



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

Phone/VTDD 540-434-7386
Fax 540-432-1113

February 22, 2019

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday, February 27, 2019 at 4:00 p.m.**, at the office of the Authority located at 286 Kelley Street, Harrisonburg, Virginia.

A handwritten signature in blue ink that reads "Michael G. Wong".

Michael G. Wong
Executive Director

Enclosures

AGENDA
Regular Meeting
February 27, 2019

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
 - January 2019
- III. Review and Approval Financial Statements
 - January 2019
- IV. Reports
 - A. Executive Director
 1. Public Comment
 2. Update East Gay Street Project-Presentation City Council March 12, 2019
 3. 2018 End of the Year and Financial Assessment System Submission(FASS)
 4. 2018 Housing Choice Voucher Section Eight Management Assessment Program Submission (SEMAP)
 5. 2019 Board of Commissioners List
 6. 2018 Audit Commerce Village LLC
 - B. Any New Business/ Old Business
 1. Strategic Initiatives Updates
 - Homeownership and Neighborhood Revitalization
 - Addressing Homelessness and Affordable Housing
 - Improving Organizational Efficiency and Effectiveness
 - 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
January 16, 2019

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday January 16, at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg Virginia.

Those present were:

Elroy Miller, Chair
Tim Smith, Commissioner
Scott Gallagher, Commissioner
John Hall, Commissioner

Also present were:

Michael G. Wong, Executive Director
Melisa Michelson, Attorney

The Regular Meeting was called to order and quorum declared present by Elroy Miller, Chair. Mr. Wong then presented the minutes from the November 14, 2018 meeting for consideration of approval. After a period of discussion, the minutes were unanimously approved on a motion from Commissioner Smith seconded by Commissioner Hall. Mr. Wong then presented the November and December 2018 financial statements for consideration for approval. After a period of discussion, Commissioner Gallagher seconded by Commissioner Hall made the motion for approval. This motion was unanimously approved.

Chairperson Miller then opened the floor for general Public Comment. Receiving no comment, Mr. Wong provided an update on the Gay Street project. He related of having completed one on one meeting with all of the Council members and of the members being open to reconsideration of the project. He reiterated the Board's position of being open to developing housing in other locations but will need support from the City through land and funds. He stated that the Council members have expressed an openness to investing more into affordable housing and supporting efforts to end homelessness. After a period of discussion, Commissioner Smith seconded by Commissioner Gallagher made the motion approving the proposal for Council reconsideration of the Gay street project. This motion was unanimously approved.

Mr. Wong then provided a recent review of the JR "Polly" Lineweaver Apartments. He related that the property graded out above average with no deficits identified. No action was taken from this update. He also stated of delaying signing off on elevator repairs at the JR Polly Lineweaver due to the federal shutdown and funding delays. He stated that due to the lack of clarity on when the shutdown would end, it appeared prudent to not encumber the funds in case the reserves are needed to address any funding gaps. He stated that if the shutdown continues, funding including use of reserves will allow payments until April. No action was taken from this update.

Mr. Wong then related of the need to complete the process to determine the next Chair and Vice Chair for the Board. After a period of discussion, Commissioner Gallagher seconded by Chairman Miller made the motion appointing Tim Smith, Chair and John Hall, Vice Chair. This motion was unanimously approved.

Mr. Wong related of the Authority currently in process of updating its website, working with three JMU classes to assist in landlord outreach, development of a landlord orientation packet, and a public relations assessment of the Authority's public image and perception.

Mr. Wong 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. Vice Chair Dawson seconded by Commissioner Smith then made the motion to approve the management reports and to adjourn. This motion was unanimously approved.

Michael G. Wong
Executive Director

Elroy Miller
Chairperson

LOCAL COMMUNITY DEVELOPMENT (LCD)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of January 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	4,751.34	4,751.34	7,006.00	(2,254.66)
3410 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	0.00	0.00	4,417.00	(4,417.00)
3610 Interest Income	0.00	0.00	0.10	0.10	0.00	0.10
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
3690 Developer's Fees	175,000.00	14,583.33	0.00	0.00	14,583.33	(14,583.33)
3690 Admin. Fees	10,000.00	833.33	4,884.38	4,884.38	833.33	4,051.05
3690 Application Fees	15,000.00	1,250.00	0.00	0.00	1,250.00	(1,250.00)
3690 Lease Income	4,800.00	400.00	400.00	400.00	400.00	0.00
3690 Management Fees-CV	10,000.00	833.33	834.55	834.55	833.33	1.22
3690 BPort Net Receipts	184,265.00	15,355.42	13,686.71	13,686.71	15,355.42	(1,668.71)
3690 Lineweaver Apts. Net Receipts	360,800.00	30,066.67	30,433.36	30,433.36	30,066.67	366.69
Total Receipts	896,941.00	74,745.08	54,990.44	54,990.44	74,745.08	(19,754.64)
Expenses:						
Administration						
4110 Adm Salaries	129,791.00	10,815.92	9,407.25	9,407.25	10,815.92	(1,408.67)
4540 Adm Benefits	40,011.00	3,334.25	2,751.49	2,751.49	3,334.25	(582.76)
4130 Legal Expense	10,000.00	833.33	1,884.89	1,884.89	833.33	1,051.56
4140 Staff Training	5,000.00	416.67	0.00	0.00	416.67	(416.67)
4150 Travel	15,000.00	1,250.00	200.00	200.00	1,250.00	(1,050.00)
4171 Auditing Fees	3,600.00	300.00	0.00	0.00	300.00	(300.00)
4190 Sundry-Admin. Exp.	28,500.00	2,375.00	4,823.85	4,823.85	2,375.00	2,448.85
4190 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	3,324.35	3,324.35	4,417.00	(1,092.65)
4190 HMIS Match for Grant Funds	10,000.00	833.33	301.42	301.42	833.33	(531.91)
4190 Community Donations (OpDr/COC, etc)	15,000.00	1,250.00	0.00	0.00	1,250.00	(1,250.00)
4190 HMIS Homeless Assistance-17	84,072.00	7,006.00	4,751.34	4,751.34	7,006.00	(2,254.66)
Total Administration	393,978.00	32,831.50	27,444.59	27,444.59	32,831.50	(5,386.91)
Utilities						
4320 Electric	3,150.00	262.50	256.24	256.24	262.50	(6.26)
4330 Gas	1,800.00	150.00	158.59	158.59	150.00	8.59
Total Utilities	4,950.00	412.50	414.83	414.83	412.50	2.33
Maintenance						
4410 Maintenance Salaries	39,437.00	3,286.42	3,018.53	3,018.53	3,286.42	(267.89)
4540 Maintenance Benefits	12,309.00	1,025.75	905.61	905.61	1,025.75	(120.14)
4420 Materials	6,000.00	500.00	145.62	145.62	500.00	(354.38)
4430 Contract Costs	9,500.00	791.67	337.30	337.30	791.67	(454.37)
Total Maintenance	67,246.00	5,603.83	4,407.06	4,407.06	5,603.83	(1,196.77)
General:						
4510 Insurance	10,500.00	875.00	528.36	528.36	875.00	(346.64)
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	3,554.41	3,554.41	4,833.33	(1,278.92)
4000 Lineweaver Apartments Expenses	360,579.00	30,048.25	30,083.78	30,083.78	30,048.25	35.53
Total General	429,079.00	35,756.58	34,166.55	34,166.55	35,756.58	(1,590.03)
TOTAL EXPENSES	895,253.00	74,604.42	66,433.03	66,433.03	74,604.42	(8,171.39)
TOTAL RECEIPTS TO DATE						54,990.44
TOTAL EXPENSES TO DATE						66,433.03
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(11,442.59)

