



HOUSING FINANCE CORPORATION MEETING
MOUNTAIN CREEK RETIREMENT LIVING, MULTIPURPOSE
ROOM, 2305 CORN VALLEY ROAD
TUESDAY, SEPTEMBER 19, 2023 AT 11:30 AM

AMENDED 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: August 15, 2023
2. Review of Financial Reports for August 2023
3. Review of Operating Assets
4. Grand Prairie HFC Membership & Staff Seminar including Discussion on Governance, Mission, Development Tools, and Processes

CITIZEN COMMENTS

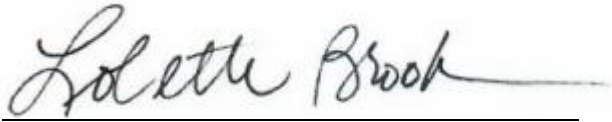
Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

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 September 15, 2023.

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

Lolette Brooks, Executive Assistant



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/19/2023

REQUESTER: Doug Jackson

PRESENTER: Doug Jackson, CPM Jackson Property Company

TITLE: REVIEW OF MEETING MINUTES: August 15, 2023

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

Item 1.

MINUTES OF MEETING

Tuesday, August 15, 2023 11:30 A.M. Multi-Purpose Room

CALL TO ORDER

Meeting was opened by President White at 11:55 a.m. Mr. Sean Jackson opened in prayer.

<u>BOARD MEMBERS PRESENT:</u>	<u>ATTENDANCE TYPE</u>	<u>CITY STAFF PRESENT:</u>	<u>ATTENDANCE TYPE</u>
Buddy White	In Person	Esther Coleman	In Person
Greg Giessner	In Person		
Cole Humphreys	In Person	<u>OTHERS PRESENT:</u>	
Zelda Freeman	In Person		
Marshall Sutton	In Person	Doug Jackson	In Person
		Sean Jackson	In Person
<u>BOARD MEMBERS ABSENT:</u>		Tina Porter	In Person
		Donna McFarland	In Person
		Kent Lyon	Virtual
		<u>HILLTOP SECURITIES</u>	
		<u>PRESENT:</u>	
		Claire Merritt	Virtual
		Megan Rahmes	Virtual
		<u>COATS ROSE PRESENT:</u>	
		Ronald Bell	Virtual

EXECUTIVE SESSION

President White made a motion to move into a closed Executive Session at 11:56 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."

ADJOURNMENT OF EXECUTIVE SESSION

President White adjourned the Executive Session at 12:28 p.m. and called the Board Meeting to order.

Financial reports for July 2023 were reviewed by Marshall Sutton, Tina Porter and Sean Jackson.

MOTION TO ACCEPT: Cole Humphreys
Second by: Zelda Freeman
Motion Carried: Yes

Mr. Sean Jackson presented updating plans for Mountain Creek Retirement Living. Sean requested a loan from the GPHFC for \$175,000.

MOTION TO APPROVE: Zelda Freeman
Second by: Cole Humphreys
Motion Carried: Yes

Mr. Doug Jackson discussed a seminar/training opportunity for the GPHFC to participate in that the attorneys would like for them to take. It was decided that Doug Jackson would find out if the training could be broken down into shorter interval classes. He will report back to the board what he finds out.

Citizens Comments:

There were none.

ADJOURNMENT

President White adjourned the Board Meeting at 1:35 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: 09/19/2023

REQUESTER: Doug Jackson

PRESENTER: Doug Jackson, CPM Jackson Property Company

TITLE: Review of Financial Reports for August 2023

RECOMMENDED ACTION:



Grand Prairie

HOUSING FINANCE CORPORATION

Financial

FINANCIAL REPORT OF CASH ASSETS

GRAND PRAIRIE
HOUSING FINANCE CORPORATION

August 31, 2023

CHECKING ACCOUNT - Susser Bank (formerly Affiliated Bank)

Beginning Balance @ 7-31-23		\$9,436.81
Receipts During Period:		
Transfer IN from MMDA	\$130,000.00	
Total Receipts		\$130,000.00
Disbursements During Period:		
Paint Creek / Mtn. Creek - Agreed Improvements	\$75,693.88	
Coats / Rose , P.C. - Legal Fees	\$50,000.00	
Total Disbursements		\$125,693.88
Ending Balance @ 8--31-2023	*	\$13,742.93

MONEY MARKET ACCOUNT - SUSSER BANK (formerly Affiliated Bank) \$714,903.23

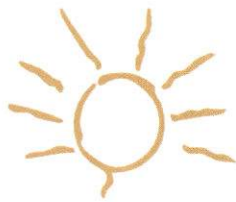
GRAND TOTAL CASH ASSETS * \$728,646.16
* Cash basis

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 Summary**

	23-Aug	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget
Income						
Total Rental Income	\$ 140,107.33	\$ 143,511.73	\$ (3,404.40)	\$ 1,086,845.26	\$ 1,137,235.88	\$ (50,390.62)
Total Other Income	\$ 8,007.11	\$ 2,152.08	\$ 5,855.03	\$ 36,319.10	\$ 17,216.64	\$ 19,102.46
Total Income	\$ 148,114.44	\$ 145,663.81	\$ 2,450.63	\$ 1,123,164.36	\$ 1,154,452.52	\$ (31,288.16)
Expense						
Total Salaries	\$ 46,165.21	\$ 40,817.35	\$ 5,347.86	\$ 391,885.00	\$ 328,395.50	\$ 63,489.50
Total Advertising & Promotions	\$ -	\$ 525.00	\$ (525.00)	\$ 5,748.72	\$ 3,450.00	\$ 2,298.72
Total Community Services	\$ 500.00	\$ 600.00	\$ (100.00)	\$ 4,000.00	\$ 4,800.00	\$ (800.00)
Total Maintenance	\$ 19,298.95	\$ 18,246.00	\$ 1,052.95	\$ 111,180.13	\$ 146,868.00	\$ (35,687.87)
Total Administrative	\$ 13,628.76	\$ 19,088.19	\$ (5,459.43)	\$ 132,461.87	\$ 173,287.63	\$ (40,825.76)
Total Utilities	\$ 33,583.58	\$ 38,977.58	\$ (5,394.00)	\$ 254,219.70	\$ 269,746.06	\$ (15,526.36)
Total Insurance	\$ 8,530.37	\$ 8,530.37	\$ -	\$ 68,813.43	\$ 68,242.96	\$ 570.47
Total Debt Service	\$ 5,597.13	\$ 5,597.13	\$ -	\$ 44,777.04	\$ 44,777.04	\$ -
Total Expense	\$ 127,304.00	\$ 132,381.62	\$ (5,077.62)	\$ 1,013,085.89	\$ 1,039,567.19	\$ (26,481.30)
Net Income	\$ 20,810.44	\$ 13,282.19	\$ 7,528.25	\$ 110,078.47	\$ 114,885.33	\$ (4,806.86)

Cotton Creek Apartments
PNL vs Budget

	23-Aug	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget
Income						
Rental Income						
4010100 · Gross Rental Income	\$ 146,920.00	\$ 146,920.00	\$ -	\$ 1,159,568.00	\$ 1,159,568.00	\$ -
4010105 · Tenant Assistance Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4010110 · Loss to Old Leases	\$ -	\$ (1.70)	\$ 1.70	\$ (5.00)	\$ (44.70)	\$ 39.70
4010120 · Loss to Vacancy	\$ (3,033.00)	\$ (2,482.57)	\$ (550.43)	\$ (32,507.90)	\$ (14,895.42)	\$ (17,612.48)
4010127 · Loss to Discounts	\$ -	\$ -	\$ -	\$ (149.43)	\$ -	\$ -
4010142 · EOM Delinquencies	\$ (2,682.59)	\$ (924.00)	\$ (1,758.59)	\$ (18,257.39)	\$ (7,392.00)	\$ (10,865.39)
4010145 · Delinquencies-Write Off	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4010165 · Prior Prepays	\$ (1,097.08)	\$ -	\$ (1,097.08)	\$ (21,285.02)	\$ -	\$ (21,285.02)
4010170 · Forfeited Deposits - Rent	\$ -	\$ -	\$ -	\$ (518.00)	\$ -	\$ (518.00)
Total Rental Income	\$ 140,107.33	\$ 143,511.73	\$ (3,404.40)	\$ 1,086,845.26	\$ 1,137,235.88	\$ (50,390.62)
Other Income						
4320001 · Forfeited Deposits-General	\$ -	\$ 12.50	\$ (12.50)	\$ 298.00	\$ 100.00	\$ 198.00
4320002 · Forfeited Deposits-Rent	\$ 315.00	\$ 18.75	\$ 296.25	\$ 1,226.00	\$ 150.00	\$ 1,076.00
4320003 · Forfeited Deposits-Cling Chrgs	\$ -	\$ 33.33	\$ (33.33)	\$ 700.00	\$ 266.64	\$ 433.36
4380012 · Vending Machines	\$ -	\$ 4.17	\$ (4.17)	\$ -	\$ 33.36	\$ (33.36)
4380013 · Cleaning Fee	\$ -	\$ 33.33	\$ (33.33)	\$ 330.00	\$ 266.64	\$ 63.36
4380014 · Previous Delinquent Rents	\$ 3,241.98	\$ 1,250.00	\$ 1,991.98	\$ 16,133.14	\$ 10,000.00	\$ 6,133.14
4380015 · Prepaid Rent	\$ 3,664.13	\$ 500.00	\$ 3,164.13	\$ 11,958.62	\$ 4,000.00	\$ 7,958.62
4380016 · General	\$ -	\$ -	\$ -	\$ 214.00	\$ -	\$ 214.00
4380019 · Laundry	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4380024 · Late Rent Fees	\$ 377.00	\$ 175.00	\$ 202.00	\$ 2,424.92	\$ 1,400.00	\$ 1,024.92
4380025 · NSF Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4380056 · Forfeited Deposit Damages	\$ 409.00	\$ 125.00	\$ 284.00	\$ 3,034.42	\$ 1,000.00	\$ 2,034.42
4380091 · Govt Stimulus Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Income	\$ 8,007.11	\$ 2,152.08	\$ 5,855.03	\$ 36,319.10	\$ 17,216.64	\$ 19,102.46
Total Income	\$ 148,114.44	\$ 145,663.81	\$ 2,450.63	\$ 1,123,164.36	\$ 1,154,452.52	\$ (31,288.16)
Gross Profit	\$ 148,114.44	\$ 145,663.81	\$ 2,450.63	\$ 1,123,164.36	\$ 1,154,452.52	\$ (31,288.16)
Expense						
Salaries						
5000000 · General Manager	\$ 3,694.40	\$ 3,194.40	\$ 500.00	\$ 28,169.54	\$ 27,152.40	\$ 1,017.14
5000001 · Compliance Manager	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5010001 · Property Manager	\$ 4,455.84	\$ 3,846.40	\$ 609.44	\$ 36,284.64	\$ 32,694.40	\$ 3,590.24
5010008 · Assistant Manager	\$ 3,200.00	\$ 3,742.62	\$ (542.62)	\$ 26,496.25	\$ 22,455.72	\$ 4,040.53
5020001 · Admin Support	\$ 5,506.18	\$ 5,894.86	\$ (388.68)	\$ 45,038.49	\$ 44,969.12	\$ 69.37
5030001 · Lead Maintenance	\$ 7,777.58	\$ 8,992.00	\$ (1,214.42)	\$ 65,727.32	\$ 76,432.00	\$ (10,704.68)
5030006 · Asst. Maintenance	\$ 14,718.36	\$ 6,218.28	\$ 8,500.08	\$ 125,762.92	\$ 52,855.38	\$ 72,907.54
5200000 · Related Exp-Gen Manager	\$ 644.10	\$ 894.43	\$ (250.33)	\$ 5,175.72	\$ 7,602.66	\$ (2,426.94)
5200001 · Related Exp- Compliance Mngr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Cotton Creek Apartments
PNL vs Budget

