



**HOUSING FINANCE CORPORATION MEETING
MOUNTAIN CREEK RETIREMENT LIVING, 3RD FLOOR
COMMUNITY ROOM, 2305 CORN VALLEY ROAD
TUESDAY, JULY 18, 2023 AT 11:30 AM**

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: June 20, 2023
2. Review of Financial Reports: June 2023

CITIZEN COMMENTS

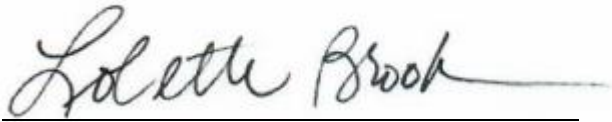
Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

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 (lr Brooks@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 July 14, 2023.

A handwritten signature in cursive script that reads "Lorette Brooks". The signature is written in black ink on a light-colored background.

Lorette Brooks, Executive Assistant



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/18/2023
REQUESTER: Lolette Brooks
PRESENTER: Buddy White
TITLE: Minutes of the June 20, 2023 Meeting
RECOMMENDED ACTION:



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

Tuesday, June 20, 2023 11:30 A.M. Multi-Purpose Room

CALL TO ORDER

Meeting was opened by President White at 11:54 a.m. Mr. Doug Jackson opened in prayer.

<u>BOARD MEMBERS PRESENT:</u> Buddy White Greg Giessner Cole Humphreys Zelda Freeman	<u>ATTENDANCE TYPE</u> In Person In Person In Person Virtual	<u>CITY STAFF PRESENT:</u> Esther Coleman Bill Hills <u>OTHERS PRESENT:</u> Doug Jackson Sean Jackson Tina Porter Donna McFarland Kent Lyon	<u>ATTENDANCE TYPE</u> In Person In Person In Person In Person In Person Virtual
<u>BOARD MEMBERS ABSENT:</u> Marshall Sutton		<u>HILLTOP SECURITIES PRESENT:</u> Claire Merritt <u>POST INVESTMENT GROUP PRESENT:</u> Adam Freedman Matt Avital <u>COATS ROSE PRESENT:</u> Ronald Bell <u>NEUROCK CAPITAL PRESENT:</u> Eli Neuberg Shiran Fhima	In Person In Person Virtual Virtual Virtual Virtual Virtual

EXECUTIVE SESSION

President White made a motion to move into a closed Executive Session at 11:55 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: Cole Humphreys
Motion Carried: Yes

ADJOURNMENT OF EXECUTIVE SESSION

President White adjourned the Executive Session at 12:15 p.m. and called the Board Meeting to order.

FINANCIAL REPORTS FOR APRIL 2023 AND MAY 2023 WERE REVIEWED.

MOTION TO ACCEPT: Greg Giessner
Second by: Cole Humphreys
Motion Carried: Yes

PRESIDENT WHITE REQUESTED THAT THE BOARD MEMBERS REVIEW THE FOLLOWING RESOLUTIONS:

RESOLUTIONS AUTHORIZING THE CREATION OF A MORTGAGE CREDIT CERTIFICATE PROGRAM (MCC) TO BE ADMINISTERED BY THE GRAND PRAIRIE HOUSING FINANCE CORPORATION.

- 1. RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR RESERVATION WITH THE TEXAS BOND REVIEW BOARD WITH RESPECT TO QUALIFIED MORTGAGE BONDS OR MORTGAGE CREDIT CERTIFICATES; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**
- 2. RESOLUTION APPROVING DELEGATION OF BOND ISSUANCE AUTHORITY AND ASSIGNMENT OF PRIVATE ACTIVITY BOND AUTHORITY TO TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS; AUTHORIZING THE EXECUTION AND DELIVERY OF AN ASSIGNMENT AGREEMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**
- 3. RESOLUTION APPROVING ASSIGNMENT OF PRIVATE ACTIVITY BOND AUTHORITY TO TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**

MOTION TO ACCEPT: Greg Giessner
Second by: Marshall Sutton
Discussion: None
Motion Carried: Yes

Citizens Comments:

There were none.

ADJOURNMENT

President White adjourned the Board Meeting at 12:36 p.m.

The foregoing minutes were approved on the date listed below.

Approved:	Approved:
By: _____	By: _____
Date: _____	Date: _____



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/18/2023

REQUESTER: Lolette Brooks

PRESENTER: Buddy White

TITLE: Review of Financial Reports: June 2023

RECOMMENDED ACTION:



Grand Prairie

HOUSING FINANCE CORPORATION

Financial

FINANCIAL REPORT OF CASH ASSETS

GRAND PRAIRIE
HOUSING FINANCE CORPORATION

June 30, 2023

CHECKING ACCOUNT - Susser Bank (formerly Affiliated Bank)

Beginning Balance @ 5-31-23		\$15,832.96
Receipts During Period:		
Transfer IN from MMDA	\$200,000.00	
Total Receipts		\$200,000.00
Disbursements During Period:		
Christopher DeWolfe - Loan Repay	\$204,034.24	
Total Disbursements		\$204,034.24
Ending Balance @ 6--30-2023	*	\$11,798.72

MONEY MARKET ACCOUNT - SUSSER BANK (formerly Affiliated Bank) \$732,738.07

GRAND TOTAL CASH ASSETS * \$744,536.79

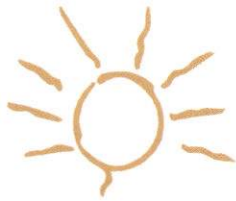
* Cash basis

OTHER ASSET : TEMPORARY LOAN TO Mtn. Creek Sr. Living (07/19)		\$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 Apartments
PNL vs Budget**

