THE CITY OF PLEASANTON

HOUSING COMMISSION AGENDA

Thursday, February 20, 2014
7:00 P.M.

City Council Chamber, 200 Old Bernal Avenue

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve Regular Meeting Minutes of December 19, 2013

CONSENT CALENDAR

Items included on the Consent Calendar are routine and discussion by the Commission is not anticipated. Anyone wishing to speak on a Consent Calendar item should step to the rostrum and ask the Chairperson to remove that item from the Consent Calendar.

2. Approval of the December 2013 and January 2014 Financial Reports for Ridge View Commons and Kottinger Place

3. Management Updates for Kottinger Place and Ridge View Commons

4. Quarterly Update Regarding Miscellaneous Housing Projects and Issues (4th Quarter 2013)

5. Quarterly Report of Housing Commission Activities (4th Quarter 2013)

6. Quarterly Inventory of Below-Market Housing in Pleasanton (4th Quarter 2013)

MEETING OPEN TO THE PUBLIC

7. Introductions / Awards / Recognitions

8. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

PUBLIC HEARINGS AND OTHER MATTERS

Members of the audience wishing to address the Commission are requested to step to the rostrum or submit a speaker card to the Chair after the agenda report on a particular item. If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

9. Review of an Affordable Housing Plan for the SummerHill Apartment Development (5850 West Las Positas Blvd.)

10. Approval of Kottinger Gardens Overall Plan (PUD-101) and Submittal of a HUD Section 18 Demolition and Disposition Application

COMMUNICATIONS

MATTERS INITIATED BY MEMBERS OF THE COMMISSION

COMMITTEE REPORTS

DISCUSSION OF FUTURE MEETING AGENDAS

ADJOURNMENT

Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Housing Division, 200 Old Bernal Avenue, Pleasanton.

Accessible Public Meetings

The City of Pleasanton will provide special assistance for citizens with disabilities to participate in public meetings upon advance notice. If you need an auxiliary hearing aid or sign language assistance at least two working days advanced notice is necessary. Please contact the Housing Division, PO Box 520, Pleasanton, CA 94566 or (925) 931-5007.

Housing Commission Minutes

[SUBJECT TO APPROVAL]

City Council Chambers, 200 Old Bernal Ave., Pleasanton, CA

December 19, 2013
7:00 p.m.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chairperson Casey called the meeting to order at 7:04 p.m. on Thursday, December 19, 2013, in the City Council Chambers, 200 Old Bernal Avenue, Pleasanton, California.

The Pledge of Allegiance was recited, led by Chairperson Casey.

Roll call:

Present: Chairperson John Casey, Vice Chairperson Ann Welsh, and Commissioners Daniel Mermelstein
(Commissioner Colleen Lopez arrived at 7:10 p.m.)

Absent: None

Staff: Scott Erickson, Housing Specialist; and Edith Caponigro, Recording Secretary

AGENDA AMENDMENTS

There were none.

MINUTES

1. Approve Regular Meeting Minutes of July 23, 2013, and September 26, 2013

A motion was made by Commissioner Welsh, seconded by Commissioner Mermelstein, to approve the meeting minutes of July 23, 2013, and September 26, 2013. **The motion was approved unanimously.**

CONSENT CALENDAR

2. Approval of the September, October, and November 2013 Financial Reports for Ridge View Commons and Kottinger Place

3. Management Updates for Kottinger Place and Ridge View Commons

Mr. Cammer advised that he is looking to bring in a professional leak detection company with the hope they will have a methodology to look at different ways of checking for problems and minimizing water usage and waste. He further noted that an updated physical needs assessment is planned for Ridge View Commons to assess wood rot which has been an ongoing issue throughout the history of the property.

A motion was made by Commissioner Mermelstein, seconded by Commissioner Welsh, to approve the consent calendar. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

4. Introductions / Awards / Recognitions

Chairperson Casey noted that Commissioner Justin Probert had recently submitted his resignation because he and his family are moving out of Pleasanton to Livermore. He invited former Commission member Probert to the podium and read the following commendation:

"The Housing Commission commends Justin Probert this 19th day of December, 2013. Whereas, Justin Probert has served on the City's Housing Commission since May 2010, including the role of Chairperson in 2012; and whereas, Justin has given many hours of his time in consistent and faithful attendance at monthly City commission and committee meetings – including the Kottinger Place Redevelopment Task Force, Tri-Valley Housing Scholarship Program board, and others – over the past three and one-half years; and whereas, Justin has contributed immeasurably to these groups through his thoughtful decision-making skills and his valuable expertise in the areas of housing affordability and human services; and whereas, the insights and contributions made by Justin have helped the Commission in its role of promoting affordable housing in Pleasanton; and whereas, the Housing Commission appreciates Justin's enthusiasm, leadership, and dedication in his role as Commissioner and committee member; now, therefore, be it resolved that the Housing Commission does hereby recognize and commend Justin Probert and expresses its sincere appreciation for his years in service to the City of Pleasanton."

Chairperson Casey thanked Justin Probert for his service to the Commission and to the City of Pleasanton. Mr. Casey thanked everyone for the opportunity of serving on the Commission.

5. Public Comment from the audience regarding items not listed on the agenda

There were none.

PUBLIC HEARINGS AND OTHER MATTERS

6. Presentation by Sunflower Hill Regarding a New Housing Concept for Persons with Special Needs

Mr. Erickson introduced the agenda item, advising that staff had been contacted last spring by Sunflower Hill, a new nonprofit organization that has a mission "to develop a community for individuals with special needs that provides for life-long residency options and quality activities/programming," and focusing on adults with autism and related developmental disabilities.

Mr. Erickson introduced the Commission to Dr. Lynn Mielke and Angie Queenan, representatives from Sunflower Hill, who advised that the vision of the organization is to develop a community for those with special needs. The Sunflower Hill group is hoping work within the East Pleasanton plan and obtain approximately 6 acres that would allow for housing for approximately 50 adults. Dr. Mielke noted that such a project would count toward the City's regional housing needs or RHNA target.

Dr. Mielke and Ms. Queenan advised that Sunflower Hill was hoping to become a model for offering affordable living and activities within the Bay Area to those with special needs by creating and providing life-long residency options with an enhanced quality of life. The Commission was advised that Sunflower Hill was established by a group of parents who bonded together to form this non-profit.

Desired locations would allow Sunflower Hill to establish housing in a farm or ranch concept with agricultural and vocational options, and metro living with access to vocational options within greater community and enhanced social interactions.

Commission Mermelstein questioned whether Sunflower Hill was seeking funds for this project and whether city funds could be used for the project.

Mr. Erickson provided information about available funding in the Lower Income Housing Fund. He questioned Dr. Mielke and Ms. Queenan on whether funds would be sought from other local cities and discussed the Regional Housing Needs Allocation process.

Ms. Queenan provided information about fundraising efforts being conducted by Sunflower Hill and about other groups that have expressed interest in joining the group in its endeavor. She also provided additional information about the needs, required level of care, and general lifestyle needs of the individuals who would benefit from this project.

Commissioner Welsh questioned whether only those from the Tri-Valley area would be served from this project. Dr. Mielke advised that much depended on the funding that is received.

Chairperson Casey discussed with Dr. Mielke the envisioned timing for the project and was advised that Sunflower Hill hopes to establish its first housing project within the next five years.

Dr. Mielke provided Mr. Erickson with details about work opportunities and gardening/vocational options that would be offered and the number of residents they hope to serve.

Commissioner Lopez asked about other public/private projects.

Chairperson Casey asked about conservancy opportunities. Ms. Queenan provided information about a project in Sonoma that is very similar to their concept.

The Commission thanked the representatives from Sunflower Hill for their presentation.

7. <u>Appointment of New Officers (Chairperson and Vice Chairperson) for 2014</u>

Mr. Erickson noted that the ordinance establishing the Housing Commission stipulates that officers are to be nominated and elected to serve a one-year term commencing January 1 of each year. Staff is recommending that the Commission appoint a new Chairperson and Vice Chairperson for calendar year 2014 and also review Commission liaisons for boards and committees.

A motion was made by Chairperson Casey, seconded by Commissioner Lopez, to nominate and elect Commissioner Welsh to serve as the Housing Commission Chairperson and Commissioner Mermelstein as the Vice Chairperson for calendar year 2014.

ROLL CALL VOTE:
AYES: Commissioners Lopez, Mermelstein, Welsh, and Chairperson Casey
NOES: None
ABSENT: None
ABSTAIN: None

Mr. Erickson suggested the Commission review the boards and committees and appoint liaisons. The Commission reviewed them and made the following appointments:

Tri-Valley Housing Program (TVHSP) Board of Directors – Colleen Lopez
Kottinger Place Redevelopment Task Force – Ann Welsh and Colleen Lopez
East Pleasanton Specific Plan Task Force – John Casey and Ann Welsh

COMMUNICATIONS

Planning Commission Staff Report – December 11, 2013. Reviewed - no comment.

MATTERS INITIATED BY MEMBERS OF THE COMMISSION

Commissioner Casey noted that he asked at a previous meeting whether funds could be used for rehabilitating older apartment complexes, and asked for information about the age of units, and surveying of property owners to determine if they might be interested in such projects. He asked that staff put this as an agenda item so it could be discussed by the Commission, so they might think ahead about affordability issues. Mr. Erickson advised that staff is working on the next housing element and this request would in with that.

COMMITTEE REPORTS

There were no committee reports.

DISCUSSION OF FUTURE MEETING AGENDAS

Mr. Erickson stated that the January meeting is tentatively scheduled to include the following items:

- Review of an Affordable Housing Plan for the SummerHill Apartment Development (5850 West Las Positas Blvd.)
- An update by MidPen Housing regarding the status of the Kottinger Gardens project.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m. by unanimous consent.

DATED: December 19, 2013

_____
John Casey, Chairperson

ATTEST:

_____
Steven Bocian, Assistant City Manager

Housing Commission
Agenda Report

February 20, 2014
Item 02

SUBJECT: **Approval of the December 2013 and January 2014 Financial Reports for Ridge View Commons and Kottinger Place**

STAFF RECOMMENDATION: Staff recommends approval of the financial reports for Ridge View Commons and Kottinger Place.

ATTACHMENTS:

1. Ridge View Commons Financial Report (December 2013 and January 2014)
2. Kottinger Place Financial Report (December 2013 and January 2014)

The most recent financial reports for Ridge View Commons and Kottinger Place are attached for the Commission's review and approval. A summary of monthly variances is included as an attachment to each report. Staff recommends approval of the attached financial reports.

Ridge View Commons

Financial Report
December 2013

Monthly Report for Establishing Net Income

RIDGE VIEW COMMONS	***December 31, 2013***

PART I OPERATING ACCOUNT TRANSACTIONS

1.	BEGINNING BALANCE -	Petty Cash	300.00	
		Cash In Bank	149,630.34	
		(1) OPENING CASH		***149,930.34***
2.	AMOUNTS RECEIVED DURING THE MONTH			
	(a) Rent Collections		144,206.00	
	(b) Interest		0.91	
	(c) Cable TV		5,942.00	
	(d) Other Revenue Collected:			
		Forfeited Security Deposits	-	
		Security Deposit Interest	12.33	
		Laundry & Vending	639.46	
		Transfer fees	500.00	
		Back-ground check	25.00	
		Tenant purchases	-	
		NSF and Late Fees	-	
		Total Income Deposited		**151,325.70**
	(e) Commercial rent - Open Heart Kitchen		900.00	
	(f) Transfer from Replacement Reserve account - CalHFA		-	
		Total Booked Income	**152,225.70**	
		(2) AVAILABLE CASH		***152,225.70***
3.	DISBURSEMENTS MADE DURING THE MONTH			
	(a) Current Expenses		88,402.40	
	(b) Other Disbursements			
	(1)	Monthly Mortgage & Impound payment	56,573.69	
	(2)	Monthly Replacement Reserve transfer	11,737.50	
	(3)	NSF checks & bank charges/adjustments	15.55	
		(3) TOTAL DISBURSEMENTS		***156,729.14***
4.	ADJUSTMENTS -			
		Petty Cash	300.00	
		Cash In Bank	145,126.90	
		(4) ENDING BALANCE		***145,426.90***

PART II OTHER FINANCIAL DATA

1.	ACCOUNTS PAYABLE		$ 14,703.41
2.	OUTSTANDING PURCHASE ORDERS		$ -
3.	TENANT SECURITY DEPOSIT LIABILITY		$ 156,944.15
4.	VACANCY LOSS:	Number of Units	$ 495.00
5.	TENANT RECEIVABLE:	Number of Tenants	$ 249.00

<60 DAYS -0- <90 DAYS -0- >90 DAYS -0-

6.	SECURITY DEPOSIT ACCOUNT FUNDED	$ 201,537.91

PART III OTHER STATISTICS 200 UNITS

1.	NUMBER OF VACANT UNITS AT END OF MONTH				2
2.	NUMBER OF RENTED UNITS AT END OF MONTH				198
3.	NUMBER OF RENT FREE UNITS				2
4.	RENTAL ACTIVITY:	Move-Ins	1	Move-Outs	3

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = December 2013

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
51000-000	INCOME									
51100-000	RENTAL INCOME									
51200-000	Tenant Rent	146,621.00	144,170.63	2,450.37	1.70	1,754,823.00	1,730,048.00	24,775.00	1.43	1,730,048.00
51400-000	Stores & Commercial	900.00	900.00	0.00	0.00	10,800.00	10,800.00	0.00	0.00	10,800.00
52200-000	Vacancy Loss	-495.00	-338.00	-157.00	-46.45	-5,563.00	-4,056.00	-1,507.00	-37.15	-4,056.00
52999-000	TOTAL RENTAL INCOME	147,026.00	144,732.63	2,293.37	1.58	1,760,060.00	1,736,792.00	23,268.00	1.34	1,736,792.00
54000-000	FINANCIAL REVENUE									
54100-000	Interest Income	21.82	32.62	-10.80	-33.11	339.38	391.00	-51.62	-13.20	391.00
54999-000	TOTAL FIN REV-UNRESTRICTED	21.82	32.62	-10.80	-33.11	339.38	391.00	-51.62	-13.20	391.00
55100-000	RESTRICTED INCOME									
55200-000	Int - Repl Res	0.00	82.75	-82.75	-100.00	1,305.78	993.00	312.78	31.50	993.00
55690-000	Restricted Interest-Other	0.00	0.00	0.00	N/A	225.88	0.00	225.88	N/A	0.00
55999-000	TOTAL RESTRICTED INCOME	0.00	82.75	-82.75	-100.00	1,531.66	993.00	538.66	54.25	993.00
59000-000	OTHER REVENUE									
59100-000	Laundry & Vending Revenue	639.46	817.75	-178.29	-21.80	7,527.45	9,813.00	-2,285.55	-23.29	9,813.00
59200-000	NSF & Late Fees	500.00	0.00	500.00	N/A	900.00	0.00	900.00	N/A	0.00
59255-000	Cable TV	5,942.00	6,016.00	-74.00	-1.23	71,768.00	72,192.00	-424.00	-0.59	72,192.00
59300-000	Damages & Cleaning	0.00	0.00	0.00	N/A	275.00	0.00	275.00	N/A	0.00
59900-000	Other Revenue (Specify)	25.00	0.00	25.00	N/A	2,109.22	0.00	2,109.22	N/A	0.00
59998-000	TOTAL OTHER REVENUE	7,106.46	6,833.75	272.71	3.99	82,579.67	82,005.00	574.67	0.70	82,005.00
59999-000	TOTAL REVENUE	154,154.28	151,681.75	2,472.53	1.63	1,844,510.71	1,820,181.00	24,329.71	1.34	1,820,181.00
60000-000	EXPENSES									
62000-000	ADMINISTRATIVE EXPENSES									
62100-000	Advertising	0.00	125.00	125.00	100.00	0.00	1,500.00	1,500.00	100.00	1,500.00
62500-000	Other Renting Expenses	55.30	0.00	-55.30	N/A	789.00	0.00	-789.00	N/A	0.00
63100-000	Office Salaries	3,059.20	2,638.38	-420.82	-15.95	31,819.66	31,661.00	-158.66	-0.50	31,661.00
63110-000	Office Supplies	453.70	980.00	526.30	53.70	7,358.93	11,760.00	4,401.07	37.42	11,760.00
63115-000	Postage/Delivery	342.94	0.00	-342.94	N/A	1,046.67	0.00	-1,046.67	N/A	0.00
63200-000	Management Fee	6,300.00	6,300.00	0.00	0.00	75,600.00	75,600.00	0.00	0.00	75,600.00
63300-000	Manager Salary	7,185.52	5,985.37	-1,200.15	-20.05	73,367.56	71,824.00	-1,543.56	-2.15	71,824.00
63310-000	Staff Rent Free Unit	1,920.00	1,920.00	0.00	0.00	23,040.00	23,040.00	0.00	0.00	23,040.00
63400-000	Legal Expense	0.00	125.00	125.00	100.00	0.00	1,500.00	1,500.00	100.00	1,500.00
63500-000	Audit/Tax Preparation	712.00	729.62	17.62	2.42	8,500.00	8,755.00	255.00	2.91	8,755.00
63510-000	Accounting Services	1,900.00	1,900.00	0.00	0.00	22,800.00	22,800.00	0.00	0.00	22,800.00
63600-000	Telephone/Answering Service	1,049.55	909.50	-140.05	-15.40	13,090.82	10,914.00	-2,176.82	-19.95	10,914.00
63750-000	Bank Charges	61.20	0.00	-61.20	N/A	857.94	0.00	-857.94	N/A	0.00
63760-000	Payroll Costs	829.49	0.00	-829.49	N/A	8,752.58	0.00	-8,752.58	N/A	0.00
63920-000	Computer Support & Equipment	378.51	155.62	-222.89	-143.23	2,807.69	1,867.00	-940.69	-50.39	1,867.00
63990-000	Other Miscellaneous	880.72	332.00	-548.72	-165.28	1,970.75	3,984.00	2,013.25	50.53	3,984.00
63999-000	TOTAL ADMIN EXPENSE	25,128.13	22,100.49	-3,027.64	-13.70	271,801.60	265,205.00	-6,596.60	-2.49	265,205.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = December 2013

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
64000-000	UTILITIES EXPENSE									
64500-000	Electricity	3,682.47	2,371.88	-1,310.59	-55.26	34,934.45	28,463.00	-6,471.45	-22.74	28,463.00
64510-000	Water	10,949.69	6,191.63	-4,758.06	-76.85	97,149.98	74,300.00	-22,849.98	-30.75	74,300.00
64520-000	Gas	1,874.65	2,324.87	450.22	19.37	20,022.34	27,898.00	7,875.66	28.23	27,898.00
64900-000	Cable TV	6,389.16	6,015.00	-374.16	-6.22	75,070.29	72,180.00	-2,890.29	-4.00	72,180.00
64999-000	TOTAL UTILITIES EXPENSE	22,895.97	16,903.38	-5,992.59	-35.45	227,177.06	202,841.00	-24,336.06	-12.00	202,841.00
65000-000	OPERATING & MAINT EXPENSE									
65100-000	Janitor & Cleaning Payroll	2,940.58	2,439.25	-501.33	-20.55	29,674.74	29,271.00	-403.74	-1.38	29,271.00
65140-000	Janitor & Cleaning Contract	361.25	1,581.12	1,219.87	77.15	8,792.96	18,973.00	10,180.04	53.66	18,973.00
65150-000	Janitor & Cleaning Supplies	626.85	294.00	-332.85	-113.21	3,538.18	3,528.00	-10.18	-0.29	3,528.00
65190-000	Exterminating Contract	992.00	510.87	-481.13	-94.18	5,952.00	6,130.00	178.00	2.90	6,130.00
65250-000	Rubbish Removal	4,087.37	4,241.13	153.76	3.63	49,037.58	50,894.00	1,856.42	3.65	50,894.00
65300-000	Security Payroll/Contract	985.00	544.37	-440.63	-80.94	6,637.00	6,532.00	-105.00	-1.61	6,532.00
65370-000	Grounds Contract	2,228.00	3,987.87	1,759.87	44.13	45,999.00	47,854.00	1,855.00	3.88	47,854.00
65400-000	Maintenance Payroll	8,797.75	7,639.38	-1,158.37	-15.16	95,970.19	91,673.00	-4,297.19	-4.69	91,673.00
65410-000	Maintenance Supplies	875.86	1,389.13	513.27	36.95	18,175.05	16,670.00	-1,505.05	-9.03	16,670.00
65420-000	Repair Contract	651.00	3,326.00	2,675.00	80.43	33,469.64	39,912.00	6,442.36	16.14	39,912.00
65450-000	Elevator Maintenance/Contract	0.00	1,060.50	1,060.50	100.00	10,275.04	12,726.00	2,450.96	19.26	12,726.00
65460-000	HVAC Repairs/Maint	498.00	1,284.87	786.87	61.24	6,548.00	15,418.00	8,870.00	57.53	15,418.00
65600-000	Decorating Contract	1,245.00	1,301.50	56.50	4.34	22,847.69	15,618.00	-7,229.69	-46.29	15,618.00
65610-000	Decorating Supplies	1,060.52	482.63	-577.89	-119.74	5,989.27	5,792.00	-197.27	-3.41	5,792.00
65999-000	TOTAL OP & MAINT EXPENSE	25,349.18	30,082.62	4,733.44	15.73	342,906.34	360,991.00	18,084.66	5.01	360,991.00
67000-000	TAXES & INSURANCE									
67110-000	Payroll Taxes	1,814.55	1,918.87	104.32	5.44	22,909.37	23,026.00	116.63	0.51	23,026.00
67120-000	State Taxes	66.63	66.63	0.00	0.00	800.00	800.00	0.00	0.00	800.00
67200-000	Property & Liability Insurance	4,163.81	5,061.25	897.44	17.73	58,652.75	60,735.00	2,082.25	3.43	60,735.00
67220-000	Workmen's Compensation	2,553.67	1,886.87	-666.80	-35.34	26,666.88	22,642.00	-4,024.88	-17.78	22,642.00
67230-000	Health Insurance	1,592.99	2,789.12	1,196.13	42.89	21,570.96	33,469.00	11,898.04	35.55	33,469.00
67290-000	Other Insurance (Specify)	2,609.00	2,150.87	-458.13	-21.30	26,723.00	25,810.00	-913.00	-3.54	25,810.00
67599-000	TOTAL TAX & INSURANCE	12,800.65	13,873.61	1,072.96	7.73	157,322.96	166,482.00	9,159.04	5.50	166,482.00
68000-000	FINANCIAL ACCOUNTS									
68200-000	Interest on Mortgage Payable	28,285.25	28,284.90	-0.35	0.00	345,436.35	345,436.00	-0.35	0.00	345,436.00
68245-000	Interest - City Loans	28,040.75	0.00	-28,040.75	N/A	336,489.00	0.00	-336,489.00	N/A	0.00
68599-000	TOTAL FINANCIAL ACCTS	56,326.00	28,284.90	-28,041.10	-99.14	681,925.35	345,436.00	-336,489.35	-97.41	345,436.00
69000-000	SERVICE EXPENSE									
69110-000	SC-Payroll	2,701.75	3,327.25	625.50	18.80	34,078.34	39,927.00	5,848.66	14.65	39,927.00
69299-000	TOTAL SERVICE EXPENSE	2,701.75	3,327.25	625.50	18.80	34,078.34	39,927.00	5,848.66	14.65	39,927.00
70000-000	OTHER EXPENSES									
73000-000	REPLACEMENT RESERVE									
73100-000	Floor Coverings	1,791.65	2,708.13	916.48	33.84	54,074.48	32,498.00	-21,576.48	-66.39	32,498.00
73120-000	Kitchen Appliances	1,325.10	1,624.62	299.52	18.44	13,725.38	19,495.00	5,769.62	29.60	19,495.00
73170-000	Large Appliance	0.00	1,000.00	1,000.00	100.00	10,850.00	12,000.00	1,150.00	9.58	12,000.00
73550-000	Furn, Fixtures & Equip (T)	0.00	1,750.00	1,750.00	100.00	2,743.53	21,000.00	18,256.47	86.94	21,000.00
73699-000	TOTAL REPLACEMENT RESERVE	3,116.75	7,082.75	3,966.00	56.00	81,393.39	84,993.00	3,599.61	4.24	84,993.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = December 2013