5200101 - Related Exp-Manager	\$ 1,168.83	\$ 1,076.99	\$ 91.84	\$ 11,700.96	\$ 9,154.42	\$ 2,546.54
5200108 - Related Exp-Asst Mngt	\$ 511.32	\$ 1,623.29	\$ (1,111.97)	\$ 5,386.93	\$ 9,739.72	\$ (4,352.79)
5200202 - Related Exp-Admin Support	\$ 787.88	\$ 1,836.80	\$ (1,048.92)	\$ 6,973.47	\$ 15,612.80	\$ (8,639.33)
5200301 - Related Exp - Lead Maintenance	\$ 1,483.18	\$ 1,532.16	\$ (48.98)	\$ 13,001.68	\$ 13,023.36	\$ (21.68)
5200306 - Related Exp-Asst Maintenance	\$ 2,217.54	\$ 1,965.12	\$ 252.42	\$ 22,167.08	\$ 16,703.52	\$ 5,463.56
Total Salaries	\$ 46,165.21	\$ 40,817.35	\$ 5,347.86	\$ 391,885.00	\$ 328,395.50	\$ 63,489.50
Advertising & Promotions						
6010002 - Promotions	\$ -	\$ 250.00	\$ (250.00)	\$ 5,748.72	\$ 2,000.00	\$ 3,748.72
6010023 - Signs	\$ -	\$ 275.00	\$ (275.00)	\$ -	\$ 1,450.00	\$ (1,450.00)
6010030 - Newspapers & Radio	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Advertising & Promotions	\$ -	\$ 525.00	\$ (525.00)	\$ 5,748.72	\$ 3,450.00	\$ 2,298.72
Community Services						
6010010 - Resident Activities	\$ 500.00	\$ 600.00	\$ (100.00)	\$ 4,000.00	\$ 4,800.00	\$ (800.00)
Total Community Services	\$ 500.00	\$ 600.00	\$ (100.00)	\$ 4,000.00	\$ 4,800.00	\$ (800.00)
Maintenance						
6100001 - Plumbing	\$ 1,294.13	\$ 1,850.00	\$ (555.87)	\$ 8,631.70	\$ 14,800.00	\$ (6,168.30)
6100002 - HVAC	\$ 2,898.26	\$ 1,500.00	\$ 1,398.26	\$ 9,040.57	\$ 12,000.00	\$ (2,959.43)
6100003 - Electrical	\$ 484.33	\$ 500.00	\$ (15.67)	\$ 3,380.54	\$ 4,000.00	\$ (619.46)
6100006 - Window Coverings	\$ -	\$ -	\$ -	\$ 575.20	\$ -	\$ 575.20
6100007 - Landscaping	\$ 5,082.00	\$ 5,500.00	\$ (418.00)	\$ 43,291.43	\$ 44,000.00	\$ (708.57)
6100009 - Appliances	\$ 299.97	\$ 300.00	\$ (0.03)	\$ 4,179.17	\$ 2,400.00	\$ 1,779.17
6100010 - Roof	\$ 700.00	\$ 400.00	\$ 300.00	\$ 1,181.12	\$ 3,200.00	\$ (2,018.88)
6100012 - Exterminating	\$ -	\$ 2,626.00	\$ (2,626.00)	\$ 9,907.63	\$ 21,008.00	\$ (11,100.37)
6100013 - Uniforms	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 3,100.00	\$ (3,100.00)
6100014 - Painting	\$ 128.54	\$ 900.00	\$ (771.46)	\$ 5,569.53	\$ 7,200.00	\$ (1,630.47)
6100016 - Vehicle Expense	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 400.00	\$ (400.00)
6100017 - Irrigation System Repair	\$ -	\$ 400.00	\$ (400.00)	\$ 816.30	\$ 3,200.00	\$ (2,383.70)
6100018 - Office/Common Areas	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ (150.00)
6100019 - General Maintenance	\$ 5,983.85	\$ 700.00	\$ 5,283.85	\$ 10,065.08	\$ 5,600.00	\$ 4,465.08
6100023 - Contract Cleaning	\$ -	\$ 50.00	\$ (50.00)	\$ 450.00	\$ 400.00	\$ 50.00
6100025 - Fire Ext./Smoke Alarms	\$ -	\$ 125.00	\$ (125.00)	\$ 1,314.36	\$ 1,000.00	\$ 314.36
6100027 - Lock & Keys	\$ -	\$ 100.00	\$ (100.00)	\$ 1,097.04	\$ 800.00	\$ 297.04
6100028 - Light Bulbs & Ballasts	\$ 432.89	\$ 400.00	\$ 32.89	\$ 1,499.74	\$ 3,200.00	\$ (1,700.26)
6100029 - Parking Lot, Sidewalk, Street	\$ -	\$ 20.00	\$ (20.00)	\$ 375.58	\$ 160.00	\$ 215.58
6100030 - Contract Labor	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 800.00	\$ (800.00)
6100031 - Equip. Repair	\$ -	\$ 75.00	\$ (75.00)	\$ 254.50	\$ 600.00	\$ (345.50)
6100032 - Glass Repair	\$ -	\$ 400.00	\$ (400.00)	\$ 448.42	\$ 3,200.00	\$ (2,751.58)
6100033 - Cleaning Supplies	\$ 121.98	\$ 150.00	\$ (28.02)	\$ 293.43	\$ 1,200.00	\$ (906.57)
6100035 - Interior Repairs	\$ 1,873.00	\$ 1,000.00	\$ 873.00	\$ 4,878.16	\$ 8,000.00	\$ (3,121.84)
6100036 - Exterior Repairs	\$ -	\$ 500.00	\$ (500.00)	\$ 1,507.04	\$ 4,000.00	\$ (2,492.96)
6100038 - Snow/Ice Removal	\$ -	\$ -	\$ -	\$ 195.00	\$ 50.00	\$ 145.00

