

NROC Board of Directors Meeting

July 23, 2019

- 5:30 Supper Served
- 6:00 Call to Order
Establish quorum (Quorum is 7 Board members: 5 resident directors and 2 community directors)
- 6:03 Approve Current Agenda
- 6:05 Approve May 2019 minutes (no June minutes; meeting was cancelled due to no quorum)
- 6:10 Resident Open Forum *A time to bring news, ideas and questions to the BOD. If a topic needs a reply, the board president may add the topic to a future agenda or ask MPI staff to follow up*
- 6:20 Business (carried over from June's cancelled meeting)
1. Results of Resident Director Elections 2019 - 2021
2. Community Directors 2019-2021
3. Officer Elections 2019-2020
4. Policy Committee Recommendation(s)
5. Update on the NROC Scholarships
6. Young resident request for a "GaGa Pit"
- 6:35 Reports: *A time for comments and questions on the reports that were read beforehand; Discussions entertained and lastly, **approve all reports as a slate***
1. Financial (paper report at meeting) May/June Kathy Luce
2. Property Management May/June Donna Chagnon, Sara Noth
3. Maintenance May/June Rick Noth
4. Community Builder May/June Carol Jaramillo
- 6:45 Board Open Forum *A time for non-business items that board members would like to mention...*
- 7:00 **Please refer to "Parking Lot" and Upcoming Meetings and Events before adjourning.**
Adjourn

(over please)

NROC Board of Directors Meeting

July 23, 2019

Parking Lot: Place holders for the future:

Upcoming Meetings/Events in 2019

(please see Linda Romeo if you would like to volunteer for any of the events)

1. August 10: Annual Kids' Day
2. August 24: Annual Adult BBQ
3. October 12: Annual Harvest Party and Hayride
4. October 26: NROC Kids' Halloween party
5. November 9: NROC Annual Craft fair
6. Every Tuesday: Yoga
7. Every Wednesday: Senior luncheon at the Heineberg Senior Center (\$5 per person; scholarships available)
8. 1st and 3rd Wednesday: Guided Meditation
9. Every Tuesday/Friday: Play Date
10. Every second Thursday: Our Night Out ages 50+

TO: Northgate Residents' Ownership Corporation Board

FROM: Donna Chagnon & Sara Noth, Property Managers

DATE: July 16, 2019

RE: Monthly Narrative Management Report for June 2019

1. **Occupancy Report:** As of **June 30, 2019**, the number of vacant units was **3**. This represents a **.89%** vacancy rate as of **June 30, 2019**. We received **no** new notice of intent to vacate.
2. **Collection Report:** During the month of **June** we sent **23** eviction notices for unpaid rent. Of those, **19** paid in full or entered into a re-payment agreements and **4** households are being worked with to resolve rent issues.
3. **Legal Report:** We currently have no legal cases.
4. **Pets/Assistance Animals:** We continue to update all pet/assistance animal vaccination verifications and city dog licenses.
5. **Waiting list status:** The following is the breakdown of our waiting list by bedroom size and income tier:

| | |
|---------------------------|--------------------------|
| Section 8 – 1 bedroom: 22 | Moderate – 1 bedroom: 0 |
| Section 8 – 2 bedroom: 12 | Moderate – 2 bedroom: 10 |
| Section 8 – 3 bedroom: 18 | Moderate – 3 bedroom: 5 |
| Low 3 – 1 bedroom: 0 | Low 2 – 1 bedroom: 2 |
| Low 3 – 2 bedroom: 1 | Low 2 – 2 bedroom :4 |
| Low 3 – 3 bedroom: 2 | Low 2 – 3 bedroom: 1 |
| Low 1 – 1 bedroom: 2 | |
| Low 1 – 2 bedroom: 9 | |
| Low 1 – 3 bedroom: 2 | |
6. We received **6** new applications in **June**. The majority of our applications (**52**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report June 2019

| Total staff hours available: | | 1015 | | |
|------------------------------|------------------------------|--------------|-------------------|---------------------------------|
| | <u>Number of Work Orders</u> | <u>Hours</u> | <u>Percentage</u> | <u>Year-to-date hours spent</u> |
| Emergency | 1 | 7 | 1% | 26 |
| Routine | 135 | 160 | 16% | 908 |
| Turnover | 2 | 174 | 17% | 684 |
| PM Inspections | 49 | 118 | 12% | 343 |
| Bldg. Systems | 4 | 10 | 1% | 51 |
| Scheduled | 2 | 8 | 1% | 35 |
| Bldg. Systems PM | 13 | 48 | 4% | 380 |
| Administrative | 11 | 7 | 1% | 22 |
| Janitorial | 20 | 40 | 4% | 248 |
| Grounds | 46 | 411 | 40% | 2001 |
| Other | | | | |
| Snow | | | | |
| On Call (overtime) | 17 | 32 | 3% | 992 |
| TOTALS: | 300 | 1015 | 100% | 277 |

Ehrlich Pest Control treated for ants in 2 apts.
 Staff installed 1 range and 2 Refrigerators.
 Benoure Plumbing completed 50 boiler inspections as per City Ordinance.

