



**HOUSING FINANCE CORPORATION MEETING  
MOUNTAIN CREEK RETIREMENT LIVING, 3RD FLOOR  
COMMUNITY ROOM, 2305 CORN VALLEY ROAD  
TUESDAY, AUGUST 15, 2023 AT 11:30 AM**

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**AGENDA**

*The meeting will be held at Mountain Creek Retirement Living, 3rd Floor Community Room, 2305 Corn Valley Road, Grand Prairie, Texas. Citizens may speak for up to five minutes on any item on the agenda by completing and submitting a speaker card.*

**CALL TO ORDER**

**EXECUTIVE SESSION**

*The Housing Finance Corporation may conduct a closed session pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A., to discuss any of the following:*

- (1) Section 551.071 “Consultation with Attorney”
- (2) Section 551.072 “Deliberation Regarding Real Property”
- (3) Section 551.074 “Personnel Matters”
- (4) Section 551.087 “Deliberations Regarding Economic Development Negotiations.”

**CALL TO ORDER**

**AGENDA ITEMS**

1. REVIEW OF MEETING MINUTES: July 18, 2023
2. REVIEW OF FINANCIAL REPORTS: July 2023
3. REVIEW OF OPERATING ASSETS

**CITIZEN COMMENTS**

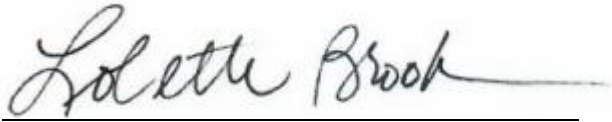
*Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.*

**ADJOURNMENT**

*The Housing Finance Corporation meeting is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8040 or email (lrbrooks@gptx.org) at least three (3) business days prior to the scheduled meeting to request an accommodation.*

*Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Housing Finance Corporation meeting agenda was prepared and posted on August 11, 2023.*

A handwritten signature in cursive script that reads "Lolette Brooks". The signature is written in dark ink and has a long horizontal flourish extending to the right.

*Lolette Brooks, Executive Assistant*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/15/2023

**REQUESTER:** Doug Jackson

**PRESENTER:** Doug Jackson, CPM Jackson Property Company

**TITLE:** REVIEW OF MEETING MINUTES: July 18, 2023

**RECOMMENDED ACTION:**

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Grand Prairie

HOUSING FINANCE CORPORATION

Minutes



GRAND PRAIRIE HOUSING  
FINANCE CORPORATION

Mountain Creek Senior Living  
Apartments  
2305 Corn Valley Road  
Grand Prairie, Texas

MINUTES OF MEETING

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Tuesday, July 18, 2023                      11:30 A.M.                      Multi-Purpose Room

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CALL TO ORDER

*Meeting was opened by President White at 11:53 a.m. President White opened in prayer.*

<p><u>BOARD MEMBERS PRESENT:</u> Buddy White Greg Giessner Zelda Freeman Marshall Sutton</p> <p><u>BOARD MEMBERS ABSENT:</u>  Cole Humphreys</p>	<p><u>ATTENDANCE TYPE</u> In Person In Person In Person In Person</p>	<p><u>CITY STAFF PRESENT:</u> Esther Coleman Bill Hills</p> <p><u>OTHERS PRESENT:</u> Sean Jackson Tina Porter Donna McFarland Kent Lyon</p> <p><u>HILLTOP SECURITES PRESENT:</u>  Tim Nelson</p> <p><u>COATS ROSE PRESENT:</u> Mattye Jones</p>	<p><u>ATTENDANCE TYPE</u> In Person In Person  In Person In Person In Person Virtual  In Person  Virtual</p>
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**EXECUTIVE SESSION**

*President White made a motion to move into a closed Executive Session at 11:53 a.m. pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A., to discuss Section 551.072 "Deliberation Regarding Real Property" and Section 551.087 "Deliberations Regarding Economic Development Negotiations."*

**MOTION TO ACCEPT:** Greg Giessner  
**Second by:** Zelda Freeman  
**Motion Carried:** Yes

**ADJOURNMENT OF EXECUTIVE SESSION**

*President White adjourned the Executive Session at 12:14 p.m. and called the Board Meeting to order.*

**Motion to amend attendance for meeting in June. Marshall Sutton was on virtually but not noted on attendance.**

**MOTION TO ACCEPT:** Greg Giessner  
**Second by:** Zelda Freeman  
**Motion Carried:** Yes

**FINANCIAL REPORTS FOR July 2023 WERE REVIEWED BY MARSHALL SUTTON (GPCHFC) AND SEAN JACKSON (JACKSON PROPERTIES).**

**MOTION TO ACCEPT:** Greg Giessner  
**Second by:** Marshall Sutton  
**Motion Carried:** Yes

**Citizens Comments:**

*There were none.*

**ADJOURNMENT**

*President White adjourned the Board Meeting at 12:39 p.m.*

*The foregoing minutes were approved on the date listed below.*

<b>Approved:</b>	<b>Approved:</b>
By: _____	By: _____
Date: _____	Date: _____



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/15/2023

**REQUESTER:** Doug Jackson

**PRESENTER:** Doug Jackson, CPM Jackson Property Company

**TITLE:** REVIEW OF FINANCIAL REPORTS: July 2023

**RECOMMENDED ACTION:**

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Grand Prairie

HOUSING FINANCE CORPORATION

Financial



## FINANCIAL REPORT OF CASH ASSETS

GRAND PRAIRIE  
HOUSING FINANCE CORPORATION

July 31, 2023

**CHECKING ACCOUNT - Susser Bank ( formerly Affiliated Bank )**

Beginning Balance @ 6-30-23		\$11,798.72
Receipts During Period:		
JPC - Owners Fee	\$108,483.49	
Madison Title - Refund excess fee	\$114.67	
Total Receipts		\$108,598.16
Disbursements During Period:		
Higginbotham - Liab. Ins. Prem for vacant land	\$960.07	
Transfer OUT to MMDA	\$110,000.00	
Total Disbursements		\$110,960.07
Ending Balance @ 7--31-2023	*	\$9,436.81

**MONEY MARKET ACCOUNT - SUSSER BANK ( formerly Affiliated Bank)** \$843,796.48

**GRAND TOTAL CASH ASSETS \*** \$853,233.29

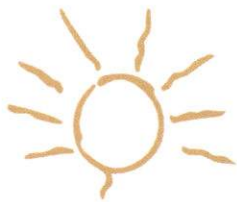
\* Cash basis

<b>OTHER ASSET : TEMPORARY LOAN TO Mtn. Creek Sr. Living ( 07/19 )</b>	\$31,000.00
Temporary Loan to Mtn. Creek Sr. Living ( 1/26/22)	\$29,072.33
Temporary Loan to Mtn. Creek Sr. Living ( 2/23/22)	\$30,000.00
Temporary Loan to Mtn. Creek Sr. Living ( 04/21/22)	\$40,000.00
Temporary Loan to Mtn. Creek Sr. Living ( 06/22/22)	\$112,000.00
Temporary Loan to Mtn. Creek Sr. Living ( 09/20/22)	\$133,000.00
Temporary Loan to Mtn. Creek Sr. Living ( 10/26/22)	\$30,000.00
Temporary Loan to Mtn. Creek Sr. Living ( 12/23/22)	\$100,000.00
Temporary Loan to Mtn. Creek Sr. Living ( 01/25/23)	\$110,000.00



Grand Prairie

HOUSING FINANCE CORPORATION



COTTON  
CREEK  
APARTMENTS

**Cotton Creek  
PNL vs Budget**

	Jul 23	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget
<b>Income</b>						
<b>Rental Income</b>						
4010000 · Gross Potential Rent	\$ (9,550.09)	\$ -	\$ (9,550.09)	\$ (65,392.07)	\$ -	\$ (65,392.07)
4010100 · Gross Rental Income	\$ 146,920.00	\$ 146,920.00	\$ -	\$ 1,012,648.00	\$ 1,012,648.00	\$ -
4010110 · Loss to Old Leases	\$ -	\$ (3.60)	\$ 3.60	\$ (5.00)	\$ (43.00)	\$ 38.00
4010120 · Loss to Vacancy	\$ (2,943.00)	\$ (4,965.14)	\$ 2,022.14	\$ (29,474.90)	\$ (12,412.85)	\$ (17,062.05)
4010127 · Loss to Discounts	\$ -	\$ -	\$ -	\$ (149.43)	\$ -	\$ (149.43)
4010142 · EOM Delinquencies	\$ (2,250.00)	\$ (924.00)	\$ (1,326.00)	\$ (15,574.80)	\$ (6,468.00)	\$ (9,106.80)
4010165 · Prior Prepays	\$ (4,357.09)	\$ -	\$ (4,357.09)	\$ (20,187.94)	\$ -	\$ (20,187.94)
4010170 · Forfeited Deposits - Rent	\$ (518.00)	\$ -	\$ (518.00)	\$ (518.00)	\$ -	\$ (518.00)
<b>Total Rental Income</b>	\$ 136,851.91	\$ 141,027.26	\$ (4,175.35)	\$ 881,345.86	\$ 993,724.15	\$ (112,378.29)
<b>Other Income</b>						
4320001 · Forfeited Deposits-General	\$ -	\$ 12.50	\$ (12.50)	\$ 298.00	\$ 87.50	\$ 210.50
4320002 · Forfeited Deposits-Rent	\$ -	\$ 18.75	\$ (18.75)	\$ 911.00	\$ 131.25	\$ 779.75
4320003 · Forfeited Deposits-Cling Chrgs	\$ 310.00	\$ 33.33	\$ 276.67	\$ 700.00	\$ 233.31	\$ 466.69
4380012 · Vending Machines	\$ -	\$ 4.17	\$ (4.17)	\$ -	\$ 29.19	\$ (29.19)
4380013 · Cleaning Fee	\$ 22.00	\$ 33.33	\$ (11.33)	\$ 330.00	\$ 233.31	\$ 96.69
4380014 · Previous Delinquent Rents	\$ 3,922.06	\$ 1,250.00	\$ 2,672.06	\$ 12,891.16	\$ 8,750.00	\$ 4,141.16
4380015 · Prepaid Rent	\$ 3,900.51	\$ 500.00	\$ 3,400.51	\$ 8,294.49	\$ 3,500.00	\$ 4,794.49
4380016 · General	\$ -	\$ -	\$ -	\$ 214.00	\$ -	\$ 214.00
4380024 · Late Rent Fees	\$ 328.00	\$ 175.00	\$ 153.00	\$ 2,047.92	\$ 1,225.00	\$ 822.92
4380056 · Forfeited Deposit Damages	\$ 228.00	\$ 125.00	\$ 103.00	\$ 2,625.42	\$ 875.00	\$ 1,750.42
<b>Total Other Income</b>	\$ 8,710.57	\$ 2,152.08	\$ 6,558.49	\$ 28,311.99	\$ 15,064.56	\$ 13,247.43
<b>Total Income</b>	\$ 145,562.48	\$ 143,179.34	\$ 2,383.14	\$ 909,657.85	\$ 1,008,788.71	\$ (99,130.86)
<b>Gross Profit</b>	\$ 145,562.48	\$ 143,179.34	\$ 2,383.14	\$ 909,657.85	\$ 1,008,788.71	\$ (99,130.86)
<b>Expense</b>						
<b>Salaries</b>						
5000000 · General Manager	\$ 3,194.40	\$ 3,194.40	\$ -	\$ 24,475.14	\$ 23,958.00	\$ 517.14
5010001 · Property Manager	\$ 4,404.00	\$ 3,846.40	\$ 557.60	\$ 31,828.80	\$ 28,848.00	\$ 2,980.80
5010008 · Assistant Manager	\$ 2,960.00	\$ 3,742.62	\$ (782.62)	\$ 23,296.25	\$ 18,713.10	\$ 4,583.15
5020001 · Admin Support	\$ 6,521.68	\$ 5,894.86	\$ 626.82	\$ 39,532.31	\$ 39,074.26	\$ 458.05
5030001 · Lead Maintenance	\$ 8,568.23	\$ 8,992.00	\$ (423.77)	\$ 57,949.74	\$ 67,440.00	\$ (9,490.26)
5030006 · Asst. Maintenance	\$ 15,364.70	\$ 6,559.42	\$ 8,805.28	\$ 111,044.56	\$ 46,637.10	\$ 64,407.46
5200000 · Related Exp-Gen Manager	\$ 644.10	\$ 894.43	\$ (250.33)	\$ 4,531.62	\$ 6,708.23	\$ (2,176.61)
5200001 · Related Exp- Compliance Mngr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5200101 · Related Exp-Manager	\$ 1,164.82	\$ 1,076.99	\$ 87.83	\$ 10,532.13	\$ 8,077.43	\$ 2,454.70
5200108 · Related Exp-Asst Mngr	\$ 492.71	\$ 1,623.29	\$ (1,130.58)	\$ 4,875.61	\$ 8,116.43	\$ (3,240.82)
5200202 · Related Exp-Admin Support	\$ 944.04	\$ 1,836.80	\$ (892.76)	\$ 6,185.59	\$ 13,776.00	\$ (7,590.41)
5200301 · Related Exp - Lead Maintenance	\$ 1,593.21	\$ 1,532.16	\$ 61.05	\$ 11,518.50	\$ 11,491.20	\$ 27.30