Cotton Creek Apartments
PNL vs Budget

6100039 - Carpet Cleaning	\$ -	\$ 75.00	\$ (75.00)	\$ 1,230.00	\$ 600.00	\$ 630.00
6100044 - Carpet Repairs	\$ -	\$ 50.00	\$ (50.00)	\$ 343.36	\$ 400.00	\$ (56.64)
6100045 - Resilient Flooring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6100047 - Light Fixtures	\$ -	\$ 150.00	\$ (150.00)	\$ 655.23	\$ 1,200.00	\$ (544.77)
6100066 - Countertops Repair	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
Total Maintenance	\$ 19,298.95	\$ 18,246.00	\$ 1,052.95	\$ 111,180.13	\$ 146,868.00	\$ (35,687.87)
Administrative						
7110001 - Office Supplies	\$ -	\$ 400.00	\$ (400.00)	\$ 2,499.12	\$ 3,200.00	\$ (700.88)
7110002 - Postage	\$ -	\$ 15.00	\$ (15.00)	\$ 152.41	\$ 120.00	\$ 32.41
7110003 - Professional Fees	\$ 618.50	\$ 1,600.00	\$ (981.50)	\$ 13,862.29	\$ 12,800.00	\$ 1,062.29
7110004 - Management Fees	\$ 7,405.72	\$ 7,283.19	\$ 122.53	\$ 56,210.01	\$ 57,722.63	\$ (1,512.62)
7110006 - Security Patrol	\$ 855.00	\$ 650.00	\$ 205.00	\$ 7,110.00	\$ 5,200.00	\$ 1,910.00
7110007 - Telephone/Pagers	\$ 1,031.63	\$ 1,200.00	\$ (168.37)	\$ 11,713.77	\$ 9,600.00	\$ 2,113.77
7110008 - Answering Service	\$ 492.75	\$ 275.00	\$ 217.75	\$ 1,975.09	\$ 2,200.00	\$ (224.91)
7110009 - Bookkeeping Expense	\$ -	\$ -	\$ -	\$ -	\$ 19,000.00	\$ (19,000.00)
7110010 - General	\$ 519.21	\$ 800.00	\$ (280.79)	\$ 5,297.29	\$ 6,400.00	\$ (1,102.71)
7110011 - Credit Verifications	\$ 1,500.23	\$ 600.00	\$ 900.23	\$ 12,030.77	\$ 4,800.00	\$ 7,230.77
7110015 - Employee Training	\$ -	\$ 200.00	\$ (200.00)	\$ 826.75	\$ 1,750.00	\$ (923.25)
7110017 - Office Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
7110018 - Contract Labor	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 1,600.00	\$ (1,600.00)
7110019 - Recruiting Expense	\$ -	\$ 1,200.00	\$ (1,200.00)	\$ 57.56	\$ 9,600.00	\$ (9,542.44)
7110020 - Automotive	\$ 36.55	\$ 40.00	\$ (3.45)	\$ 414.81	\$ 320.00	\$ 94.81
7110021 - Printing & Duplicating	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
7110027 - Business License	\$ -	\$ 200.00	\$ (200.00)	\$ 1,411.20	\$ 1,800.00	\$ (388.80)
7110028 - Dues & Subscriptions	\$ -	\$ 225.00	\$ (225.00)	\$ 1,123.30	\$ 1,775.00	\$ (651.70)
7110032 - Leased Equip & Supplies	\$ -	\$ 1,400.00	\$ (1,400.00)	\$ 624.20	\$ 11,200.00	\$ (10,575.80)
7110033 - Intrusion Alarm	\$ 34.95	\$ 150.00	\$ (115.05)	\$ 897.98	\$ 1,200.00	\$ (302.02)
7110035 - Computer Software	\$ 723.08	\$ 1,200.00	\$ (476.92)	\$ 8,483.02	\$ 10,400.00	\$ (1,916.98)
7110044 - Banking Costs	\$ 20.00	\$ -	\$ 20.00	\$ 280.00	\$ -	\$ 280.00
7110052 - Computer Equip/Supplies	\$ -	\$ 400.00	\$ (400.00)	\$ 233.78	\$ 3,200.00	\$ (2,966.22)
7110054 - Computer Maintenance	\$ 391.14	\$ 1,000.00	\$ (608.86)	\$ 7,258.52	\$ 8,000.00	\$ (741.48)
7110060 - Equipment Repairs	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
Total Administrative	\$ 13,628.76	\$ 19,088.19	\$ (5,459.43)	\$ 132,461.87	\$ 173,287.63	\$ (40,825.76)
Utilities						
7150001 - Electricity	\$ 12,525.35	\$ 12,000.00	\$ 525.35	\$ 57,759.84	\$ 58,500.00	\$ (740.16)
7150003 - Gas	\$ 1,910.91	\$ 3,800.00	\$ (1,889.09)	\$ 32,851.95	\$ 43,325.00	\$ (10,473.05)
7150004 - Water	\$ 17,155.21	\$ 21,500.00	\$ (4,344.79)	\$ 147,449.21	\$ 154,500.00	\$ (7,050.79)
7150011 - Trash Removal	\$ 1,992.11	\$ 1,677.58	\$ 314.53	\$ 16,158.70	\$ 13,421.06	\$ 2,737.64
Total Utilities	\$ 33,583.58	\$ 38,977.58	\$ (5,394.00)	\$ 254,219.70	\$ 269,746.06	\$ (15,526.36)
Insurance						
7170001 - Insurance Premiums	\$ 8,530.37	\$ 8,530.37	\$ -	\$ 68,813.43	\$ 68,242.96	\$ 570.47

**Cotton Creek Apartments
PNL vs Budget**

Total Insurance	\$ 8,530.37	\$ 8,530.37	\$ -	\$ 68,813.43	\$ 68,242.96	\$ 570.47
Debt Service						
8000001 - Learning Center	\$ 5,597.13	\$ 5,597.13	\$ -	\$ 44,777.04	\$ 44,777.04	\$ -
Total Debt Service	\$ 5,597.13	\$ 5,597.13	\$ -	\$ 44,777.04	\$ 44,777.04	\$ -
Entity Expense						
9000001 - Owner Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9900000 - Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Entity Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 127,304.00	\$ 132,381.62	\$ (5,077.62)	\$ 1,013,085.89	\$ 1,039,567.19	\$ (26,481.30)
Net Income	\$ 20,810.44	\$ 13,282.19	\$ 7,528.25	\$ 110,078.47	\$ 114,885.33	\$ (4,806.86)

Jackson Consulting Company DBA Jackson Property Company - Cotton Creek Apartments

MAINTENANCE CATEGORY ANALYSIS

Report created on calendar date: 9/6/2023, 10:13 am and property date: 09/05/2023

Parameters: Date: 08/01/2023 through 08/31/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Grounds and landscaping	92	32.4%	57.88	5,325.00	0.00	5,325.00
General	66	23.2%	43.18	2,850.00	0.00	2,850.00
Plumbing and bath	36	12.7%	42.92	1,545.00	0.00	1,545.00
Heating and cooling	29	10.2%	92.34	2,678.00	0.00	2,678.00
Doors and locks	21	7.4%	74.43	1,563.00	0.00	1,563.00
Inspection and make ready	16	5.6%	0.00	0.00	0.00	0.00
Appliance	10	3.5%	0.10	1.00	0.00	1.00
Electrical and lighting	7	2.5%	35.86	251.00	0.00	251.00
Flooring	3	1.1%	7.00	21.00	0.00	21.00
Preventative maintenance	2	0.7%	257.00	514.00	0.00	514.00
Safety equipment	1	0.4%	0.00	0.00	0.00	0.00
Building exterior	1	0.4%	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
Hardware	0	0.0%	0.00	0.00	0.00	0.00
Tools	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
Total	284	100.1%		14,748	0	14,748



Grand Prairie

HOUSING FINANCE CORPORATION



WILLOW TREE

APARTMENTS

**Willow Tree Apartments
PNL vs Budget Summary**

	23-Aug	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget
Income						
Total Rental Income	\$ 149,073.37	\$ 168,450.76	\$ (19,377.39)	\$ 1,279,379.37	\$ 1,310,577.29	\$ (31,197.92)
Total Other Income	\$ 6,431.15	\$ 6,069.75	\$ 361.40	\$ 64,096.09	\$ 48,558.00	\$ 15,538.09
Total Income	\$ 155,504.52	\$ 174,520.51	\$ (19,015.99)	\$ 1,343,475.46	\$ 1,359,135.29	\$ (15,659.83)
Expense						
Total Salaries	\$ 52,433.54	\$ 33,724.37	\$ 18,709.17	\$ 445,754.40	\$ 288,592.05	\$ 157,162.35
Total Maintenance	\$ 13,810.90	\$ 22,540.00	\$ (8,729.10)	\$ 125,478.02	\$ 165,520.00	\$ (40,041.98)
Total Advertising & Promotions	\$ 191.24	\$ 400.00	\$ (208.76)	\$ 6,349.84	\$ 3,200.00	\$ 3,149.84
Total Administrative	\$ 18,360.55	\$ 22,251.03	\$ (3,890.48)	\$ 157,389.37	\$ 176,781.77	\$ (19,392.40)
Total Insurance	\$ 11,193.84	\$ 11,193.84	\$ -	\$ 86,887.28	\$ 89,550.72	\$ (2,663.44)
Total Debt Service	\$ 6,840.92	\$ 6,840.92	\$ -	\$ 54,727.36	\$ 54,727.36	\$ -
Total Community Services	\$ 500.00			\$ 4,000.00		
Total Utilities	\$ 39,925.34	\$ 37,650.00	\$ 2,275.34	\$ 279,056.84	\$ 265,500.00	\$ 13,556.84
Total Expense	\$ 143,256.33	\$ 134,600.16	\$ 8,656.17	\$ 1,159,643.11	\$ 1,043,871.90	\$ 115,771.21
Net Income	\$ 12,248.19	\$ 39,920.35	\$ (27,672.16)	\$ 183,832.35	\$ 315,263.39	\$ (131,431.04)