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
78000-000	DEPRECIATION/AMORTIZATION									
78100-000	Depreciation	36,000.00	0.00	-36,000.00	N/A	432,000.00	0.00	-432,000.00	N/A	0.00
78150-000	Amortization	6,076.00	0.00	-6,076.00	N/A	72,912.00	0.00	-72,912.00	N/A	0.00
78199-000	TOTAL DEPR/AMORTIZATION	42,076.00	0.00	-42,076.00	N/A	504,912.00	0.00	-504,912.00	N/A	0.00
83000-000	OTHER CASH PAYMENTS (T)									
83112-000	Replacement Reserve (T)	11,737.50	11,738.00	0.50	0.00	140,850.00	140,856.00	6.00	0.00	140,856.00
83114-000	Mortgage Principal Pymt (T)	20,275.00	20,275.35	0.35	0.00	237,286.65	237,287.00	0.35	0.00	237,287.00
83299-000	TOTAL CASH PAYMENTS	32,012.50	32,013.35	0.85	0.00	378,136.65	378,143.00	6.35	0.00	378,143.00
89990-000	TOTAL EXPENSES	222,406.93	153,668.35	-68,738.58	-44.73	2,679,653.69	1,844,018.00	-835,635.69	-45.32	1,844,018.00
90900-000	NET INCOME	-68,252.65	-1,986.60	-66,266.05	-3,335.65	-835,142.98	-23,837.00	-811,305.98	-3,403.56	-23,837.00

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = December 2013

Book = Accrual

		Balance Dec-13	Balance Nov-13	Net Change
10000-000	ASSET ACCOUNTS			
10100-000	CURRENT ASSETS			
10110-000	Petty Cash	300.00	300.00	0.00
10120-000	Operating Account	145,126.90	149,630.34	-4,503.44
10499-000	TOTAL UNRESTRICTED CASH	145,426.90	149,930.34	-4,503.44
10600-000	RESTRICTED FUNDS			
10690-000	Security Deposits	101,537.91	101,029.33	508.58
10695-000	Security Deposit Acct. (2)	100,000.00	100,000.00	0.00
10699-000	TOTAL RESTRICTED FUNDS	201,537.91	201,029.33	508.58
10700-000	IMPOUNDED FUNDS			
10716-000	Hazard Insurance Impound	84,314.50	78,302.19	6,012.31
10718-000	Eathquake Insurance Impound	8,798.49	35,002.94	-26,204.45
10730-000	Replacement Reserve	607,603.70	595,866.20	11,737.50
10798-000	TOTAL IMPOUNDED FUNDS	700,716.69	709,171.33	-8,454.64
10799-000	TOTAL RESTRICTED FUNDS	902,254.60	910,200.66	-7,946.06
10999-000	TOTAL CASH / CASH EQUIVALENTS	1,047,681.50	1,060,131.00	-12,449.50
11000-000	RECEIVABLES			
11100-000	A/R - From EHM	16,078.84	17,599.99	-1,521.15
11110-000	A/R - LTD Partners	225,000.00	225,000.00	0.00
13910-000	Tenant Accounts Receivable	249.00	249.00	0.00
13999-000	TOTAL RECEIVABLES	241,327.84	242,848.99	-1,521.15
14500-000	PREPAID EXPENSES			
14515-000	Prepaid Property Insurance	0.00	4,163.81	-4,163.81
14525-000	Prepaid Insurance - Other	23,920.66	0.00	23,920.66
14590-000	Miscellaneous Prepaid Expenses	1,828.00	2,768.51	-940.51
14599-000	TOTAL PREPAID EXPENSES	25,748.66	6,932.32	18,816.34
15599-000	TOTAL CURRENT ASSETS	1,314,758.00	1,309,912.31	4,845.69
17499-000	LAND AND FIXED ASSETS			
17800-000	Buildings	15,143,478.47	15,143,478.47	0.00
17805-000	Building Improvements	293,956.61	293,956.61	0.00
17820-000	Other Improvements	116,804.50	116,804.50	0.00
17851-000	Carpeting	125,748.68	125,748.68	0.00
17853-000	Furniture, Fixtures & Equipt	291,718.48	291,718.48	0.00
17950-000	Accumulated Depreciation	-9,618,254.75	-9,582,254.75	-36,000.00
17999-000	TOTAL LAND AND FIXED ASSETS	6,353,451.99	6,389,451.99	-36,000.00
18100-000	OTHER ASSETS			
18132-000	Bond Financing	35,700.00	36,210.00	-510.00
18185-000	Perm. Loan Fees	975,807.71	981,373.71	-5,566.00
18300-000	Refundable Deposits	184,713.00	184,713.00	0.00
19900-000	TOTAL OTHER ASSETS	1,196,220.71	1,202,296.71	-6,076.00
19999-000	**TOTAL ASSETS**	**8,864,430.70**	**8,901,661.01**	**-37,230.31**

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = December 2013

Book = Accrual

		Balance Dec-13	Balance Nov-13	Net Change
20000-000	LIABILITY ACCOUNTS			
20010-000	CURRENT LIABILITIES			
20100-000	Accounts Payable	14,703.41	16,710.32	-2,006.91
20120-000	Accrued Liabilities	14,587.37	21,903.00	-7,315.63
20160-000	Accrued Income Taxes	800.00	733.37	66.63
20199-000	TOTAL AC PAYABLE / ACCR LIABILITIES	30,090.78	39,346.69	-9,255.91
21900-000	SECURITY DEPOSITS			
21910-000	Tenant Security Deposits	156,944.15	156,444.15	500.00
21999-000	TOTAL SECURITY DEPOSITS	156,944.15	156,444.15	500.00
23700-000	INTEREST PAYABLE-Current			
23710-000	Accrued Mortgage Interest	29,279.89	29,279.89	0.00
23799-000	TOTAL INTEREST PAYABLE-Current	29,279.89	29,279.89	0.00
24999-000	TOTAL CURRENT LIABILITY	216,314.82	225,070.73	-8,755.91
25000-000	LONG-TERM LIABILITIES			
25100-000	NOTES AND LOAN PAYABLES			
25120-000	Mortgage Payable	6,151,053.00	6,171,328.00	-20,275.00
25170-000	Loan Payable - City	4,000,000.00	4,000,000.00	0.00
25171-000	Loan Payable-City RDA	225,000.00	225,000.00	0.00
25172-000	Loan Payable - City (II)	2,250,000.00	2,250,000.00	0.00
25499-000	TOTAL NOTES AND LOAN PAYABLES	12,626,053.00	12,646,328.00	-20,275.00
26700-000	INTEREST PAYABLE-LT			
26720-000	Accrued Int - City	6,649,367.00	6,621,326.25	28,040.75
26799-000	TOTAL INTEREST PAYABLE-LT	6,649,367.00	6,621,326.25	28,040.75
29000-000	8000 CONTRA ACCOUNTS (T)			
29112-000	Repl Res-Contra 83112 (T)	140,850.00	129,112.50	11,737.50
29114-000	Mort Prin Pymt-Contra 83114 (T)	237,286.65	217,011.65	20,275.00
29299-000	TOTAL CONTRA ACCTS	378,136.65	346,124.15	32,012.50
29999-000	TOTAL LIABILITIES	19,869,871.47	19,838,849.13	31,022.34
30000-000	EQUITY ACCOUNTS			
30010-000	CAPITAL/FUND BALANCE			
30120-000	Capital Contributions - GP	-10,120,297.79	-10,120,297.79	0.00
30185-000	Syndication Costs	-50,000.00	-50,000.00	0.00
30199-000	TOTAL CAPITAL / FUND BALANCE	-10,170,297.79	-10,170,297.79	0.00
30500-000	EARNINGS			
30510-000	Accumulated Earnings	-835,142.98	-766,890.33	-68,252.65
31199-000	TOTAL EARNINGS	-835,142.98	-766,890.33	-68,252.65
32999-000	**TOTAL EQUITY & LIABILITY**	**8,864,430.70**	**8,901,661.01**	**-37,230.31**

Ridge View Commons

Financial Report
January 2014

Monthly Report for Establishing Net Income

RIDGE VIEW COMMONS	***January 31, 2014***

PART I OPERATING ACCOUNT TRANSACTIONS

1.	BEGINNING BALANCE -	Petty Cash	300.00	
		Cash In Bank	145,126.90	
		(1) OPENING CASH		***145,426.90***
2.	AMOUNTS RECEIVED DURING THE MONTH			
	(a) Rent Collections		143,097.00	
	(b) Interest		0.91	
	(c) Cable TV		5,984.00	
	(d) Other Revenue Collected:			
		Forfeited Security Deposits	-	
		Security Deposit Interest	-	
		Laundry & Vending	854.13	
		Transfer fees	1,000.00	
		Back-ground check	25.00	
		Tenant purchases	-	
		NSF and Late Fees	-	
		Total Income Deposited		**150,961.04**
	(e) Commercial rent - Open Heart Kitchen		900.00	
	(f) Transfer from Replacement Reserve account - CalHFA		-	
		Total Booked Income	**151,861.04**	
		(2) AVAILABLE CASH		***151,861.04***
3.	DISBURSEMENTS MADE DURING THE MONTH			
	(a) Current Expenses		78,838.39	
	(b) Other Disbursements			
	(1)	Monthly Mortgage & Impound payment	56,573.69	
	(2)	Monthly Replacement Reserve transfer	11,737.50	
	(3)	NSF checks & bank charges/adjustments	36.92	
		(3) TOTAL DISBURSEMENTS		***147,186.50***
4.	ADJUSTMENTS -			
		Petty Cash	300.00	
		Cash In Bank	149,801.44	
		(4) ENDING BALANCE		***150,101.44***

PART II OTHER FINANCIAL DATA

1.	ACCOUNTS PAYABLE		$ 18,685.58
2.	OUTSTANDING PURCHASE ORDERS		$ -
3.	TENANT SECURITY DEPOSIT LIABILITY		$ 159,905.15
4.	VACANCY LOSS:	Number of Units	$ 1,207.00
5.	TENANT RECEIVABLE:	Number of Tenants	$ 294.00

<60 DAYS -0- <90 DAYS -0- >90 DAYS -0-

6.	SECURITY DEPOSIT ACCOUNT FUNDED		$ 100,000.00

PART III OTHER STATISTICS 200 UNITS

1.	NUMBER OF VACANT UNITS AT END OF MONTH				0
2.	NUMBER OF RENTED UNITS AT END OF MONTH				200
3.	NUMBER OF RENT FREE UNITS				2
4.	RENTAL ACTIVITY:	Move-Ins	7	Move-Outs	7

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = January 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
51000-000	INCOME									
51100-000	RENTAL INCOME									
51200-000	Tenant Rent	146,518.00	147,572.25	-1,054.25	-0.71	146,518.00	147,572.25	-1,054.25	-0.71	1,770,867.00
51400-000	Stores & Commercial	900.00	900.00	0.00	0.00	900.00	900.00	0.00	0.00	10,800.00
52200-000	Vacancy Loss	-1,207.00	-571.17	-635.83	-111.32	-1,207.00	-571.17	-635.83	-111.32	-6,854.00
52999-000	TOTAL RENTAL INCOME	146,211.00	147,901.08	-1,690.08	-1.14	146,211.00	147,901.08	-1,690.08	-1.14	1,774,813.00
54000-000	FINANCIAL REVENUE									
54100-000	Interest Income	9.66	32.83	-23.17	-70.58	9.66	32.83	-23.17	-70.58	394.00
54999-000	TOTAL FIN REV-UNRESTRICTED	9.66	32.83	-23.17	-70.58	9.66	32.83	-23.17	-70.58	394.00
55100-000	RESTRICTED INCOME									
55200-000	Int - Repl Res	0.00	102.75	-102.75	-100.00	0.00	102.75	-102.75	-100.00	1,233.00
55999-000	TOTAL RESTRICTED INCOME	0.00	102.75	-102.75	-100.00	0.00	102.75	-102.75	-100.00	1,233.00
59000-000	OTHER REVENUE									
59100-000	Laundry & Vending Revenue	854.13	790.50	63.63	8.05	854.13	790.50	63.63	8.05	9,486.00
59255-000	Cable TV	5,984.00	6,281.08	-297.08	-4.73	5,984.00	6,281.08	-297.08	-4.73	75,373.00
59900-000	Other Revenue (Specify)	1,025.00	0.00	1,025.00	N/A	1,025.00	0.00	1,025.00	N/A	0.00
59998-000	TOTAL OTHER REVENUE	7,863.13	7,071.58	791.55	11.19	7,863.13	7,071.58	791.55	11.19	84,859.00
59999-000	TOTAL REVENUE	154,083.79	155,108.24	-1,024.45	-0.66	154,083.79	155,108.24	-1,024.45	-0.66	1,861,299.00
60000-000	EXPENSES									
62000-000	ADMINISTRATIVE EXPENSES									
62100-000	Advertising	0.00	125.00	125.00	100.00	0.00	125.00	125.00	100.00	1,500.00
62500-000	Other Renting Expenses	27.65	73.25	45.60	62.25	27.65	73.25	45.60	62.25	879.00
63100-000	Office Salaries	2,673.80	2,678.58	4.78	0.18	2,673.80	2,678.58	4.78	0.18	32,143.00
63110-000	Office Supplies	407.30	660.00	252.70	38.29	407.30	660.00	252.70	38.29	7,920.00
63115-000	Postage/Delivery	0.00	80.83	80.83	100.00	0.00	80.83	80.83	100.00	970.00
63200-000	Management Fee	6,300.00	6,300.00	0.00	0.00	6,300.00	6,300.00	0.00	0.00	75,600.00
63300-000	Manager Salary	5,985.52	6,074.75	89.23	1.47	5,985.52	6,074.75	89.23	1.47	72,897.00
63310-000	Staff Rent Free Unit	1,920.00	1,920.00	0.00	0.00	1,920.00	1,920.00	0.00	0.00	23,040.00
63400-000	Legal Expense	0.00	125.00	125.00	100.00	0.00	125.00	125.00	100.00	1,500.00
63500-000	Audit/Tax Preparation	710.00	751.67	41.67	5.54	710.00	751.67	41.67	5.54	9,020.00
63510-000	Accounting Services	1,900.00	1,900.00	0.00	0.00	1,900.00	1,900.00	0.00	0.00	22,800.00
63600-000	Telephone/Answering Service	1,067.66	1,059.00	-8.66	-0.82	1,067.66	1,059.00	-8.66	-0.82	12,708.00
63750-000	Bank Charges	80.87	107.42	26.55	24.72	80.87	107.42	26.55	24.72	1,289.00
63760-000	Payroll Costs	671.59	713.83	42.24	5.92	671.59	713.83	42.24	5.92	8,566.00
63920-000	Computer Support & Equipment	228.51	215.75	-12.76	-5.91	228.51	215.75	-12.76	-5.91	2,589.00
63990-000	Other Miscellaneous	0.00	55.42	55.42	100.00	0.00	55.42	55.42	100.00	665.00
63999-000	TOTAL ADMIN EXPENSE	21,972.90	22,840.50	867.60	3.80	21,972.90	22,840.50	867.60	3.80	274,086.00
64000-000	UTILITIES EXPENSE									
64500-000	Electricity	2,268.33	2,747.92	479.59	17.45	2,268.33	2,747.92	479.59	17.45	32,975.00
64510-000	Water	7,000.00	7,978.50	978.50	12.26	7,000.00	7,978.50	978.50	12.26	95,742.00
64520-000	Gas	2,815.20	1,983.75	-831.45	-41.91	2,815.20	1,983.75	-831.45	-41.91	23,805.00
64900-000	Cable TV	6,384.41	6,255.00	-129.41	-2.07	6,384.41	6,255.00	-129.41	-2.07	75,060.00
64999-000	TOTAL UTILITIES EXP	18,467.94	18,965.17	497.23	2.62	18,467.94	18,965.17	497.23	2.62	227,582.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = January 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
65000-000	OPERATING & MAINT EXPENSE									
65100-000	Janitor & Cleaning Payroll	2,508.23	2,357.50	-150.73	-6.39	2,508.23	2,357.50	-150.73	-6.39	28,290.00
65140-000	Janitor & Cleaning Contract	260.73	1,581.08	1,320.35	83.51	260.73	1,581.08	1,320.35	83.51	18,973.00
65150-000	Janitor & Cleaning Supplies	351.78	302.83	-48.95	-16.16	351.78	302.83	-48.95	-16.16	3,634.00
65190-000	Exterminating Contract	496.00	468.33	-27.67	-5.91	496.00	468.33	-27.67	-5.91	5,620.00
65250-000	Rubbish Removal	4,087.37	4,368.33	280.96	6.43	4,087.37	4,368.33	280.96	6.43	52,420.00
65300-000	Security Payroll/Contract	0.00	503.17	503.17	100.00	0.00	503.17	503.17	100.00	6,038.00
65370-000	Grounds Contract	3,078.00	3,914.00	836.00	21.36	3,078.00	3,914.00	836.00	21.36	46,968.00
65400-000	Maintenance Payroll	8,152.46	7,512.33	-640.13	-8.52	8,152.46	7,512.33	-640.13	-8.52	90,148.00
65410-000	Maintenance Supplies	1,170.39	1,714.67	544.28	31.74	1,170.39	1,714.67	544.28	31.74	20,576.00
65420-000	Repair Contract	1,728.66	3,326.00	1,597.34	48.03	1,728.66	3,326.00	1,597.34	48.03	39,912.00
65450-000	Elevator Maintenance/Contract	0.00	1,060.50	1,060.50	100.00	0.00	1,060.50	1,060.50	100.00	12,726.00
65460-000	HVAC Repairs/Maint	498.00	899.42	401.42	44.63	498.00	899.42	401.42	44.63	10,793.00
65600-000	Decorating Contract	0.00	1,928.92	1,928.92	100.00	0.00	1,928.92	1,928.92	100.00	23,147.00
65610-000	Decorating Supplies	263.56	478.33	214.77	44.90	263.56	478.33	214.77	44.90	5,740.00
65999-000	TOTAL OP & MAINT EXP.	22,595.18	30,415.41	7,820.23	25.71	22,595.18	30,415.41	7,820.23	25.71	364,985.00
67000-000	TAXES & INSURANCE									
67110-000	Payroll Taxes	3,534.92	1,895.00	-1,639.92	-86.54	3,534.92	1,895.00	-1,639.92	-86.54	22,740.00
67120-000	State Taxes	66.67	66.67	0.00	0.00	66.67	66.67	0.00	0.00	800.00
67200-000	Property & Liability Insurance	4,860.00	5,489.42	629.42	11.47	4,860.00	5,489.42	629.42	11.47	65,873.00
67220-000	Workmen's Compensation	2,273.98	1,845.67	-428.31	-23.21	2,273.98	1,845.67	-428.31	-23.21	22,148.00
67230-000	Health Insurance	1,592.99	2,789.08	1,196.09	42.88	1,592.99	2,789.08	1,196.09	42.88	33,469.00
67290-000	Other Insurance (Specify)	2,392.00	2,282.75	-109.25	-4.79	2,392.00	2,282.75	-109.25	-4.79	27,393.00
67599-000	TOTAL TAX & INSURANCE	14,720.56	14,368.59	-351.97	-2.45	14,720.56	14,368.59	-351.97	-2.45	172,423.00
68000-000	FINANCIAL ACCOUNTS									
68200-000	Interest on Mortgage Payable	28,192.33	28,192.33	0.00	0.00	28,192.33	28,192.33	0.00	0.00	332,051.50
68245-000	Interest - City Loans	28,010.75	0.00	-28,010.75	N/A	28,010.75	0.00	-28,010.75	N/A	0.00
68599-000	TOTAL FINANCIAL ACCOUNTS	56,203.08	28,192.33	-28,010.75	-99.36	56,203.08	28,192.33	-28,010.75	-99.36	332,051.50
69000-000	SERVICE EXPENSE									
69110-000	SC-Payroll	2,520.96	2,878.67	357.71	12.43	2,520.96	2,878.67	357.71	12.43	34,544.00
69299-000	TOTAL SERVICE EXPENSE	2,520.96	2,878.67	357.71	12.43	2,520.96	2,878.67	357.71	12.43	34,544.00
70000-000	OTHER EXPENSES									
73000-000	REPLACEMENT RESERVE									
73100-000	Floor Coverings	6,072.36	5,062.92	-1,009.44	-19.94	6,072.36	5,062.92	-1,009.44	-19.94	60,755.00
73120-000	Kitchen Appliances	687.79	934.08	246.29	26.37	687.79	934.08	246.29	26.37	11,209.00
73170-000	Large Appliance	0.00	870.75	870.75	100.00	0.00	870.75	870.75	100.00	10,449.00
73550-000	Furn, Fixtures & Equip (T)	0.00	387.50	387.50	100.00	0.00	387.50	387.50	100.00	4,650.00
73699-000	TOTAL REPLACEMENT RESERVE	6,760.15	7,255.25	495.10	6.82	6,760.15	7,255.25	495.10	6.82	87,063.00
78000-000	DEPRECIATION/AMORTIZATION									
78100-000	Depreciation	36,000.00	0.00	-36,000.00	N/A	36,000.00	0.00	-36,000.00	N/A	0.00
78150-000	Amortization	6,075.25	0.00	-6,075.25	N/A	6,075.25	0.00	-6,075.25	N/A	0.00
78199-000	TOTAL DEPR/AMORTIZATION	42,075.25	0.00	-42,075.25	N/A	42,075.25	0.00	-42,075.25	N/A	0.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = January 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
83000-000	OTHER CASH PAYMENTS (T)									
83112-000	Replacement Reserve (T)	11,737.50	11,738.00	0.50	0.00	11,737.50	11,738.00	0.50	0.00	140,856.00
83114-000	Mortgage Principal Pymt (T)	20,367.92	20,367.92	0.00	0.00	20,367.92	20,367.92	0.00	0.00	250,671.50
83299-000	TOTAL CASH PAYMENTS	32,105.42	32,105.92	0.50	0.00	32,105.42	32,105.92	0.50	0.00	391,527.50
89990-000	TOTAL EXPENSES	217,421.44	157,021.84	-60,399.60	-38.47	217,421.44	157,021.84	-60,399.60	-38.47	1,884,262.00
90900-000	NET INCOME	-63,337.65	-1,913.60	-61,424.05	-3,209.87	-63,337.65	-1,913.60	-61,424.05	-3,209.87	-22,963.00

