 14, 2010*

## SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

As of December 31, 2009

Monthly Lease Up Rate:     **97%**    PIC Submission Rate:     **98.30%**

### Targeted Funding

INCREMENT	DECEMBER PAYMENTS	YEAR-TO-DATE JAN-DEC 2009
VASH	2783.00	29,235.00
HCV	940,151.00	10,256,277.02
PV1	22,710.00	208,302.00
PV2	4,497.00	53,350.55
FUP	48,234.12	618,464.91
ARKANSAS CARES	7,465.00	100,953.00
CATCH	9,530.00	95,343.00
<b>TOTALS</b>	<b>1,035,370.74</b>	<b>11,362,025.48</b>
VOA	17,998.00	212,832.00
LRCMH	2,356.00	32,030.00
<b>TOTALS</b>	<b>20,354.00</b>	<b>244,862.00</b>

### 2009 HCV HIGHLIGHTS

Awarded High Performer  
 Reached In-House 95% Lease Up Rate  
 Increased Landlord Direct Deposit by 50%  
 Disaster Housing Assistance Payment Program ended December 2009  
 Opening/Closing HCV Wait List; 1500+ participants

### Upcoming Events

HCV Landlord Meeting  
 “Reducing Rents as Federal Subsidy is Being Reduced  
 Questions – Answers”  
 February 16, 2010  
 11:30 a.m. to 12:30 p.m.  
 Willie L. Hinton Neighborhood Resource Center  
 3805 W. 12<sup>th</sup>  
 Little Rock, AR 72204

## Public Housing Management

Data      Dec. 09	Cumberland Towers	Parris Towers	Powell Towers	Sunset Terrace
<b>Rent Charged</b>	\$39,798	\$56,151	\$33,214	\$9,629
<b>Rent Collected</b>	\$35,012	\$49,778	\$29,038	\$11,170
<b>Economic Occupancy</b>	88%	89%	87%	116%
<b>Physical Occupancy</b>	98%	97%	99%	99%
<b>Waitlist</b>	7	32	25	109

### Management Operations:

In the month of December the Managers reviewed the year's data and developed a Corrective Action Plan to improve deficiencies and improve overall site management. The following is a summary of corrective actions:

- Implementation of a Standardized Tenant File for all sites—all documents/forms in correct order and all signatures on the documents.
- Tenant File Quality Control Audit on Rent Calculations.
- Aggressive Rent Collections.
- Immediate action to Lease Violations. Resolve with counseling and or termination of the lease, document in file.
- Compare actual rent collections and the 2010 Budget prior to approving expenditures.

### Resident Services:

- Residents were treated to holiday refreshments, musical performances and holiday readings from local celebrities and organizations.
- Cumberland kicked off 01-01-10 by going Smoke Free. The Resident Service Coordinators (RSC) and other LRHA staff hosted the event with a press conference, cocoa and cookies and t-shirts to commemorate the event.
- The RSC continue to coordinate with the on-site management teams to ensure Lease compliance with fire prevention, housekeeping and new-move in orientation classes.

### Personnel Development:

- Community Service Training was conducted with the Managers and RSC.

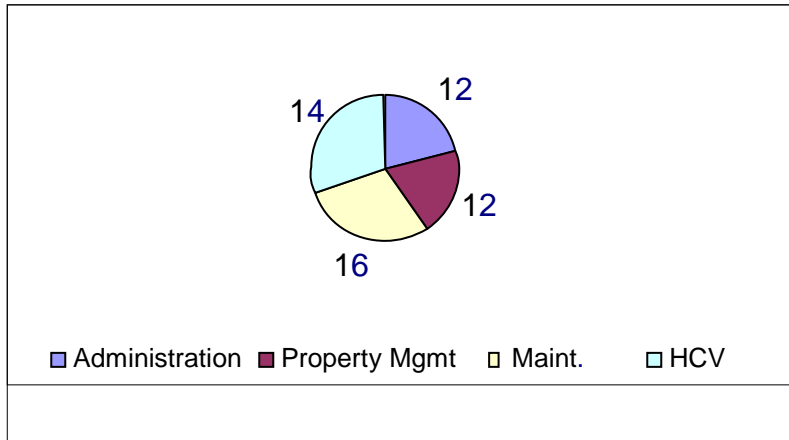
Tina Gooch  
Director of Public Housing

*Submitted January 19, 2010*

Dec-09	PHA Wide	Sunset Terrace	Parris Towers	Cumberland Towers	Powell Towers	Madison Heights Phase 1	Madison Heights Phase 2	Madison Heights Phase 3	Homes @ Granite Mtn.	Metropolitan Village	Cumberland Manor
<b>Total Units</b>	864	74	250	180	169	59	38	20	40	17	17
<b>Minus: Nondwelling Units</b>	4	0	1	2	1	0	0	0	0	0	0
<b>Minus: Modernization Units</b>	4	0	1	0	3	0	0	0	0	0	0
<b>Minus: Casualty Loss Units</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Net Available For Rent</b>	856	74	248	178	165	59	38	20	40	17	17
<b>Occupied</b>	843	73	241	175	165	59	38	19	39	17	17
<b>In-Make Ready</b>	11	1	7	2	0	0	0	0	1	0	0
<b>Vacant And Ready</b>	4	0	2	1	0	0	0	1	0	0	0
<b>Occupancy %-Gross</b>	96%	99%	96%	97%	98%	100%	100%	95%	97%	100%	100%
<b>Occupancy %-Adjusted</b>	98%	99%	97%	98%	100%	100%	100%	95%	97%	100%	100%

Human Resources Report – Month of December 2009

Total Employees: 54



Open Positions: 4 vacant positions in December, (HCV Team Lead (filled 1/15/2010, Maintenance Mechanic B, filled 1/7/2010, HCV Inspector, filled 1/15/2010 and Director of Real Estate Development, vacant). Note: 2 positions vacated due to promotion to other LRHA positions, 1 resignation, and 1 termination.

Employee Turnover (January - December 2009)

3.70% Turnover Month of December

YTD 35% turnover

- Death (1)
- Voluntary Resignations (15)
- Terminations (3)

Employee Training 2009 YTD Total Spent \$62,601.15

Monthly Training included:

- CFRC Mixed Finance Conference, 1 employee

Other during the month of December:

- Employee Holiday Party - Juanita's - December 17th
- Compensation letters mailed to each LRHA employee
- December Employment Anniversary Celebration

**HOW DO WE MATCH THE PEOPLE AND THE FUTURE VALUES?**

Attached, example, 1 – Performance Evaluation Form and 2 – Accountability for position form, is one example of our new job performance benchmarks to ensure that performance-based adjustments or merit increases are directly tied to the results of the performance management process and the new job description. With our new job descriptions we will assist managers who are responsible for ensuring the work performed by their staff is contributing directly to the department, division and Little Rock Housing Authority goals and objectives. A benchmark and performance evaluation form is designed for each specific position and the components of each skill are taken directly from the new job description. This will provide the best documentation in matching the people and the future values to those positions and take corrective action if needed to ensure the right fit now and in the future.