Willow Tree Apartments
PNL vs Budget

	23-Aug	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget
Income						
Rental Income						
4010100 - Tenant Rental Income	\$ 181,286.00	\$ 186,376.00	\$ (5,090.00)	\$ 1,434,357.33	\$ 1,470,924.00	\$ (36,566.67)
4010110 - Loss to Old Leases	\$ 1,500.00	\$ (690.00)	\$ 2,190.00	\$ 7,033.00	\$ (5,820.00)	\$ 12,853.00
4010120 - Loss to Vacancy	\$ (9,214.00)	\$ (4,111.24)	\$ (5,102.76)	\$ (27,891.00)	\$ (51,784.71)	\$ (23,893.71)
4010122 - Employee Apartments	\$ (2,107.00)	\$ (2,063.00)	\$ (44.00)	\$ (16,856.00)	\$ (16,504.00)	\$ (352.00)
4010127 - Loss to Discounts	\$ (6,144.00)			\$ (49,246.03)		
4010130 - Loss to Concessions	\$ -	\$ (8,368.00)	\$ 8,368.00	\$ (1,783.00)	\$ (64,694.00)	\$ 62,911.00
4010142 - EOM Delinquencies	\$ (14,150.04)	\$ (2,693.00)	\$ (11,457.04)	\$ (44,551.21)	\$ (21,544.00)	\$ (23,007.21)
4010165 - Prior Prepays	\$ (2,097.59)	\$ -	\$ (2,097.59)	\$ (21,683.72)	\$ -	\$ (21,683.72)
Total Rental Income	\$ 149,073.37	\$ 168,450.76	\$ (19,377.39)	\$ 1,279,379.37	\$ 1,310,577.29	\$ (31,197.92)
Other Income						
4320001 - Forfeited Deposits - General	\$ -	\$ 1.00	\$ (1.00)	\$ (323.39)	\$ 8.00	\$ (331.39)
4320002 - Forfeited Deposits - Rent	\$ 316.00	\$ 66.67	\$ 249.33	\$ 586.00	\$ 533.36	\$ 52.64
4320003 - Forfeited Deposits-Cing Chrgs	\$ 184.00	\$ 25.00	\$ 159.00	\$ 544.50	\$ 200.00	\$ 344.50
4380012 - Vending Machines	\$ -	\$ 6.25	\$ (6.25)	\$ 200.86	\$ 50.00	\$ 150.86
4380013 - Cleaning Fees	\$ -	\$ 16.67	\$ (16.67)	\$ 194.00	\$ 133.36	\$ 60.64
4380014 - Previous Delinquent Rent	\$ 2,103.06	\$ 2,750.00	\$ (646.94)	\$ 34,388.17	\$ 22,000.00	\$ 12,388.17
4380015 - Prepaid Rent	\$ 3,567.09	\$ 2,916.67	\$ 650.42	\$ 21,333.91	\$ 23,333.36	\$ (1,999.45)
4380016 - General	\$ -	\$ 8.33	\$ (8.33)	\$ 4,470.04	\$ 66.64	\$ 4,403.40
4380024 - Late Rent Fees	\$ 204.00	\$ 208.33	\$ (4.33)	\$ 2,129.00	\$ 1,666.64	\$ 462.36
4380056 - Damage Fees	\$ 57.00	\$ 70.83	\$ (13.83)	\$ 573.00	\$ 566.64	\$ 6.36
Total Other Income	\$ 6,431.15	\$ 6,069.75	\$ 361.40	\$ 64,096.09	\$ 48,558.00	\$ 15,538.09
Total Income	\$ 155,504.52	\$ 174,520.51	\$ (19,015.99)	\$ 1,343,475.46	\$ 1,359,135.29	\$ (15,659.83)
Expense						
Salaries						
5000000 - General Manager	\$ 3,794.40	\$ 3,194.40	\$ 600.00	\$ 29,744.66	\$ 27,152.40	\$ 2,592.26
5010001 - Property Manager	\$ 4,980.00	\$ 3,846.40	\$ 1,133.60	\$ 39,828.80	\$ 32,694.40	\$ 7,134.40
5010008 - Assistant Manager	\$ 3,200.00	\$ 2,880.00	\$ 320.00	\$ 39,646.50	\$ 24,480.00	\$ 15,166.50
5020001 - Admin Support	\$ 7,232.72	\$ 2,970.98	\$ 4,261.74	\$ 48,763.75	\$ 26,085.04	\$ 22,678.71
5030001 - Lead Maintenance	\$ 5,294.34	\$ 4,800.00	\$ 494.34	\$ 72,876.18	\$ 40,800.00	\$ 32,076.18
5030006 - Asst. Maintenance	\$ 20,168.40	\$ 8,655.38	\$ 11,513.02	\$ 135,382.02	\$ 74,250.66	\$ 61,131.36
5200000 - Related Exp-Gen Manager	\$ 664.28	\$ 806.40	\$ (142.12)	\$ 5,197.35	\$ 6,854.40	\$ (1,657.05)
5200101 - Related Exp - Manager	\$ 699.84	\$ 1,971.42	\$ (1,271.58)	\$ 6,687.28	\$ 16,757.08	\$ (10,069.80)
5200108 - Related Exp- Asst Mngr	\$ 1,085.04	\$ 465.75	\$ 619.29	\$ 13,797.42	\$ 4,191.74	\$ 9,605.68
5200202 - Related Exp-Admin Support	\$ 1,201.65	\$ 1,710.13	\$ (508.48)	\$ 8,247.20	\$ 14,536.10	\$ (6,288.90)
5200301 - Related Exp-Lead Maintenance	\$ 1,083.92	\$ 380.80	\$ 703.12	\$ 18,694.96	\$ 3,427.20	\$ 15,267.76
5200306 - Related Exp-Asst Maintenance	\$ 3,028.95	\$ 2,038.40	\$ 990.55	\$ 26,888.28	\$ 17,326.40	\$ 9,561.88
5200315 - Related Exp-Porters/Housekeeper	\$ -	\$ 4.31	\$ (4.31)	\$ -	\$ 36.63	\$ (36.63)
Total Salaries	\$ 52,433.54	\$ 33,724.37	\$ 18,709.17	\$ 445,754.40	\$ 288,592.05	\$ 157,162.35
Maintenance						

Willow Tree Apartments
PNL vs Budget

6100001 - Plumbing	\$ 304.25	\$ 1,500.00	\$ (1,195.75)	\$ 7,328.50	\$ 12,000.00	\$ (4,671.50)
6100002 - HVAC	\$ 528.30	\$ 1,250.00	\$ (721.70)	\$ 7,745.41	\$ 10,000.00	\$ (2,254.59)
6100003 - Electrical	\$ 216.83	\$ 750.00	\$ (533.17)	\$ 2,617.60	\$ 6,000.00	\$ (3,382.40)
6100007 - Landscaping	\$ 7,134.50	\$ 7,500.00	\$ (365.50)	\$ 62,092.72	\$ 60,000.00	\$ 2,092.72
6100008 - Swimming Pool Service	\$ 4,275.49	\$ 400.00	\$ 3,875.49	\$ 8,839.88	\$ 3,200.00	\$ 5,639.88
6100009 - Appliances	\$ -	\$ 350.00	\$ (350.00)	\$ 5,189.92	\$ 2,800.00	\$ 2,389.92
6100010 - Roof	\$ -	\$ -	\$ -	\$ 1,350.00	\$ -	\$ 1,350.00
6100012 - Exterminating	\$ 23.91	\$ 3,625.00	\$ (3,601.09)	\$ 10,006.67	\$ 13,625.00	\$ (3,618.33)
6100013 - Uniforms	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 2,400.00	\$ (2,400.00)
6100014 - Painting	\$ 1,269.51	\$ 500.00	\$ 769.51	\$ 5,368.33	\$ 4,000.00	\$ 1,368.33
6100016 - Vehicle Expense	\$ -	\$ 50.00	\$ (50.00)	\$ 57.64	\$ 400.00	\$ (342.36)
6100017 - Irrigation System Repair	\$ -	\$ 200.00	\$ (200.00)	\$ 281.09	\$ 1,600.00	\$ (1,318.91)
6100018 - Office/Common Areas	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 400.00	\$ (400.00)
6100019 - General Maintenance	\$ 68.11	\$ 700.00	\$ (631.89)	\$ 4,232.36	\$ 6,000.00	\$ (1,767.64)
6100023 - Contract Cleaning	\$ -	\$ 40.00	\$ (40.00)	\$ 110.00	\$ 320.00	\$ (210.00)
6100025 - Fire Ext./Smoke Alarms	\$ -	\$ 300.00	\$ (300.00)	\$ 537.35	\$ 2,400.00	\$ (1,862.65)
6100027 - Lock & Keys	\$ (10.00)	\$ 75.00	\$ (85.00)	\$ 821.30	\$ 600.00	\$ 221.30
6100028 - Light Bulbs & Ballasts	\$ -	\$ 300.00	\$ (300.00)	\$ 1,313.82	\$ 2,400.00	\$ (1,086.18)
6100029 - Parking Lot/Sidewalks	\$ -	\$ 50.00	\$ (50.00)	\$ 1,328.96	\$ 400.00	\$ 928.96
6100030 - Contract Labor	\$ -	\$ 75.00	\$ (75.00)	\$ -	\$ 600.00	\$ (600.00)
6100031 - Equip. Repair	\$ -	\$ 150.00	\$ (150.00)	\$ 249.50	\$ 1,200.00	\$ (950.50)
6100032 - Glass Repair	\$ -	\$ 175.00	\$ (175.00)	\$ 916.71	\$ 1,400.00	\$ (483.29)
6100033 - Cleaning Supplies	\$ -	\$ 150.00	\$ (150.00)	\$ 509.33	\$ 1,200.00	\$ (690.67)
6100035 - Interior Repairs	\$ -	\$ 2,800.00	\$ (2,800.00)	\$ 986.25	\$ 22,400.00	\$ (21,413.75)
6100036 - Exterior Repairs	\$ -	\$ 600.00	\$ (600.00)	\$ 2,961.80	\$ 4,800.00	\$ (1,838.20)
6100038 - Snow/Ice Removal	\$ -	\$ -	\$ -	\$ 195.00	\$ 150.00	\$ 45.00
6100039 - Carpet Cleaning	\$ -	\$ 200.00	\$ (200.00)	\$ 380.00	\$ 1,600.00	\$ (1,220.00)
6100044 - Carpet Repairs	\$ -	\$ 200.00	\$ (200.00)	\$ 57.88	\$ 1,600.00	\$ (1,542.12)
6100047 - Light Fixtures	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 1,200.00	\$ (1,200.00)
6100048 - Pool Chemicals	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 825.00	\$ (825.00)
Total Maintenance	\$ 13,810.90	\$ 22,540.00	\$ (8,729.10)	\$ 125,478.02	\$ 165,520.00	\$ (40,041.98)
Advertising & Promotions						
6010002 - Promotions	\$ 191.24	\$ 250.00	\$ (58.76)	\$ 6,349.84	\$ 2,000.00	\$ 4,349.84
6010023 - Signs	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 1,200.00	\$ (1,200.00)
Total Advertising & Promotions	\$ 191.24	\$ 400.00	\$ (208.76)	\$ 6,349.84	\$ 3,200.00	\$ 3,149.84
Administrative						
7110001 - Office Supplies	\$ -	\$ 850.00	\$ (850.00)	\$ 4,824.72	\$ 6,800.00	\$ (1,975.28)
7110002 - Postage	\$ 50.07	\$ 25.00	\$ 25.07	\$ 82.55	\$ 200.00	\$ (117.45)
7110003 - Professional Fees	\$ 854.00	\$ 2,000.00	\$ (1,146.00)	\$ 9,811.45	\$ 16,000.00	\$ (6,188.55)
7110004 - Management Fees	\$ 7,775.23	\$ 8,726.03	\$ (950.80)	\$ 67,152.52	\$ 67,956.77	\$ (804.25)
7110006 - Security Patrol	\$ 1,980.00	\$ 1,600.00	\$ 380.00	\$ 15,030.00	\$ 12,800.00	\$ 2,230.00
7110007 - Telephone/Pagers	\$ 2,626.23	\$ 1,300.00	\$ 1,326.23	\$ 11,790.01	\$ 10,400.00	\$ 1,390.01