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = January 2014

Book = Accrual

		Balance Jan-14	Balance Dec-13	Net Change
10000-000	ASSET ACCOUNTS			
10100-000	CURRENT ASSETS			
10110-000	Petty Cash	300.00	300.00	0.00
10120-000	Operating Account	149,801.44	145,126.90	4,674.54
10122-000	Payroll Account	16,120.44	16,078.84	41.60
10499-000	TOTAL UNRESTRICTED CASH	166,221.88	161,505.74	4,716.14
10600-000	RESTRICTED FUNDS			
10690-000	Security Deposits	107,666.66	101,537.91	6,128.75
10695-000	Security Deposit Acct. (2)	100,000.00	100,000.00	0.00
10699-000	TOTAL RESTRICTED FUNDS	207,666.66	201,537.91	6,128.75
10700-000	IMPOUNDED FUNDS			
10716-000	Hazard Insurance Impound	90,326.81	84,314.50	6,012.31
10718-000	Eathquake Insurance Impound	11,298.70	8,798.49	2,500.21
10730-000	Replacement Reserve	619,341.20	607,603.70	11,737.50
10798-000	TOTAL IMPOUNDED FUNDS	720,966.71	700,716.69	20,250.02
10799-000	TOTAL RESTRICTED FUNDS	928,633.37	902,254.60	26,378.77
10999-000	TOTAL CASH / CASH EQUIVALENTS	1,094,855.25	1,063,760.34	31,094.91
11000-000	RECEIVABLES			
11110-000	A/R - LTD Partners	225,000.00	225,000.00	0.00
13910-000	Tenant Accounts Receivable	294.00	0.00	294.00
13999-000	TOTAL RECEIVABLES	225,294.00	225,000.00	294.00
14500-000	PREPAID EXPENSES			
14525-000	Prepaid Insurance - Other	21,528.66	23,920.66	-2,392.00
14590-000	Miscellaneous Prepaid Expenses	1,599.49	1,828.00	-228.51
14599-000	TOTAL PREPAID EXPENSES	23,128.15	25,748.66	-2,620.51
15599-000	TOTAL CURRENT ASSETS	1,343,277.40	1,314,509.00	28,768.40
17499-000	LAND AND FIXED ASSETS			
17800-000	Buildings	15,143,478.47	15,143,478.47	0.00
17805-000	Building Improvements	293,956.61	293,956.61	0.00
17820-000	Other Improvements	116,804.50	116,804.50	0.00
17851-000	Carpeting	125,748.68	125,748.68	0.00
17853-000	Furniture, Fixtures & Equipt	315,457.51	315,457.51	0.00
17950-000	Accumulated Depreciation	-9,659,930.74	-9,623,930.74	-36,000.00
17999-000	TOTAL LAND AND FIXED ASSETS	6,335,515.03	6,371,515.03	-36,000.00
18100-000	OTHER ASSETS			
18132-000	Bond Financing	35,190.00	35,700.00	-510.00
18185-000	Perm. Loan Fees	970,251.46	975,816.71	-5,565.25
18300-000	Refundable Deposits	176,951.00	176,951.00	0.00
19900-000	TOTAL OTHER ASSETS	1,182,392.46	1,188,467.71	-6,075.25
19999-000	**TOTAL ASSETS**	**8,861,184.89**	**8,874,491.74**	**-13,306.85**

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = January 2014

Book = Accrual

		Balance Jan-14	Balance Dec-13	Net Change
20000-000	LIABILITY ACCOUNTS			
20010-000	CURRENT LIABILITIES			
20100-000	Accounts Payable	18,685.58	26,000.70	-7,315.12
20120-000	Accrued Liabilities	20,570.00	6,000.00	14,570.00
20160-000	Accrued Income Taxes	866.67	800.00	66.67
20199-000	TOTAL AC PAYABLE / ACCR LIABILITIES	40,122.25	32,800.70	7,321.55
21900-000	SECURITY DEPOSITS			
21910-000	Tenant Security Deposits	159,905.15	156,944.15	2,961.00
21999-000	TOTAL SECURITY DEPOSITS	159,905.15	156,944.15	2,961.00
23700-000	INTEREST PAYABLE-Current			
23710-000	Accrued Mortgage Interest	28,192.33	28,192.33	0.00
23799-000	TOTAL INTEREST PAYABLE-Current	28,192.33	28,192.33	0.00
24999-000	TOTAL CURRENT LIABILITY	228,219.73	217,937.18	10,282.55
25000-000	LONG-TERM LIABILITIES			
25100-000	NOTES AND LOAN PAYABLES			
25120-000	Mortgage Payable	6,130,685.08	6,151,053.00	-20,367.92
25170-000	Loan Payable - City	4,000,000.00	4,000,000.00	0.00
25171-000	Loan Payable-City RDA	225,000.00	225,000.00	0.00
25172-000	Loan Payable - City (II)	2,250,000.00	2,250,000.00	0.00
25499-000	TOTAL NOTES AND LOAN PAYABLES	12,605,685.08	12,626,053.00	-20,367.92
26700-000	INTEREST PAYABLE-LT			
26720-000	Accrued Int - City	6,677,013.75	6,649,003.00	28,010.75
26799-000	TOTAL INTEREST PAYABLE-LT	6,677,013.75	6,649,003.00	28,010.75
29000-000	8000 CONTRA ACCOUNTS (T)			
29112-000	Repl Res-Contra 83112 (T)	11,737.50	0.00	11,737.50
29114-000	Mort Prin Pymt-Contra 83114 (T)	20,367.92	0.00	20,367.92
29299-000	TOTAL CONTRA ACCTS	32,105.42	0.00	32,105.42
29999-000	TOTAL LIABILITIES	19,543,023.98	19,492,993.18	50,030.80
30000-000	EQUITY ACCOUNTS			
30010-000	CAPITAL/FUND BALANCE			
30120-000	Capital Contributions - GP	-10,120,297.79	-10,120,297.79	0.00
30185-000	Syndication Costs	-50,000.00	-50,000.00	0.00
30199-000	TOTAL CAPITAL / FUND BALANCE	-10,170,297.79	-10,170,297.79	0.00
30500-000	EARNINGS			
30510-000	Accumulated Earnings	-511,541.30	-448,203.65	-63,337.65
31199-000	TOTAL EARNINGS	-511,541.30	-448,203.65	-63,337.65
32999-000	**TOTAL EQUITY & LIABILITY**	**8,861,184.89**	**8,874,491.74**	**-13,306.85**

Kottinger Place

Financial Report
December 2013

VARIANCE REPORT
KOTTINGER PLACE – December 2013

PROJECT REVENUE

Actual: $27,270.25 Budget: $23,599.08 Variance: $3,671.17

The positive variance represents a combination of no vacancy loss, a larger than anticipated amount for the monthly Operating Subsidy, and slightly higher than budgeted rental income.

ADMINISTRATIVE EXPENSES

Actual: $7,848.43 Budget: $7,765.67 Variance: $(82.76)

Administrative expenses are substantially on budget for both the month and YTD.

UTILITIES

Actual: $5,606.44 Budget: $5,629.50 Variance: $23.06

Expenses for utilities are at budgeted amounts, however the statement for water/sewer did not arrive before the end of the accounting period. PG&E expenses in this accounting period cover two months of site expenses. In aggregate, the Utility Expense category has a positive variance of $4,639.28, only part of which will be neutralized when the water/sewer bill is received.

OPERATING & MAINTENANCE

Actual: $9,057.40 Budget: $6,484.23 Variance: $(2,573.17)

Expenses for operating & maintenance are over budget due to a higher than anticipated maintenance payroll (payment of annual budgeted bonuses), and removal and trimming of trees.

TOTAL EXPENSES

Actual: $26,454.89 Budget: $22,721.41 Variance: $(3,733.48)

Month-to-Date Net Income for December is $815.35

Year-to-Date Net Income is $29,202.55 The budget YTD is $7,510.02

Cash on Hand at the end of the month: $61,166.62

Variance Report completed by Barry Cammer

OPERATING ACCOUNT

MONTHLY REPORT FOR ESTABLISHING NET INCOME

	KOTTINGER PLACE	
MONTH COVERED **December 2013**	PREPARED BY Melody Martini	TELEPHONE NUMBER (925) 627-7000

	OPER ACCOUNT			
	Kottinger	2009 Cap Fund	2010 Cap Fund	Total
1. Cash on Hand and in the Bank Beginning of the Month				
(1) OPENING CASH	$59,867.40	$0.00	$0.00	$59,867.40
2. Amounts Received During the Month				
(a) Tenants Apartment Rent	$15,060.00	$0.00	$0.00	$15,060.00
(b) Cable TV	$0.00	$0.00	$0.00	$0.00
(c) Laundry	$0.00	$0.00	$0.00	$0.00
(d) S/D Deposited to Wrong Acct	$0.00	$0.00	$0.00	$0.00
(e) Transfer of 2009 Cap Fund	$0.00	$979.10	$0.00	$979.10
(f) Operating Funds	$12,096.50	$0.00	$0.00	$12,096.50
(2) TOTAL RECEIPTS	$27,156.50	$979.10	$0.00	$28,135.60
3. Disbursements Made During the Month				
(a) Routine Operations	$25,857.28	$0.00	$0.00	$25,857.28
(b) Flooring Replacements	$0.00	$500.00	$0.00	$500.00
(c) Blind Replacements	$0.00	$97.61	$0.00	$97.61
(d) Appliance Replacements	$0.00	$0.00	$0.00	$0.00
(e) Heating, Cooling Replacement	$0.00	$0.00	$0.00	$0.00
(f) Copier	$0.00	$381.49	$0.00	$381.49
(3) TOTAL DISBURSEMENTS	$25,857.28	$979.10	$0.00	$26,836.38
Bank Error	$0.00	$0.00	$0.00	$0.00
4. Cash on Hand and in the Bank, End of Month (Line 1+line 2 - line 3)	$61,166.62	$0.00	$0.00	$61,166.62

5. Monthly Rent Potential	$15,061.00			Reserve Accounts
6. (a) Accounts Receivable	$85.00			United American Bank
				$55,113.95
				Bay Commercial
7. Accounts Payable				$215,275.20
(a) Routine	$20,196.22			2009 Capital Acct
				Sonoma
				$33,424.71
		MTD	YTD	2010 Capital Acct
8. (a) No. of Units Vacant	0	$0.00	$246.00	Sonoma
(b) No. of Units Occupied	49			$55,392.63
(c) No. of Free Rent Units	1			2011 Capital Acct
				Sonoma
9. Tenants' Security Deposits				$47,712.43
(a) Liability to date	$11,799.00			2012 Capital Acct
(b) S/D Checking Acct.-SB	$3,586.92			Sonoma
(c) S/D CD	$8,501.21			$43,133.83

I hereby certify that this is a true and correct report

SIGNATURE	ASSET MANAGER	DATE

KOTTINGER PLACE

SUMMARY OF CASH ACCOUNTS

December-13

UNRESTRICTED FUNDS

Operating Checking Account	
Sonoma Bank - Sterling	$ 61,166.62
Petty Cash	$ 300.00
TOTAL OF UNRESTRICTED FUNDS	**$ 61,466.62**

RESTRICTED FUNDS

TENANTS' SECURITY DEPOSITS

Security Deposit - Sonoma Bank	$ 3,586.92
Security Deposit - Sonoma Bank .15% 10/22/13	$ 8,501.21
Total	$ 12,088.13

RESERVE ACCOUNTS

Money Market, United American Bank .20%	$ 55,113.95
Money Market- Bay Commercial APY .64%	$ 215,275.20
Total	$ 270,389.15

CAPITAL ACCOUNTS

2009 Money Market - Sonoma Bank .10%	$ 33,424.71
2010 Money Market - Sonoma Bank .10%	$ 55,392.63
2011 Money Market - Sonoma Bank .10%	$ 47,712.43
2012 Money Market - Sonoma Bank .10%	$ 43,133.83
Total	$ 88,817.34

TOTAL OF RESTRICTED FUNDS	$ 371,294.62

TOTAL OF ALL CASH	**$ 432,761.24**

PROPERTY: Kottinger Place

Accounting Month/Year: Dec-13

	Capital Funds 2009	Capital Funds 2010	Capital Funds 2011	Capital Funds 2012
Original Funds Rec'd:	56,405.00	55,201.00	47,694.00	43,118.00
Last Month Balance:	34,400.98	55,388.08	47,708.51	43,130.29

ITEM AND LOCATION			PURCHASE INFORMATION				PAYMENT INFORMATION				CAPITAL FUND INFORMATION		Capital Funds 2009			Capital Funds 2010			Capital Funds 2011			Capital Funds 2012		
Description	Serial Number	Unit Number	Vendor/ Contractor	Invoice Date	Invoice Number	Purchase Price	Check Number	Check Date	Check Amount	General Ledger #	Capital Fund Year	Date Transferred to Operating	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount
Vinyl		48	DT Floormasters	12/3/13	337635	500.00	5236	12/13/13		6563	2009	12/20/13	500.00	2.83	33,903.81	0.00	4.55	55,392.63	0.00	3.92	47,712.43	0.00	3.54	43,133.83
Blinds		8	HD Supply Facilities Main	12/9/13	9126498419	37.91	5237	12/13/13		6562	2009	12/20/13	37.91		33,865.90	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
Blinds		8	HD Supply Facilities Main	12/9/13	9126568695	59.70	5237	12/13/13		6562	2009	12/20/13	59.70		33,806.20	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
Copier	U6308K3N5	Office	Staples	12/18/13	6035517815937390	381.49	5248	12/20/13		1430	2009	12/20/13	381.49		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
													0.00		33,424.71	0.00		55,392.63	0.00		47,712.43	0.00		43,133.83
Sub-Total (This Page Only)						**979.10**							**979.10**	**2.83**		**0.00**	**4.55**		**0.00**	**3.92**		**0.00**	**3.54**	
Grand Total(all pages)																								

Budget Comparison

December 2013
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RENT REVENUE									
RENT - APARTMENT	15,056.00	13,599.08	1,456.92	10.71	86,334.00	81,594.48	4,739.52	5.81	163,189.00
PREPAID RENT INCOME	4.00	0.00	4.00	0.00	8.00	0.00	8.00	0.00	0.00
TOTAL RENT REVENUE	**15,060.00**	**13,599.08**	**1,460.92**	**10.74**	**86,342.00**	**81,594.48**	**4,747.52**	**5.82**	**163,189.00**
VACANCIES									
APARTMENT VACANCIES	0.00	0.00	0.00	0.00	-227.00	0.00	-227.00	0.00	0.00
TOTAL VACANCIES	**0.00**	**0.00**	**0.00**	**0.00**	**-227.00**	**0.00**	**-227.00**	**0.00**	**0.00**
TOTAL RENT REVENUE LESS VAC	**15,060.00**	**13,599.08**	**1,460.92**	**10.74**	**86,115.00**	**81,594.48**	**4,520.52**	**5.54**	**163,189.00**
ELDERLY AND CONGREGATE SVCS INCOI									
CABLE TV	0.00	-125.00	125.00	-100.00	0.00	-750.00	750.00	-100.00	-1,500.00
TOTAL ELDERLY AND CONGREGATE SVC	**0.00**	**-125.00**	**125.00**	**-100.00**	**0.00**	**-750.00**	**750.00**	**-100.00**	**-1,500.00**
FINANCIAL REVENUE									
CAPITAL INTEREST	14.84	8.33	6.51	78.15	71.95	49.98	21.97	43.96	100.00
OPERATING RESERVE INTEREST	98.91	116.67	-17.76	-15.22	462.10	700.02	-237.92	-33.99	1,400.00
PROJECT IMPROVEMENT INTEREST	0.00	0.00	0.00	0.00	7.86	0.00	7.86	0.00	0.00
TOTAL FINANCIAL REVENUE	**113.75**	**125.00**	**-11.25**	**-9.00**	**541.91**	**750.00**	**-208.09**	**-27.75**	**1,500.00**
OTHER REVENUE									
LAUNDRY AND VENDING	0.00	0.00	0.00	0.00	1,640.00	0.00	1,640.00	0.00	0.00
HUD OPERATING FUNDS	12,096.50	10,000.00	2,096.50	20.97	70,935.34	60,000.00	10,935.34	18.23	120,000.00
TOTAL OTHER REVENUE	**12,096.50**	**10,000.00**	**2,096.50**	**20.97**	**72,575.34**	**60,000.00**	**12,575.34**	**20.96**	**120,000.00**
TOTAL REVENUE	**27,270.25**	**23,599.08**	**3,671.17**	**15.56**	**159,232.25**	**141,594.48**	**17,637.77**	**12.46**	**283,189.00**
PROJECT EXPENSES									
MKTG AND RENTING EXPENSES									

Budget Comparison

December 2013
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
ADVERTISING-SIGNS	25.05	0.00	-25.05	0.00	25.05	0.00	-25.05	0.00	0.00
ADVERTISING-INTERNET	80.00	0.00	-80.00	0.00	480.00	0.00	-480.00	0.00	0.00
RESIDENT SCREENING	0.00	12.50	12.50	100.00	23.65	75.00	51.35	68.47	150.00
TOTAL MKTG AND RENTING EXPENSES	**105.05**	**12.50**	**-92.55**	**-740.40**	**528.70**	**75.00**	**-453.70**	**-604.93**	**150.00**
ADMINISTRATIVE EXPENSES									
PAYROLL-PROCESSING FEE	253.85	195.08	-58.77	-30.13	1,227.72	1,170.48	-57.24	-4.89	2,341.00
OFFICE SALARIES	1,177.87	0.00	-1,177.87	0.00	5,708.91	0.00	-5,708.91	0.00	0.00
OFFICE SUPPLIES	79.20	116.75	37.55	32.16	322.82	700.50	377.68	53.92	1,401.00
COPIER CONTRACTS	33.05	0.00	-33.05	0.00	109.60	0.00	-109.60	0.00	0.00
COPIER PAPER AND SUPPLIES	0.00	0.00	0.00	0.00	149.72	0.00	-149.72	0.00	0.00
SITE EXPENSES FOR POSTAGE	0.00	35.17	35.17	100.00	110.40	211.02	100.62	47.68	422.00
MANAGEMENT FEE	2,100.00	2,100.00	0.00	0.00	12,600.00	12,600.00	0.00	0.00	25,200.00
POSTAGE BAMC FEE	38.77	0.00	-38.77	0.00	53.49	0.00	-53.49	0.00	0.00
ADMINISTRATOR SALARY	3,396.41	3,817.42	421.01	11.03	19,418.84	22,904.52	3,485.68	15.22	45,809.00
AUDIT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,450.00
TELEPHONE AND ANSWERING SVC	671.91	386.75	-285.16	-73.73	2,360.02	2,320.50	-39.52	-1.70	4,641.00
BAD DEBT EXPENSE	0.00	166.67	166.67	100.00	0.00	1,000.02	1,000.02	100.00	2,000.00
MISC ADMINISTRATIVE EXP	23.37	214.50	191.13	89.10	260.44	1,287.00	1,026.56	79.76	2,574.00
TRAINING/SEMINAR EXPENSE	0.00	500.00	500.00	100.00	863.00	1,500.00	637.00	42.47	1,500.00
COMPUTER SOFTWARE AND LICENSE	74.00	233.33	159.33	68.29	2,338.12	1,399.98	-938.14	-67.01	2,800.00
DUES/SUBSCRIPTIONS/MEMBERSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
TOTAL ADMINISTRATIVE EXPENSE	**7,848.43**	**7,765.67**	**-82.76**	**-1.07**	**45,523.08**	**45,094.02**	**-429.06**	**-0.95**	**98,248.00**
UTILITY EXPENSE									
ELECTRICITY	3,012.47	2,078.00	-934.47	-44.97	13,034.39	12,468.00	-566.39	-4.54	24,936.00
WATER	0.00	921.58	921.58	100.00	4,831.95	5,529.48	697.53	12.61	11,059.00
GAS	2,593.97	1,823.17	-770.80	-42.28	6,299.74	10,939.02	4,639.28	42.41	21,878.00

Budget Comparison

December 2013
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
SEWER	0.00	806.75	806.75	100.00	3,709.50	4,840.50	1,131.00	23.37	9,681.00
TOTAL UTILITIES	**5,606.44**	**5,629.50**	**23.06**	**0.41**	**27,875.58**	**33,777.00**	**5,901.42**	**17.47**	**67,554.00**
OPERATING AND MAINTENANCE EXPENS									
CARPET CLEANING CONTRACT	0.00	75.00	75.00	100.00	430.00	450.00	20.00	4.44	900.00
CUSTODIAL SUPPLIES	0.00	53.67	53.67	100.00	428.95	322.02	-106.93	-33.21	644.00
EXTERMINATING SUPPLIES	0.00	0.00	0.00	0.00	56.60	0.00	-56.60	0.00	0.00
EXTERMINATING CONTRACT	330.00	0.00	-330.00	0.00	1,155.00	0.00	-1,155.00	0.00	0.00
CONTRACTS	0.00	250.00	250.00	100.00	0.00	1,500.00	1,500.00	100.00	3,000.00
GARBAGE AND TRASH REMOVAL	352.33	339.33	-13.00	-3.83	2,235.57	2,035.98	-199.59	-9.80	4,072.00
SECURITY SUPPLIES	0.00	4.58	4.58	100.00	5.42	27.48	22.06	80.28	55.00
SECURITY - CONTRACTS	0.00	34.33	34.33	100.00	240.04	205.98	-34.06	-16.54	412.00
GROUNDS SUPPLIES	0.00	222.08	222.08	100.00	499.13	1,332.48	833.35	62.54	2,665.00
GROUNDS CONTRACT	3,615.00	1,137.33	-2,477.67	-217.85	9,190.00	6,823.98	-2,366.02	-34.67	13,648.00
TOOLS	0.00	0.00	0.00	0.00	446.69	0.00	-446.69	0.00	0.00
MAINTENANCE PAYROLL	3,427.96	2,708.08	-719.88	-26.58	12,953.33	16,248.48	3,295.15	20.28	32,497.00
REPAIRS SUPPLIES	59.58	289.25	229.67	79.40	863.16	1,735.50	872.34	50.26	3,471.00
REPAIRS CONTRACT	0.00	118.67	118.67	100.00	900.56	712.02	-188.54	-26.48	1,424.00
ELECTRICAL SUPPLIES	21.23	149.50	128.27	85.80	108.31	897.00	788.69	87.93	1,794.00
ELECTRICAL CONTRACTS	0.00	166.67	166.67	100.00	0.00	1,000.02	1,000.02	100.00	2,000.00
HEATING/COOLING MAINT SUPPLIES	0.00	71.58	71.58	100.00	95.73	429.48	333.75	77.71	859.00
HEATING/COOLING MAINT CONTRACT	0.00	16.67	16.67	100.00	0.00	100.02	100.02	100.00	200.00
APPLIANCE REPAIR SUPPLIES	0.00	15.58	15.58	100.00	585.95	93.48	-492.47	-526.82	187.00
APPLIANCE REPAIR CONTRACTS	142.00	0.00	-142.00	0.00	142.00	0.00	-142.00	0.00	0.00
PLUMBING SUPPLIES	305.03	190.50	-114.53	-60.12	1,081.20	1,143.00	61.80	5.41	2,286.00
PLUMBING CONTRACT	0.00	225.33	225.33	100.00	122.50	1,351.98	1,229.48	90.94	2,704.00
DECORATING SUPPLIES	0.00	106.25	106.25	100.00	550.81	637.50	86.69	13.60	1,275.00
DECORATING CONTRACT	0.00	0.00	0.00	0.00	275.00	0.00	-275.00	0.00	0.00

