



HARRISONBURG
REDEVELOPMENT AND
HOUSING AUTHORITY
P.O. BOX 1071
HARRISONBURG, VA 22803

Phone/VTDD 540-434-7386
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April 12, 2019

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on Wednesday, April 17, 2019 at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg, Virginia.


Michael G. Wong
Executive Director

Enclosures

AGENDA
Regular Meeting
April 17, 2019

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
 - March 2019
- III. Review and Approval Financial Statements
 - March 2019
- IV. Reports
 - A. Executive Director
 1. Public Comment
 2. Update on Website Design, Public Relations and Landlord Outreach Initiatives
 - B. Any New Business/ Old Business
 1. Strategic Initiatives Updates
 - MTW Application
 - Addressing Homelessness and Affordable Housing
 - C. Management Reports
 1. Housing Choice Voucher Management Report
 2. J.R. "Polly" Lineweaver/Lineweaver Annex Program Management Report
 3. Franklin Heights Program Management Report
 4. Commerce Village Management Report
 5. Family Self Sufficiency Management Report
 6. Financial Monthly Report & Quarterly Investment Update

MINUTES

Regular Meeting
March 20, 2019

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday March 20, at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg Virginia.

Those present were:

Tim Smith, Chair
John Hall, Vice Chair
Benjamin Fuller, Commissioner
Scott Gallagher, Commissioner
Costello Forney, Commissioner

Also present were:

Michael G. Wong, Executive Director
Melisa Michelson, Attorney

The Regular Meeting was called to order and quorum declared present by Tim Smith, Chair. Mr. Wong then presented the minutes from the February 26, 2019 meeting for consideration of approval. After a period of discussion, the minutes were unanimously approved on a motion from Vice Chair Hall seconded by Commissioner Fuller. Mr. Wong then presented the February 2019 financial statements for consideration of approval. After a period of discussion, Commissioner Fuller seconded by Commissioner Gallagher made the motion for approval. This motion was unanimously approved.

Chairperson Smith then opened the floor for general Public Comment. Receiving no comment, Mr. Wong provided an update on the Gay Street project. He related of the presentation being postponed and has not been rescheduled. No action was taken from this update.

Mr. Wong then presented a corrective action plan to address the HQS deficiency rating identified in the 2018 SEMAP submission. He related of the plan outlining the schedule of quality control inspections and of the Authority having greater capacity in completing the re inspections. After a period of discussion, Commissioner Fuller seconded by Commissioner Gallagher made the motion approving the corrective action plan. The motion was unanimously approved.

Mr. Wong then presented the Shenandoah Housing Corporation and the Lineweaver Annex Corporation Board of Directors for consideration of approval. Commissioner Fuller second by Vice Chair Hall made the motion to go into a Shenandoah Housing Corporation Board of Directors and after a period of discussion made the motion approving the Shenandoah Housing and the Lineweaver Annex Corporation Board of Directors. This motion was unanimously approved.

Mr. Wong then relate of the request for the board to reconsider its current homeownership program to make all or a portion of the down payment assistance forgivable versus its current status of 1.5% interest. He related of several banks relating of increase benefit to the program participant if the monies were forgivable by allowing a greater borrowing amount. Mr. Wong related of the program was set up to be a payment reduction program to reduce the payment costs due to the lower interest. After a period of discussion, no action was taken on the request.

Mr. Wong then related of a potential legal issue at Lineweaver. Ms. Michelson related of the Authority's receipt of a letter which claim due to harassment from another tenant of the tenant suffered damages. Ms. Michelson related that after obtaining additional information from the property manager responded to the letter. No response has been received.

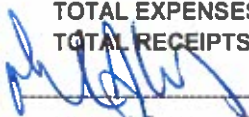
Mr. Wong then related of a scheduled meeting with Representative Cline in Washington DC on April 9th and invited Board participation. He then provided brief program updates on Authority's strategic initiatives, Franklin Heights, the Family Self Sufficiency Program, Lineweaver Annex, JR Polly Lineweaver, Commerce Village and the Housing Choice Voucher program. Commissioner Gallagher seconded by Commissioner Forney then made the motion to approve the management reports and to adjourn. This motion was unanimously approved.