Willow Tree Apartments
PNL vs Budget

7110008 - Answering Service	\$ 375.52	\$ 250.00	\$ 125.52	\$ 1,867.27	\$ 2,000.00	\$ (132.73)
7110010 - General	\$ 40.00	\$ 1,000.00	\$ (960.00)	\$ 3,650.91	\$ 8,000.00	\$ (4,349.09)
7110011 - Credit Verifications	\$ 2,531.55	\$ 650.00	\$ 1,881.55	\$ 15,935.88	\$ 5,200.00	\$ 10,735.88
7110015 - Employee Training	\$ -	\$ 300.00	\$ (300.00)	\$ 2,017.25	\$ 2,400.00	\$ (382.75)
7110017 - Office Uniforms	\$ -	\$ 250.00	\$ (250.00)	\$ -	\$ 2,000.00	\$ (2,000.00)
7110018 - Contract Labor	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 1,600.00	\$ (1,600.00)
7110019 - Recruiting Expense	\$ -	\$ 150.00	\$ (150.00)	\$ 70.35	\$ 1,200.00	\$ (1,129.65)
7110020 - Automotive	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 374.88	\$ 8,000.00	\$ (7,625.12)
7110021 - Printing & Duplicating	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 400.00	\$ (400.00)
7110027 - Business License	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00
7110028 - Dues & Subscriptions	\$ -	\$ 100.00	\$ (100.00)	\$ 1,878.83	\$ 1,425.00	\$ 453.83
7110032 - Leased Equip & Supplies	\$ -	\$ 700.00	\$ (700.00)	\$ 496.00	\$ 5,600.00	\$ (5,104.00)
7110033 - Intrusion Alarm	\$ 6.27	\$ 75.00	\$ (68.73)	\$ 558.39	\$ 600.00	\$ (41.61)
7110035 - Computer Software	\$ 882.87	\$ 1,500.00	\$ (617.13)	\$ 11,463.63	\$ 12,000.00	\$ (536.37)
7110052 - Computer Equip/Supplies	\$ -	\$ 500.00	\$ (500.00)	\$ 331.14	\$ 4,000.00	\$ (3,668.86)
7110054 - Computer Maintenance	\$ 1,238.81	\$ 1,000.00	\$ 238.81	\$ 10,028.59	\$ 8,000.00	\$ 2,028.59
7110060 - Equipment Repairs	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
Total Administrative	\$ 18,360.55	\$ 22,251.03	\$ (3,890.48)	\$ 157,389.37	\$ 176,781.77	\$ (19,392.40)
Insurance						
7170001 - Insurance Premiums	\$ 11,193.84	\$ 11,193.84	\$ -	\$ 86,887.28	\$ 89,550.72	\$ (2,663.44)
Total Insurance	\$ 11,193.84	\$ 11,193.84	\$ -	\$ 86,887.28	\$ 89,550.72	\$ (2,663.44)
Debt Service						
8000001 - Learning Center	\$ 6,840.92	\$ 6,840.92	\$ -	\$ 54,727.36	\$ 54,727.36	\$ -
Total Debt Service	\$ 6,840.92	\$ 6,840.92	\$ -	\$ 54,727.36	\$ 54,727.36	\$ -
Community Services						
6010010 - Resident Activities	\$ 500.00			\$ 4,000.00		
Total Community Services	\$ 500.00			\$ 4,000.00		
Utilities						
7150001 - Electricity	\$ 14,980.63	\$ 15,500.00	\$ (519.37)	\$ 114,959.50	\$ 107,300.00	\$ 7,659.50
7150004 - Water	\$ 23,001.35	\$ 20,500.00	\$ 2,501.35	\$ 148,133.64	\$ 145,000.00	\$ 3,133.64
7150011 - Trash Removal	\$ 1,943.36	\$ 1,650.00	\$ 293.36	\$ 15,963.70	\$ 13,200.00	\$ 2,763.70
Total Utilities	\$ 39,925.34	\$ 37,650.00	\$ 2,275.34	\$ 279,056.84	\$ 265,500.00	\$ 13,556.84
Total Expense	\$ 143,256.33	\$ 134,600.16	\$ 8,656.17	\$ 1,159,643.11	\$ 1,043,871.90	\$ 115,771.21
Net Income	\$ 12,248.19	\$ 39,920.35	\$ (27,672.16)	\$ 183,832.35	\$ 315,263.39	\$ (131,431.04)

Jackson Consulting Company DBA Jackson Property Company - Willow Tree Apartments

MAINTENANCE CATEGORY ANALYSIS

Report created on calendar date: 9/6/2023, 10:15 am and property date: 09/05/2023

Parameters: Date: 08/01/2023 through 08/31/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Grounds and landscaping	81	28.5%	0.00	0.00	0.00	0.00
Doors and locks	79	25.8%	0.00	0.00	0.00	0.00
Plumbing and bath	45	14.7%	0.00	0.00	0.00	0.00
Heating and cooling	34	11.1%	0.00	0.00	0.00	0.00
Appliance	19	6.2%	0.00	0.00	0.00	0.00
General	19	6.2%	0.00	0.00	0.00	0.00
Inspection and make ready	16	5.2%	0.00	0.00	0.00	0.00
Electrical and lighting	10	3.3%	0.00	0.00	0.00	0.00
Safety equipment	3	1.0%	0.00	0.00	0.00	0.00
Tools	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
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
Hardware	0	0.0%	0.00	0.00	0.00	0.00
Total	306	100.0%		0	0	0



Grand Prairie

HOUSING FINANCE CORPORATION

REHAB

 **COTTON CREEK** APARTMENTS

 **WILLOW TREE** APARTMENTS

Rehab PNL

	23-Aug	Jan - Aug 23
Income		
403 • Property Distributions	\$ 44,577.12	\$ 278,636.61
Total Income	\$ 44,577.12	\$ 278,636.61
Expense		
Administrative		
502 • Ownership Fee - Annual	\$ -	\$ 108,483.49
505 • General Administrative Expense	\$ -	\$ 0.06
Total Administrative	\$ -	\$ 108,483.55
Cotton Creek Apartments		
1690 • Appliances	\$ -	\$ 8,956.12
1665 • Subfloor Replacement	\$ -	\$ 2,227.50
1660 • Office Rehab Replacement	\$ 2,609.20	\$ 2,609.20
1645 • Interior Replacement	\$ 7,236.90	\$ 24,297.93
1640 • Exterior Replacement	\$ -	\$ 2,570.81
1615 • HVAC Replacement	\$ 2,461.76	\$ 11,792.43
1635 • Roofing Replacements	\$ -	\$ 4,510.00
Total Cotton Creek Apartments	\$ 12,307.86	\$ 56,963.99
Learning Center		
206 • General	\$ -	\$ 8,320.41
250 • Reimb. Expenses	\$ (1,056.00)	\$ (3,904.00)
Total Learning Center	\$ (1,056.00)	\$ 4,416.41
Willow Tree Apartments		
1790 • Appliances	\$ -	\$ 8,818.70
1775 • Pavement Improvement	\$ -	\$ 4,455.00
1770 • CATV System Replacement	\$ -	\$ 1,072.50
1760 • Office Rehab Replacement	\$ 1,260.60	\$ 1,260.60
1755 • Fence Replacement	\$ -	\$ 4,400.00
1745 • Interior Replacement	\$ 5,414.20	\$ 25,149.06
1740 • Exterior Replacement	\$ -	\$ 1,299.71
1720 • Computers & Equipment	\$ -	\$ 5,311.28
1715 • HVAC Replacement	\$ 8,335.80	\$ 14,103.06
1710 • Landscaping	\$ -	\$ -
1705 • Plumbing - Major	\$ -	\$ 22,118.80
Total Willow Tree Apartments	\$ 15,010.60	\$ 87,988.71
Total Expense	\$ 26,262.46	\$ 257,852.66
Net Income	\$ 18,314.66	\$ 20,783.95