Michael G. Wong, Executive Director

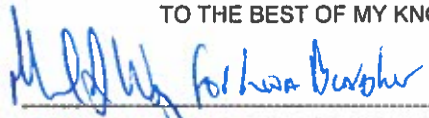
Date

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LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment A
For the Month of January 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	18,306.52	18,306.52	19,100.00	(793.48)
3410 HAP Funding	120,000.00	10,000.00	11,646.00	11,646.00	10,000.00	1,646.00
3690 Other Income-Laundry	3,600.00	300.00	234.94	234.94	300.00	(65.06)
3690 Other Income-Late fees,workordr	8,000.00	666.67	245.90	245.90	666.67	(420.77)
Total Receipts	360,800.00	30,066.67	30,433.36	30,433.36	30,066.67	366.69
Expenses:						
Administration:						
4110 Adm Salaries	60,863.00	5,071.92	4,674.72	4,674.72	5,071.92	(397.20)
4540 Adm Benefits	19,548.00	1,629.00	1,548.80	1,548.80	1,629.00	(80.20)
4130 Legal Fees	1,500.00	125.00	0.00	0.00	125.00	(125.00)
4140 Staff Training	1,000.00	83.33	0.00	0.00	83.33	(83.33)
4150 Travel	1,000.00	83.33	40.00	40.00	83.33	(43.33)
4171 Auditing	1,200.00	100.00	0.00	0.00	100.00	(100.00)
4190 Sundry	15,000.00	1,250.00	4,106.52	4,106.52	1,250.00	2,856.52
Total Administration	100,111.00	8,342.58	10,370.04	10,370.04	8,342.58	2,027.46
Tenant Services:						
4240 Tenant Services-Other	1,000.00	83.33	0.00	0.00	83.33	(83.33)
Total Tenant Serv.	1,000.00	83.33	0.00	0.00	83.33	(83.33)
Utilities:						
4310 Water	8,000.00	666.67	603.90	603.90	666.67	(62.77)
4320 Electricity	55,000.00	4,583.33	7,275.62	7,275.62	4,583.33	2,692.29
4390 Sewer	23,500.00	1,958.33	1,863.60	1,863.60	1,958.33	(94.73)
Total Utilities	86,500.00	7,208.33	9,743.12	9,743.12	7,208.33	2,534.79
Maintenance:						
4410 Maintenance Salaries	63,740.00	5,311.67	3,802.37	3,802.37	5,311.67	(1,509.30)
4540 Maintenance Benefits	20,346.00	1,695.50	1,115.47	1,115.47	1,695.50	(580.03)
4420 Materials	18,000.00	1,500.00	1,308.48	1,308.48	1,500.00	(191.52)
4430 Contract Costs	60,000.00	5,000.00	3,084.05	3,084.05	5,000.00	(1,915.95)
Total Maintenance	162,086.00	13,507.17	9,310.37	9,310.37	13,507.17	(4,196.80)
General Expenses:						
4510 Insurance Expenses	10,882.00	906.83	660.25	660.25	906.83	(246.58)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
Total General Exp.	10,882.00	906.83	660.25	660.25	906.83	(246.58)
TOTAL EXPENSES	360,579.00	30,048.25	30,083.78	30,083.78	30,048.25	35.53
TOTAL RECEIPTS TO DATE						30,433.36
TOTAL EXPENSES TO DATE						30,083.78
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						349.58

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

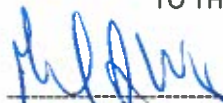

Lisa Benasher, Lineweaver Manager


Date

BRIDGEPORT COMPLEX
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment B
For the Month of January 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	13,686.71	13,686.71	15,355.42	(1,668.71)
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	184,265.00	15,355.42	13,686.71	13,686.71	15,355.42	(1,668.71)
Expenses:						
 Operations						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	83.33	(83.33)
4190-Sundry-Phone	600.00	50.00	30.17	30.17	50.00	(19.83)
Total Op. Expenses	1,600.00	133.33	30.17	30.17	133.33	(103.16)
 Utilities:						
4310 Water	1,100.00	91.67	0.00	0.00	91.67	(91.67)
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	91.67	(91.67)
 Maintenance:						
4420 Materials	2,000.00	166.67	0.00	0.00	166.67	(166.67)
4430 Contract Costs	10,000.00	833.33	1,917.53	1,917.53	833.33	1,084.20
Total Maintenance	12,000.00	1,000.00	1,917.53	1,917.53	1,000.00	917.53
 General Expenses:						
4510 Insurance Expenses	0.00	0.00	1,606.71	1,606.71	0.00	1,606.71
4580 Interst Expense	19,260.00	1,605.00	0.00	0.00	1,605.00	(1,605.00)
Total General Exp.	19,260.00	1,605.00	1,606.71	1,606.71	1,605.00	1.71
TOTAL EXPENSES	33,960.00	2,830.00	3,554.41	3,554.41	2,830.00	724.41
TOTAL RECEIPTS TO DATE						13,686.71
TOTAL EXPENSES TO DATE						3,554.41
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						10,132.30

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



Michael G. Wong
Executive Director



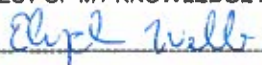
Date

Please note: A principal payment to Bank of the James was made in the amount of \$2,001.43 for a total of \$2001.43 for this fiscal year.

Housing Choice Voucher Program (HCV)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of January 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	237.42	237.42	1,333.33	(1,095.91)
3300RC HAP-Fraud/Abuse/Set Off De	16,000.00	1,333.33	237.41	237.41	1,333.33	(1,095.92)
3300 FSS Fort.	0.00	0.00	335.00	335.00	0.00	335.00
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	2,370.33	(2,370.33)
3410 HCV HAP Payment-Adm Fees	437,219.00	36,434.92	38,310.00	38,310.00	36,434.92	1,875.08
3410 HCV HAP Payment-HAP Fees	5,564,496.00	463,708.00	495,208.00	495,208.00	463,708.00	31,500.00
Total Receipts	6,062,159.00	505,179.92	534,327.83	534,327.83	505,179.92	29,147.91
Expenses						
Administration						
4110 Adm Salaries	269,276.00	22,439.67	20,658.94	20,658.94	22,439.67	(1,780.73)
4110 FSS Salaries (grant portion)	28,444.00	2,370.33	2,172.46	2,172.46	2,370.33	(197.87)
4540 Adm/FSS Benefits	95,351.00	7,945.92	6,692.76	6,692.76	7,945.92	(1,253.16)
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
4140 Staff Training	2,000.00	166.67	0.00	0.00	166.67	(166.67)
4150 Travel	2,000.00	166.67	449.98	449.98	166.67	283.31
4171 Auditing Fees	6,940.00	578.33	0.00	0.00	578.33	(578.33)
4190 Sundry	44,000.00	3,666.67	581.90	581.90	3,666.67	(3,084.77)
4190.1 Portability Fees	5,500.00	458.33	512.68	512.68	458.33	54.35
Total Administration	453,511.00	37,792.58	31,068.72	31,068.72	37,792.58	(6,723.86)
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	562.03	856.33	(294.30)
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	562.03	856.33	(294.30)
Total Expenses (excluding HAP)	464,981.00	38,648.91	31,630.75	31,630.75	38,648.91	(7,018.16)
4715 HAP	5,580,496.00	465,041.33	447,047.14	447,047.14	465,041.33	(17,994.19)
4715 UAP	0.00	0.00	11,484.00	11,484.00	0.00	11,484.00
4718 FSS Escrow	0.00	0.00	6,694.00	6,694.00	0.00	6,694.00
HAP Total	5,580,496.00	465,041.33	465,225.14	465,225.14	465,041.33	183.81
Total Expenses	6,045,477.00	503,690.25	496,855.89	496,855.89	503,690.25	(6,834.36)
TOTAL RECEIPTS TO DATE						534,327.83
TOTAL EXPENSES TO DATE						496,855.89
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						37,471.94
					Adm Funds	6,916.67
					HAP Funds	30,555.27

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


Liz Webb, Housing Choice Voucher Mgr


Date

J. R. "POLLY" LINEWEAVER (JRL)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of January 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	13,222.59	13,222.59	14,566.83	(1,344.24)
3410 HAP Funding	262,204.00	21,850.33	20,719.00	20,719.00	21,850.33	(1,131.33)
3410 Service Coord Grant-2018	66,107.00	5,508.92	0.00	0.00	5,508.92	(5,508.92)
3690 Other Income-Laundry	6,000.00	500.00	234.94	234.94	500.00	(265.06)
3690 Other Income-Late fees,w/orders	6,000.00	500.00	181.89	181.89	500.00	(318.11)
Total Receipts	515,113.00	42,926.08	34,358.42	34,358.42	42,926.08	(8,567.66)
Expenses:						
Administration						
4110 Adm Salaries	61,380.00	5,115.00	4,714.56	4,714.56	5,115.00	(400.44)
4540 Adm Benefits	19,629.00	1,635.75	1,551.84	1,551.84	1,635.75	(83.91)
4130 Legal Fees	1,000.00	83.33	0.00	0.00	83.33	(83.33)
4140 Staff Training	0.00	0.00	0.00	0.00	0.00	0.00
4150 Travel	0.00	0.00	40.00	40.00	0.00	40.00
4171 Auditing Fees	1,200.00	100.00	0.00	0.00	100.00	(100.00)
4190 Sundry	15,000.00	1,250.00	757.36	757.36	1,250.00	(492.64)
Total Administration	98,209.00	8,184.08	7,063.76	7,063.76	8,184.08	(1,120.32)
Tenant Services:						
4220-40 Service Coord Grant-2018	66,107.00	5,508.92	198.17	198.17	5,508.92	(5,310.75)
4230 Tenant Services-Other	1,000.00	83.33	0.00	0.00	83.33	(83.33)
Total Tenant Serv.	67,107.00	5,592.25	198.17	198.17	5,592.25	(5,394.08)
Utilities:						
4310 Water	7,500.00	625.00	623.70	623.70	625.00	(1.30)
4320 Electric	65,000.00	5,416.67	9,210.84	9,210.84	5,416.67	3,794.17
4390 Sewer	25,000.00	2,083.33	1,925.72	1,925.72	2,083.33	(157.61)
Total Utilities	97,500.00	8,125.00	11,760.26	11,760.26	8,125.00	3,635.26
Maintenance:						
4410 Maintenance Salaries	46,120.00	3,843.33	2,446.74	2,446.74	3,843.33	(1,396.59)
4540 Maintenance Benefits	14,808.00	1,234.00	679.59	679.59	1,234.00	(554.41)
4420 Materials	8,000.00	666.67	1,319.81	1,319.81	666.67	653.14
4430 Contract	55,000.00	4,583.33	6,046.37	6,046.37	4,583.33	1,463.04
Total Maintenance	123,928.00	10,327.33	10,492.51	10,492.51	10,327.33	165.18
General:						
4510 Insurance	12,000.00	1,000.00	618.51	618.51	1,000.00	(381.49)
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	3,308.02	3,308.02	3,110.25	197.77
Total General	49,323.00	4,110.25	3,926.53	3,926.53	4,110.25	(183.72)
TOTAL EXPENSES	436,067.00	36,338.92	33,441.23	33,441.23	36,338.92	(2,897.69)
TOTAL RECEIPTS TO DATE						34,358.42
TOTAL EXPENSES TO DATE						33,441.23
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						917.19