Budget Comparison

December 2013
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
WINDOW COVERING REPLACEMENT	97.61	0.00	-97.61	0.00	334.96	0.00	-334.96	0.00	0.00
FLOORING REPLACEMENT	500.00	0.00	-500.00	0.00	1,387.51	0.00	-1,387.51	0.00	0.00
APPLIANCE REPLACEMENT	0.00	0.00	0.00	0.00	1,299.77	0.00	-1,299.77	0.00	0.00
CABINET/COUNTERTOP REPLACEMEN	0.00	0.00	0.00	0.00	272.05	0.00	-272.05	0.00	0.00
GAS OIL AND GREASE	25.00	0.00	-25.00	0.00	110.00	0.00	-110.00	0.00	0.00
MILEAGE REIMBURSEMENT	0.00	113.58	113.58	100.00	127.60	681.48	553.88	81.28	1,363.00
MAINTENANCE LAUNDRY SERVICE	116.67	0.00	-116.67	0.00	745.46	0.00	-745.46	0.00	0.00
MISC OPERATING EXPENSES	0.00	143.17	143.17	100.00	0.00	859.02	859.02	100.00	1,718.00
CABLE TV	64.99	53.08	-11.91	-22.44	389.94	318.48	-71.46	-22.44	637.00
TOTAL OPERATING AND MAINTENANCE	**9,057.40**	**6,484.23**	**-2,573.17**	**-39.68**	**37,033.24**	**38,905.38**	**1,872.14**	**4.81**	**77,811.00**
TAXES AND INSURANCE									
PAYROLL TAXES	715.91	576.75	-139.16	-24.13	3,803.60	3,460.50	-343.10	-9.91	6,921.00
MISC. TAX LICENSE AND PERMITS	0.00	0.00	0.00	0.00	60.00	0.00	-60.00	0.00	0.00
WORKER'S COMP. INSURANCE	865.22	753.42	-111.80	-14.84	4,212.47	4,520.52	308.05	6.81	9,041.00
HEALTH INS/EMPLOYEE BENEFITS	1,200.28	994.92	-205.36	-20.64	5,788.97	5,969.52	180.55	3.02	11,939.00
401-K EMPLOYEE BENEFITS	0.00	186.00	186.00	100.00	0.00	372.00	372.00	100.00	744.00
TOTAL TAXES AND INSURANCE	**2,781.41**	**2,511.09**	**-270.32**	**-10.77**	**13,865.04**	**14,322.54**	**457.50**	**3.19**	**28,645.00**
ELDERLY AND CONGREGATE SVC									
DIETARY SERVICES									
FOOD AND BEVERAGES	0.00	0.00	0.00	0.00	749.23	0.00	-749.23	0.00	0.00
FOOD-SPECIAL EVENTS	146.08	0.00	-146.08	0.00	627.23	0.00	-627.23	0.00	0.00
TOTAL DIETARY SERVICES	**146.08**	**0.00**	**-146.08**	**0.00**	**1,376.46**	**0.00**	**-1,376.46**	**0.00**	**0.00**
SENIOR LIVING SERVICES									
RECREATION/ACTIVITY SERVICES									

Budget Comparison

December 2013
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RECREATION/ACTIVITY-SUPPLIES	90.70	117.92	27.22	23.08	108.77	707.52	598.75	84.63	1,415.00
SERVICE COORDINATOR	819.38	200.50	-618.88	-308.67	3,718.83	1,203.00	-2,515.83	-209.13	2,406.00
TOTAL RECREATION/ACTIVITY SERVICES	**910.08**	**318.42**	**-591.66**	**-185.81**	**3,827.60**	**1,910.52**	**-1,917.08**	**-100.34**	**3,821.00**
TOTAL ELDERLY AND CONGREGATE SVC	**1,056.16**	**318.42**	**-737.74**	**-231.69**	**5,204.06**	**1,910.52**	**-3,293.54**	**-172.39**	**3,821.00**
TOTAL PROJECT EXPENSES	**26,454.89**	**22,721.41**	**-3,733.48**	**-16.43**	**130,029.70**	**134,084.46**	**4,054.76**	**3.02**	**276,229.00**
NET PROFIT/LOSS	**815.36**	**877.67**	**-62.31**	**-7.10**	**29,202.55**	**7,510.02**	**21,692.53**	**288.85**	**6,960.00**
ADJUSTMENTS									
BUILDING EQUIPMENT - FIXED	-381.49	0.00	-381.49	0.00	-381.49	0.00	-381.49	0.00	0.00
TOTAL FIXED ASSETS	**-381.49**	**0.00**	**-381.49**	**0.00**	**-381.49**	**0.00**	**-381.49**	**0.00**	**0.00**
TOTAL L/T LIABILITIES	**-381.49**	**0.00**	**-381.49**	**0.00**	**-381.49**	**0.00**	**-381.49**	**0.00**	**0.00**
TOTAL ADJUSTMENTS	-381.49	0.00	-381.49	0.00	-381.49	0.00	-381.49	0.00	0.00
CASH FLOW	433.87	877.67	-443.80	-50.57	28,821.06	7,510.02	21,311.04	283.77	6,960.00

Kottinger Place

Financial Report
January 2014

VARIANCE REPORT
KOTTINGER PLACE – January 2014

PROJECT REVENUE

Actual: $28,191.08 Budget: $23,599.08 Variance: $4,592.00

The positive variance represents a combination of no vacancy loss, a larger than anticipated amount for the monthly Operating Subsidy, and slightly higher than budgeted rental income.

ADMINISTRATIVE EXPENSES

Actual: $6,795.32 Budget: $10,265.67 Variance: $3,470.35

Administrative expenses are below budget due the lack of an audit expense, which accounted for $3,000 of the positive variance.

UTILITIES

Actual: $9,005.64 Budget: $5,629.50 Variance: $(3,376.14)

Utilities are over budget due to high costs for gas and electric during fall and winter months. As well as the receipt of the bimonthly water bill.

OPERATING & MAINTENANCE

Actual: $6,209.86 Budget: $6484.23 Variance: $274.37

Expenses for Operating and Maintenance are right on budget.

TOTAL EXPENSES

Actual: $25,548.36 Budget: $25,035.41 Variance: $(512.95)

Month-to-Date Net Income for January is $2,642.72

Year-to-Date Net Income is $31,811.01

Cash on Hand at the end of the month: $64,175.77

Variance Report completed by Barry Cammer

OPERATING ACCOUNT

MONTHLY REPORT FOR ESTABLISHING NET INCOME

	KOTTINGER PLACE	
MONTH COVERED **January 2014**	PREPARED BY Melody Martini	TELEPHONE NUMBER (925) 627-7000

OPER ACCOUNT

	Kottinger	2009 Cap Fund	2010 Cap Fund	Total
1. Cash on Hand and in the Bank Beginning of the Month				
(1) OPENING CASH	$61,166.62	$0.00	$0.00	$61,166.62
2. Amounts Received During the Month				
(a) Tenants Apartment Rent	$15,072.00	$0.00	$0.00	$15,072.00
(b) Cable TV	$0.00	$0.00	$0.00	$0.00
(c) Laundry	$0.00	$0.00	$0.00	$0.00
(d) S/D Deposited to Wrong Acct	$0.00	$0.00	$0.00	$0.00
(e) Transfer of 2009 Cap Fund	$0.00	$509.01	$0.00	$509.01
(f) Operating Funds	$12,976.50	$0.00	$0.00	$12,976.50
(2) TOTAL RECEIPTS	$28,048.50	$509.01	$0.00	$28,557.51
3. Disbursements Made During the Month				
(a) Routine Operations	$25,039.35	$0.00	$0.00	$25,039.35
(b) Flooring Replacements	$0.00	$0.00	$0.00	$0.00
(c) Blind Replacements	$0.00	$74.10	$0.00	$74.10
(d) Appliance Replacements	$0.00	$0.00	$0.00	$0.00
(e) Heating, Cooling Replacement	$0.00	$0.00	$0.00	$0.00
(f) Plumbing Replacement	$0.00	$434.91	$0.00	$434.91
(3) TOTAL DISBURSEMENTS	$25,039.35	$509.01	$0.00	$25,548.36
Bank Error	$0.00	$0.00	$0.00	$0.00
4. Cash on Hand and in the Bank, End of Month (Line 1+line 2 - line 3)	$64,175.77	$0.00	$0.00	$64,175.77

5. Monthly Rent Potential	$15,067.00			Reserve Accounts
6. (a) Accounts Receivable	$70.00			United American Bank
				$55,124.22
				Bay Commercial
7. Accounts Payable				$215,392.25
(a) Routine	$20,796.33			2009 Capital Acct
				Sonoma
				$32,918.53
		MTD	YTD	2010 Capital Acct
8. (a) No. of Units Vacant	0	$0.00	$246.00	Sonoma
(b) No. of Units Occupied	49			$55,397.34
(c) No. of Free Rent Units	1			2011 Capital Acct
				Sonoma
9. Tenants' Security Deposits				$47,716.48
(a) Liability to date	$11,809.00			2012 Capital Acct
(b) S/D Checking Acct.-SB	$3,596.92			Sonoma
(c) S/D CD	$8,502.30			$43,137.50

I hereby certify that this is a true and correct report

SIGNATURE	ASSET MANAGER	DATE

KOTTINGER PLACE

SUMMARY OF CASH ACCOUNTS

January-14

UNRESTRICTED FUNDS

Operating Checking Account	
Sonoma Bank - Sterling	$ 64,175.77
Petty Cash	$ 300.00
TOTAL OF UNRESTRICTED FUNDS	**$ 64,475.77**

RESTRICTED FUNDS

TENANTS' SECURITY DEPOSITS

Security Deposit - Sonoma Bank	$ 3,596.92
Security Deposit - Sonoma Bank .15% 10/22/14	$ 8,502.30
Total	$ 12,099.22

RESERVE ACCOUNTS

Money Market, United American Bank .20%	$ 55,124.22
Money Market- Bay Commercial APY .64%	$ 215,392.25
Total	$ 270,516.47

CAPITAL ACCOUNTS

2009 Money Market - Sonoma Bank .10%	$ 32,918.53
2010 Money Market - Sonoma Bank .10%	$ 55,397.34
2011 Money Market - Sonoma Bank .10%	$ 47,716.48
2012 Money Market - Sonoma Bank .10%	$ 43,137.50
Total	$ 88,315.87

TOTAL OF RESTRICTED FUNDS	$ 370,931.56

TOTAL OF ALL CASH	**$ 435,407.33**

	Capital Funds 2009	Capital Funds 2010	Capital Funds 2011	Capital Funds 2012
Original Funds Rec'd:	56,405.00	55,201.00	47,694.00	43,118.00
Last Month Balance:	33,424.71	55,392.63	47,712.43	43,133.83

PROPERTY: Kottinger Place

Accounting Month/Year: Jan-14

ITEM AND LOCATION			PURCHASE INFORMATION				PAYMENT INFORMATION				CAPITAL FUND INFORMATION		Capital Funds 2009			Capital Funds 2010			Capital Funds 2011			Capital Funds 2012		
Description	Serial Number	Unit Number	Vendor/ Contractor	Invoice Date	Invoice Number	Purchase Price	Check Number	Check Date	Check Amount	General Ledger #	Capital Fund Year	Date Transferred to Operating	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount
Blinds			HD Supply Facilities Maintenanc		9126635871	27.24	5255	12/27/13	287.52	6562	2009	1/17/14	27.24	2.83	33,400.30	0.00	4.71	55,397.34	0.00	4.05	47,716.48	0.00	3.67	43,137.50
Water Heater	KM3366608	6	HD Supply Facilities Maintenanc		9127366391	434.91	5271	01/17/14	558.02	6554	2009	1/17/14	434.91		32,965.39	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
Blinds			HD Supply Facilities Maintenanc		9127113728	46.86	5271	01/17/14	558.02	6562	2009	1/17/14	46.86		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
													0.00		32,918.53	0.00		55,397.34	0.00		47,716.48	0.00		43,137.50
Sub-Total (This Page Only)						**509.01**							**509.01**	**2.83**		**0.00**	**4.71**		**0.00**	**4.05**		**0.00**	**3.67**	
Grand Total(all pages)																								

Budget Comparison

January 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RENT REVENUE									
RENT - APARTMENT	15,072.00	13,599.08	1,472.92	10.83	101,406.00	95,193.56	6,212.44	6.53	163,189.00
PREPAID RENT INCOME	0.00	0.00	0.00	0.00	8.00	0.00	8.00	0.00	0.00
TOTAL RENT REVENUE	**15,072.00**	**13,599.08**	**1,472.92**	**10.83**	**101,414.00**	**95,193.56**	**6,220.44**	**6.53**	**163,189.00**
VACANCIES									
APARTMENT VACANCIES	0.00	-125.00	125.00	-100.00	-227.00	-875.00	648.00	-74.06	-1,500.00
TOTAL VACANCIES	**0.00**	**-125.00**	**125.00**	**-100.00**	**-227.00**	**-875.00**	**648.00**	**-74.06**	**-1,500.00**
TOTAL RENT REVENUE LESS VAC	**15,072.00**	**13,474.08**	**1,597.92**	**11.86**	**101,187.00**	**94,318.56**	**6,868.44**	**7.28**	**161,689.00**
ELDERLY AND CONGREGATE SVCS INCOI									
FINANCIAL REVENUE									
CAPITAL INTEREST	15.26	8.33	6.93	83.19	52.95	58.31	-5.36	-9.19	100.00
OPERATING RESERVE INTEREST	127.32	116.67	10.65	9.13	589.42	816.69	-227.27	-27.83	1,400.00
PROJECT IMPROVEMENT INTEREST	0.00	0.00	0.00	0.00	7.86	0.00	7.86	0.00	0.00
TOTAL FINANCIAL REVENUE	**142.58**	**125.00**	**17.58**	**14.06**	**650.23**	**875.00**	**-224.77**	**-25.69**	**1,500.00**
OTHER REVENUE									
LAUNDRY AND VENDING	0.00	0.00	0.00	0.00	1,640.00	0.00	1,640.00	0.00	0.00
HUD OPERATING FUNDS	12,976.50	10,000.00	2,976.50	29.77	83,911.84	70,000.00	13,911.84	19.87	120,000.00
TOTAL OTHER REVENUE	**12,976.50**	**10,000.00**	**2,976.50**	**29.77**	**85,551.84**	**70,000.00**	**15,551.84**	**22.22**	**120,000.00**
TOTAL REVENUE	**28,191.08**	**23,599.08**	**4,592.00**	**19.46**	**187,389.07**	**165,193.56**	**22,195.51**	**13.44**	**283,189.00**
PROJECT EXPENSES									
MKTG AND RENTING EXPENSES									
ADVERTISING-SIGNS	0.00	0.00	0.00	0.00	25.05	0.00	-25.05	0.00	0.00
ADVERTISING-INTERNET	80.00	0.00	-80.00	0.00	560.00	0.00	-560.00	0.00	0.00

Budget Comparison

January 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RESIDENT SCREENING	0.00	12.50	12.50	100.00	23.65	87.50	63.85	72.97	150.00
TOTAL MKTG AND RENTING EXPENSES	**80.00**	**12.50**	**-67.50**	**-540.00**	**608.70**	**87.50**	**-521.20**	**-595.66**	**150.00**
ADMINISTRATIVE EXPENSES									
PAYROLL-PROCESSING FEE	210.29	195.08	-15.21	-7.80	1,438.01	1,365.56	-72.45	-5.31	2,341.00
OFFICE SALARIES	1,009.12	0.00	-1,009.12	0.00	6,718.03	0.00	-6,718.03	0.00	0.00
OFFICE SUPPLIES	61.84	116.75	54.91	47.03	384.66	817.25	432.59	52.93	1,401.00
COPIER CONTRACTS	0.00	0.00	0.00	0.00	109.60	0.00	-109.60	0.00	0.00
COPIER PAPER AND SUPPLIES	0.00	0.00	0.00	0.00	149.72	0.00	-149.72	0.00	0.00
SITE EXPENSES FOR POSTAGE	18.40	35.17	16.77	47.68	128.80	246.19	117.39	47.68	422.00
MANAGEMENT FEE	2,100.00	2,100.00	0.00	0.00	14,700.00	14,700.00	0.00	0.00	25,200.00
POSTAGE BAMC FEE	0.00	0.00	0.00	0.00	53.49	0.00	-53.49	0.00	0.00
ADMINISTRATOR SALARY	2,919.37	3,817.42	898.05	23.53	22,338.21	26,721.94	4,383.73	16.40	45,809.00
AUDIT EXPENSE	0.00	3,000.00	3,000.00	100.00	0.00	3,000.00	3,000.00	100.00	9,450.00
TELEPHONE AND ANSWERING SVC	307.30	386.75	79.45	20.54	2,667.32	2,707.25	39.93	1.47	4,641.00
BAD DEBT EXPENSE	0.00	166.67	166.67	100.00	0.00	1,166.69	1,166.69	100.00	2,000.00
MISC ADMINISTRATIVE EXP	0.00	214.50	214.50	100.00	260.44	1,501.50	1,241.06	82.65	2,574.00
TRAINING/SEMINAR EXPENSE	0.00	0.00	0.00	0.00	863.00	1,500.00	637.00	42.47	1,500.00
COMPUTER SOFTWARE AND LICENSE	74.00	233.33	159.33	68.29	2,412.12	1,633.31	-778.81	-47.68	2,800.00
DUES/SUBSCRIPTIONS/MEMBERSHIP	95.00	0.00	-95.00	0.00	95.00	0.00	-95.00	0.00	110.00
TOTAL ADMINISTRATIVE EXPENSE	**6,795.32**	**10,265.67**	**3,470.35**	**33.81**	**52,318.40**	**55,359.69**	**3,041.29**	**5.49**	**98,248.00**
UTILITY EXPENSE									
ELECTRICITY	1,897.52	2,078.00	180.48	8.69	14,931.91	14,546.00	-385.91	-2.65	24,936.00
WATER	1,893.00	921.58	-971.42	-105.41	6,724.95	6,451.06	-273.89	-4.25	11,059.00
GAS	3,348.12	1,823.17	-1,524.95	-83.64	9,647.86	12,762.19	3,114.33	24.40	21,878.00
SEWER	1,867.00	806.75	-1,060.25	-131.42	5,576.50	5,647.25	70.75	1.25	9,681.00
TOTAL UTILITIES	**9,005.64**	**5,629.50**	**-3,376.14**	**-59.97**	**36,881.22**	**39,406.50**	**2,525.28**	**6.41**	**67,554.00**

Budget Comparison

January 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
OPERATING AND MAINTENANCE EXPENS									
CARPET CLEANING CONTRACT	150.00	75.00	-75.00	-100.00	580.00	525.00	-55.00	-10.48	900.00
CUSTODIAL SUPPLIES	182.44	53.67	-128.77	-239.93	611.39	375.69	-235.70	-62.74	644.00
EXTERMINATING SUPPLIES	0.00	0.00	0.00	0.00	56.60	0.00	-56.60	0.00	0.00
EXTERMINATING CONTRACT	165.00	0.00	-165.00	0.00	1,320.00	0.00	-1,320.00	0.00	0.00
CONTRACTS	0.00	250.00	250.00	100.00	0.00	1,750.00	1,750.00	100.00	3,000.00
GARBAGE AND TRASH REMOVAL	0.00	339.33	339.33	100.00	2,235.57	2,375.31	139.74	5.88	4,072.00
SECURITY SUPPLIES	65.77	4.58	-61.19	-1,336.03	71.19	32.06	-39.13	-122.05	55.00
SECURITY - CONTRACTS	0.00	34.33	34.33	100.00	240.04	240.31	0.27	0.11	412.00
GROUNDS SUPPLIES	0.00	222.08	222.08	100.00	499.13	1,554.56	1,055.43	67.89	2,665.00
GROUNDS CONTRACT	1,115.00	1,137.33	22.33	1.96	10,305.00	7,961.31	-2,343.69	-29.44	13,648.00
TOOLS	0.00	0.00	0.00	0.00	446.69	0.00	-446.69	0.00	0.00
MAINTENANCE PAYROLL	2,643.75	2,708.08	64.33	2.38	15,597.08	18,956.56	3,359.48	17.72	32,497.00
REPAIRS SUPPLIES	250.91	289.25	38.34	13.25	1,114.07	2,024.75	910.68	44.98	3,471.00
REPAIRS CONTRACT	0.00	118.67	118.67	100.00	900.56	830.69	-69.87	-8.41	1,424.00
ELECTRICAL SUPPLIES	488.59	149.50	-339.09	-226.82	596.90	1,046.50	449.60	42.96	1,794.00
ELECTRICAL CONTRACTS	0.00	166.67	166.67	100.00	0.00	1,166.69	1,166.69	100.00	2,000.00
HEATING/COOLING MAINT SUPPLIES	0.00	71.58	71.58	100.00	95.73	501.06	405.33	80.89	859.00
HEATING/COOLING MAINT CONTRACT	0.00	16.67	16.67	100.00	0.00	116.69	116.69	100.00	200.00
APPLIANCE REPAIR SUPPLIES	0.00	15.58	15.58	100.00	585.95	109.06	-476.89	-437.27	187.00
APPLIANCE REPAIR CONTRACTS	0.00	0.00	0.00	0.00	142.00	0.00	-142.00	0.00	0.00
PLUMBING SUPPLIES	862.27	190.50	-671.77	-352.64	1,943.47	1,333.50	-609.97	-45.74	2,286.00
PLUMBING CONTRACT	0.00	225.33	225.33	100.00	122.50	1,577.31	1,454.81	92.23	2,704.00
DECORATING SUPPLIES	29.62	106.25	76.63	72.12	580.43	743.75	163.32	21.96	1,275.00
DECORATING CONTRACT	0.00	0.00	0.00	0.00	275.00	0.00	-275.00	0.00	0.00
WINDOW COVERING REPLACEMENT	74.10	0.00	-74.10	0.00	409.06	0.00	-409.06	0.00	0.00
FLOORING REPLACEMENT	0.00	0.00	0.00	0.00	1,387.51	0.00	-1,387.51	0.00	0.00
APPLIANCE REPLACEMENT	0.00	0.00	0.00	0.00	1,299.77	0.00	-1,299.77	0.00	0.00