Michael G. Wong
Executive Director

Tim Smith
Chairperson

LOCAL COMMUNITY DEVELOPMENT (LCD)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of March 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3410 HMIS COC Homelessness Grant-17	84,072.00	7,006.00	5,107.14	9,858.48	21,018.00	(11,159.52)
3410 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	7,418.02	13,405.16	13,251.00	154.16
3610 Interest Income	0.00	0.00	0.04	0.23	0.00	0.23
3690 Other Income	0.00	0.00	0.00	5,000.00	0.00	5,000.00
3690 Developer's Fees	175,000.00	14,583.33	0.00	0.00	43,750.00	(43,750.00)
3690 Admin. Fees	10,000.00	833.33	0.00	4,884.38	2,500.00	2,384.38
3690 Application Fees	15,000.00	1,250.00	0.00	0.00	3,750.00	(3,750.00)
3690 Lease Income	4,800.00	400.00	400.00	1,200.00	1,200.00	0.00
3690 Management Fees-CV	10,000.00	833.33	838.65	2,512.43	2,500.00	12.43
3690 BPort Net Receipts	184,265.00	15,355.42	18,561.89	45,935.31	46,066.25	(130.94)
3690 Lineweaver Apts. Net Receipts	360,800.00	30,066.67	30,780.32	93,659.88	90,200.00	3,459.88
Total Receipts	896,941.00	74,745.08	63,106.06	176,455.87	224,235.25	(47,779.38)
Expenses:						
Administration						
4110 Adm Salaries	129,791.00	10,815.92	15,010.02	34,620.05	32,447.75	2,172.30
4540 Adm Benefits	40,011.00	3,334.25	4,035.70	9,805.40	10,002.75	(197.35)
4130 Legal Expense	10,000.00	833.33	193.71	2,194.55	2,500.00	(305.45)
4140 Staff Training	5,000.00	416.67	195.00	195.00	1,250.00	(1,055.00)
4150 Travel	15,000.00	1,250.00	2,833.26	3,233.26	3,750.00	(516.74)
4171 Auditing Fees	3,600.00	300.00	0.00	0.00	900.00	(900.00)
4190 Sundry-Admin. Exp.	28,500.00	2,375.00	1,839.58	7,696.44	7,125.00	571.44
4190 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	2,721.99	10,140.01	13,251.00	(3,110.99)
4190 HMIS Match for Grant Funds	10,000.00	833.33	477.75	919.67	2,500.00	(1,580.33)
4190 Community Donations (OpDr/COC, etc)	15,000.00	1,250.00	100.00	100.00	3,750.00	(3,650.00)
4190 HMIS Homeless Assistance-17	84,072.00	7,006.00	7,487.21	17,346.69	21,018.00	(3,671.31)
Total Administration	393,978.00	32,831.50	34,894.22	86,251.07	98,494.50	(12,243.43)
Utilities						
4320 Electric	3,150.00	262.50	266.42	807.38	787.50	19.88
4330 Gas	1,800.00	150.00	128.34	442.67	450.00	(7.33)
Total Utilities	4,950.00	412.50	394.76	1,250.05	1,237.50	12.55
Maintenance						
4410 Maintenance Salaries	39,437.00	3,286.42	4,560.09	10,626.91	9,859.25	767.66
4540 Maintenance Benefits	12,309.00	1,025.75	1,331.66	3,147.26	3,077.25	70.01
4420 Materials	6,000.00	500.00	49.51	281.60	1,500.00	(1,218.40)
4430 Contract Costs	9,500.00	791.67	144.28	584.31	2,375.00	(1,790.69)
Total Maintenance	67,246.00	5,603.83	6,085.54	14,640.08	16,811.50	(2,171.42)
General:						
4510 Insurance	10,500.00	875.00	477.23	1,533.95	2,625.00	(1,091.05)
4570 Collection Loss/Bad Debt Expens	0.00	0.00	0.00	0.00	0.00	0.00
4000 Bport Expenses	58,000.00	4,833.33	5,669.32	12,525.42	14,500.00	(1,974.58)
4000 Lineweaver Apartments Expenses	360,579.00	30,048.25	32,472.26	91,510.68	90,144.75	1,365.93
Total General	429,079.00	35,756.58	38,618.81	105,570.05	107,269.75	(1,699.70)
TOTAL EXPENSES	895,253.00	74,604.42	79,993.33	207,711.25	223,813.25	(16,102.00)
TOTAL RECEIPTS TO DATE						176,455.87
TOTAL EXPENSES TO DATE						207,711.25
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(31,255.38)



Michael G. Wong, Executive Director

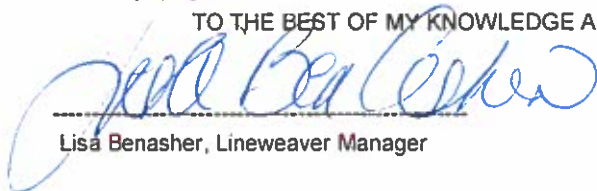
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Date

LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment A
For the Month of March 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	229,200.00	19,100.00	0.00	54,673.18	57,300.00	(2,626.82)
3410 HAP Funding	120,000.00	10,000.00	0.00	37,585.00	30,000.00	7,585.00
3690 Other Income-Laundry	3,600.00	300.00	0.00	758.31	900.00	(141.69)
3690 Other Income-Late fees,workordr	8,000.00	666.67	0.00	643.39	2,000.00	(1,356.61)
Total Receipts	360,800.00	30,066.67	0.00	93,659.88	90,200.00	3,459.88
Expenses:						
Administration:						
4110 Adm Salaries	60,863.00	5,071.92	6,193.09	15,542.53	15,215.75	326.78
4540 Adm Benefits	19,548.00	1,629.00	1,973.59	5,075.31	4,887.00	188.31
4130 Legal Fees	1,500.00	125.00	64.57	64.57	375.00	(310.43)
4140 Staff Training	1,000.00	83.33	0.00	0.00	250.00	(250.00)
4150 Travel	1,000.00	83.33	40.00	120.00	250.00	(130.00)
4171 Auditing	1,200.00	100.00	0.00	0.00	300.00	(300.00)
4190 Sundry	15,000.00	1,250.00	646.60	4,505.36	3,750.00	755.36
Total Administration	100,111.00	8,342.58	8,917.85	25,307.77	25,027.75	280.02
Tenant Services:						
4240 Tenant Services-Other	1,000.00	83.33	0.00	0.00	250.00	(250.00)
Total Tenant Serv.	1,000.00	83.33	0.00	0.00	250.00	(250.00)
Utilities:						
4310 Water	8,000.00	666.67	603.90	1,811.70	2,000.00	(188.30)
4320 Electricity	55,000.00	4,583.33	6,342.19	22,132.19	13,750.00	8,382.19
4390 Sewer	23,500.00	1,958.33	1,863.60	5,590.80	5,875.00	(284.20)
Total Utilities	86,500.00	7,208.33	8,809.69	29,534.69	21,625.00	7,909.69
Maintenance:						
4410 Maintenance Salaries	63,740.00	5,311.67	5,770.16	13,430.27	15,935.00	(2,504.73)
4540 Maintenance Benefits	20,346.00	1,695.50	1,603.69	3,842.96	5,086.50	(1,243.54)
4420 Materials	18,000.00	1,500.00	741.23	6,633.53	4,500.00	2,133.53
4430 Contract Costs	60,000.00	5,000.00	6,033.29	10,844.61	15,000.00	(4,155.39)
Total Maintenance	162,086.00	13,507.17	14,148.37	34,751.37	40,521.50	(5,770.13)
General Expenses:						
4510 Insurance Expenses	10,882.00	906.83	596.35	1,916.85	2,720.50	(803.65)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
Total General Exp.	10,882.00	906.83	596.35	1,916.85	2,720.50	(803.65)
TOTAL EXPENSES	360,579.00	30,048.25	32,472.26	91,510.68	90,144.75	1,365.93
TOTAL RECEIPTS TO DATE						93,659.88
TOTAL EXPENSES TO DATE						91,510.68
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						2,149.20

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF



Lisa Benasher, Lineweaver Manager

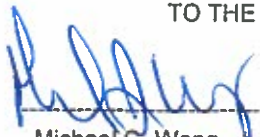


Date

BRIDGEPORT COMPLEX
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment B
For the Month of March 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3690 Rental Income	184,265.00	15,355.42	18,561.89	45,935.31	46,066.25	(130.94)
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	184,265.00	15,355.42	18,561.89	45,935.31	46,066.25	(130.94)
Expenses:						
Operations						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	250.00	(250.00)
4190-Sundry-Phone	600.00	50.00	30.17	90.51	150.00	(59.49)
Total Op. Expenses	1,600.00	133.33	30.17	90.51	400.00	(309.49)
Utilities:						
4310 Water	1,100.00	91.67	0.00	0.00	275.00	(275.00)
4320 Electricity	0.00	0.00	0.00	0.00	0.00	0.00
4330 Gas	0.00	0.00	0.00	0.00	0.00	0.00
4310 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	1,100.00	91.67	0.00	0.00	275.00	(275.00)
Maintenance:						
4420 Materials	2,000.00	166.67	0.00	0.00	500.00	(500.00)
4430 Contract Costs	10,000.00	833.33	4,197.78	7,785.66	2,500.00	5,285.66
Total Maintenance	12,000.00	1,000.00	4,197.78	7,785.66	3,000.00	4,785.66
General Expenses:						
4510 Insurance Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interst Expense	19,260.00	1,605.00	1,441.37	4,649.25	4,815.00	(165.75)
Total General Exp.	19,260.00	1,605.00	1,441.37	4,649.25	4,815.00	(165.75)
TOTAL EXPENSES	33,960.00	2,830.00	5,669.32	12,525.42	8,490.00	4,035.42
TOTAL RECEIPTS TO DATE						45,935.31
TOTAL EXPENSES TO DATE						12,525.42
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						33,409.89

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF



Michael G. Wong
Executive Director



Date

Please note: A principal payment to Bank of the James was made in the amount of \$2,166.77 for a total of \$6,175.17 for this fiscal year.