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 \$6,358.26 for a total of \$6,358.26 for this fiscal year

FRANKLIN HEIGHTS, LLC
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of January 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	33,039.00	33,039.00	31,667.08	1,371.92
3410 HAP Funding	993,000.00	82,750.00	87,575.00	87,575.00	82,750.00	4,825.00
3610 Interest Income	0.00	0.00	19.35	19.35	0.00	19.35
3690 Other Income-Late fees, etc.	25,000.00	2,083.33	3,336.20	3,336.20	2,083.33	1,252.87
3410 Other Receipts-CDBG Funds	140,000.00	11,666.67	0.00	0.00	11,666.67	(11,666.67)
Total Receipts	1,538,005.00	128,167.08	123,969.55	123,969.55	128,167.08	(4,197.53)
Expenses:						
Administration						
4110 Adm Salaries	222,262.00	18,521.83	17,041.00	17,041.00	18,521.83	(1,480.83)
4540 Adm Benefits	70,801.00	5,900.08	5,263.28	5,263.28	5,900.08	(636.80)
4130 Legal Fees	2,000.00	166.67	0.00	0.00	166.67	(166.67)
4140 Staff Training	1,000.00	83.33	0.00	0.00	83.33	(83.33)
4150 Travel	1,500.00	125.00	80.00	80.00	125.00	(45.00)
4171 Auditing Fees	1,800.00	150.00	0.00	0.00	150.00	(150.00)
4190 Sundry	25,000.00	2,083.33	2,272.42	2,272.42	2,083.33	189.09
Total Administration	324,363.00	27,030.25	24,656.70	24,656.70	27,030.25	(2,373.55)
Tenant Services						
4240 Tenant Services-Recreation	1,000.00	83.33	0.00	0.00	83.33	(83.33)
Total Tenant Services	1,000.00	83.33	0.00	0.00	83.33	(83.33)
Utilities						
4310 Water	0.00	0.00	(1,117.10)	(1,117.10)	0.00	(1,117.10)
4320 Electric	15,000.00	1,250.00	959.73	959.73	1,250.00	(290.27)
4330 Gas	3,400.00	283.33	189.64	189.64	283.33	(93.69)
4390 Sewer	0.00	0.00	92.77	92.77	0.00	92.77
Total Utilities	18,400.00	1,533.33	125.04	125.04	1,533.33	(1,408.29)
Maintenance						
4410 Maintenance Salaries	102,899.00	8,574.92	7,315.68	7,315.68	8,574.92	(1,259.24)
4540 Maintenance Benefits	33,318.00	2,776.50	2,127.26	2,127.26	2,776.50	(649.24)
4420 Materials	43,500.00	3,625.00	2,850.02	2,850.02	3,625.00	(774.98)
4430 Contract	100,000.00	8,333.33	4,051.66	4,051.66	8,333.33	(4,281.67)
Total Maintenance	279,717.00	23,309.75	16,344.62	16,344.62	23,309.75	(6,965.13)
General						
4510 Insurance	45,000.00	3,750.00	579.09	579.09	3,750.00	(3,170.91)
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	2,000.00	(2,000.00)
4580 Interest Expense-HHR	97,100.00	8,091.67	48,550.00	48,550.00	8,091.67	40,458.33
4580 Interest Expense-FH	133,925.00	11,160.42	66,962.50	66,962.50	11,160.42	55,802.08
4580 Interest Expense-FORK(UB)	26,227.00	2,185.58	2,324.86	2,324.86	2,185.58	139.28
4580 Interest Expense-FORK(Seller Fin)	45,066.00	3,755.50	3,865.06	3,865.06	3,755.50	109.56
Total General	371,318.00	30,943.17	122,281.51	122,281.51	30,943.17	91,338.34
TOTAL EXPENSES	994,798.00	82,899.83	163,407.87	163,407.87	82,899.83	80,508.04
TOTAL RECEIPTS TO DATE						123,969.55
TOTAL EXPENSES TO DATE						163,407.87
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						(39,438.32)

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


 Nehemias Velez, FH Manager


2/22/19
 Date

Please note P/I payments below:	Debt Pymts Due	Debt Pymts YTD	Debt Pymts Outstanding
HHR 2006/14 Go Bond Payment	217,100	0	217,100
FH 2009/11 Go Bond Payment	443,925	0	443,925
United Bank-Forkovitch Units	81,512	6,793	74,719
Seller Financed-Forkovitch Family	102,953	<u>8,579</u>	<u>94,374</u>
Total	845,490	15,372	830,118

COMMERCE VILLAGE LLC (CVO)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of January 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	6,459.00	6,459.00	6,574.33	(115.33)
3410 HAP Funding	110,000.00	9,166.67	9,441.00	9,441.00	9,166.67	274.33
3610 Interest (VHDA acct)	360.00	30.00	47.45	47.45	30.00	17.45
3690 Other Income-Laundry&Donatio	2,500.00	208.33	320.26	320.26	208.33	111.93
3690 Other Inc-Late fees,workorders	2,500.00	208.33	118.00	118.00	208.33	(90.33)
Total Receipts	194,252.00	16,187.67	16,385.71	16,385.71	16,187.67	198.04
Expenses:						
Administration:						
4110 Adm Salaries	17,592.00	1,466.00	1,353.26	1,353.26	1,466.00	(112.74)
4540 Adm Benefits	5,676.00	473.00	205.28	205.28	473.00	(267.72)
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
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	1,508.86	1,508.86	241.67	1,267.19
4190 Sundry-Management fees	10,000.00	833.33	834.55	834.55	833.33	1.22
4190 Sundry-HCC fees	6,100.00	508.33	0.00	0.00	508.33	(508.33)
Total Administration	42,268.00	3,522.33	3,901.95	3,901.95	3,522.33	379.62
Tenant Services:						
4240-Case Mgt/Peer Counseling	16,500.00	1,375.00	0.00	0.00	1,375.00	(1,375.00)
4240 Tenant Services-Client	1,500.00	125.00	0.00	0.00	125.00	(125.00)
Total Tenant Serv.	18,000.00	1,500.00	0.00	0.00	1,500.00	(1,500.00)
Utilities:						
4310 Water	4,000.00	333.33	326.70	326.70	333.33	(6.63)
4320 Electricity	20,000.00	1,666.67	1,752.35	1,752.35	1,666.67	85.68
4330 Gas	2,100.00	175.00	184.66	184.66	175.00	9.66
4390 Sewer	11,000.00	916.67	931.80	931.80	916.67	15.13
Total Utilities	37,100.00	3,091.67	3,195.51	3,195.51	3,091.67	103.84
Maintenance:						
4410 Maintenance Salaries	9,669.00	805.75	735.59	735.59	805.75	(70.16)
4540 Maintenance Benefits	3,056.00	254.67	237.64	237.64	254.67	(17.03)
4420 Materials	2,500.00	208.33	126.19	126.19	208.33	(82.14)
4430 Contract Costs	16,500.00	1,375.00	2,467.30	2,467.30	1,375.00	1,092.30
Total Maintenance	31,725.00	2,643.75	3,566.72	3,566.72	2,643.75	922.97
General Expenses:						
4510 Insurance Expenses	5,200.00	433.33	(513.62)	(513.62)	433.33	(946.95)
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	1,365.00	1,365.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	1.01	2.00	(0.99)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	750.00	750.00	0.00
Total General Exp.	30,604.00	2,550.33	1,602.39	1,602.39	2,550.33	(947.94)
TOTAL EXPENSES	159,697.00	13,308.08	12,266.57	12,266.57	13,308.08	(1,041.51)
TOTAL RECEIPTS TO DATE						16,385.71
TOTAL EXPENSES TO DATE						12,266.57
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						4,119.14

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


Sandra Lowther, Commerce Village Manager


Date

2018 Budget Overruns

Resolution # _____

Resolution to approve differences in budgeted expenses versus actual expenses for fiscal year ending 2018.