## Cotton Creek

## PNL vs Budget

5200306 - Related Exp-Asst Maintenance	\$ 1,994.62	\$ 2,060.64	\$ (66.02)	\$ 19,949.54	\$ 14,738.40	\$ 5,211.14
<b>Total Salaries</b>	<b>\$ 47,846.51</b>	<b>\$ 41,254.01</b>	<b>\$ 6,592.50</b>	<b>\$ 345,719.79</b>	<b>\$ 287,578.15</b>	<b>\$ 58,141.64</b>
<b>Advertising &amp; Promotions</b>						
6010002 - Promotions	\$ 191.79	\$ 250.00	\$ (58.21)	\$ 5,748.72	\$ 1,750.00	\$ 3,998.72
6010023 - Signs	\$ -	\$ 125.00	\$ (125.00)	\$ -	\$ 1,175.00	\$ (1,175.00)
<b>Total Advertising &amp; Promotions</b>	<b>\$ 191.79</b>	<b>\$ 375.00</b>	<b>\$ (183.21)</b>	<b>\$ 5,748.72</b>	<b>\$ 2,925.00</b>	<b>\$ 2,823.72</b>
<b>Community Services</b>						
6010010 - Resident Activities	\$ 500.00	\$ 600.00	\$ (100.00)	\$ 3,500.00	\$ 4,200.00	\$ (700.00)
<b>Total Community Services</b>	<b>\$ 500.00</b>	<b>\$ 600.00</b>	<b>\$ (100.00)</b>	<b>\$ 3,500.00</b>	<b>\$ 4,200.00</b>	<b>\$ (700.00)</b>
<b>Maintenance</b>						
6100001 - Plumbing	\$ 803.44	\$ 1,850.00	\$ (1,046.56)	\$ 7,337.57	\$ 12,950.00	\$ (5,612.43)
6100002 - HVAC	\$ -	\$ 1,500.00	\$ (1,500.00)	\$ 6,142.31	\$ 10,500.00	\$ (4,357.69)
6100003 - Electrical	\$ 214.23	\$ 500.00	\$ (285.77)	\$ 2,896.21	\$ 3,500.00	\$ (603.79)
6100006 - Window Coverings	\$ -	\$ -	\$ -	\$ 575.20	\$ -	\$ 575.20
6100007 - Landscaping	\$ 5,082.00	\$ 5,500.00	\$ (418.00)	\$ 38,209.43	\$ 38,500.00	\$ (290.57)
6100009 - Appliances	\$ -	\$ 300.00	\$ (300.00)	\$ 3,879.20	\$ 2,100.00	\$ 1,779.20
6100010 - Roof	\$ -	\$ 400.00	\$ (400.00)	\$ 481.12	\$ 2,800.00	\$ (2,318.88)
6100012 - Exterminating	\$ 3,198.55	\$ 2,626.00	\$ 572.55	\$ 9,907.63	\$ 18,382.00	\$ (8,474.37)
6100013 - Uniforms	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 2,800.00	\$ (2,800.00)
6100014 - Painting	\$ -	\$ 900.00	\$ (900.00)	\$ 5,440.99	\$ 6,300.00	\$ (859.01)
6100016 - Vehicle Expense	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 350.00	\$ (350.00)
6100017 - Irrigation System Repair	\$ -	\$ 400.00	\$ (400.00)	\$ 816.30	\$ 2,800.00	\$ (1,983.70)
6100018 - Office/Common Areas	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 150.00	\$ (150.00)
6100019 - General Maintenance	\$ 642.60	\$ 700.00	\$ (57.40)	\$ 4,081.23	\$ 4,900.00	\$ (818.77)
6100023 - Contract Cleaning	\$ -	\$ 50.00	\$ (50.00)	\$ 450.00	\$ 350.00	\$ 100.00
6100025 - Fire Ext./Smoke Alarms	\$ 288.08	\$ 125.00	\$ 163.08	\$ 1,314.36	\$ 875.00	\$ 439.36
6100027 - Lock & Keys	\$ 264.85	\$ 100.00	\$ 164.85	\$ 1,097.04	\$ 700.00	\$ 397.04
6100028 - Light Bulbs & Ballasts	\$ 315.95	\$ 400.00	\$ (84.05)	\$ 1,066.85	\$ 2,800.00	\$ (1,733.15)
6100029 - Parking Lot, Sidewalk, Street	\$ -	\$ 20.00	\$ (20.00)	\$ 375.58	\$ 140.00	\$ 235.58
6100030 - Contract Labor	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 700.00	\$ (700.00)
6100031 - Equip. Repair	\$ -	\$ 75.00	\$ (75.00)	\$ 254.50	\$ 525.00	\$ (270.50)
6100032 - Glass Repair	\$ -	\$ 400.00	\$ (400.00)	\$ 448.42	\$ 2,800.00	\$ (2,351.58)
6100033 - Cleaning Supplies	\$ 38.43	\$ 150.00	\$ (111.57)	\$ 171.45	\$ 1,050.00	\$ (878.55)
6100035 - Interior Repairs	\$ 201.88	\$ 1,000.00	\$ (798.12)	\$ 3,005.16	\$ 7,000.00	\$ (3,994.84)
6100036 - Exterior Repairs	\$ 518.00	\$ 500.00	\$ 18.00	\$ 1,507.04	\$ 3,500.00	\$ (1,992.96)
6100038 - Snow/Ice Removal	\$ -	\$ -	\$ -	\$ 195.00	\$ 50.00	\$ 145.00
6100039 - Carpet Cleaning	\$ -	\$ 75.00	\$ (75.00)	\$ 1,230.00	\$ 525.00	\$ 705.00
6100044 - Carpet Repairs	\$ -	\$ 50.00	\$ (50.00)	\$ 343.36	\$ 350.00	\$ (6.64)
6100047 - Light Fixtures	\$ 322.87	\$ 150.00	\$ 172.87	\$ 655.23	\$ 1,050.00	\$ (394.77)
6100066 - Countertops Repair	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)
<b>Total Maintenance</b>	<b>\$ 11,890.88</b>	<b>\$ 18,296.00</b>	<b>\$ (6,405.12)</b>	<b>\$ 91,881.18</b>	<b>\$ 128,622.00</b>	<b>\$ (36,740.82)</b>