Housing Choice Voucher Program (HCV)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of March 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts						
3300RC Adm-Fraud/Abuse/Set Off De	16,000.00	1,333.33	884.88	1,122.30	4,000.00	(2,877.70)
3300RC HAP-Fraud/Abuse/Set Off De	16,000.00	1,333.33	884.88	1,122.29	4,000.00	(2,877.71)
3300 FSS Fort.	0.00	0.00	156.00	1,339.00	0.00	1,339.00
3300 Portability Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-HAP	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-Adm	0.00	0.00	0.00	0.00	0.00	0.00
3410 HCV FSS Grant Funds	28,444.00	2,370.33	0.00	0.00	7,111.00	(7,111.00)
3410 HCV HAP Payment-Adm Fees	437,219.00	36,434.92	38,867.00	123,740.00	109,304.75	14,435.25
3410 HCV HAP Payment-HAP Fees	5,564,496.00	463,708.00	486,818.00	1,477,231.00	1,391,124.00	86,107.00
Total Receipts	6,062,159.00	505,179.92	527,610.76	1,604,554.59	1,515,539.75	89,014.84
Expenses						
Administration						
4110 Adm Salaries	269,276.00	22,439.67	30,803.70	72,121.58	67,319.00	4,802.58
4110 FSS Salaries (grant portion)	28,444.00	2,370.33	3,460.71	7,805.63	7,111.00	694.63
4540 Adm/FSS Benefits	95,351.00	7,945.92	8,517.31	22,190.33	23,837.75	(1,647.42)
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
4140 Staff Training	2,000.00	166.67	1,105.00	1,105.00	500.00	605.00
4150 Travel	2,000.00	166.67	40.00	529.98	500.00	29.98
4171 Auditing Fees	6,940.00	578.33	0.00	0.00	1,735.00	(1,735.00)
4190 Sundry	44,000.00	3,666.67	634.79	1,997.76	11,000.00	(9,002.24)
4190.1 Portability Fees	5,500.00	458.33	219.72	1,245.08	1,375.00	(129.92)
Total Administration	453,511.00	37,792.58	44,781.23	106,995.36	113,377.75	(6,382.39)
Utilities						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	0.00	0.00	0.00	0.00	0.00	0.00
4330 Gas	0.00	0.00	0.00	0.00	0.00	0.00
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance						
4420 Maintenance Salaries	0.00	0.00	0.00	0.00	0.00	0.00
4540 Maintenance Benefits	0.00	0.00	0.00	0.00	0.00	0.00
4420 Materials	0.00	0.00	0.00	0.00	0.00	0.00
4430 Contract Costs (Unit Inspections)	0.00	0.00	0.00	0.00	0.00	0.00
Total Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
General						
4510 Insurance	11,470.00	856.33	562.03	1,631.70	2,568.99	(937.29)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4715 HAP Portability In	0.00	0.00	0.00	0.00	0.00	0.00
Total	11,470.00	856.33	562.03	1,631.70	2,568.99	(937.29)
Total Expenses (excluding HAP)	464,981.00	38,648.91	45,343.26	108,627.06	115,946.74	(7,319.68)
4715 HAP	5,580,496.00	465,041.33	458,819.00	1,364,590.14	1,395,124.00	(30,533.86)
4715 UAP	0.00	0.00	12,310.00	35,826.00	0.00	35,826.00
4718 FSS Escrow	0.00	0.00	4,684.00	17,842.00	0.00	17,842.00
HAP Total	5,580,496.00	465,041.33	475,813.00	1,418,258.14	1,395,124.00	23,134.14
Total Expenses	6,045,477.00	503,690.25	521,156.26	1,526,885.20	1,511,070.74	15,814.46
TOTAL RECEIPTS TO DATE						1,604,554.59
TOTAL EXPENSES TO DATE						1,526,885.20
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						77,669.39
					Adm Funds	16,235.24
					HAP Funds	61,434.15

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF

Liz Webb

Liz Webb, Housing Choice Voucher Mgr

4/9/19

Date

J. R. "POLLY" LINEWEAVER (JRL)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of March 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	174,802.00	14,566.83	13,714.37	40,960.57	43,700.50	(2,739.93)
3410 HAP Funding	262,204.00	21,850.33	20,850.00	62,772.00	65,551.00	(2,779.00)
3410 Service Coord Grant-2018	66,107.00	5,508.92	0.00	1,358.24	16,526.75	(15,168.51)
3690 Other Income-Laundry	6,000.00	500.00	252.63	758.32	1,500.00	(741.68)
3690 Other Income-Late fees,w/orders	6,000.00	500.00	1,158.89	1,355.78	1,500.00	(144.22)
Total Receipts	515,113.00	42,926.08	35,975.89	107,204.91	128,778.25	(21,573.34)
Expenses:						
Administration						
4110 Adm Salaries	61,380.00	5,115.00	6,252.85	15,681.97	15,345.00	336.97
4540 Adm Benefits	19,629.00	1,635.75	1,978.21	5,086.01	4,907.25	178.76
4130 Legal Fees	1,000.00	83.33	955.70	1,369.70	250.00	1,119.70
4140 Staff Training	0.00	0.00	0.00	0.00	0.00	0.00
4150 Travel	0.00	0.00	40.00	120.00	0.00	120.00
4171 Auditing Fees	1,200.00	100.00	0.00	0.00	300.00	(300.00)
4190 Sundry	15,000.00	1,250.00	722.23	2,197.81	3,750.00	(1,552.19)
Total Administration	98,209.00	8,184.08	9,948.99	24,455.49	24,552.25	(96.76)
Tenant Services:						
4220-40 Service Coord Grant-2018	66,107.00	5,508.92	4,496.93	8,765.59	16,526.75	(7,761.16)
4230 Tenant Services-Other	1,000.00	83.33	0.00	0.00	250.00	(250.00)
Total Tenant Serv.	67,107.00	5,592.25	4,496.93	8,765.59	16,776.75	(8,011.16)
Utilities:						
4310 Water	7,500.00	625.00	623.70	1,871.10	1,875.00	(3.90)
4320 Electric	65,000.00	5,416.67	7,969.37	27,259.01	16,250.00	11,009.01
4390 Sewer	25,000.00	2,083.33	1,925.72	5,777.16	6,250.00	(472.84)
Total Utilities	97,500.00	8,125.00	10,518.79	34,907.27	24,375.00	10,532.27
Maintenance:						
4410 Maintenance Salaries	46,120.00	3,843.33	3,730.18	8,669.19	11,530.00	(2,860.81)
4540 Maintenance Benefits	14,808.00	1,234.00	1,064.06	2,429.95	3,702.00	(1,272.05)
4420 Materials	8,000.00	666.67	590.73	3,790.51	2,000.00	1,790.51
4430 Contract	55,000.00	4,583.33	6,082.66	13,257.72	13,750.00	(492.28)
Total Maintenance	123,928.00	10,327.33	11,467.63	28,147.37	30,982.00	(2,834.63)
General:						
4510 Insurance	12,000.00	1,000.00	779.01	2,116.67	3,000.00	(883.33)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4580 United Bank Bond Interest	37,323.00	3,110.25	2,958.66	9,561.59	9,330.75	230.84
Total General	49,323.00	4,110.25	3,737.67	11,678.26	12,330.75	(652.49)
TOTAL EXPENSES	436,067.00	36,338.92	40,170.01	107,953.98	109,016.75	(1,062.77)
TOTAL RECEIPTS TO DATE						107,204.91
TOTAL EXPENSES TO DATE						107,953.98
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(749.07)