Grand Prairie

HOUSING FINANCE CORPORATION

Mountain  Creek
RETIREMENT LIVING

**Mountain Creek Senior Living
PNL vs Budget Summary**

	23-Aug	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget
INCOME						
Total RENTAL INCOME	\$ 178,440.50	\$ 221,119.51	\$ (42,679.01)	\$ 1,319,965.50	\$ 1,749,819.00	\$ (429,853.50)
Total OTHER INCOME	\$ 16,870.17	\$ 10,222.92	\$ 6,647.25	\$ 81,424.33	\$ 81,783.36	\$ (359.03)
Total INCOME	\$ 195,310.67	\$ 231,342.43	\$ (36,031.76)	\$ 1,401,389.83	\$ 1,831,602.36	\$ (430,212.53)
Expense						
Total SALARIES	\$ 113,308.15	\$ 84,982.82	\$ 28,325.33	\$ 801,717.56	\$ 715,995.65	\$ 85,721.91
Total MARKETING	\$ 4,443.69	\$ 3,775.00	\$ 668.69	\$ 27,917.94	\$ 21,045.00	\$ 6,872.94
Total ACTIVITIES	\$ 1,532.98	\$ 1,300.00	\$ 232.98	\$ 11,295.46	\$ 11,225.00	\$ 70.46
Total FOOD SERVICES	\$ 34,318.02	\$ 21,850.00	\$ 12,468.02	\$ 171,900.44	\$ 174,950.00	\$ (3,049.56)
Total MAINTENANCE	\$ 15,186.50	\$ 9,025.00	\$ 6,161.50	\$ 75,188.61	\$ 78,475.00	\$ (3,286.39)
Total HOUSEKEEPING	\$ 448.71	\$ 725.00	\$ (276.29)	\$ 2,251.30	\$ 6,400.00	\$ (4,148.70)
Total ADMINISTRATIVE	\$ 19,117.01	\$ 18,805.30	\$ 311.71	\$ 121,297.90	\$ 158,544.15	\$ (37,246.25)
Total UTILITIES	\$ 16,956.47	\$ 13,711.27	\$ 3,245.20	\$ 121,798.70	\$ 110,766.30	\$ 11,032.40
Total INSURANCE	\$ 13,811.97	\$ 13,805.97	\$ 6.00	\$ 110,495.76	\$ 110,447.76	\$ 48.00
Total OPERATING EXPENSES	\$ 219,123.50	\$ 167,980.36	\$ 51,143.14	\$ 1,443,863.67	\$ 1,387,848.86	\$ 56,014.81
Total REPLACEMENT ITEMS	\$ 45,924.42	\$ 1,860.00	\$ 44,064.42	\$ 66,038.61	\$ 14,230.00	\$ 51,808.61
Total DEBT SERVICE	\$ -	\$ 66,747.92	\$ (66,747.92)	\$ -	\$ 530,570.80	\$ (530,570.80)
Total Expense	\$ 265,047.92	\$ 236,588.28	\$ 28,459.64	\$ 1,509,902.28	\$ 1,932,649.66	\$ (422,747.38)
Net Income	\$ (69,737.25)	\$ (5,245.85)	\$ (64,491.40)	\$ (108,512.45)	\$ (101,047.30)	\$ (7,465.15)

Mountain Creek Senior Living
PNL vs Budget

	23-Aug	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget
INCOME						
RENTAL INCOME						
4010100 - Gross Rental Income	\$ 254,250.00	\$ 283,890.00	\$ (29,640.00)	\$ 2,155,149.99	\$ 2,271,120.00	\$ (115,970.01)
4010110 - Loss to Old Leases	\$ 13,498.00	\$ (6,928.47)	\$ 20,426.47	\$ 46,068.88	\$ (61,436.15)	\$ 107,505.03
4010116 - Discounts/Concessions	\$ (6,629.50)	\$ (482.89)	\$ (6,146.61)	\$ (55,429.35)	\$ (3,255.22)	\$ (52,174.13)
4010120 - Loss to Vacancy	\$ (77,644.00)	\$ (52,657.02)	\$ (24,986.98)	\$ (782,262.00)	\$ (434,992.75)	\$ (347,269.25)
4010122 - Employee Discounts	\$ (1,575.00)	\$ (2,185.11)	\$ 610.11	\$ (12,600.00)	\$ (17,480.88)	\$ 4,880.88
4010142 - EOM Delinquent Rent	\$ (29.00)	\$ (517.00)	\$ 488.00	\$ (437.00)	\$ (4,136.00)	\$ 3,699.00
4010160 - Prior Month Prepalds	\$ (3,430.00)	\$ -	\$ (3,430.00)	\$ (30,525.02)	\$ -	\$ (30,525.02)
Total RENTAL INCOME	\$ 178,440.50	\$ 221,119.51	\$ (42,679.01)	\$ 1,319,965.50	\$ 1,749,819.00	\$ (429,853.50)
OTHER INCOME						
4320002 - Forfeited Deposits- Del. Rent	\$ -	\$ -	\$ -	\$ 1,599.00	\$ -	\$ 1,599.00
4380013 - Cleaning Fees	\$ -	\$ 41.67	\$ (41.67)	\$ 50.00	\$ 333.36	\$ (283.36)
4380014 - Prior Delinquent Rent	\$ 141.00	\$ 625.00	\$ (484.00)	\$ 8,776.01	\$ 5,000.00	\$ 3,776.01
4380015 - Prepaid Rents	\$ 2,752.33	\$ 2,083.33	\$ 669.00	\$ 9,578.16	\$ 16,666.64	\$ (7,088.48)
4380016 - General	\$ 1,312.00	\$ 41.67	\$ 1,270.33	\$ 4,131.67	\$ 333.36	\$ 3,798.31
4380017 - Month to Month Fees	\$ -	\$ -	\$ -	\$ 0.01	\$ -	\$ 0.01
4380019 - Laundry	\$ 364.00	\$ 250.00	\$ 114.00	\$ 3,239.84	\$ 2,000.00	\$ 1,239.84
4380024 - Late Rent Fees	\$ -	\$ -	\$ -	\$ 70.00	\$ -	\$ 70.00
4380025 - NSF Fees	\$ -	\$ 4.17	\$ (4.17)	\$ 50.00	\$ 33.36	\$ 16.64
4380056 - Resident Damage Income	\$ -	\$ 33.33	\$ (33.33)	\$ 335.00	\$ 266.64	\$ 68.36
4380057 - Lease Termination Fees	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
4380070 - Pet Fees	\$ 200.00	\$ 150.00	\$ 50.00	\$ 2,200.00	\$ 1,200.00	\$ 1,000.00
4380080 - Beauty/Barber Income	\$ 300.00	\$ 300.00	\$ -	\$ 2,400.00	\$ 2,400.00	\$ -
4380081 - Community Fees	\$ 6,275.00	\$ 762.50	\$ 5,512.50	\$ 14,356.00	\$ 6,100.00	\$ 8,256.00
4380082 - Catering Fees	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 400.00	\$ (400.00)
4380083 - Meals - Employee	\$ -	\$ 50.00	\$ (50.00)	\$ 451.80	\$ 400.00	\$ 51.80
4380084 - Meals - Guests	\$ 192.00	\$ 191.67	\$ 0.33	\$ 2,263.00	\$ 1,533.36	\$ 729.64
4380085 - Gift Shop Income	\$ -	\$ 56.25	\$ (56.25)	\$ -	\$ 450.00	\$ (450.00)
4380086 - Parking	\$ 325.00	\$ 391.67	\$ (66.67)	\$ 2,925.00	\$ 3,133.36	\$ (208.36)
4380087 - Guest Room	\$ 300.00	\$ 100.00	\$ 200.00	\$ 2,500.00	\$ 800.00	\$ 1,700.00
4380088 - Additional Occupant	\$ 4,668.84	\$ 5,000.00	\$ (331.16)	\$ 25,218.84	\$ 40,000.00	\$ (14,781.16)
4380089 - Commercial Rent	\$ -	\$ 8.33	\$ (8.33)	\$ -	\$ 66.64	\$ (66.64)
4380090 - Room Service	\$ 40.00	\$ 83.33	\$ (43.33)	\$ 780.00	\$ 666.64	\$ 113.36
Total OTHER INCOME	\$ 16,870.17	\$ 10,222.92	\$ 6,647.25	\$ 81,424.33	\$ 81,783.36	\$ (359.03)
Total INCOME	\$ 195,310.67	\$ 231,342.43	\$ (36,031.76)	\$ 1,401,389.83	\$ 1,831,602.36	\$ (430,212.53)
Expense						
SALARIES						
5010001 - Executive Director	\$ 5,798.08	\$ -	\$ 5,798.08	\$ 11,596.16	\$ -	\$ 11,596.16
5010002 - Business Admin	\$ 2,027.50	\$ 3,422.77	\$ (1,395.27)	\$ 32,506.67	\$ 28,445.56	\$ 4,061.11
5010003 - Reception	\$ 19,202.52	\$ 9,143.12	\$ 10,059.40	\$ 137,758.95	\$ 76,822.72	\$ 60,936.23
5010004 - Activities	\$ -	\$ 3,576.79	\$ (3,576.79)	\$ 23,975.62	\$ 29,829.77	\$ (5,854.15)
5020001 - Drivers	\$ 2,947.50	\$ 3,080.49	\$ (132.99)	\$ 28,660.50	\$ 25,690.70	\$ 2,969.80
5030001 - Maint Technician	\$ 7,794.99	\$ 3,200.29	\$ 4,594.70	\$ 44,737.70	\$ 27,202.46	\$ 17,535.24
5030002 - Maintenance Manager	\$ 754.15	\$ -	\$ 754.15	\$ 3,210.96	\$ -	\$ 3,210.96