Contractors used:

K&E Construction
 Ehrlich Pest Control
 Benoure Plumbing

COMMUNITY BUILDER REPORT

for June 2019

Submitted by: Carol Jaramillo

| Work areas | Action and Progress/Work in Progress |
|-----------------------------------|--|
| Resident and Community Engagement | <ul style="list-style-type: none">• From July of 2016 to June of 2019 resident engagement is now at 188 households, engaging with 291 individuals not previously engaged with before...this represents 56% of households for the full site, still averaging 9 residents per month.• 72 households have signed up for online payments; this represents 21.42% of the total site. |
| Governance | <ul style="list-style-type: none">• I staffed the annual gathering (meeting) on Saturday June 1. Thank you to the board members that attended. Our guests from Senator Leahy's office, Senator Sanders office and Congressman Welch's office were very well received and read statements from each senator/congressman. Franklin Paulino, city councilman for the Northern District in Burlington also attended and said a few words.• I staffed the resident van meeting on June 3, to receive feedback about the van trips for each month. There are now 9 van trips, all on Tuesdays and Thursdays. We have two van drivers, although one will be recovering from surgery in September and October, so all van trips in September and October will be handled by one volunteer and the trips will all be 12-4 (currently one driver have 10-2 hours and the other 12-4).• I had the opportunity, along with resident director Linda Romeo, to be interviewed during the CCTV VAHC public access television program. The program highlighted Northgate, its history, the evolution of how we got where we are now and the need for affordable housing. |
| Timeline | <ul style="list-style-type: none">• The physical Timeline was delivered to have high quality pictures made of the panels so we can make posters and have them mounted on foam-board to make easy travel. (it has since been picked up and I have the photos saved on my computer).• As of the writing of this report, I've submitted a work order to have the timeline mounted in the community hall and to have plexiglass installed over it to preserve the artwork. |
| Resident Engagement | <ul style="list-style-type: none">• I staffed the 6th Annual fishing Derby on June 22. We had 14 Northgate and they all had a very good time. Our first-place winner was a girl, the second-place winner was a girl and third-place winner was a boy. This year, I brought coffee and bagels for the parents who give up the very early portion of their Saturday for their kids. This was |

COMMUNITY BUILDER REPORT

for June 2019

very much appreciated. We had 5 volunteers: Mike and Monica Elwood, Brian Walker, Linda Romeo and Kevin Bean.

- A group of Seniors have been going to the Heineberg Senior Center for lunch every Wednesday. The cost is \$5 per person. NROC scholarships the cost if anyone needs the help. Thus far we've had up to 7 seniors attend.
 - I have also been working with Marilyn Hake of SASH at the Heineberg Center to get our seniors or those who qualify here at Northgate on SASH services. Thus far it has been a very positive and productive relationship.
- A group of residents have been going to the free Williston concerts each Thursday night. Thus far it is mainly seniors, but all are welcome (although there are limited seats on the van). Each person is responsible for their own dinner and drinks. It's a great way for me to be able to get to know our residents better. Some folks drive themselves; others take the Northgate van. Our highest number thus far has been 9.

Carol's Goals:

Establish business and development goals for the next year:

1. Define metrics for one-on-one resident outreach and for cultivating resident leadership. Report to those benchmarks as part of the monthly report.
2. Propose a strategy to the EC for developing future community board representatives; once approved, start working on it.

NORTHGATE NOTES TO ACCOMPANY FINANCIAL REPORT – 5/31/19

Attached please find the Northgate monthly financial report for the period ending 5/31/19. Summary of information is detailed below.

Page 1 - Cash Summary

This lists all operating, escrow, and reserves for the property.

Page 2/3: Balance Sheet

This listing provides all cash and non-cash assets along with all liabilities.

Page 4/5 Accrual Operations compared to Budget – Summary

This page is a summary of the income and expenses for the month and year to date. It indicates all revenue and expenses by category. A net operating income/loss line item is indicated before and after non-cash expenses.

Receipts (page 6)

Income is less than anticipated related to the reduction in the number of Section 8 subsidies used in three-bedroom units with the highest HUD rent level. As reported in 2018, the number has changed over the past few years because of the low turnover of 3-bedroom units in general, and existing households no longer need a subsidy due to income increases. The net result is surplus subsidy slots are available for in-house transfers when 3 bedrooms become available, we continue to track this very closely. Vacancy is less related to fewer units turning over. Bad debt is recorded as it occurs; this is related to two households who vacated owing rent.

Renting/Marketing & Administrative Expenses (page 6) – Overall expenses are less than budget with variances between line items. Admin salaries savings is related to timing of merit increases and the vacant office manager position. Office expenses are higher related to temporary staffing for vacant position, and computer equipment replacement and needed upgrades, some of which will be reimbursed with reserves. Resident Services is higher due to timing of programs and events and will balance out as the year progresses.

Maintenance Expenses (page 7) Overall costs are more than budget with variances related to timing, some unanticipated increased costs, as well as items that will be reimbursed with replacement reserves in accordance with the capital improvement plan. Grounds is higher due to Spring clean-up work. Decorating is higher as it includes the phased-in kitchen floor replacement project and office upgrades that will be reimbursed with reserves. Trash removal is higher related to dumpster day. Plumbing is higher primarily due the increased need and cost of boiler replacement parts during this past heating season. Maintenance Equipment is higher due to replacement of one of the truck plow blades and rental of a lift to continue the limited trim repair in high areas to prepare for the REAC inspection which will occur in 2019.

Utilities (page 7) – Overall these expenses are on target with the budget, with gas higher related to unit runovers year to date and the need for heat later in the season this year. Monitoring for water consumption is in place to identify increased consumption and we discuss with residents during PM inspections.

Taxes and Insurance (page 7) – Overall these expenses are on target with budget; variances are due to timing.

Total Operating Expenses (page 8) – total operating expenses are over budget, with many costs to be reimbursed from replacement reserves as discussed above.

Non-Operating Expenses (page 8)

All mortgages and escrows were paid in accordance with the required payment schedules.

Entity Expenses (page 8)

This includes NROC staffing costs and NROC Board expenses; variance is due to timing of costs. – the costs to date include the NLIHC Washington trip costs, NERSC conference costs for Board, and some annual gathering expenses.

Special Asset Management fee – this line item includes the fee paid to CHT for technical services in accordance with the agreement between NROC and CHT.

Cash Flow Reconciliation (page 9/10) -reflects transfers to/from operating account from other restricted accounts and escrows; and capital improvement costs. Please note the “prior year cash flow payment was made in April per the audited financial statement calculation prorated between the HUD Flex Sub payment (40%) and deposit into Operating Reserve account (60%) held by VHFA.

Receivables (page 11)

Net resident receivables as of 5/31 reflect amounts owed by residents for past due rent. As always, we are working with residents who have past due accounts; details are included in the Management Report.

Vacancy Rate (page 11)

The current month's vacancy loss is < 0%. Year-to-date rate is also < 0%.

Payables (page 12) – This is the balance owed as of 5/31; all have since been paid.

NEW NORTHGATE HOUSING LLC
FINANCIAL REPORTS FOR MAY 2019

New Northgate Housing LLC Table of Contents

- 1) Cash Activity Summary
- 2) Balance Sheet
- 3) Operating Statement / Budget Comparison
- 4) Accounts Receivable Aging Summary
- 5) Accounts Payable Aging Summary
- 6) Schedule of Capital Improvements

New Northgate Housing LLC (665)
Cash Activity Summary
May 31, 2019

| <u>Discretionary Cash</u> | Prior Month-End | Current Month Net Activity | | | Current Month-End | Prior Year-End | |
|---------------------------|--------------------|-------------------------------|--|--|----------------------|-------------------|--|
| Cash-Operating | 4,361.22 | 36,748.26 | | | 41,109.48 | 17,502.69 | |
| Cash-Savings | 819,034.86 | (11,871.88) | | | 807,162.98 | 19,613.89 | |
| Cash-Security Deposits | 161,513.27 | (376.97) | | | 161,136.30 | 159,180.60 | |
| Petty Cash | 1,000.00 | - | | | 1,000.00 | 1,000.00 | |

| <u>Escrows & Reserves</u> | Prior Month-End | Current Month | | | Current Month-End | YTD Deposits | YTD Releases | Prior Year-End |
|-------------------------------|--------------------|---------------|----------|--------------|----------------------|--------------|--------------|-------------------|
| | | Deposits | Interest | Releases | | | | |
| Real Estate Tax Escrow | 5,295.35 | 22,500.00 | 1.44 | - | 27,796.79 | 112,500.00 | 144,897.18 | 60,187.58 |
| Insurance Escrow | 37,451.35 | 10,000.00 | 3.52 | (4,530.00) | 42,924.87 | 50,000.00 | 50,092.78 | 43,005.61 |
| Replacement Reserves | 1,716,068.08 | 87,268.15 | - | (115,442.26) | 1,687,893.97 | 436,340.75 | 919,778.26 | 2,171,331.48 |
| Special Escrow #1 | 545,072.93 | - | - | - | 545,072.93 | - | - | 545,072.93 |
| Special Escrow #2 | 101,373.64 | - | - | - | 101,373.64 | - | - | 101,373.64 |

Cash Summary

New Northgate Housing LLC (665)
Balance Sheet
May 31, 2019

Assets

Current Assets

| | |
|------------------------|----------------------------|
| Petty Cash | 1,000.00 |
| Cash-Operating | 41,109.48 |
| Cash-Savings | 807,162.98 |
| Cash-Security Deposits | 161,136.30 |
| Total Cash | <u>1,010,408.76</u> |

| | |
|---|--------------------------|
| A/R-Residents | 2,789.15 |
| A/R-Subsidy | (108.00) |
| Prepaid Insurance | 84,601.89 |
| Prepaid MIP | 17,758.28 |
| Prepaid Real Estate Taxes | 24,149.53 |
| Other Prepaid Expense | 18,005.52 |
| Total Receivables & Prepaids | <u>147,196.37</u> |

| | |
|-------------------------------------|----------------------------|
| Real Estate Tax Escrow | 27,796.79 |
| Insurance Escrow | 42,924.87 |
| Replacement Reserves | 1,687,893.97 |
| Other Escrows & Reserves | 646,446.57 |
| Total Escrows & Reserves | <u>2,405,062.20</u> |

Non-Current Assets

| | |
|-----------------------------------|-----------------------------|
| Land & Improvements | 1,301,825.35 |
| Building & Improvements | 24,104,910.85 |
| Furnishings, Fixtures & Equipment | 463,518.29 |
| Maintenance Equipment | 57,057.53 |
| Vehicles | 110,110.88 |
| Accumulated Depreciation | (4,932,902.69) |
| Net Fixed Assets | <u>21,104,520.21</u> |

| | |
|--------------------------|--------------------------|
| Bond Cost | 55,000.00 |
| Finance Fees | 415,135.00 |
| Accumulated Amortization | (83,740.29) |
| Net Other Assets | <u>386,394.71</u> |

| | |
|---------------------|------------------------------------|
| Total Assets | <u><u>25,053,582.25</u></u> |
|---------------------|------------------------------------|

New Northgate Housing LLC (665)
Balance Sheet
May 31, 2019

Liabilities & Capital

Current Liabilities

| | |
|--------------------------------------|--------------------------|
| A/P-Trade | 27,356.51 |
| Accrued Mortgage Interest | 47,974.90 |
| Accrued Expenses | 70,557.87 |
| Security Deposits & Accrued Interest | 160,626.52 |
| Total Current Liabilities | <u>306,515.80</u> |

Non-Current Liabilities

| | |
|--------------------------------------|-----------------------------|
| Mortgage Payable #1 | 12,198,619.33 |
| Mortgage Payable #2 | 2,336,825.57 |
| Note Payable-Flex Sub Loan | 2,580,989.61 |
| Note Payable-State DHCD Home Loan | 4,872,309.00 |
| Note Payable #1 | 381,204.12 |
| Note Payable #3 | 350,000.00 |
| Note Payable #4 | 120,000.00 |
| Accrued Loan Interest | 27,981.73 |
| Total Non-Current Liabilities | <u>22,867,929.36</u> |