Budget Comparison

January 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
CABINET/COUNTERTOP REPLACEMEN	0.00	0.00	0.00	0.00	272.05	0.00	-272.05	0.00	0.00
GAS OIL AND GREASE	0.00	0.00	0.00	0.00	110.00	0.00	-110.00	0.00	0.00
MILEAGE REIMBURSEMENT	0.00	113.58	113.58	100.00	127.60	795.06	667.46	83.95	1,363.00
MAINTENANCE LAUNDRY SERVICE	117.42	0.00	-117.42	0.00	862.88	0.00	-862.88	0.00	0.00
MISC OPERATING EXPENSES	0.00	143.17	143.17	100.00	0.00	1,002.19	1,002.19	100.00	1,718.00
CABLE TV	64.99	53.08	-11.91	-22.44	454.93	371.56	-83.37	-22.44	637.00
TOTAL OPERATING AND MAINTENANCE	**6,209.86**	**6,484.23**	**274.37**	**4.23**	**43,243.10**	**45,389.61**	**2,146.51**	**4.73**	**77,811.00**
TAXES AND INSURANCE									
PAYROLL TAXES	791.55	576.75	-214.80	-37.24	4,595.15	4,037.25	-557.90	-13.82	6,921.00
MISC. TAX LICENSE AND PERMITS	0.00	0.00	0.00	0.00	60.00	0.00	-60.00	0.00	0.00
WORKER'S COMP. INSURANCE	701.45	753.42	51.97	6.90	4,913.92	5,273.94	360.02	6.83	9,041.00
HEALTH INS/EMPLOYEE BENEFITS	1,114.34	994.92	-119.42	-12.00	6,903.31	6,964.44	61.13	0.88	11,939.00
401-K EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	372.00	372.00	100.00	744.00
TOTAL TAXES AND INSURANCE	**2,607.34**	**2,325.09**	**-282.25**	**-12.14**	**16,472.38**	**16,647.63**	**175.25**	**1.05**	**28,645.00**
ELDERLY AND CONGREGATE SVC									
DIETARY SERVICES									
FOOD AND BEVERAGES	18.10	0.00	-18.10	0.00	767.33	0.00	-767.33	0.00	0.00
FOOD-SPECIAL EVENTS	217.48	0.00	-217.48	0.00	844.71	0.00	-844.71	0.00	0.00
TOTAL DIETARY SERVICES	**235.58**	**0.00**	**-235.58**	**0.00**	**1,612.04**	**0.00**	**-1,612.04**	**0.00**	**0.00**
SENIOR LIVING SERVICES									
RECREATION/ACTIVITY SERVICES									
RECREATION/ACTIVITY-SUPPLIES	31.41	117.92	86.51	73.36	140.18	825.44	685.26	83.02	1,415.00
SERVICE COORDINATOR	583.21	200.50	-382.71	-190.88	4,302.04	1,403.50	-2,898.54	-206.52	2,406.00
TOTAL RECREATION/ACTIVITY SERVICES	**614.62**	**318.42**	**-296.20**	**-93.02**	**4,442.22**	**2,228.94**	**-2,213.28**	**-99.30**	**3,821.00**

Budget Comparison

January 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
TOTAL ELDERLY AND CONGREGATE SVC	**850.20**	**318.42**	**-531.78**	**-167.01**	**6,054.26**	**2,228.94**	**-3,825.32**	**-171.62**	**3,821.00**
TOTAL PROJECT EXPENSES	**25,548.36**	**25,035.41**	**-512.95**	**-2.05**	**155,578.06**	**159,119.87**	**3,541.81**	**2.23**	**276,229.00**
NET PROFIT/LOSS	**2,642.72**	**-1,436.33**	**4,079.05**	**-283.99**	**31,811.01**	**6,073.69**	**25,737.32**	**423.75**	**6,960.00**
ADJUSTMENTS									
BUILDING EQUIPMENT - FIXED	0.00	0.00	0.00	0.00	-381.49	0.00	-381.49	0.00	0.00
TOTAL FIXED ASSETS	**0.00**	**0.00**	**0.00**	**0.00**	**-381.49**	**0.00**	**-381.49**	**0.00**	**0.00**
TOTAL L/T LIABILITIES	**0.00**	**0.00**	**0.00**	**0.00**	**-381.49**	**0.00**	**-381.49**	**0.00**	**0.00**
TOTAL ADJUSTMENTS	0.00	0.00	0.00	0.00	-381.49	0.00	-381.49	0.00	0.00
CASH FLOW	2,642.72	-1,436.33	4,079.05	-283.99	31,429.52	6,073.69	25,355.83	417.47	6,960.00

THE CITY OF PLEASANTON

Housing Commission Agenda Report

February 20, 2014
Item 03

SUBJECT: **Management Updates for Ridge View Commons and Kottinger Place**

STAFF RECOMMENDATION: This is an informational item; no action is necessary.

ATTACHMENTS:

1. Ridge View Commons Monthly Update / Newsletter
2. Kottinger Place Monthly Update / Newsletter

Project Update for Ridge View Commons

- The most recent resident meeting took place on Tuesday, February 11. The next regular resident meeting is scheduled for Tuesday, April 8.
- The newsletter for Ridge View Commons is produced bi-monthly by residents in collaboration with Pam and Fred Geiger on alternate (even) months. The newsletter provides an excellent overview of recent happenings at the complex.

Project Update for Kottinger Place

- The most recent resident meeting took place on Thursday, January 3. The next regular resident meeting is scheduled for Thursday, March 6.
- The most recent monthly newsletter for Kottinger Place, produced by on-site administrator Brenda Beltran, is attached for your reference. The newsletter provides an excellent overview of recent happenings at the complex.

Ridge View Commons

Attachments:

- *Monthly Management Update*
- *Resident Newsletter [even months only]*

RIDGE VIEW COMMONS UPDATE
FEBRUARY 2014

- **Apartment Turnover**

  Seven leases were signed in the month of January followed by five more in February. Preparation for these twelve turnovers varied from carpet shampoo with touch-up paint to one unit that we had to leave vacant for over three weeks while $6000 in damages were repaired. This included extensive sheetrock and complete re-texturing, new interior doors, new closet doors and cabinet repair. This was in addition to the normal paint and carpet / vinyl replacement.

- **Annual Reporting**

  The end of the year brought about the filing of the following reports:

  1. Welfare Exemption Report
  2. Statements of Family Household Income
  3. Alameda County Assessor's Property Report

- **Recertification Preparation**

  During the month of January, the length of each resident's recertification interview was determined, based on their financial profile. In February, their interview appointments will be established and notification letters sent to each resident.

- **File Audit**

  The annual file audit, originally scheduled for December, was postponed until the 3rd of January. The audit was performed by Lindquist, von Husen & Joyce from San Francisco. This exercise insures that the property continues to follow the required guidelines of a 'tax credit' property. As in the past, the files and our procedures were ready for inspection. No problems were found by the auditor.

- **Gutter Cleaning**

  Gutter cleaning is currently underway. This will clean the leaves and twigs from all of the gutters along with cleaning the roof valleys. Having this done before the rain begins cuts down on the damage that the weight of wet debris can cause.

- **Irrigation Leaks**

  We continue to battle the issue of underground leaks in the irrigation system. Our landscape company is currently working in the West lawn by 5250. They have had to repair multiple leaks. While they have this area under construction, they are installing low-flow heads and upgrading the drainage system. In another area, they will be replacing the system with a new, more efficient system. Part of the new system will include drought resistant plantings.

RIDGE VIEW COMMONS

PAM'S NOTE PAD

FEBRUARY 2014—MARCH 2014

I Hope We Get Some Rain

We are all hoping for enough rain to prevent a drought and water rationing. Those of you who have been in California for a few years have been through this before. Those of you who are recently transplants to California could be in for some surprises. Do you remember when you were not allowed to wash your car or water your lawns? Dirty cars and dead grass were signs of the time. Bricks were placed inside the toilet tanks to cut down on the amount of water used. You had to ask for a glass of water when you went to a restaurant. I knew a lady that stood in a tub to catch the water when she showered and then took it out and poured it on her trees to keep them alive. It worked.

We all hope that it doesn't get that bad, but don't be surprised if you start seeing grass that isn't as green as it was last year. Water district 7 is very proactive with rationing and fines. Our irrigation system is by far the heaviest user of water, so join us in hoping for relief. With some common sense use of our water resources, we will get through any tough months that we may have ahead of us.

Resident's Meeting

The February Residents Meeting with Management and the City will be on Tuesday, February 11th at 1:30 in the Dining Room. The City of Pleasanton Police Department will be sending representatives to present information about scams and cons against Seniors, and how to avoid becoming a victim! As usual, refreshments will be served after the meeting.

IT IS THE FLU SEASON

If you have been watching the news, you are seeing that people are dying from this latest strain of flu almost every day. With the flu season in full swing, please DO NOT come down to the Community Center if you are sick!!! Also, please ask family and friends to stay away if they are feeling sick. Wash hands with the sanitizer located outside of the Dining Room before entering for meetings or meals. Cover your mouth and nose with your sleeve or Kleenex when coughing or sneezing. Wash hands often during the day. The most germs are to be found on the grocery cart handles and restaurant chairs, so be sure and wash your hands whenever possible after touching those items. On a personal note, our grandson did a science project, growing germs in a Petri dish. He harvested the germs from common household and school surfaces. The door handles to his very own front door and the door handles at school grew the most toxic cultures. Ladies, do you set your purse down on the restroom floor then set that same purse on your kitchen counter or dining table when you get home? Wipe down kitchen and bath surfaces on a regular basis to help battle the spread of germs. If you use the commercial wipes that are available, remember you can NOT flush them down the toilet. Regardless of what the label may say, they will not break down in the sewer system.

AVAILABLE TO YOU

With so many new residents in the last several months, I need to let you know that the Dining Room is available for memorial services when a resident passes away. It is a nice tribute to a deceased friend as well as an opportunity for Ridge View neighbors to tell family how much they enjoyed knowing their mom/dad/aunt/uncle, etc. The availability is somewhat limited, but there is not a fee for the use of the room. The only restriction, beyond finding an available time, is that the majority (51%) of the attendees must be Ridge View residents to reserve and have exclusive use of the room.

UPDATE YOUR DIRECTORY

New Residents:

- Charlotte Hargrave, N-109
- Shirley Ivaldi, S-213
- Doris Johnson, S-107
- Barbara Pifer, N-202
- Jack & Marlene Wei, S-125

Transfers:

- Lou & Elaine Abrams, C-308 to C-403
- Jackie Adrian, S-213 to S-129
- Steve & Janet LaCommare, S-125 to C-308
- Joe Magorno, N-230 to N-128
- Doreen Powell, N-128 to C-108
- Virginia Roberts, S-107 to S-128

THANK YOU FOR YOUR SUPPORT AND FRIENDSHIP

Pam Geiger

Good-Bye's:

- Verna Schmidt moved to a nearby Assisted Living facility.
- Laverne Rogers moved to a nearby Skilled Nursing facility.
- Ophelia Lopez moved to a nearby Assisted Living facility.
- Martha Crockrell moved to an Assisted Living facility near her son in Southern California.
- Hazel Cortez moved to Parkview

GET WELL WISHES

Helen Yack

Harvey Oberg

Frieda McCrary

Shirley Massez

Florence Kraus

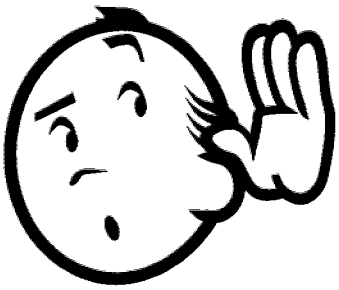
Keith Kinder

Marie Corsetto

LIGHTS OUT & FINALLY GONE

Over the years, the property has made a habit of supplying residents with light bulbs when needed. This policy will continue, but ONLY for the fluorescent tubes in the kitchen and bathroom. Effective January 1st, 2014, the old 'incandescent' light bulb, that we have all used for years, is no longer being manufactured. This is a worldwide ban that has taken place. The United States, along with Canada and Mexico, are actually the last countries to join this ban. Once the supply chain is empty, the incandescent bulb will no longer be available. After our supply has been exhausted, replacement bulbs will not be available from the maintenance department due to costs. Supplying the bulbs will be the responsibility of the resident. The maintenance department will be available to install the bulbs by calling the office and placing a work order.

DID YOU HEAR THIS ONE



Eileen Forest showed me a great article from Health Digest magazine referencing how to talk to folks with a hearing loss. The five main tips are great: 1) don't shout—speak slowly, enunciating each word individually, unless your voice is very quiet, then you should increase the volume a bit. 2) don't lean in to their ear to speak—most people with a hearing loss read lips, so it is very difficult for them to understand if they can not see your mouth move. 3) don't try to talk to them when there is background noise that is competing for their ear. 4) if in a group, don't all talk at once—carry on an individual conversation, making it easier to include the person with impaired hearing and finally 5) don't say "Never mind!" It makes the person feel that they don't matter!

MARK YOUR CALENDAR, OR NOT

- Feb 1—National Freedom Day
- Feb 2—Groundhog Day
- Feb 4—USO incorporated, 1941
- Feb 8—Boy Scouts of America founded, 1910
- Feb 11—Residents Meeting with City & Management
- Feb 12—Lincoln's Birthday
- Feb 14—Valentine's Day
- Feb 15—Susan B. Anthony Day
- Feb 17—President's Day (Offices & Dining Room Closed)
- Feb 20—1st Orbit of the Earth by John Glenn, 1962
- Feb 22—Washington's Birthday
- Mar 5—Ash Wednesday
- Mar 9—Daylight Savings Time begins (Spring Forward)
- Mar 12—Girl Scouts founded, 1912
- Mar 17—St. Patrick's Day
- Mar 20—First Day of Spring

On-going clubs / groups that meet weekly are 'Show & Tell', 'Bridge', 'Rosary Group', 'Blankets for Kids', 'Bible Study' and 'Bingo'. Other groups meet once or twice monthly, such as 'Bunco'. Remember to check your monthly RVC calendar in this newsletter or the large wall calendar located in the main lobby for 'up to date' info on what's happening around campus. Don't miss out on a thing.

THANKS FROM LAURA

Laura Byars would like to thank those of you who thought of starting a fund to assist her with the cremation costs of her recently deceased brother. She has been his legal guardian for a number of years, in charge of legal documents and medical decisions. She is so thankful that many of you contributed toward the expense, as she had no family members able to step up and share in the expense. Her Ridge View family, as she readily refers to all of you, shared her sadness and worry over how to 'put him to rest.' God bless all of you for helping her with this sad duty. It meant more to her than you will ever know....

NOTHING IS MISSING

Open Heart Kitchen has been experiencing an increased number of thefts from the Community Building kitchen. They pay utility fees to Ridge View for the exclusive use of the kitchen to provide dinners to residents and seniors throughout the community. They have the implied right to expect that their equipment will be respected. Since the problem has become so expensive for Open Heart Kitchen, *a charitable organization*, they have asked that they be allowed to lock the facility during non-operation hours. This means that the kitchen area will be off limits until Ridge View's business hours begin at 8:30 am Monday through Friday. The kitchen will be relocked at 6:00 pm after dinner service and clean-up has been completed. The kitchen will remain locked the entire weekend. Sadly, the three-week trial lock down has resulted in ZERO thefts from the kitchen, so it will continue to remain locked during off-hours. I ask that you respect their Use Agreement, which gives them exclusive use of the kitchen.

WORTH MENTIONING AGAIN & AGAIN

Most of these items have been mentioned in past newsletters. But, with all of the new people that have joined us, I'll mention them again.

- The Dining Room dinner service is OPEN seating, with no reserved tables or chairs. If you arrive in the dining room and see folks seated at the table where you usually sit, either join them or sit somewhere else.
- If you wish to contribute to the bi-monthly newsletter, please submit before the 20th of the prior month. All submissions must be typed and copy ready with no hand written corrections. We do not have time to re-type or edit your articles. Articles will not be included if the name of the person submitting is not included or it has already been included in past issues.
- Remember to return your shopping carts to Raley's or Safeway. It begins looking very 'tacky' to have empty shopping carts abandoned by the back gate or in other places around the property. Consider purchasing your own cart.
- There is a feral cat that has been wandering around campus lately. It seems to be particularly fond of the 2nd and 3rd cottage groups. Do I need to remind everyone that providing a home for the cat violates the conditions of your lease? Show a little respect for your neighbors and the property's no-pet policy.
- A resident has expressed concern over her name being listed on the map in the dining room. She is worried about public access to the fact that she lives here. Rather than remove the entire list of participating residents, notify the office if you do not want to participate in the calendar or the resident directory.

WORTH MENTIONING AGAIN & AGAIN (CONT.)

- Those of you living in the cottages should be using the washer / dryer that is provided with your unit. That is one of the perks to living in the cottages, so please do your daily/weekly laundry at home. Avoid using the South or North laundry room machines unless you have a comforter or other large item that will not fit in your own washer. Someone has been washing baby clothes in the South laundry room and that person is rumored to live in the cottages. The building's laundry rooms serve 80 apartments and the property pays the water bill, so family laundry is not to be done at Ridge View.
- There were two major (expensive) plumber call-outs in December and January. Both drain blockages were the result of personal sanitary wipes being flushed down the toilet multiple times. Remember, EVEN IF THE PRODUCT LABEL READS: "FLUSHABLE WIPES" DO NOT FLUSH !! The wipes do not readily break down and they end up clogging the sewer lines. The last bill to clear the sewer line was $1,200.00. The second time a plumber has to come out and remove wipes from the sewer line, this invoice will be passed on to the offending resident. Make sure your housekeeper is also aware of this problem. Remember, YOU will get the bill even if your housekeeper was at fault.

READY OR NOT, HERE IT COMES

Recertification is here, ready or not. By now, you should have all of your statements from October, November and December, 2013 and waiting to add January, February and March of this year. You should already have your 'Award Letter' from Social Security. NOTE: SECTION 8 RECIPIENTS—you will be going through the entire recertification process with Ridge View. Have all of your documents ready. If you have any questions, call the office NOW.

PROPERTY UPDATES

- There are on-going landscaping and irrigation system issues being addressed, especially in front of the South building entrance near the Community Center.
- Gutter cleaning was completed in late January.
- Regular vendor service, including alarm and elevator testing has been ordered or has been performed as scheduled.
- Tree pruning will be scheduled in February, weather permitting.
- We have been processing 15 vacancies during the months of January and February. The vacancies have been about 50-50 for full refurbishment at turnover and simply a touch-up paint job and carpet shampoo. The only exception was a unit that the property had to spend over $6,200, in addition to carpet and paint, to repair damages caused by the former residents before it could be leased to someone else.
- So far this winter, we have had to replace 3 heating/air conditioning units in addition to a refrigerator.

FEBRUARY

2/1—Zia Sabetan
2/6—Janice Hennig
2/7—Marie Bushong
2/8—Lupe Ramos
2/10—Myong Kim
2/13—Joann Carrillo
2/14—Mihaela Williams

MARCH

3/1—Mary Self
3/1—Gen Medsker
3/2—Mary Lou Harper
3/3—Saeko Donaldson
3/4—Alicia Valdez
3/6—Jeannine Skroch
3/8—Joan Clement
3/13—Margaret Skinner
3/15—Barbara O'Leary
3/16—Glenna Williamson
3/19—Harvey O'Berg
3/20—Ernest Khoury
3/22—Connie Evans
3/24—Joseph Hernandez
3/27—William Harding
3/28—Jeanne Nelson

FEBRUARY 2014

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26-Jan 1:00 MAH JONG 1:00 DOMINOES	27-Jan 9:00 EXERCISE 1:00 MAH JONG	28-Jan 10:00 SHOW 'N' TELL 1:00 BRIDGE	29-Jan 9:00 EXERCISE 10:30 PRAYER MEET 1:00 BLANKETS 1:00 MAH JONG	30-Jan 1:00 GAME DAY 1:00 MAH JONG	31-Jan 1:00 POKER 2:00 MAH JONG	1-Feb 1:00 MAH JONG 2:00 BINGO
2-Feb 1:00 MAH JONG 1:00 DOMINOES	3-Feb 9:00 EXERCISE 1:00 SENIOR SUPPORT 1:00 MAH JONG	4-Feb 10:00 SHOW 'N' TELL 1:00 BRIDGE	5-Feb 9:00 EXERCISE 10:30 PRAYER MEET 1:00 BLANKETS 1:00 MAH JONG	6-Feb 1:00 GAME DAY 1:00 MAH JONG	7-Feb 1:00 POKER 2:00 MAH JONG 6:30 BUNCO GAME	8-Feb 1:00 MAH JONG 2:00 BINGO
9-Feb 1:00 MAH JONG 1:00 DOMINOES	10-Feb 9:00 EXERCISE 1:00 SENIOR SUPPORT 1:00 MAH JONG 1:30 CRAFTS	11-Feb 10:00 SHOW 'N' TELL 1:30 RESIDENT'S MEETING IN DINING ROOM 6:30 POKER 6:30 GUIDE DOGS	12-Feb 9:00 EXERCISE 10:30 PRAYER MEET 11:30 DOG VISIT 1:00 BLANKETS 1:00 MAH JONG	13-Feb 1:00 GAME DAY 1:00 MAH JONG	14-Feb 1:00 POKER 2:00 MAH JONG	15-Feb 1:00 MAH JONG 2:00 BINGO
16-Feb 1:00 MAH JONG 1:00 DOMINOES	17-Feb President's Day The offices and dining room are closed.	18-Feb 9:30 FOOT CARE 10:00 SHOW 'N' TELL 1:00 BRIDGE 6:30 GUIDE DOGS	19-Feb 9:00 EXERCISE 10:30 PRAYER MEET 1:00 BLANKETS 1:00 MAH JONG	20-Feb 1:00 GAME DAY 1:00 MAH JONG	21-Feb 1:00 POKER 2:00 MAH JONG 6:30 BUNCO GAME	22-Feb 1:00 MAH JONG 2:00 BINGO
23-Feb 1:00 MAH JONG 1:00 DOMINOES	24-Feb 9:00 EXERCISE 1:00 SENIOR SUPPORT 1:00 MAH JONG 1:30 CRAFTS	25-Feb 10:00 NIFTY 90'S CLUB 1:00 BRIDGE 6:30 POKER 6:30 GUIDE DOGS	26-Feb 9:00 EXERCISE 10:30 PRAYER MEET 11:30 DOG VISIT 1:00 BLANKETS 1:00 MAH JONG	27-Feb 1:00 GAME DAY 1:00 MAH JONG	28-Feb 1:00 POKER 2:00 MAH JONG	1-Mar 1:00 MAH JONG 2:00 BINGO

OHK Senior Meal Program is funded, in part, by the Alameda County Area on Aging and the City of Pleasanton

Vitamin A Source *, Vitamin C Source +, High Salt #, Spicy @

SUGGESTED DONATION - $3.00

Ridge View Café Menu-February,2013 5200 Case Avenue, Pleasanton, Ca

Dinner served from 4:00 to 6:00, Monday thru Friday.

Salad bar, Fruit juice, Whole Grain Breads, butter pat & 1% milk served daily

Salad Bar selection available daily: lettuce, spinach *+, bell peppers *+, carrots *, beets, tomatoes *+, kidney beans, celery, olives, cucumbers and mushrooms.