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget
Income						
Rental Income						
4010000 • Gross Potential Rent	\$ (7,594.54)	\$ -	\$ (7,594.54)	\$ (55,841.98)	\$ -	\$ (55,841.98)
4010100 • Gross Rental Income	\$ 146,920.00	\$ 146,920.00	\$ -	\$ 865,728.00	\$ 865,728.00	\$ -
4010110 • Loss to Old Leases	\$ (1.00)	\$ (4.10)	\$ 3.10	\$ (5.00)	\$ (39.40)	\$ 34.40
4010120 • Loss to Vacancy	\$ (3,041.00)	\$ (2,482.57)	\$ (558.43)	\$ (26,681.33)	\$ (7,447.71)	\$ (19,233.62)
4010142 • EOM Delinquencies	\$ (3,475.45)	\$ (924.00)	\$ (2,551.45)	\$ (13,324.80)	\$ (5,544.00)	\$ (7,780.80)
4010165 • Prior Prepays	\$ (1,077.09)	\$ -	\$ (1,077.09)	\$ (15,830.85)	\$ -	\$ (15,830.85)
Total Rental Income	\$ 139,325.46	\$ 143,509.33	\$ (4,183.87)	\$ 809,886.02	\$ 852,696.89	\$ (42,810.87)
Other Income						
4320001 • Forfeited Deposits-General	\$ -	\$ 12.50	\$ (12.50)	\$ 298.00	\$ 75.00	\$ 223.00
4320002 • Forfeited Deposits-Rent	\$ -	\$ 18.75	\$ (18.75)	\$ 911.00	\$ 112.50	\$ 798.50
4320003 • Forfeited Deposits-Cing Chrgs	\$ 50.00	\$ 33.33	\$ 16.67	\$ 390.00	\$ 199.98	\$ 190.02
4380012 • Vending Machines	\$ -	\$ 4.17	\$ (4.17)	\$ -	\$ 25.02	\$ (25.02)
4380013 • Cleaning Fee	\$ 100.00	\$ 33.33	\$ 66.67	\$ 308.00	\$ 199.98	\$ 108.02
4380014 • Previous Delinquent Rents	\$ 202.01	\$ 1,250.00	\$ (1,047.99)	\$ 8,969.10	\$ 7,500.00	\$ 1,469.10
4380015 • Prepaid Rent	\$ 357.10	\$ 500.00	\$ (142.90)	\$ 4,393.98	\$ 3,000.00	\$ 1,393.98
4380016 • General	\$ -	\$ -	\$ -	\$ 214.00	\$ -	\$ 214.00
4380024 • Late Rent Fees	\$ 253.00	\$ 175.00	\$ 78.00	\$ 1,719.92	\$ 1,050.00	\$ 669.92
4380056 • Forfeited Deposit Damages	\$ 172.45	\$ 125.00	\$ 47.45	\$ 2,397.42	\$ 750.00	\$ 1,647.42
Total Other Income	\$ 1,134.56	\$ 2,152.08	\$ (1,017.52)	\$ 19,601.42	\$ 12,912.48	\$ 6,688.94
Total Income	\$ 140,460.02	\$ 145,661.41	\$ (5,201.39)	\$ 829,487.44	\$ 865,609.37	\$ (36,121.93)
Gross Profit	\$ 140,460.02	\$ 145,661.41	\$ (5,201.39)	\$ 829,487.44	\$ 865,609.37	\$ (36,121.93)
Expense						
Salaries						
5000000 • General Manager	\$ 5,019.07	\$ 3,194.40	\$ 1,824.67	\$ 21,280.74	\$ 20,763.60	\$ 517.14
5010001 • Property Manager	\$ 5,769.60	\$ 3,846.40	\$ 1,923.20	\$ 27,424.80	\$ 25,001.60	\$ 2,423.20
5010008 • Assistant Manager	\$ 2,758.25	\$ 2,495.08	\$ 263.17	\$ 20,336.25	\$ 14,970.48	\$ 5,365.77
5020001 • Admin Support	\$ 9,262.67	\$ 5,209.90	\$ 4,052.77	\$ 33,010.63	\$ 33,179.40	\$ (168.77)
5030001 • Lead Maintenance	\$ 4,868.30	\$ 8,992.00	\$ (4,123.70)	\$ 49,381.51	\$ 58,448.00	\$ (9,066.49)
5030006 • Asst. Maintenance	\$ 16,331.30	\$ 6,218.28	\$ 10,113.02	\$ 95,679.86	\$ 40,077.68	\$ 55,602.18
5200000 • Related Exp-Gen Manager	\$ 332.14	\$ 894.43	\$ (562.29)	\$ 3,887.52	\$ 5,813.80	\$ (1,926.28)
5200101 • Related Exp-Manager	\$ 2,420.42	\$ 1,076.99	\$ 1,343.43	\$ 9,367.31	\$ 7,000.44	\$ 2,366.87
5200108 • Related Exp-Asst Mngt	\$ 477.04	\$ 1,082.19	\$ (605.15)	\$ 4,382.90	\$ 6,493.14	\$ (2,110.24)
5200202 • Related Exp-Admin Support	\$ 1,403.88	\$ 1,836.80	\$ (432.92)	\$ 5,241.55	\$ 11,939.20	\$ (6,697.65)
5200301 • Related Exp - Lead Maintenance	\$ 771.98	\$ 1,532.16	\$ (760.18)	\$ 9,925.29	\$ 9,959.04	\$ (33.75)
5200306 • Related Exp-Asst Maintenance	\$ 3,430.08	\$ 1,965.12	\$ 1,464.96	\$ 17,954.92	\$ 12,677.76	\$ 5,277.16
Total Salaries	\$ 52,844.73	\$ 38,343.75	\$ 14,500.98	\$ 297,873.28	\$ 246,324.14	\$ 51,549.14
Advertising & Promotions						
6010002 • Promotions	\$ 2,100.71	\$ 250.00	\$ 1,850.71	\$ 5,556.93	\$ 1,500.00	\$ 4,056.93

Cotton Creek Apartments
PNL vs Budget

6010023 · Signs	\$ -	\$ 125.00	\$ (125.00)	\$ -	\$ 1,050.00	\$ (1,050.00)
Total Advertising & Promotions	\$ 2,100.71	\$ 375.00	\$ 1,725.71	\$ 5,556.93	\$ 2,550.00	\$ 3,006.93
Community Services						
6010010 · Resident Activities	\$ 500.00	\$ 600.00	\$ (100.00)	\$ 3,000.00	\$ 3,600.00	\$ (600.00)
Total Community Services	\$ 500.00	\$ 600.00	\$ (100.00)	\$ 3,000.00	\$ 3,600.00	\$ (600.00)
Maintenance						
6100001 · Plumbing	\$ 1,036.40	\$ 1,850.00	\$ (813.60)	\$ 6,534.13	\$ 11,100.00	\$ (4,565.87)
6100002 · HVAC	\$ 2,393.20	\$ 1,500.00	\$ 893.20	\$ 6,142.31	\$ 9,000.00	\$ (2,857.69)
6100003 · Electrical	\$ 140.05	\$ 500.00	\$ (359.95)	\$ 2,681.98	\$ 3,000.00	\$ (318.02)
6100006 · Window Coverings	\$ -	\$ -	\$ -	\$ 575.20	\$ -	\$ 575.20
6100007 · Landscaping	\$ 5,082.00	\$ 5,500.00	\$ (418.00)	\$ 33,127.43	\$ 33,000.00	\$ 127.43
6100009 · Appliances	\$ 289.96	\$ 300.00	\$ (10.04)	\$ 3,879.20	\$ 1,800.00	\$ 2,079.20
6100010 · Roof	\$ -	\$ 400.00	\$ (400.00)	\$ 481.12	\$ 2,400.00	\$ (1,918.88)
6100012 · Exterminating	\$ 813.76	\$ 2,626.00	\$ (1,812.24)	\$ 6,709.08	\$ 15,756.00	\$ (9,046.92)
6100013 · Uniforms	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 2,500.00	\$ (2,500.00)
6100014 · Painting	\$ 3,379.82	\$ 900.00	\$ 2,479.82	\$ 5,440.99	\$ 5,400.00	\$ 40.99
6100016 · Vehicle Expense	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 300.00	\$ (300.00)
6100017 · Irrigation System Repair	\$ 95.82	\$ 400.00	\$ (304.18)	\$ 816.30	\$ 2,400.00	\$ (1,583.70)
6100018 · Office/Common Areas	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ (100.00)
6100019 · General Maintenance	\$ 1,279.53	\$ 700.00	\$ 579.53	\$ 3,438.63	\$ 4,200.00	\$ (761.37)
6100023 · Contract Cleaning	\$ -	\$ 50.00	\$ (50.00)	\$ 450.00	\$ 300.00	\$ 150.00
6100025 · Fire Ext./Smoke Alarms	\$ -	\$ 125.00	\$ (125.00)	\$ 1,026.28	\$ 750.00	\$ 276.28
6100027 · Lock & Keys	\$ 353.16	\$ 100.00	\$ 253.16	\$ 832.19	\$ 600.00	\$ 232.19
6100028 · Light Bulbs & Ballasts	\$ 209.44	\$ 400.00	\$ (190.56)	\$ 750.90	\$ 2,400.00	\$ (1,649.10)
6100029 · Parking Lot, Sidewalk, Street	\$ 78.30	\$ 20.00	\$ 58.30	\$ 375.58	\$ 120.00	\$ 255.58
6100030 · Contract Labor	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 600.00	\$ (600.00)
6100031 · Equip. Repair	\$ -	\$ 75.00	\$ (75.00)	\$ 254.50	\$ 450.00	\$ (195.50)
6100032 · Glass Repair	\$ -	\$ 400.00	\$ (400.00)	\$ 448.42	\$ 2,400.00	\$ (1,951.58)
6100033 · Cleaning Supplies	\$ 14.77	\$ 150.00	\$ (135.23)	\$ 133.02	\$ 900.00	\$ (766.98)
6100035 · Interior Repairs	\$ 1,052.14	\$ 1,000.00	\$ 52.14	\$ 2,803.28	\$ 6,000.00	\$ (3,196.72)
6100036 · Exterior Repairs	\$ -	\$ 500.00	\$ (500.00)	\$ 989.04	\$ 3,000.00	\$ (2,010.96)
6100038 · Snow/Ice Removal	\$ -	\$ -	\$ -	\$ 195.00	\$ 50.00	\$ 145.00
6100039 · Carpet Cleaning	\$ 250.00	\$ 75.00	\$ 175.00	\$ 1,230.00	\$ 450.00	\$ 780.00
6100044 · Carpet Repairs	\$ -	\$ 50.00	\$ (50.00)	\$ 343.36	\$ 300.00	\$ 43.36
6100047 · Light Fixtures	\$ 332.36	\$ 150.00	\$ 182.36	\$ 332.36	\$ 900.00	\$ (567.64)
6100066 · Countertops Repair	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
Total Maintenance	\$ 16,800.71	\$ 18,246.00	\$ (1,445.29)	\$ 79,990.30	\$ 110,326.00	\$ (30,335.70)
Administrative						
7110001 · Office Supplies	\$ 411.15	\$ 400.00	\$ 11.15	\$ 2,479.14	\$ 2,400.00	\$ 79.14
7110002 · Postage	\$ 33.48	\$ 15.00	\$ 18.48	\$ 86.41	\$ 90.00	\$ (3.59)
7110003 · Professional Fees	\$ 746.00	\$ 1,600.00	\$ (854.00)	\$ 7,678.05	\$ 9,600.00	\$ (1,921.95)