**Cotton Creek  
PNL vs Budget**

<b>Administrative</b>							
7110001 · Office Supplies	\$ 19.98	\$ 400.00	\$ (380.02)	\$ 2,499.12	\$ 2,800.00	\$ (300.88)	
7110002 · Postage	\$ 66.00	\$ 15.00	\$ 51.00	\$ 152.41	\$ 105.00	\$ 47.41	
7110003 · Professional Fees	\$ 5,565.74	\$ 1,600.00	\$ 3,965.74	\$ 13,243.79	\$ 11,200.00	\$ 2,043.79	
7110004 · Management Fees	\$ 7,329.92	\$ 7,158.97	\$ 170.95	\$ 48,804.29	\$ 50,439.44	\$ (1,635.15)	
7110006 · Security Patrol	\$ 810.00	\$ 650.00	\$ 160.00	\$ 6,255.00	\$ 4,550.00	\$ 1,705.00	
7110007 · Telephone/Pagers	\$ 2,403.64	\$ 1,200.00	\$ 1,203.64	\$ 10,682.14	\$ 8,400.00	\$ 2,282.14	
7110008 · Answering Service	\$ 325.50	\$ 275.00	\$ 50.50	\$ 1,482.34	\$ 1,925.00	\$ (442.66)	
7110009 · Bookkeeping Expense	\$ -	\$ -	\$ -	\$ -	\$ 19,000.00	\$ (19,000.00)	
7110010 · General	\$ 361.15	\$ 800.00	\$ (438.85)	\$ 4,778.08	\$ 5,600.00	\$ (821.92)	
7110011 · Credit Verifications	\$ 3,673.62	\$ 600.00	\$ 3,073.62	\$ 10,530.54	\$ 4,200.00	\$ 6,330.54	
7110015 · Employee Training	\$ -	\$ 250.00	\$ (250.00)	\$ 826.75	\$ 1,550.00	\$ (723.25)	
7110017 · Office Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	
7110018 · Contract Labor	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 1,400.00	\$ (1,400.00)	
7110019 · Recruiting Expense	\$ -	\$ 1,200.00	\$ (1,200.00)	\$ 57.56	\$ 8,400.00	\$ (8,342.44)	
7110020 · Automotive	\$ 41.99	\$ 40.00	\$ 1.99	\$ 378.26	\$ 280.00	\$ 98.26	
7110021 · Printing & Duplicating	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)	
7110027 · Business License	\$ 2,822.40	\$ -	\$ 2,822.40	\$ 1,411.20	\$ 1,600.00	\$ (188.80)	
7110028 · Dues & Subscriptions	\$ 159.30	\$ 300.00	\$ (140.70)	\$ 1,123.30	\$ 1,550.00	\$ (426.70)	
7110032 · Leased Equip & Supplies	\$ -	\$ 1,400.00	\$ (1,400.00)	\$ 624.20	\$ 9,800.00	\$ (9,175.80)	
7110033 · Intrusion Alarm	\$ 34.95	\$ 150.00	\$ (115.05)	\$ 863.03	\$ 1,050.00	\$ (186.97)	
7110035 · Computer Software	\$ 959.92	\$ 1,400.00	\$ (440.08)	\$ 7,759.94	\$ 9,200.00	\$ (1,440.06)	
7110044 · Banking Costs	\$ 60.00	\$ -	\$ 60.00	\$ 260.00	\$ -	\$ 260.00	
7110052 · Computer Equip/Supplies	\$ -	\$ 400.00	\$ (400.00)	\$ 233.78	\$ 2,800.00	\$ (2,566.22)	
7110054 · Computer Maintenance	\$ 1,240.08	\$ 1,000.00	\$ 240.08	\$ 6,867.38	\$ 7,000.00	\$ (132.62)	
7110060 · Equipment Repairs	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)	
<b>Total Administrative</b>	<b>\$ 25,874.19</b>	<b>\$ 19,088.97</b>	<b>\$ 6,785.22</b>	<b>\$ 118,833.11</b>	<b>\$ 154,199.44</b>	<b>\$ (35,366.33)</b>	
<b>Utilities</b>							
7150001 · Electricity	\$ 9,458.96	\$ 9,000.00	\$ 458.96	\$ 45,234.49	\$ 46,500.00	\$ (1,265.51)	
7150003 · Gas	\$ 2,207.07	\$ 3,800.00	\$ (1,592.93)	\$ 30,941.04	\$ 39,525.00	\$ (8,583.96)	
7150004 · Water	\$ 17,892.11	\$ 21,500.00	\$ (3,607.89)	\$ 130,294.00	\$ 133,000.00	\$ (2,706.00)	
7150011 · Trash Removal	\$ 1,959.61	\$ 1,677.58	\$ 282.03	\$ 14,166.59	\$ 11,743.48	\$ 2,423.11	
<b>Total Utilities</b>	<b>\$ 31,517.75</b>	<b>\$ 35,977.58</b>	<b>\$ (4,459.83)</b>	<b>\$ 220,636.12</b>	<b>\$ 230,768.48</b>	<b>\$ (10,132.36)</b>	
<b>Insurance</b>							
7170001 · Insurance Premiums	\$ 8,530.37	\$ 8,530.37	\$ -	\$ 60,283.06	\$ 59,712.59	\$ 570.47	
<b>Total Insurance</b>	<b>\$ 8,530.37</b>	<b>\$ 8,530.37</b>	<b>\$ -</b>	<b>\$ 60,283.06</b>	<b>\$ 59,712.59</b>	<b>\$ 570.47</b>	
<b>Debt Service</b>							
8000001 · Learning Center	\$ 5,597.13	\$ 5,597.13	\$ -	\$ 39,179.91	\$ 39,179.91	\$ -	
<b>Total Debt Service</b>	<b>\$ 5,597.13</b>	<b>\$ 5,597.13</b>	<b>\$ -</b>	<b>\$ 39,179.91</b>	<b>\$ 39,179.91</b>	<b>\$ -</b>	
<b>Total Expense</b>	<b>\$ 131,948.62</b>	<b>\$ 129,719.06</b>	<b>\$ 2,229.56</b>	<b>\$ 885,781.89</b>	<b>\$ 907,185.57</b>	<b>\$ (21,403.68)</b>	
<b>Net Income</b>	<b>\$ 13,613.86</b>	<b>\$ 13,460.28</b>	<b>\$ 153.58</b>	<b>\$ 23,875.96</b>	<b>\$ 101,603.14</b>	<b>\$ (77,727.18)</b>	

## Cotton Creek Apartments

## Balance Sheet

As of July 31, 2023

Item 2.

Jul 31, 23

## ASSETS

## Current Assets

## Checking/Savings

1010075 · Susser Bank Operating A/C	5,527.98
1010076 · Susser Sec Dep Escrow	27,981.54
1010077 · Susser Residual Receipts	125.00
1010078 · Susser Replacement Reserve	56,421.65
1012001 · Petty Cash - Dina Gibson	500.00
1012002 · Petty Cash - Moises Serrato	500.00
1011000 · WT/CC Rehab A/C Prior Year	48,542.53

Total Checking/Savings	<u>139,598.70</u>
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## Other Current Assets

1014999 · Prepaid Insurance	16,105.90
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Total Other Current Assets	<u>16,105.90</u>
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Total Current Assets	<u>155,704.60</u>
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## Fixed Assets

1512000 · Accum Depreciation	-2,603,261.30
1511000 · Bldgs & Improvements	4,844,061.05
1510000 · Land	431,230.00

## Real Estate Owned at Cost

1510619 · Building Improvement	2,805.00
1511601 · Building Improvement - 2	3,185.92
1511801 · Building Improvement - 3	95.00

Total Real Estate Owned at Cost	<u>6,085.92</u>
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Total Fixed Assets	<u>2,678,115.67</u>
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<b>TOTAL ASSETS</b>	<b><u>2,833,820.27</u></b>
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

2000006 · Accrued Utilities	41,053.80
2000995 · Accrued Admin Svs Fee	7,826.63
2000999 · Accrued Owner Fee	46,752.45
2000005 · Accounts Payable	8,075.92
2090055 · Unclaimed Property	348.17
2700002 · Tenants Security Deposits	25,652.50

Total Other Current Liabilities	<u>129,709.47</u>
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Total Current Liabilities	<u>129,709.47</u>
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## Long Term Liabilities

2800000 · LT N/P - Learning Center	866,601.46
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Total Long Term Liabilities	<u>866,601.46</u>
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Total Liabilities	<u>996,310.93</u>
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## Equity

3000 · Opening Bal Equity	579,056.00
3100 · Owner Equity	-187,227.46
3900 · Retained Earnings	1,355,376.77
Net Income	90,304.03

Total Equity	<u>1,837,509.34</u>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,833,820.27</u></b>
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OneSite Facilities  
8/8/2023 8:35:50 AM

Jackson Consulting Company DBA Jackson Property Company - Cotton Creek Apartments

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130.080.100.999

**MAINTENANCE CATEGORY ANALYSIS**

Report created on calendar date: 8/8/2023, 9:35 am and property date: 08/07/2023

Parameters: Date: 07/01/2023 through 07/31/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Grounds and landscaping	84	39.1%	76.67	6,440.00	0.00	6,440.00
General	53	24.7%	62.62	3,319.00	0.00	3,319.00
Plumbing and bath	25	11.6%	146.36	3,659.00	0.00	3,659.00
Heating and cooling	21	9.8%	21.43	450.00	0.00	450.00
Doors and locks	12	5.6%	535.50	6,426.00	0.00	6,426.00
Appliance	9	4.2%	0.00	0.00	0.00	0.00
Electrical and lighting	5	2.3%	16.60	83.00	0.00	83.00
Preventative maintenance	2	0.9%	23.50	47.00	0.00	47.00
Safety equipment	2	0.9%	531.50	1,063.00	0.00	1,063.00
Flooring	1	0.5%	0.00	0.00	0.00	0.00
Building exterior	1	0.5%	34.00	34.00	0.00	34.00
Communications	0	0.0%	0.00	0.00	0.00	0.00
Import from ops category	0	0.0%	0.00	0.00	0.00	0.00
Inspection and make ready	0	0.0%	0.00	0.00	0.00	0.00
Misc supplies	0	0.0%	0.00	0.00	0.00	0.00
Tools	0	0.0%	0.00	0.00	0.00	0.00
Pool and recreational	0	0.0%	0.00	0.00	0.00	0.00
Hardware	0	0.0%	0.00	0.00	0.00	0.00
<b>Total</b>	<b>215</b>	<b>100.1%</b>		<b>21,521</b>	<b>0</b>	<b>21,521</b>



Grand Prairie

HOUSING FINANCE CORPORATION



WILLOW TREE  

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APARTMENTS



**Willow Tree  
PNL vs Budget**

	23-Jul	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget
<b>Income</b>						
<b>Rental Income</b>						
4010100 · Tenant Rental Income	\$ 181,286.00	\$ 186,376.00	\$ (5,090.00)	\$ 1,253,071.33	\$ 1,284,548.00	\$ (31,476.67)
4010110 · Loss to Old Leases	\$ 1,552.00	\$ (696.00)	\$ 2,248.00	\$ 5,533.00	\$ (5,130.00)	\$ 10,663.00
4010120 · Loss to Vacancy	\$ (6,185.00)	\$ (4,111.24)	\$ (2,073.76)	\$ (18,677.00)	\$ (47,673.47)	\$ 28,996.47
4010122 · Employee Apartments	\$ (2,107.00)	\$ (2,063.00)	\$ (44.00)	\$ (14,749.00)	\$ (14,441.00)	\$ (308.00)
4010127 · Loss to Discounts	\$ (6,101.00)	\$ (8,368.00)	\$ 2,267.00	\$ (43,102.03)		
4010130 · Loss to Concessions	\$ -	\$ -	\$ -	\$ (1,783.00)	\$ (56,326.00)	\$ 54,543.00
4010142 · EOM Delinquencies	\$ (4,140.06)	\$ (2,693.00)	\$ (1,447.06)	\$ (30,401.17)	\$ (18,851.00)	\$ (11,550.17)
4010165 · Prior Prepays	\$ (1,867.38)	\$ -	\$ (1,867.38)	\$ (19,586.13)	\$ -	\$ (19,586.13)
<b>Total Rental Income</b>	<b>\$ 162,437.56</b>	<b>\$ 168,444.76</b>	<b>\$ (6,007.20)</b>	<b>\$ 1,130,306.00</b>	<b>\$ 1,142,126.53</b>	<b>\$ (11,820.53)</b>
<b>Other Income</b>						
4320001 · Forfeited Deposits - General	\$ -	\$ 1.00	\$ (1.00)	\$ (323.39)	\$ 7.00	\$ (330.39)
4320002 · Forfeited Deposits - Rent	\$ 258.00	\$ 66.67	\$ 191.33	\$ 270.00	\$ 466.69	\$ (196.69)
4320003 · Forfeited Deposits-Cing Chrgs	\$ -	\$ 25.00	\$ (25.00)	\$ 360.50	\$ 175.00	\$ 185.50
4380012 · Vending Machines	\$ -	\$ 6.25	\$ (6.25)	\$ 200.86	\$ 43.75	\$ 157.11
4380013 · Cleaning Fees	\$ -	\$ 16.67	\$ (16.67)	\$ 194.00	\$ 116.69	\$ 77.31
4380014 · Previous Delinquent Rent	\$ 5,250.08	\$ 2,750.00	\$ 2,500.08	\$ 32,285.11	\$ 19,250.00	\$ 13,035.11
4380015 · Prepaid Rent	\$ 1,901.59	\$ 2,916.67	\$ (1,015.08)	\$ 17,766.82	\$ 20,416.69	\$ (2,649.87)
4380016 · General	\$ -	\$ 8.33	\$ (8.33)	\$ 4,470.04	\$ 58.31	\$ 4,411.73
4380024 · Late Rent Fees	\$ 165.00	\$ 208.33	\$ (43.33)	\$ 1,925.00	\$ 1,458.31	\$ 466.69
4380056 · Damage Fees	\$ -	\$ 70.83	\$ (70.83)	\$ 516.00	\$ 495.81	\$ 20.19
<b>Total Other Income</b>	<b>\$ 7,574.67</b>	<b>\$ 6,069.75</b>	<b>\$ 1,504.92</b>	<b>\$ 57,664.94</b>	<b>\$ 42,488.25</b>	<b>\$ 15,176.69</b>
<b>Total Income</b>	<b>\$ 170,012.23</b>	<b>\$ 174,514.51</b>	<b>\$ (4,502.28)</b>	<b>\$ 1,187,970.94</b>	<b>\$ 1,184,614.78</b>	<b>\$ 3,356.16</b>
<b>Expense</b>						
<b>Salaries</b>						
5000000 · General Manager	\$ 3,294.40	\$ 3,194.40	\$ 100.00	\$ 25,950.26	\$ 23,958.00	\$ 1,992.26
5010001 · Property Manager	\$ 4,480.00	\$ 3,846.40	\$ 633.60	\$ 34,848.80	\$ 28,848.00	\$ 6,000.80
5010008 · Assistant Manager	\$ 3,320.00	\$ 2,880.00	\$ 440.00	\$ 36,446.50	\$ 21,600.00	\$ 14,846.50
5020001 · Admin Support	\$ 7,550.72	\$ 3,802.68	\$ 3,748.04	\$ 41,531.03	\$ 23,114.06	\$ 18,416.97
5030001 · Lead Maintenance	\$ -	\$ 4,800.00	\$ (4,800.00)	\$ 67,581.84	\$ 36,000.00	\$ 31,581.84
5030006 · Asst. Maintenance	\$ 22,348.04	\$ 9,335.38	\$ 13,012.66	\$ 115,213.62	\$ 65,595.28	\$ 49,618.34
5200000 · Related Exp-Gen Manager	\$ -	\$ 806.40	\$ (806.40)	\$ 4,533.07	\$ 6,048.00	\$ (1,514.93)
5200101 · Related Exp - Manager	\$ 699.84	\$ 1,971.42	\$ (1,271.58)	\$ 5,987.44	\$ 14,785.66	\$ (8,798.22)
5200108 · Related Exp- Asst Mngr	\$ 1,743.11	\$ 698.62	\$ 1,044.49	\$ 12,712.38	\$ 3,725.99	\$ 8,986.39
5200202 · Related Exp-Admin Support	\$ 1,214.12	\$ 1,710.13	\$ (496.01)	\$ 7,045.55	\$ 12,825.97	\$ (5,780.42)
5200301 · Related Exp-Lead Maintenance	\$ 633.48	\$ 571.20	\$ 62.28	\$ 17,611.04	\$ 3,046.40	\$ 14,564.64
5200306 · Related Exp-Asst Maintenance	\$ 4,155.02	\$ 2,038.40	\$ 2,116.62	\$ 23,859.33	\$ 15,288.00	\$ 8,571.33
5200315 · Related Exp-Porters/Housekeeper	\$ -	\$ 4.31	\$ (4.31)	\$ -	\$ 32.32	\$ (32.32)