Mountain Creek Senior Living
PNL vs Budget

5040001 • Housekeepers	\$ 8,267.37	\$ 8,217.55	\$ 49.82	\$ 73,418.97	\$ 69,355.11	\$ 4,063.86
5050001 • Food Director	\$ 4,627.22	\$ 4,949.32	\$ (322.10)	\$ 41,644.98	\$ 41,636.78	\$ 8.20
5050002 • Cooks	\$ 6,262.57	\$ 6,071.26	\$ 191.31	\$ 55,091.49	\$ 51,605.71	\$ 3,485.78
5050003 • Servers	\$ 28,923.13	\$ 10,563.65	\$ 18,359.48	\$ 142,560.66	\$ 89,476.99	\$ 53,083.67
5050004 • Dishwasher	\$ 5,450.75	\$ 5,818.70	\$ (367.95)	\$ 30,494.83	\$ 48,654.01	\$ (18,159.18)
5060001 • Marketing Director	\$ 5,796.82	\$ 3,951.59	\$ 1,845.23	\$ 34,007.15	\$ 33,588.51	\$ 418.64
5060002 • Marketing Assistant	\$ -	\$ -	\$ -	\$ 680.00	\$ -	\$ 680.00
5200001 • Exec Dir - Related Exp	\$ 874.60	\$ -	\$ 874.60	\$ 1,749.20	\$ -	\$ 1,749.20
5200002 • Business Admin-Related Expense	\$ 312.76	\$ 1,197.97	\$ (885.21)	\$ 5,189.38	\$ 9,955.96	\$ (4,766.58)
5200003 • Reception-Related Exp	\$ 1,600.26	\$ 4,373.64	\$ (2,773.38)	\$ 13,379.90	\$ 36,842.17	\$ (23,462.27)
5200004 • Activities - Related Exp	\$ -	\$ 348.92	\$ (348.92)	\$ 4,190.83	\$ 2,965.82	\$ 1,225.01
5200202 • Driver - Related Exp	\$ 639.75	\$ 1,078.17	\$ (438.42)	\$ 6,543.27	\$ 8,991.74	\$ (2,448.47)
5200301 • Maint Tech-Related Exp	\$ 1,558.84	\$ -	\$ 1,558.84	\$ 9,376.09	\$ -	\$ 9,376.09
5200302 • Maint Mngt Related Expense	\$ 112.24	\$ -	\$ 112.24	\$ 248.18	\$ -	\$ 248.18
5200401 • Housekeeper-Related Exp	\$ 3,347.27	\$ 2,876.14	\$ 471.13	\$ 31,428.78	\$ 24,274.29	\$ 7,154.49
5200501 • Food Dir-Related Exp	\$ 1,247.86	\$ 1,732.26	\$ (484.40)	\$ 11,795.64	\$ 14,572.87	\$ (2,777.23)
5200502 • Cooks - Related Exp	\$ 1,710.44	\$ 2,124.94	\$ (414.50)	\$ 16,333.75	\$ 18,061.99	\$ (1,728.24)
5200503 • Servers-Related Exp	\$ 1,800.20	\$ 3,697.28	\$ (1,897.08)	\$ 23,723.45	\$ 31,254.17	\$ (7,530.72)
5200504 • Dishwasher- Related Exp	\$ 1,591.32	\$ 3,054.81	\$ (1,463.49)	\$ 11,326.62	\$ 25,491.47	\$ (14,164.85)
5200601 • Marketing Dir-Related Expense	\$ 660.01	\$ 1,383.06	\$ (723.05)	\$ 6,087.83	\$ 11,756.00	\$ (5,668.17)
5200602 • Marketing Asst. Related Exp	\$ -	\$ 1,120.10	\$ (1,120.10)	\$ -	\$ 9,520.85	\$ (9,520.85)
Total SALARIES	\$ 113,308.15	\$ 84,982.82	\$ 28,325.33	\$ 801,717.56	\$ 715,995.65	\$ 85,721.91
MARKETING						
6020001 • Advertising	\$ 1,663.00	\$ 900.00	\$ 763.00	\$ 12,627.15	\$ 7,845.00	\$ 4,782.15
6020002 • Outreach	\$ -	\$ -	\$ -	\$ 43.20	\$ 1,000.00	\$ (956.80)
6020003 • Events - Entertainment	\$ -	\$ 200.00	\$ (200.00)	\$ 1,415.79	\$ 800.00	\$ 615.79
6020005 • Postage/Delivery	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 800.00	\$ (800.00)
6020006 • Travel	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
6020007 • Supplies	\$ 30.69	\$ 50.00	\$ (19.31)	\$ 331.80	\$ 400.00	\$ (68.20)
6020008 • Referral Fees	\$ 2,750.00	\$ 2,500.00	\$ 250.00	\$ 13,500.00	\$ 10,000.00	\$ 3,500.00
Total MARKETING	\$ 4,443.69	\$ 3,775.00	\$ 668.69	\$ 27,917.94	\$ 21,045.00	\$ 6,872.94
ACTIVITIES						
6030001 • Auto Expense	\$ 351.87	\$ 175.00	\$ 176.87	\$ 1,218.16	\$ 1,400.00	\$ (181.84)
6030002 • Auto Expense - Gas	\$ 411.09	\$ 200.00	\$ 211.09	\$ 1,224.81	\$ 1,600.00	\$ (375.19)
6030003 • Entertainment	\$ 200.00	\$ 200.00	\$ -	\$ 2,527.54	\$ 1,600.00	\$ 927.54
6030004 • Equipment Rental	\$ -	\$ 300.00	\$ (300.00)	\$ 474.00	\$ 1,000.00	\$ (526.00)
6030005 • Events	\$ 146.94	\$ 150.00	\$ (3.06)	\$ 2,390.72	\$ 3,200.00	\$ (809.28)
6030006 • Gift Shop	\$ -	\$ 125.00	\$ (125.00)	\$ -	\$ 1,000.00	\$ (1,000.00)
6030008 • Resident Services	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ (200.00)
6030009 • Supplies - Activity	\$ 423.08	\$ 150.00	\$ 273.08	\$ 3,460.23	\$ 1,225.00	\$ 2,235.23
Total ACTIVITIES	\$ 1,532.98	\$ 1,300.00	\$ 232.98	\$ 11,295.46	\$ 11,225.00	\$ 70.46
FOOD SERVICES						
6040001 • Food	\$ 28,550.66	\$ 19,500.00	\$ 9,050.66	\$ 142,368.65	\$ 156,000.00	\$ (13,631.35)
6040002 • Catering	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
6040003 • Equipment	\$ 1,359.00	\$ 500.00	\$ 859.00	\$ 5,751.43	\$ 4,000.00	\$ 1,751.43
6040005 • Linens	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
6040006 • Supplies - General	\$ 2,983.12	\$ 1,600.00	\$ 1,383.12	\$ 16,854.15	\$ 12,800.00	\$ 4,054.15

Mountain Creek Senior Living
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6040007 • Supplies - Cleaning	\$ 1,180.56	\$ 200.00	\$ 980.56	\$ 6,681.53	\$ 1,750.00	\$ 4,931.53
6040008 • Supplies - Glassware	\$ 244.68	\$ -	\$ 244.68	\$ 244.68	\$ -	\$ 244.68
Total FOOD SERVICES	\$ 34,318.02	\$ 21,850.00	\$ 12,468.02	\$ 171,900.44	\$ 174,950.00	\$ (3,049.56)
MAINTENANCE						
6100001 • Plumbing	\$ 154.59	\$ 900.00	\$ (745.41)	\$ 1,600.36	\$ 7,200.00	\$ (5,599.64)
6100002 • HVAC	\$ 4,447.03	\$ 250.00	\$ 4,197.03	\$ 9,524.10	\$ 2,000.00	\$ 7,524.10
6100003 • Electrical	\$ 252.92	\$ 100.00	\$ 152.92	\$ 665.94	\$ 800.00	\$ (134.06)
6100006 • Window Coverings	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 800.00	\$ (800.00)
6100007 • Landscaping	\$ 4,280.00	\$ 3,630.00	\$ 650.00	\$ 29,877.50	\$ 29,040.00	\$ 837.50
6100008 • Elevator	\$ 1,617.00	\$ 1,000.00	\$ 617.00	\$ 7,858.00	\$ 8,000.00	\$ (142.00)
6100009 • Appliances	\$ -	\$ 250.00	\$ (250.00)	\$ 830.09	\$ 2,000.00	\$ (1,169.91)
6100012 • Exterminating	\$ 198.00	\$ 725.00	\$ (527.00)	\$ 6,498.00	\$ 5,800.00	\$ 698.00
6100013 • Uniforms	\$ -	\$ -	\$ -	\$ 85.23	\$ -	\$ 85.23
6100014 • Painting	\$ 3,371.80	\$ 225.00	\$ 3,146.80	\$ 6,443.00	\$ 2,925.00	\$ 3,518.00
6100016 • Vehicle Expense	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
6100017 • Irrigation System	\$ -	\$ 200.00	\$ (200.00)	\$ 255.00	\$ 1,600.00	\$ (1,345.00)
6100018 • Office/Common Area	\$ -	\$ 15.00	\$ (15.00)	\$ -	\$ 120.00	\$ (120.00)
6100019 • General Maintenance	\$ 338.68	\$ 500.00	\$ (161.32)	\$ 1,266.41	\$ 4,000.00	\$ (2,733.59)
6100025 • Fire Ext./Alarm	\$ 966.49	\$ 135.00	\$ 831.49	\$ 3,253.59	\$ 5,180.00	\$ (1,926.41)
6100027 • Locks & Keys	\$ 14.56	\$ 25.00	\$ (10.44)	\$ 14.56	\$ 200.00	\$ (185.44)
6100028 • Light Bulbs & Ballasts	\$ 15.75	\$ 150.00	\$ (134.25)	\$ 909.30	\$ 1,200.00	\$ (290.70)
6100029 • Parking Lot/Sidewalk	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 80.00	\$ (80.00)
6100031 • Equipment Repair	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ 200.00	\$ (200.00)
6100032 • Glass Repair	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 800.00	\$ (800.00)
6100033 • Cleaning Supplies	\$ 20.00	\$ 100.00	\$ (80.00)	\$ 20.00	\$ 800.00	\$ (780.00)
6100035 • Interior Repairs	\$ 81.44	\$ 75.00	\$ 6.44	\$ 350.27	\$ 975.00	\$ (624.73)
6100036 • Exterior Repairs	\$ -	\$ 100.00	\$ (100.00)	\$ 3,450.00	\$ 800.00	\$ 2,650.00
6100038 • Snow/Ice Removal	\$ -	\$ -	\$ -	\$ 195.00	\$ -	\$ 195.00
6100039 • Carpet Cleaning	\$ -	\$ 60.00	\$ (60.00)	\$ 973.90	\$ 780.00	\$ 193.90
6100044 • Carpet Repair	\$ -	\$ 75.00	\$ (75.00)	\$ 1,100.00	\$ 975.00	\$ 125.00
6100047 • Light Fixtures	\$ (571.76)	\$ 50.00	\$ (621.76)	\$ (206.64)	\$ 400.00	\$ (606.64)
6100066 • Purchased Services	\$ -	\$ 200.00	\$ (200.00)	\$ 225.00	\$ 1,600.00	\$ (1,375.00)
Total MAINTENANCE	\$ 15,186.50	\$ 9,025.00	\$ 6,161.50	\$ 75,188.61	\$ 78,475.00	\$ (3,286.39)
HOUSEKEEPING						
6170002 • Supplies - Cleaning	\$ 448.71	\$ 525.00	\$ (76.29)	\$ 1,708.96	\$ 4,200.00	\$ (2,491.04)
6170003 • Supplies - Paper Products	\$ -	\$ 200.00	\$ (200.00)	\$ 498.61	\$ 1,600.00	\$ (1,101.39)
6170004 • Uniforms	\$ -	\$ -	\$ -	\$ 43.73	\$ 600.00	\$ (556.27)
Total HOUSEKEEPING	\$ 448.71	\$ 725.00	\$ (276.29)	\$ 2,251.30	\$ 6,400.00	\$ (4,148.70)
ADMINISTRATIVE						
7110001 • Office Supplies	\$ 35.85	\$ 100.00	\$ (64.15)	\$ 1,886.10	\$ 800.00	\$ 1,086.10
7110002 • Postage	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 80.00	\$ (80.00)
7110003 • Professional Fees	\$ -	\$ 200.00	\$ (200.00)	\$ 1,500.00	\$ 7,300.00	\$ (5,800.00)
7110006 • Management Fee	\$ 11,718.64	\$ 13,884.30	\$ (2,165.66)	\$ 84,076.83	\$ 109,926.15	\$ (25,849.32)
7110009 • Telephone & Pagers	\$ 2,052.85	\$ 2,000.00	\$ 52.85	\$ 12,937.46	\$ 16,000.00	\$ (3,062.54)
7110012 • General	\$ 288.79	\$ 300.00	\$ (11.21)	\$ (3,747.02)	\$ 2,400.00	\$ (6,147.02)
7110015 • Credit Verifications	\$ 284.86	\$ -	\$ 284.86	\$ 830.59	\$ -	\$ 830.59
7110018 • Employee Training	\$ -	\$ 100.00	\$ (100.00)	\$ 399.00	\$ 800.00	\$ (401.00)