I CERTIFY THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF


 Lisa Benasher, Lineweaver Manager


 Date

Please note: A principal payment to United Bank was made in the amount of \$6,707.62 for a total of \$19,437.25 for this fiscal year.

FRANKLIN HEIGHTS, LLC
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of March 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	380,005.00	31,667.08	34,604.97	97,497.53	95,001.25	2,496.28
3410 HAP Funding	993,000.00	82,750.00	88,314.00	264,528.00	248,250.00	16,278.00
3610 Interest Income	0.00	0.00	75.53	161.38	0.00	161.38
3690 Other Income-Late fees, etc.	25,000.00	2,083.33	7,429.70	12,922.90	6,250.00	6,672.90
3410 Other Receipts-CDBG Funds	140,000.00	11,666.67	70,000.00	70,000.00	35,000.00	35,000.00
Total Receipts	1,538,005.00	128,167.08	200,424.20	445,109.81	384,501.25	60,608.56
Expenses:						
Administration						
4110 Adm Salaries	222,262.00	18,521.83	25,575.34	59,657.34	55,565.50	4,091.84
4540 Adm Benefits	70,801.00	5,900.08	7,215.03	17,989.29	17,700.25	289.04
4130 Legal Fees	2,000.00	166.67	270.02	270.02	500.00	(229.98)
4140 Staff Training	1,000.00	83.33	520.00	520.00	250.00	270.00
4150 Travel	1,500.00	125.00	80.00	240.00	375.00	(135.00)
4171 Auditing Fees	1,800.00	150.00	0.00	0.00	450.00	(450.00)
4190 Sundry	25,000.00	2,083.33	1,218.42	4,326.86	6,250.00	(1,923.14)
Total Administration	324,363.00	27,030.25	34,878.81	83,003.51	81,090.75	1,912.76
Tenant Services						
4240 Tenant Services-Recreation	1,000.00	83.33	0.00	0.00	250.00	(250.00)
Total Tenant Services	1,000.00	83.33	0.00	0.00	250.00	(250.00)
Utilities						
4310 Water	0.00	0.00	407.82	(1,069.09)	0.00	(1,069.09)
4320 Electric	15,000.00	1,250.00	924.67	3,076.12	3,750.00	(673.88)
4330 Gas	3,400.00	283.33	162.74	560.28	850.00	(289.72)
4390 Sewer	0.00	0.00	(1,846.05)	(2,689.41)	0.00	(2,689.41)
Total Utilities	18,400.00	1,533.33	(350.82)	(122.10)	4,600.00	(4,722.10)
Maintenance						
4410 Maintenance Salaries	102,899.00	8,574.92	12,288.19	27,030.67	25,724.75	1,305.92
4540 Maintenance Benefits	33,318.00	2,776.50	2,907.67	7,168.73	8,329.50	(1,160.77)
4420 Materials	43,500.00	3,625.00	1,201.54	9,976.14	10,875.00	(898.86)
4430 Contract	100,000.00	8,333.33	5,936.21	18,375.56	25,000.00	(6,624.44)
Total Maintenance	279,717.00	23,309.75	22,333.61	62,551.10	69,929.25	(7,378.15)
General						
4510 Insurance	45,000.00	3,750.00	1,793.09	3,991.74	11,250.00	(7,258.26)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4590 Real Estate Taxes	24,000.00	2,000.00	0.00	0.00	6,000.00	(6,000.00)
4580 Interest Expense-HHR	97,100.00	8,091.67	0.00	48,550.00	24,275.00	24,275.00
4580 Interest Expense-FH	133,925.00	11,160.42	0.00	66,962.50	33,481.25	33,481.25
4580 Interest Expense-FORK(UB)	26,227.00	2,185.58	2,079.32	6,719.82	6,556.75	163.07
4580 Interest Expense-FORK(Seller Fin)	45,066.00	3,755.50	3,825.69	11,536.17	11,266.50	269.67
Total General	371,318.00	30,943.17	7,698.10	137,760.23	92,829.50	44,930.73
TOTAL EXPENSES	994,798.00	82,899.83	64,559.70	283,192.74	248,699.50	34,493.24
TOTAL RECEIPTS TO DATE						445,109.81
TOTAL EXPENSES TO DATE						283,192.74
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						161,917.07