Programs with Budget Overruns

	Budgeted Expenses	Actual Expenses	Budget Overrun
Local Community Development (includes Lineweaver Annex Apartments and Bridgeport Building)	\$840,012	\$978,718	(\$138,706)
Housing Choice Voucher Program	\$6,034,705	\$6,049,158	(\$14,453)

Programs that were within Budgeted Expenses

JR "Polly" Lineweaver Apts.	\$546,310	\$541,446	\$4,864
Franklin Heights, LLC	\$1,802,942	\$1,772,678	\$30,264
Commerce Village, LLC	\$318,823	\$264,406	(\$54,417)

No budgets were done for Shenandoah Housing Corporation; 150 South Main, LLC; Lineweaver Annex Corporation, and Commerce Village Management, LLC.

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY
UNAUDITED COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY
 DECEMBER 31, 2018-End of Year Report

INCOME

LOCAL COMMUNITY DEVELOPMENT/BUSINESS ACTIVITIES	\$746,164.33
HOUSING CHOICE VOUCHER PROGRAM	\$6,287,726.42
JR "POLLY" LINEWEAVER APARTMENTS	\$508,967.33
FRANKLIN HEIGHTS, LLC	\$1,573,528.67
COMMERCE VILLAGE LLC	\$192,335.37
SHENANDOAH HOUSING CORPORATION (SHC)	\$429.28
LINWEAVER ANNEX CORPORATION (LAC)	\$0.00
COMMERCE VILLAGE MANAGEMENT LLC	\$0.00
150 SOUTH MAIN, LLC	\$67,667.54

TOTAL INCOME	\$9,376,818.94
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EXPENSES

LOCAL COMMUNITY DEVELOPMENT/BUSINESS ACTIVI	\$978,718.28
HOUSING CHOICE VOUCHER PROGRAM	\$6,049,158.44
JR "POLLY" LINEWEAVER APARTMENTS	\$541,445.98
FRANKLIN HEIGHTS, LLC	\$1,772,678.37
COMMERCE VILLAGE LLC	\$264,406.10
SHENANDOAH HOUSING CORPORATION (SHC)	\$1,248.47
LINWEAVER ANNEX CORPORATION (LAC)	\$438.47
COMMERCE VILLAGE MANAGEMENT LLC	\$385.00
150 SOUTH MAIN, LLC	\$32,526.73

TOTAL EXPENSES	\$9,641,005.84
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UNRESTRICTED NET ASSETS	-\$264,186.90
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BREAKDOWN PER PROGRAM

LOCAL COMMUNITY DEVELOPMENT/BUSINESS ACTIVI	-\$232,553.95
HOUSING CHOICE VOUCHER PROGRAM	\$238,567.98
JR "POLLY" LINEWEAVER APARTMENTS	-\$32,478.65
FRANKLIN HEIGHTS, LLC	-\$199,149.70
COMMERCE VILLAGE LLC	-\$72,070.73
SHENANDOAH HOUSING CORPORATION (SHC)	-\$819.19
LINWEAVER ANNEX CORPORATION (LAC)	-\$438.47
COMMERCE VILLAGE MANAGEMENT LLC	-\$385.00
150 SOUTH MAIN, LLC	\$35,140.81

(264,186.90)

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY
 LOCAL COMMUNITY DEVELOPMENT (incl Lineweaver Annex Apartments/Bridgeport)
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY
 DECEMBER 31, 2018-End of Year Report

	Annual Budget	Actual to Date	Over/(Under) Budget
Receipts			
3110 Rent Receipts	530,618.00	528,049.00	(2,569.00)
3410 HMIS/VHSP Grant Funds	137,076.00	133,326.49	(3,749.51)
3610 Interest Income	0.00	1.29	1.29
3690 Other Income	143,500.00	58,802.42	(84,697.58)
3690 Admin. Fees	14,000.00	11,364.03	(2,635.97)
3690 Application Fees	15,000.00	0.00	(15,000.00)
3690 Lease Income	4,800.00	4,800.00	0.00
3690 Management Fees	4,030.00	9,821.10	5,791.10
Total Receipts	849,024.00	746,164.33	(102,859.67)
Expenses			
Administration			
4110 Salaries	183,056.00	181,227.51	(1,828.49)
4540 Benefits	57,126.00	55,205.45	(1,920.55)
4130 Legal Expense	12,500.00	25,741.50	13,241.50
4140 Staff Training	6,000.00	3,495.00	(2,505.00)
4150 Travel	18,000.00	28,678.21	10,678.21
4171 Auditing Fees	4,000.00	3,740.00	(260.00)
4190 Sundry-Admin. Exp.	47,900.00	41,656.10	(6,243.90)
4190 Community Donations (COC/CRC, et	30,000.00	10,455.95	(19,544.05)
4190 HMIS/COC Match for Grant Funds	10,000.00	10,934.65	934.65
4190 HMIS/VHSP Grant Expenses	137,076.00	135,585.47	(1,490.53)
4230 Tenant Services	1,000.00	670.87	(329.13)
Total Administration	506,658.00	497,390.71	(9,267.29)
Utilities			
4310 Water	9,300.00	8,137.36	(1,162.64)
4320 Electric	75,550.00	50,305.58	(25,244.42)
4330 Gas	3,900.00	1,095.28	(2,804.72)
4390 Sewer	26,390.00	22,282.20	(4,107.80)
Total Utilities	115,140.00	81,820.42	(33,319.58)
Maintenance			
4410 Salaries	65,120.00	61,776.04	(3,343.96)
4540 Benefits	23,094.00	19,322.67	(3,771.33)
4420 Materials	28,000.00	21,293.86	(6,706.14)
4430 Contract Costs	80,500.00	61,587.11	(18,912.89)
Total Maintenance	196,714.00	163,979.68	(32,734.32)
General Expenses			
4510 Insurance	19,500.00	19,179.36	(320.64)
4571 Bad Debt Expense	2,000.00	3,787.28	1,787.28
4580 Interest Expense	0.00	19,223.07	19,223.07
4800 Depreciation Expense	0.00	193,337.76	193,337.76
Total General	21,500.00	235,527.47	214,027.47
Total Expenses	<u>840,012.00</u>	<u>978,718.28</u>	<u>(138,706.28)</u>
TOTAL RECEIPTS TO DATE		746,164.33	
TOTAL EXPENSES TO DATE		978,718.28	
NET OPERATING INCOME/(LOSS)			(232,553.95)

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY
DECEMBER 31, 2018-End of Year Report

	Annual Budget	Actual to Date	Over/(Under) Budget
Receipts			
3300 Interest Income-Restricted	0.00	0.00	0.00
3300 FSS Fort.	0.00	9,760.00	9,760.00
3300RC Fraud/Abuse Rec.-Adm	16,000.00	13,229.71	(2,770.29)
3300RC Fraud/Abuse Rec.-HAP	16,000.00	13,229.71	(2,770.29)
3690 Other Income	0.00	0.00	0.00
3410 FSS Grant Income	28,444.00	28,444.00	0.00
3410 HCV HAP Income	437,219.00	463,476.00	26,257.00
3410 HCV Adm Income	5,569,314.00	5,759,587.00	190,273.00
Total Receipts	6,066,977.00	6,287,726.42	220,749.42
Expenses			
Administration			
4110 Salaries	266,987.00	267,318.11	331.11
4540 Benefits	93,760.00	89,690.83	(4,069.17)
4110 FSS Salaries	28,444.00	28,444.00	0.00
4130 Legal Fees	0.00	0.00	0.00
4140 Training	0.00	3,105.00	3,105.00
4150 Travel	0.00	7,155.23	7,155.23
4171 Auditing Fees	8,000.00	8,000.00	0.00
4190 Sundry	40,000.00	36,885.02	(3,114.98)
4190.1 Portability Fees	2,000.00	5,447.67	3,447.67
Total Administration	439,191.00	446,045.86	6,854.86
Utilities			
4310 Water	0.00	0.00	0.00
4320 Electric	0.00	0.00	0.00
4330 Gas	0.00	0.00	0.00
4390 Sewer	0.00	0.00	0.00
Total Utilities	0.00	0.00	0.00
Maintenance			
4410 Maintenance Labor	0.00	0.00	0.00
4540 Employee Benefits	0.00	0.00	0.00
4420 Materials	0.00	0.00	0.00
4430 Contract Costs	0.00	0.00	0.00
Total Maintenance	0.00	0.00	0.00
General			
4510 Insurance	10,200.00	9,076.94	(1,123.06)
4570 Bad Debt Expense	0.00	(31,179.40)	(31,179.40)
4800 Depreciation Expense	0.00	0.00	0.00
Total General	10,200.00	(22,102.46)	(32,302.46)
Total Expenses (excl HAP)	449,391.00	423,943.40	(25,447.60)
4715 HAP	5,585,314.00	5,552,289.04	(33,024.96)
4715PORT IN	0.00	0.00	0.00
4715 UAP	0.00	0.00	0.00
4718 FSS Escrow	0.00	72,926.00	72,926.00
Total HAP	5,585,314.00	5,625,215.04	39,901.04
Total General/HAP	6,034,705.00	6,049,158.44	(14,453.44)
TOTAL RECEIPTS TO DATE			6,287,726.42
TOTAL EXPENSES TO DATE			6,049,158.44
NET OPERATING INCOME/(LOSS)			238,567.98
UNRESTRICTED NET ASSETS-ADM			81,206.31
RESTRICTED NET ASSETS-HAP			157,361.67

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY
 J. R. "POLLY" LINEWEAVER APARTMENTS (JRL)
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY
 DECEMBER 31, 2018-End of Year Report

	Annual Budget	Actual to Date	Over/(Under) Budget
Receipts			
3110 Dwelling Rental	176,256.00	163,491.87	(12,764.13)
3410 HAP Funding	264,383.00	264,430.00	47.00
3410 Service Coordinator Grant	65,122.00	65,286.66	164.66
3610 Investment Income	0.00	0.00	0.00
3690 Other Receipts	12,000.00	15,758.80	3,758.80
Total Receipts	517,761.00	508,967.33	(8,793.67)
Expenses			
Administration			
4110 Salaries	59,610.00	59,117.74	(492.26)
4540 Benefits	20,091.00	18,832.41	(1,258.59)
4130 Legal Fees	1,500.00	1,436.94	(63.06)
4140 Training	1,000.00	135.00	(865.00)
4150 Travel	1,000.00	879.60	(120.40)
4171 Auditing Fees	2,000.00	2,000.00	0.00
4190 Sundry	18,900.00	12,970.36	(5,929.64)
Total Administration	104,101.00	95,372.05	(8,728.95)
Tenant Services			
4220-40 Service Coordinator Grant	65,122.00	65,286.66	164.66
4230 Tenant Services-Other	1,000.00	670.86	(329.14)
Total Tenant Services	66,122.00	65,957.52	(164.48)
Utilities			
4310 Water	7,500.00	7,760.97	260.97
4320 Electric	65,000.00	77,311.29	12,311.29
4390 Sewer	25,000.00	23,194.82	(1,805.18)
Total Utilities	97,500.00	108,267.08	10,767.08
Maintenance			
4410 Salaries	40,120.00	38,275.25	(1,844.75)
4540 Benefits	13,394.00	12,203.87	(1,190.13)
4420 Materials	5,000.00	6,057.03	1,057.03
4430 Contract Costs	55,000.00	53,058.37	(1,941.63)
Total Maintenance	113,514.00	109,594.52	(3,919.48)
General			
4510 Insurance	12,000.00	13,067.67	1,067.67
4570 Bad Debt Expense	0.00	5,546.13	5,546.13
4580 United Bank Bond Interest	49,696.00	40,263.84	(9,432.16)
4800 Depreciation Expense	103,377.17	103,377.17	0.00
Total General	165,073.17	162,254.81	(2,818.36)
Total Expenses	546,310.17	541,445.98	4,864.19
TOTAL RECEIPTS TO DATE		508,967.33	
TOTAL EXPENSES TO DATE		541,445.98	
NET OPERATING INCOME/(LOSS)			(32,478.65)

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY
FRANKLIN HEIGHTS, LLC
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY
DECEMBER 31, 2018-End of Year Report

	Annual Budget	Actual to Date	Over/(Under) Budget
Receipts			
3110 Dwelling Rental	411,000.00	366,593.43	(44,406.57)
3410 HAP Funding	962,005.00	1,038,120.00	76,115.00
3410 CDBG Funds	140,000.00	140,000.00	0.00
3610 Interest Income	50.00	0.00	(50.00)
3690 Other Receipts	30,000.00	28,815.24	(1,184.76)
Total Receipts	1,543,055.00	1,573,528.67	30,473.67
Expenses			
Administration			
4110 Salaries	181,733.00	204,124.12	22,391.12
4540 Benefits	57,864.00	62,712.22	4,848.22
4130 Legal Fees	2,000.00	1,984.43	(15.57)
4140 Training	1,000.00	2,025.00	1,025.00
4150 Travel	1,500.00	1,433.92	(66.08)
4171 Auditing Fees	1,600.00	1,600.00	0.00
4190 Sundry	25,000.00	23,784.35	(1,215.65)
Total Administration	270,697.00	297,664.04	26,967.04
Tenant Services			
4220 Recreation	1,500.00	469.16	(1,030.84)
Total Tenant Services	1,500.00	469.16	(1,030.84)
Utilities			
4310 Water	0.00	(2,131.44)	(2,131.44)
4320 Electric	16,500.00	9,105.33	(7,394.67)
4330 Gas	2,500.00	1,372.55	(1,127.45)
4310 Sewer	0.00	(3,324.26)	(3,324.26)
Total Utilities	19,000.00	5,022.18	(13,977.82)
Maintenance			
4410 Labor	140,000.00	135,188.99	(4,811.01)
4540 Benefits	46,200.00	38,268.25	(7,931.75)
4420 Materials	45,000.00	32,422.11	(12,577.89)
4430 Contract	100,000.00	87,427.78	(12,572.22)
Total Maintenance	331,200.00	293,307.13	(37,892.87)
General			
4510 Insurance	37,520.00	40,872.72	3,352.72
4570 Bad Debt	5,000.00	7,127.19	2,127.19
4520 Real Estate Taxes	22,000.00	23,644.62	1,644.62
4580 Interest Expense	331,130.00	319,676.36	(11,453.64)
4800 Depreciation Expense	784,894.97	784,894.97	0.00
Total General	1,180,544.97	1,176,215.86	(4,329.11)
Total Expenses	1,802,941.97	1,772,678.37	30,263.60
TOTAL RECEIPTS TO DATE		1,573,528.67	
TOTAL EXPENSES TO DATE		1,772,678.37	
NET OPERATING INCOME/(LOSS)			(199,149.70)

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY
COMMERCE VILLAGE LLC
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY
 DECEMBER 31, 2018-End of Year Report

	Annual Budget	Actual to Date	Over/(Under) Budget
Receipts			
3110 Dwelling Rental	83,120.00	79,710.00	(3,410.00)
3410 HAP Funding	124,680.00	107,003.00	(17,677.00)
3610 Investment Income	30.00	348.65	318.65
3690 Other Receipts	5,000.00	5,273.72	273.72
Total Receipts	212,830.00	192,335.37	(20,494.63)
Expenses			
Administration			
4110 Salaries	14,000.00	13,199.64	(800.36)
4540 Benefits	4,220.00	4,164.04	(55.96)
4130 Legal Fees	1,000.00	0.00	(1,000.00)
4140 Training	1,000.00	450.00	(550.00)
4150 Travel	1,000.00	903.96	(96.04)
4171 Auditing Fees	1,000.00	1,000.00	0.00
4190 Sundry	15,000.00	20,538.46	5,538.46
Total Administration	37,220.00	40,256.10	3,036.10
Tenant Services			
4220-40 Peer Counseling (CSB)	28,000.00	0.00	(28,000.00)
4230 Tenant Services-Other	2,000.00	930.00	(1,070.00)
Total Tenant Services	30,000.00	930.00	(29,070.00)
Utilities			
4310 Water	5,000.00	3,851.19	(1,148.81)
4320 Electric	35,000.00	18,684.69	(16,315.31)
4330 Gas	2,000.00	1,913.97	(86.03)
4390 Sewer	14,200.00	11,141.10	(3,058.90)
Total Utilities	56,200.00	35,590.95	(20,609.05)
Maintenance			
4410 Salaries	20,000.00	3,932.72	(16,067.28)
4540 Benefits	6,000.00	1,723.79	(4,276.21)
4420 Materials	4,000.00	1,709.59	(2,290.41)
4430 Contract Costs	22,000.00	18,015.68	(3,984.32)
Total Maintenance	52,000.00	25,381.78	(26,618.22)
General			
4510 Insurance	6,000.00	5,497.82	(502.18)
4570 Bad Debt Expense	0.00	2,194.11	2,194.11
4571 Real Estate Taxes	24.00	12.12	(11.88)
4580 United Bank Bond Interest	9,000.00	26,164.37	17,164.37
4800 Depreciation Expense	126,553.47	126,553.47	0.00
4800 Amortization Expense	1,825.38	1,825.38	0.00
Total General	143,402.85	162,247.27	18,844.42
Total Expenses	318,822.85	264,406.10	54,416.75
TOTAL RECEIPTS TO DATE		192,335.37	
TOTAL EXPENSES TO DATE		264,406.10	
NET OPERATING INCOME/(LOSS)			(72,070.73)

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY FINANCIAL REPORT
UNAUDITED STATEMENT OF NET POSITION-End of Year Report
December 31, 2018