***In 2010 Administrative Services will partner with Southwest EAP to bring free training to our employees in the following:***

### **Educational and Preventative Training**

- Diversity Training
- Preventing Sexual Harassment
- Substance Abuse and the Workplace
- Workplace Violence Awareness

### **Professional Development and Workplace Issues**

- Coping with Organizational Change
- Assertive Communication
- Increasing Your Motivation and Productivity
- Learning Positive Thinking
- Time Management
- Respectful Communication in the Workplace
- Conflict Resolution
- Outstanding Customer Service
- Dealing With Difficult People
- Effective Communication Strategies
- Teambuilding
- Priority Management

### **Supervisors and Manager Training**

- Recognizing and Managing Challenging Behaviors
- Management by Objectives
- Qualities of an Effective Supervisor
- Managing Workplace Conflict

## **Personal Development**

- Coping with Grief and Loss
- Balancing Work and Family
- Stress Management
- Caring for Aging Adults
- Guilt and Care Giving
- Managing Holiday Stress

Responsiveness and Accountability



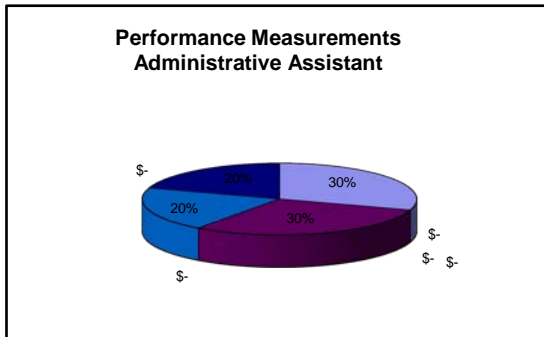
Customer Service



Effective Communication



Commitment



This position supports the Finance Department and all LRHA operating departments. This position also serves as a confidential assistant to the Executive Director and Director of Administrative Services; and manages supervisor's schedule, calendar and general correspondence. Incumbent provides clerical support for a wide variety of Agency administrative activities, including human resources and technology functions.

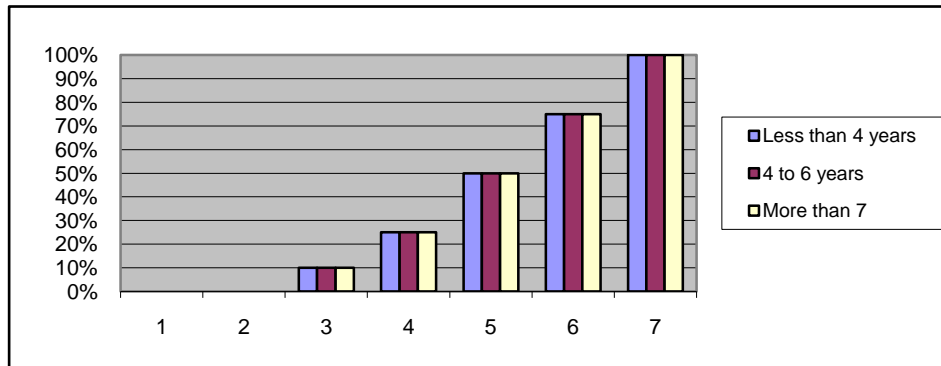
**LEVEL OF PERFORMANCE**

**Years of Experience**

Less than 4 years	10%	25%	50%	75%	100%
4 to 6 years	10%	25%	50%	75%	100%
More than 7	10%	25%	50%	75%	100%

**Pay Grade 200**

Employees at this level have the experience and knowledge necessary to master most of the duties related to the job in an independent manner. Low benchmark scores related to years of experience would indicate a deficiency in learning the required skills. Further developmental training would be required to continue at the Level 200 pay grade.



## ARRA Monthly Report: December 2010

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### **Hollinsworth Subdivision:** Abatement and Building Demolition, 43-ea

Work is going ahead of schedule; estimated time of completion is 3 to 4 months.

Approximately 88% of the abatement completed.

28-Building, 65% have been demolished

Concrete foundations demoed and removed, 14%

Domestic and roofing debris removal from site, 97%

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### **Power Tower:** Abatement/Roofing Replacement

New roof installation completed.

## ARRA New Construction

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<b>PARK ADDITION (CENTRAL HIGH):</b>	6 UNITS
<b>BRADDOCK'S ADDITION (STEPHENS):</b>	8 Units

Architects, Black, Corley, Owens, and Hughes:

Planning Staff Comments: responses to comments concerning rezoning were submitted to the Little Rock Subdivision Committee. Committee recommended approval of the project.

A comprehensive set of construction drawings will be ready for bid by the end of the month.

Engineers, Batson Bravo:

Task Order number 1 issued for Design Services as follows:

- Mechanical
- Electrical
- Civil
- Landscaping

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### **GRANITE MOUNTAIN:** Senior Housing Development; Energy Efficient, Green Community

Architects, Fennell Purifoy

Planning Staff Comments: responses to comments concerning rezoning were submitted to the Little Rock Subdivision Committee. Committee recommended approval of project.

January 1, 2010: the LRHA met with Granite Mountain Neighborhood Improvement Association concerning Echo-Charrette Open House.

Echo-Charrette will be held on Friday, 1/22/2010 at Audubon

Echo-Charrette, Open House will be held on Saturday, 1/23/2010

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## **DOCUMENT14**

### **SUNSET**

Architects, SCM

1. A/C Units, installation procedures
2. Utility Building

January 12, 2010: Pre-Bid Conference was held for Utility Building

January 26, 2010: Scheduled Bid opening for Utility Building.

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### **CUMBERLAND TOWER**

Architects, Woods Group

1. Roof Replacement
2. Flooring
3. Fencing, Perimeter
4. Landscaping
5. Signage
6. Exterior Painting

January 17, 2010: Separate Legal Notice(s) ran in the Arkansas Democrat Gazette for the following projects.