Capital

| | |
|----------------------|----------------------------|
| Contributed Capital | 100.00 |
| Retained Earnings | 1,879,037.09 |
| Total Capital | <u>1,879,137.09</u> |

| | |
|--|-----------------------------|
| Total Liabilities & Capital | <u>25,053,582.25</u> |
|--|-----------------------------|

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| | MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|---|-------------------|-------------------|--------------------|---------------------|---------------------|--------------------|---------------------|
| <i>SUMMARY</i> | | | | | | | |
| Income | | | | | | | |
| Effective Gross Rental Income | 366,702.00 | 367,897.00 | (1,195.00) | 1,824,539.00 | 1,827,195.00 | (2,656.00) | 4,402,474.00 |
| Interest & Dividend Income | 74.08 | - | 74.08 | 172.52 | - | 172.52 | - |
| Other Income | 342.00 | 352.91 | (10.91) | 1,634.82 | 1,764.55 | (129.73) | 4,234.92 |
| Total Income | 367,118.08 | 368,249.91 | (1,131.83) | 1,826,346.34 | 1,828,959.55 | (2,613.21) | 4,406,708.92 |
| Operating Expenses | | | | | | | |
| Renting & Marketing Expenses | 81.95 | 600.00 | 518.05 | 1,817.65 | 3,000.00 | 1,182.35 | 7,200.00 |
| Administrative Expenses | 40,595.65 | 51,698.40 | 11,102.75 | 247,572.04 | 279,030.75 | 31,458.71 | 648,958.30 |
| Maintenance Expenses | 71,873.38 | 66,519.52 | (5,353.86) | 425,527.69 | 361,436.17 | (64,091.52) | 847,411.38 |
| Utilities Expenses | 21,184.92 | 22,020.24 | 835.32 | 111,449.51 | 110,101.20 | (1,348.31) | 264,242.88 |
| Taxes & Insurance Expenses | 41,792.93 | 42,882.12 | 1,089.19 | 217,069.02 | 216,801.24 | (267.78) | 519,366.72 |
| Resident Services Expenses | - | - | - | - | - | - | - |
| Total Operating Expenses | 175,528.83 | 183,720.28 | 8,191.45 | 1,003,435.91 | 970,369.36 | (33,066.55) | 2,287,179.28 |
| Net Operating Income | 191,589.25 | 184,529.63 | 7,059.62 | 822,910.43 | 858,590.19 | (35,679.76) | 2,119,529.64 |
| Non-Operating & Other Expenses | | | | | | | |
| Mortgage Interest | 47,749.12 | 47,749.12 | - | 239,311.04 | 239,311.04 | - | 571,949.13 |
| Other Financial Expense | 2,536.90 | 2,604.17 | 67.27 | 12,684.50 | 13,020.85 | 336.35 | 31,250.04 |
| Financial and Administrative Expense | - | - | - | - | - | - | - |
| Accrued Interest & Asset/Incent. mgt fees | 2,152.42 | 2,100.10 | (52.32) | 10,762.10 | 10,500.50 | (261.60) | 25,201.20 |
| Entity Expenses | 24,212.87 | 11,085.75 | (13,127.12) | 76,646.23 | 55,428.75 | (21,217.48) | 133,029.00 |
| Depreciation & Amortization | 64,063.85 | 58,271.67 | (5,792.18) | 320,319.25 | 291,358.35 | (28,960.90) | 699,260.04 |
| Net Assisted Living Expenses | - | - | - | - | - | - | - |
| Total Non-Operating & Other Expenses | 140,715.16 | 121,810.81 | (18,904.35) | 659,723.12 | 609,619.49 | (50,103.63) | 1,460,689.41 |
| Net Income | 50,874.09 | 62,718.82 | (11,844.73) | 163,187.31 | 248,970.70 | (85,783.39) | 658,840.23 |
| Cash Flow Reconciliation | | | | | | | |
| Depreciation & Amortization | 64,063.85 | 58,272.00 | 5,791.85 | 320,319.25 | 291,360.00 | 28,959.25 | 699,264.00 |
| Replacement Reserve Deposit | (87,268.15) | (87,268.15) | - | (436,340.75) | (436,340.75) | - | (1,047,217.80) |
| Replacement Reserve Release | 115,442.26 | 76,896.67 | 38,545.59 | 919,778.26 | 384,483.35 | 535,294.91 | 922,760.04 |
| Accrued Interest & Asset/Incent. mgt fees | 5,368.00 | 5,615.02 | (247.02) | 26,840.00 | 28,075.10 | (1,235.10) | 67,380.24 |
| Capital Improvements | (39,482.29) | (76,896.67) | 37,414.38 | (63,371.85) | (384,483.35) | 321,111.50 | (922,760.04) |
| Retirement of Loan Principal | (19,115.70) | (19,115.70) | - | (95,013.06) | (95,013.06) | - | (230,428.71) |

Budget Comparison

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| | MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|-------------------------------|---------------|---------------|-----------|---------------|---------------|------------|------------------|
| Total Cash Flow Adjustments | 39,007.97 | (42,496.83) | 81,504.80 | 672,211.85 | (211,918.71) | 884,130.56 | (511,002.27) |
| Net Cash Flow From Operations | 89,882.06 | 20,221.99 | 69,660.07 | 835,399.16 | 37,051.99 | 798,347.17 | 147,837.96 |