	Business Activity LCD	Housing Choice Voucher Program	Section 8 New JRL APTS	Component Units	TOTAL
ASSETS					
<u>Current Assets:</u>					
Cash	201,213.26	364,398.58	0.00	80,595.52	646,207.36
Cash-Security Deposit Funds/FS	30,378.30	0.00	14,782.51	124,130.00	169,290.81
Accounts Receivable	1,065,576.75	95,073.00	9,371.42	56,116.92	1,226,138.09
Inventories-Materials	0.00	0.00	0.00	3,207.46	3,207.46
Investments	5,852.49	0.00	0.00	891,272.21	897,124.70
Escrow Deposits	0.00	0.00	0.00	22,276.14	22,276.14
Prepaid Charges	7,403.57	3,281.53	65,273.29	12,165.92	88,124.31
Total Current Assets:	1,310,424.37	462,753.11	89,427.22	1,189,764.17	3,052,368.87
<u>Fixed Assets:</u>					
Land, Structures, Equipment or Development Costs	6,562,405.48	62,302.77	3,138,476.46	23,218,109.11	32,981,293.82
Accumulated Depreciation	(3,463,490.53)	(62,302.77)	(2,147,421.87)	(8,314,020.97)	(13,987,236.14)
Total Fixed Assets:	3,098,914.95	0.00	991,054.59	14,904,088.14	18,994,057.68
<u>Other Assets:</u>					
Notes Receivable	0.00	0.00	0.00	0.00	0.00
Debt Amortization Fund-GAAP	0.00	0.00	0.00	0.00	0.00
Deferred Charges	0.00	0.00	0.00	0.00	0.00
Total Other Assets:	0.00	0.00	0.00	0.00	0.00
TOTAL ASSETS	4,409,339.32	462,753.11	1,080,481.81	16,093,852.31	22,046,426.55
LIABILITIES					
<u>Current Liabilities:</u>					
Accounts Payable	45,494.95	95,290.31	153,753.43	1,114,308.70	1,408,847.39
Accrued Liabilities	31,907.09	31,347.59	10,210.89	185,516.01	258,981.58
Prepaid Rents	0.00	0.00	0.00	2,811.53	2,811.53
Total Current Liabilities:	77,402.04	126,637.90	163,964.32	1,302,636.24	1,670,640.50
<u>Other Liabilities:</u>					
Fixed Liabilities-Bond Issue	619,690.06	0.00	1,240,048.63	6,375,000.00	8,234,738.69
Deferred Credits	0.00	0.00	0.00	0.00	0.00
Permanent Notes	0.00	0.00	0.00	3,047,372.23	3,047,372.23
Total Other Liabilities:	619,690.06	0.00	1,240,048.63	9,422,372.23	11,282,110.92
TOTAL LIABILITIES	697,092.10	126,637.90	1,404,012.95	10,725,008.47	12,952,751.42
FUND EQUITY					
Invest. in Capital Assets, net of Rel Di	0.00	0.00	0.00	0.00	0.00
Unrestricted Net Position (UNP)	3,712,247.22	56,232.56	(323,531.14)	5,368,843.84	8,813,792.48
Restricted Net Position (RNP)	0.00	279,882.65	0.00	0.00	279,882.65
TOTAL FUND EQUITY	3,712,247.22	336,115.21	(323,531.14)	5,368,843.84	9,093,675.13
TOTAL LIABILITIES AND FUND EQUITY	4,409,339.32	462,753.11	1,080,481.81	16,093,852.31	22,046,426.55

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY FINANCIAL REPORT
STATEMENT OF NET POSITION-End of Year Report
COMPONENT UNITS
DECEMBER 31, 2018

	Franklin Heights, LLC	Commerce Village LLC	Shenandoah Housing Corp	Lineweaver Annex Corp	Commerce Village Mgt LLC	150 South Main (HCM)	TOTAL
ASSETS							
<u>Current Assets:</u>							
Cash	0.00	80,595.52	0.00	0.00	0.00	0.00	80,595.52
Cash-Security Deposit Funds	109,033.00	15,097.00	0.00	0.00	0.00	0.00	124,130.00
Accounts Receivable	53,626.15	2,490.77	0.00	0.00	0.00	0.00	56,116.92
Inventories-Materials	3,207.46	0.00	0.00	0.00	0.00	0.00	3,207.46
Investments	0.00	25,955.21	865,225.00	0.00	92.00	0.00	891,272.21
Escrow Deposits	0.00	22,276.14	0.00	0.00	0.00	0.00	22,276.14
Prepaid Charges	10,469.31	371.55	662.53	662.53	0.00	0.00	12,165.92
Total Current Assets:	176,335.92	146,786.19	865,887.53	662.53	92.00	0.00	1,189,764.17
<u>Fixed Assets:</u>							
Land, Structures, Equipment or Development Costs	18,452,020.27	3,981,476.58	0.00	0.00	0.00	784,612.26	23,218,109.11
Accumulated Depreciation	(7,634,216.41)	(348,285.53)	0.00	0.00	0.00	(331,519.03)	(8,314,020.97)
Total Fixed Assets:	10,817,803.86	3,633,191.05	0.00	0.00	0.00	453,093.23	14,904,088.14
<u>Other Assets:</u>							
Notes Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Amortization Fund-GAAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Assets:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ASSETS	10,994,139.78	3,779,977.24	865,887.53	662.53	92.00	453,093.23	16,093,852.31
LIABILITIES							
<u>Current Liabilities:</u>							
Accounts Payable	632,032.97	400,105.38	2,182.47	37,297.78	1,595.00	41,095.10	1,114,308.70
Accrued Liabilities	145,013.13	39,101.21	0.00	0.00	0.00	1,401.67	185,516.01
Prepaid Rents/Other	1,909.53	902.00	0.00	0.00	0.00	0.00	2,811.53
Total Current Liabilities:	778,955.63	440,108.59	2,182.47	37,297.78	1,595.00	42,496.77	1,302,636.24
<u>Other Liabilities:</u>							
Fixed Liabilities-Bond Issue	6,375,000.00	0.00	0.00	0.00	0.00	0.00	6,375,000.00
Deferred Credits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permanent Notes	1,799,111.49	1,150,000.00	0.00	0.00	0.00	98,260.74	3,047,372.23
Total Other Liabilities:	8,174,111.49	1,150,000.00	0.00	0.00	0.00	98,260.74	9,422,372.23
TOTAL LIABILITIES	8,953,067.12	1,590,108.59	2,182.47	37,297.78	1,595.00	140,757.51	10,725,008.47
FUND EQUITY							
Invest. in Capital Assets, net of Rel D Unrestricted Net Position	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2,041,072.66	2,189,868.65	863,705.06	(36,635.25)	(1,503.00)	312,335.72	5,368,843.84
TOTAL FUND EQUITY	2,041,072.66	2,189,868.65	863,705.06	(36,635.25)	(1,503.00)	312,335.72	5,368,843.84
TOTAL LIABILITIES AND FUND EQUITY	10,994,139.78	3,779,977.24	865,887.53	662.53	92.00	453,093.23	16,093,852.31

**HARRISONBURG REDEVELOPMENT
AND
HOUSING AUTHORITY
COMMISSIONERS
January 1, 2019**

<u>COMMISSIONER</u>	<u>ADDRESS</u>	<u>PHONE NUMBER AND EXPIRATION OF TERM</u>
Timothy Smith, Chair	197 Diamond Court Harrisonburg, VA 22801 tsmith@svjc.org	11/29/2019 480-9194(C)
John Hall, Vice Chair	1740 Sherry Lane Harrisonburg, VA 22801 hall.john105@gmail.com	11/29/2021 (H) (C)
Scott Gallagher	905 Oak Hill Drive Harrisonburg, VA 22801 gallagsr@jmu.edu	11/29/2020 435-8625 (H) 568-8792 (W)
Benjamin Fuller	275 East Johnson Street Harrisonburg, VA 22802 blevifuller@gmail.com	11/29/2022 540-830-8423
Vacant		
Michael G. Wong, Executive Director/Secretary-Treasurer (But not Commissioner)	709 Ott Street Harrisonburg, VA 22801 wongway@harrisonburgrha.com	434-7386 (W) 271-0060(C)

AUDITED FINANCIAL STATEMENTS

OF

COMMERCE VILLAGE, L.L.C.

December 31, 2018

AUDITED FINANCIAL STATEMENTS

OF

COMMERCE VILLAGE, L.L.C.

December 31, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Members of the
Commerce Village, L.L.C.

We have audited the accompanying balance sheet of Commerce Village, L.L.C., VHPRF No. 30-0169544 and 70-0169543, as of December 31, 2018, and the related statements of income, changes in members' capital, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Commerce Village, L.L.C., as of December 31, 2018, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Dooley & Vicars
Certified Public Accountants, L.L.P.