Roof Replacement

Flooring Upgrades

Fencing, Landscaping and Signage Improvements

Bid opening schedule:

Roof Replacement: February 4, 2010 at 2:00 PM

Flooring Upgrades: February 4, 2010 at 2:00 PM

Fencing, Landscaping and Signage Improv: February 11, 2010 at 2:00 PM

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## **JESSE POWELL TOWER**

Architects and Engineers, Cromwell

1. ADA Compliant Restrooms
2. Plumbing Repair (1<sup>st</sup> floor)

Energy Performance Contract (energy-saving package of improvements to be paid for through energy savings)

3. Green Renovations, 6-units
4. Photovoltaic's (solar cells)
5. Window Replacement
6. Flooring, Hallways
7. Interior Painting
8. Fan Coils Units
9. New Lighting, Interior and Exterior
10. Plumbing Upgrade, Water Heaters and Fixtures
11. VSD (variable speed drives) Cooling Tower and Distribution, Thermostats
12. Refrigerators and Cloths Dryers Upgrade

January 15, 2010: Project Progress Meeting - Project Schedule and Program scope.

Schedule of Work and Budget submitted for LRHA review.

March 16, 2010: Estimated time of bidding.

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## **PARRIS TOWER**

Pettit and Pettit, Don Huggins has reported that they are developing the design plan for Fan Coil Replacement

Architects, SCM

1. Community Room
2. Power Washing Exterior
3. Site Improvements, excluding the park
4. ADA bathroom first floor

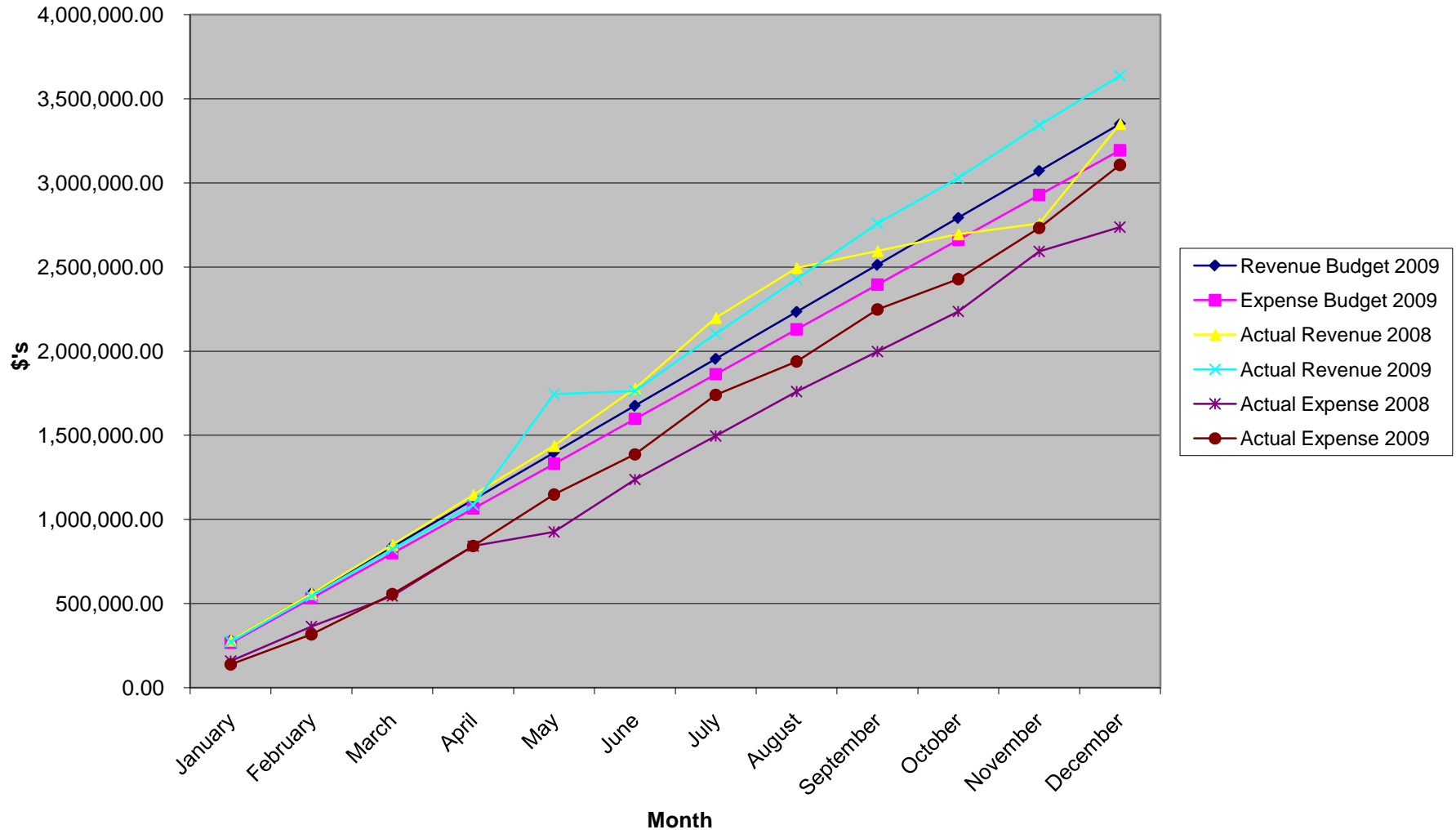
January 17, 2010: Legal Notice ran in the Arkansas Democrat Gazette for the following project.

Miscellaneous Upgrades to Parris Towers: Construction consisting of various building repair; cleaning and waterproofing, various landscape areas, new building signage