**Mountain Creek Senior Living
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7110021 • Recruiting Expense	\$ 39.40	\$ 50.00	\$ (10.60)	\$ 2,127.56	\$ 400.00	\$ 1,727.56
7110024 • Automotive	\$ 11.40	\$ -	\$ 11.40	\$ 458.83	\$ -	\$ 458.83
7110027 • Printing & Duplicating	\$ 221.00	\$ 75.00	\$ 146.00	\$ 895.19	\$ 600.00	\$ 295.19
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	\$ 676.40	\$ 936.00	\$ (259.60)	\$ 1,855.86	\$ 7,488.00	\$ (5,632.14)
7110052 • Computer Software	\$ 1,930.57	\$ 600.00	\$ 1,330.57	\$ 8,322.69	\$ 4,800.00	\$ 3,522.69
7110054 • Banking Costs	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ 20.00
7110060 • Computer Equip/Supplies	\$ -	\$ 100.00	\$ (100.00)	\$ 1,717.16	\$ 800.00	\$ 917.16
7110070 • Computer Maintenance	\$ 1,857.25	\$ 450.00	\$ 1,407.25	\$ 7,347.72	\$ 3,600.00	\$ 3,747.72
7110080 • Equipment Repair	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ (300.00)
Total ADMINISTRATIVE	\$ 19,117.01	\$ 18,805.30	\$ 311.71	\$ 121,297.90	\$ 158,544.15	\$ (37,246.25)
UTILITIES						
7150001 • Electricity	\$ 9,309.24	\$ 7,542.65	\$ 1,766.59	\$ 61,515.99	\$ 57,474.34	\$ 4,041.65
7150003 • Gas	\$ 588.70	\$ 670.00	\$ (81.30)	\$ 5,572.78	\$ 5,403.00	\$ 169.78
7150004 • Water	\$ 3,939.07	\$ 2,900.00	\$ 1,039.07	\$ 29,720.86	\$ 27,100.00	\$ 2,620.86
7150011 • Trash Collection	\$ 959.64	\$ 798.62	\$ 161.02	\$ 7,774.62	\$ 6,388.96	\$ 1,385.66
7150020 • Cable Television	\$ 2,159.82	\$ 1,800.00	\$ 359.82	\$ 17,214.45	\$ 14,400.00	\$ 2,814.45
Total UTILITIES	\$ 16,956.47	\$ 13,711.27	\$ 3,245.20	\$ 121,798.70	\$ 110,766.30	\$ 11,032.40
INSURANCE						
7170001 • Insurance Premiums	\$ 13,811.97	\$ 13,805.97	\$ 6.00	\$ 110,495.76	\$ 110,447.76	\$ 48.00
Total INSURANCE	\$ 13,811.97	\$ 13,805.97	\$ 6.00	\$ 110,495.76	\$ 110,447.76	\$ 48.00
Total OPERATING EXPENSES	\$ 219,123.50	\$ 167,980.36	\$ 51,143.14	\$ 1,443,863.67	\$ 1,387,848.86	\$ 56,014.81
REPLACEMENT ITEMS						
1703500 • Renovations 2023	\$ 39,311.30	\$ -	\$ 39,311.30	\$ 55,303.31	\$ -	\$ 55,303.31
1704201 • Appliances	\$ -	\$ 500.00	\$ (500.00)	\$ 899.99	\$ 4,000.00	\$ (3,100.01)
1704302 • Carpet	\$ -	\$ 200.00	\$ (200.00)	\$ -	\$ 1,600.00	\$ (1,600.00)
1704303 • Resilient Coverings	\$ 435.00	\$ 300.00	\$ 135.00	\$ 435.00	\$ 2,400.00	\$ (1,965.00)
1707202 • HVAC	\$ 4,326.18	\$ 300.00	\$ 4,026.18	\$ 4,326.18	\$ 1,200.00	\$ 3,126.18
1704304 • HVAC-Replacement	\$ 1,309.00	\$ -	\$ 1,309.00	\$ 3,594.95	\$ -	\$ 3,594.95
1704305 • Plumbing-Sinks	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 400.00	\$ (400.00)
1704313 • Lock,Keys,Dryer Vents	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 400.00	\$ (400.00)
1704316 • Light Fixtures/Interior	\$ 539.26	\$ 150.00	\$ 389.26	\$ 539.26	\$ 1,200.00	\$ (660.74)
1704317 • Light Fixtures/Exterior	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ (300.00)
1704320 • Mirrors	\$ -	\$ 10.00	\$ (10.00)	\$ -	\$ 80.00	\$ (80.00)
1704321 • Parking Lot Repairs & Stripping	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 400.00	\$ (400.00)
1704335 • Signage	\$ 3.68	\$ -	\$ 3.68	\$ 3.68	\$ 250.00	\$ (246.32)
1704402 • Other Equip & Personal Prop	\$ -	\$ 250.00	\$ (250.00)	\$ 936.24	\$ 2,000.00	\$ (1,063.76)
Total REPLACEMENT ITEMS	\$ 45,924.42	\$ 1,860.00	\$ 44,064.42	\$ 66,038.61	\$ 14,230.00	\$ 51,808.61
DEBT SERVICE						
8000001 • Mortgage Principal	\$ -	\$ 30,000.00	\$ (30,000.00)	\$ -	\$ 229,999.98	\$ (229,999.98)
8000002 • Mortgage Interest	\$ -	\$ 36,747.92	\$ (36,747.92)	\$ -	\$ 300,570.82	\$ (300,570.82)
Total DEBT SERVICE	\$ -	\$ 66,747.92	\$ (66,747.92)	\$ -	\$ 530,570.80	\$ (530,570.80)
Total Expense	\$ 265,047.92	\$ 236,588.28	\$ 28,459.64	\$ 1,509,902.28	\$ 1,932,649.66	\$ (422,747.38)
Net Income	\$ (69,737.25)	\$ (5,245.85)	\$ (64,491.40)	\$ (108,512.45)	\$ (101,047.30)	\$ (7,465.15)

Jackson Consulting Company DBA Jackson Property Company - Mountain Creek Retirement Living
MAINTENANCE CATEGORY ANALYSIS
 Report created on calendar date: 9/6/2023, 10:10 am and property date: 09/04/2023

Parameters: Date: 08/01/2023 through 08/31/2023; Exclude request assigned to external contractors: No

Category	# of WOs	% of WOs	Avg Cost	Labor Cost	Parts Cost	Total Cost
Housekeeping	690	77.3%	16.93	11,685.00	0.00	11,685.00
Heating and cooling	51	5.7%	34.18	1,743.00	0.00	1,743.00
Doors and locks	40	4.5%	22.08	883.00	0.00	883.00
Grounds and landscaping	22	2.5%	44.27	974.00	0.00	974.00
Electrical and lighting	21	2.4%	38.57	810.00	0.00	810.00
Plumbing and bath	20	2.2%	20.70	414.00	0.00	414.00
General	18	2.0%	77.83	1,401.00	0.00	1,401.00
Inspection and make ready	11	1.2%	58.09	638.00	0.00	638.00
Appliance	7	0.8%	43.00	301.00	0.00	301.00
Communications	6	0.7%	92.33	554.00	0.00	554.00
Flooring	4	0.4%	12.25	49.00	0.00	49.00
Kitchen Equipment	2	0.2%	61.50	123.00	0.00	123.00
Building exterior	1	0.1%	36.00	36.00	0.00	36.00
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
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
Safety equipment	0	0.0%	0.00	0.00	0.00	0.00
Tools	0	0.0%	0.00	0.00	0.00	0.00
Total	893	100.0%		19,611	0	19,611



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/19/2023

REQUESTER: Doug Jackson

PRESENTER: Doug Jackson, CPM Jackson Property Company

TITLE: REVIEW OF OPERATING ASSETS

RECOMMENDED ACTION:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/19/2023

REQUESTER: Doug Jackson

PRESENTER: Doug Jackson, CPM Jackson Property Company

TITLE: Grand Prairie HFC Membership & Staff Seminar including Discussion on Governance, Mission, Development Tools, and Processes

RECOMMENDED ACTION:
