

AGENDA
Regular Meeting
February 19, 2025

- I. Call to order and determination of quorum
- II. Public Comment
- III. Review and Approval of Minutes
 - January 15, 2025
- IV. Financial Reports
 - January 2025

Reports

- A. Executive Director
 - 1. Arts Council of the Valley Request to Cost Share HVAC Repair at Court Square Theater
 - 2. Closed Session to Discuss the acquisition of real property for the purpose of affordable housing 2.2-3711(A)(3)
- B. Any New Business/ Old Business
 - 1. Strategic Initiatives Updates
 - Homeownership and Neighborhood Revitalization
 - Bluestone Town Center
 - Lineweaver Annex Renovation
 - Commerce Village II
 - Addressing Homelessness and Affordable Housing
 - Improving Organizational Efficiency and Effectiveness
- C. Management Reports
 - 1. HRHA Owned Properties Utilization
 - 2. Financial Monthly Report & Quarterly Investment Update

MINUTES

Regular Meeting
January 15, 2024

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on **Wednesday, January 15, at 4:00 p.m.**

Those present were:

Gil Colman, Chair
Kenneth Kettler, Commissioner
Shonda Green, Commissioner
Amanda Leech, Commissioner
Janet Awkward-Rogers, Commissioner

Also present were:

Tiffany Runion, Deputy Director
Melisa Michelsen, Attorney

The regular meeting was called to order and a quorum declared present by Gil Colman, Chair.

Chair Colman then opened the public comment period. No public comment was received.

Ms. Runion then presented the November 20th meeting minutes for consideration of approval. After discussion, Commissioner Leach seconded by Commissioner Kettler made the motion to approve the November minutes. The motion was unanimously approved.

Ms. Runion then presented the November 2024 and December 2024 financials for consideration of approval. After discussion, Commissioner Kettler seconded by Commissioner Green made the motion to approve the November and December financials as presented. The motion was unanimously approved.

Ms. Amy Snyder, Deputy City Manager, then made a presentation regarding the City of Harrisonburg-Community Connection Program. Ms. Snyder requested board or staff participation on the project's steering committee and support in communicating the project to the residents of Franklin and Harrison Heights.

Ms. Runion then provided program updates. She related that final negotiations with United Bank with regard to a term sheet are ongoing. Ms. Runion then related that there will be increased communications to the community regarding BTC in the upcoming weeks. A rock survey is scheduled to begin by the end of January 2025. Ms. Runion then provided an update on the Lineweaver Annex Renovation. She presented that analysis is ongoing regarding the potential to merge a renovation of the Lineweaver Annex and JR "Polly" Lineweaver buildings. This potential would make the project larger and therefore

more cost efficient, opening up the possibility for additional funding. Ms. Runion then provided an update on CVII. She related that construction has begun and is so far on schedule. From here on out, many construction components will be weather dependent. Federal grant funding request was submitted and is currently under review. The loan with the Bank of James was closed on and initial draw downs have begun. Ms. Runion related that she is hopeful ARPA funds will be available from the City of Harrisonburg in February 2025.

Ms. Runion announced that additional program management reports would be available beginning with the February 2025 meeting and would include property management and maintenance reports. Ms. Runion then announced that HRHA received additional FSS funding and with those funds will be able to hire a new staff person. This will increase staff capacity to work with FSS clients.

Ms. Runion presented the management and financial reports for approval. After discussion, Commissioner Kettler seconded by Commissioner Awkward-Rogers made the motion approving the reports. The motion was unanimously approved.

Commissioner Leech seconded by Commissioner Kettler made the motion to adjourn the meeting. The motion was unanimously approved.

Tiffany T. Runion
Deputy Director

Gil Colman
Chair

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3100-00-000	TENANT INCOME				
3101-00-000	Rental Income				
3111-00-000	Tenant Rent	39,351.44	46,933.75	-7,582.31	563,205.00
3112-06-000	PBV HAP Subsidy	21,844.00	30,203.17	-8,359.17	362,438.00
3119-00-000	Total Rental Income	61,195.44	77,136.92	-15,941.48	925,643.00
3120-00-000	Other Tenant Income				
3120-01-000	Laundry and Vending	330.00	333.33	-3.33	4,000.00
3120-03-000	Damages	1,488.12	250.00	1,238.12	3,000.00
3120-04-000	Late Charges	469.00	83.33	385.67	1,000.00
3120-08-000	Workorders/Maint Charges	0.00	333.33	-333.33	4,000.00
3129-00-000	Total Other Tenant Income	2,287.12	999.99	1,287.13	12,000.00
3199-00-000	TOTAL TENANT INCOME	63,482.56	78,136.91	-14,654.35	937,643.00
3400-00-000	GRANT INCOME				
3410-50-100	VA Homelessness Solutions Program	29,613.01	4,949.25	24,663.76	59,391.00
3410-60-200	Homelessness Assistance Grant (HMIS/SNAP)	0.00	7,006.00	-7,006.00	84,072.00
3410-61-200	COC Planning Grant	0.00	4,168.25	-4,168.25	50,019.00
3499-00-000	TOTAL GRANT INCOME	29,613.01	16,123.50	13,489.51	193,482.00
3600-00-000	OTHER INCOME				
3610-00-000	Investment Income - Unrestricted	301.44	0.00	301.44	0.00
3620-00-000	Management Fee Income	1,009.87	1,000.00	9.87	12,000.00
3621-00-000	Bond Application Fees	0.00	3,750.00	-3,750.00	45,000.00
3650-00-000	Miscellaneous Other Income	0.00	16,666.67	-16,666.67	200,000.00
3699-00-000	TOTAL OTHER INCOME	1,311.31	21,416.67	-20,105.36	257,000.00
3999-00-000	TOTAL INCOME	94,406.88	115,677.08	-21,270.20	1,388,125.00
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE EXPENSES				
4100-99-000	Administrative Salaries				
4110-00-000	Administrative Salaries	18,563.95	21,132.42	2,568.47	253,589.00
4110-04-000	Employee Benefit Contribution-Admin	6,124.26	6,778.92	654.66	81,347.00
4110-50-100	Salary-VA Homelessness Solutions Program(VHSP)	4,109.85	3,484.00	-625.85	41,808.00
4110-50-101	Adm Benefits-VA Homelessness Solutions Program	1,193.86	1,215.25	21.39	14,583.00
4110-60-200	Salary-Homelessness Assistance Grant(HMIS)	3,171.80	3,731.75	559.95	44,781.00
4110-60-201	Adm Benefits-Homelessness Assistance Grant(HMIS)	1,152.93	1,249.33	96.40	14,992.00
4110-61-200	Salary-COC Planning Grant	3,248.41	3,452.67	204.26	41,432.00
4110-61-201	Adm Benefits-COC Planning	592.21	715.58	123.37	8,587.00
4110-99-000	Total Administrative Salaries	38,157.27	41,759.92	3,602.65	501,119.00
4130-00-000	Legal Expense				
4130-01-000	Unlawful Detainers/Writs	0.00	66.67	66.67	800.00
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	200.00
4130-04-000	General Legal Expense	0.00	1,458.33	1,458.33	17,500.00
4131-00-000	Total Legal Expense	0.00	1,541.67	1,541.67	18,500.00
4140-00-000	Staff Training	544.02	916.66	372.64	11,000.00

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
4140-50-100	Staff Training-VHSP	0.00	125.00	125.00	1,500.00
4150-00-000	Travel	2,080.11	916.66	-1,163.45	11,000.00
4171-00-000	Auditing Fees	0.00	721.67	721.67	8,660.00
4189-00-000	Total Other Admin Expenses	2,080.11	1,763.33	-316.78	21,160.00
4190-00-000	Miscellaneous Admin Expenses				
4190-01-000	Membership and Fees	0.00	100.00	100.00	1,200.00
4190-02-000	Publications	0.00	41.67	41.67	500.00
4190-03-000	Advertising	0.00	83.33	83.33	1,000.00
4190-04-000	Office Supplies	148.27	166.66	18.39	2,000.00
4190-06-000	Compliance	0.00	41.67	41.67	500.00
4190-07-000	Telephone & Internet	896.70	805.00	-91.70	9,660.00
4190-08-000	Postage	640.00	166.67	-473.33	2,000.00
4190-10-000	Copiers	164.44	166.66	2.22	2,000.00
4190-12-000	Software	84.60	1,250.00	1,165.40	15,000.00
4190-13-000	IT/Website Maintenance	485.95	416.67	-69.28	5,000.00
4190-14-000	Community Donations	0.00	1,000.00	1,000.00	12,000.00
4190-18-000	Small Office Equipment	0.00	250.00	250.00	3,000.00
4190-22-000	Other Misc Admin Expenses	1,314.00	291.66	-1,022.34	3,500.00
4190-50-100	Other Expenses-VHSP	0.00	125.00	125.00	1,500.00
4190-60-200	Equipment (HMIS/SNAP)	0.00	202.08	202.08	2,425.00
4190-60-201	Software (HMIS/SNAP)	0.00	1,065.42	1,065.42	12,785.00
4190-60-202	Services (HMIS/SNAP)	40.00	757.42	717.42	9,089.00
4191-00-000	Total Miscellaneous Admin Expenses	3,773.96	6,929.91	3,155.95	83,159.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	44,555.36	52,911.49	8,356.13	634,938.00
4200-00-000	TENANT SERVICES				
4220-01-000	Other Tenant Svcs.	1,984.02	1,833.33	-150.69	22,000.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	1,984.02	1,833.33	-150.69	22,000.00
4300-00-000	UTILITY EXPENSES				
4310-00-000	Water	770.43	916.66	146.23	11,000.00
4320-00-000	Electricity	7,580.80	6,000.00	-1,580.80	72,000.00
4330-00-000	Gas	0.00	83.33	83.33	1,000.00
4390-00-000	Sewer & Trash	1,806.60	2,083.33	276.73	25,000.00
4399-00-000	TOTAL UTILITY EXPENSES	10,157.83	9,083.32	-1,074.51	109,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES				
4400-99-000	General Maint Expense				
4410-00-000	Maintenance Salaries	6,762.66	7,130.75	368.09	85,569.00
4410-05-000	Employee Benefit Contribution-Maint.	2,185.45	2,569.08	383.63	30,829.00
4419-00-000	Total General Maint Expense	8,948.11	9,699.83	751.72	116,398.00
4420-00-000	Materials				
4420-01-000	Supplies-Grounds	25.38	25.00	-0.38	300.00
4420-02-000	Supplies-Appliance	0.00	83.33	83.33	1,000.00
4420-03-000	Supplies-Unit Turnover	49.32	291.67	242.35	3,500.00
4420-04-000	Supplies-Electrical	119.16	441.67	322.51	5,300.00
4420-05-000	Supplies-Fuel & Parts	29.02	62.50	33.48	750.00
4420-06-000	Supplies-Janitorial/Cleaning	142.98	166.66	23.68	2,000.00
4420-07-000	Supplies-Maint/Repairs	105.30	916.67	811.37	11,000.00
4420-08-000	Supplies-Plumbing	0.00	175.00	175.00	2,100.00
4420-09-000	Tools and Equipment	0.00	41.67	41.67	500.00

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
4420-10-000	Maintenance Paper/Supplies	0.00	66.67	66.67	800.00
4420-11-000	Supplies-HVAC	0.00	41.67	41.67	500.00
4420-12-000	Supplies-Exterior Supplies	0.00	41.67	41.67	500.00
4429-00-000	Total Materials	471.16	2,354.18	1,883.02	28,250.00
4430-00-000	Contract Costs				
4430-03-000	Contract-Trash Collection	465.68	416.67	-49.01	5,000.00
4430-04-000	Contract-Snow Removal	0.00	125.00	125.00	1,500.00
4430-05-000	Contract-Unit Turnover	2,306.46	1,250.00	-1,056.46	15,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	2,000.00
4430-07-000	Contract-Pest Control	162.06	1,450.00	1,287.94	17,400.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	1,000.00
4430-09-000	Contract-Grounds	0.00	50.00	50.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	148.28	341.66	193.38	4,100.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	500.00
4430-12-000	Contract-Inspections	0.00	291.67	291.67	3,500.00
4430-13-000	Contract-HVAC	1,455.75	750.00	-705.75	9,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	500.00
4430-17-000	Contract-Elevator Maintenance	0.00	916.67	916.67	11,000.00
4430-18-000	Contract-Alarm Monitoring	67.15	133.33	66.18	1,600.00
4430-19-000	Contract-Sprinkler Monitoring	375.00	266.67	-108.33	3,200.00
4430-99-000	Contract Costs-Other	0.00	250.00	250.00	3,000.00
4439-00-000	Total Contract Costs	4,980.38	6,575.01	1,594.63	78,900.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	14,399.65	18,629.02	4,229.37	223,548.00
4500-00-000	GENERAL EXPENSES				
4510-00-000	Insurance-Other	632.36	331.17	-301.19	3,974.00
4510-10-000	Property Insurance	104.08	548.34	444.26	6,580.00
4510-20-000	Liability Insurance	201.88	192.92	-8.96	2,315.00
4510-30-000	Workmen's Compensation	468.79	494.25	25.46	5,931.00
4570-00-000	Bad Debt-Tenant Rents	0.00	833.33	833.33	10,000.00
4599-00-000	TOTAL GENERAL EXPENSES	1,407.11	2,400.01	992.90	28,800.00
4800-00-000	FINANCING EXPENSE				
4851-00-000	Interest Expense-Loan 1	5,093.00	4,845.50	-247.50	58,146.00
4899-00-000	TOTAL FINANCING EXPENSES	5,093.00	4,845.50	-247.50	58,146.00
8000-00-000	TOTAL EXPENSES	77,596.97	89,702.67	12,105.70	1,076,432.00
9000-00-000	NET INCOME	16,809.91	25,974.41	-9,164.50	311,693.00

BRIDGEPORT BUILDING					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3100-00-000	TENANT INCOME				
3101-00-000	Rental Income				
3111-00-000	Tenant Rent	18,873.22	19,053.92	-180.70	228,647.00
3119-00-000	Total Rental Income	18,873.22	19,053.92	-180.70	228,647.00
3199-00-000	TOTAL TENANT INCOME	18,873.22	19,053.92	-180.70	228,647.00
3999-00-000	TOTAL INCOME	18,873.22	19,053.92	-180.70	228,647.00
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE EXPENSES				
4130-00-000	Legal Expense				
4130-04-000	General Legal Expense	0.00	208.33	208.33	2,500.00
4131-00-000	Total Legal Expense	0.00	208.33	208.33	2,500.00
4190-00-000	Miscellaneous Admin Expenses				
4190-07-000	Telephone & Internet	55.95	55.00	-0.95	660.00
4191-00-000	Total Miscellaneous Admin Expenses	55.95	55.00	-0.95	660.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	55.95	263.33	207.38	3,160.00
4300-00-000	UTILITY EXPENSES				
4310-00-000	Water	0.00	83.33	83.33	1,000.00
4399-00-000	TOTAL UTILITY EXPENSES	0.00	83.33	83.33	1,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES				
4420-00-000	Materials				
4420-07-000	Supplies-Maint/Repairs	0.00	166.67	166.67	2,000.00
4429-00-000	Total Materials	0.00	166.67	166.67	2,000.00
4430-00-000	Contract Costs				
4430-04-000	Contract-Snow Removal	0.00	41.67	41.67	500.00
4430-07-000	Contract-Pest Control	71.36	75.00	3.64	900.00
4430-10-000	Contract-Janitorial/Cleaning	0.00	208.33	208.33	2,500.00
4430-13-000	Contract-HVAC	255.75	250.00	-5.75	3,000.00
4430-17-000	Contract-Elevator Maintenance	0.00	250.00	250.00	3,000.00
4430-18-000	Contract-Alarm Monitoring	23.00	20.83	-2.17	250.00
4430-19-000	Contract-Sprinkler Monitoring	375.00	166.67	-208.33	2,000.00
4430-99-000	Contract Costs-Other	0.00	83.33	83.33	1,000.00
4439-00-000	Total Contract Costs	725.11	1,095.83	370.72	13,150.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	725.11	1,262.50	537.39	15,150.00
4800-00-000	FINANCING EXPENSE				
4851-00-000	Interest Expense-Loan 1	2,422.25	2,328.25	-94.00	27,939.00
4899-00-000	TOTAL FINANCING EXPENSES	2,422.25	2,328.25	-94.00	27,939.00
8000-00-000	TOTAL EXPENSES	3,203.31	3,937.41	734.10	47,249.00
9000-00-000	NET INCOME	15,669.91	15,116.51	553.40	181,398.00

LINEWEAVER ANNEX APARTMENTS					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3100-00-000	TENANT INCOME				
3101-00-000	Rental Income				
3111-00-000	Tenant Rent	20,478.22	27,879.83	-7,401.61	334,558.00
3112-06-000	PBV HAP Subsidy	21,844.00	30,203.17	-8,359.17	362,438.00
3119-00-000	Total Rental Income	42,322.22	58,083.00	-15,760.78	696,996.00
3120-00-000	Other Tenant Income				
3120-01-000	Laundry and Vending	330.00	333.33	-3.33	4,000.00
3120-03-000	Damages	1,455.12	250.00	1,205.12	3,000.00
3120-04-000	Late Charges	383.00	83.33	299.67	1,000.00
3120-08-000	Workorders/Maint Charges	0.00	333.33	-333.33	4,000.00
3129-00-000	Total Other Tenant Income	2,168.12	999.99	1,168.13	12,000.00
3199-00-000	TOTAL TENANT INCOME	44,490.34	59,082.99	-14,592.65	708,996.00
3600-00-000	OTHER INCOME				
3610-00-000	Investment Income - Unrestricted	283.26	0.00	283.26	0.00
3699-00-000	TOTAL OTHER INCOME	283.26	0.00	283.26	0.00
3999-00-000	TOTAL INCOME	44,773.60	59,082.99	-14,309.39	708,996.00
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE EXPENSES				
4100-99-000	Administrative Salaries				
4110-00-000	Administrative Salaries	5,139.11	5,491.25	352.14	65,895.00
4110-04-000	Employee Benefit Contribution-Admin	1,698.54	1,867.50	168.96	22,410.00
4110-99-000	Total Administrative Salaries	6,837.65	7,358.75	521.10	88,305.00
4130-00-000	Legal Expense				
4130-01-000	Unlawful Detainers/Writs	0.00	66.67	66.67	800.00
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	200.00
4130-04-000	General Legal Expense	0.00	416.67	416.67	5,000.00
4131-00-000	Total Legal Expense	0.00	500.01	500.01	6,000.00
4140-00-000	Staff Training	0.00	83.33	83.33	1,000.00
4150-00-000	Travel	20.00	83.33	63.33	1,000.00
4171-00-000	Auditing Fees	0.00	166.67	166.67	2,000.00
4189-00-000	Total Other Admin Expenses	20.00	250.00	230.00	3,000.00
4190-00-000	Miscellaneous Admin Expenses				
4190-01-000	Membership and Fees	0.00	16.67	16.67	200.00
4190-04-000	Office Supplies	50.22	83.33	33.11	1,000.00
4190-06-000	Compliance	0.00	41.67	41.67	500.00
4190-07-000	Telephone & Internet	258.19	250.00	-8.19	3,000.00
4190-08-000	Postage	180.00	41.67	-138.33	500.00
4190-10-000	Copiers	45.46	83.33	37.87	1,000.00
4190-12-000	Software	21.15	416.67	395.52	5,000.00
4190-13-000	IT/Website Maintenance	133.30	125.00	-8.30	1,500.00
4190-18-000	Small Office Equipment	0.00	41.67	41.67	500.00
4190-22-000	Other Misc Admin Expenses	0.00	83.33	83.33	1,000.00
4191-00-000	Total Miscellaneous Admin Expenses	688.32	1,183.34	495.02	14,200.00

LINEWEAVER ANNEX APARTMENTS					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	7,545.97	9,375.43	1,829.46	112,505.00
4200-00-000	TENANT SERVICES				
4220-01-000	Other Tenant Svcs.	1,984.02	1,833.33	-150.69	22,000.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	1,984.02	1,833.33	-150.69	22,000.00
4300-00-000	UTILITY EXPENSES				
4310-00-000	Water	770.43	833.33	62.90	10,000.00
4320-00-000	Electricity	7,428.63	5,833.33	-1,595.30	70,000.00
4390-00-000	Sewer & Trash	1,806.60	2,083.33	276.73	25,000.00
4399-00-000	TOTAL UTILITY EXPENSES	10,005.66	8,749.99	-1,255.67	105,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES				
4400-99-000	General Maint Expense				
4410-00-000	Maintenance Salaries	4,805.76	5,036.17	230.41	60,434.00
4410-05-000	Employee Benefit Contribution-Maint.	1,525.64	1,833.33	307.69	22,000.00
4419-00-000	Total General Maint Expense	6,331.40	6,869.50	538.10	82,434.00
4420-00-000	Materials				
4420-01-000	Supplies-Grounds	0.00	25.00	25.00	300.00
4420-02-000	Supplies-Appliance	0.00	83.33	83.33	1,000.00
4420-03-000	Supplies-Unit Turnover	49.32	291.67	242.35	3,500.00
4420-04-000	Supplies-Electrical	119.16	416.67	297.51	5,000.00
4420-05-000	Supplies-Fuel & Parts	29.02	62.50	33.48	750.00
4420-06-000	Supplies-Janitorial/Cleaning	142.98	83.33	-59.65	1,000.00
4420-07-000	Supplies-Maint/Repairs	105.30	666.67	561.37	8,000.00
4420-08-000	Supplies-Plumbing	0.00	166.67	166.67	2,000.00
4420-09-000	Tools and Equipment	0.00	41.67	41.67	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	41.67	41.67	500.00
4420-11-000	Supplies-HVAC	0.00	41.67	41.67	500.00
4420-12-000	Supplies-Exterior Supplies	0.00	41.67	41.67	500.00
4429-00-000	Total Materials	445.78	1,962.52	1,516.74	23,550.00
4430-00-000	Contract Costs				
4430-03-000	Contract-Trash Collection	465.68	416.67	-49.01	5,000.00
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	1,000.00
4430-05-000	Contract-Unit Turnover	2,306.46	1,250.00	-1,056.46	15,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	2,000.00
4430-07-000	Contract-Pest Control	19.34	1,333.33	1,313.99	16,000.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	1,000.00
4430-09-000	Contract-Grounds	0.00	50.00	50.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	148.28	133.33	-14.95	1,600.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	500.00
4430-12-000	Contract-Inspections	0.00	291.67	291.67	3,500.00
4430-13-000	Contract-HVAC	1,200.00	416.67	-783.33	5,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	500.00
4430-17-000	Contract-Elevator Maintenance	0.00	666.67	666.67	8,000.00
4430-18-000	Contract-Alarm Monitoring	15.00	50.00	35.00	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	1,200.00
4439-00-000	Total Contract Costs	4,154.76	5,125.01	970.25	61,500.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	10,931.94	13,957.03	3,025.09	167,484.00
4500-00-000	GENERAL EXPENSES				

LINEWEAVER ANNEX APARTMENTS					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
4510-00-000	Insurance-Other	533.91	231.17	-302.74	2,774.00
4510-10-000	Property Insurance	0.00	406.67	406.67	4,880.00
4510-20-000	Liability Insurance	180.99	117.92	-63.07	1,415.00
4510-30-000	Workmen's Compensation	121.54	119.25	-2.29	1,431.00
4570-00-000	Bad Debt-Tenant Rents	0.00	833.33	833.33	10,000.00
4599-00-000	TOTAL GENERAL EXPENSES	836.44	1,708.34	871.90	20,500.00
4800-00-000	FINANCING EXPENSE				
4851-00-000	Interest Expense-Loan 1	2,670.75	2,517.25	-153.50	30,207.00
4899-00-000	TOTAL FINANCING EXPENSES	2,670.75	2,517.25	-153.50	30,207.00
8000-00-000	TOTAL EXPENSES	33,974.78	38,141.37	4,166.59	457,696.00
9000-00-000	NET INCOME	10,798.82	20,941.62	-10,142.80	251,300.00

COMMUNITY GRANTS					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3400-00-000	GRANT INCOME				
3410-50-100	VA Homelessness Solutions Program	29,613.01	4,949.25	24,663.76	59,391.00
3410-60-200	Homelessness Assistance Grant (HMIS/SNAP)	0.00	7,006.00	-7,006.00	84,072.00
3410-61-200	COC Planning Grant	0.00	4,168.25	-4,168.25	50,019.00
3499-00-000	TOTAL GRANT INCOME	29,613.01	16,123.50	13,489.51	193,482.00
3999-00-000	TOTAL INCOME	29,613.01	16,123.50	13,489.51	193,482.00
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE EXPENSES				
4100-99-000	Administrative Salaries				
4110-50-100	Salary-VA Homelessness Solutions Program(VHSP)	4,109.85	3,484.00	-625.85	41,808.00
4110-50-101	Adm Benefits-VA Homelessness Solutions Program	1,193.86	1,215.25	21.39	14,583.00
4110-60-200	Salary-Homelessness Assistance Grant(HMIS)	3,171.80	3,731.75	559.95	44,781.00
4110-60-201	Adm Benefits-Homelessness Assistance Grant(HMIS)	1,152.93	1,249.33	96.40	14,992.00
4110-61-200	Salary-COC Planning Grant	3,248.41	3,452.67	204.26	41,432.00
4110-61-201	Adm Benefits-COC Planning	592.21	715.58	123.37	8,587.00
4110-99-000	Total Administrative Salaries	13,469.06	13,848.58	379.52	166,183.00
4140-50-100	Staff Training-VHSP	0.00	125.00	125.00	1,500.00
4189-00-000	Total Other Admin Expenses	0.00	125.00	125.00	1,500.00
4190-00-000	Miscellaneous Admin Expenses				
4190-50-100	Other Expenses-VHSP	0.00	125.00	125.00	1,500.00
4190-60-200	Equipment (HMIS/SNAP)	0.00	202.08	202.08	2,425.00
4190-60-201	Software (HMIS/SNAP)	0.00	1,065.42	1,065.42	12,785.00
4190-60-202	Services (HMIS/SNAP)	40.00	757.42	717.42	9,089.00
4191-00-000	Total Miscellaneous Admin Expenses	40.00	2,149.92	2,109.92	25,799.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	13,509.06	16,123.50	2,614.44	193,482.00
8000-00-000	TOTAL EXPENSES	13,509.06	16,123.50	2,614.44	193,482.00
9000-00-000	NET INCOME	16,103.95	0.00	16,103.95	0.00

HOUSING CHOICE VOUCHER PROGRAM (incl. MTW, MS5 and FSS Grant)					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
Jan-25					
		PTD Actual	PTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3400-00-000	GRANT INCOME				
3410-01-000	Section 8 HAP Earned	671,583.00	591,992.92	79,590.08	7,103,915.00
3410-02-000	Section 8 Admin. Fee Income	48,627.00	52,501.92	-3,874.92	630,023.00
3410-03-000	Section 8 FSS Grant Income	0.00	5,512.50	-5,512.50	66,150.00
3410-04-000	Port-In Admin Fees Earned	153.69	100.00	53.69	1,200.00
3410-06-000	Port In HAP Earned	3,838.00	2,500.00	1,338.00	30,000.00
3499-00-000	TOTAL GRANT INCOME	724,201.69	652,607.34	71,594.35	7,831,288.00
3600-00-000	OTHER INCOME				
3640-00-000	Fraud Recovery-HAP	299.50	958.33	-658.83	11,500.00
3640-01-000	Fraud Recovery-ADM	299.50	958.33	-658.83	11,500.00
3699-00-000	TOTAL OTHER INCOME	599.00	1,916.66	-1,317.66	23,000.00
3999-00-000	TOTAL INCOME	724,800.69	654,524.00	70,276.69	7,854,288.00
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE EXPENSES				
4100-99-000	Administrative Salaries				
4110-00-000	Administrative Salaries	24,658.68	33,237.59	8,578.91	398,851.00
4110-04-000	Employee Benefit Contribution-Admin	9,844.66	11,468.50	1,623.84	137,622.00
4110-20-400	Administrative Salaries-FSS	8,600.53	4,386.67	-4,213.86	52,640.00
4110-21-400	Employee Benefits Contribution-FSS	1,790.40	1,042.50	-747.90	12,510.00
4110-30-100	Administrative Salaries-MS5	2,199.49	0.00	-2,199.49	0.00
4110-30-101	Employee Benefits Contribution-MS5	168.26	0.00	-168.26	0.00
4110-99-000	Total Administrative Salaries	47,262.02	50,135.26	2,873.24	601,623.00
4130-00-000	Legal Expense				
4130-02-000	Criminal Background Checks	294.00	166.67	-127.33	2,000.00
4130-04-000	General Legal Expense	0.00	166.67	166.67	2,000.00
4131-00-000	Total Legal Expense	294.00	333.34	39.34	4,000.00
4140-00-000	Staff Training	129.00	833.33	704.33	10,000.00
4140-01-400	Staff Training-FSS	0.00	83.33	83.33	1,000.00
4150-00-000	Travel	50.00	666.67	616.67	8,000.00
4171-00-000	Auditing Fees	0.00	833.33	833.33	10,000.00
4172-00-000	Port Out Admin Fee Paid	219.88	166.67	-53.21	2,000.00
4189-00-000	Total Other Admin Expenses	269.88	1,666.67	1,396.79	20,000.00
4190-00-000	Miscellaneous Admin Expenses				
4190-01-000	Membership and Fees	0.00	83.33	83.33	1,000.00
4190-02-000	Publications	0.00	16.67	16.67	200.00
4190-03-000	Advertising	0.00	83.33	83.33	1,000.00
4190-04-000	Office Supplies	179.75	41.67	-138.08	500.00
4190-05-000	Fuel-Administrative	41.45	66.67	25.22	800.00
4190-06-000	Compliance	129.50	833.33	703.83	10,000.00
4190-07-000	Telephone & Internet	427.88	416.67	-11.21	5,000.00
4190-08-000	Postage	720.00	166.67	-553.33	2,000.00
4190-10-000	Copiers	175.15	125.00	-50.15	1,500.00
4190-12-000	Software	65.80	2,500.00	2,434.20	30,000.00