I CERTIFY THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF


 Nehemias Velez, FH Manager

4/12/19
 Date

Please note PI payments below:	Debt Pymts Due	Debt Pymts YTD	Debt Pymts Outstanding	
HHR 2006/14 Go Bond Payment	217,100	0	217,100	120000
FH 2009/11 Go Bond Payment	443,925	0	443,925	310000
United Bank-Forkovitch Units	81,512	20,379	61,133	55285
Seller Financed-Forkovitch Family	102,953	<u>25,737</u>	<u>77,216</u>	57887
Total	845,490	46,116	799,374	

COMMERCE VILLAGE LLC (CVO)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of March 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental income	78,892.00	6,574.33	7,068.00	20,348.00	19,723.00	625.00
3410 HAP Funding	110,000.00	9,166.67	8,876.00	27,451.00	27,500.00	(49.00)
3610 Interest (VHDA acct)	360.00	30.00	46.25	144.58	90.00	54.58
3690 Other Income-Laundry&Donatio	2,500.00	208.33	81.01	495.15	625.00	(129.85)
3690 Other Inc-Late fees,workorders	2,500.00	208.33	434.00	558.00	625.00	(67.00)
Total Receipts	194,252.00	16,187.67	16,505.26	48,996.73	48,563.00	433.73
Expenses:						
Administration:						
4110 Adm Salaries	17,592.00	1,466.00	2,029.89	4,736.41	4,398.00	338.41
4540 Adm Benefits	5,676.00	473.00	274.68	685.45	1,419.00	(733.55)
4130 Legal Fees	0.00	0.00	0.00	100.00	0.00	100.00
4140 Staff Training	0.00	0.00	0.00	0.00	0.00	0.00
4150 Travel	0.00	0.00	0.00	0.00	0.00	0.00
4171 Auditing	0.00	0.00	0.00	0.00	0.00	0.00
4190 Sundry	2,900.00	241.67	453.02	2,017.88	725.00	1,292.88
4190 Sundry-Management fees	10,000.00	833.33	838.65	2,512.43	2,500.00	12.43
4190 Sundry-HCC fees	6,100.00	508.33	0.00	0.00	1,525.00	(1,525.00)
Total Administration	42,268.00	3,522.33	3,596.24	10,052.17	10,567.00	(514.83)
Tenant Services:						
4240-Case Mgt/Peer Counseling	16,500.00	1,375.00	0.00	0.00	4,125.00	(4,125.00)
4240 Tenant Services-Client	1,500.00	125.00	0.00	285.00	375.00	(90.00)
Total Tenant Serv.	18,000.00	1,500.00	0.00	285.00	4,500.00	(4,215.00)
Utilities:						
4310 Water	4,000.00	333.33	326.70	980.10	1,000.00	(19.90)
4320 Electricity	20,000.00	1,666.67	1,598.15	5,332.47	5,000.00	332.47
4330 Gas	2,100.00	175.00	165.89	530.27	525.00	5.27
4390 Sewer	11,000.00	916.67	931.80	2,795.40	2,750.00	45.40
Total Utilities	37,100.00	3,091.67	3,022.54	9,638.24	9,275.00	363.24
Maintenance:						
4410 Maintenance Salaries	9,669.00	805.75	1,122.04	2,611.13	2,417.25	193.88
4540 Maintenance Benefits	3,056.00	254.67	293.26	770.93	764.00	6.93
4420 Materials	2,500.00	208.33	111.33	990.83	625.00	365.83
4430 Contract Costs	16,500.00	1,375.00	1,720.46	5,368.45	4,125.00	1,243.45
Total Maintenance	31,725.00	2,643.75	3,247.09	9,741.34	7,931.25	1,810.09
General Expenses:						
4510 Insurance Expenses	5,200.00	433.33	629.89	740.80	1,300.00	(559.20)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interest Expense	16,380.00	1,365.00	1,365.00	4,095.00	4,095.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	3.03	6.00	(2.97)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	2,250.00	2,250.00	0.00
Total General Exp.	30,604.00	2,550.33	2,745.90	7,088.83	7,651.00	(562.17)
TOTAL EXPENSES	159,697.00	13,308.08	12,611.77	36,805.58	39,924.25	(3,118.67)
TOTAL RECEIPTS TO DATE						48,996.73
TOTAL EXPENSES TO DATE						36,805.58
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						12,191.15

I CERTIFY THAT THE FORÉGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF


Sandra Lowther, Commerce Village Manager


Date

JR "Polly" Lineweaver Program Management Report
Month of March 2019

Applications

	Efficiency	One bedroom
Currently On Waiting List	0	100
New Applications Taken	0	37