Open Heart Kitchen
1141 Catalina Dr. #137
Livermore, Ca. 94550
(925) 580-1616

FOR RESERVATIONS CALL:
(925)484-5131

Monday: Chef's Choice | Tuesday: Bean of the Day | Wednesday: Chef's Choice | Thursday: Chef's Choice | Friday: Chef's Choice

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Feb 3rd	Feb 4th	Feb 5th	Feb 6th	Feb 7th
Hamburger on Whole Wheat Bun, with sliced Tomotoes, Onions, Lettuce, baked French Fries, Ice Cream	Chicken Pot Pie, w/Carrotts, Peas, Potatoes, Broccoli, Salad Bar*+,Whole Grain Bread, Baked apples w/cinnamon	Swedish Meatballs w/ Mashed Potatoes, Sautee Mix Veggis (Broccoli,Peppers,Onions,Carrots), Salad Bar*+, Fruit Cup	Chicken w/Snow Peas and Broccolli over Rice, Herbed Baked Tomatoe, Salad Bar*+,Pineapple upside down Cake	Soft Shredded Chicken Tacos w/diced tomatoe, lettuce, cheese, Mexican Corn w/peppers and onions, Salad Bar, Jello w/ Pears
Feb 10th	Feb 11th	Feb 12th	Feb 13th	Feb14th
Spaghetti w/ Meat Sauce, Salad Bar*+, Steamed vVegetable, Whole GrainGarlic Bread, Chocolate Chip Cookie	Chicken Fricassee over Enriched Noodles, Steamed Mix Vegetable, Salad Bar*+Tropical Fruit Cocktail	Sloppy Joe's on Whole Grain Bun, Baked French Fries, Carrott Raison Salad, Salad Bar*+, Tapioca Pudding w/ Banana slices	Roasted Turkey w/ Mashed Potatoes and Gravy, Stuffing, Green Beans, Onion, Peppers, Salad Bar*+, Fresh Apple Cake	**Valentine Day Dinner** BBQ Pork Spare Ribs, Baked Potatoes, California Vegetable Mix, Salad Bar*+, Berry Cobbler
Feb 17th	Feb 18th	Feb 19th	Feb 20th	Feb 21st
NO SERVICE Holiday	Lemon Pepper Chicken w/ Rice Pilaf, California Mix Veggies,Salad Bar*+Jello w/Peaches	Roast Pork and Gravy with Baked Sweet Potato, Salad Bar*+,Green Beans w/Green and Red Peppers, Apple Sauce	Beef Tacos on Whole Wheat Tortilla w/lettuce onion and tomatoes, Refried Beans, Salad Bar*+, Apple Crisp	Baked Fish w/ Sweet Chili Sauce, Steamed Rice, Asian Mix vegetable, Salad Bar*+Fruit Cocktail
Feb 24th	Feb 25th	Feb 26th	Feb 27th	Feb 28th
Beef and Vegetable Stew, Cornbread, Salad Bar*+ Chocolate pudding w/banana slices	Oven Baked Pork Chops w/Apple Sauce, Baked Potatoes, Mexican Corn (w/ peppers garlic, onions), Salad Bar*+, Jell-O w/ Peaches	Whole Wheat Pasta Carbonara w/ Broccoli,Ham, Bacon & Peas, Whole Grain Garlic Bread, Salad Bar*+Oranges Slices	Turkey Meat Loaf,w/gravy, Sweet Mashed Potato,Steamed Veggie Mix, Salad Bar*+ Pumpkin Pie	Tuna Noodle Casserole, Steamed Broccoli, Whole Grain Garlic Bread, Salad Bar*+Fruit Cocktail

TAKE OUT FOOD SHOULD BE REFRIGERATED IMMEDIATELY THEN HEATED THOROUGHLY BEFORE EATING

REPRODUCED FROM THE ORIGINAL LETTER

January 8, 2014

Dear Pam and Fred Geiger:

Open Heart Kitchen has always had a very fruitful, trusting and beneficial relationship for years. I am very saddened to say that there have been hotel pans, cookie sheets and other miscellaneous items, found around the property. Being able to recover some and not all is starting to cost a bit in replacement.

At this point I am asking if Open Heart Kitchen is able to start locking the kitchen doors in non-working hours. I'm open to suggestions on a process to help solve this issue.

Thank you so much for your time and all your efforts on our behalf. It is greatly appreciated.

Sincerely,

Hildie Neumann

Operations Director

Open Heart Kitchen

Kaiser Discount Programs

For those of you who belong to Kaiser, we have just learned of two very nice discount programs you might be interested in:

Life Station. This is a medical alert system that can provide peace of mind in case of a fall or other emergency. It is considerably cheaper than most systems at $21.95/month. Most others charge about $30.00/month. Call 1-866-260-3316 and mention **Code # KPNC1**.

Comfort Keepers. This program provides non-medical, in-home caregiver services such as dressing, bathing, meal preparation, medication reminders, etc. Kaiser members are eligible for a 5% discount and a two-hour minimum per visit. Most services require a minimum of 30 hours per visit. **Call Comfort Keepers at 1-877-958-5308.**

Important Resources and Phone Numbers

- **ADULT PROTECTIVE SERVICES OF ALAMEDA COUNTY**, (510) 577-1900
- **BEAUTY SALON** CELL PHONE: (510) 828-9032, SALON NUMBER: 846-8242
- **COMMUNITY RESOURCES FOR INDEPENDENT LIVING,** (CRIL), (925) 371-1531
- **DEAF OR HEARING-IMPAIRED PHONE LINKS**, SBC (800) 772-3140
- **ELDERCARE AGENCY**, (925) 937-2018
- **E-WASTE RECYCLING** (800) 315-9580 or email info@recycleforbreastcancer.org
- **FAMILY CAREGIVER ALLIANCE**, resource center for Dementia and Alzheimer Disease, (800) 445- 8106
- **HANDYMAN,** Larry Widger (925) 784-4026
- **HANDYMAN,** Patrick Reardon (925) 426-7791
- **LEGAL ASSISTANCE FOR SENIORS**, (510) 832-3040
- **LEGENDS**, for seniors suffering from depression and other issues, (925) 373-8038
- **MEMORY DISORDER CLINIC**, *free* research and diagnostic center, (925) 372-2485
- **NATIONAL DO-NOT-CALL REGISTRY** to stop Telemarketer calls, 1(888) 382-1222
- **NOTARY (resident Melda Telford)** CELL PHONE (925) 789-0233
- **PARA-TRANSIT**, (925) 931-5376
- **PG & E "CARE"** program (866) 743-2273
- **PLEASANTON POLICE DEPT**, "R.U.O.K." (Are you OK ??) program, (925) 931-5100

  Remember: Use the NON-EMERGENCY Pleasanton Police number to report any suspicious activity, 931-5100
- **RESIDENT REPRESENTATIVE – NORTH BLDG & COTTAGE GROUPS 1 & 2**

  Lance Kawaharada
- **RESIDENT REPRESENTATIVE – SOUTH BLDG & COTTAGE GROUPS 3 & 4**

  Dottie Martinez
- **RIDGE VIEW COMMONS OFFICE**, (925) 484-5131 **Fax:** (925) 484-9659
- **RIDGE VIEW SOCIAL SERVICES – JOAN SABOL** (925) 484-5080
- **SENIOR CENTER,** 931-5365
- **SENIOR SUPPORT**, (925) 931-5379
- **TRI-VALLEY FOOD PANTRY**, (925) 449-1664

TAI CHI

a program for better living

Experience the Tai Chi Program
Arthritis Foundation **Certified**.
Doctor **Recommended**.

"Practicing Tai Chi forms greatly improved my core muscle strength, and as a direct result, I have developed better balance and better coordination. It has also strengthened my joint mobility, making it easier for me to handle opening jars."

— Gwendolyn W., *New York*

The **Arthritis Foundation Tai Chi Program** is an ancient practice proven to reduce pain and improve your mental and physical well-being. The Arthritis Foundation Tai Chi Program, developed by Dr. Paul Lam, uses gentle Sun-style Tai Chi routines that are safe, easy to learn and suitable for every fitness level.

Benefits to You

Tai Chi will help you:

- Reduce stress
- Increase balance and flexibility
- Feel relaxed
- Improve your overall mind, body & spirit

Classes are one-hour each. Two times per week for eight weeks.

SPACE IS LIMITED. Sign up today!

12 Week Session:
April 1, 2014 – June 19, 2014
Tuesdays and Thursdays from 9:00-10:00am
Where: Ridge View Commons

Presented by:
Senior Support Program of the Tri-Valley
(925) 931-5379

ARTHRITIS

JANUARY 2014

Unit available
Unit lease
Inspections
Ridge View work
Outside Vendor
Need P.O. issued

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
L 12/29	L 30	D 31	D 1/1	L 1/2	D 1/3	D 1/4
	S-127 Paint PAM VAC RENT ROLL TO S. ALSTROM		NEW YEARS DAY	S-127 Blinds / Clean S-127 Re-key C-308 Re-key N-202 Available	S-127 Lease N-202 Paint Prep	175
D 5 Breakdown submitted	D 6	L 7	L 8	D 9	L 10	L 11
	C-308 REPAIRS S-107 Available N-202 Shampoo	S-107 Flooring N-202 Paint N-107 Pre Inspect	S-107 Paint S-125 Pre Inspect N-202 Clean	S-107 Blinds / Clean C-108 Available N-202 Lease	C-108 Paint Prep	168
L 12	L 13	D 14	D 15	L 16	D 17	D 18
	S-129 Pre Inspect N-128 Pre Inspect C-108 Flooring	C-308 Flooring C-108 Paint	C-308 Flooring C-108 Paint S-107 Lease	C-308 Paint C-108 Blinds / Clean	C-308 Paint FRED SH PAM VAC	161
D 19	L 20	L 21	D 22	D 23	L 24	L 25
	MARTIN LUTHER KING DAY OFFICE CLOSED	C-108 Lease GUTTERS	C-308 Clean N-230 Pre Inspect S-228 Pre Inspect S-213 Pre Inspect GUTTERS	C-308 Clean N-109 Available GUTTERS	C-308 Lease N-109 Paint Prep GUTTERS	154
L 26	L 27	D 28	D 29	L 30	D 31	D 2/1
	S-125 Available S-125 Shampoo N-109 Shampoo	S-125 RVC Paint DALE - DR. APPT RENT ROLL TO S. ALSTROM	S-125 Clean N-109 Paint	S-125 Lease N-109 Clean	N-321 Pre Inspect S-129 Available N-128 Available N-109 Lease	147

FEBRUARY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
L 1/26 Unit available Unit lease Inspections Ridge View work Outside Vendor Need P.O. issued	L 27 S-125 Available S-125 Shampoo N-109 Shampoo	D 28 S-125 RVC Paint DALE - DR. APPT RENT ROLL TO S. ALSTROM	D 29 S-125 Clean N-109 Paint	L 30 S-125 Lease N-109 Clean	D 31 N-321 Pre Inspect S-129 Available N-128 Available N-109 Lease	D 2/1 147
D 2 Breakdown submitted	D 3 S-129 Paint Prep N-128 Shampoo	L 4 S-129 Flooring N-128 RVC Paint	L 5 S-129 Paint N-128 Clean	D 6 S-129 Blinds / Clean N-128 Lease	L 7 S-129 Lease	L 8 140
L 9	L 10 S-102 Pre Inspect	D 11 S-213 Available N-230 Available	D 12 S-213 Paint Prep C-203 Pre Inspect N-230 Paint Prep	L 13 S-213 Shampoo S-228 Available N-230 Paint Prep	D 14 S-213 Paint S-228 Pull Carpet N-230 Flooring LAURA SH PAM SH	D 15 133
D 16	D 17 PRESIDENTS DAY OFFICE CLOSED	L 18 S-213 Clean N-230 Paint S-228 Paint Prep PAM VAC	L 19 S-213 Lease N-230 Clean/Blinds S-228 1st Coat	D 20 N-230 Lease HC Meeting	L 21 N-321 Available	L 22 126
L 23	L 24 N-321 Paint Prep S-228 Flooring	D 25 N-321 Flooring S-228 Paint RENT ROLL TO S. ALSTROM	D 26 N-321 Paint S-228 Clean/Blinds	L 27 N-321 Clean/Blinds S-228 Clean/Blinds	D 28 N-321 Clean/Blinds S-228 Lease	D 3/1 119

Kottinger Place

Attachments:

- *Monthly Management Update*
- *Resident Newsletter*

Kottinger Place News Letter

February 2014

I want to thank all of you for participating in our Chinese New Year Celebration. We had a wonderful time. We even had some of our talented residents singing to all of us.

Our Crochet class has been going on for a couple of weeks. We have so much fun trying to learn from Pat. Pat is a great instructor. For those of you that want to join the class, class is held on Wednesday at 1pm.

Tom will be passing out the keys to the garden storage shed. He is done with that project and will be moving on to the bike rack. Once that is set in place you can place your bikes there.

Reminders

Once again I want to ask you to please be mindful of your laundry time. I continue to receive complaints about people using the laundry room when they are not scheduled. Please come to my office if you need to know what time you are scheduled to do laundry. Thank you for your cooperation.

I want to remind you not to feed the animals. When I am referring to animals I mean squirrels and turkeys. These are wild animals and it is against the law to feed wild animals. We also do not want to attract mice by leaving food for the animals. Please refer to your new house rules: Page 8 paragraph M:

The feeding of stray animals or wild birds is strictly prohibited, as they pose a health hazard and are a nuisance to the other residents. Hummingbird's feeders are permitted.

I have also received a few complaints about neighbors being noisy late at night. Please be mindful of others rest time. Please refer to your new house rules Page 8 Paragraph N

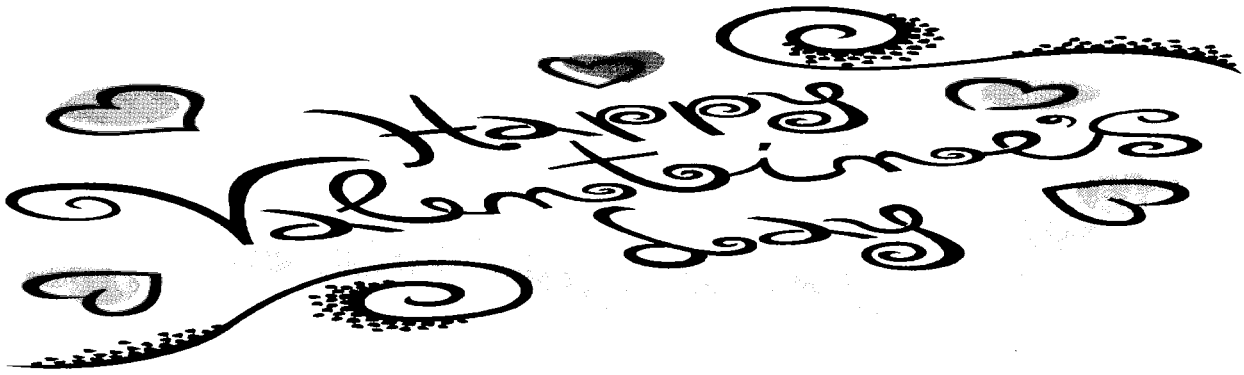
Musical instruments, television sets, stereos, radios, etc., are to be played at a volume that will not disturb other Residents at any time, expressly during the hours of 10pm to 10am.

Some noises emitted from one apartment may be audible in another apartment, such as running water, heavy footsteps, etc. Whenever possible, Resident is to make every effort to control such necessary activity.

Resident is responsible for the conduct of his/her family and guests in the apartment an in/on the grounds and common areas of the building.

REMINDER

Please join us on Friday, February 14th at 11am for some hot chocolate and pastries celebrating Valentine's Day.



Housing Commission
Agenda Report

February 20, 2014
Item 04

SUBJECT: **Miscellaneous Project Updates**

STAFF RECOMMENDATION: This is an informational item; no action is necessary.

ATTACHMENTS:

1. Status of On-Going Housing Projects
2. TVAHC Field Trip Itinerary (November 13, 2013)

The attached pages provide a summary of several continuing projects that warrant regular periodic updates. In order to streamline this report, the format has been modified to remove historic/past information and, instead, to focus only on events and activities that have taken place since the previous update.

Staff will provide information on these projects and activities on a quarterly basis as long as each remains active. The attached summary is the primary focus of this informational agenda item.

Status of On-Going Housing Projects and Activities
February 2014

Parkview Assisted Living Facility

- Staff recently met at the Parkview with representatives from BRIDGE Housing and Eskaton to discuss potential enhancements to the affordability program at the facility, which currently includes 31 units for very low (50% AMI) and extremely low (25% AMI) seniors. The regulatory agreements provide that a portion of any surplus revenue be redirected toward creating deeper affordability and/or additional below-market units.

Below-Market Homes / Apartments

- The Anton Hacienda apartment project (5725 W. Las Positas Blvd.; 168 units; approved May 2013) began construction in January. Upon completion, the project will provide a total of 35 BMR units at the very low income level (i.e., 50% of AMI).
- The two BRE apartment projects approved in 2012 (Site 1, Owens Dr. / Willow Rd., 254 units; Site 2, Gibraltar Dr. / Hacienda Dr., 251 units) were recently submitted for building permit plan check. The two projects will provide a total of 76 BMR units (38 each) at the very low income level (i.e., 50% of AMI).
- The AHA for the ES Ring / Auf der Maur project (Stanley Blvd./ Bernal Ave.; 345 units) was approved by the City Council in August 2013. The project may provide 52 BMR units at 50%/80%/100% of AMI or the developer may make a $4.5 million in-lieu payment to the City's Lower Income Housing Fund subject to City approval. Construction has not yet begun.
- The Commons at Gateway project (1600 Valley Ave.; 307 units) was approved by the City Council in September 2013. The project will provide a total of 52 BMR units at three levels (50%, 80%, and 100% of AMI).
- An AHA for the 177-unit project proposed by SummerHill Apartment Communities for 5850 West Las Positas Dr. will be the subject of review by the Housing Commission at the February 20 meeting.
- Additional information on these and other projects with BMR units will be provided as they progress through the development process.

Pleasanton Homeownership Assistance Program (PHAP)

- Staff recently received notice of intent to sell from the owner of a BMR home in the Carlton Oaks development. The family is moving out of the area for employment reasons. The 1,350 sq. ft., 3 bedroom, 2.5 bath duet home is priced at $226,252 and must be sold to an eligible low income (80% AMI) household. Staff is working with the seller and the Tri-Valley Housing Opportunity Center (TVHOC) on the sale of the home. The TVHOC will be marketing the home to clients who have already been through its home buyer education program and to other interested members of the public.

Down Payment Assistance (DPA) Program

- No loans have been issued since 2012, primarily due to low demand and lack of affordable home purchase options. However, three preliminary approvals were issued in 2013, and the prospective buyers are currently looking for homes to purchase. Staff receives 5-10 inquiries per month regarding the DPA program. There is currently sufficient funding in the DPA program for

approximately eight (8) additional loans at $20,000 each. The DPA program will be marketed as a tool to assist prospective buyers of the BMR home described above.

Kottinger Place Redevelopment

- On July 24, 2013, a neighborhood meeting was held at the Pleasanton Gardens community room. Notices were sent to all properties surrounding the existing Kottinger Place and Pleasanton Gardens sites (240 and 251 Kottinger Drive). MidPen Housing presented the proposed redevelopment site plan, visuals, design approach, and development schedule. The meeting provided a forum for neighbors to ask questions and provide feedback regarding the proposed Kottinger Gardens project.
- The Kottinger Place Redevelopment Task Force met on August 12, September 25, and October 23, 2013. The task force meetings focused on a review of results from resident and neighborhood meetings, input from the Fire Department and tree arborist, refinement of project design components, and agreement on the PUD application submittal package.
- On November 5, 2013, the City Council approved the following items: the proposed project site plan; the Disposition, Development, and Loan Agreement with MidPen Housing Corporation, and a Memorandum of Understanding with Pleasanton Gardens, Inc., concerning the proposed development which is now known as "Kottinger Gardens."
- MidPen submitted an application to the City's Planning Department in January for review under the Planned Unit Development (PUD) process. MidPen is also currently working on completing the demolition/disposition application package for submittal to HUD within the next month.
- MidPen has applied for $365,000 in federal HOME funds through the City's Housing and Human Services Grant (HHSG) program as one of the financing components for the Kottinger Gardens project. The grant application is scheduled for review by the Housing Commission at the March 20 meeting and will be considered for final approval by the City Council in April.

Housing Element / Regional Housing Needs Allocation (RHNA) Process

- Staff from the City's Planning Department is working on submission of the Housing Element Annual Progress Report for 2013 for submission to State HCD prior to the April 1 deadline.
- Preliminary work has also begun on the next Housing Element update. The City Council recently authorized the City to enter into a contract with PMC Planners who will provide professional services for the Housing Element update. Staff anticipates an initial meeting with the consultant without about a month.
- The agenda for the March 4, 2014, City Council meeting will include an item to review current Regional Housing Needs Allocation (RHNA) requirements to the existing inventory of high-density residential housing sites. At this time, staff believes that there are sufficient sites currently to meet RHNA targets without the need for additional rezonings.
- The schedule submitted by PMC calls for meetings with the Housing Commission and Planning Commission regarding the draft Housing Element in July 2014 (tentative). Staff will provide additional information on this topic as the project progresses.

Regional Collaborative Housing Efforts

- The Tri-Valley Affordable Housing Committee (TVAHC) sponsored an all-day tour of affordable housing projects in the Tri-Valley on Wednesday, November 13, 2013. A itinerary (a copy of which is is attached) covered a wide range of different types of affordable housing projects. The tour was well attended and was enjoyed by all.
- Staff from the cities of Pleasanton, Livermore, and Dublin held collaborative workshops on December 5 and 10, 2013, to distribute information regarding the application process for the annual

grant programs offered by each city for fiscal year 2014-15. Approximately 60 representatives from area nonprofit agencies and other interested parties attended the two workshops which had identical agendas and formats.

- Pleasanton is acting as lead agency to coordinate an application to HUD for a $1.25 million Section 108 loan to assist the Axis Community Health clinic expansion project. The loan will be repaid through a collaboration involving the three Tri-Valley cities (Pleasanton, Livermore, and Dublin) and the County of Alameda.

Miscellaneous Issues

- The most recent meeting of the Tri-Valley Affordable Housing Committee (TVAHC) took place on Friday, January 30, at the Livermore Public Library. The meeting agenda included a presentation regarding the Crime-Free Multi-Family Housing program which is a collaboration of area police departments and participating rental housing owners and managers. The next TVAHC meeting is scheduled for Thursday, April 24, at 9:00am in Livermore.
- May 9-18, 2014, will be the annual Affordable Housing Week sponsored by East Bay Housing Organizations (EBHO) of which the City of Pleasanton is a member. Events will be held throughout the East Bay during the week.
- On October 25, 2013, the City of Pleasanton, in collaboration with Abode Services, Eden Information and Referral, and the Rental Housing Association, sponsored a “rental property owner mixer” at the Operations Service Center on Busch Road. The event was targeted to owners and managers of small to medium sized rental complexes in the Tri-Valley to provide information to landlords on federal and local programs and agencies that can help renters (e.g., Tri-Valley Housing Scholarship Program, ECHO Housing, Abode Services, Eden Information and Referral / Alameda County 2-1-1, Section 8, etc.). The goal of the mixer was to encourage rental property owners to be open to working with these programs in a market that poses increased challenges to renters with lower incomes. Approximately 60 individuals attended the mixer, and feedback from attendees was very positive. A similar event is being planned for October 2014.
- The Tri-Valley Housing Scholarship Program (TVHSP) held its most recent board meeting on February 13, 2014. Abode Services, which manages the program, advised that two of five current Pleasanton clients exited the program in January. Abode is currently working to fill the two vacancies, and two new applicants were reviewed and considered at the most recent board meeting.

Tri Valley Affordable Housing Committee

Field Trip Itinerary

Wednesday, November 13, 2013

No.	Time	Type	Development / Location	Distance	Travel Time
	9:00am		Meet at Dublin City Hall (tour departs)		
1	9:30am	Stop	Sycamore Place (senior housing) 35 Laurel Dr., Danville	9.9 mi.	15 min.
2		Drive-By	Rose Garden Village (rental housing) 802-808 Camino Ramon, Danville	1.2 mi.	4 min.
3	10:30am	Stop	Valley Vista (senior housing) 20709 San Ramon Valley Blvd., San Ramon	6.4 mi.	10 min.
4		Drive-By	Tralee Village (ownership) 6525 Bantry Bay, Dublin	4.8 mi.	9 min.
5	11:30am	Stop	Wexford Way / Emerald Vista (rental / ownership) 6900 Mariposa Cir. / 6572-86 S. Mariposa Lane, Dublin	1.3 mi.	4 min.