HOUSING CHOICE VOUCHER PROGRAM (incl. MTW, MS5 and FSS Grant)					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
Jan-25					
		PTD Actual	PTD Budget	Variance	Annual
4190-13-000	IT/Website Maintenance	510.15	416.67	-93.48	5,000.00
4190-18-000	Small Office Equipment	0.00	166.67	166.67	2,000.00
4190-22-000	Other Misc Admin Expenses	212.27	0.00	-212.27	0.00
4191-00-000	Total Miscellaneous Admin Expenses	2,461.95	4,916.68	2,454.73	59,000.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	50,416.85	57,968.61	7,551.76	695,623.00
4200-00-000	TENANT SERVICES				
4220-01-000	Other Tenant Svcs.	0.00	125.00	125.00	1,500.00
4220-02-000	Tenant FSS Goal Incentives	0.00	125.00	125.00	1,500.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	0.00	250.00	250.00	3,000.00
4300-00-000	UTILITY EXPENSES				
4320-00-000	Electricity	561.42	0.00	-561.42	0.00
4330-00-000	Gas	561.82	0.00	-561.82	0.00
4399-00-000	TOTAL UTILITY EXPENSES	1,123.24	0.00	-1,123.24	0.00
4500-00-000	GENERAL EXPENSES				
4510-00-000	Insurance-Other	157.52	104.17	-53.35	1,250.00
4510-10-000	Property Insurance	25.22	16.67	-8.55	200.00
4510-20-000	Liability Insurance	6.28	16.67	10.39	200.00
4510-30-000	Workmen's Compensation	555.62	616.67	61.05	7,400.00
4599-00-000	TOTAL GENERAL EXPENSES	744.64	754.18	9.54	9,050.00
4700-00-000	HOUSING ASSISTANCE PAYMENTS				
4715-00-000	Housing Assistance Payments	650,359.00	576,676.25	-73,682.75	6,920,115.00
4715-01-000	Tenant Utility Payments-Voucher	13,640.00	8,458.33	-5,181.67	101,500.00
4715-02-000	Port Out HAP Payments	5,134.00	2,083.33	-3,050.67	25,000.00
4715-07-000	Tenant FSS Goal Incentives	1,825.00	4,166.67	2,341.67	50,000.00
4715-08-000	Landlord Incentives	1,500.00	4,166.67	2,666.67	50,000.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	672,458.00	595,551.25	-76,906.75	7,146,615.00
8000-00-000	TOTAL EXPENSES	724,742.73	654,524.04	-70,218.69	7,854,288.00
9000-00-000	NET INCOME	57.96	-0.04	58.00	0.00

JR POLLY LINEWEAVER APARTMENTS (incl Service Coordinator Grant)					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
Jan-25					
		PTD Actual	PTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3100-00-000	TENANT INCOME				
3101-00-000	Rental Income				
3111-00-000	Tenant Rent	19,657.20	14,148.33	5,508.87	169,780.00
3112-00-000	50059 HAP Subsidy	22,182.00	26,275.50	-4,093.50	315,306.00
3119-00-000	Total Rental Income	41,839.20	40,423.83	1,415.37	485,086.00
3120-00-000	Other Tenant Income				
3120-01-000	Laundry and Vending	320.01	416.67	-96.66	5,000.00
3120-03-000	Damages	967.00	541.67	425.33	6,500.00
3120-04-000	Late Charges	231.00	83.33	147.67	1,000.00
3120-08-000	Workorders/Maint Charges	0.00	250.00	-250.00	3,000.00
3129-00-000	Total Other Tenant Income	1,518.01	1,291.67	226.34	15,500.00
3199-00-000	TOTAL TENANT INCOME	43,357.21	41,715.50	1,641.71	500,586.00
3400-00-000	GRANT INCOME				
3410-20-300	Service Coordinator Grant (SC)	0.00	6,526.75	-6,526.75	78,321.00
3499-00-000	TOTAL GRANT INCOME	0.00	6,526.75	-6,526.75	78,321.00
3999-00-000	TOTAL INCOME	43,357.21	48,242.25	-4,885.04	578,907.00
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE EXPENSES				
4100-99-000	Administrative Salaries				
4110-00-000	Administrative Salaries	3,626.00	3,878.17	252.17	46,538.00
4110-04-000	Employee Benefit Contribution-Admin	1,343.76	1,466.17	122.41	17,594.00
4110-99-000	Total Administrative Salaries	4,969.76	5,344.34	374.58	64,132.00
4130-00-000	Legal Expense				
4130-01-000	Unlawful Detainers/Writs	25.00	41.67	16.67	500.00
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	200.00
4130-04-000	General Legal Expense	0.00	333.33	333.33	4,000.00
4131-00-000	Total Legal Expense	25.00	391.67	366.67	4,700.00
4140-00-000	Staff Training	0.00	83.33	83.33	1,000.00
4150-00-000	Travel	0.00	41.67	41.67	500.00
4171-00-000	Auditing Fees	0.00	166.67	166.67	2,000.00
4189-00-000	Total Other Admin Expenses	0.00	208.34	208.34	2,500.00
4190-00-000	Miscellaneous Admin Expenses				
4190-01-000	Membership and Fees	0.00	8.33	8.33	100.00
4190-04-000	Office Supplies	50.22	41.67	-8.55	500.00
4190-07-000	Telephone & Internet	427.30	250.00	-177.30	3,000.00
4190-08-000	Postage	120.00	41.67	-78.33	500.00
4190-10-000	Copiers	39.73	41.67	1.94	500.00
4190-12-000	Software	14.10	300.00	285.90	3,600.00
4190-13-000	IT/Website Maintenance	94.50	125.00	30.50	1,500.00
4190-22-000	Other Misc Admin Expenses	0.00	83.33	83.33	1,000.00
4191-00-000	Total Miscellaneous Admin Expenses	745.85	891.67	145.82	10,700.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	5,740.61	6,919.35	1,178.74	83,032.00

JR POLLY LINEWEAVER APARTMENTS (incl Service Coordinator Grant)					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
Jan-25					
		PTD Actual	PTD Budget	Variance	Annual
4200-00-000	TENANT SERVICES				
4210-20-300	Tenant Services-Salaries	0.00	4,553.33	4,553.33	54,640.00
4211-20-300	Tenant Services-Benefits	0.00	1,104.58	1,104.58	13,255.00
4220-01-000	Other Tenant Svcs.	1,984.03	1,833.33	-150.70	22,000.00
4240-20-300	Tenant Services-Other Direct Costs	88.50	472.17	383.67	5,666.00
4241-20-300	Tenant Services-Training	0.00	188.33	188.33	2,260.00
4242-20-300	Tenant Services-Supplies & Materials	0.00	83.33	83.33	1,000.00
4243-20-300	Tenant Services-Travel	0.00	125.00	125.00	1,500.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	2,072.53	8,360.07	6,287.54	100,321.00
4300-00-000	UTILITY EXPENSES				
4310-00-000	Water	795.69	833.33	37.64	10,000.00
4320-00-000	Electricity	10,039.17	5,833.33	-4,205.84	70,000.00
4390-00-000	Sewer & Trash	1,866.82	2,083.33	216.51	25,000.00
4399-00-000	TOTAL UTILITY EXPENSES	12,701.68	8,749.99	-3,951.69	105,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES				
4400-99-000	General Maint Expense				
4410-00-000	Maintenance Salaries	4,753.54	5,036.17	282.63	60,434.00
4410-05-000	Employee Benefit Contribution-Maint.	1,521.64	1,833.33	311.69	22,000.00
4419-00-000	Total General Maint Expense	6,275.18	6,869.50	594.32	82,434.00
4420-00-000	Materials				
4420-01-000	Supplies-Grounds	0.00	25.00	25.00	300.00
4420-02-000	Supplies-Appliance	0.00	83.33	83.33	1,000.00
4420-03-000	Supplies-Unit Turnover	20.67	125.00	104.33	1,500.00
4420-04-000	Supplies-Electrical	119.16	416.67	297.51	5,000.00
4420-05-000	Supplies-Fuel & Parts	26.95	41.67	14.72	500.00
4420-06-000	Supplies-Janitorial/Cleaning	191.18	83.33	-107.85	1,000.00
4420-07-000	Supplies-Maint/Repairs	156.02	666.67	510.65	8,000.00
4420-08-000	Supplies-Plumbing	115.24	125.00	9.76	1,500.00
4420-09-000	Tools and Equipment	0.00	41.67	41.67	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	41.67	41.67	500.00
4420-11-000	Supplies-HVAC	87.25	41.67	-45.58	500.00
4420-12-000	Supplies-Exterior Supplies	0.00	41.67	41.67	500.00
4429-00-000	Total Materials	716.47	1,733.35	1,016.88	20,800.00
4430-00-000	Contract Costs				
4430-03-000	Contract-Trash Collection	423.92	416.67	-7.25	5,000.00
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	1,000.00
4430-05-000	Contract-Unit Turnover	0.00	833.33	833.33	10,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	2,000.00
4430-07-000	Contract-Pest Control	35.68	1,166.67	1,130.99	14,000.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	1,000.00
4430-09-000	Contract-Grounds	575.00	50.00	-525.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	148.28	133.33	-14.95	1,600.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	500.00
4430-13-000	Contract-HVAC	1,500.00	208.33	-1,291.67	2,500.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	500.00
4430-17-000	Contract-Elevator Maintenance	4,566.66	1,250.00	-3,316.66	15,000.00
4430-18-000	Contract-Alarm Monitoring	15.00	50.00	35.00	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	1,200.00
4439-00-000	Total Contract Costs	7,264.54	4,625.00	-2,639.54	55,500.00

JR POLLY LINEWEAVER APARTMENTS (incl Service Coordinator Grant)					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
Jan-25					
		PTD Actual	PTD Budget	Variance	Annual
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	14,256.19	13,227.85	-1,028.34	158,734.00
4500-00-000	GENERAL EXPENSES				
4510-00-000	Insurance-Other	269.46	306.08	36.62	3,673.00
4510-10-000	Property Insurance	421.85	433.33	11.48	5,200.00
4510-20-000	Liability Insurance	221.25	216.67	-4.58	2,600.00
4510-30-000	Workmen's Compensation	104.18	127.25	23.07	1,527.00
4599-00-000	TOTAL GENERAL EXPENSES	1,016.74	1,083.33	66.59	13,000.00
4800-00-000	FINANCING EXPENSE				
4851-00-000	Interest Expense-Loan 1	2,052.86	2,011.58	-41.28	24,139.00
4899-00-000	TOTAL FINANCING EXPENSES	2,052.86	2,011.58	-41.28	24,139.00
8000-00-000	TOTAL EXPENSES	37,840.61	40,352.17	2,511.56	484,226.00
9000-00-000	NET INCOME	5,516.60	7,890.08	-2,373.48	94,681.00