**Willow Tree  
PNL vs Budget**

<b>Total Salaries</b>	\$ 49,438.73	\$ 35,659.34	\$ 13,779.39	\$ 393,320.86	\$ 254,867.68	\$ 138,453.18
<b>Maintenance</b>						
6100001 · Plumbing	\$ 906.00	\$ 1,500.00	\$ (594.00)	\$ 7,024.25	\$ 10,500.00	\$ (3,475.75)
6100002 · HVAC	\$ 6,273.06	\$ 1,250.00	\$ 5,023.06	\$ 7,217.11	\$ 8,750.00	\$ (1,532.89)
6100003 · Electrical	\$ -	\$ 750.00	\$ (750.00)	\$ 2,400.77	\$ 5,250.00	\$ (2,849.23)
6100007 · Landscaping	\$ 7,134.50	\$ 7,500.00	\$ (365.50)	\$ 54,958.22	\$ 52,500.00	\$ 2,458.22
6100008 · Swimming Pool Service	\$ 4,188.13	\$ 400.00	\$ 3,788.13	\$ 4,564.39	\$ 2,800.00	\$ 1,764.39
6100009 · Appliances	\$ -	\$ 350.00	\$ (350.00)	\$ 5,189.92	\$ 2,450.00	\$ 2,739.92
6100010 · Roof	\$ -	\$ -	\$ -	\$ 1,350.00	\$ -	\$ 1,350.00
6100012 · Exterminating	\$ 3,575.00	\$ 550.00	\$ 3,025.00	\$ 9,982.76	\$ 10,000.00	\$ (17.24)
6100013 · Uniforms	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 2,100.00	\$ (2,100.00)
6100014 · Painting	\$ 1,143.35	\$ 500.00	\$ 643.35	\$ 4,098.82	\$ 3,500.00	\$ 598.82
6100016 · Vehicle Expense	\$ -	\$ 50.00	\$ (50.00)	\$ 57.64	\$ 350.00	\$ (292.36)
6100017 · Irrigation System Repair	\$ 116.09	\$ 200.00	\$ (83.91)	\$ 281.09	\$ 1,400.00	\$ (1,118.91)
6100018 · Office/Common Areas	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 350.00	\$ (350.00)
6100019 · General Maintenance	\$ 364.88	\$ 700.00	\$ (335.12)	\$ 4,164.25	\$ 5,300.00	\$ (1,135.75)
6100023 · Contract Cleaning	\$ -	\$ 40.00	\$ (40.00)	\$ 110.00	\$ 280.00	\$ (170.00)
6100025 · Fire Ext./Smoke Alarms	\$ -	\$ 300.00	\$ (300.00)	\$ 537.35	\$ 2,100.00	\$ (1,562.65)
6100027 · Lock & Keys	\$ (5.00)	\$ 75.00	\$ (80.00)	\$ 831.30	\$ 525.00	\$ 306.30
6100028 · Light Bulbs & Ballasts	\$ -	\$ 300.00	\$ (300.00)	\$ 1,313.82	\$ 2,100.00	\$ (786.18)
6100029 · Parking Lot/Sidewalks	\$ -	\$ 50.00	\$ (50.00)	\$ 1,328.96	\$ 350.00	\$ 978.96
6100030 · Contract Labor	\$ -	\$ 75.00	\$ (75.00)	\$ -	\$ 525.00	\$ (525.00)
6100031 · Equip. Repair	\$ -	\$ 150.00	\$ (150.00)	\$ 249.50	\$ 1,050.00	\$ (800.50)
6100032 · Glass Repair	\$ 300.00	\$ 175.00	\$ 125.00	\$ 916.71	\$ 1,225.00	\$ (308.29)
6100033 · Cleaning Supplies	\$ -	\$ 150.00	\$ (150.00)	\$ 509.33	\$ 1,050.00	\$ (540.67)
6100035 · Interior Repairs	\$ -	\$ 2,800.00	\$ (2,800.00)	\$ 986.25	\$ 19,600.00	\$ (18,613.75)
6100036 · Exterior Repairs	\$ -	\$ 600.00	\$ (600.00)	\$ 2,961.80	\$ 4,200.00	\$ (1,238.20)
6100038 · Snow/Ice Removal	\$ -	\$ -	\$ -	\$ 195.00	\$ 150.00	\$ 45.00
6100039 · Carpet Cleaning	\$ -	\$ 200.00	\$ (200.00)	\$ 380.00	\$ 1,400.00	\$ (1,020.00)
6100044 · Carpet Repairs	\$ -	\$ 200.00	\$ (200.00)	\$ 57.88	\$ 1,400.00	\$ (1,342.12)
6100047 · Light Fixtures	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 1,050.00	\$ (1,050.00)
6100048 · Pool Chemicals	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 725.00	\$ (725.00)
<b>Total Maintenance</b>	\$ 23,996.01	\$ 19,565.00	\$ 4,431.01	\$ 111,667.12	\$ 142,980.00	\$ (31,312.88)
<b>Advertising &amp; Promotions</b>						
6010002 · Promotions	\$ 287.15	\$ 250.00	\$ 37.15	\$ 6,158.60	\$ 1,750.00	\$ 4,408.60
6010023 · Signs	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 1,050.00	\$ (1,050.00)
<b>Total Advertising &amp; Promotions</b>	\$ 287.15	\$ 400.00	\$ (112.85)	\$ 6,158.60	\$ 2,800.00	\$ 3,358.60
<b>Administrative</b>						
7110001 · Office Supplies	\$ 588.47	\$ 850.00	\$ (261.53)	\$ 4,824.72	\$ 5,950.00	\$ (1,125.28)
7110002 · Postage	\$ -	\$ 25.00	\$ (25.00)	\$ 32.48	\$ 175.00	\$ (142.52)
7110003 · Professional Fees	\$ 854.00	\$ 2,000.00	\$ (1,146.00)	\$ 8,957.45	\$ 14,000.00	\$ (5,042.55)

**Willow Tree**  
**PNL vs Budget**

7110004 · Management Fees	\$ 8,500.61	\$ 8,725.73	\$ (225.12)	\$ 59,377.29	\$ 59,230.74	\$ 146.55
7110006 · Security Patrol	\$ 1,890.00	\$ 1,600.00	\$ 290.00	\$ 13,050.00	\$ 11,200.00	\$ 1,850.00
7110007 · Telephone/Pagers	\$ 2,165.29	\$ 1,300.00	\$ 865.29	\$ 9,163.78	\$ 9,100.00	\$ 63.78
7110008 · Answering Service	\$ 288.55	\$ 250.00	\$ 38.55	\$ 1,491.75	\$ 1,750.00	\$ (258.25)
7110010 · General	\$ 154.00	\$ 1,000.00	\$ (846.00)	\$ 3,610.91	\$ 7,000.00	\$ (3,389.09)
7110011 · Credit Verifications	\$ 4,206.65	\$ 650.00	\$ 3,556.65	\$ 13,404.33	\$ 4,550.00	\$ 8,854.33
7110015 · Employee Training	\$ 925.00	\$ 300.00	\$ 625.00	\$ 2,017.25	\$ 2,100.00	\$ (82.75)
7110017 · Office Uniforms	\$ -	\$ 250.00	\$ (250.00)	\$ -	\$ 1,750.00	\$ (1,750.00)
7110018 · Contract Labor	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 1,400.00	\$ (1,400.00)
7110019 · Recruiting Expense	\$ -	\$ 150.00	\$ (150.00)	\$ 70.35	\$ 1,050.00	\$ (979.65)
7110020 · Automotive	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 374.88	\$ 7,000.00	\$ (6,625.12)
7110021 · Printing & Duplicating	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 350.00	\$ (350.00)
7110027 · Business License	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00
7110028 · Dues & Subscriptions	\$ 194.70	\$ -	\$ 194.70	\$ 1,878.83	\$ 1,325.00	\$ 553.83
7110032 · Leased Equip & Supplies	\$ -	\$ 700.00	\$ (700.00)	\$ 496.00	\$ 4,900.00	\$ (4,404.00)
7110033 · Intrusion Alarm	\$ 125.28	\$ 75.00	\$ 50.28	\$ 552.12	\$ 525.00	\$ 27.12
7110035 · Computer Software	\$ 303.61	\$ 1,500.00	\$ (1,196.39)	\$ 10,580.76	\$ 10,500.00	\$ 80.76
7110052 · Computer Equip/Supplies	\$ 331.14	\$ 500.00	\$ (168.86)	\$ 331.14	\$ 3,500.00	\$ (3,168.86)
7110054 · Computer Maintenance	\$ 1,238.81	\$ 1,000.00	\$ 238.81	\$ 8,789.78	\$ 7,000.00	\$ 1,789.78
7110060 · Equipment Repairs	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)
<b>Total Administrative</b>	<b>\$ 21,766.11</b>	<b>\$ 22,150.73</b>	<b>\$ (384.62)</b>	<b>\$ 139,028.82</b>	<b>\$ 154,530.74</b>	<b>\$ (15,501.92)</b>
<b>Insurance</b>						
7170001 · Insurance Premiums	\$ 11,193.84	\$ 11,193.84	\$ -	\$ 75,693.44	\$ 78,356.88	\$ (2,663.44)
<b>Total Insurance</b>	<b>\$ 11,193.84</b>	<b>\$ 11,193.84</b>	<b>\$ -</b>	<b>\$ 75,693.44</b>	<b>\$ 78,356.88</b>	<b>\$ (2,663.44)</b>
<b>Debt Service</b>						
8000001 · Learning Center	\$ 6,840.92	\$ 6,840.92	\$ -	\$ 47,886.44	\$ 47,886.44	\$ -
<b>Total Debt Service</b>	<b>\$ 6,840.92</b>	<b>\$ 6,840.92</b>	<b>\$ -</b>	<b>\$ 47,886.44</b>	<b>\$ 47,886.44</b>	<b>\$ -</b>
<b>Community Services</b>						
6010010 · Resident Activities	\$ 1,000.00	\$ 600.00	\$ 400.00	\$ 3,500.00	\$ 4,200.00	\$ (700.00)
<b>Total Community Services</b>	<b>\$ 1,000.00</b>	<b>\$ 600.00</b>	<b>\$ 400.00</b>	<b>\$ 3,500.00</b>	<b>\$ 4,200.00</b>	<b>\$ (700.00)</b>
<b>Utilities</b>						
7150001 · Electricity	\$ 13,344.49	\$ 12,000.00	\$ 1,344.49	\$ 99,978.87	\$ 91,800.00	\$ 8,178.87
7150004 · Water	\$ 19,916.13	\$ 19,500.00	\$ 416.13	\$ 125,132.29	\$ 124,500.00	\$ 632.29
7150011 · Trash Removal	\$ 1,943.36	\$ 1,650.00	\$ 293.36	\$ 14,020.34	\$ 11,550.00	\$ 2,470.34
<b>Total Utilities</b>	<b>\$ 35,203.98</b>	<b>\$ 33,150.00</b>	<b>\$ 2,053.98</b>	<b>\$ 239,131.50</b>	<b>\$ 227,850.00</b>	<b>\$ 11,281.50</b>
<b>Total Expense</b>	<b>\$ 149,726.74</b>	<b>\$ 129,559.83</b>	<b>\$ 20,166.91</b>	<b>\$ 1,016,386.78</b>	<b>\$ 913,471.74</b>	<b>\$ 102,915.04</b>
<b>Net Income</b>	<b>\$ 20,285.49</b>	<b>\$ 44,954.68</b>	<b>\$ (24,669.19)</b>	<b>\$ 171,584.16</b>	<b>\$ 271,143.04</b>	<b>\$ (99,558.88)</b>

## Willow Tree Apartments

## Balance Sheet

As of July 31, 2023

Item 2.

Jul 31, 23

## ASSETS

## Current Assets

## Checking/Savings

1010075 · Susser (Affiliated) Operating	10,523.27
1010076 · Susser (Affiliated) Sec Dep A/C	30,098.21
1010077 · Susser(Affiliated) Residual	125.00
1010078 · Susser (Affiliated) Repl Res	81,363.10
1011000 · WT/CC Rehab A/C Prior Year	58,938.63
1012001 · Petty Cash - Evaline Odhiambo	500.00
1012002 · Petty Cash - Moises Serrato	500.00

Total Checking/Savings	182,048.21
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## Other Current Assets

1014999 · Prepaid Insurance	19,684.98
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Total Other Current Assets	19,684.98
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Total Current Assets	201,733.19
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## Fixed Assets

## Real Estate Owned at Cost

1510401 · Building Improvement	120,687.00
1510501 · Building Improvement 2	2,635.00

Total Real Estate Owned at Cost	123,322.00
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1510000 · Land	606,830.00
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1511000 · Bldgs & Improvements	4,159,109.33
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1512000 · Accum Depreciation	-2,162,060.78
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Total Fixed Assets	2,727,200.55
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## TOTAL ASSETS

2,928,933.74
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

2000005 · Accounts Payable	9,354.61
2000006 · Accrued Utilities	53,045.10
2000008 · Line of Credit Affiliated	-434.80
2000995 · Accrued Admin Svs Fee	8,121.84
2000999 · Accrued Owner Fee	55,311.83
2700002 · Tenants Security Deposits	29,118.33

Total Other Current Liabilities	154,516.91
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Total Current Liabilities	154,516.91
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## Long Term Liabilities

2800000 · LT N/P - Learning Center	1,057,899.05
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Total Long Term Liabilities	1,057,899.05
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Total Liabilities	1,212,415.96
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## Equity

3000 · Opening Bal Equity	808,987.00
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3100 · Owner Equity	-1,094,320.00
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3900 · Retained Earnings	1,830,266.62
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Net Income	171,584.16
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Total Equity	1,716,517.78
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## TOTAL LIABILITIES &amp; EQUITY

2,928,933.74
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OneSite Facilities  
8/8/2023 8:37:14 AM

Jackson Consulting Company DBA Jackson Property Company - Willow Tree Apartments

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130.080.100.999

**MAINTENANCE CATEGORY ANALYSIS**

Report created on calendar date: 8/8/2023, 9:36 am and property date: 08/07/2023

Parameters: Date: 07/01/2023 through 07/31/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Doors and locks	69	33.5%	0.00	0.00	0.00	0.00
Grounds and landscaping	68	33.0%	0.00	0.00	0.00	0.00
Heating and cooling	27	13.1%	0.00	0.00	0.00	0.00
Plumbing and bath	16	7.8%	0.00	0.00	0.00	0.00
Appliance	12	5.8%	0.00	0.00	0.00	0.00
General	9	4.4%	0.00	0.00	0.00	0.00
Electrical and lighting	4	1.9%	0.00	0.00	0.00	0.00
Safety equipment	1	0.5%	0.00	0.00	0.00	0.00
Tools	0	0.0%	0.00	0.00	0.00	0.00
Pool and recreational	0	0.0%	0.00	0.00	0.00	0.00
Preventative maintenance	0	0.0%	0.00	0.00	0.00	0.00
Hardware	0	0.0%	0.00	0.00	0.00	0.00
Flooring	0	0.0%	0.00	0.00	0.00	0.00
Building exterior	0	0.0%	0.00	0.00	0.00	0.00
Communications	0	0.0%	0.00	0.00	0.00	0.00
Import from ops category	0	0.0%	0.00	0.00	0.00	0.00
Inspection and make ready	0	0.0%	0.00	0.00	0.00	0.00
Misc supplies	0	0.0%	0.00	0.00	0.00	0.00
<b>Total</b>	<b>206</b>	<b>100.0%</b>		<b>0</b>	<b>0</b>	<b>0</b>



Grand Prairie

HOUSING FINANCE CORPORATION

REHAB

 COTTON CREEK APARTMENTS

 WILLOW TREE APARTMENTS

**Rehabilitation and Modernization of the  
Cotton Creek & Willow Tree Apartments  
Schedule of Payments and Budget Comparison  
For the Month Ended July 2023**

**Schedule of Payments and Budget Comparison  
For Work Approved & Started in 2023  
Period From: 07/1/2023 Period To: 07/31/23**

Item No.	Account Name	Status	Work to be Performed	Approved Budget	Work Completed		Total Completed Since Inception (F+G+H)
					Previous Applications	This Application Cotton Creek Willow Tree	
<b>Cotton Creek Apartments</b>							
1	Landscape & Drainage	P	Install walking path, heavier plants & shrubs for erosion control & drainage issues	\$30,000.00			\$0.00
2	Building Exterior	P	Rehabilitation of Building Exteriors to meet REAC guidelines	\$190,000.00	\$2,919.31	\$751.50	\$3,670.81
3	Computer and Other Equipment	P	Replace obsolete computers and other equipment to support	\$8,000.00	\$3,410.00		\$3,410.00
4	Interior Building Renovation	P	Rehabilitation and Modernization of Building Interiors to meet	\$137,500.00	\$35,643.58	\$1,931.74	\$37,575.32
5	Electrical Upgrades	P	Install electrical service panels to buildings	\$75,000.00			\$0.00
6	Signage	P	Replace existing deteriorated signs as necessary to comply with	\$35,000.00			\$0.00
<b>Total Cost - Cotton Creek Apartments</b>				<b>\$475,500.00</b>		<b>\$2,683.24</b>	<b>\$44,656.13</b>
<b>Willow Tree Apartments</b>							
7	Foundation Repairs	P	Foundation repairs to Building 1,15, 17, 18	\$12,000.00			\$0.00
8	Building Exterior Renovation	P	Rehabilitation of Building Exteriors and Water Line Replacement Install cement dumpster pads to alleviate stress from service truck & repair lots	\$195,000.00	\$4,950.00	\$749.71	\$5,699.71
9	Concrete & Asphalt Repair	P	Replace obsolete computers & other equipment to support secure compliance	\$55,000.00			\$0.00
10	Computer and Other Equipment	P	Rehabilitation and Modernization of Building Interiors to meet REAC guidelines	\$15,000.00	\$6,383.78		\$6,383.78
11	Interior Building Renovation	P		\$174,000.00	\$46,428.52	\$10,011.10	\$56,439.62
<b>Total Cost - Willow Tree Apartments</b>				<b>\$451,000.00</b>		<b>\$10,760.81</b>	<b>\$68,523.11</b>
<b>Total Monthly Cost this period</b>							
<b>Total expected cost of renovation Cotton Creek and Willow Tree Apartments</b>				<b>\$926,500.00</b>			<b>\$113,179.24</b>
13	General Expenses	IP	Boys and Girls Club		\$12,701.00	\$3,326.59	\$4,065.82
14	Reimbursement Expenses	IP	Reimbursement Expenses		-\$9,951.00	(\$819.90)	(\$1,773.00)
<b>Total Cost of Renovation</b>				<b>\$926,500.00</b>	<b>\$2,750.00</b>	<b>\$2,750.00</b>	<b>\$104,858.83</b>
					<b>July Beginning Balance</b>		\$ 6,521.79
					<b>July Deposit</b>		\$ 23,073.27
					<b>July Ending Balance</b>		\$ 8,758.60

\*IP - In Process/P - Pending

WILLOW TREE/COTTON CREEK REHABILITATION

Item 2.