Marketing

	Efficiency	One bedroom	Total
# of units vacant	2	1	3
# of Tenants who moved in	2	0	2
# of Tenants who moved out	1	0	1
# of Tenants who transferred	0	0	0
# of Legal Notices	0	0	0
# of Unlawful Detainers	0	0	0

Occupancy

11	# of minorities	18%
36	# of disabled tenants	59%
56	# of elderly tenants	44%
Total Number of Units Leased: 58		

Tenant Accounts Receivable

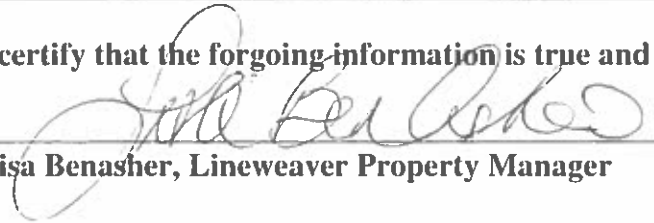
Accounts Receivable at end of Month	\$16,728.21		
Delinquent Accounts By Age	30 4	60 3	>606
Security Deposits Held	\$12,831.37		
Pet Deposits Held	\$1,800.00		
Rent Billed	\$13,788.93		
Rent Collected	\$14,328.83		

Number of Inspections	0
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Management

Comments on any problems experienced during the month:

I certify that the forgoing information is true and correct to the best of my knowledge and belief.


Lisa Benasher, Lineweaver Property Manager

4-2-2019
Date

Lineweaver Annex Program Management Report...
Month of March 2019

Applications

Currently On Waiting List	100
New Applications Taken	0

Marketing

# of units vacant	2
# of Tenants who moved in	0
# of Tenants who moved out	1
# of Tenants who transferred	0
# of Legal Notices	1
# of Unlawful Detainers	1

Occupancy

3	# of minorities	9%
45	# of disabled tenants	43%
24	# of elderly tenants	55%
Total Number of Units Leased 58		

Tenant Accounts Receivable

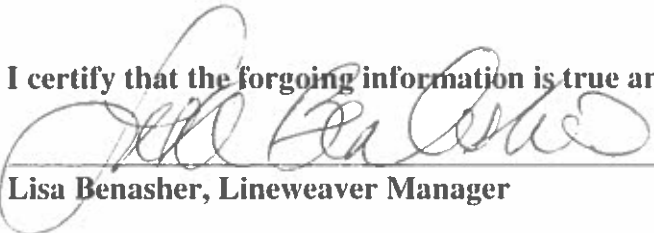
Accounts Receivable at end of Month	\$22,554.96		
Delinquent Accounts By Age	30 7	60 7	>60 8
Security Deposits Held	\$28,037.03		
Pet Deposits Held	\$1,350.00		
Rent Billed	\$18,102.00		
Rent Collected	\$17,900.90		

Number of Inspections	<u>0</u>
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Management

Comments on any problems experienced during the month:

I certify that the forgoing information is true and correct to the best of my knowledge and belief.


4-2-19
 Lisa Benasher, Lineweaver Manager Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF MARCH 2019**

1.) Marketing:

	<u>1 BDR</u>	<u>2 BDR</u>	<u>3 BDR</u>	<u>4 BDR</u>	<u>5 BDR</u>	<u>Total</u>
# of Units Vacant	<u>0</u>	<u>3</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>5</u>
# of Tenants who moved in	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Tenants evicted	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Legal Notices	<u>4</u>	<u>3</u>	<u>9</u>	<u>2</u>	<u>0</u>	<u>18</u>
# of Unlawful Detainers	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
Tenants who are over-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tenants who are under-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Units with handicap access	<u>9</u>	<u>0</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>16</u>
Tenants who need handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>
Tenants who have handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>

2.) Occupancy:

TOTAL NUMBER OF UNITS LEASED: 124

3.) Tenant Accounts Receivable:

Security and Pet Deposits Held:	<u>\$109,927.00</u>
Rent Billed	<u>\$131,740.04</u>
Rent Collected	<u>\$129,112.09</u>

4.) Applications:

	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5BR</u>
Currently on the Waiting List there are a total of <u>1,242</u> applicants.	<u>355</u>	<u>464</u>	<u>305</u>	<u>088</u>	<u>030</u>

5.) Inspections:

Number Completed	Excellent	Good	Acceptable	Needs work	Issues
20	1	0	15	4	0

6.) Management:

Comments on any problems experienced during the month:

Franklin Heights, LLC (FH) had zero move-ins and zero move-outs for the month of March 2019. FH started taking applications effective November 01, 2018.

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF



Nehemias Velez, FH Property Manager

4/12/19

Date

**COMMERCE VILLAGE PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF MARCH 2019**

1.) Marketing:

	<u>1 BDR</u> <u>VASH</u>	<u>1</u> <u>BDR</u> <u>HCV</u>
# of Units Vacant	<u>0</u>	<u>0</u>
# of Tenants who moved in	<u>1</u>	<u>0</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>
# of Tenants evicted	<u>0</u>	<u>1</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>
# of Legal Notices	<u>0</u>	<u>0</u>
# of Unlawful Detainers	<u>0</u>	<u>0</u>

2) TOTAL NUMBER OF UNITS LEASED: 30

3.) Tenant Accounts Receivable:

Outstanding Balance	<u>\$5,850.03</u>
Number of Delinquent Accounts by Age:	30: <u>0</u> 60: <u>0</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$14,544.00</u>
Rent Billed	<u>\$16,100.00</u>
Rent Collected	<u>\$14,702.00</u>

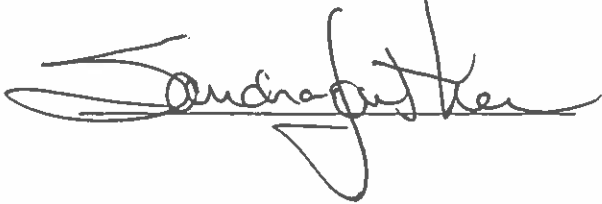
4.) Applications:

Currently on the Waiting List 676

5.) Management:

Comments on any problems experienced during the month:

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF



4-3-2019

FAMILY SELF – SUFFICIENCY PROGRAM REPORT

03/2019

1	HCV Participants	29
	Employed	24
	Job searching/Pre-employment	5
	Established Escrow account	19
	Waiting list	5
	Enrolled in school	2
	Medical Leave	2
	ESL Class	3
2	FRANKLIN HEIGHTS PARTICIPANTS	46
	Employed	42
	Job searching/pre-employment	5
	Established Escrow account	28
	Enrolled in school	4
	Medical Leave	1
	ESL Class	4
3	HARRISON HEIGHTS PARTICIPANTS	16
	Employed	14
	Job Searching/Pre-employment	2
	Establish Escrow account	11
	Enrolled in school	2
	Medical Leave	2
	ESL Class	2
	Accomplishments	5 – Kids enrolled at Boys Girls Club
	FSS Staff assisted participants with transportation to interviews, job search and applications for jobs, FSS staff met with the Choice Group, we can refer clients to them that have disabilities and may need extra assistance with job search.	FSS staff sent out flyers for free credit workshop, what home means to me contest, free prom dresses, and signed up 20 families for free Easter Baskets from Cedar Church. Several participants earned pay raise, and job promotions.
	FSS Coordinators, Shirley, Amber	Signature: <u>Shirley Sheets</u> <u>Amber Bane</u>
	Date: 04/02/2019	

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of March 31, 2019**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$202,668.72
	Union Bank-FSS Discretionary Fund		\$0.00
Investments:	SunTrust-MMkt		\$0.00
		Total	\$202,668.72
	AR Due from:		
	JR Polly Lineweaver Apartments	\$45,960.11	
	Housing Choice Voucher Program	\$44,240.12	
	Commerce Village, LLC	\$12,494.36	
	Franklin Heights, LLC-Operating Expenses	\$77,828.99	
	Franklin Heights, LLC-Debt Servicing	\$315,000.00	
		\$495,523.58	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking Account		\$496,846.73
	United Bank-FSS Escrow for participants		\$98,636.00
		Total	\$595,482.73

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$7,378.17
		Total	\$7,378.17

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$178,457.32
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$14,095.03
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Commerce Village, LLC

Cash:	First Bank & Trust		\$102,029.29
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		<u>Grand Total</u>	<u>\$1,100,111.26</u>
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**Harrisonburg Redevelopment & Housing Authority Report
YTD Financial Report as of March 31, 2019**

		Cash Balance as of 1/31	Cash Balance as of 2/28	Cash Balance as of 3/31
LOCAL COMMUNITY DEVELOPMENT				
Cash:	1st Bank & Trust	\$56,770.72	\$125,988.41	\$202,668.72
	Union Market Bank-FSS	\$486.90	\$486.90	\$0.00
Investments:	SunTrust-MMkt	\$5,852.59	\$5,258.68	\$0.00
HOUSING CHOICE VOUCHER PROGRAM				
Cash:	SunTrust-Checking	\$434,571.28	\$473,669.82	\$496,846.73
	United Bank-FSS Escrow	\$95,802.00	\$94,108.00	\$98,636.00
J.R. POLLY LINEWEAVER APARTMENTS				
Cash:	United Bank-Checking	\$16,689.00	\$12,115.30	\$7,378.17
ALL PROGRAMS-FH, LW, JRL, CVO				
Cash:	United Bank-Security Dep.	\$172,919.61	\$176,457.12	\$178,457.32
COMPONENT UNITS				
Franklin Heights, LLC				
Cash:	United Bank-Checking	\$11,509.10	\$7,708.57	\$14,095.03
Commerce Village LLC				
Cash:	1st Bank & Trust	\$96,043.52	\$98,934.61	\$102,029.29
	Total	\$890,644.72	\$994,727.41	\$1,100,111.26

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of March 31, 2019**

Franklin Heights, LLC

Income	\$	445,109.81
Expenses	\$	(283,192.74)
Less: Principal Payments	\$	(27,680.16)
Total	\$	134,236.91

J.R. POLLY LINEWEAVER APARTMENTS

Income	\$	107,204.91
Expenses	\$	(107,953.98)
Add: Service Coordinator Grant Funds	\$	1,358.24
Less: Service Coordinator Grant Expenses	\$	(8,765.59)
Less: Principal Payments	\$	(19,437.25)
Total	\$	(27,593.67)