Cotton Creek Apartments
PNL vs Budget

7110004 • Management Fees	\$ 7,023.00	\$ 7,283.07	\$ (260.07)	\$ 41,474.37	\$ 43,280.47	\$ (1,806.10)
7110006 • Security Patrol	\$ 765.00	\$ 650.00	\$ 115.00	\$ 5,445.00	\$ 3,900.00	\$ 1,545.00
7110007 • Telephone/Pagers	\$ 1,720.28	\$ 1,200.00	\$ 520.28	\$ 8,278.50	\$ 7,200.00	\$ 1,078.50
7110008 • Answering Service	\$ 194.48	\$ 275.00	\$ (80.52)	\$ 1,156.84	\$ 1,650.00	\$ (493.16)
7110009 • Bookkeeping Expense	\$ -	\$ 9,500.00	\$ (9,500.00)	\$ -	\$ 19,000.00	\$ (19,000.00)
7110010 • General	\$ 765.60	\$ 800.00	\$ (34.40)	\$ 4,416.93	\$ 4,800.00	\$ (383.07)
7110011 • Credit Verifications	\$ 1,703.50	\$ 600.00	\$ 1,103.50	\$ 6,856.92	\$ 3,600.00	\$ 3,256.92
7110015 • Employee Training	\$ -	\$ 200.00	\$ (200.00)	\$ 826.75	\$ 1,300.00	\$ (473.25)
7110017 • Office Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
7110018 • Contract Labor	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 1,200.00	\$ (1,200.00)
7110019 • Recruiting Expense	\$ -	\$ 1,200.00	\$ (1,200.00)	\$ 57.56	\$ 7,200.00	\$ (7,142.44)
7110020 • Automotive	\$ 80.74	\$ 40.00	\$ 40.74	\$ 336.27	\$ 240.00	\$ 96.27
7110021 • Printing & Duplicating	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
7110027 • Business License	\$ -	\$ 50.00	\$ (50.00)	\$ (1,411.20)	\$ 1,600.00	\$ (3,011.20)
7110028 • Dues & Subscriptions	\$ -	\$ -	\$ -	\$ 964.00	\$ 1,250.00	\$ (286.00)
7110032 • Leased Equip & Supplies	\$ 624.20	\$ 1,400.00	\$ (775.80)	\$ 624.20	\$ 8,400.00	\$ (7,775.80)
7110033 • Intrusion Alarm	\$ 221.61	\$ 150.00	\$ 71.61	\$ 828.08	\$ 900.00	\$ (71.92)
7110035 • Computer Software	\$ 1,308.53	\$ 1,200.00	\$ 108.53	\$ 6,800.02	\$ 7,800.00	\$ (999.98)
7110044 • Banking Costs	\$ 40.00	\$ -	\$ 40.00	\$ 200.00	\$ -	\$ 200.00
7110052 • Computer Equip/Supplies	\$ -	\$ 400.00	\$ (400.00)	\$ 233.78	\$ 2,400.00	\$ (2,166.22)
7110054 • Computer Maintenance	\$ 865.61	\$ 1,000.00	\$ (134.39)	\$ 5,627.30	\$ 6,000.00	\$ (372.70)
7110060 • Equipment Repairs	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
Total Administrative	\$ 16,503.18	\$ 28,213.07	\$ (11,709.89)	\$ 92,958.92	\$ 135,110.47	\$ (42,151.55)
Utilities						
7150001 • Electricity	\$ 6,631.14	\$ 8,000.00	\$ (1,368.86)	\$ 35,775.53	\$ 37,500.00	\$ (1,724.47)
7150003 • Gas	\$ 2,280.50	\$ 4,900.00	\$ (2,619.50)	\$ 28,733.97	\$ 35,725.00	\$ (6,991.03)
7150004 • Water	\$ 17,578.73	\$ 21,500.00	\$ (3,921.27)	\$ 112,401.89	\$ 111,500.00	\$ 901.89
7150011 • Trash Removal	\$ 1,943.36	\$ 1,677.58	\$ 265.78	\$ 12,206.98	\$ 10,065.90	\$ 2,141.08
Total Utilities	\$ 28,433.73	\$ 36,077.58	\$ (7,643.85)	\$ 189,118.37	\$ 194,790.90	\$ (5,672.53)
Insurance						
7170001 • Insurance Premiums	\$ 8,530.37	\$ 8,530.37	\$ -	\$ 51,752.69	\$ 51,182.22	\$ 570.47
Total Insurance	\$ 8,530.37	\$ 8,530.37	\$ -	\$ 51,752.69	\$ 51,182.22	\$ 570.47
Debt Service						
8000001 • Learning Center	\$ 5,597.13	\$ 5,597.13	\$ -	\$ 33,582.78	\$ 33,582.78	\$ -
Total Debt Service	\$ 5,597.13	\$ 5,597.13	\$ -	\$ 33,582.78	\$ 33,582.78	\$ -
Total Expense	\$ 131,310.56	\$ 135,982.90	\$ (4,672.34)	\$ 753,833.27	\$ 777,466.51	\$ (23,633.24)
Net Income	\$ 9,149.46	\$ 9,678.51	\$ (529.05)	\$ 75,654.17	\$ 88,142.86	\$ (12,488.69)

Jackson Consulting Company DBA Jackson Property Company - Cotton Creek Apartments

MAINTENANCE CATEGORY ANALYSIS

Report created on calendar date: 7/10/2023, 1:06 pm and property date: 07/10/2023

Parameters: Date: 06/01/2023 through 06/30/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Plumbing and bath	257	24.7%	49.24	12,655.00	0.00	12,655.00
General	246	23.6%	42.94	10,563.00	0.00	10,563.00
Heating and cooling	100	9.6%	57.57	5,757.00	0.00	5,757.00
Doors and locks	96	9.2%	73.13	7,020.00	0.00	7,020.00
Grounds and landscaping	88	8.4%	93.73	8,248.00	0.00	8,248.00
Appliance	87	8.3%	50.00	4,350.00	0.00	4,350.00
Safety equipment	81	7.8%	51.85	4,200.00	0.00	4,200.00
Flooring	76	7.3%	11.05	840.00	0.00	840.00
Electrical and lighting	6	0.6%	0.00	0.00	0.00	0.00
Preventative maintenance	3	0.3%	15.67	47.00	0.00	47.00
Inspection and make ready	2	0.2%	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
Tools	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
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
Total	1042	100.0%		53,680	0	53,680



Grand Prairie

HOUSING FINANCE CORPORATION



WILLOW TREE

APARTMENTS

**Willow Tree Apartments
PNL vs Budget**

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget
Income						
Rental Income						
4010000 · Gross Market Rent	-18341.13			-103916.89		
4010100 · Tenant Rental Income	181286	186376	-5090	1071785.33	1098172	-26386.67
4010110 · Loss to Old Leases	-49	-708	659	3981	-4434	8415
4010120 · Loss to Vacancy	-2423	-2055.62	-367.38	-12492	-43562.23	31070.23
4010122 · Employee Apartments	-2107	-2063	-44	-12642	-12378	-264
4010127 · Loss to Discounts	-6301	-8593	2292	-38784.03	-47958	9173.97
4010142 · EOM Delinquencies	-5227.04	-2693	-2534.04	-26261.11	-16158	-10103.11
4010165 · Prior Prepays	-2234.09	0	-2234.09	-17718.75	0	-17718.75
Total Rental Income	162944.87	170263.38	-7318.51	967868.44	973681.77	-5813.33
Other Income						
4320001 · Forfeited Deposits - General	-323.39	1	-324.39	-323.39	6	-329.39
4320002 · Forfeited Deposits - Rent	0	66.67	-66.67	12	400.02	-388.02
4320003 · Forfeited Deposits-Cling Chrgs	0	25	-25	360.5	150	210.5
4380012 · Vending Machines	0	6.25	-6.25	200.86	37.5	163.36
4380013 · Cleaning Fees	0	16.67	-16.67	194	100.02	93.98
4380014 · Previous Delinquent Rent	1485.12	2750	-1264.88	27035.03	16500	10535.03
4380015 · Prepaid Rent	2210.27	2916.67	-706.4	15865.23	17500.02	-1634.79
4380016 · General	0	8.33	-8.33	4470.04	49.98	4420.06
4380024 · Late Rent Fees	174	208.33	-34.33	1760	1249.98	510.02
4380056 · Damage Fees	282	70.83	211.17	516	424.98	91.02
Total Other Income	3828	6069.75	-2241.75	50090.27	36418.5	13671.77
Total Income	166772.87	176333.13	-9560.26	1017958.71	1010100.27	7858.44
Expense						
Salaries						
5000000 · General Manager	4714.13	3194.4	1519.73	22655.86	20763.6	1892.26
5010001 · Property Manager	6720	3846.4	2873.6	30368.8	25001.6	5367.2
5010008 · Assistant Manager	8742	2880	5862	33126.5	18720	14406.5
5020001 · Admin Support	8051.43	2970.98	5080.45	33980.31	19311.38	14668.93
5030001 · Lead Maintenance	11296.22	4800	6496.22	67581.84	31200	36381.84
5030006 · Asst. Maintenance	29560.03	8655.38	20904.65	92865.58	56259.9	36605.68
5200000 · Related Exp-Gen Manager	628.5	806.4	-177.9	4533.07	5241.6	-708.53
5200101 · Related Exp - Manager	1049.76	1971.42	-921.66	5287.6	12814.24	-7526.64
5200108 · Related Exp- Asst Mngr	2766.17	465.75	2300.42	10969.27	3027.37	7941.9
5200202 · Related Exp-Admin Support	1227.21	1710.13	-482.92	5831.43	11115.84	-5284.41
5200301 · Related Exp-Lead Maintenance	2316.88	380.8	1936.08	16977.56	2475.2	14502.36

Willow Tree Apartments PNL vs Budget						
5200306 · Related Exp-Asst Maintenance	5343.49	2042.71	3300.78	19704.31	13277.61	6426.7
Total Salaries	82415.82	33724.37	48691.45	343882.13	219208.34	124673.79
Maintenance						
6100001 · Plumbing	1071.27	1500	-428.73	6118.25	9000	-2881.75
6100002 · HVAC	1194.47	1250	-55.53	944.05	7500	-6555.95
6100003 · Electrical	454.74	750	-295.26	2400.77	4500	-2099.23
6100007 · Landscaping	12151.22	7500	4651.22	47823.72	45000	2823.72
6100008 · Swimming Pool Service	0	400	-400	376.26	2400	-2023.74
6100009 · Appliances	1939.77	350	1589.77	5189.92	2100	3089.92
6100010 · Roof	1350	0	1350	1350	0	1350
6100012 · Exterminating	264.37	550	-285.63	6407.76	9450	-3042.24
6100013 · Uniforms	0	300	-300	0	1800	-1800
6100014 · Painting	950.23	500	-450.23	2955.47	3000	-44.53
6100016 · Vehicle Expense	0	50	-50	0	300	-300
6100017 · Irrigation System Repair	0	200	-200	165	1200	-1035
6100018 · Office/Common Areas	0	50	-50	0	300	-300
6100019 · General Maintenance	677.24	900	-222.76	3799.37	4600	-800.63
6100023 · Contract Cleaning	0	40	-40	110	240	-130
6100025 · Fire Ext./Smoke Alarms	83.64	300	-216.36	537.35	1800	-1262.65
6100027 · Lock & Keys	49.68	75	-25.32	836.3	450	386.3
6100028 · Light Bulbs & Ballasts	126.24	300	-173.76	1313.82	1800	-486.18
6100029 · Parking Lot/Sidewalks	1328.96	50	1278.96	1328.96	300	1028.96
6100030 · Contract Labor	0	75	-75	0	450	-450
6100031 · Equip. Repair	0	150	-150	249.5	900	-650.5
6100032 · Glass Repair	0	175	-175	616.71	1050	-433.29
6100033 · Cleaning Supplies	0	150	-150	509.33	900	-390.67
6100035 · Interior Repairs	347.67	2800	-2452.33	986.25	16800	-15813.75
6100036 · Exterior Repairs	162.17	600	-437.83	2961.8	3600	-638.2
6100038 · Snow/Ice Removal	0	0	0	195	150	45
6100039 · Carpet Cleaning	0	200	-200	380	1200	-820
6100044 · Carpet Repairs	0	200	-200	57.88	1200	-1142.12
6100047 · Light Fixtures	0	150	-150	0	900	-900
6100048 · Pool Chemicals	0	200	-200	0	525	-525
Total Maintenance	22151.67	19765	2386.67	87613.47	123415	-35801.53
Advertising & Promotions						
6010002 · Promotions	2166.53	250	1916.53	5871.45	1500	4371.45
6010023 · Signs	0	150	-150	0	900	-900
Total Advertising & Promotions	2166.53	400	1766.53	5871.45	2400	3471.45

**Willow Tree Apartments
PNL vs Budget**

Administrative

7110001 · Office Supplies	38.34	850	-811.66	4236.25	5100	-863.75
7110002 · Postage	24.63	25	-0.37	32.48	150	-117.52
7110003 · Professional Fees	854	2000	-1146	8103.45	12000	-3896.55
7110004 · Management Fees	8338.64	8816.66	-478.02	50876.68	50505.01	371.67
7110006 · Security Patrol	1980	1600	380	11160	9600	1560
7110007 · Telephone/Pagers	241.3	1300	-1058.7	6998.49	7800	-801.51
7110008 · Answering Service	233.95	250	-16.05	1203.2	1500	-296.8
7110010 · General	279	1000	-721	3456.91	6000	-2543.09
7110011 · Credit Verifications	2366.07	650	1716.07	9197.68	3900	5297.68
7110015 · Employee Training	145	300	-155	1092.25	1800	-707.75
7110017 · Office Uniforms	0	250	-250	0	1500	-1500
7110018 · Contract Labor	0	200	-200	0	1200	-1200
7110019 · Recruiting Expense	0	150	-150	70.35	900	-829.65
7110020 · Automotive	41.92	1000	-958.08	374.88	6000	-5625.12
7110021 · Printing & Duplicating	0	50	-50	0	300	-300
7110027 · Business License	0	0	0	25	0	25
7110028 · Dues & Subscriptions	0	125	-125	1684.13	1325	359.13
7110032 · Leased Equip & Supplies	0	700	-700	496	4200	-3704
7110033 · Intrusion Alarm	112.64	75	37.64	426.84	450	-23.16
7110035 · Computer Software	2444.07	1500	944.07	10277.15	9000	1277.15
7110052 · Computer Equip/Supplies	0	500	-500	0	3000	-3000
7110054 · Computer Maintenance	1409.29	1000	409.29	7550.97	6000	1550.97
7110060 · Equipment Repairs	0	25	-25	0	150	-150
Total Administrative	18508.85	22366.66	-3857.81	117262.71	132380.01	-15117.3
Insurance						
7170001 · Insurance Premiums	11193.87	11193.87	0	64499.6	67163.04	-2663.44
Total Insurance	11193.87	11193.87	0	64499.6	67163.04	-2663.44
Debt Service						
8000001 · Learning Center	6840.92	6840.92	0	41045.52	41045.52	0
Total Debt Service	6840.92	6840.92	0	41045.52	41045.52	0
Community Services						
6010010 · Resident Activities	0	0	0	2500	3000	-500
Total Community Services	0	0	0	2500	3000	-500
Utilities						
7150001 · Electricity	11633.23	11500	133.23	86634.38	79800	6834.38
7150004 · Water	17809.79	19000	-1190.21	105216.16	105000	216.16
7150011 · Trash Removal	2197.68	1650	547.68	12076.98	9900	2176.98

Willow Tree Apartments
PNL vs Budget

Total Utilities	31640.7	32150	-509.3	203927.52	194700	9227.52
Total Expense	174918.36	126440.82	48477.54	866602.4	783311.91	83290.49
Net Income	-8145.49	49892.31	-58037.8	151356.31	226788.36	-75432.05

Jackson Consulting Company DBA Jackson Property Company - Willow Tree Apartments
MAINTENANCE CATEGORY ANALYSIS
 Report created on calendar date: 7/10/2023, 1:13 pm and property date: 07/10/2023

Parameters: Date: 06/01/2023 through 06/30/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Plumbing and bath	233	28.4%	0.00	0.00	0.00	0.00
Doors and locks	138	16.8%	0.00	0.00	0.00	0.00
Grounds and landscaping	83	10.1%	0.00	0.00	0.00	0.00
Heating and cooling	82	10.0%	0.00	0.00	0.00	0.00
Appliance	80	9.8%	0.00	0.00	0.00	0.00
General	69	8.4%	0.00	0.00	0.00	0.00
Flooring	64	7.8%	0.00	0.00	0.00	0.00
Safety equipment	63	7.7%	0.00	0.00	0.00	0.00
Electrical and lighting	5	0.6%	0.00	0.00	0.00	0.00
Building exterior	1	0.1%	0.00	0.00	0.00	0.00
Pool and recreational	1	0.1%	0.00	0.00	0.00	0.00
Preventative maintenance	1	0.1%	0.00	0.00	0.00	0.00
Tools	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
Communications	0	0.0%	0.00	0.00	0.00	0.00
Hardware	0	0.0%	0.00	0.00	0.00	0.00
Total	820	99.9%		0	0	0



Grand Prairie

HOUSING FINANCE CORPORATION

REHAB

 COTTON CREEK APARTMENTS

 WILLOW TREE APARTMENTS

A central graphic enclosed in a red dashed border. At the top, the word "REHAB" is written in large, bold, red, serif capital letters. Below it, on the left, is the logo for Cotton Creek Apartments, which includes a yellow sun icon, a blue wavy line representing a creek, and the text "COTTON CREEK APARTMENTS" in blue. On the right is the logo for Willow Tree Apartments, featuring a green silhouette of a willow tree and the text "WILLOW TREE APARTMENTS" in green.

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

*Schedule of Payments and Budget Comparison
For Work Approved & Started in 2023
Period From: 06/1/2023 Period To: 06/30/23*

A	B	C	D	E	F	G	H	I	
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		
Cotton Creek Apartments									
1	Landscape & Drainage	P	Install walking path, heartier 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	\$2,740.10	\$179.21		\$2,919.31	
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	\$30,819.00	\$4,824.58		\$35,643.58	
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	
Total Cost - Cotton Creek Apartments				\$475,500.00		\$5,003.79		\$41,972.89	
Willow Tree Apartments									
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	\$195,000.00	\$4,950.00			\$4,950.00	
9	Concrete & Asphalt Repair	P	Intend cement dumpster pads to alleviate stress from service truck & repair lots	\$55,000.00			\$4,455.00	\$4,455.00	
10	Computer and Other Equipment	P	Replace obsolete computers & other equipment to support secure compliance	\$15,000.00	\$6,383.78			\$6,383.78	
11	Interior Building Renovation	P	Rehabilitation and Modernization of Building Interiors to meet REAC guidelines	\$174,000.00	\$42,496.02		\$3,932.50	\$46,428.52	
Total Cost - Willow Tree Apartments				\$451,000.00			\$8,387.50	\$62,217.30	
Total Monthly Cost this period									
Total expected cost of renovation Cotton Creek and Willow Tree Apartments				\$926,500.00				\$104,190.19	
13	General Expenses	IP	Boys and Girls Club		\$10,977.00	\$2,064.15	\$2,522.85	\$15,564.00	
14	Reimbursement Expenses	IP	Reimbursement Expenses		-\$9,140.00	(\$1,646.55)	(\$2,015.45)	(\$12,802.00)	
								\$2,762.00	
15	Total Cost of Renovation		Total Budget, including reimbursements	\$926,500.00	\$1,837.00	\$1,837.00	\$507.40	\$101,428.19	
								June Beginning Balance	\$ 38,271.02
								June Deposit	\$ 9,712.55
								June Ending Balance	\$ 6,521.79

Window glass replacement

Make readies and hvac parts replaced

Pavement repairs for REAC, Water line replacements

HVAC repairs @ B&G Club once repairs are completed all units will be an estimated cost of \$13,000