12:00pm LUNCH *(box lunches provided at Emerald Vista)*

6		Drive-By	North Pleasanton planned apartments (rental housing) Hacienda Business Park, Pleasanton	3.7 mi.	10 min.
7	1:30pm	Stop	The Parkview (senior assisted living) 100 Valley Ave., Pleasanton	3.5 mi.	10 min.
8		Drive-By	Habitat for Humanity (ownership for veterans) 457 Andrews St., Livermore	6.9 mi.	14 min.
9	2:15pm	Stop	Tri-Valley Housing Opportunity Center 141 N. Livermore Ave., Livermore	0.9 mi.	4 min.
10		Drive-By	Hello Housing – Multi-family Rehab (rental housing) 389 McLeod St., Livermore	0.4 mi.	2 min.
11		Drive-By	Savannah Terrace (ownership) 318 S. Livermore Ave., Livermore	0.1 mi.	1 min.
12	3:00pm	Stop	Carmen Avenue Apartments (rental housing) 2891 Carmen Ave., Livermore	0.5 mi.	1 min.

4:00pm Return to Dublin City Hall

Housing Commission
Agenda Report

February 20, 2014
Item 05

SUBJECT:	**Quarterly Report of Housing Commission Activities (4th Quarter 2013)**
STAFF RECOMMENDATION:	This is an informational item; no action is necessary.
ATTACHMENTS:	**1.** Quarterly Report (4th Quarter)

Attached is a summary report of the Commission's activities for the fourth quarter of calendar year 2013 (October through December). This report is for the Commission's information only, and no action is necessary at this time. Staff will continue to provide similar updates on a quarterly basis.

Housing Commission
Summary of Major Activities and Accomplishments

4th Quarter, 2013

October 2013

- Attended a reception with residents of Ridge View Commons on October 1
- *[Regular meeting of October 17 cancelled]*
- Held a joint workshop with the City Council on October 22 to discuss the nexus study for the City's Lower Income Housing Fee

November 2013

- Attended a reception with residents of Kottinger Place on November 7
- *[Regular meeting of November 21 cancelled]*

December 2013

- Received a presentation by Sunflower Hill regarding a new housing concept for persons with special needs
- Appointed new officers for calendar year 2014

Housing Commission Agenda Report

February 20, 2014
Item 06

SUBJECT: **Quarterly Update of Pleasanton's Below-Market Housing Inventory (4th Quarter 2013)**

STAFF RECOMMENDATION: This is an informational item; no action is necessary.

ATTACHMENTS: **1.** Below-Market Rate Housing Inventory

The attached table represents the City's inventory of below-market housing as of February 2014. Data on new projects (or other changes) will be updated on a regular basis, and the table will be produced quarterly for the Commission's review and information.

The last report was provided to the Commission in July. The Windstar project has been removed from the "Pending Additions" category because the development approval expired several months ago and the site is now planned to be occupied by the new Workday office development. In addition to that change, the "Pending Additions" category has been further updated to provide additional detail regarding the status of the new multi-family projects that are currently at various stages of review and/or approval:

- The Anton Hacienda project is now under construction
- The two BRE projects in Hacienda have been submitted for building permit plan check
- The SummerHill project at 5850 West Las Positas Blvd. is under preliminary review

Information on the affordability components for these projects will continue to be updated as the projects move forward.

Staff will provide an update to this information on a quarterly basis. This item is for the Commission's information and no action is required at this time.

Below-Market Rate (BMR) Housing Inventory

2/13/2014

Existing / Active Projects

Rental		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Archstone Hacienda	5700 Owens Dr.	2001		540	135	25%	0	0	135	0	0	228	228	84	0	City BMR agreement; opened 1999
Civic Square Apts. Addition	4800 Bernal Ave.	2011		36	5	14%	31	0	5	0	0	0	36	0	0	City BMR agreement; completed Dec 2011
Gatewood	3992 Stoneridge Dr.	1986	2026	200	50	25%	0	0	50	0	0	52	148	0	0	City BMR agreement; opened 1986
Kensington [Greenbriar]	1552 East Gate Way	2002		100	31	31%	0	0	20	11	0	25	43	32	0	City BMR agreement; opened 2002
Promenade Apts.	5300 Case Ave.	1996		146	68	47%	0	0	34	34	0	37	94	15	0	Tax credits; City land / loans; 50/60% AMI
					289		31	0	244	45	0	342	549	131	0	

Ownership		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Birch Terrace / Silverstone	3909 Vineyard Ave.	2007		45	5	11%	2	0	5	0						City 1st-time buyer prog w/resale restr; 80/120% AMI
Calif. Somerset I / KB Home	3100-3300 W. Las Positas	1993		152	0	0%	26	0	0	0						Alameda Co. program; 95% AMI; limited resale restrictions
Canyon Oaks / KB Home	Bernal Property (Ph. II + III)	2004		200	26	13%	0	0	26	0						City 1st-time buyer prog w/resale restr; 80% AMI
Carlton Oaks / Greenbriar	Bernal Property (Ph. II + III)	2004		60	10	17%	0	0	10	0						City 1st-time buyer prog w/resale restr; 80% AMI
Nolan Farm / SummerHill	Rose Ave. / Fair St.	2001		36	5	14%	0	0	0	5						City 1st-time buyer prog w/resale restr; 50% AMI
Palomino Place / Callahan	Palomino Dr./Bernal Ave.	1992		24	0	0%	4	0	0	0						City 1st-time buyer prog w/resale restr; 80% AMI
Rotary Commons	Palomino Dr./Concord Wy.	1994		7	7	100%	0	0	7	0						City 1st-time buyer prog w/resale restr; 80% AMI
Sycamore Place	Rheem Dr./Katie Ln.	1994		36	0	0%	6	0	0	0						City 1st-time buyer prog w/resale restr; 120% AMI
Town Square	Ray St./Vineyard Ave.	1998		30	3	10%	0	3	0	0						City 1st-time buyer prog w/resale restr; 100% AMI
Walnut Hills / KB Home	Bernal Property (Ph. I)	2002		131	20	15%	0	0	20	0						City 1st-time buyer prog w/resale restr; 80% AMI
					76		38	3	68	5						

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

Below-Market Rate (BMR) Housing Inventory

2/13/2014

Senior		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Division St. Senior Apts.	443 Division St.	1994		20	20	100%	0	0	3	17	0	20	0	0	0	City BMR agreement; fee waivers; 50/60/80% AMI
Gardens at Ironwood	3431 Cornerstone Ct.	2005		172	138	80%	0	0	69	69	0	150	22	0	0	City BMR agreement; fee waivers; 50/60% AMI + 34 mkt
Kottinger Place	240 Kottinger Dr.	1973		50	50	100%	0	0	0	50	32	18	2	0	0	HUD Public Housing for very low income seniors
Parkview Assisted Living	100 Valley Ave. (@ Sunol B	2007		105	31	30%	0	0	0	31	41	57	7	0	0	Contribution of City land and financial assistance
Pleasanton Gardens	251 Kottinger Dr.	1969		40	40	100%	0	0	0	40	20	19	1	0	0	HUD Sec 236 / Sec 8 housing for very low income seniors
Ridge View Commons	5200 Case Ave.	1989		200	200	100%	0	0	120	80	0	180	20	0	0	Tax credits; City land; HODAG grant; 25/33/50/60% AMI
Stanley Junction	4031 Stanley Blvd.	1996		86	86	100%	0	0	78	8	0	86	0	0	0	City BMR agreement; fee waivers; 50/60/80% AMI
					565		0	0	270	295	93	530	52	0	0	

Disabled / Special Needs		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
BACS (Bay Area Comm. Svcs.)	4344 Railroad St.	1992		6	6	100%	0	0	0	6						Purchased/rehabed w/fed. CDBG funds
REACH (HOUSE, Inc.)	4158 Vineyard Ave.	1994		4	4	100%	0	0	0	4						Purchased/rehabed with federal (CDBG) funds; 4 SRO units
REACH (HOUSE, Inc.)	5608 Hansen Dr.	1997		3	3	100%	0	0	0	3						Purchased/rehabed with federal (HOME) funds; 3 SRO units
REACH (HOUSE, Inc.)	2253 Tanager Dr.	2006		3	3	100%	0	0	0	3						Purchased with federal (HOME) funds; 3 SRO units
REACH (HOUSE, Inc.)	1352 Oak Vista Way	2009		3	3	100%	0	0	0	3						Purchased with federal (HOME) funds; 3 SRO units
REACH (HOUSE, Inc.)	313 Trenton Cir.	2010		3	3	100%	0	0	0	3						Purchased with federal (HOME) funds; 3 SRO units
					22		0	0	0	22						
		Existing / Active Projects			952		69	3	582	367	93	872	601	131	0	

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

2/13/2014

Pending Additions

Rental		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Auf der Maur / E&S Ring	SEC Stanley Bl./Bernal Ave			345	52	15%	0	25	17	10	0	167	157	21	0	Appr by City Council Aug 2013; dev may pay $4.5m in-lieu fe
California Ctr. / Pleasant Ptnrs.	4550 Rosewood Dr.			305	46	15%	0	23	15	8	34	139	110	22	0	Appr by City Council Apr 2013
Commons at Gateway	1600 Valley Ave.			307	52	17%	0	25	17	10	0	116	86	70	35	Appr by City Council Sep 2013
Hacienda Site 1 (BRE Prop.)	SEC Owens Dr./Willow Rd.			254	38	15%	0	0	0	38	18	127	104	6	0	Appr by City Council May 2012; bldg permit review Jan 2014
Hacienda Site 2 (BRE Prop.)	NWC Gibraltar Dr./Haciend			251	38	15%	0	0	0	38	22	125	95	9	0	Appr by City Council May 2012; bldg permit review Jan 2014
Hacienda Site 3 (Dev. TBD)	SWC Gibraltar Dr./Haciend			361	58	16%	0	0	0	58						Part of Hacienda TOD Plan; # aff units estimated
Nearon / St. Anton Partners	5725 W. Las Positas Blvd.			168	35	21%	0	0	0	35	0	64	88	16	0	Appr by City Council May 2013; under constr Jan 2014
SummerHill Apt. Communities	5850 W. Las Positas Blvd.			177	27	15%	0	9	12	6	0	88	72	17	0	Preliminary review; affordability based on draft AHA
					346		0	82	61	203	74	826	712	161	35	

Ownership		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Medeiros Gardens / Aminian	5835 Vineyard Ave.			10	1	10%	0	0	1	0						For sale townhome (1 low); approved 2008
Stoneridge Apts. Condo Conv.	6250 Stoneridge Mall Rd.			520	10	2%	25	0	10	0	36	168	316	0	0	For sale condos (10 low; 25 mod); approved 2006
					11		25	0	11	0	36	168	316	0	0	

Senior		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Knuppe / Sunrise property	Foothill Rd./Stoneridge Dr.				0		0	0	0	0						(not yet determined)
Kott. Place/Pls. Gardens Redev.	240/251 Kottinger Dr.			150	150	100%	0	0	60	90						Low and very low income senior apartments
St. Augustine's Church Site	3999 Bernal Ave.				0		0	0	0	0						(not yet determined)
					150		0	0	60	90						
				Pending Additions	507		25	82	132	293	110	994	1,028	161	35	

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

Pending Expirations

Miscellaneous / Other		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
[none currently pending]																

Pending Expirations

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

Expired / Non-Active Projects

Rental		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
4324 Railroad St.	4324 Railroad St.	1986	2001	10	3	30%	0	0	3	0	0	0	10	0	0	Owner unwilling to extend BMR contract; expired 2001
Arroyo Village	Vineyard Ave./Mavis Dr.	1987	2002	19	5	26%	0	0	5	0	0	0	8	11	0	Owner unwilling to extend BMR contract; expired 2002
Civic Square	4800 Bernal Ave.	1987	2007	262	66	25%	0	0	66	0	0	99	163	0	0	Owner unwilling to extend BMR contract; expired 2007
Hacienda Commons	5000 Owens Dr.	1988	2003	212	32	15%	0	0	32	0	0	128	84	0	0	Owner unwilling to extend BMR contract; expired 2003
Hacienda Gardens / Avalon	3650 Andrews Dr.	1988	1998	456	69	15%	0	0	69	0	0	238	218	0	0	Owner unwilling to extend BMR contract; expired 1998
Las Ventanas (Pls. Greens)	3819 Vineyard Ave.	1976	1998	131	131	100%	0	0	0	131	0	30	67	34	0	HUD Sec 236 expired 1998 / residents recd Sec 8 vouchers
Springhouse	5505 Springhouse Dr.	1989	2004	354	53	15%	0	0	53	0	0	156	198	0	0	Owner unwilling to extend BMR contract; expired 2004
Stoneridge Apts.	6250 Stoneridge Mall Rd.	1989	1999	520	78	15%	0	0	78	0	36	168	316	0	0	Owner unwilling to extend BMR contract; expired 1999
Valley Plaza II	4411 Valley Ave.	1986	2006	144	32	22%	0	0	32	0	0	72	72	0	0	Owner unwilling to extend BMR contract; expired 2005
Vineyard Terrace	420-490 Vineyard Ave.	1986	2002	40	10	25%	0	0	10	0	0	0	40	0	0	Owner unwilling to extend BMR contract; expired 2002
Windstar / Stoneridge Station	Stoneridge Mall Rd.			350	70	20%	17	0	0	70	0	213	130	7	0	PUD expired 2013; site to be dev by Workday (office use)
					549		17	0	348	201	36	1,104	1,306	52	0	

Disabled / Special Needs		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
REACH (HOUSE, Inc.)	1898 Harvest Rd.	1998	2006	3	3	100%	0	0	0	3						Condo sold 2003; acquired new prop in 2006; 3 SRO units
					3		0	0	0	3						
				Expired / Non-Active Projects	552		17	0	348	204	36	1,104	1,306	52	0	

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

THE CITY OF PLEASANTON

Housing Commission Agenda Report

February 20, 2014
Item 09

SUBJECT: **Approval of an Affordable Housing Agreement with SHAC Las Positas Apartments LLC (Summerhill) for a 177-Unit Apartment Development at 5850 West Las Positas Boulevard (PUD-103)**

STAFF RECOMMENDATION: Approve the attached Affordable Housing Agreement (AHA) and recommend its approval by the City Council

ATTACHMENTS:
1. Recommended Affordable Housing Agreement
2. Summary of Recently Approved Unit Affordability

BACKGROUND

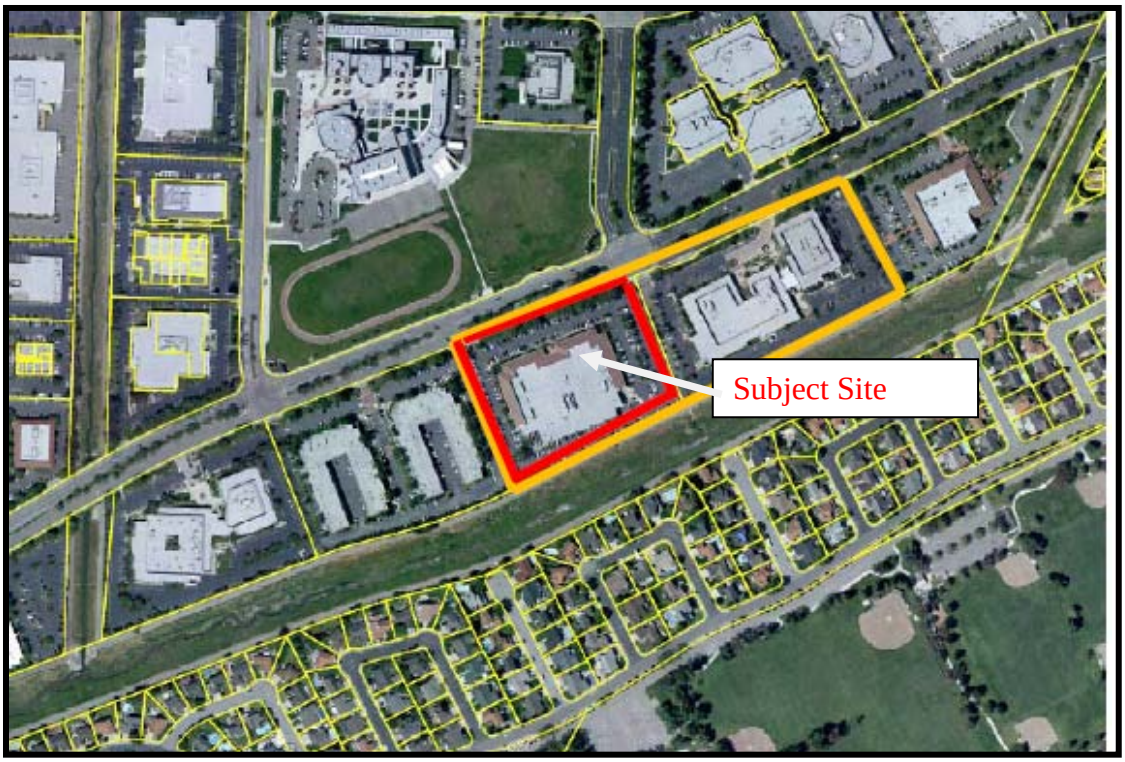
SHAC Las Positas Apartments LLC (Summerhill), has submitted a Planned Unit Development (PUD) application for the development of a 5.9-acre site at 5805 West Las Positas Boulevard. Because the proposed development exceeds 15 living units, it is subject to the City's Inclusionary Zoning Ordinance (IZO) requiring an affordable housing agreement.

The subject 5.9 acre site, and the adjoining 6.7 acre site to the east, are collectively referred to as Site #9 of the City's Design Guidelines and it was rezoned in 2012 for high density multifamily as part of the City's Housing Element update. The existing development fronts West Las Positas Boulevard to the north and the Arroyo Mocho to the south.

The existing building on the site is a one-story 88,512 square feet structure that was initially developed in 1984 for AT&T and later used as clinical laboratories for SmithKline Beecham. It is currently vacant and will be demolished to accommodate the new development. Livermore Amador Valley Transit Authority (LAVTA) bus stops (with shelters) are located on both sides of West Las Positas Boulevard in front of the development and at Hart Middle School. An aerial map of the site is listed below.

The proposed project will include 177 residential units and provide a total 304 parking spaces, including spaces in garages, carports and surface parking. The project will include an open space area, a tot lot, a pool/spa and a recreation facility. Pedestrian paths within the complex are proposed between the residential buildings, the open space area, and recreation uses. A six-foot tall sound wall is proposed along the southern property.

The proposed elevations present a Spanish influenced architectural with a stucco finish, stone veneer, wood-like trim for the windows, tile roof, wrought iron patio and balcony railings, and awnings.



Site Location Map and Street View

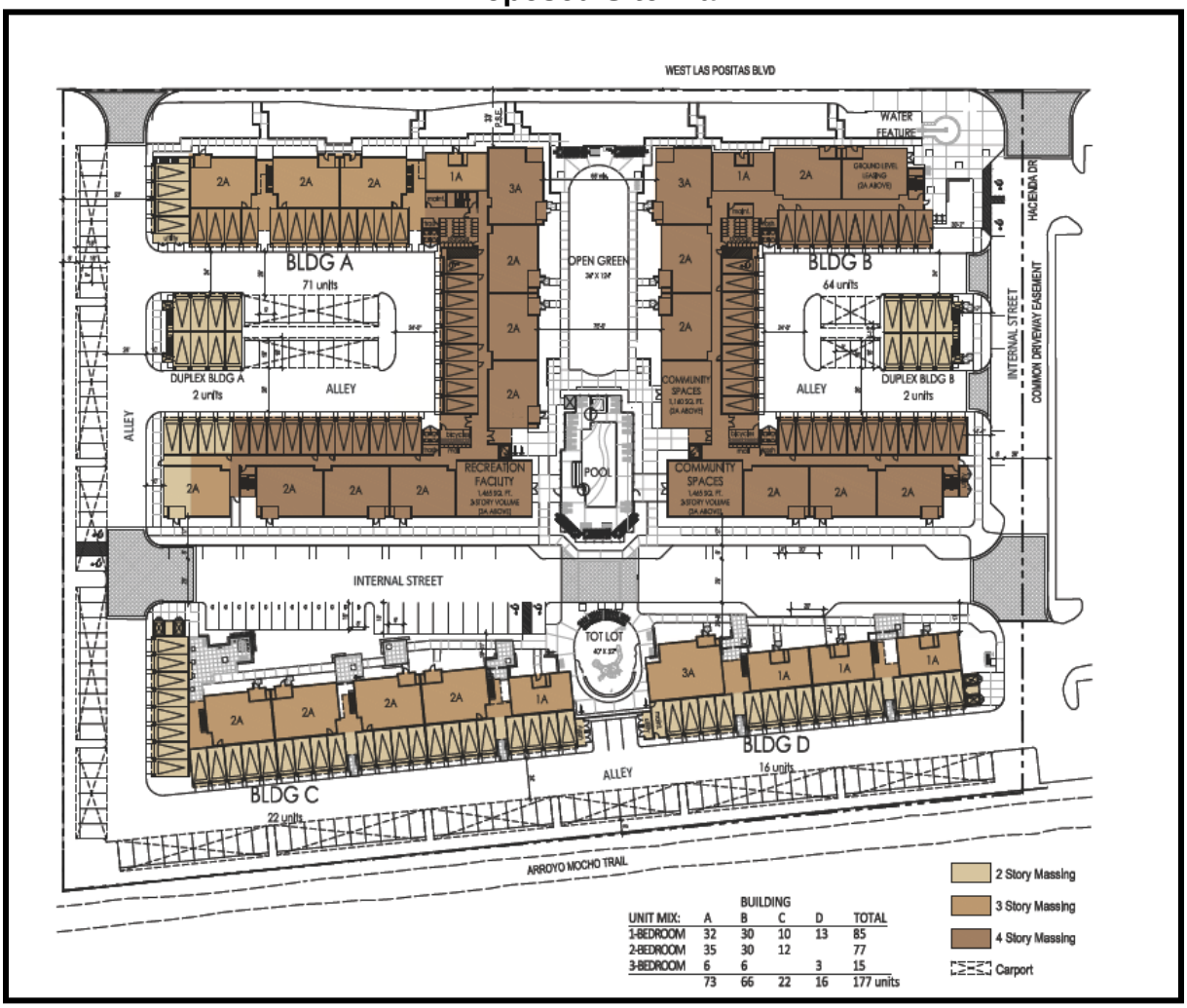
Photo of Current Building

As indicated on the below site plan, the unit mix for the 177 unit development is as follows:

Proposed 177 Unit Mix and Size

Unit Type	No. Of Units	Units Sizes
One bedroom	85	702 sq.ft. – 881 sq.ft.
Two bedrooms	77	1,054 sq. ft. - 1,069 sq.ft.
Three bedrooms	15	1,298 sq.ft. – 1,309 sq.ft.