Balance Sheet

As of July 31, 2023

Jul 31, 23

**ASSETS**

Current Assets

Checking/Savings

130 · Susser Bank Operating A/C 8,758.60

135 · Susser Bank - Owner Fee 35,413.02

Total Checking/Savings 44,171.62

Total Current Assets 44,171.62

**TOTAL ASSETS 44,171.62**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

2000005 · Accounts Payable 2,105.50

Total Other Current Liabilities 2,105.50

Total Current Liabilities 2,105.50

Total Liabilities 2,105.50

Equity

3900 · Retained Earnings 39,596.83

Net Income 2,469.29

Total Equity 42,066.12

**TOTAL LIABILITIES & EQUITY 44,171.62**





Mountain Creek PNL vs Budget						
	23-Jul	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget
<b>INCOME</b>						
<b>RENTAL INCOME</b>						
4010100 · Gross Rental Income	\$ 254,250.00	\$ 283,890.00	\$ (29,640.00)	\$ 1,900,900.00	\$ 1,987,230.00	\$ (86,330.00)
4010110 · Loss to Old Leases	\$ 13,467.00	\$ (7,099.55)	\$ 20,566.55	\$ 32,570.88	\$ (54,507.68)	\$ 87,078.56
4010116 · Discounts/Concessions	\$ (7,154.85)	\$ (228.94)	\$ (6,925.91)	\$ (48,799.85)	\$ (2,772.33)	\$ (46,027.52)
4010120 · Loss to Vacancy	\$ (90,329.00)	\$ (54,946.45)	\$ (35,382.55)	\$ (704,618.00)	\$ (382,335.73)	\$ (322,282.27)
4010122 · Employee Discounts	\$ (1,575.00)	\$ (2,185.11)	\$ 610.11	\$ (11,025.00)	\$ (15,295.77)	\$ 4,270.77
4010142 · EOM Delinquent Rent	\$ (141.00)	\$ (517.00)	\$ 376.00	\$ (408.00)	\$ (3,619.00)	\$ 3,211.00
4010160 · Prior Month Prepays	\$ (1,525.00)	\$ -	\$ (1,525.00)	\$ (27,095.02)	\$ -	\$ (27,095.02)
<b>Total RENTAL INCOME</b>	<b>\$ 166,992.15</b>	<b>\$ 218,912.95</b>	<b>\$ (51,920.80)</b>	<b>\$ 1,141,525.01</b>	<b>\$ 1,528,699.49</b>	<b>\$ (387,174.48)</b>
<b>OTHER INCOME</b>						
4320002 · Forfeited Deposits- Del. Rent	\$ 338.00	\$ -	\$ 338.00	\$ 1,599.00	\$ -	\$ 1,599.00
4380013 · Cleaning Fees	\$ -	\$ 41.67	\$ (41.67)	\$ 50.00	\$ 291.69	\$ (241.69)
4380014 · Prior Delinquent Rent	\$ 2,337.00	\$ 625.00	\$ 1,712.00	\$ 8,635.01	\$ 4,375.00	\$ 4,260.01
4380015 · Prepaid Rents	\$ 2,635.00	\$ 2,083.33	\$ 551.67	\$ 6,825.83	\$ 14,583.31	\$ (7,757.48)
4380016 · General	\$ (66.38)	\$ 41.67	\$ (108.05)	\$ 2,710.29	\$ 291.69	\$ 2,418.60
4380017 · Month to Month Fees	\$ -	\$ -	\$ -	\$ 0.01	\$ -	\$ 0.01
4380019 · Laundry	\$ 559.00	\$ 250.00	\$ 309.00	\$ 2,875.84	\$ 1,750.00	\$ 1,125.84
4380024 · Late Rent Fees	\$ -	\$ -	\$ -	\$ 70.00	\$ -	\$ 70.00
4380025 · NSF Fees	\$ -	\$ 4.17	\$ (4.17)	\$ 50.00	\$ 29.19	\$ 20.81
4380056 · Resident Damage Income	\$ 155.00	\$ 33.33	\$ 121.67	\$ 335.00	\$ 233.31	\$ 101.69
4380057 · Lease Termination Fees	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
4380070 · Pet Fees	\$ -	\$ 150.00	\$ (150.00)	\$ 2,000.00	\$ 1,050.00	\$ 950.00
4380080 · Beauty/Barber Income	\$ 300.00	\$ 300.00	\$ -	\$ 2,100.00	\$ 2,100.00	\$ -
4380081 · Community Fees	\$ 1,050.00	\$ 762.50	\$ 287.50	\$ 8,081.00	\$ 5,337.50	\$ 2,743.50
4380082 · Catering Fees	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 350.00	\$ (350.00)
4380083 · Meals - Employee	\$ 110.00	\$ 50.00	\$ 60.00	\$ 451.80	\$ 350.00	\$ 101.80
4380084 · Meals - Guests	\$ 462.00	\$ 191.67	\$ 270.33	\$ 2,071.00	\$ 1,341.69	\$ 729.31
4380085 · Gift Shop Income	\$ -	\$ 56.25	\$ (56.25)	\$ -	\$ 393.75	\$ (393.75)
4380086 · Parking	\$ 350.00	\$ 391.67	\$ (41.67)	\$ 2,600.00	\$ 2,741.69	\$ (141.69)
4380087 · Guest Room	\$ 400.00	\$ 100.00	\$ 300.00	\$ 2,200.00	\$ 700.00	\$ 1,500.00
4380088 · Additional Occupant	\$ 3,150.00	\$ 5,000.00	\$ (1,850.00)	\$ 20,550.00	\$ 35,000.00	\$ (14,450.00)
4380089 · Commercial Rent	\$ -	\$ 8.33	\$ (8.33)	\$ -	\$ 58.31	\$ (58.31)
4380090 · Room Service	\$ 270.00	\$ 83.33	\$ 186.67	\$ 740.00	\$ 583.31	\$ 156.69
<b>Total OTHER INCOME</b>	<b>\$ 12,049.62</b>	<b>\$ 10,222.92</b>	<b>\$ 1,826.70</b>	<b>\$ 64,444.78</b>	<b>\$ 71,560.44</b>	<b>\$ (7,115.66)</b>
<b>Total INCOME</b>	<b>\$ 179,041.77</b>	<b>\$ 229,135.87</b>	<b>\$ (50,094.10)</b>	<b>\$ 1,205,969.79</b>	<b>\$ 1,600,259.93</b>	<b>\$ (394,290.14)</b>
<b>Expense</b>						
<b>OPERATING EXPENSES</b>						
<b>SALARIES</b>						
5010001 · Executive Director	\$ 5,798.08	\$ -	\$ 5,798.08	\$ 5,798.08	\$ -	\$ 5,798.08
5010002 · Business Admin	\$ 759.00	\$ 3,422.77	\$ (2,663.77)	\$ 30,479.17	\$ 25,022.79	\$ 5,456.38

Mountain Creek  
PNL vs Budget

5010003 · Reception	\$ 14,672.18	\$ 9,143.12	\$ 5,529.06	\$ 118,556.43	\$ 67,679.60	\$ 50,876.83
5010004 · Activities	\$ -	\$ 3,576.79	\$ (3,576.79)	\$ 23,975.62	\$ 26,252.98	\$ (2,277.36)
5020001 · Drivers	\$ 3,226.50	\$ 3,080.49	\$ 146.01	\$ 25,713.00	\$ 22,610.21	\$ 3,102.79
5030001 · Maint Technician	\$ 5,854.00	\$ 3,200.29	\$ 2,653.71	\$ 36,942.71	\$ 24,002.17	\$ 12,940.54
5030002 · Maintenance Manager	\$ 1,636.01	\$ -	\$ 1,636.01	\$ 2,456.81	\$ -	\$ 2,456.81
5040001 · Housekeepers	\$ 8,360.96	\$ 8,217.55	\$ 143.41	\$ 65,151.60	\$ 61,137.56	\$ 4,014.04
5050001 · Food Director	\$ 4,627.22	\$ 4,949.32	\$ (322.10)	\$ 37,017.76	\$ 36,687.46	\$ 330.30
5050002 · Cooks	\$ 6,394.82	\$ 6,071.26	\$ 323.56	\$ 48,828.92	\$ 45,534.45	\$ 3,294.47
5050003 · Servers	\$ 15,612.46	\$ 10,563.65	\$ 5,048.81	\$ 113,637.53	\$ 78,913.34	\$ 34,724.19
5050004 · Dishwasher	\$ 5,329.63	\$ 5,818.70	\$ (489.07)	\$ 25,044.08	\$ 42,835.31	\$ (17,791.23)
5060001 · Marketing Director	\$ 5,323.86	\$ 3,951.59	\$ 1,372.27	\$ 28,210.33	\$ 29,636.92	\$ (1,426.59)
5060002 · Marketing Assistant	\$ -	\$ -	\$ -	\$ 680.00	\$ -	\$ 680.00
5200001 · Exec Dir - Related Exp	\$ 874.60	\$ -	\$ 874.60	\$ 874.60	\$ -	\$ 874.60
5200002 · Business Admin-Related Expense	\$ 113.49	\$ 1,197.97	\$ (1,084.48)	\$ 4,876.62	\$ 8,757.99	\$ (3,881.37)
5200003 · Reception-Related Exp	\$ 1,437.22	\$ 4,373.64	\$ (2,936.42)	\$ 11,779.64	\$ 32,468.53	\$ (20,688.89)
5200004 · Activities - Related Exp	\$ -	\$ 348.92	\$ (348.92)	\$ 4,190.83	\$ 2,616.90	\$ 1,573.93
5200202 · Driver - Related Exp	\$ 668.97	\$ 1,078.17	\$ (409.20)	\$ 5,903.52	\$ 7,913.57	\$ (2,010.05)
5200301 · Maint Tech-Related Exp	\$ 1,249.59	\$ -	\$ 1,249.59	\$ 7,817.25	\$ -	\$ 7,817.25
5200302 · Maint Mngt Related Expense	\$ -	\$ -	\$ -	\$ 135.94	\$ -	\$ 135.94
5200401 · Housekeeper-Related Exp	\$ 3,357.67	\$ 2,876.14	\$ 481.53	\$ 28,081.51	\$ 21,398.15	\$ 6,683.36
5200501 · Food Dir-Related Exp	\$ 1,247.86	\$ 1,732.26	\$ (484.40)	\$ 10,547.78	\$ 12,840.61	\$ (2,292.83)
5200502 · Cooks - Related Exp	\$ 1,721.71	\$ 2,124.94	\$ (403.23)	\$ 14,623.31	\$ 15,937.05	\$ (1,313.74)
5200503 · Servers-Related Exp	\$ 1,483.12	\$ 3,697.28	\$ (2,214.16)	\$ 21,923.25	\$ 27,556.89	\$ (5,633.64)
5200504 · Dishwasher- Related Exp	\$ 1,579.41	\$ 3,054.81	\$ (1,475.40)	\$ 9,735.30	\$ 22,436.66	\$ (12,701.36)
5200601 · Marketing Dir-Related Expense	\$ 662.14	\$ 1,383.06	\$ (720.92)	\$ 5,427.82	\$ 10,372.94	\$ (4,945.12)
5200602 · Marketing Asst. Related Exp	\$ -	\$ 1,120.10	\$ (1,120.10)	\$ -	\$ 8,400.75	\$ (8,400.75)
<b>Total SALARIES</b>	<b>\$ 91,990.50</b>	<b>\$ 84,982.82</b>	<b>\$ 7,007.68</b>	<b>\$ 688,409.41</b>	<b>\$ 631,012.83</b>	<b>\$ 57,396.58</b>
<b>MARKETING</b>						
6020001 · Advertising	\$ 1,726.02	\$ 1,000.00	\$ 726.02	\$ 10,964.15	\$ 6,945.00	\$ 4,019.15
6020002 · Outreach	\$ -	\$ 250.00	\$ (250.00)	\$ 43.20	\$ 1,000.00	\$ (956.80)
6020003 · Events - Entertainment	\$ -	\$ -	\$ -	\$ 1,415.79	\$ 600.00	\$ 815.79
6020005 · Postage/Delivery	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 700.00	\$ (700.00)
6020006 · Travel	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)
6020007 · Supplies	\$ -	\$ 50.00	\$ (50.00)	\$ 301.11	\$ 350.00	\$ (48.89)
6020008 · Referral Fees	\$ -	\$ -	\$ -	\$ 10,750.00	\$ 7,500.00	\$ 3,250.00
<b>Total MARKETING</b>	<b>\$ 1,726.02</b>	<b>\$ 1,425.00</b>	<b>\$ 301.02</b>	<b>\$ 23,474.25</b>	<b>\$ 17,270.00</b>	<b>\$ 6,204.25</b>
<b>ACTIVITIES</b>						
6030001 · Auto Expense	\$ -	\$ 175.00	\$ (175.00)	\$ 866.29	\$ 1,225.00	\$ (358.71)
6030002 · Auto Expense - Gas	\$ -	\$ 200.00	\$ (200.00)	\$ 813.72	\$ 1,400.00	\$ (586.28)
6030003 · Entertainment	\$ 472.04	\$ 200.00	\$ 272.04	\$ 2,327.54	\$ 1,400.00	\$ 927.54
6030004 · Equipment Rental	\$ -	\$ 100.00	\$ (100.00)	\$ 474.00	\$ 700.00	\$ (226.00)
6030005 · Events	\$ -	\$ 200.00	\$ (200.00)	\$ 2,243.78	\$ 3,050.00	\$ (806.22)

Mountain Creek  
PNL vs Budget

6030006 · Gift Shop	\$ -	\$ 125.00	\$ (125.00)	\$ -	\$ 875.00	\$ (875.00)
6030008 · Resident Services	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ (200.00)
6030009 · Supplies - Activity	\$ 366.87	\$ 150.00	\$ 216.87	\$ 3,037.15	\$ 1,075.00	\$ 1,962.15
<b>Total ACTIVITIES</b>	\$ 838.91	\$ 1,150.00	\$ (311.09)	\$ 9,762.48	\$ 9,925.00	\$ (162.52)
<b>FOOD SERVICES</b>						
6040001 · Food	\$ 7,732.55	\$ 19,500.00	\$ (11,767.45)	\$ 113,817.99	\$ 136,500.00	\$ (22,682.01)
6040002 · Catering	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)
6040003 · Equipment	\$ 246.50	\$ 500.00	\$ (253.50)	\$ 4,392.43	\$ 3,500.00	\$ 892.43
6040005 · Linens	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)
6040006 · Supplies - General	\$ 1,316.85	\$ 1,600.00	\$ (283.15)	\$ 13,871.03	\$ 11,200.00	\$ 2,671.03
6040007 · Supplies - Cleaning	\$ 182.09	\$ 250.00	\$ (67.91)	\$ 5,500.97	\$ 1,550.00	\$ 3,950.97
<b>Total FOOD SERVICES</b>	\$ 9,477.99	\$ 21,900.00	\$ (12,422.01)	\$ 137,582.42	\$ 153,100.00	\$ (15,517.58)
<b>MAINTENANCE</b>						
6100001 · Plumbing	\$ -	\$ 900.00	\$ (900.00)	\$ 1,445.77	\$ 6,300.00	\$ (4,854.23)
6100002 · HVAC	\$ 1,237.00	\$ 250.00	\$ 987.00	\$ 5,077.07	\$ 1,750.00	\$ 3,327.07
6100003 · Electrical	\$ -	\$ 100.00	\$ (100.00)	\$ 413.02	\$ 700.00	\$ (286.98)
6100006 · Window Coverings	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 700.00	\$ (700.00)
6100007 · Landscaping	\$ 3,817.50	\$ 3,630.00	\$ 187.50	\$ 25,597.50	\$ 25,410.00	\$ 187.50
6100008 · Elevator	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 6,241.00	\$ 7,000.00	\$ (759.00)
6100009 · Appliances	\$ -	\$ 250.00	\$ (250.00)	\$ 830.09	\$ 1,750.00	\$ (919.91)
6100012 · Exterminating	\$ 2,100.00	\$ 725.00	\$ 1,375.00	\$ 6,300.00	\$ 5,075.00	\$ 1,225.00
6100013 · Uniforms	\$ -	\$ -	\$ -	\$ 85.23	\$ -	\$ 85.23
6100014 · Painting	\$ -	\$ 450.00	\$ (450.00)	\$ 3,071.20	\$ 2,700.00	\$ 371.20
6100016 · Vehicle Expense	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)
6100017 · Irrigation System	\$ -	\$ 200.00	\$ (200.00)	\$ 255.00	\$ 1,400.00	\$ (1,145.00)
6100018 · Office/Common Area	\$ -	\$ 15.00	\$ (15.00)	\$ -	\$ 105.00	\$ (105.00)
6100019 · General Maintenance	\$ -	\$ 500.00	\$ (500.00)	\$ 927.73	\$ 3,500.00	\$ (2,572.27)
6100025 · Fire Ext./Alarm	\$ 559.00	\$ 135.00	\$ 424.00	\$ 2,287.10	\$ 5,045.00	\$ (2,757.90)
6100027 · Locks & Keys	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)
6100028 · Light Bulbs & Ballasts	\$ -	\$ 150.00	\$ (150.00)	\$ 893.55	\$ 1,050.00	\$ (156.45)
6100029 · Parking Lot/Sidewalk	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 70.00	\$ (70.00)
6100031 · Equipment Repair	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 175.00	\$ (175.00)
6100032 · Glass Repair	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 700.00	\$ (700.00)
6100033 · Cleaning Supplies	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 700.00	\$ (700.00)
6100035 · Interior Repairs	\$ -	\$ 150.00	\$ (150.00)	\$ 268.83	\$ 900.00	\$ (631.17)
6100036 · Exterior Repairs	\$ 3,450.00	\$ 100.00	\$ 3,350.00	\$ 3,450.00	\$ 700.00	\$ 2,750.00
6100038 · Snow/Ice Removal	\$ -	\$ -	\$ -	\$ 195.00	\$ -	\$ 195.00
6100039 · Carpet Cleaning	\$ 284.90	\$ 120.00	\$ 164.90	\$ 973.90	\$ 720.00	\$ 253.90
6100044 · Carpet Repair	\$ -	\$ 150.00	\$ (150.00)	\$ 1,100.00	\$ 900.00	\$ 200.00
6100047 · Light Fixtures	\$ -	\$ 50.00	\$ (50.00)	\$ 365.12	\$ 350.00	\$ 15.12
6100066 · Purchased Services	\$ -	\$ 200.00	\$ (200.00)	\$ 225.00	\$ 1,400.00	\$ (1,175.00)
<b>Total MAINTENANCE</b>	\$ 11,448.40	\$ 9,460.00	\$ 1,988.40	\$ 60,002.11	\$ 69,450.00	\$ (9,447.89)

Mountain Creek  
PNL vs Budget

<b>HOUSEKEEPING</b>							
6170002 · Supplies - Cleaning	\$ 159.07	\$ 525.00	\$ (365.93)	\$ 1,260.25	\$ 3,675.00	\$ (2,414.75)	
6170003 · Supplies - Paper Products	\$ -	\$ 200.00	\$ (200.00)	\$ 498.61	\$ 1,400.00	\$ (901.39)	
6170004 · Uniforms	\$ -	\$ 300.00	\$ (300.00)	\$ 43.73	\$ 600.00	\$ (556.27)	
<b>Total HOUSEKEEPING</b>	<b>\$ 159.07</b>	<b>\$ 1,025.00</b>	<b>\$ (865.93)</b>	<b>\$ 1,802.59</b>	<b>\$ 5,675.00</b>	<b>\$ (3,872.41)</b>	
<b>ADMINISTRATIVE</b>							
7110001 · Office Supplies	\$ -	\$ 100.00	\$ (100.00)	\$ 1,850.25	\$ 700.00	\$ 1,150.25	
7110002 · Postage	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 70.00	\$ (70.00)	
7110003 · Professional Fees	\$ -	\$ 200.00	\$ (200.00)	\$ 1,500.00	\$ 7,100.00	\$ (5,600.00)	
7110006 · Management Fee	\$ 10,742.51	\$ 13,751.90	\$ (3,009.39)	\$ 72,358.19	\$ 96,041.85	\$ (23,683.66)	
7110009 · Telephone & Pagers	\$ 2,021.27	\$ 2,000.00	\$ 21.27	\$ 10,884.61	\$ 14,000.00	\$ (3,115.39)	
7110012 · General	\$ 360.32	\$ 300.00	\$ 60.32	\$ (4,145.19)	\$ 2,100.00	\$ (6,245.19)	
7110015 · Credit Verifications	\$ -	\$ -	\$ -	\$ 545.73	\$ -	\$ 545.73	
7110018 · Employee Training	\$ -	\$ 100.00	\$ (100.00)	\$ 399.00	\$ 700.00	\$ (301.00)	
7110021 · Recruiting Expense	\$ -	\$ 50.00	\$ (50.00)	\$ 2,088.16	\$ 350.00	\$ 1,738.16	
7110024 · Automotive	\$ 36.02	\$ -	\$ 36.02	\$ 447.43	\$ -	\$ 447.43	
7110027 · Printing & Duplicating	\$ 165.50	\$ 75.00	\$ 90.50	\$ 674.19	\$ 525.00	\$ 149.19	
7110032 · Business License/ Permits	\$ -	\$ -	\$ -	\$ 75.00	\$ 2,500.00	\$ (2,425.00)	
7110033 · Due & Subscriptions	\$ -	\$ -	\$ -	\$ 594.93	\$ 750.00	\$ (155.07)	
7110035 · Leased Equip & Supplies	\$ -	\$ 936.00	\$ (936.00)	\$ 1,179.46	\$ 6,552.00	\$ (5,372.54)	
7110052 · Computer Software	\$ 1,312.20	\$ 600.00	\$ 712.20	\$ 6,392.12	\$ 4,200.00	\$ 2,192.12	
7110054 · Banking Costs	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ 20.00	
7110060 · Computer Equip/Supplies	\$ -	\$ 100.00	\$ (100.00)	\$ 1,717.16	\$ 700.00	\$ 1,017.16	
7110070 · Computer Maintenance	\$ -	\$ 450.00	\$ (450.00)	\$ 5,490.47	\$ 3,150.00	\$ 2,340.47	
7110080 · Equipment Repair	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 300.00	\$ (300.00)	
<b>Total ADMINISTRATIVE</b>	<b>\$ 14,637.82</b>	<b>\$ 18,822.90</b>	<b>\$ (4,185.08)</b>	<b>\$ 102,071.51</b>	<b>\$ 139,738.85</b>	<b>\$ (37,667.34)</b>	
<b>UTILITIES</b>							
7150001 · Electricity	\$ 8,689.29	\$ 6,000.00	\$ 2,689.29	\$ 52,206.75	\$ 49,931.69	\$ 2,275.06	
7150003 · Gas	\$ 551.93	\$ 508.00	\$ 43.93	\$ 4,984.08	\$ 4,733.00	\$ 251.08	
7150004 · Water	\$ 3,574.30	\$ 2,600.00	\$ 974.30	\$ 25,781.79	\$ 24,200.00	\$ 1,581.79	
7150011 · Trash Collection	\$ 959.64	\$ 798.62	\$ 161.02	\$ 6,814.98	\$ 5,590.34	\$ 1,224.64	
7150020 · Cable Television	\$ 2,159.82	\$ 1,800.00	\$ 359.82	\$ 15,054.63	\$ 12,600.00	\$ 2,454.63	
<b>Total UTILITIES</b>	<b>\$ 15,934.98</b>	<b>\$ 11,706.62</b>	<b>\$ 4,228.36</b>	<b>\$ 104,842.23</b>	<b>\$ 97,055.03</b>	<b>\$ 7,787.20</b>	
<b>INSURANCE</b>							
7170001 · Insurance Premiums	\$ 13,811.97	\$ 13,805.97	\$ 6.00	\$ 96,683.79	\$ 96,641.79	\$ 42.00	
<b>Total INSURANCE</b>	<b>\$ 13,811.97</b>	<b>\$ 13,805.97</b>	<b>\$ 6.00</b>	<b>\$ 96,683.79</b>	<b>\$ 96,641.79</b>	<b>\$ 42.00</b>	
<b>Total OPERATING EXPENSES</b>	<b>\$ 160,025.66</b>	<b>\$ 164,278.31</b>	<b>\$ (4,252.65)</b>	<b>\$ 1,224,630.79</b>	<b>\$ 1,219,868.50</b>	<b>\$ 4,762.29</b>	
<b>REPLACEMENT ITEMS</b>							
1703500 · Renovations 2023	\$ 15,992.01	\$ -	\$ 15,992.01	\$ 15,992.01	\$ -	\$ 15,992.01	
1704201 · Appliances	\$ -	\$ 500.00	\$ (500.00)	\$ 899.99	\$ 3,500.00	\$ (2,600.01)	
1704302 · Carpet	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 1,400.00	\$ (1,400.00)	
1704303 · Resilient Coverings	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 2,100.00	\$ (2,100.00)	

**Mountain Creek  
PNL vs Budget**

1707202 - HVAC	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 900.00	\$ (900.00)
1704304 - HVAC-Replacement	\$ 1,309.00	\$ -	\$ 1,309.00	\$ 2,285.95	\$ -	\$ 2,285.95
1704305 - Plumbing-Sinks	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 350.00	\$ (350.00)
1704313 - Lock,Keys,Dryer Vents	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 350.00	\$ (350.00)
1704316 - Light Fixtures/Interior	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 1,050.00	\$ (1,050.00)
1704317 - Light Fixtures/Exterior	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ (300.00)
1704320 - Mirrors	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 70.00	\$ (70.00)
1704321 - Parking Lot Repairs & Stripping	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 350.00	\$ (350.00)
1704335 - Signage	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ (250.00)
1704402 - Other Equip & Personal Prop	\$ -	\$ 250.00	\$ (250.00)	\$ 936.24	\$ 1,750.00	\$ (813.76)
<b>Total REPLACEMENT ITEMS</b>	<b>\$ 17,301.01</b>	<b>\$ 1,860.00</b>	<b>\$ 15,441.01</b>	<b>\$ 20,114.19</b>	<b>\$ 12,370.00</b>	<b>\$ 7,744.19</b>
<b>DEBT SERVICE</b>						
8000001 - Mortgage Principal	\$ -	\$ 30,000.00	\$ (30,000.00)	\$ 113,537.49	\$ 199,999.98	\$ (86,462.49)
8000002 - Mortgage Interest	\$ -	\$ 36,747.92	\$ (36,747.92)	\$ 84,999.99	\$ 263,822.90	\$ (178,822.91)
<b>Total DEBT SERVICE</b>	<b>\$ -</b>	<b>\$ 66,747.92</b>	<b>\$ (66,747.92)</b>	<b>\$ 198,537.48</b>	<b>\$ 463,822.88</b>	<b>\$ (265,285.40)</b>
<b>Total Expense</b>	<b>\$ 177,326.67</b>	<b>\$ 232,886.23</b>	<b>\$ (55,559.56)</b>	<b>\$ 1,443,282.46</b>	<b>\$ 1,696,061.38</b>	<b>\$ (252,778.92)</b>
<b>Net Ordinary Income</b>	<b>\$ 1,715.10</b>	<b>\$ (3,750.36)</b>	<b>\$ 5,465.46</b>	<b>\$ (237,312.67)</b>	<b>\$ (95,801.45)</b>	<b>\$ (141,511.22)</b>
<b>Other Income/Expense</b>						
<b>Net Income</b>	<b>\$ 1,715.10</b>	<b>\$ (3,750.36)</b>	<b>\$ 5,465.46</b>	<b>\$ (237,312.67)</b>	<b>\$ (95,801.45)</b>	<b>\$ (141,511.22)</b>

## Mountain Creek Retirement Living

## Balance Sheet

As of July 31, 2023

Item 2.

Jul 31, 23

## ASSETS

## Current Assets

## Checking/Savings

1010075 · Susser (Affiliated) Operating	5,777.33
1010076 · Susser (Affiliated) Sec Dep A/C	45,770.91
1010079 · Susser(Affiliated) Payroll A/C	275.00
1013001 · Petty Cash Marketing Renee' L	300.00
1014001 · Petty Cash Activities Debbie	554.84
1015001 · Petty Cash Admin Ronnie Bailey	500.00
1016001 · Petty Cash Food Rosa Castaneda	500.00
1017001 · Petty Cash Stacey Kauppi	500.00

Total Checking/Savings	<u>54,178.08</u>
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## Other Current Assets

1110000 · Bond Funds held by Trustee	
1110030 · Bond Fund	14,268.00
1110050 · Debt Service Reserve	806,578.98
1110060 · Operating and Maintenance Reser	2,059.01

Total 1110000 · Bond Funds held by Trustee	<u>822,905.99</u>
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1300000 · Prepaid Insurance	<u>21,683.95</u>
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Total Other Current Assets	<u>844,589.94</u>
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Total Current Assets	<u>898,768.02</u>
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## Fixed Assets

1800000 · Bldg & Imp Acc Depreciation	-7,268,872.65
1700000 · Land	574,790.55
1600000 · Building and Improvements	12,048,029.38
1650000 · Equipment	123,368.77

Total Fixed Assets	<u>5,477,316.05</u>
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## Other Assets

1900000 · Bond Issue Costs	338,553.62
1910000 · Bond Issue Cost Amortization	-181,275.50

Total Other Assets	<u>157,278.12</u>
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<b>TOTAL ASSETS</b>	<b><u>6,533,362.19</u></b>
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

2300000 · PPP Loan Due to JPC	398,748.85
2000008 · Accrued Interest - Developer Lo	757,066.52
2000007 · Accrued Interest Payable	-263,025.00
2000006 · Accrued Utilities	12,181.90
2000005 · Accounts Payable	182,791.69
2000010 · Due to GPHFC	503,072.33
2700002 · Resident Security Deposits	45,100.00

Total Other Current Liabilities	<u>1,635,936.29</u>
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Total Current Liabilities	<u>1,635,936.29</u>
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## Long Term Liabilities

2100001 · Loan from GPHFC	241,398.62
2000009 · Construction Draws Payable	85,190.83
2100002 · Loan from Prior Management Comp	253,792.21
2100003 · Developer Loan Payable	500,000.00
2200000 · Revenue Bonds Payable	10,895,000.00

Total Long Term Liabilities	<u>11,975,381.66</u>
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Total Liabilities	<u>13,611,317.95</u>
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## Equity

32000 · Unrestricted Net Assets	-1,099,736.32
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## 3100 · Owner Equity

3200 · Owner Equity - Other	34,474.92
3100 · Owner Equity - Other	-5,882,365.13

Total 3100 · Owner Equity	<u>-5,847,890.21</u>
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Net Income	-130,329.23
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Total Equity	<u>-7,077,955.76</u>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>6,533,362.19</u></b>
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Jackson Consulting Company DBA Jackson Property Company - Mountain Creek Retirement Living

**MAINTENANCE CATEGORY ANALYSIS**

Report created on calendar date: 8/8/2023, 9:41 am and property date: 08/08/2023

Parameters: Date: 07/01/2023 through 07/31/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Housekeeping	920	80.7%	32.26	29,677.00	0.00	29,677.00
Heating and cooling	43	3.8%	64.56	2,776.00	0.00	2,776.00
Doors and locks	40	3.5%	45.08	1,803.00	0.00	1,803.00
General	34	3.0%	28.76	978.00	0.00	978.00
Plumbing and bath	33	2.9%	51.73	1,707.00	0.00	1,707.00
Grounds and landscaping	21	1.8%	67.67	1,421.00	0.00	1,421.00
Electrical and lighting	17	1.5%	45.76	778.00	0.00	778.00
Appliance	10	0.9%	36.10	361.00	0.00	361.00
Safety equipment	7	0.6%	7.71	54.00	0.00	54.00
Inspection and make ready	5	0.4%	205.20	1,026.00	0.00	1,026.00
Kitchen Equipment	4	0.4%	23.50	94.00	0.00	94.00
Flooring	4	0.4%	27.25	109.00	0.00	109.00
Building exterior	1	0.1%	16.00	16.00	0.00	16.00
Communications	1	0.1%	3.00	3.00	0.00	3.00
Hardware	0	0.0%	0.00	0.00	0.00	0.00
Import from ops category	0	0.0%	0.00	0.00	0.00	0.00
Misc supplies	0	0.0%	0.00	0.00	0.00	0.00
Pool and recreational	0	0.0%	0.00	0.00	0.00	0.00
Preventative maintenance	0	0.0%	0.00	0.00	0.00	0.00
Tools	0	0.0%	0.00	0.00	0.00	0.00
<b>Total</b>	<b>1140</b>	<b>100.1%</b>		<b>40,803</b>	<b>0</b>	<b>40,803</b>





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/15/2023

**REQUESTER:** Doug Jackson

**PRESENTER:** Doug Jackson, CPM Jackson Property Company

**TITLE:** REVIEW OF OPERATING ASSETS

**RECOMMENDED ACTION:**

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