*IP - In Process/P - Pending



Grand Prairie

HOUSING FINANCE CORPORATION

Mountain  Creek
RETIREMENT LIVING

Mountain Creek Senoir Living
PNL vs Budget

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget
INCOME						
RENTAL INCOME						
4010000 · Gross Potential Rent	\$ (83,160.62)			\$ (672,117.14)		
4010100 · Gross Rental Income	\$ 254,250.00	\$ 283,890.00	\$ (29,640.00)	\$ 1,646,650.00	\$ 1,703,340.00	\$ (56,690.00)
4010110 · Loss to Old Leases	\$ 13,669.88	\$ (7,185.08)	\$ 20,854.96	\$ 19,103.88	\$ (47,408.13)	\$ 66,512.01
4010116 · Discounts/Concessions	\$ (6,374.50)	\$ (482.89)	\$ (5,891.61)	\$ (41,645.00)	\$ (2,543.39)	\$ (39,101.61)
4010120 · Loss to Vacancy	\$ (88,881.00)	\$ (52,657.02)	\$ (36,223.98)	\$ (614,289.00)	\$ (327,389.28)	\$ (286,899.72)
4010122 · Employee Discounts	\$ (1,575.00)	\$ (2,185.11)	\$ 610.11	\$ (9,450.00)	\$ (13,110.66)	\$ 3,660.66
4010142 · EOM Delinquent Rent	\$ -	\$ (517.00)	\$ 517.00	\$ (267.00)	\$ (3,102.00)	\$ 2,835.00
4010160 · Prior Month Prepays	\$ -	\$ -	\$ -	\$ (25,570.02)	\$ -	\$ (25,570.02)
Total RENTAL INCOME	\$ 171,089.38	\$ 220,862.90	\$ (49,773.52)	\$ 974,532.86	\$ 1,309,786.54	\$ (335,253.68)
OTHER INCOME						
4320002 · Forfeited Deposits- Del. Rent	\$ -	\$ -	\$ -	\$ 1,261.00	\$ -	\$ 1,261.00
4380013 · Cleaning Fees	\$ -	\$ 41.67	\$ (41.67)	\$ 50.00	\$ 250.02	\$ (200.02)
4380014 · Prior Delinquent Rent	\$ 75.00	\$ 625.00	\$ (550.00)	\$ 6,298.01	\$ 3,750.00	\$ 2,548.01
4380015 · Prepaid Rents	\$ 1,254.00	\$ 2,083.33	\$ (829.33)	\$ 4,190.83	\$ 12,499.98	\$ (8,309.15)
4380016 · General	\$ 268.68	\$ 41.67	\$ 227.01	\$ 2,776.67	\$ 250.02	\$ 2,526.65
4380017 · Month to Month Fees	\$ 0.01	\$ -	\$ 0.01	\$ 0.01	\$ -	\$ 0.01
4380019 · Laundry	\$ 447.84	\$ 250.00	\$ 197.84	\$ 2,316.84	\$ 1,500.00	\$ 816.84
4380024 · Late Rent Fees	\$ -	\$ -	\$ -	\$ 70.00	\$ -	\$ 70.00
4380025 · NSF Fees	\$ -	\$ 4.17	\$ (4.17)	\$ 50.00	\$ 25.02	\$ 24.98
4380056 · Resident Damage Income	\$ -	\$ 33.33	\$ (33.33)	\$ 180.00	\$ 199.98	\$ (19.98)
4380057 · Lease Termination Fees	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
4380070 · Pet Fees	\$ 800.00	\$ 150.00	\$ 650.00	\$ 2,000.00	\$ 900.00	\$ 1,100.00
4380080 · Beauty/Barber Income	\$ 600.00	\$ 300.00	\$ 300.00	\$ 1,800.00	\$ 1,800.00	\$ -
4380081 · Community Fees	\$ 2,100.00	\$ 762.50	\$ 1,337.50	\$ 7,031.00	\$ 4,575.00	\$ 2,456.00
4380082 · Catering Fees	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 300.00	\$ (300.00)
4380083 · Meals - Employee	\$ 71.80	\$ 50.00	\$ 21.80	\$ 341.80	\$ 300.00	\$ 41.80
4380084 · Meals - Guests	\$ 332.00	\$ 191.67	\$ 140.33	\$ 1,609.00	\$ 1,150.02	\$ 458.98
4380085 · Gift Shop Income	\$ -	\$ 56.25	\$ (56.25)	\$ -	\$ 337.50	\$ (337.50)
4380086 · Parking	\$ 350.00	\$ 391.67	\$ (41.67)	\$ 2,250.00	\$ 2,350.02	\$ (100.02)
4380087 · Guest Room	\$ 400.00	\$ 100.00	\$ 300.00	\$ 1,800.00	\$ 600.00	\$ 1,200.00
4380088 · Additional Occupant	\$ 2,800.00	\$ 5,000.00	\$ (2,200.00)	\$ 17,400.00	\$ 30,000.00	\$ (12,600.00)
4380089 · Commercial Rent	\$ -	\$ 8.33	\$ (8.33)	\$ -	\$ 49.98	\$ (49.98)
4380090 · Room Service	\$ 30.00	\$ 83.33	\$ (53.33)	\$ 470.00	\$ 499.98	\$ (29.98)
Total OTHER INCOME	\$ 9,529.33	\$ 10,222.92	\$ (693.59)	\$ 52,395.16	\$ 61,337.52	\$ (8,942.36)
Total INCOME	\$ 180,618.71	\$ 231,085.82	\$ (50,467.11)	\$ 1,026,928.02	\$ 1,371,124.06	\$ (344,196.04)
Expense						
OPERATING EXPENSES						

Mountain Creek Senoir Living
PNL vs Budget

SALARIES

5010002 • Business Admin	\$ 4,920.00	\$ 3,323.08	\$ 1,596.92	\$ 29,720.17	\$ 21,600.02	\$ 8,120.15
5010003 • Reception	\$ 15,361.70	\$ 9,143.12	\$ 6,218.58	\$ 103,884.25	\$ 58,536.48	\$ 45,347.77
5010004 • Activities	\$ 4,176.23	\$ 3,576.79	\$ 599.44	\$ 23,975.62	\$ 22,676.19	\$ 1,299.43
5020001 • Drivers	\$ 5,249.25	\$ 3,080.49	\$ 2,168.76	\$ 22,486.50	\$ 19,529.72	\$ 2,956.78
5030001 • Maint Technician	\$ 10,812.43	\$ 3,200.29	\$ 7,612.14	\$ 31,088.71	\$ 20,801.88	\$ 10,286.83
5030002 • Maintenance Manager	\$ 820.80	\$ -	\$ 820.80	\$ 820.80	\$ -	\$ 820.80
5040001 • Housekeepers	\$ 12,221.33	\$ 8,141.54	\$ 4,079.79	\$ 56,790.64	\$ 52,920.01	\$ 3,870.63
5050001 • Food Director	\$ 6,940.83	\$ 4,949.32	\$ 1,991.51	\$ 32,390.54	\$ 31,738.14	\$ 652.40
5050002 • Cooks	\$ 9,118.14	\$ 6,071.26	\$ 3,046.88	\$ 42,434.10	\$ 39,463.19	\$ 2,970.91
5050003 • Servers	\$ 16,594.84	\$ 10,563.65	\$ 6,031.19	\$ 98,025.07	\$ 68,349.69	\$ 29,675.38
5050004 • Dishwasher	\$ 5,171.25	\$ 5,733.97	\$ (562.72)	\$ 19,714.45	\$ 37,016.61	\$ (17,302.16)
5060001 • Marketing Director	\$ 5,769.35	\$ 3,951.59	\$ 1,817.76	\$ 22,886.47	\$ 25,685.33	\$ (2,798.86)
5060002 • Marketing Assistant	\$ -	\$ -	\$ -	\$ 680.00	\$ -	\$ 680.00
5200002 • Business Admin-Related Expense	\$ 710.46	\$ 1,163.08	\$ (452.62)	\$ 4,763.13	\$ 7,560.02	\$ (2,796.89)
5200003 • Reception-Related Exp	\$ 1,685.59	\$ 4,373.64	\$ (2,688.05)	\$ 10,342.42	\$ 28,094.89	\$ (17,752.47)
5200004 • Activities - Related Exp	\$ 643.41	\$ 348.92	\$ 294.49	\$ 4,190.83	\$ 2,267.98	\$ 1,922.85
5200202 • Driver - Related Exp	\$ 1,049.39	\$ 1,078.17	\$ (28.78)	\$ 5,234.55	\$ 6,835.40	\$ (1,600.85)
5200301 • Maint Tech-Related Exp	\$ 1,980.95	\$ -	\$ 1,980.95	\$ 6,567.66	\$ -	\$ 6,567.66
5200302 • Maint Mngt Related Expense	\$ 135.94	\$ -	\$ 135.94	\$ 135.94	\$ -	\$ 135.94
5200401 • Housekeeper-Related Exp	\$ 5,004.60	\$ 2,849.54	\$ 2,155.06	\$ 24,723.84	\$ 18,522.01	\$ 6,201.83
5200501 • Food Dir-Related Exp	\$ 1,871.79	\$ 1,732.26	\$ 139.53	\$ 9,299.92	\$ 11,108.35	\$ (1,808.43)
5200502 • Cooks - Related Exp	\$ 2,538.87	\$ 2,124.94	\$ 413.93	\$ 12,901.60	\$ 13,812.11	\$ (910.51)
5200503 • Servers-Related Exp	\$ 3,263.41	\$ 3,697.28	\$ (433.87)	\$ 20,440.13	\$ 23,859.61	\$ (3,419.48)
5200504 • Dishwasher- Related Exp	\$ 1,830.74	\$ 2,995.51	\$ (1,164.77)	\$ 8,155.89	\$ 19,381.85	\$ (11,225.96)
5200601 • Marketing Dir-Related Expense	\$ 851.73	\$ 1,383.06	\$ (531.33)	\$ 4,765.68	\$ 8,989.88	\$ (4,224.20)
5200602 • Marketing Asst. Related Exp	\$ -	\$ 1,120.10	\$ (1,120.10)	\$ -	\$ 7,280.65	\$ (7,280.65)
Total SALARIES	\$ 118,723.03	\$ 84,601.60	\$ 34,121.43	\$ 596,418.91	\$ 546,030.01	\$ 50,388.90