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| | MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|--|------------------|------------------|------------------|------------------|------------------|-----------------|-------------------|
| <i>Plus/(Minus):</i> | | | | | | | |
| Decr/(Incr) in Savings & Operating Escrows | (16,103.08) | - | (16,103.08) | (755,077.56) | - | (755,077.56) | - |
| Decr/(Incr) in Net A/R Balances | 9,477.00 | - | 9,477.00 | 19,019.02 | - | 19,019.02 | - |
| Decr/(Incr) in Other Assets | 34,360.53 | - | 34,360.53 | (25,973.26) | - | (25,973.26) | - |
| Incr/(Decr) in A/P & Accrued Expenses | (78,775.06) | - | (78,775.06) | (36,075.12) | - | (36,075.12) | - |
| Incr/(Decr) in Other Liabilities | 1,122.39 | - | 1,122.39 | 2,392.45 | - | 2,392.45 | - |
| Prior year cash flow payment | (3,215.58) | (3,514.92) | 299.34 | (16,077.90) | (17,574.60) | 1,496.70 | (42,179.04) |
| Net Cash Flow | 36,748.26 | 16,707.07 | 20,041.19 | 23,606.79 | 19,477.39 | 4,129.40 | 105,658.92 |

Budget Comparison

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|---------------|---------------|----------|---------------|---------------|----------|------------------|
|---------------|---------------|----------|---------------|---------------|----------|------------------|

DETAIL

Income

Rental Income

| | | | | | | | |
|--------------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|-------------------|---------------------|
| Rent-Resident Share | 192,413.00 | 191,381.00 | 1,032.00 | 959,652.00 | 944,615.00 | 15,037.00 | 2,284,282.00 |
| Rent-Subsidy | 176,318.00 | 180,266.00 | (3,948.00) | 879,744.00 | 901,330.00 | (21,586.00) | 2,163,192.00 |
| Gross Potential Rental Income | 368,731.00 | 371,647.00 | (2,916.00) | 1,839,396.00 | 1,845,945.00 | (6,549.00) | 4,447,474.00 |
| Vacancy | (1,989.00) | (3,750.00) | 1,761.00 | (10,799.00) | (18,750.00) | 7,951.00 | (45,000.00) |
| Concessions | (40.00) | - | (40.00) | (2,015.00) | - | (2,015.00) | - |
| Bad Debt | - | - | - | (2,043.00) | - | (2,043.00) | - |
| Effective Gross Rental Income | 366,702.00 | 367,897.00 | (1,195.00) | 1,824,539.00 | 1,827,195.00 | (2,656.00) | 4,402,474.00 |

Interest & Dividend Income

| | | | | | | | |
|---|--------------|----------|--------------|---------------|----------|---------------|----------|
| Interest Income-Operation | 74.08 | - | 74.08 | 172.52 | - | 172.52 | - |
| Total Interest & Dividend Income | 74.08 | - | 74.08 | 172.52 | - | 172.52 | - |

Other Income

| | | | | | | | |
|---------------------------|---------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Laundry & Vending Income | 230.00 | - | 230.00 | 460.50 | - | 460.50 | - |
| Damage Reimbursements | - | 324.58 | (324.58) | 280.00 | 1,622.90 | (1,342.90) | 3,894.96 |
| Keys & Access Cards | - | - | - | 25.00 | - | 25.00 | - |
| Miscellaneous Income | 112.00 | 28.33 | 83.67 | 869.32 | 141.65 | 727.67 | 339.96 |
| Total Other Income | 342.00 | 352.91 | (10.91) | 1,634.82 | 1,764.55 | (129.73) | 4,234.92 |

| | | | | | | | |
|---------------------|-------------------|-------------------|-------------------|---------------------|---------------------|-------------------|---------------------|
| Total Income | 367,118.08 | 368,249.91 | (1,131.83) | 1,826,346.34 | 1,828,959.55 | (2,613.21) | 4,406,708.92 |
|---------------------|-------------------|-------------------|-------------------|---------------------|---------------------|-------------------|---------------------|

Operating Expenses

Renting & Marketing Expenses

| | | | | | | | |
|---------------------------------|--------------|---------------|---------------|-----------------|-----------------|-----------------|-----------------|
| Advertising | - | 16.67 | 16.67 | 385.00 | 83.35 | (301.65) | 200.04 |
| CORIs & Credit Reports | 81.95 | 583.33 | 501.38 | 1,432.65 | 2,916.65 | 1,484.00 | 6,999.96 |
| Total Marketing Expenses | 81.95 | 600.00 | 518.05 | 1,817.65 | 3,000.00 | 1,182.35 | 7,200.00 |

Administrative Expenses

| | | | | | | | |
|-------------------------|-----------|-----------|----------|-----------|-----------|-----------|------------|
| Management Fee | 14,586.68 | 14,586.68 | - | 72,933.40 | 72,933.40 | - | 175,040.16 |
| Administrative Salaries | 10,493.99 | 16,077.50 | 5,583.51 | 64,164.32 | 88,426.25 | 24,261.93 | 209,007.50 |
| Admin Employee Benefits | 2,224.56 | 3,867.55 | 1,642.99 | 13,696.70 | 19,337.75 | 5,641.05 | 46,410.60 |