FRANKLIN HEIGHTS LLC					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3100-00-000	TENANT INCOME				
3101-00-000	Rental Income				
3111-00-000	Tenant Rent	38,650.10	56,367.00	-17,716.90	676,404.00
3112-06-000	PBV HAP Subsidy	145,825.00	131,523.00	14,302.00	1,578,276.00
3119-00-000	Total Rental Income	184,475.10	187,890.00	-3,414.90	2,254,680.00
3120-00-000	Other Tenant Income				
3120-03-000	Damages	7,189.25	1,666.67	5,522.58	20,000.00
3120-04-000	Late Charges	612.00	833.33	-221.33	10,000.00
3120-06-000	NSF Charges	0.00	8.33	-8.33	100.00
3120-07-000	Tenant Owed Utilities	100.00	125.00	-25.00	1,500.00
3120-08-000	Workorders/Maint Charges	0.00	166.67	-166.67	2,000.00
3129-00-000	Total Other Tenant Income	7,901.25	2,800.00	5,101.25	33,600.00
3199-00-000	TOTAL TENANT INCOME	192,376.35	190,690.00	1,686.35	2,288,280.00
3600-00-000	OTHER INCOME				
3610-00-000	Investment Income - Unrestricted	0.00	166.67	-166.67	2,000.00
3699-00-000	TOTAL OTHER INCOME	0.00	166.67	-166.67	2,000.00
3999-00-000	TOTAL INCOME	192,376.35	190,856.67	1,519.68	2,290,280.00
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE EXPENSES				
4100-99-000	Administrative Salaries				
4110-00-000	Administrative Salaries	30,923.69	33,344.42	2,420.73	400,133.00
4110-04-000	Employee Benefit Contribution-Admin	9,870.86	11,223.17	1,352.31	134,678.00
4110-99-000	Total Administrative Salaries	40,794.55	44,567.59	3,773.04	534,811.00
4130-00-000	Legal Expense				
4130-04-000	General Legal Expense	0.00	1,250.00	1,250.00	15,000.00
4131-00-000	Total Legal Expense	0.00	1,250.00	1,250.00	15,000.00
4140-00-000	Staff Training	0.00	1,250.00	1,250.00	15,000.00
4150-00-000	Travel	40.00	1,250.00	1,210.00	15,000.00
4171-00-000	Auditing Fees	0.00	208.33	208.33	2,500.00
4189-00-000	Total Other Admin Expenses	40.00	1,458.33	1,418.33	17,500.00
4190-00-000	Miscellaneous Admin Expenses				
4190-01-000	Membership and Fees	550.00	100.00	-450.00	1,200.00
4190-02-000	Publications	0.00	66.67	66.67	800.00
4190-04-000	Office Supplies	50.21	333.33	283.12	4,000.00
4190-06-000	Compliance	0.00	83.33	83.33	1,000.00
4190-07-000	Telephone & Internet	546.91	550.00	3.09	6,600.00
4190-08-000	Postage	460.00	333.33	-126.67	4,000.00
4190-10-000	Copiers	118.94	208.33	89.39	2,500.00
4190-12-000	Software	902.45	1,833.33	930.88	22,000.00
4190-13-000	IT/Website Maintenance	437.15	416.67	-20.48	5,000.00
4190-18-000	Small Office Equipment	0.00	250.00	250.00	3,000.00
4190-22-000	Other Misc Admin Expenses	0.00	416.67	416.67	5,000.00
4191-00-000	Total Miscellaneous Admin Expenses	3,065.66	4,591.66	1,526.00	55,100.00

FRANKLIN HEIGHTS LLC					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	43,900.21	53,117.58	9,217.37	637,411.00
4200-00-000	TENANT SERVICES				
4220-01-000	Other Tenant Svcs.	19.95	250.00	230.05	3,000.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	19.95	250.00	230.05	3,000.00
4300-00-000	UTILITY EXPENSES				
4310-00-000	Water	2,692.60	2,666.67	-25.93	32,000.00
4320-00-000	Electricity	1,064.39	833.33	-231.06	10,000.00
4330-00-000	Gas	0.00	166.67	166.67	2,000.00
4390-00-000	Sewer & Trash	2,949.41	3,333.33	383.92	40,000.00
4399-00-000	TOTAL UTILITY EXPENSES	6,706.40	7,000.00	293.60	84,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES				
4400-99-000	General Maint Expense				
4410-00-000	Maintenance Salaries	16,335.42	20,903.92	4,568.50	250,847.00
4410-05-000	Employee Benefit Contribution-Maint.	4,645.55	7,267.58	2,622.03	87,211.00
4419-00-000	Total General Maint Expense	20,980.97	28,171.50	7,190.53	338,058.00
4420-00-000	Materials				
4420-01-000	Supplies-Grounds	0.00	166.67	166.67	2,000.00
4420-02-000	Supplies-Appliance	258.24	250.00	-8.24	3,000.00
4420-03-000	Supplies-Unit Turnover	808.89	166.67	-642.22	2,000.00
4420-04-000	Supplies-Electrical	0.00	833.33	833.33	10,000.00
4420-05-000	Supplies-Fuel & Parts	99.49	333.33	233.84	4,000.00
4420-06-000	Supplies-Janitorial/Cleaning	353.12	416.67	63.55	5,000.00
4420-07-000	Supplies-Maint/Repairs	725.03	1,666.67	941.64	20,000.00
4420-08-000	Supplies-Plumbing	376.70	416.67	39.97	5,000.00
4420-09-000	Tools and Equipment	245.98	333.33	87.35	4,000.00
4420-10-000	Maintenance Paper/Supplies	0.00	66.67	66.67	800.00
4420-11-000	Supplies-HVAC	87.25	416.67	329.42	5,000.00
4420-12-000	Supplies-Exterior Supplies	0.00	416.67	416.67	5,000.00
4429-00-000	Total Materials	2,954.70	5,483.35	2,528.65	65,800.00
4430-00-000	Contract Costs				
4430-03-000	Contract-Trash Collection	272.56	333.33	60.77	4,000.00
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	1,000.00
4430-05-000	Contract-Unit Turnover	0.00	833.33	833.33	10,000.00
4430-06-000	Contract-Electrical	0.00	83.33	83.33	1,000.00
4430-07-000	Contract-Pest Control	71.36	500.00	428.64	6,000.00
4430-08-000	Contract-Floor Covering	466.20	83.33	-382.87	1,000.00
4430-09-000	Contract-Grounds	4,795.00	416.67	-4,378.33	5,000.00
4430-10-000	Contract-Janitorial/Cleaning	401.04	416.67	15.63	5,000.00
4430-11-000	Contract-Plumbing	0.00	250.00	250.00	3,000.00
4430-12-000	Contract-Inspections	0.00	833.33	833.33	10,000.00
4430-13-000	Contract-HVAC	3,545.00	1,666.67	-1,878.33	20,000.00
4430-14-000	Contract-Vehicle Maintenance	0.00	83.33	83.33	1,000.00
4430-15-000	Contract-Video Surveillance	105,000.00	10,000.00	-95,000.00	120,000.00
4439-00-000	Total Contract Costs	114,551.16	15,583.32	-98,967.84	187,000.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	138,486.83	49,238.17	-89,248.66	590,858.00
4500-00-000	GENERAL EXPENSES				
4510-00-000	Insurance-Other	157.52	275.00	117.48	3,300.00

FRANKLIN HEIGHTS LLC					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
4510-10-000	Property Insurance	1,282.64	1,358.33	75.69	16,300.00
4510-20-000	Liability Insurance	588.45	608.33	19.88	7,300.00
4510-30-000	Workmen's Compensation	555.60	550.00	-5.60	6,600.00
4521-00-000	Misc. Taxes/Licenses/Insurance	0.00	2,666.67	2,666.67	32,000.00
4570-00-000	Bad Debt-Tenant Rents	0.00	2,083.33	2,083.33	25,000.00
4599-00-000	TOTAL GENERAL EXPENSES	2,584.21	7,541.66	4,957.45	90,500.00
4800-00-000	FINANCING EXPENSE				
4851-00-000	Interest Expense-Loan 1	74,743.55	14,346.33	-60,397.22	172,156.00
4899-00-000	TOTAL FINANCING EXPENSES	74,743.55	14,346.33	-60,397.22	172,156.00
8000-00-000	TOTAL EXPENSES	266,441.15	131,493.74	-134,947.41	1,577,925.00
9000-00-000	NET INCOME	-74,064.80	59,362.93	-133,427.73	712,355.00

COMMERCE VILLAGE LLC					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3100-00-000	TENANT INCOME				
3101-00-000	Rental Income				
3111-00-000	Tenant Rent	9,006.00	10,919.75	-1,913.75	131,037.00
3112-06-000	PBV HAP Subsidy	10,301.00	10,919.75	-618.75	131,037.00
3119-00-000	Total Rental Income	19,307.00	21,839.50	-2,532.50	262,074.00
3120-00-000	Other Tenant Income				
3120-01-000	Laundry and Vending	115.76	150.00	-34.24	1,800.00
3120-03-000	Damages	75.00	208.33	-133.33	2,500.00
3120-04-000	Late Charges	60.00	41.67	18.33	500.00
3120-08-000	Workorders/Maint Charges	30.00	100.00	-70.00	1,200.00
3129-00-000	Total Other Tenant Income	280.76	500.00	-219.24	6,000.00
3199-00-000	TOTAL TENANT INCOME	19,587.76	22,339.50	-2,751.74	268,074.00
3600-00-000	OTHER INCOME				
3611-00-000	Investment Income - Restricted	403.59	416.67	-13.08	5,000.00
3699-00-000	TOTAL OTHER INCOME	403.59	416.67	-13.08	5,000.00
3999-00-000	TOTAL INCOME	19,991.35	22,756.17	-2,764.82	273,074.00
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE EXPENSES				
4100-99-000	Administrative Salaries				
4110-00-000	Administrative Salaries	3,312.69	3,530.67	217.98	42,368.00
4110-04-000	Employee Benefit Contribution-Admin	1,068.29	1,214.83	146.54	14,578.00
4110-99-000	Total Administrative Salaries	4,380.98	4,745.50	364.52	56,946.00
4130-00-000	Legal Expense				
4130-04-000	General Legal Expense	0.00	150.00	150.00	1,800.00
4131-00-000	Total Legal Expense	0.00	150.00	150.00	1,800.00
4140-00-000	Staff Training	125.00	83.33	-41.67	1,000.00
4150-00-000	Travel	0.00	100.00	100.00	1,200.00
4173-00-000	Management Fee	1,009.87	1,000.00	-9.87	12,000.00
4189-00-000	Total Other Admin Expenses	1,009.87	1,100.00	90.13	13,200.00
4190-00-000	Miscellaneous Admin Expenses				
4190-04-000	Office Supplies	50.21	50.00	-0.21	600.00
4190-06-000	Compliance	0.00	125.00	125.00	1,500.00
4190-07-000	Telephone & Internet	215.47	300.00	84.53	3,600.00
4190-08-000	Postage	60.00	41.67	-18.33	500.00
4190-10-000	Copiers	64.78	83.33	18.55	1,000.00
4190-12-000	Software	7.05	166.67	159.62	2,000.00
4190-13-000	IT/Website Maintenance	47.25	83.33	36.08	1,000.00
4190-21-000	HCC Fees	0.00	666.67	666.67	8,000.00
4190-22-000	Other Misc Admin Expenses	6.00	41.67	35.67	500.00
4191-00-000	Total Miscellaneous Admin Expenses	450.76	1,558.34	1,107.58	18,700.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	5,966.61	7,637.17	1,670.56	91,646.00
4200-00-000	TENANT SERVICES				