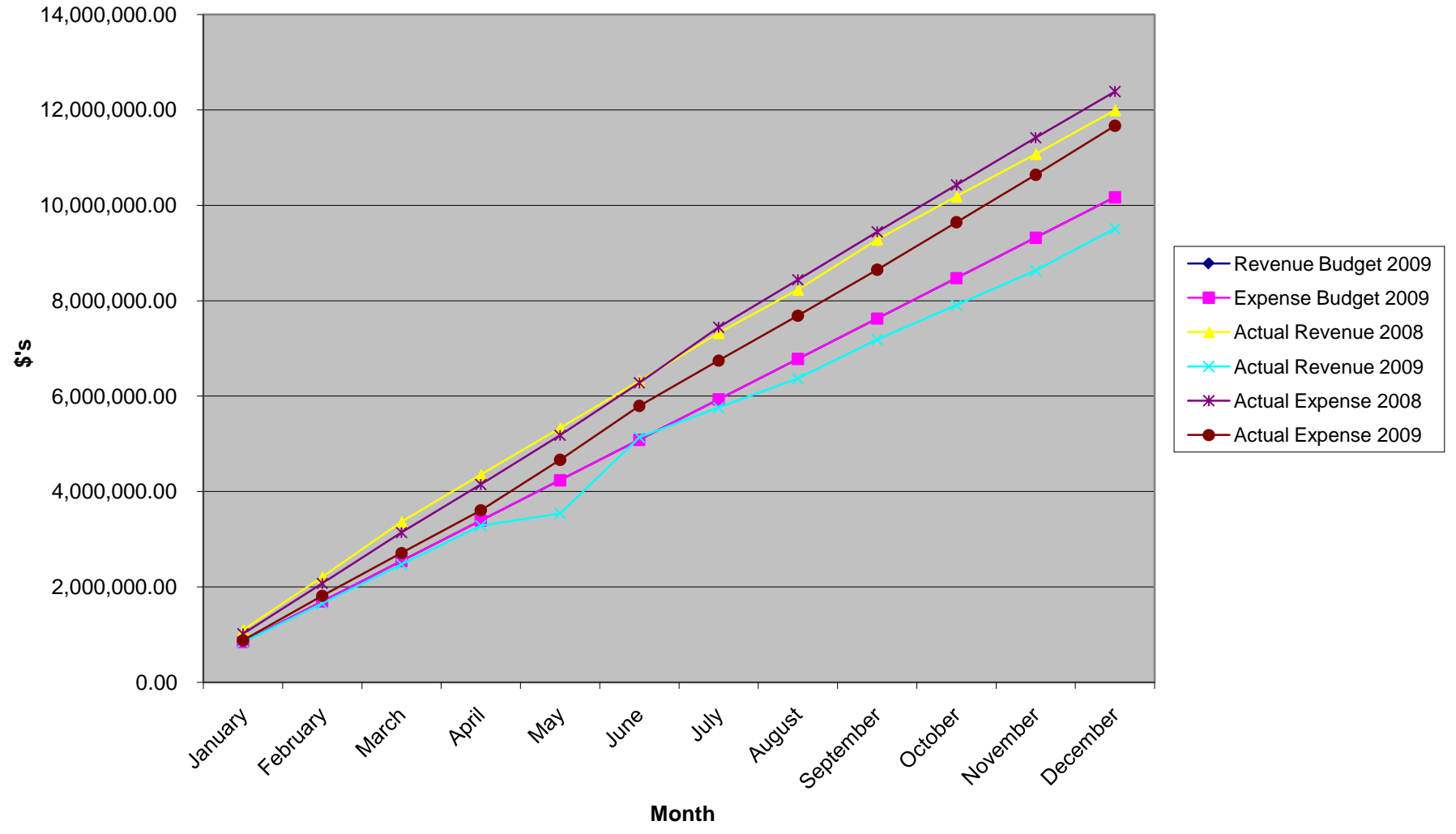
Bid opening schedule: February 16, 2010 at 2:00 p.m.

*Lonnie Lassetter, ARRA Construction Site Supervisor*

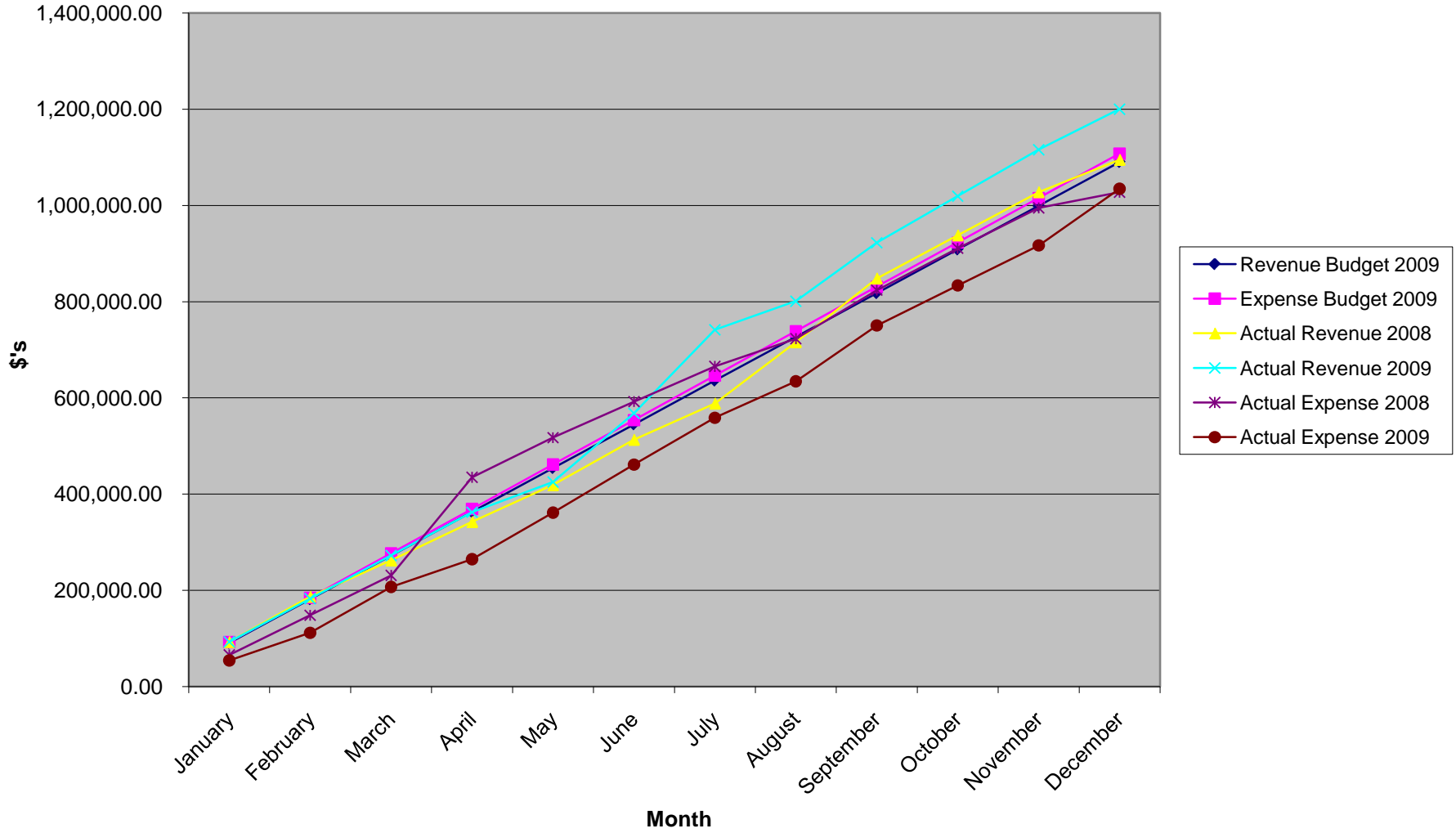
## Little Rock Housing Authority Low Income Public Housing



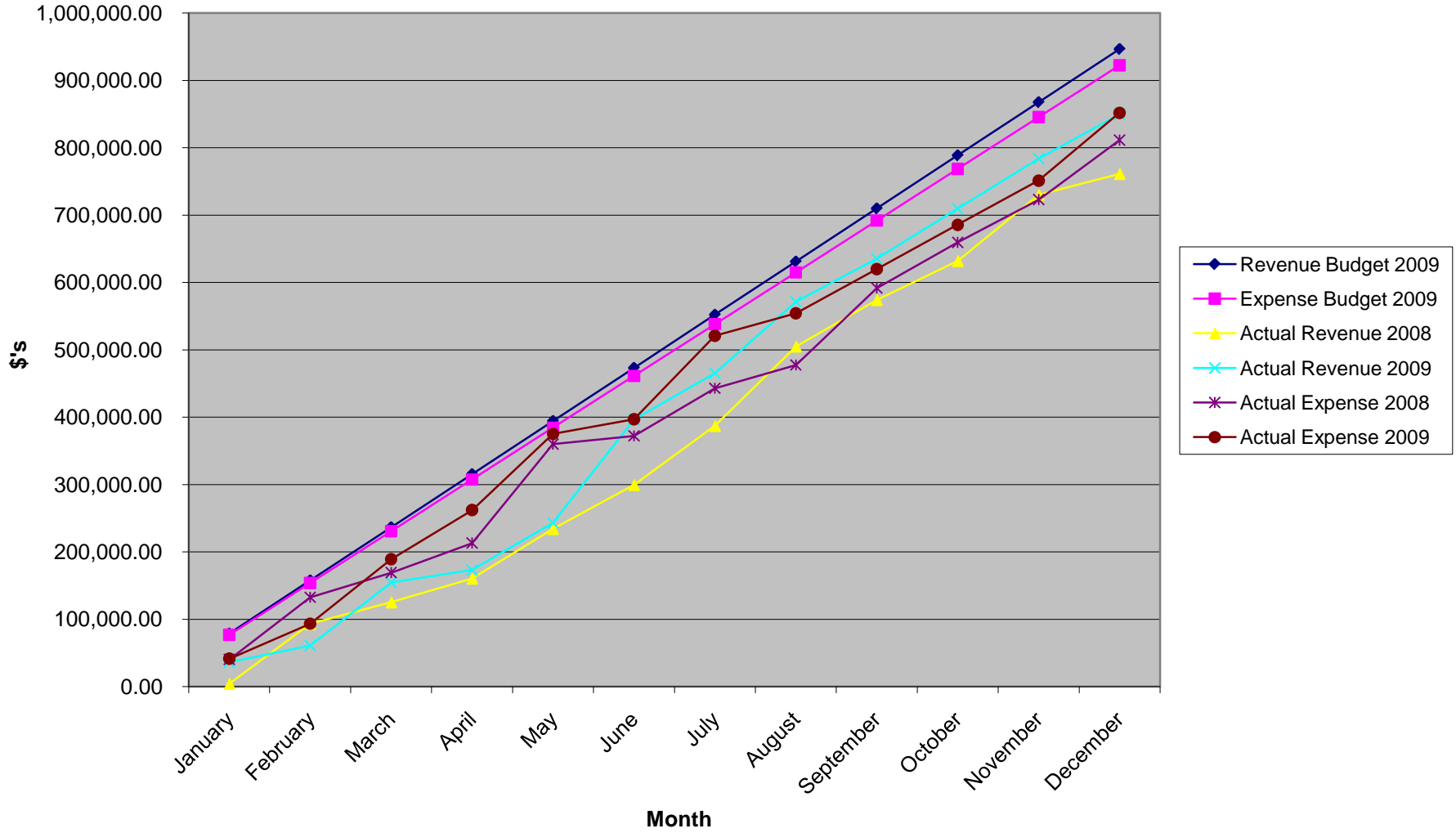
## Little Rock Housing Authority Housing Choice Voucher Program - Housing Assistance Payments



## Little Rock Housing Authority Housing Choice Voucher Program - Administration



### Little Rock Housing Authority Central Office Cost Center



**Housing Authority of the City of Little Rock  
Investment Portfolio  
as of December 31, 2009**

Department	Acquired Date	Maturity Date	Interest Payable Date	Cuisp #	Description	Amount	Unrealized Gain/Loss	Est Annual Income	Rate
Central Office Cost Center	1/20/2009	3/26/2013	3/26/2010	3133XQCL4	FEDERAL HOME LOAN BANK	240,000	290	8,928	2.980%
Central Office Cost Center	4/9/2009	10/15/2012	4/15/2010	3133F26B6	FREDDIE MAC,BK-ENTRY	450,000	(819)	9,000	2.000%
Central Office Cost Center	8/21/2009	8/17/2012	11/17/2009	3128X85Q1	FREDDIE MAC, BK-ENTRY	1,100,000	(27,005)	23,100	2.100%
Central Office Cost Center	12/23/2008	10/15/2012	10/15/2009	3133F2V77	FREDDIE MAC/FREDDIENOTES	160,000	(2,779)	6,400	3.550%
<b>Total</b>						<b>1,950,000</b>	<b>(30,313)</b>	<b>47,428</b>	
<hr/>									
Section 8	1/22/2009	1/27/2012	1/27/2010	3136F94L4	FANNIE MAE,BK-ENTRY	900,000	1,125	18,000	2.000%
Section 8 FSS Program	1/22/2009	1/27/2012	1/27/2010	3136F94L4	FANNIE MAE,BK-ENTRY	100,000	125	2,000	2.000%
Section 8	3/4/2009	3/15/2013	3/15/2010	3133F24J1	FEDERAL HOME LOAN BANK	1,000,000	2,350	20,000	2.000%
Section 8	4/9/2009	10/15/2012	4/15/2010	3133F26B6	FREDDIE MAC,BK-ENTRY	1,800,000	(3,276)	36,000	2.000%
Section 8	1/20/2009	3/26/2013	3/26/2010	3133XQCL4	FEDERAL HOME LOAN BANK	350,000	424	13,020	2.980%
<b>Total</b>						<b>4,150,000</b>	<b>748</b>	<b>89,020</b>	
<hr/>									
PH Resident Security	1/20/2009	3/26/2013	3/26/2010	3133XQCL4	FEDERAL HOME LOAN BANK	20,000	24	744	2.980%
PH Resident Security	4/9/2009	10/15/2012	4/15/2010	3133F26B6	FREDDIE MAC,BK-ENTRY	90,000	(164)	1,800	2.000%
<b>Total</b>						<b>110,000</b>	<b>(140)</b>	<b>2,544</b>	
<hr/>									
<b>Total Invested</b>						<b>6,210,000</b>	<b>(29,705)</b>	<b>138,992</b>	<b>2.42%</b>

Year-to-Date Expenditure Report  
COCC  
As of December 31, 2009

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Operating Income:</b>				
300701-401002	Bookkeeping Fees	60,570	68,400	(7,830)
300701-401003	Inspection Fees	32,304	28,536	3,768
300701-401001	Asset Management Fees	663,710	628,471	35,239
300711	Investment Income	75,000	71,725	3,275
300715-300300	Other Income	15,000	52,494	(37,494)
	<b>Total Operating Income</b>	<b>846,584</b>	<b>849,627</b>	<b>(3,043)</b>

<b>Operating Expenditures:</b>				
<b>Administrative</b>				
400911	Administrative Salaries	360,982	405,363	(44,381)
400915	Employee Benefits - Administrative	99,002	87,314	11,688
400912	Auditing Fees	2,500	5,268	(2,768)
400919-111100	Consulting Fees	100,000	105,482	(5,482)
400919-111200	Board Expense	30,000	4,483	25,517
400919-111300	Web Services	20,000	1,462	18,538
400916	Office Expenses	40,000	58,901	(18,901)
400917	Legal Expense	40,000	41,890	(1,890)
400918	Travel	30,000	21,238	8,762
400919	Other Administrative Costs	40,000	8,843	31,157
	<b>Total Administrative</b>	<b>762,484</b>	<b>740,243</b>	<b>22,241</b>

<b>Maintenance</b>				
400941	Labor	69,692	23,841	45,851
400945	Employee Benefits - Maintenance	20,219	7,835	12,384
	Maint. Contract:			
400943-000110	Other Misc. Contract Costs	60,000	70,191	(10,191)
	<b>Total Maintenance</b>	<b>149,911</b>	<b>101,867</b>	<b>48,044</b>

<b>Insurance</b>				
400961-420100	Property			-
400961-420200	General Liability	5,000	3,314	1,686
400961-420300	Worker's Comp.	5,000	6,480	(1,480)
400961-420400	Other Insurance			-
	<b>Total Insurance Expense</b>	<b>10,000</b>	<b>9,794</b>	<b>206</b>

	<b>Total Operating Expenditures</b>	<b>922,395</b>	<b>851,904</b>	<b>70,491</b>
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	<b>Cash Flow from Operations</b>	<b>(75,811)</b>	<b>(2,277)</b>	
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**Year-to-Date Expenditure Report  
Cumberland Towers  
As of December 31, 2009**

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Operating Income:</b>				
300703	Gross Rent	467,000	470,473	(3,473)
300706	Gross Subsidy	480,000	574,918	(94,918)
300715	Other Income	2,000	5,690	(3,690)
	<b>Total Operating Income</b>	<b>949,000</b>	<b>1,051,081</b>	<b>(102,081)</b>

<b>Operating Expenditures:</b>				
<b>Administrative</b>				
400911	Administrative Salaries	49,854	47,188	2,666
400915	Employee Benefits - Administrative	16,703	10,918	5,785
400912	Auditing Fees	1,620	5,843	(4,223)
401002-401002	Bookkeeping Fees	16,200	15,795	405
401002-401003	Inspection Fees	8,640	8,436	204
400914	Advertising and Marketing	2,000	791	1,209
400916	Office Expenses	8,250	7,011	1,239
400917	Legal Expense	8,000	2,181	5,819
400918	Travel	4,000	3,804	196
400919	Other Administrative Costs	20,000	16,741	3,259
	<b>Total Administrative</b>	<b>135,267</b>	<b>118,707</b>	<b>16,560</b>

401002-401001	<b>Asset Management Fees</b>	<b>91,238</b>	88,957	<b>2,281</b>
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<b>Tenant Services</b>				
	Tenant Services - Salaries	-	-	-
	Employee Benefits - Tenant Services	-	-	-
	Relocation Costs		-	-
400924	Tenant Services-Other	10,000	6,000	4,000
	<b>Total Tenant Services</b>	<b>10,000</b>	<b>6,000</b>	<b>4,000</b>

<b>Utilities</b>				
400931	Water	11,500	14,986	(3,486)
400932	Electricity	80,000	91,840	(11,840)
400933	Gas	65,000	52,023	12,977
400936	Sewer	29,000	31,009	(2,009)
400937	Other		950	(950)
	<b>Total Utilities</b>	<b>185,500</b>	<b>190,807</b>	<b>(5,307)</b>

<b>Maintenance</b>				
400941	Labor	89,682	98,239	(8,557)
400945	Employee Benefits - Maintenance	28,757	26,685	2,072
400946	Part Time Employees	7,000	2,761	4,239
400942	Maintenance Materials	20,000	17,963	2,037
	Maint. Contract:			
400943-000010	Garbage and Trash Removal Contracts	6,000	4,692	1,308
400943-000020	Heating & Cooling Contracts	31,500	29,759	1,741
400943-000040	Elevator Maintenance	8,000	16,144	(8,144)
400943-000050	Landscape & Grounds Contracts	10,000	8,203	1,797
400943-000090	Extermination Contracts	6,300	2,508	3,792
400943-000110	Other Misc. Contract Costs	14,000	18,485	(4,485)
	<b>Total Maintenance</b>	<b>221,239</b>	<b>225,439</b>	<b>(4,200)</b>

Year-to-Date Expenditure Report  
Cumberland Towers  
As of December 31, 2009

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Protective Services</b>				
	Protective Services - Labor	-	-	-
	Employee Benefits - Protective Services	-	-	-
400953	Protective Services Contract Costs	90,000	84,870	5,130
	Protective Service Other			-
	<b>Total Protective Services</b>	<b>90,000</b>	<b>84,870</b>	<b>5,130</b>
<b>Insurance</b>				
400961-420100	Property	22,000	19,431	2,569
400961-420200	General Liability	6,500	5,893	607
400961-420300	Worker's Comp.	3,000	1,576	1,424
400961-420400	Other Insurance	700		700
	<b>Total Insurance Expense</b>	<b>32,200</b>	<b>26,900</b>	<b>5,300</b>
<b>General Expenses</b>				
400962	Other General Expense		-	-
400963	Payments In Lieu of Taxes	3,938	26,460	(22,522)
400964	Bad Debt-Tenants	9,500	17,885	(8,385)
	<b>Total General Expenses</b>	<b>13,438</b>	<b>44,344</b>	<b>(30,906)</b>
	<b>Total Operating Expenditures</b>	<b>778,882</b>	<b>786,025</b>	<b>(7,143)</b>
	<b>Cash Flow from Operations</b>	<b>170,118</b>	<b>265,056</b>	

**Year-to-Date Expenditure Report  
Parris Towers  
As of December 31, 2009**

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Operating Income:</b>				
311000	Gross Rent	630,000	624,676	5,324
300706-300100	Gross Subsidy	500,659	607,461	(106,802)
300715-300200	Non-Dwelling Rent	9,600	13,606	(4,006)
300715-300300	Other Income	2,000	5,295	(3,295)
	<b>Total Operating Income</b>	<b>1,142,259</b>	<b>1,251,038</b>	<b>(108,779)</b>

<b>Operating Expenditures:</b>				
<b>Administrative</b>				
400911	Administrative Salaries	53,988	70,548	(16,560)
400915	Employee Benefits - Administrative	17,611	17,507	104
400912	Auditing Fees	7,500	5,843	1,657
401002-401002	Bookkeeping Fees	22,590	21,720	870
401002-401003	Inspection Fees	12,048	11,616	432
400914	Advertising and Marketing	1,000	127	873
400916	Office Expenses	4,620	9,334	(4,714)
400917	Legal Expense	10,000	6,585	3,415
400918	Travel	5,000	6,790	(1,790)
400919	Other Administrative Costs	18,056	14,176	3,880
	<b>Total Administrative</b>	<b>152,413</b>	<b>164,246</b>	<b>(11,833)</b>

401002-401001	<b>Asset Management Fees</b>	<b>127,227</b>	122,327	<b>4,900</b>
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<b>Tenant Services</b>				
	Tenant Services - Salaries	-	-	-
	Employee Benefits - Tenant Services	-	-	-
	Relocation Costs		-	-
400924	Tenant Services-Other	6,000	6,167	(167)
	<b>Total Tenant Services</b>	<b>6,000</b>	<b>6,167</b>	<b>(167)</b>

<b>Utilities</b>				
400931	Water	25,000	19,167	5,833
400932	Electricity	180,000	175,962	4,038
400933	Gas	85,000	79,301	5,699
400936	Sewer	23,000	39,789	(16,789)
400937	Other	30,000	1,561	28,439
	<b>Total Utilities</b>	<b>343,000</b>	<b>315,781</b>	<b>27,219</b>

<b>Maintenance</b>				
400941	Labor	102,389	102,654	(265)
400945	Employee Benefits - Maintenance	34,296	31,980	2,316
400946	Part Time Employees	7,000	2,745	4,255
400942	Maintenance Materials	20,000	27,391	(7,391)
	Maint. Contract:			
400943-000010	Garbage and Trash Removal Contracts	8,000	13,068	(5,068)
400943-000020	Heating & Cooling Contracts	35,000	34,039	961
400943-000040	Elevator Maintenance	8,100	12,297	(4,197)
400943-000050	Landscape & Grounds Contracts	10,000	7,993	2,007
400943-000070	Electrical Contracts	4,000	8,304	(4,304)
400943-000090	Extermination Contracts	6,300	3,890	2,410
400943-000110	Other Misc. Contract Costs	20,000	19,862	138
	<b>Total Maintenance</b>	<b>255,085</b>	<b>264,224</b>	<b>(9,139)</b>

Year-to-Date Expenditure Report  
Parris Towers  
As of December 31, 2009

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Protective Services</b>				
	Protective Services - Labor	-	-	-
	Employee Benefits - Protective Services	-	-	-
400953	Protective Services Contract Costs	90,000	84,862	5,138
	Protective Service Other			-
	<b>Total Protective Services</b>	<b>90,000</b>	<b>84,862</b>	<b>5,138</b>
<b>Insurance</b>				
400961-420100	Property	28,000	27,046	954
400961-420200	General Liability	7,000	8,217	(1,217)
400961-420300	Worker's Comp.	2,000	1,926	74
400961-420400	Other Insurance	800	-	800
	<b>Total Insurance Expense</b>	<b>37,800</b>	<b>37,189</b>	<b>611</b>
<b>General Expenses</b>				
400962	Other General Expense		-	-
400963	Payments In Lieu of Taxes	31,076	27,913	3,164
400964	Bad Debt-Tenants	20,000	37,919	(17,919)
	<b>Total General Expenses</b>	<b>51,076</b>	<b>65,831</b>	<b>(14,755)</b>
	<b>Total Operating Expenditures</b>	<b>1,062,601</b>	<b>1,060,626</b>	<b>1,974</b>
	<b>Cash Flow from Operations</b>	<b>79,658</b>	<b>190,411</b>	

**Year-to-Date Expenditure Report  
Powell Towers  
As of December 31, 2009**

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Operating Income:</b>				
300703	Gross Rent	400,000	399,719	281
300706	Gross Subsidy	512,225	474,258	37,967
300715	Non-Dwelling Rent	42,468	45,494	(3,026)
300715	Other Income	7,000	4,790	2,210
	<b>Total Operating Income</b>	<b>961,693</b>	<b>924,260</b>	<b>37,433</b>

<b>Operating Expenditures:</b>				
<b>Administrative</b>				
400911	Administrative Salaries	53,967	53,358	609
400915	Employee Benefits - Administrative	17,608	10,655	6,953
400912	Auditing Fees	7,500	6,768	732
401002	Bookkeeping Fees	15,120	14,745	375
401002	Inspection Fees	8,064	7,200	864
400914	Advertising and Marketing	2,000	508	1,492
400916	Office Expenses	6,000	7,122	(1,122)
400917	Legal Expense	10,000	4,832	5,168
400918	Travel	5,000	5,034	(34)
400919	Other Administrative Costs	27,000	12,660	14,340
	<b>Total Administrative</b>	<b>152,259</b>	<b>122,882</b>	<b>29,377</b>

401002	<b>Asset Management Fees</b>	<b>85,156</b>	<b>83,044</b>	<b>2,112</b>
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<b>Tenant Services</b>				
	Tenant Services - Salaries	-	-	-
	Employee Benefits - Tenant Services	-	-	-
	Relocation Costs		-	-
400924	Tenant Services-Other	10,000	6,055	3,945
	<b>Total Tenant Services</b>	<b>10,000</b>	<b>6,055</b>	<b>3,945</b>