Budget Comparison

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| | MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|--------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| Legal | 447.50 | 833.33 | 385.83 | 692.10 | 4,166.65 | 3,474.55 | 9,999.96 |
| Auditing | - | - | - | 12,800.00 | 12,500.00 | (300.00) | 12,500.00 |
| Telephone/Communications | 483.98 | 1,416.67 | 932.69 | 4,703.57 | 7,083.35 | 2,379.78 | 17,000.04 |
| Office Expense | 5,752.87 | 4,750.00 | (1,002.87) | 27,141.20 | 23,750.00 | (3,391.20) | 57,000.00 |
| Staff Training & Education | 243.04 | 916.67 | 673.63 | 4,460.12 | 4,583.35 | 123.23 | 11,000.04 |
| Dues & Memberships | - | 108.33 | 108.33 | 340.00 | 541.65 | 201.65 | 1,299.96 |
| Resident & Social Services | 6,213.03 | 8,766.67 | 2,553.64 | 46,390.63 | 43,833.35 | (2,557.28) | 105,200.04 |
| Misc Admin | 150.00 | 375.00 | 225.00 | 250.00 | 1,875.00 | 1,625.00 | 4,500.00 |
| Total Administrative Expenses | 40,595.65 | 51,698.40 | 11,102.75 | 247,572.04 | 279,030.75 | 31,458.71 | 648,958.30 |
| Maintenance Expenses | | | | | | | |
| Maintenance Salaries | 31,440.43 | 32,177.14 | 736.71 | 189,101.19 | 176,974.27 | (12,126.92) | 418,302.82 |
| Maint Employee Benefits | 5,451.07 | 6,492.38 | 1,041.31 | 26,105.97 | 32,461.90 | 6,355.93 | 77,908.56 |
| Janitor Materials | 383.04 | 416.67 | 33.63 | 2,035.69 | 2,083.35 | 47.66 | 5,000.04 |
| Janitor/Cleaning Contract | 306.70 | 250.00 | (56.70) | 1,344.90 | 1,250.00 | (94.90) | 3,000.00 |
| Grounds Materials | - | 750.00 | 750.00 | 2,337.00 | 3,750.00 | 1,413.00 | 9,000.00 |
| Grounds Contracts | 7,247.65 | 208.33 | (7,039.32) | 10,115.90 | 1,041.65 | (9,074.25) | 2,499.96 |
| Decorating Materials | 1,148.11 | 1,333.33 | 185.22 | 10,392.87 | 6,666.65 | (3,726.22) | 15,999.96 |
| Decorating Contract | 2,355.00 | 2,500.00 | 145.00 | 31,370.00 | 12,500.00 | (18,870.00) | 30,000.00 |
| Carpentry Materials | 1,376.92 | 1,500.00 | 123.08 | 4,708.96 | 7,500.00 | 2,791.04 | 18,000.00 |
| Carpentry Contract | 1,505.00 | 208.33 | (1,296.67) | 2,360.41 | 1,041.65 | (1,318.76) | 2,499.96 |
| Electrical Materials | 669.84 | 1,666.67 | 996.83 | 4,329.57 | 8,333.35 | 4,003.78 | 20,000.04 |
| Electrical Contract | - | 391.67 | 391.67 | 730.37 | 1,958.35 | 1,227.98 | 4,700.04 |
| Plumbing Materials | 5,602.11 | 4,333.33 | (1,268.78) | 41,396.82 | 21,666.65 | (19,730.17) | 51,999.96 |
| Plumbing Contract | 2,409.91 | 2,666.67 | 256.76 | 11,209.37 | 13,333.35 | 2,123.98 | 32,000.04 |
| Appliance Materials | 622.92 | 208.33 | (414.59) | 1,242.33 | 1,041.65 | (200.68) | 2,499.96 |
| Fire & Safety Systems | 16.25 | 416.67 | 400.42 | 2,922.37 | 2,083.35 | (839.02) | 5,000.04 |
| Locks/Keys/Access Systems | 51.19 | 83.33 | 32.14 | 1,393.72 | 416.65 | (977.07) | 999.96 |
| Exterminating | 625.00 | 333.33 | (291.67) | 825.00 | 1,666.65 | 841.65 | 3,999.96 |
| Garbage & Trash Removal | 9,062.26 | 8,291.67 | (770.59) | 43,850.58 | 41,458.35 | (2,392.23) | 99,500.04 |
| Snow Removal | - | - | - | 17,064.72 | 12,750.00 | (4,314.72) | 17,000.00 |
| Maintenance Equipment | 796.70 | 2,000.00 | 1,203.30 | 19,349.75 | 10,000.00 | (9,349.75) | 24,000.00 |
| Uniforms | 512.42 | 250.00 | (262.42) | 512.42 | 1,250.00 | 737.58 | 3,000.00 |
| Misc. Maintenance | 290.86 | 41.67 | (249.19) | 827.78 | 208.35 | (619.43) | 500.04 |
| Total Maintenance Expenses | 71,873.38 | 66,519.52 | (5,353.86) | 425,527.69 | 361,436.17 | (64,091.52) | 847,411.38 |
| Utilities Expenses | | | | | | | |
| Electricity | 1,266.93 | 1,642.92 | 375.99 | 7,867.62 | 8,214.60 | 346.98 | 19,715.04 |

Budget Comparison

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| | MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|---|-------------------|-------------------|--------------------|---------------------|-------------------|--------------------|---------------------|
| Gas | 320.02 | 586.18 | 266.16 | 4,464.88 | 2,930.90 | (1,533.98) | 7,034.16 |
| Water & Sewer | 19,597.97 | 19,791.14 | 193.17 | 99,117.01 | 98,955.70 | (161.31) | 237,493.68 |
| Total Utilities Expenses | 21,184.92 | 22,020.24 | 835.32 | 111,449.51 | 110,101.20 | (1,348.31) | 264,242.88 |
| Taxes & Insurance Expenses | | | | | | | |
| Real Estate Taxes | 24,149.53 | 24,226.46 | 76.93 | 120,747.65 | 121,132.30 | 384.65 | 290,717.52 |
| Admin Payroll Taxes | 1,147.72 | 1,608.31 | 460.59 | 11,277.62 | 8,845.71 | (2,431.91) | 20,908.04 |
| Maint Payroll Taxes | 2,655.26 | 3,172.97 | 517.71 | 21,817.09 | 17,451.33 | (4,365.76) | 41,248.60 |
| Corporate Taxes-State | - | 20.83 | 20.83 | 250.00 | 104.15 | (145.85) | 249.96 |
| Misc Tax, License & Permits | 1,292.50 | 1,208.33 | (84.17) | 6,462.50 | 6,041.65 | (420.85) | 14,499.96 |
| Property & Liability Ins | 9,409.42 | 9,436.27 | 26.85 | 46,319.66 | 47,181.35 | 861.69 | 113,235.24 |
| Motor Vehicle Insurance | 297.33 | 366.33 | 69.00 | 1,486.65 | 1,831.65 | 345.00 | 4,395.96 |
| Workmen's Comp | 2,841.17 | 2,842.62 | 1.45 | 8,707.85 | 14,213.10 | 5,505.25 | 34,111.44 |
| Total Taxes & Insurance Expenses | 41,792.93 | 42,882.12 | 1,089.19 | 217,069.02 | 216,801.24 | (267.78) | 519,366.72 |
| Total Operating Expenses | 175,528.83 | 183,720.28 | 8,191.45 | 1,003,435.91 | 970,369.36 | (33,066.55) | 2,287,179.28 |
| Net Operating Income | 191,589.25 | 184,529.63 | 7,059.62 | 822,910.43 | 858,590.19 | (35,679.76) | 2,119,529.64 |
| <u>Non-Operating Income & Expenses</u> | | | | | | | |
| Financial Expenses | | | | | | | |
| Mortgage interest | 47,749.12 | 47,749.12 | - | 239,311.04 | 239,311.04 | - | 571,949.13 |
| Mortgage Ins Premium | 2,536.90 | 2,604.17 | 67.27 | 12,684.50 | 13,020.85 | 336.35 | 31,250.04 |
| Soft debt interest expense | 2,152.42 | 2,100.10 | (52.32) | 10,762.10 | 10,500.50 | (261.60) | 25,201.20 |
| Total Financial Expenses | 52,438.44 | 52,453.39 | 14.95 | 262,757.64 | 262,832.39 | 74.75 | 628,400.37 |
| Entity Expenses | | | | | | | |
| Social Service Expense (Entity) | 20,997.29 | 7,570.83 | (13,426.46) | 60,568.33 | 37,854.15 | (22,714.18) | 90,849.96 |
| Special asset management fee | 3,215.58 | 3,514.92 | 299.34 | 16,077.90 | 17,574.60 | 1,496.70 | 42,179.04 |
| Total Entity Expenses | 24,212.87 | 11,085.75 | (13,127.12) | 76,646.23 | 55,428.75 | (21,217.48) | 133,029.00 |
| Depreciation & Amortization | | | | | | | |

Budget Comparison

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| | MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|--|-------------------|-------------------|--------------------|-------------------|-------------------|--------------------|---------------------|
| Depreciation | 64,063.85 | 56,690.00 | (7,373.85) | 320,319.25 | 283,450.00 | (36,869.25) | 680,280.00 |
| Amortization Exp | - | 1,581.67 | 1,581.67 | - | 7,908.35 | 7,908.35 | 18,980.04 |
| Total Depreciation & Amortization | 64,063.85 | 58,271.67 | (5,792.18) | 320,319.25 | 291,358.35 | (28,960.90) | 699,260.04 |
| Total Non-Operating Expenses & Income | 140,715.16 | 121,810.81 | (18,904.35) | 659,723.12 | 609,619.49 | (50,103.63) | 1,460,689.41 |
| Net Income | 50,874.09 | 62,718.82 | (11,844.73) | 163,187.31 | 248,970.70 | (85,783.39) | 658,840.23 |

Budget Comparison

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| | MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|---|---------------|---------------|-------------|---------------|---------------|-------------|------------------|
| <u>Cash Flow Reconciliation</u> | | | | | | | |
| <i>Sources / (Uses) of Operating Cash</i> | | | | | | | |
| Net Income | 50,874.09 | 62,718.82 | (11,844.73) | 163,187.31 | 248,970.70 | (85,783.39) | 658,840.23 |
| <i>Add:</i> | | | | | | | |
| Depreciation & Amortization | 64,063.85 | 58,272.00 | 5,791.85 | 320,319.25 | 291,360.00 | 28,959.25 | 699,264.00 |
| Replacement Reserve Releases | 115,442.26 | 76,896.67 | 38,545.59 | 919,778.26 | 384,483.35 | 535,294.91 | 922,760.04 |
| Accrued Interest & Asset/Incent. mgt fees | 5,368.00 | 5,615.02 | (247.02) | 26,840.00 | 28,075.10 | (1,235.10) | 67,380.24 |
| <i>Less:</i> | | | | | | | |
| Replacement Reserve Deposits | (87,268.15) | (87,268.15) | - | (436,340.75) | (436,340.75) | - | (1,047,217.80) |
| Capital Improvements | (39,482.29) | (76,896.67) | 37,414.38 | (63,371.85) | (384,483.35) | 321,111.50 | (922,760.04) |
| Loan Principal Retired | (19,115.70) | (19,115.70) | - | (95,013.06) | (95,013.06) | - | (230,428.71) |
| Net Cash Flow from Operations | 89,882.06 | 20,221.99 | 69,660.07 | 835,399.16 | 37,051.99 | 798,347.17 | 147,837.96 |

New Northgate Housing LLC (665)
Budget Comparison
For the period ending May 31, 2019

| | MTD Actual | MTD Budget | Variance | YTD Actual | YTD Budget | Variance | Annual Budget |
|--|------------------|------------------|------------------|------------------|------------------|-----------------|-------------------|
| <i>Plus/(Minus):</i> | | | | | | | |
| Decr/(Incr) in Savings & Operating Escrows | (16,103.08) | - | (16,103.08) | (755,077.56) | - | (755,077.56) | - |
| Decr/(Incr) in Net A/R Balances | 9,477.00 | - | 9,477.00 | 19,019.02 | - | 19,019.02 | - |
| Decr/(Incr) in Other Assets | 34,360.53 | - | 34,360.53 | (25,973.26) | - | (25,973.26) | - |
| Incr/(Decr) in A/P & Accrued Expenses | (78,775.06) | - | (78,775.06) | (36,075.12) | - | (36,075.12) | - |
| Incr/(Decr) in Other Liabilities | 1,122.39 | - | 1,122.39 | 2,392.45 | - | 2,392.45 | - |
| Prior year cash flow payment | (3,215.58) | (3,514.92) | 299.34 | (16,077.90) | (17,574.60) | 1,496.70 | (42,179.04) |
| Net Cash Flow | 36,748.26 | 16,707.07 | 20,041.19 | 23,606.79 | 19,477.39 | 4,129.40 | 105,658.92 |

Budget Comparison

New Northgate Housing LLC
Accounts Receivable Summary
May 31, 2019

| | | |
|----------------------------------|-----------|-------------------------------|
| 0 - 30 Days | \$ | 22,590.27 |
| 31 - 60 Days | | 7,472.52 |
| 61 - 90 Days | | 2,422.00 |
| 91 Days or more | | 948.06 |
| Total Resident Receivables | \$ | <u>33,432.85</u> |
| Prepaid Rent | | |
| Pending Prepay Refund | | <u>(30,643.70)</u> |
| Total Net Receivables | \$ | <u>2,789.15</u> |
| Subsidy Receivable/(Prepaid) | \$ | <u>(108.00)</u> |
| Total Receivables/Prepaid | \$ | <u><u>2,681.15</u></u> |

| | | |
|---------------------------------|----|-----------|
| VACANCIES | | |
| Current Month's Vacancy Loss | \$ | 1,989.00 |
| Current Month's Loss Percentage | | 0.54% |
| Year-To-Date Vacancy Loss | \$ | 10,799.00 |
| Year-To-Date Loss Percentage | | 0.59% |
| Year to Date Concessions | \$ | 2,015.00 |
| Year to Date Bad Debts | \$ | 2,043.00 |

New Northgate Housing LLC
Accounts Payable Summary
May 31, 2019

| Total | Current | 31-60 Days | 61-90 Days | OVER 90 Days |
|-------|---------|---------------|---------------|-----------------|
|-------|---------|---------------|---------------|-----------------|

| | | | | | | | | | | |
|------------------------|----|-----------|----|-----------|----|---|----|---|----|---------|
| Total Accounts Payable | \$ | 27,356.51 | \$ | 27,391.83 | \$ | - | \$ | - | \$ | (35.32) |
|------------------------|----|-----------|----|-----------|----|---|----|---|----|---------|

Payables Aging Report

Property = 665

Period: 05/2019

As of : 05/31/2019

| Payee | Payee Name | Invoice | Invoice Date | Invoice # | Current | 0-30 | 31-60 | 61-90 | Over |
|-----------------------|---------------------------|-----------------------|--------------|----------------|------------------|------------------|-------------|-------------|---------------|
| Code | | Notes | | | Owed | Owed | Owed | Owed | 90 |
| | | | | | | | | | Owed |
| cardserv | First National Bank Omaha | | | | | | | | |
| | | Res. Serv, Entity Exp | 5/14/2019 | 67916284732-05 | 662.03 | 662.03 | 0.00 | 0.00 | 0.00 |
| | | Res. Serv, Entity Exp | 5/14/2019 | 67916284732-05 | 60.69 | 60.69 | 0.00 | 0.00 | 0.00 |
| Total cardserv | | | | | 722.72 | 722.72 | 0.00 | 0.00 | 0.00 |
| harvindu | Harvey Industries, Inc. | | | | | | | | |
| | | CREDIT | 9/30/2018 | 110439669 | -225.78 | 0.00 | 0.00 | 0.00 | -225.78 |
| | | Storm door hardware | 10/12/2018 | 11312034 | 190.46 | 0.00 | 0.00 | 0.00 | 190.46 |
| Total harvindu | | | | | -35.32 | 0.00 | 0.00 | 0.00 | -35.32 |
| malp | Maloney Properties | | | | | | | | |
| | | cs ending 5/17 & 5/24 | 5/24/2019 | 052419PR 665 | 4,951.55 | 4,951.55 | 0.00 | 0.00 | 0.00 |
| | | cs ending 5/17 & 5/24 | 5/24/2019 | 052419PR 665 | 1,350.52 | 1,350.52 | 0.00 | 0.00 | 0.00 |
| | | cs ending 5/17 & 5/24 | 5/24/2019 | 052419PR 665 | 16,208.21 | 16,208.21 | 0.00 | 0.00 | 0.00 |
| | | cs ending 5/17 & 5/24 | 5/24/2019 | 052419PR 665 | 521.08 | 521.08 | 0.00 | 0.00 | 0.00 |
| | | cs ending 5/17 & 5/24 | 5/24/2019 | 052419PR 665 | 1,336.67 | 1,336.67 | 0.00 | 0.00 | 0.00 |
| | | cs ending 5/17 & 5/24 | 5/24/2019 | 052419PR 665 | 2,350.87 | 2,350.87 | 0.00 | 0.00 | 0.00 |
| Total malp | | | | | 26,718.90 | 26,718.90 | 0.00 | 0.00 | 0.00 |
| vergas | Vermont Gas Systems, Inc. | | | | | | | | |
| | | CREDIT | 5/15/2019 | 2147676 051319 | -49.79 | -49.79 | 0.00 | 0.00 | 0.00 |
| Total vergas | | | | | -49.79 | -49.79 | 0.00 | 0.00 | 0.00 |
| Grand Total | | | | | 27,356.51 | 27,391.83 | 0.00 | 0.00 | -35.32 |

[illegible]