February 8, 2019

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
BALANCE SHEET
AS OF DECEMBER 31, 2018

ASSETS

Current Assets

Cash	\$ 80,596
Accounts Receivable - Tenant, Net Allowance of \$1,470	2,491
Prepaid Insurance	372
Total Current Assets	<u>83,459</u>

Deposits and Funded Reserves

Tenant Security Deposits	15,097
Escrow Deposits	6,218
Reserve for Replacements	25,955
Total Deposits and Funded Reserves	<u>47,270</u>

Fixed Assets

Land	300,000
Land Improvements	425,796
Buildings	3,159,823
Furnishings	95,857
Accumulated Depreciation	(348,286)
Total Fixed Assets	<u>3,633,190</u>

TOTAL ASSETS	<u>\$ 3,763,919</u>
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COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
BALANCE SHEET
AS OF DECEMBER 31, 2018
(CONTINUED)

LIABILITIES AND MEMBERS' CAPITAL

Current Liabilities

Accounts Payable	\$ 4,475
Accounts Payable - Affiliate	70,533
Accrued Expenses	2,307
Prepaid Rent	902
Total Current Liabilities	<u>78,217</u>

Other Liabilities

Tenant Security Deposit Liability	<u>15,097</u>
Total Other Liabilities	<u>15,097</u>

Long-Term Liabilities

Developer Fee Payable	10,000
Notes Payable	358,000
VHDA Mortgage Payable	1,092,000
Long-Term Interest Payable	36,794
Less: Deferred Loan Costs, Net Amortization of \$5,233	<u>(16,058)</u>
Total Long-Term Liabilities	<u>1,480,736</u>

Total Liabilities	<u>1,574,050</u>
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Members' Capital

Commerce Village Management, L.L.C.	(27)
VAHM, L.L.C.	(3)
Housing Equity Fund of Virginia XVIII, L.L.C.	<u>2,189,899</u>
Total Members' Capital	<u>2,189,869</u>

TOTAL LIABILITIES AND MEMBERS' CAPITAL	<u>\$ 3,763,919</u>
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COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
STATEMENT OF INCOME
FOR THE YEAR ENDED DECEMBER 31, 2018

Revenues

Rental Income	\$ 186,713
Other Income	5,623
	<u>192,336</u>

Expenses

Administrative	28,465
Management Fee	9,821
Utilities	35,591
Operating and Maintenance	23,659
Real Estate Taxes	12
Property and Liability Insurance	5,498
Miscellaneous Taxes and Insurance	6,818
Interest	27,989
Depreciation	126,553
	<u>264,406</u>
 NET INCOME (LOSS)	 <u>\$ (72,070)</u>

The accompanying notes are an integral part of these financial statements.

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
STATEMENT OF MEMBERS' CAPITAL
FOR THE YEAR ENDED DECEMBER 31, 2018

	Commerce Village Management, L.L.C.	VAHM, L.L.C.	Housing Equity Fund of Virginia XVIII, L.L.C.	TOTAL
Percentage of Ownership	0.009%	0.001%	99.990%	100.000%
Balance at Beginning of Year	\$ (21)	\$ (2)	\$ 2,261,962	\$ 2,261,939
Income (Loss)	<u>(6)</u>	<u>(1)</u>	<u>(72,063)</u>	<u>(72,070)</u>
BALANCE AT END OF YEAR	<u><u>\$ (27)</u></u>	<u><u>\$ (3)</u></u>	<u><u>\$ 2,189,899</u></u>	<u><u>\$ 2,189,869</u></u>

The accompanying notes are an integral part of these financial statements.

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

Note 1: Nature of Business and Significant Accounting Policies

Nature of Business - Commerce Village, L.L.C. is a Virginia limited liability company formed in 2013 to construct and operate rental apartment units, for low-income individuals and families, in Harrisonburg, Virginia. Predevelopment on the building commenced during 2014. As of December 31, 2018, the Company has three members – Commerce Village, L.L.C., owns a .009% managing member interest; the Housing Equity Fund of Virginia XVIII, L.L.C. owns a 99.990% investor member interest; and the VAHM, L.L.C. owns a .001% special member interest. Profits, losses, tax credits, and cash disbursements are allocated among the members based on their respective ownership interests.

A summary of the Company's significant accounting policies follows:

Cash and Cash Equivalents - For purposes of reporting, the Company includes all cash accounts, which are not subject to withdrawal restrictions or penalties, and all highly liquid debt instruments purchased with a maturity of three months or less as cash and cash equivalents.

Real Estate Costs - Costs that clearly relate to the acquisition, development, and construction of the apartments are capitalized. Interest costs were capitalized while development and construction were in progress.

Income Taxes - No provision or liability for income taxes has been recorded because the members are taxed individually on their proportionate shares of the Company's income. Income for tax purposes will differ from book income due to timing differences in depreciation and amortization expenses. The Company has no material uncertain tax positions requiring disclosure. Fiscal years ending on or after December 31, 2015, remain subject to examination by federal and state tax authorities.

Deferred Charges - Financing costs are amortized over the term of the mortgage loan using the effective yield method.

Tenant Security Deposits - Commerce Village, L.L.C., collects security deposits from each tenant to provide for costs incurred or unpaid rent when a tenant vacates the apartment. The cash collected is kept separate from operating funds and interest is paid on the security deposits in accordance with the lease agreement.

Accounts Receivable and Bad debts - Tenant receivables are charged to bad debt when they are determined to be uncollectible based on a periodic review of the accounts by management. Management's allowance is for delinquent accounts over 90 days old.

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018
(CONTINUED)

Note 1: Nature of Business and Significant Accounting Policies (Cont.)

Impairment of Assets - The Company reviews its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flow expected to be generated by the rental property. There were no impairment losses recognized in 2018.

Subsequent Events - Management has evaluated subsequent events through February 8, 2019, the date on which the financial statements were available to be issued.

Use of Estimates in the Preparation of Financial Statements - Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising Costs - Advertising costs are charged to operations when incurred.

Note 2: Fixed Assets

The Commerce Village Apartments consist of 30 rental units located in Harrisonburg, Virginia. The fixed assets of the Company, as of December 31, 2018, are as follows:

Changes in Fixed Assets:

	Balance 1/1/2018	Additions	Transfers	Balance 12/31/2018
Land	\$ 300,000	\$ -	\$ -	\$ 300,000
Land Improvements	425,796	-	-	425,796
Building	3,159,823	-	-	3,159,823
Furnishings	95,857	-	-	95,857
TOTAL	\$ 3,981,476	\$ -	\$ -	\$ 3,981,476

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018
(CONTINUED)

Note 2: Fixed Assets (Cont.)

Changes in Accumulated Depreciation:

	Balance 1/1/2018	Current Provision	Deductions	Balance	Net Book Value 12/31/2018
Land	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Land					
Improvements	56,772	28,386	-	85,158	340,638
Building	133,234	78,996	-	212,230	2,947,593
Furnishings	31,726	19,172	-	50,898	44,959
TOTAL	\$ 221,732	\$ 126,554	\$ -	\$ 348,286	\$ 3,633,190

Note 3: Mortgage Escrow Deposits

In accordance with provisions of the mortgage, funds are required to be held in escrow for future payments of real estate taxes and insurance. Activity for the escrow account is as follows:

Balance as of December 31, 2017	\$ 5,903
Deposits	5,724
Payments	<u>(5,409)</u>
BALANCE AS OF DECEMBER 31, 2018	<u>\$ 6,218</u>

Note 4: Reserve Funds - Reserve for Replacement

The Company is required to make monthly deposits into the reserve for replacement account, and is subject to operating and return to owner restrictions. The following shows the activity for the reserve for replacement account during the year:

Balance as of December 31, 2017	\$ 16,607
Deposits	9,000
Interest Earned During the Year	<u>348</u>
BALANCE AS OF DECEMBER 31, 2018	<u>\$ 25,955</u>

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018
(CONTINUED)

Note 5: Notes and Mortgages Payable

At December 31, 2018, notes payable consist of the following:

HRHA - Note Payable #1	\$	300,000
HRHA - Note Payable #2		58,000
DHCD - Housing Trust Fund		750,000
DHCD - HOME		342,000
Less: Deferred Loan costs, Net Amortization		(16,058)
		\$ 1,433,942

As of December 31, 2018, the Company has an outstanding note payable to the Harrisonburg Redevelopment and Housing Authority in the amount of \$300,000. The note bears interest at 2.74% per annum, compounding annually, and is payable from available net cash flow. Interest accrued on the note, as of December 31, 2018, was \$34,257. The outstanding principle and any accrued interest shall be due and payable in full on December 9, 2044.

HRHA is also owed a note payable in the amount of \$58,000 for the permanent financing of the project. The note is secured by a deed of trust in the project and accrues interest at 1.50% per annum. At December 31, 2018, the balance of accrued interest is \$2,537. The note is administered by the Virginia Department of Housing and Community Development through the Permanent Supportive Housing grant program.

The DHCD Housing Trust Fund loan is secured by a deed of trust and has a stated interest rate of 1.50%. Interest only payments of \$938 are due monthly and the mortgage is due and payable in full on March 1, 2036.

The DHCD HOME loan is secured by a deed of trust and has a stated interest rate of 1.50%. Interest only payments of \$428 are due monthly and the mortgage is due and payable in full on March 1, 2036.

Note 6: Interest Cost

The total interest cost incurred during the year ended December 31, 2018 was \$27,989. Of this amount, \$1,825 is attributable to the amortization of loan costs.

Note 7: Related Party Transactions

As of December 31, 2018, the Company owed HRHA, an affiliate of the managing member, \$70,533 for funds advanced during construction of the project. HRHA is the management agent of the project and was paid a management fee of \$9,821 during 2018. At December 31, 2018, HRHA is also owed \$2,307 for accrued payroll liabilities.

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018
(CONTINUED)

Note 7: Related Party Transactions (Cont.)

Housing Capital Corporation, an affiliate of the investor member, was paid \$6,010 for accounting fees during 2018.

The Company also has notes payable to the Harrisonburg Redevelopment and Housing Authority in the amount of \$300,000 and \$58,000 as discussed in Note 5. At December 31, 2018, accrued interest payable on the notes totaled \$36,794.

HRHA is also owed a development fee with an original amount of \$424,000. The balance at December 31, 2018 is \$10,000. The fee accrues 0.0% interest and is payable from available cash flow as defined in the operating agreement.

Note 8: Risk and Uncertainties

Financial instruments which potentially subject the Company to concentration of credit risks consist principally of temporary cash investments and restricted deposits and funded reserves held by the mortgagee. The Company places its temporary cash investments with high-credit quality financial institutions and, by policy, limits the amount of temporary cash investments held at any one financial institution. Deposit accounts, at times, may exceed federally insured limits. The Company has not experienced any losses in such accounts, and believes it is not exposed to any significant credit risk on cash and cash equivalents. Restricted deposits and funded reserves of \$32,173 are administered by the mortgagee. As of December 31, 2018, the Company had no funds in excess of FDIC insured limits.

Note 9: Current Vulnerability Due to Certain Concentrations

The Company's sole asset is the Commerce Village Apartments. The Company's operations are concentrated in the multifamily real estate market. In addition, the Company operates in a regulated environment. The operations of the Company are subject to administrative directives, rules, and regulations of federal and state regulatory agencies. Such administrative directives, rules, and regulations are subject to change.

Note 10: Contingencies and Commitments

The Company's low-income housing credits are contingent on its ability to maintain compliance with applicable sections of Section 42. Failure to maintain compliance with occupant eligibility, and/or unit gross rent, or to correct noncompliance within a specified time period could result in recapture of previously taken tax credits plus interest. In addition, such potential noncompliance may require an adjustment to the contributed capital by the Investor Member.

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

Applications

	Efficiency	One bedroom
Currently On Waiting List	0	40
New Applications Taken	0	40

Marketing

	Efficiency	One bedroom	Total
# of units vacant	2	0	2
# of Tenants who moved in	4	0	4
# 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: <u>59</u>		

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$16,512.47		
Delinquent Accounts By Age	30 4	60 3	>606
Security Deposits Held	\$12,546.37		
Pet Deposits Held	\$1,800.00		
Rent Billed	\$13,222.59		
Rent Collected	\$13,169.21		

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.


Lisa Benasher, Lineweaver Property Manager

2-1-19
Date

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

Applications

Currently On Waiting List	100
New Applications Taken	0

Marketing

# of units vacant	2
# of Tenants who moved in	3
# of Tenants who moved out	0
# of Tenants who transferred	0
# of Legal Notices	0
# of Unlawful Detainers	0

Occupancy

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

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$21,706.86		
Delinquent Accounts By Age	30 7	60 7	>60 8
Security Deposits Held	\$28,022.04		
Pet Deposits Held	\$1,350.00		
Rent Billed	\$18,115.00		
Rent Collected	\$17,930.90		

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.


2-4-2019
 Lisa Benasher, Lineweaver Manager Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF JANUARY 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>4</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>6</u>
# of Tenants who moved in	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</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>3</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>4</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>1</u>	<u>8</u>	<u>11</u>	<u>2</u>	<u>1</u>	<u>23</u>
# of Unlawful Detainers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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: 125

3.) Tenant Accounts Receivable:

Security and Pet Deposits Held:	<u>\$109,354.00</u>
Rent Billed	<u>\$129,554.28</u>
Rent Collected	<u>\$127,546.32</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>974</u> applicants.	<u>270</u>	<u>378</u>	<u>233</u>	<u>069</u>	<u>024</u>

5.) Inspections:

Number Completed	Excellent	Good	Acceptable	Needs work	Issues
20	2	0	16	2	0

6.) Management:

Comments on any problems experienced during the month:

Franklin Heights, LLC (FH) had one move-in and four evictions for the month of January 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



Nchemias Velez, FH Property Manager

2/22/19
Date

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

1.) Marketing:

	<u>1 BDR VASH</u>	<u>1 BDR HCV</u>
# of Units Vacant	<u>0</u>	<u>0</u>
# of Tenants who moved in	<u>0</u>	<u>0</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>
# of Tenants evicted	<u>0</u>	<u>0</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>\$4,022.03</u>
Number of Delinquent Accounts by Age:	30: <u>2</u> 60: <u>1</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$15,122.00</u>
Rent Billed	<u>\$15,900.00</u>
Rent Collected	<u>\$15,229.00</u>

4.) Applications:

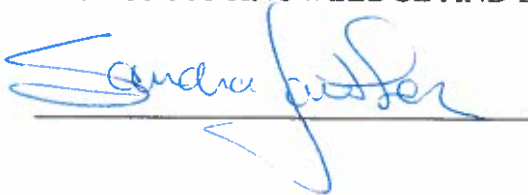
Currently on the Waiting List 560

5.) Management:

Comments on any problems experienced during the month:

One HCV was terminated 12-31-2018

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



1-31-2019

HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM REPORT
For the month of January 2019

1. HCV Participants

29 Currently in Program
24 Employed
4 Job searching / Pre – Employment Class
16 Have established escrow account
8 Currently on Waiting List
3 Enrolled in school
3 Medical Leave
3 Enrolled in ESL (English Second Language Program)

2. Franklin Heights Participants

Currently in Program 52
47 Households with at Least One Adult working 20 hours per week
27 Have established escrow accounts
5 Enrolled in school
4 Participants enrolled in ESL (English Second Language Class)
5 Enrolled in Pre-employment classes/job search
5 Transportation assistance
4 Medical Leave

Harrison Heights Participants

Currently in Program 15
14 Households with at Least one Adult working 20 hours per week
12 Have established escrow accounts
2 Enrolled in School
1 Participants enrolled in ESL (English Second Language)
2 Taking Pre – Employment Class/job search
3 Parenting classes
2 Medical Leave

Comments on any accomplishments or problems experienced during the month:

Several clients earned promotions and raises, one client used escrow to purchase a new car, two clients pulled credit scores up, several clients enrolled in ESL classes or school, mailed out youth newsletter, FSS staff attended job fair at Valley Work Force Center, FSS Youth Coordinator contacted youth for potential scholarship program.

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



Shirley Sheets, Amber Pence FSS
Coordinators

02/05/2019

DATE

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

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$56,770.72
	Union Bank-FSS Discretionary Fund		\$486.90
Investments:	SunTrust-MMkt		\$5,852.59
		Total	\$63,110.21
	AR Due from:		
	JR Polly Lineweaver Apartments	\$17,215.53	
	Housing Choice Voucher Program	\$30,353.04	
	Commerce Village, LLC	\$12,283.91	
	Franklin Heights, LLC-Operating Expenses	\$128,270.98	
	Franklin Heights, LLC-Debt Servicing	\$448,550.00	
		\$636,673.46	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking Account		\$434,571.28
	United Bank-FSS Escrow for participants		\$95,802.00
		Total	\$530,373.28

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$16,689.00
		Total	\$16,689.00

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$172,919.61
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$11,509.10
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Commerce Village, LLC

Cash:	First Bank & Trust		\$96,043.52
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		<u>Grand Total</u>	<u>\$890,644.72</u>
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**Harrisonburg Redevelopment & Housing Authority Report
YTD Financial Report as of January 31, 2019**

Cash Balance
as of 1/31

LOCAL COMMUNITY DEVELOPMENT

Cash:	1st Bank & Trust	\$56,770.72
	Union Market Bank-FSS	\$486.90
Investments:	SunTrust-MMkt	\$5,852.59

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking	\$434,571.28
	United Bank-FSS Escrow	\$95,802.00

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking	\$16,689.00
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ALL PROGRAMS-FH, LW, JRL, CVO

Cash:	United Bank-Security Dep.	\$172,919.61
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking	\$11,509.10
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Commerce Village LLC

Cash:	1st Bank & Trust	\$96,043.52
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Total		\$890,644.72
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