<b>Utilities</b>				
400931	Water	22,000	18,293	3,707
400932	Electricity	135,000	117,923	17,077
400933	Gas	65,000	57,497	7,503
400936	Sewer	25,000	40,268	(15,268)
400937	Other			-
	<b>Total Utilities</b>	<b>247,000</b>	<b>233,981</b>	<b>13,019</b>

<b>Maintenance</b>				
400941	Labor	102,862	103,395	(533)
400945	Employee Benefits - Maintenance	34,372	31,974	2,398
900946	Part Time Employees	7,000	2,685	4,315
400942	Maintenance Materials	20,000	14,089	5,911
	Maint. Contract:			
400943-000010	Garbage and Trash Removal Contracts	6,000	13,010	(7,010)
400943-000020	Heating & Cooling Contracts	28,325	27,503	822
400943-000040	Elevator Maintenance	8,000	8,541	(541)
400943-000050	Landscape & Grounds Contracts	5,000	5,759	(759)
400943-000090	Extermination Contracts	5,400	3,354	2,047
400943-000100	Janitorial Contracts	2,050	-	2,050
400943-000110	Other Misc. Contract Costs	17,000	17,142	(142)
	<b>Total Maintenance</b>	<b>236,009</b>	<b>227,452</b>	<b>8,557</b>

Year-to-Date Expenditure Report  
Powell Towers  
As of December 31, 2009

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Protective Services</b>				
	Protective Services - Labor	-	-	-
	Employee Benefits - Protective Services	-	-	-
400953	Protective Services Contract Costs	90,000	84,862	5,138
	Protective Service Other			-
	<b>Total Protective Services</b>	<b>90,000</b>	<b>84,862</b>	<b>5,138</b>
<b>Insurance</b>				
400961-420100	Property	23,500	22,116	1,384
400961-420200	General Liability	6,300	5,533	767
400961-420300	Worker's Comp.	3,000	1,576	1,424
400961-420400	Other Insurance	700	672	28
	<b>Total Insurance Expense</b>	<b>33,500</b>	<b>29,897</b>	<b>3,603</b>
<b>General Expenses</b>				
400962	Other General Expense			-
400963	Payments In Lieu of Taxes	35,036	14,655	20,381
400964	Bad Debt-Tenants	4,000	23,027	(19,027)
	<b>Total General Expenses</b>	<b>39,036</b>	<b>37,682</b>	<b>1,354</b>
	<b>Total Operating Expenditures</b>	<b>892,960</b>	<b>825,857</b>	<b>67,103</b>
	<b>Cash Flow from Operations</b>	<b>68,733</b>	<b>98,403</b>	

Year-to-Date Expenditure Report  
Sunset Terrace  
As of December 31, 2009

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Operating Income:</b>				
311000	Gross Rent	100,000	96,303	3,697
300706-300100	Gross Subsidy	185,000	294,338	(109,338)
312000	Excess Utilities	12,000	12,850	(850)
369000	Other Income (Fees)		6,212	(6,212)
	<b>Total Operating Income</b>	<b>297,000</b>	<b>409,703</b>	<b>(112,703)</b>

<b>Operating Expenditures:</b>				
<u>Administrative</u>				
400911	Administrative Salaries	27,583	30,686	(3,103)
400915	Employee Benefits - Administrative	8,883	8,040	843
400912	Auditing Fees	1,970	2,808	(838)
401002-401002	Bookkeeping Fees	6,660	6,195	465
401002-401003	Inspection Fees	3,552	3,324	228
400914	Advertising and Marketing	1,000	-	1,000
400916	Office Expenses	3,000	8,605	(5,605)
400917	Legal Expense	5,000	1	4,999
400918	Travel	3,000	4,401	(1,401)
400919	Other Administrative Costs	20,000	12,321	7,679
	<b>Total Administrative</b>	<b>80,648</b>	<b>76,381</b>	<b>4,267</b>

401002-401001	<b>Asset Management Fees</b>	<b>37,509</b>	34,890	2,619
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<u>Tenant Services</u>				
	Tenant Services - Salaries	-	-	-
	Employee Benefits - Tenant Services	-	-	-
	Relocation Costs		-	-
400924	Tenant Services-Other	2,400	1,804	596
	<b>Total Tenant Services</b>	<b>2,400</b>	<b>1,804</b>	<b>596</b>

<u>Utilities</u>				
400931	Water	8,500	9,841	(1,341)
400932	Electricity	70,000	40,934	29,066
400933	Gas	8,700	10,080	(1,380)
400936	Sewer	12,400	22,721	(10,321)
	<b>Total Utilities</b>	<b>99,600</b>	<b>83,576</b>	<b>16,024</b>

<u>Maintenance</u>				
400941	Labor	75,280	83,557	(8,277)
400945	Employee Benefits - Maintenance	25,442	25,579	(137)
400946	Part Time Employees	7,000	2,685	4,315
400942	Maintenance Materials	20,000	14,270	5,730
	Maint. Contract:			
400943-000010	Garbage and Trash Removal Contracts	17,124	23,503	(6,379)
400943-000050	Landscape & Grounds Contracts	19,752	23,963	(4,211)
400943-000070	Electrical Contracts	5,000	193	4,807
400943-000080	Plumbing Contracts	1,020	1,561	(541)
400943-000090	Extermination Contracts	5,400	4,865	535
400943-000110	Other Misc. Contract Costs	7,000	1,503	5,497
	<b>Total Maintenance</b>	<b>183,018</b>	<b>181,679</b>	<b>1,339</b>

Year-to-Date Expenditure Report  
Sunset Terrace  
As of December 31, 2009

Account #	Account Title	Budget	Y-T-D Expense	Budget Balance
<b>Insurance</b>				
400961-420100	Property	36,000	33,564	2,436
400961-420200	General Liability	3,100	2,845	255
400961-420300	Worker's Comp.	1,900	1,051	849
400961-420400	Other Insurance	1,000	-	1,000
	<b>Total Insurance Expense</b>	<b>42,000</b>	<b>37,459</b>	<b>4,541</b>
<b>General Expenses</b>				
400962	Other General Expense			-
400963	Payments In Lieu of Taxes	4,790	0	4,790
400964	Bad Debt-Tenants	10,000	18,689	(8,689)
	<b>Total General Expenses</b>	<b>14,790</b>	<b>18,689</b>	<b>(3,899)</b>
	<b>Total Operating Expenditures</b>	<b>459,965</b>	<b>434,478</b>	<b>25,487</b>
	<b>Cash Flow from Operations</b>	<b>(162,965)</b>	<b>(24,776)</b>	