COMMERCE VILLAGE LLC					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
4210-00-000	Tenant Services Salaries	0.00	1,520.83	1,520.83	18,250.00
4220-01-000	Other Tenant Svcs.	0.00	125.00	125.00	1,500.00
4230-00-000	Tenant Services Contract Costs	-5.00	0.00	5.00	0.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	-5.00	1,645.83	1,650.83	19,750.00
4300-00-000	UTILITY EXPENSES				
4310-00-000	Water	416.79	358.33	-58.46	4,300.00
4320-00-000	Electricity	1,904.76	1,666.67	-238.09	20,000.00
4330-00-000	Gas	229.10	200.00	-29.10	2,400.00
4390-00-000	Sewer & Trash	903.30	916.67	13.37	11,000.00
4399-00-000	TOTAL UTILITY EXPENSES	3,453.95	3,141.67	-312.28	37,700.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES				
4400-99-000	General Maint Expense				
4410-00-000	Maintenance Salaries	1,480.93	1,565.25	84.32	18,783.00
4410-05-000	Employee Benefit Contribution-Maint.	369.28	655.50	286.22	7,866.00
4419-00-000	Total General Maint Expense	1,850.21	2,220.75	370.54	26,649.00
4420-00-000	Materials				
4420-01-000	Supplies-Grounds	0.00	8.33	8.33	100.00
4420-02-000	Supplies-Appliance	0.00	83.33	83.33	1,000.00
4420-03-000	Supplies-Unit Turnover	0.00	83.33	83.33	1,000.00
4420-04-000	Supplies-Electrical	0.00	125.00	125.00	1,500.00
4420-05-000	Supplies-Fuel & Parts	10.36	16.67	6.31	200.00
4420-06-000	Supplies-Janitorial/Cleaning	0.00	50.00	50.00	600.00
4420-07-000	Supplies-Maint/Repairs	0.00	133.33	133.33	1,600.00
4420-08-000	Supplies-Plumbing	0.00	50.00	50.00	600.00
4420-10-000	Maintenance Paper/Supplies	0.00	8.33	8.33	100.00
4420-11-000	Supplies-HVAC	0.00	150.00	150.00	1,800.00
4420-12-000	Supplies-Exterior Supplies	0.00	41.67	41.67	500.00
4429-00-000	Total Materials	10.36	749.99	739.63	9,000.00
4430-00-000	Contract Costs				
4430-03-000	Contract-Trash Collection	334.12	225.00	-109.12	2,700.00
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	1,000.00
4430-06-000	Contract-Electrical	0.00	25.00	25.00	300.00
4430-07-000	Contract-Pest Control	71.36	166.67	95.31	2,000.00
4430-09-000	Contract-Grounds	1,125.00	0.00	-1,125.00	0.00
4430-10-000	Contract-Janitorial/Cleaning	145.20	133.33	-11.87	1,600.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	500.00
4430-12-000	Contract-Inspections	0.00	166.67	166.67	2,000.00
4430-13-000	Contract-HVAC	1,455.00	208.33	-1,246.67	2,500.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	500.00
4430-18-000	Contract-Alarm Monitoring	0.00	50.00	50.00	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	125.00	125.00	1,500.00
4439-00-000	Total Contract Costs	3,130.68	1,266.67	-1,864.01	15,200.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	4,991.25	4,237.41	-753.84	50,849.00
4500-00-000	GENERAL EXPENSES				
4510-00-000	Insurance-Other	14.76	15.00	0.24	180.00
4510-10-000	Property Insurance	507.94	465.42	-42.52	5,585.00
4510-20-000	Liability Insurance	143.27	185.00	41.73	2,220.00
4510-30-000	Workmen's Compensation	52.09	51.25	-0.84	615.00

COMMERCE VILLAGE LLC					
Statement of Revenues, Expenditures, and Changes in Fund Net Position					
January 2025					
		PTD Actual	PTD Budget	Variance	Annual
4521-00-000	Misc. Taxes/Licenses/Insurance	42.51	87.50	44.99	1,050.00
4570-00-000	Bad Debt-Tenant Rents	0.00	208.33	208.33	2,500.00
4599-00-000	TOTAL GENERAL EXPENSES	760.57	1,012.50	251.93	12,150.00
4800-00-000	FINANCING EXPENSE				
4851-00-000	Interest Expense-Loan 1	1,365.00	1,365.00	0.00	16,380.00
4899-00-000	TOTAL FINANCING EXPENSES	1,365.00	1,365.00	0.00	16,380.00
8000-00-000	TOTAL EXPENSES	16,532.38	19,039.58	2,507.20	228,475.00
9000-00-000	NET INCOME	3,458.97	3,716.59	-257.62	44,599.00



JB

Accounts Payable Check Request

Date: 11/04/24

To: Blauch Brothers
911 Chicago Ave.
P.O. Box 1092
Harrisonburg, VA 22801

Account Number to Charge	Location: ACV, CST	Description	Amount
8612	CST	Overdue Payment of Blauch Service charges from 5/2/24 to 10/3/24	\$6,448.10

TOTAL: \$6,448.10 ✓

Requested by: abh

Comments:

CHECK # 11-06-24 \$6448.10 #13383

CHECK MAILED ON: _____

Statement of Account

Blauch Brothers Inc
911 Chicago Ave.
P.O. Box 1092
Harrisonburg, VA 22802
540-434-2589

Arts Council Of The Valley
311 S Main St
Harrisonburg, VA 22801

Andy
Supervisor + Tech
Unit 3 still down
one unit had wrong
filter in it

Assessment 2 hrs.

Statement of Account as of 9-30-2024

<u>Invoice</u>	<u>Description</u>	<u>Date</u>	<u>Charges</u>	<u>Credits</u>
SM47343	Inv	05-02-2024	1,007.00	
SM48284	Inv	07-03-2024	925.00	
SM48357	Inv	07-03-2024	510.00	
SM48435	Inv	07-08-2024	500.00	
119694	Inv Finance charge	08-02-2024	15.11	
SM49011	Inv	08-20-2024	3,011.00	
SM49026	Inv	08-22-2024	420.75	
119792	Inv Finance charge	09-05-2024	15.11	
119867	Inv Finance charge	10-03-2024	44.13	
Statement Total			6,448.10*	.00*

ATTENTION
90 DAYS PAST DUE

Current Amount	31-60 Days Amount	61-90 Days Amount	91-120 Days Amount	Over 120 Days Amount	Outstanding Amount
44.13	3,446.86	1,950.11		1,007.00	6,448.10

ARTS COUNCIL of the VALLEY 02/01

311 South Main Street
Harrisonburg, Virginia 22801
(540) 801-8779ATLANTIC UNION BANK
HARRISONBURG, VA 22801
68-316/514

13383

11/06/2024

PAY TO THE ORDER OF Blauch Brothers, Inc.

\$ **6,448.10

Six thousand four hundred forty-eight and 10/100*****
DOLLARS

PROTECTED AGAINST FRAUD

Blauch Brothers, Inc.
P O Box 1092
Harrisonburg, VA 22801

MEMO

COURSQ

Joseph Barden MP

⑈013383⑈ ⑆051403164⑆ 069001303⑈

ARTS COUNCIL of the VALLEY

11/06/2024

Blauch Brothers, Inc.

13383

Date	Type	Reference	Original Amount	Balance Due	Payment
11/04/2024	Bill	110424	6,448.10	6,448.10	6,448.10
			Check Amount		6,448.10

* Checking:Arts Cour COURSQ

6,448.10

ARTS COUNCIL of the VALLEY

11/06/2024

Blauch Brothers, Inc.

13383

Date	Type	Reference	Original Amount	Balance Due	Payment
11/04/2024	Bill	110424	6,448.10	6,448.10	6,448.10
			Check Amount		6,448.10

* Checking:Arts Cour COURSQ

6,448.10



HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY

Housing Choice Voucher Program Monthly Report

Month: January 2025

Prepared by: Mary Walala

1. Summary:

The program remains fully compliant with HUD regulations even though we are facing challenges with market rent fluctuations and landlord participation. Unit rental prices continue to rise and while many landlords continue to work with us, we do not have many new landlords signing on to rent to voucher holders.