MARKETING

6020001 • Advertising	\$ 3,024.98	\$ 1,050.00	\$ 1,974.98	\$ 9,238.13	\$ 5,945.00	\$ 3,293.13
6020002 • Outreach	\$ -	\$ -	\$ -	\$ 43.20	\$ 750.00	\$ (706.80)
6020003 • Events - Entertainment	\$ 123.22	\$ 200.00	\$ (76.78)	\$ 1,415.79	\$ 600.00	\$ 815.79
6020005 • Postage/Delivery	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 600.00	\$ (600.00)
6020006 • Travel	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
6020007 • Supplies	\$ 141.76	\$ 50.00	\$ 91.76	\$ 301.11	\$ 300.00	\$ 1.11
6020008 • Referral Fees	\$ 2,750.00	\$ 2,500.00	\$ 250.00	\$ 10,750.00	\$ 7,500.00	\$ 3,250.00
Total MARKETING	\$ 6,039.96	\$ 3,925.00	\$ 2,114.96	\$ 21,748.23	\$ 15,845.00	\$ 5,903.23

ACTIVITIES

6030001 • Auto Expense	\$ 6.30	\$ 175.00	\$ (168.70)	\$ 866.29	\$ 1,050.00	\$ (183.71)
6030002 • Auto Expense - Gas	\$ 247.21	\$ 200.00	\$ 47.21	\$ 813.72	\$ 1,200.00	\$ (386.28)
6030003 • Entertainment	\$ 301.04	\$ 200.00	\$ 101.04	\$ 1,855.50	\$ 1,200.00	\$ 655.50

Mountain Creek Senoir Living
PNL vs Budget

6030004 · Equipment Rental	\$ -	\$ 100.00	\$ (100.00)	\$ 474.00	\$ 600.00	\$ (126.00)
6030005 · Events	\$ 72.51	\$ 350.00	\$ (277.49)	\$ 2,243.78	\$ 2,850.00	\$ (606.22)
6030006 · Gift Shop	\$ -	\$ 125.00	\$ (125.00)	\$ -	\$ 750.00	\$ (750.00)
6030008 · Resident Services	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 200.00	\$ (200.00)
6030009 · Supplies - Activity	\$ 756.51	\$ 150.00	\$ 606.51	\$ 2,670.28	\$ 925.00	\$ 1,745.28
Total ACTIVITIES	\$ 1,383.57	\$ 1,400.00	\$ (16.43)	\$ 8,923.57	\$ 8,775.00	\$ 148.57
FOOD SERVICES						
6040001 · Food	\$ 13,519.25	\$ 19,500.00	\$ (5,980.75)	\$ 106,085.44	\$ 117,000.00	\$ (10,914.56)
6040002 · Catering	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
6040003 · Equipment	\$ -	\$ 500.00	\$ (500.00)	\$ 4,145.93	\$ 3,000.00	\$ 1,145.93
6040005 · Linens	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
6040006 · Supplies - General	\$ 1,172.48	\$ 1,600.00	\$ (427.52)	\$ 12,554.18	\$ 9,600.00	\$ 2,954.18
6040007 · Supplies - Cleaning	\$ 872.26	\$ 200.00	\$ 672.26	\$ 5,318.88	\$ 1,300.00	\$ 4,018.88
Total FOOD SERVICES	\$ 15,563.99	\$ 21,850.00	\$ (6,286.01)	\$ 128,104.43	\$ 131,200.00	\$ (3,095.57)
MAINTENANCE						
6100001 · Plumbing	\$ -	\$ 900.00	\$ (900.00)	\$ 1,445.77	\$ 5,400.00	\$ (3,954.23)
6100002 · HVAC	\$ 2,604.84	\$ 250.00	\$ 2,354.84	\$ 3,840.07	\$ 1,500.00	\$ 2,340.07
6100003 · Electrical	\$ -	\$ 100.00	\$ (100.00)	\$ 413.02	\$ 600.00	\$ (186.98)
6100006 · Window Coverings	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 600.00	\$ (600.00)
6100007 · Landscaping	\$ 3,630.00	\$ 3,630.00	\$ -	\$ 21,780.00	\$ 21,780.00	\$ -
6100008 · Elevator	\$ 808.50	\$ 1,000.00	\$ (191.50)	\$ 6,241.00	\$ 6,000.00	\$ 241.00
6100009 · Appliances	\$ -	\$ 250.00	\$ (250.00)	\$ 830.09	\$ 1,500.00	\$ (669.91)
6100012 · Exterminating	\$ -	\$ 725.00	\$ (725.00)	\$ 4,200.00	\$ 4,350.00	\$ (150.00)
6100013 · Uniforms	\$ 85.23	\$ -	\$ 85.23	\$ 85.23	\$ -	\$ 85.23
6100014 · Painting	\$ 1,598.03	\$ 225.00	\$ 1,373.03	\$ 3,071.20	\$ 2,250.00	\$ 821.20
6100016 · Vehicle Expense	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
6100017 · Irrigation System	\$ -	\$ 200.00	\$ (200.00)	\$ 255.00	\$ 1,200.00	\$ (945.00)
6100018 · Office/Common Area	\$ -	\$ 15.00	\$ (15.00)	\$ -	\$ 90.00	\$ (90.00)
6100019 · General Maintenance	\$ 386.88	\$ 500.00	\$ (113.12)	\$ 927.73	\$ 3,000.00	\$ (2,072.27)
6100025 · Fire Ext./Alarm	\$ -	\$ 4,235.00	\$ (4,235.00)	\$ 1,728.10	\$ 4,910.00	\$ (3,181.90)
6100027 · Locks & Keys	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
6100028 · Light Bulbs & Ballasts	\$ -	\$ 150.00	\$ (150.00)	\$ 893.55	\$ 900.00	\$ (6.45)
6100029 · Parking Lot/Sidewalk	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 60.00	\$ (60.00)
6100031 · Equipment Repair	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 150.00	\$ (150.00)
6100032 · Glass Repair	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 600.00	\$ (600.00)
6100033 · Cleaning Supplies	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 600.00	\$ (600.00)
6100035 · Interior Repairs	\$ -	\$ 75.00	\$ (75.00)	\$ 268.83	\$ 750.00	\$ (481.17)
6100036 · Exterior Repairs	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 600.00	\$ (600.00)
6100038 · Snow/Ice Removal	\$ -	\$ -	\$ -	\$ 195.00	\$ -	\$ 195.00
6100039 · Carpet Cleaning	\$ -	\$ 60.00	\$ (60.00)	\$ 689.00	\$ 600.00	\$ 89.00
6100044 · Carpet Repair	\$ -	\$ 75.00	\$ (75.00)	\$ 1,100.00	\$ 750.00	\$ 350.00