2. Voucher Utilization:

We have 768 out of 979 available vouchers currently leased up

Number of Vouchers Available (includes Ms5 and PBV):	979		
	Under Lease	Issued, Not Leased	Not Issued
Housing Choice Vouchers-MTW (Includes Project Based Vouchers):	708	8	165
Mainstream Vouchers:	60	2	36
Totals	768	10	201
Voucher Utilization Rate:	78%		

3. Waiting List:

Number of Applicants on All Waitlists: 4931	
Below are application numbers by program/ property:	
Commerce Village	542
Franklin Heights	1643
Housing Choice Voucher	2578
Lineweaver Annex	168

Franklin Heights Waitlist Per Bedroom Size				
FH:1BR	FH:2BR	FH:3BR	FH:4BR	FH:5BR
734	463	339	94	13

- New Additions to Waitlist: 0

**A more detailed waitlist report will be provided quarterly.*

4. Financial Summary

- **Total Funding Received:**
 - HUD Disbursement for HCV and Mainstream Vouchers: \$720,210
- **Expenditures:**
 - Housing Assistance Payments (HAP): \$661,496
 - Administrative Costs: \$41,894
 - Landlord and FSS Incentives: \$3,325
- **Average Per Unit Cost (PUC):** \$920
- **Projected Surplus for all vouchers combined:** \$13,495 (see variance table below)

- **Variance:**

VARIANCE BY CATEGORY	HUD	HRHA	VARIANCE BY CATEGORY
Variance = Amount Received from HUD <i>minus</i> Actual Expenses			
HAP Expense Payments	\$671,583	\$661,496	\$10,087
Administrative Expense Payments	\$48,627	\$41,894	\$6,733
Landlord Incentives	\$0	\$1,500	-\$1,500
Family Self Sufficiency Program Incentives	\$0	\$1,825	-\$1,825
Security Deposit Incentives	\$0	\$0	\$0
TOTAL VARIANCE (all categories)	\$720,210	\$706,715	\$13,495

5. Housing Quality and Inspections

- **Inspections Completed:** 52
 - Units Passed Inspection: 23
 - Units Failing Inspection: 29
 - Common Violations:
 - Not having 10 year sealed lithium battery smoke detectors in NSPIRE required areas
 - Not having GFCI outlets in NSPIRE required areas
 - For HRHA properties - Missing smoke detectors, damage to unit
- **Re-inspections:**
 - Re-inspections Conducted:
 - 15 of the inspected units that failed are HRHA units and do not get re-inspected.
 - 3 private landlord units were re-inspected and passed
 - 11 property managers sent pictures of updates made responding to fail status.
 - Follow-up Success Rate: 92%

6. Program Compliance and Regulations

- **HUD Regulatory Compliance:** No significant issues or violations reported this month.
 - Upcoming HUD Monitoring Visit: None scheduled.
- **Fair Housing Compliance:**
 - All HCV program activities continue to follow fair housing guidelines.
 - No discrimination complaints or violations were reported this month.

7. Landlord Participation and Engagement

- **Landlord Recruitment Efforts:**
 - Total Landlords Participating: 209
- **Landlord Outreach Efforts:** We will be sending out a newsletter to all landlords to keep them updated on policies and procedures. We have also added available incentives to recertification letters that go out to landlords each month.

8. Challenges and Success

- **Market Conditions:**
 - Increased rental prices in the area have resulted in a higher-than-expected number of tenants exceeding the payment standards.
 - There is concern about program limitations in keeping up with market rents.
- **Staffing:**
 - There are no open positions on the team and no issues to report.
- **Technological Challenges:**

- While we continue to learn new capabilities within our software (Yardi), staff have significantly increased their knowledge of the software within this past year and are able to troubleshoot problems to find solutions for the most part.

9. Program Performance Metrics:

New Leases	New Admission	Transfer/ Change of Unit	Port-In	Property Total
Franklin Heights	1	0	0	1
Commerce Village	0	0	0	0
Lineweaver	1	0	0	1
Private Landlord	0	2	0	2
TYPE TOTAL	2	2	0	

Interim Certifications		Explanation of "Other" Certification:
Income Decrease	2	Interims were conducted to add household members, adjust family income, and to record hardship waivers.
Income Increase	1	
Household Change	2	
Owner-Led (rent change)	4	
Other	11	
TOTAL	20	

End of Participation / Termination		Explanation of "Other" Certification:
Didn't Complete Annual	0	Tenants moved and did not report. Their program participation was ended.
Gave Up Voucher	1	
Voucher Expired	1	
Other	2	
TOTAL	4	

Conclusion

Overall, the Housing Choice Voucher program continues to perform well, with improvements in voucher utilization and landlord participation. However, challenges related to market conditions persist. We are taking proactive steps to address these concerns, including addressing rental price challenges through policy adjustments and closing waitlists for the foreseeable future.

JR Polly Lineweaver Program Management Summary Report

Month of:

1. Occupancy (as of the last day of the month)

	Efficiencies	1 Bedroom	Total
# of Leased Units	46	13	60
# of Move Ins	1	0	1
# of Move Outs	0	0	0
# of Evictions	1		
# of Unlawful Detainers Filed	2		

2. Tenant Accounts Receivable

Current Total Owed	\$18,803.78			
Delinquent Accounts	0-30 days	31-60 days	61-90 days	90+ days
	\$3,100	\$355	\$1,658	\$13,390
Current Month Rent/HAP Charged	\$41,645			
Amount Collected (Rent/HAP)	\$41,839.20			
Late Fees Applied (date)	01/07/2025			
Late Fee Amount Billed (amount)	\$102.			

3. Comment on accomplishments and/or challenges experienced during the month

Staff has one outstanding efficiency to fill. There are additional anticipated vacancies in February that we are trying to proactively fill. We continue to try and work with tenants who have balances to prevent evictions by setting up payment plans. Some tenants are working very hard to pay back their past balances and remain in their apartments.

I hereby certify the above information is true and complete to the best of my knowledge.

Signed: Jiffany J. Ri Date: 02/07/2025

Lineweaver Annex Program Management Summary Report

Month of: January 2025

1. Occupancy (as of the last day of the month)

	1 Bedroom
# of Leased Units	55
# of Move Ins	1
# of Move Outs	0
# of Evictions	0
# of Unlawful Detainers Filed	

2. Current Tenant Accounts Receivable

Current Total Owed	\$29,955.53			
Delinquent Accounts	0-30 days	31-60 days	61-90 days	90+ days
	\$4,153.12	\$311	\$3,479	\$22,012.41
Current Month Rent/HAP Charged	\$40566			
Amount Collected (Rent/HAP)	42,322.22			
Late Fees Applied (date)	1/7/2025			
Late Fees Applied (amount)	\$183			

3. Comment on accomplishments and/or challenges experienced during the month (including resident services provided, delays in contract services, needs for support/welfare checks, etc.)

Staff are making progress on getting the vacancies filled and should be 100% occupied by the end of February 2025.

We continue to try and work with tenants who have balances to prevent evictions by setting up payment plans. Some tenants are working very hard to pay back their past balances and remain in their apartments.

I hereby certify the above information is true and complete to the best of my knowledge.

Signed: Jiffany J. Ri Date: 02/07/2025

Franklin Heights Program Management Summary Report

Month of: January 2025

1. Occupancy (as of the last day of the month)

	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5 bdrms	Total
# of Leased Units	18	37	54	11	4	125
# of Move Ins		1				
# of Move Outs			1			
# of Evictions						
# of Unlawful Detainers Filed						

2. Current Tenant Accounts Receivable

Current Total Owed	\$71,230.25			
Delinquent Accounts	0-30 days	31-60 days	61-90 days	90+ days
	4,455.25	777.00	2,978.62	63,019.38
Current Month Rent/HAP charged	\$181,816.00			
Amount Collected (Rent/HAP)	\$188,923.05			
Late Fees Applied (date)	1/14/2025			
Late Fee Amount Billed (amount)	\$629.00			

3. Comment on accomplishments and/or challenges experienced during the month.

*still working through some mental health issues with a few tenants.
*got several tenants to pay on their repayment agreements

I hereby certify the above information is true and complete to the best of my knowledge.

Signed: Christa Good Date: 2/7/25

Commerce Village Program Management Summary Report

Month of: January

1. Occupancy as of January 2025

	VASH	HCV	Total
# of Leased Units	15	14	29
# of Move Ins		1	1
# of Move Outs		0	0
# of Evictions		0	0
# of Unlawful Detainers Filed			0

2. Current Tenant Accounts Receivable

Current Total Owed				
Delinquent Accounts	0-30 days	31-60 days	61-90 days	90+ days
Current Month Rent/HAP Charged	19,307			
Amount Collected (Rent/HAP)	18,976			
Late Fees Applied 01-2025	1			
Late Fee Amount Billed	60.00			

1. Comment on accomplishments and/or challenges experienced during the month
- 2.

Have one resident who pays two months at a time so one month there will be a higher amount collected and the next month a lower amount collected than charged. There are only two account with a balance. First account is \$1 short and the second \$4 short. Each resident was told they could add the amount to the following months' rent.

JMU has reached out about the spring meal with a tentative date of April 18, 2025

Corresponding with Lonnie Wenger at CSB regarding filling the last unit. Waiting on criminal record and should be filled in February

Continuing with a minimum of one meal provided by Commerce Village a month. The food is provided by residents at CV and is cooked by Management and CSB worker.

I hereby certify the above information is true and complete to the best of my knowledge.

Signed: *Sandra Lowther*

Date: 01/31/2025

MONTHLY REPORT – January 2025

HCV PARTICIPANTS

Employment	Education/Training	Goal Rewards
In Program: 29	Enrolled in GED:	Family Wellness Activities: 3
Employed: 16	Enrolled in ESL: 1	Financial Activities: 0 Maintained work for 12 months: 1
Unemployed/Furlough: 13	Enrolled in Continuing Ed: 5	FSS Activities: 0 Attend two event: 0
Medical Leave/ Disability or Maternity Leave: 10 Elderly: 3	Education Activities Goal Reward.	Homebuyer Activities: 2 Associate Degree. GED.
New jobs this month:		Goal Rewards completed: 6

FRANKLIN HEIGHTS PARTICIPANTS

Employment	Education/Training	Goal Rewards
In Program: 62	Enrolled in GED:	Family Wellness Activities: 1
Employed: 27	Enrolled in ESL: 1	Financial Activities: 1 Employment. 1
Unemployed/Furlough: 34	Enrolled in Continuing Ed: (6)	FSS Activities: 0 Drivers Licence: 0

Employment	Education/Training	Goal Rewards
Medical Leave/ Disability or Maternity Leave: Elderly: 6	Educational Goal Reward: 1	Homebuyer Activities:2
New job this month:		Total Goal Rewards completed:5

HARRISON HEIGHTS

Employment	Education/Training	Goal Rewards
In Program: 5	Enrolled in GED: 0	Family Wellness Activities:
Employed: 2	Enrolled in ESL:	Financial Activities:
Unemployed: 3	Enrolled in Continuing Ed:	FSS Activities
Medical Leave/ Disability or Maternity Leave: 0 Elderly.1	Education Activities Goal Reward: 0	Homebuyer Activities:
New jobs this months:		Total Goal Rewards completed:

Program Highlights

FSS saw 1 participant moved to homeownership. One participant graduated from the program. In collaboration with UNITED BANK FSS held a virtual Financial Resolution workshop. FSS helped a participant, who after graduating from high school did not want to go back to school, apply for FAFSA and enroll in an online college program. The CAB held its first

meeting of 2025 and elected new officers. An JMU student had started her internship with FSS.

FSS Coordinator:

Jacques Mushagasha & Victoria Hill

02/04/2025

HRHA Maintenance Report

January, 2025

Year to Date

Work orders

Property	Opening Balance	Created	Closed	Closing Balance
Bridgeport(bport)	0	1	0	1
Commerce Village Operating(cvo)	0	15	15	0
Franklin Heights Operating(fho)	5	54	55	4
JR Polly Lineweaver(jrpl)	2	17	19	0
Lineweaver Annex Operating(lao)	0	38	37	1
Pleasant View(plesview)	0	2	2	0
Total	7	127	128	6

Work Orders Created This Year

Property	
Bridgeport	1
Commerce Village Operating(cvo)	15
Franklin Heights Operating(fho)	54
JR Polly Lineweaver(jrpl)	17
Lineweaver Annex Operating(lao)	38
Pleasant View(plesview)	2
Total	127

Unit turns

Property	Opening Balance	Created	Closed	Closing Balance
Commerce Village (cvo)				
Franklin Heights Operating(fho)	2	2	2	2
JR Polly Lineweaver(jrpl)	1	1	2	0
Lineweaver Annex Operating(lao)	0	1	1	0
Total	3	4	5	2

Unit turns this year

Property	
Commerce Village (cvo)	
Franklin Heights Operating(fho)	2
JR Polly Lineweaver(jrpl)	1
Lineweaver Annex Operating(lao)	1
Total	4

Emergency Work orders

Property	Created	Closed
Commerce Village Operating(cvo)		
Franklin Heights Operating(fho)	2	2
JR Polly Lineweaver(jrpl)		
Lineweaver Annex Operating(lao)	1	1
Pleasant View		
Total	3	3

Emergency Work orders this year

Property	
Commerce Village Operating(cvo)	
Franklin Heights Operating(fho)	2
JR Polly Lineweaver(jrpl)	
Lineweaver Annex Operating(lao)	1
Pleasant View	
Total	3

HRHA Maintenance Report - cont.

units off line due to maintenance issues

0

Contractors used this month:

New Directions

HVAC repair and maintenance

Brent Litten

Snow removal service

Comments on January

We had a time dealing with the snow. Clearing the sidewalks was particularly difficult this year partly because the city snowplows often left a large pile of snow at the end of the sidewalks at intersections where we then needed to clear extra snow for people to walk . This did not always get done due to the amount of snow that was left at the intersections . We need to look at the equipment needs for next year

We are moving the inventory system along, but it is not yet totally operational. It has been challengng to understand the Yardi system and then to implement the system.

The maintenance staff has done well at working together to move along the unit turns. We are having some success at getting units ready before we have tenants cleared to move in.

Submitted by:

Duane Bontrager

BoxScore Summary

For Selected Properties
Date = 01/01/2025-01/31/2025

Availability																			
Code	Name	Avg. Sq Ft.	Avg. Rent	Units	Occupied No Notice	Vacant Rented	Vacant Unrented	Notice Rented	Notice Unrented	Avail	Model	Down	Admin	% Occ	% Occ w/NonRev	% Leased	% Trend		
0b1b-JRP	JR Polly Lineweaver effici	0	673	47	46	0	1	0	0	1	0	0	0	97.87	97.87	97.87	97.87		
1b1b-FH	Franklin Heights-one bedro	896	56	18	18	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00		
1b1b-JRP	JR Polly Lineweaver One be	0	714	14	14	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00		
1bed-CV	Commerce Village	600	160	30	29	0	1	0	0	1	0	0	0	96.66	96.66	96.66	96.66		
1bed-LA	Lineweaver Annex-one bedro	414	68	60	55	0	5	0	0	5	0	0	0	91.66	91.66	91.66	91.66		
2b1b-FH	Franklin Heights-twobedroo	988	0	38	37	0	1	0	0	1	0	0	0	97.36	97.36	97.36	97.36		
3b1b-FH	Franklin Heights-three bed	977	0	24	23	0	0	0	1	1	0	0	0	100.00	100.00	100.00	95.83		
3b2b-FH	Franklin Heights-three bed	1,248	55	32	30	0	2	0	0	2	0	0	0	93.75	93.75	93.75	93.75		
4b2b-FH	Franklin Heights-four bed	1,192	0	13	11	0	2	0	0	2	0	0	0	84.61	84.61	84.61	84.61		
5b2b-FH	Franklin Heighths 5bed2bath	1,680	0	4	4	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00		
waitjr0		0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00		
	Total	650	190	280	267	0	12	0	1	13	0	0	0	95.71	95.71	95.71	95.35		

Resident Activity

Code	Name	Units	Move In	Reverse Move In	Move Out	Cancel Move Out	Notice/Skip/Early Term	Cancel Notice	Rented	On-Site Transfer	Month To Month	Renewal	Cancel Move In	Evict	Cancel Eviction				
0b1b-JRP	JR Polly Lineweaver effici	47	2	0	1	0	0	0	1	0	0	0	0	0	0				
1b1b-FH	Franklin Heights-one bedro	18	0	0	0	0	0	0	0	0	0	0	0	0	0				
1b1b-JRP	JR Polly Lineweaver One be	14	0	0	0	0	0	0	0	0	0	0	0	0	0				
1bed-CV	Commerce Village	30	1	0	0	0	0	0	1	0	0	0	0	0	0				
1bed-LA	Lineweaver Annex-one bedro	60	1	0	0	0	0	0	1	0	0	0	0	0	0				
2b1b-FH	Franklin Heights-twobedroo	38	0	0	0	0	0	0	0	0	0	0	0	0	0				
3b1b-FH	Franklin Heights-three bed	24	0	0	0	0	0	0	0	0	0	0	0	0	0				
3b2b-FH	Franklin Heights-three bed	32	0	0	0	0	0	0	0	0	0	0	0	0	0				
4b2b-FH	Franklin Heights-four bed	13	0	0	0	0	0	0	0	0	0	0	0	0	0				
5b2b-FH	Franklin Heighths 5bed2bath	4	0	0	0	0	0	0	0	0	0	0	0	0	0				
waitjr0		0	0	0	0	0	0	0	1	0	0	0	0	0	0				
	Total	280	4	0	1	0	0	0	4	0	0	0	0	0	0				

Conversion Ratios

		First Contact																	
Code	Name	Calls	Walk-in	Email	Other	SMS	Web	Chat	Unq. First Contact	Show	Applied	Approved	% Gross Conv Ratio	Unq. Shows	% Qual. Conv Ratio	Denied	Cancels	Re-Apply	% Net Conv Ratio

BoxScore Summary

For Selected Properties

Date = 01/01/2025-01/31/2025

Not Specified	Not Specified	0	0	0	0	0	7	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
0b1b-JRP	JR Polly Lineweaver effici	0	0	0	0	0	0	0	0	0	1	1	100.00	0	100.00	0	0	0	100.00
1b1b-FH	Franklin Heights-one bedro	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
1b1b-JRP	JR Polly Lineweaver One be	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
1bed-CV	Commerce Village	1	0	0	0	0	0	0	0	0	1	1	100.00	0	100.00	0	0	0	100.00
1bed-LA	Lineweaver Annex-one bedro	0	0	0	1	0	0	0	0	0	1	1	100.00	0	100.00	0	0	0	100.00
2b1b-FH	Franklin Heights-twobedroo	0	0	0	1	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
3b1b-FH	Franklin Heights-three bed	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
3b2b-FH	Franklin Heights-three bed	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
4b2b-FH	Franklin Heights-four bed	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
5b2b-FH	Franklin Heighths 5bed2bath	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
waitjr0		0	0	0	0	0	48	0	0	0	34	1	100.00	0	100.00	33	0	0	100.00
	Total	1	0	0	2	0	55	0	0	0	37	4	400.00	0	400.00	33	0	0	400.00

Unit Availability

For Selected Properties
As Of = 01/31/2025

Unit Type	Avg. Sq Ft	Avg. Rent	Units	Occupied No Notice	Vacant Rented	Vacant Unrented	Notice Rented	Notice Unrented	Avail	Model	Down	Admin	% Occ	% Occ w/NonRev	% Leased	% Trend
JR Polly Lineweaver effici	0	673	47	46	0	1	0	0	1	0	0	0	97.87	97.87	97.87	97.87
Franklin Heights-one bedro	896	56	18	18	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
JR Polly Lineweaver One be	0	714	14	14	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
Commerce Village	600	160	30	29	0	1	0	0	1	0	0	0	96.67	96.67	96.67	96.67
Lineweaver Annex-one bedro	414	68	60	55	0	5	0	0	5	0	0	0	91.67	91.67	91.67	91.67
Franklin Heights-twobedroo	988	0	38	37	0	1	0	0	1	0	0	0	97.37	97.37	97.37	97.37
Franklin Heights-three bed	977	0	24	23	0	0	0	1	1	0	0	0	100.00	100.00	100.00	95.83
Franklin Heights-three bed	1,248	55	32	30	0	2	0	0	2	0	0	0	93.75	93.75	93.75	93.75
Franklin Heights-four bed	1,192	0	13	11	0	2	0	0	2	0	0	0	84.62	84.62	84.62	84.62
Franklin Heighths 5bed2bath	1,680	0	4	4	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
Total	650	190	280	267	0	12	0	1	13	0	0	0	95.71	95.71	95.71	95.36

Harrisonburg Redevelopment & Housing Authority Report

Financial Report as of January 31, 2025

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$58,899.97
		Total	\$58,899.97
	AR Due from:		
	JR Polly Lineweaver Apartments	\$327,415.42	
	Housing Choice Voucher Program	\$0.00	
	Commerce Village, LLC	\$0.00	
	Franklin Heights, LLC-Operating/Debt Servicing	\$0.00	
	Commerce Village II	\$282,772.25	
	EPHO/BTC	\$116,128.65	
		\$726,316.32	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	Truist/SunTrust-Checking Account		\$141,439.33
	United Bank-FSS Escrow for participants		\$6.34
		Total	\$141,445.67

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$2,637.50
		Total	\$2,637.50

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$223,694.66
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$359,588.15
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Commerce Village, LLC

Cash:	First Bank & Trust		\$213,363.26
	Virginia Housing-Replacement Reserve Account		\$83,224.88
	Truist/BB&T-Operating Reseve Account		\$133,531.19

	<u>Grand Total</u>		<u>\$1,216,385.28</u>
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