Mountain Creek Senoir Living
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6100047 • Light Fixtures	\$ -	\$ 50.00	\$ (50.00)	\$ 365.12	\$ 300.00	\$ 65.12
6100066 • Purchased Services	\$ -	\$ 200.00	\$ (200.00)	\$ 225.00	\$ 1,200.00	\$ (975.00)
Total MAINTENANCE	\$ 9,113.48	\$ 13,125.00	\$ (4,011.52)	\$ 48,553.71	\$ 59,990.00	\$ (11,436.29)
HOUSEKEEPING						
6170002 • Supplies - Cleaning	\$ 92.82	\$ 525.00	\$ (432.18)	\$ 1,101.18	\$ 3,150.00	\$ (2,048.82)
6170003 • Supplies - Paper Products	\$ -	\$ 200.00	\$ (200.00)	\$ 498.61	\$ 1,200.00	\$ (701.39)
6170004 • Uniforms	\$ -	\$ -	\$ -	\$ 43.73	\$ 300.00	\$ (256.27)
Total HOUSEKEEPING	\$ 92.82	\$ 725.00	\$ (632.18)	\$ 1,643.52	\$ 4,650.00	\$ (3,006.48)
ADMINISTRATIVE						
7110001 • Office Supplies	\$ 144.65	\$ 100.00	\$ 44.65	\$ 1,850.25	\$ 600.00	\$ 1,250.25
7110002 • Postage	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 60.00	\$ (60.00)
7110003 • Professional Fees	\$ -	\$ 6,000.00	\$ (6,000.00)	\$ 1,500.00	\$ 6,900.00	\$ (5,400.00)
7110006 • Management Fee	\$ 10,837.12	\$ 13,868.90	\$ (3,031.78)	\$ 61,615.68	\$ 82,289.95	\$ (20,674.27)
7110009 • Telephone & Pagers	\$ 1,262.24	\$ 2,000.00	\$ (737.76)	\$ 8,863.34	\$ 12,000.00	\$ (3,136.66)
7110012 • General	\$ 568.08	\$ 300.00	\$ 268.08	\$ (4,505.51)	\$ 1,800.00	\$ (6,305.51)
7110015 • Credit Verifications	\$ 92.93	\$ -	\$ 92.93	\$ 545.73	\$ -	\$ 545.73
7110018 • Employee Training	\$ 99.00	\$ 100.00	\$ (1.00)	\$ 399.00	\$ 600.00	\$ (201.00)
7110021 • Recruiting Expense	\$ -	\$ 50.00	\$ (50.00)	\$ 2,088.16	\$ 300.00	\$ 1,788.16
7110024 • Automotive	\$ 59.28	\$ -	\$ 59.28	\$ 411.41	\$ -	\$ 411.41
7110027 • Printing & Duplicating	\$ -	\$ 75.00	\$ (75.00)	\$ 508.69	\$ 450.00	\$ 58.69
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	\$ 5,616.00	\$ (4,436.54)
7110052 • Computer Software	\$ 633.85	\$ 600.00	\$ 33.85	\$ 5,079.92	\$ 3,600.00	\$ 1,479.92
7110054 • Banking Costs	\$ 20.00	\$ -	\$ 20.00	\$ 20.00	\$ -	\$ 20.00
7110060 • Computer Equip/Supplies	\$ -	\$ 100.00	\$ (100.00)	\$ 1,717.16	\$ 600.00	\$ 1,117.16
7110070 • Computer Maintenance	\$ 481.18	\$ 450.00	\$ 31.18	\$ 5,490.47	\$ 2,700.00	\$ 2,790.47
7110080 • Equipment Repair	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 150.00	\$ (150.00)
Total ADMINISTRATIVE	\$ 14,198.33	\$ 24,739.90	\$ (10,541.57)	\$ 87,433.69	\$ 120,915.95	\$ (33,482.26)
UTILITIES						
7150001 • Electricity	\$ 7,011.80	\$ 7,631.69	\$ (619.89)	\$ 43,517.46	\$ 43,931.69	\$ (414.23)
7150003 • Gas	\$ 403.84	\$ 590.00	\$ (186.16)	\$ 4,432.15	\$ 4,225.00	\$ 207.15
7150004 • Water	\$ 3,205.38	\$ 2,700.00	\$ 505.38	\$ 22,207.49	\$ 21,600.00	\$ 607.49
7150011 • Trash Collection	\$ 959.64	\$ 798.62	\$ 161.02	\$ 5,855.34	\$ 4,791.72	\$ 1,063.62
7150020 • Cable Television	\$ 2,159.82	\$ 1,800.00	\$ 359.82	\$ 12,894.81	\$ 10,800.00	\$ 2,094.81
Total UTILITIES	\$ 13,740.48	\$ 13,520.31	\$ 220.17	\$ 88,907.25	\$ 85,348.41	\$ 3,558.84
INSURANCE						
7170001 • Insurance Premiums	\$ 13,811.97	\$ 13,805.97	\$ 6.00	\$ 82,871.82	\$ 82,835.82	\$ 36.00
Total INSURANCE	\$ 13,811.97	\$ 13,805.97	\$ 6.00	\$ 82,871.82	\$ 82,835.82	\$ 36.00
Total OPERATING EXPENSES	\$ 192,667.63	\$ 177,692.78	\$ 14,974.85	\$ 1,064,605.13	\$ 1,055,590.19	\$ 9,014.94
REPLACEMENT ITEMS						

Mountain Creek Senoir Living
PNL vs Budget

1704201 - Appliances	\$ 899.99	\$ 500.00	\$ 399.99	\$ 899.99	\$ 3,000.00	\$ (2,100.01)
1704302 - Carpet	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 1,200.00	\$ (1,200.00)
1704303 - Resilient Coverings	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 1,800.00	\$ (1,800.00)
1707202 - HVAC	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 600.00	\$ (600.00)
1704304 - HVAC-Replacement	\$ -	\$ -	\$ -	\$ 976.95	\$ -	\$ 976.95
1704305 - Plumbing-Sinks	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 300.00	\$ (300.00)
1704313 - Lock,Keys,Dryer Vents	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 300.00	\$ (300.00)
1704316 - Light Fixtures/Interior	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 900.00	\$ (900.00)
1704317 - Light Fixtures/Exterior	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ (300.00)
1704320 - Mirrors	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 60.00	\$ (60.00)
1704321 - Parking Lot Repairs & Stripping	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 300.00	\$ (300.00)
1704335 - Signage	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ (250.00)
1704402 - Other Equip & Personal Prop	\$ -	\$ 250.00	\$ (250.00)	\$ 936.24	\$ 1,500.00	\$ (563.76)
Total REPLACEMENT ITEMS	\$ 899.99	\$ 1,860.00	\$ (960.01)	\$ 2,813.18	\$ 10,510.00	\$ (7,696.82)
DEBT SERVICE						
8000001 - Mortgage Principal	\$ -	\$ 28,333.33	\$ (28,333.33)	\$ -	\$ 169,999.98	\$ (169,999.98)
8000002 - Mortgage Interest	\$ -	\$ 37,845.83	\$ (37,845.83)	\$ -	\$ 227,074.98	\$ (227,074.98)
Total DEBT SERVICE	\$ -	\$ 66,179.16	\$ (66,179.16)	\$ -	\$ 397,074.96	\$ (397,074.96)
Total Expense	\$ 193,567.62	\$ 245,731.94	\$ (52,164.32)	\$ 1,067,418.31	\$ 1,463,175.15	\$ (395,756.84)
Net Income	\$ (12,948.91)	\$ (14,646.12)	\$ 1,697.21	\$ (40,490.29)	\$ (92,051.09)	\$ 51,560.80

Jackson Consulting Company DBA Jackson Property Company - Mountain Creek Retirement Living

MAINTENANCE CATEGORY ANALYSIS

Report created on calendar date: 7/10/2023, 2:21 pm and property date: 07/07/2023

Parameters: Date: 06/01/2023 through 06/30/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Housekeeping	342	67.3%	24.98	8,544.00	0.00	8,544.00
Heating and cooling	39	7.7%	24.38	951.00	0.00	951.00
General	33	6.5%	42.58	1,405.00	0.00	1,405.00
Plumbing and bath	29	5.7%	23.41	679.00	0.00	679.00
Grounds and landscaping	24	4.7%	43.96	1,055.00	0.00	1,055.00
Electrical and lighting	16	3.1%	61.81	989.00	0.00	989.00
Doors and locks	8	1.6%	8.25	66.00	0.00	66.00
Appliance	4	0.8%	19.00	76.00	0.00	76.00
Safety equipment	4	0.8%	28.00	112.00	0.00	112.00
Inspection and make ready	3	0.6%	363.67	1,091.00	0.00	1,091.00
Kitchen Equipment	3	0.6%	24.33	73.00	0.00	73.00
Flooring	2	0.4%	32.50	65.00	0.00	65.00
Preventative maintenance	1	0.2%	65.00	65.00	0.00	65.00
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
Hardware	0	0.0%	0.00	0.00	0.00	0.00
Misc supplies	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
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
Total	508	100.0%		15,171	0	15,171