Proposed Site Plan



DISCUSSION

As part of the May 1, 2013 joint Housing Commission and City Council workshop, the Council endorsed staff pursuing a flexible model for attempting to achieve affordable rent restricted units in new residential rental developments. As such, it encouraged all parties to attempt and strive to meet the IZO in a flexible, negotiated way recognizing the fact that the City has multiple interests it is trying to address, including parking, school impact needs, and affordable

housing, all of which fuel the outcome of negotiations. Based on this direction, staff has focused its efforts on pursuing creative options for meeting long term affordable housing needs.

As a point of reference, since the Urban Habitat Settlement Agreement and approval of updated General Plan Housing Element, the City Council has approved five apartment rental developments. As indicated in Attachment 2, assuming approval of the Summerhill development, a total of 268 (16%) of the total 1,711 units will have rent restrictions based on household income. As such, collectively these meet the IZO target of obtaining 15% rent restricted units. However, because a portion of these units are restricted to median income households they are not fully consistent with the IZO's goal of restricting units to very-low and low income households. Nevertheless, considering the legal environment concerning affordable housing, the restrictions represent a considerable increase in the number of rent restricted units.

In view of the City Council's direction at the May 1 joint workshop, staff's negotiation with Summerhill, as with the other developers, included a range of concepts intended to offer various ways of meeting the intent of the IZO. As an outcome of the negotiations, a recommended draft Affordable Housing Agreement has been prepared. A listing the AHA's most notable terms are as follows:

- Provide 27 units (15% of the total 177 units) as rent restricted affordable units as follows:

AHA Affordable Unit MIX

Unit Type	**Unit Mix for Affordable Units**				
Unit Type	**50% AMI**	**80% AMI**	**100% AMI**	**Total**	**%**
1-Bedroom	3	7	5	**15**	55%
2-Bedroom	2	4	3	**9**	34%
3-Bedroom	1	1	1	**3**	11%
Total	**6**	**12**	**9**	**27**	100%

- Unit household sizes for determining rents will be consistent with standards used typically in the City's AHA's.

- The agreement will be recorded with the land and remain affordable for perpetuity.

- Requires the development to accept Section 8 housing vouchers from eligible qualified applicants.

- Affordable units will be marketed by the developer and rented based on the City's adopted preference system.

- One of the affordable 1-bedroom units, one affordable 2-bedroom units and one affordable 3-bedroom units shall be fully accessible for the physically disabled. Unit design shall include amenities such as grab bars, modified case work and bathroom facilities and other amenities deem significant for disabled access

- In lieu of providing the 27 rent restricted units, the developer would pay an in-lieu fee of $2,300,000. The option of paying this fee or providing the units resides with the City and must be determined within 45 days of the developer notifying the City that it intends to apply for a building permit.

- Identifies a HUD income source to be used for calculating Annual Household Income required to determine project eligibility.

- Specifies that the AHA would not apply to the land in the event the PUD expires and the project is not built.

Regarding compliance with the Inclusionary Zoning Ordinance's, the unit mix meets the requirement that 15% of the units be rent restricted. It does not however, fully meet the IZO's requirement that all for the affordable units be affordable to very low (50% AMI) and low income (80%) of the Area Median Income. Nevertheless, it is consistent with the AHA approved previously by the City Council for the California Center and the Aud der Maur developments and staff assumes that this level of affordability will be consistent with Council expectations for this project. All other items, including perpetuity, the disbursement of affordable units throughout the development, etc. are consistent with the IZO.

Regarding compliance with the City's Housing Site Standards and Design Guidelines which stipulate that 10% of the affordable units will be 3-bedroom units and 35% will be 2-bedroom units, the proposed agreement calls for 11% of the affordable units to be 3-bedroom units and 33% of the affordable units to be 2-bedroom which staff determines to be consistent with the Design Guidelines since an additional unit would exceed the target percentage.

Regarding the option for the developer to pay $2,300,000 rather than providing affordable units, staff supports this alternative primarily because it could provide the City with all or a significant portion of the funding needed to develop, or assist in developing, an additional affordable project with deeper levels of affordability than provided in this project. Further, it could be used to develop programs or other options for creating housing for lower income households. In addition, the Commission may recall that the City has committed $8 million of its Lower Income Housing Fund to the Kottinger Place development project and this in lieu payment would represent a significant contribution toward replacing those funds for future uses. The in lieu fee equals $12,994/unit which is roughly equivalent to the $13,043/unit which was approved for the Auf der Maur development.

As outlined in the IZO, the Housing Commission's role is to recommend the City Council accept, reject or amend the terms of the attached AHA. The Commission may also make recommendations to the Planning Commission concerning conformance with the IZO. However, the Planning Commission does not have an identified role in determining project affordability,

and therefore, any such recommendation would be related project planning issues as they relate to affordable units. Based on review of the overall project site plan, staff has not identified any concern regarding building or site design that impact affordability. Should the Commission reject the recommend AHA, staff recommends that it provide detailed feedback to the City Council for consideration as part of its development review. A request for specific amendments may also be discussed and forwarded to the City Council.

Overall, staff's opinion it that the draft AHA provides the type of flexibility the City Council requested as part of the joint workshop with the Housing Commission and is consistent with the type of development being proposed by Summerhill and therefore, it recommends approval of the agreement.

ATTACHMENT 1

Recorded at the Request of
and when recorded, return to:

City of Pleasanton
P.O. Box 520
Pleasanton, CA 94566

Exempt per Gov. Code §27383

AFFORDABLE HOUSING AGREEMENT *(Draft)*

This **AFFORDABLE HOUSING AGREEMENT** ("Agreement") is made this _____ day of _____, 2014, by the **CITY OF PLEASANTON,** a Municipal Corporation ("City"), and **SHAC LAS POSITAS APARTMENTS LLC**, a California limited liability company ("Developer").

Recitals

A. Developer currently owns a legal or equitable interest in a 5.9-acre site at 5850 West Las Positas Boulevard, Pleasanton, California, more particularly described in Attachment 1 attached hereto and incorporated herein by reference (the "Property").

B. For the Property, Developer has obtained all necessary entitlements, including the PUD Development Plan approved by the City Council by its Ordinance 14-YYY, to develop 177 apartment units with related site improvements including parking areas, open green area and a tot lot (collectively the "Project").

C. Developer and the City wish to make a total of twenty-seven (27) apartment units within the Project available to households with incomes between and fifty percent (50%) (very-low income) of the Area Median Income and one hundred percent (100%) (median income).

D. Area Median Income (AMI) shall mean the area median income for the San Francisco-Oakland-Fremont Metropolitan Statistical Area adjusted for household size in accordance with adjustment factors adopted and amended from time to time by the United States Department of Housing and Urban Development (HUD) pursuant to Section 8 of the United States Housing Act of 1937 or any successor statute.

E. Execution of this Agreement meets the requirements of the City's Inclusionary Zoning Ordinance and shall be in lieu of paying the City's Lower Income Housing Fee for this Project.

NOW, THEREFORE, in consideration of the mutual covenants, agreements and conditions contained herein, City and Developer agree as follows:

ATTACHMENT 1

1. Of the 177 apartment units authorized by the PUD Development Plan approved by the City Council by its Ordinance 14-YYY, 27 shall be "Affordable" units. Developer shall make six (6) Affordable units available for rent to households with annual incomes at or below 50% of the Area Median Income, twelve (12) Affordable units available for rent to households with annual incomes at or below 80% of the Area Median Income, and nine (9) Affordable units available for rent to households with annual incomes at or below 100% of the Area Median Income as set forth herein. The Affordable units shall be consistent with the following:

A. The Affordable unit mix shall be as follows:

Unit Type	**Very Low Income (50% of AMI)**	**Low Income (80% of AMI)**	**Median Income (100% of AMI)**
1 Bedroom	3	7	5
2 Bedroom	2	4	3
3 Bedroom	1	1	1
Total	6	12	9

B. Affordable unit rents shall be based on the following household sizes:

Unit Type	**Household Size**
1 Bedroom Unit	Two (2) person household
2 Bedroom Unit	Three(3) person household
3 Bedroom Unit	Five (5) person household

C. The monthly rent for each of the Affordable units shall be calculated based on the following:

(i) The nine (9) Affordable units at Median Income shall not exceed one-twelfth of 100 % of the Area Median Income adjusted for the household sizes listed in Section B above multiplied by 30%.
(ii) The twelve (12) Affordable units at Low Income shall not exceed one-twelfth of 80 % of the Area Median Income adjusted for the household sizes listed in Section B above multiplied by 30%.
(iii) The six (6) Affordable units at Very Low Income shall not exceed one-twelfth of 50 % of the Area Median Income adjusted for the household sizes listed in Section B above multiplied by 30%.

D. At the initial lease-up for the Project, rent for Affordable units shall be based on the AMI at the time of the City issues Certificate of Occupancy. Thereafter, rents shall adjust consistent with HUD adjustments in the AMI. If HUD fails to issue revised Area Median Income/ household income statistics for the San Francisco-Oakland-Fremont Metropolitan Statistical Area within 15 months of the previous revision, rents for the Affordable units may be adjusted based on the annual percentage increase in the San Francisco-Oakland Consumer Price Index for urban wage earners and clerical workers.

E. The rents described herein shall exclude utilities in the broadest sense, including, but not limited to gas, electricity, water, garbage, television cable, telephone, and internet service; provided, however, that if any or all of such utilities are offered at no cost to market rate units they shall also be offered at no cost to the Affordable units.

F. For purposes of determining household's eligibility for an Affordable unit, a household's annual income shall be calculated in accordance with the Code of Federal Regulations Title 24 - Housing and Urban Development; Part 5 General HUD Program Requirements; Subpart F: Section 8 and Public Housing, and Other HUD Assisted Housing Serving Persons with Disabilities: Family Income and Family Payment; Occupancy Requirements for Section 8 Project-Based Assistance; Section 5.609 – Annual Income (24CFR 5.609).

G. The Affordable units shall be dispersed throughout the Project unless otherwise approved by the City. The Affordable units shall not be fixed in the Project and may change depending on vacancies.

H. The Affordable units shall have the same interior standards of quality (e.g., appliances, interior features/amenities, services, etc.) as the market rate units.

I. All Affordable units shall be rented to qualified applicants in accordance with the City's Preference System, as may be amended, with the most current version set forth in Attachment 2.

J. Once each year, the Developer (or the Developer's successor in interest) shall provide the City a report detailing the average annual income of tenants occupying the Affordable units for each of the income categories listed in Section 1(A) above, the number persons in each household occupying the Affordable units, the number of vacancies and new rentals during the year for the Affordable units.

K. All Affordable units shall be subject to this Agreement in perpetuity.

2. The Developer, with City consultation, shall assume all responsibility to market the Affordable units. Marketing shall be in accordance with City eligibility and income guidelines in-conformance with the City's Preference System. Marketing material, leases, rent-up schedules and-other printed material related to the Affordable units is subject to City approval.

3. One of the Affordable 1-bedroom units, one Affordable 2-bedroom unit, and one Affordable 3-bedroom unit as included in 1(A) above shall be fully accessible for the physically disabled. Unit design shall include amenities such as grab bars in bathrooms, modified case work, wide doors, sufficient clear floor space for wheelchairs, lower countertop segments, seats at bathing fixtures, knee space under sinks and counters, switches and controls in easily reached locations, entrances free of steps and stairs, an accessible route through the units, and other

amenities deemed significant for disabled access. Developer may utilize adaptable design features such as removable grab bars, concealed knee space under sinks and adjustable counterparts as approved by City to facilitate non-disabled tenants. Developer shall market the availability of these units to disability support groups and maintain an active waiting list of interested disabled persons, but may rent to any income qualified applicant if a qualified disabled applicant is not available for a period of twenty-one (21) days after the initial marketing. If the disabled unit is rented to a non-disabled person, Developer shall attempt to facilitate relocation to a non-disabled unit should a qualified disabled applicant become available.

4. Developer shall accept Section 8 vouchers as a means of assisting qualified applicants/residents.

5. In lieu of providing any Affordable units required hereunder and in full satisfaction of all requirements of Developer under this Agreement, City may elect, not later than the first to occur of one year after the effective date of this Agreement or forty-five (45) days after Developer notifies City in writing of its intent to apply for a building permit, to require a one time in-lieu fee in the amount of Two Million Three Hundred Thousand Dollars ($2,300,000), which shall be payable upon certificates of occupancy. Developer may elect to phase construction of the project such that multiple Certificates of Occupancy will be issued. If multiple Certificates of Occupancy are issued the onetime fee of $2,300,000 will be prorated based upon the number of residential units included in each Certificate of Occupancy when issued. Notwithstanding the preceding provisions of this Section 5 to the contrary, in the event City elects to require payment of such in-lieu fee, Developer shall still include within one of the 1-bedroom units, one of the 2-bedroom units and one of the 3-bedroom units within the Project, the design, marketing and rental requirements for access by the physically disabled as described in Section 3 above; provided, however, that Developer shall not be required to meet any affordability requirements with respect to such units.

6. The obligations under this Agreement apply unless the PUD Development Plan (approved by the City Council by its Ordinance 14-XXX) expires and the Project is not constructed prior to expiration of said PUD Development Plan (as it is extended by the Development Agreement approved by the City Council by its Ordinance 14-YYY).

7. The effective date of this Agreement shall be the date upon which Ordinance 14-xxx, approving the PUD Development Plan becomes effective.

8. This Agreement shall be recorded in Alameda County and shall run with the land.

THIS AGREEMENT is executed the date and year first above written.

CITY:

CITY OF PLEASANTON, a Municipal Corporation

By:_____
Nelson Fialho
City Manager

ATTEST:

_____
Karen Diaz, City Clerk

APPROVED AS TO FORM:

_____
Jonathan P. Lowell, City Attorney

DEVELOPER:

SHAC LAS POSITAS APARTMENTS LLC, a California limited liability company By:

SHAC CMC LLC, a California limited liability company, its sole member

By: _____
Name: _____
Title: _____

By:

SummerHill Apartment Communities, a California corporation

By: _____
Name: _____
Title: _____

ATTACHMENT 1

Attachments:

1. Legal Description
2. City of Pleasanton Preference System

ATTACHMENT 1

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____, 2013 before me _____, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY of PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____ (Seal)

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____, 2013 before me _____, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY of PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____ (Seal)

ATTACHMENT 1

LEGAL DESCRIPTION

Insert Legal Description Here

Assessor's Parcel Number: *Insert Assessor's Parcel Number Here*

ATTACHMENT 1

ATTACHMENT 2

CITY'S PREFERENCE SYSTEM

[Attached]

CITY COUNCIL OF THE CITY OF PLEASANTON

ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 02-012

RESOLUTION ESTABLISHING A REVISED CITY PREFERENCE SYSTEM FOR CITY-ASSISTED AFFORDABLE HOUSING PROJECTS

WHEREAS, the City of Pleasanton has specific policies within its General Plan Housing Element which place a priority on the provision of housing at costs which are affordable to households with a range of different income levels; and

WHEREAS, the City has an affordable housing program which encourages and supports the production of affordable rental and for-sale housing in Pleasanton; and

WHEREAS, the City Council promotes a variety of strategies to support the provision of affordable housing in Pleasanton; and

WHEREAS, the City desires to place a priority on providing affordable housing opportunities for Pleasanton residents and employees in all affordable housing projects which receive direct material, financial, or other assistance from the City; and

WHEREAS, at its meeting of January 15, 2002, the City Council reviewed the report of the Deputy City Manager (SR 02:013) regarding proposed modifications to the City preference system for City-assisted affordable housing projects;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON RESOLVES AS FOLLOWS:

Section 1: Council adopts the revised City preference system described herein to be used for determining eligibility among prospective beneficiaries for existing and future affordable housing projects assisted by the City.

Section 2: Affordable units will be made available to qualified households based upon the preference categories listed below. The City may modify the preference categories from time to time by giving written notice to [Lessee/Owner] of such modifications, and [Lessee/Owner] shall adhere to such preference categories starting no later than ten (10) days following receipt of such notice. Each preference category is assigned a specific number of points as noted below. At the time of application, each applicant household will be assigned to one preference category and a corresponding point allocation in accordance to the criteria listed below. Households with the highest number of points will be given first priority for the affordable units. In the event there is more than one household with the same amount of points, which is likely, a lottery will be held at which time names of households with an equal number of preference points will be randomly drawn and assigned priority.

Section 3: The criteria for preference categories and corresponding point allocations are as follows:

20 POINTS

Households where at least one of the signators of the tenant lease or purchase agreement (and who is a member of the household) is a Pleasanton resident and a Pleasanton employee at the time of application and has continuously lived and worked in the City of Pleasanton for two years or more prior to the time of application.

18 POINTS

Households where at least one of the signators of the tenant lease or purchase agreement (and who is a member of the household) is a Pleasanton resident and a Pleasanton employee at the time of application and has continuously lived and worked in the City of Pleasanton less than two years prior to the time of application.

16 POINTS
Households where at least one of the signators of the tenant lease or purchase agreement (and who is a member of the household) is either a Pleasanton resident or a Pleasanton employee at the time of application and has continuously lived or worked in the City of Pleasanton for two years or more prior to the time of application.

14 POINTS
Households where at least one member of the signators of the tenant lease or purchase agreement (and who is a member of the household) is either a Pleasanton resident or a Pleasanton employee at the time of application and has continuously lived or worked in the City of Pleasanton less than two years prior to the time of application.

12 POINTS
Households where at least one member of the signators of the tenant lease or purchase agreement (and who is a member of the household) has an immediate relative (defined as a son, daughter, brother sister, and/or parent) who is a Pleasanton resident at the time of application, provided the immediate relative has lived in the City of Pleasanton for at least two years prior to the time of application.

10 POINTS
All other households.

Section 4: In addition to the above points, one (1) bonus point will be given to households which meet one or more of the following criteria: a) Single parent head of household; b) disabled person as defined herein; or c) households in which at least one of the signators of the tenant lease or purchase agreement has been a Pleasanton resident for seven continuous years or longer prior to the time of application. A maximum of one (1) bonus point may be awarded to any one household.

Section 5: For persons who are retired at the time of application, the applicant's work history immediately prior to the date of retirement shall be considered in determining the length of employment in Pleasanton for the first four point categories listed above.

Section 6: For persons who moved away from the City of Pleasanton less than six months prior to the time of application and who resided in the City of Pleasanton continuously for at least ten (10) years immediately prior to moving away, the residency history prior to the date of moving away shall be considered in determining the length of residency in the first four point categories listed above.

Section 7: *"Pleasanton resident"* is defined as a person or household who resides permanently and continuously at a residential address which is physically located within the then current incorporated area of the City of Pleasanton and where that location is considered to be the household's permanent place of residence. The City may require applicants to submit a drivers license, voter registration, utility bill, or other evidence as proof of residency in Pleasanton. *"Pleasanton employee"* is defined as a person who is permanently and continuously employed on at least a half-time basis (i.e., 20 or more hours per week) at a business which is physically located within the then current incorporated area of the City of Pleasanton. The City may require applicants to submit pay stubs, W-2 forms, tax returns, or other evidence as proof of employment at a Pleasanton business.

Section 8: *"Disabled Person"* is defined as a head of household who has a medically documented permanent physical or mental impairment which prevents him/her from maintaining full time regular employment. Any individual claiming Disabled Person status must submit verification from a licensed doctor of the disability and its effect on the ability of the person to maintain full-time employment. A Disabled Person shall be assigned a number of points as if the person were employed regardless of the Disabled Person's employment status plus one bonus point. If an individual has a disability that substantially limits one or more major life activities and has a medical record of such impairment but the disability does not prevent the ability to maintain full-time regular employment, the individual shall be assigned the appropriate number of points as detailed in Section 3 above plus one bonus point as detailed in Section 4 above. Examples of a disability include limitations on caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or working.

Section 9: This resolution shall become effective immediately upon its passage and adoption.

I HEREBY CERTIFY THAT THE FOREGOING WAS DULY AND REGULARLY ADOPTED BY THE CITY COUNCIL OF THE CITY OF PLEASANTON, AT A MEETING HELD ON JANUARY 15, 2002 BY THE FOLLOWING VOTE:

AYES: Councilmembers - Ayala, Campbell, Dennis, Michelotti, and Mayor Pico
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:

Peggy L. Ezidro, City Clerk

APPROVED AS TO FORM:

Michael H. Roush, City Attorney

ATTACHMENT 2

SUMMARY OF AHA UNITS

February 13, 2014

Unit Mix	BRE	CA Center	Bernal Commons	St. Anton	Auf der Maur	Summerhill (Recd.)	TOTAL	%
Total Number of Units	506	305	210	168	345	177	1711	
50% AMI								
Studio	0	5	0	0	6	0	11	7%
1-Bedroom	41	3	9	13	3	3	72	48%
2-Bedroom	27	0	6	18	1	2	54	36%
3-Bedroom	8	0	1	4	0	1	14	9%
Subtotal 50% AMI	76	8	16	35	10	6	151	56%
60%AMI								
Studio	0	0	0	0	0	0	0	0%
1-Bedroom	0	0	9	0	0	0	9	56%
2-Bedroom	0	0	7	0	0	0	7	44%
3-Bedroom	0	0	0	0	0	0	0	0%
Subtotal 60% AMI	0	0	16	0	0	0	16	6%
80% AMI								
Studio	0	3	0	0	2	0	5	11%
1-Bedroom	0	3	0	0	4	7	14	32%
2-Bedroom	0	7	0	0	6	4	17	39%
3-Bedroom	0	2	0	0	5	1	8	18%
Subtotal at 80% AMI	0	15	0	0	17	12	44	16%
100%AMI								
Studio	0	8	0	0	8	0	16	28%
1-Bedroom	0	3	0	0	5	5	13	23%
2-Bedroom	0	9	0	0	7	3	19	211%
3-Bedroom	0	3	0	0	5	1	9	16%
Subtotal at 100% AMI	0	23	0	0	25	9	57	21%
Total Affordable Units	***76***	***46***	***32***	***35***	***52***	***27***	***268***	
Total % Affordable	***15%***	***15%***	***15%***	***21%***	***15%***	***15%***	***16%***	

* Auf der Maur includes a cash payment option. Summerhill includes recommended cash payment option.

THE CITY OF PLEASANTON

Housing Commission Agenda Report

February 20, 2014
Item 10

SUBJECT: **Approval of Kottinger Gardens Overall Plan (PUD-101) and Submittal of a HUD Section 18 Demolition and Disposition Application**

STAFF RECOMMENDATION:

1. Approve the project's overall development plan
2. Authorize submittal of the HUD Section 18 Demolition and Disposition Application required to facilitate the proposed new development

ATTACHMENTS:

1. Proposed Site Plan
2. Preliminary Building Elevations
3. Building Detail and Style Images

BACKGROUND

In September, 2012, the Housing Commission recommended approval of the *Kottinger Place and Pleasanton Gardens Predevelopment Analysis Report* establishing the parameters for a new affordable senior housing development on the Kottinger Place (240 Kottinger Drive) and Pleasanton Gardens (251 Kottinger Drive) sites. Subsequently, in October 2012, the City Council approved the Report and authorized Staff to continue working with the City Council-formed Kottinger Place Task Force (Task Force). Since that time, the Task Force has held numerous public meetings for the purpose of finalizing design and site plan elements with the goal of submitting a Planned Unit Development (PUD) application for the new development.

The Task Force approved the site plan in October, 2013, and the City Council followed with their approval of the site plan and authorization to submit a PUD Application in November, 2013. At the same meeting, the City Council authorized the City to enter into a Memorandum of Understanding with the Board of Pleasanton Gardens regarding terms for transferring its site to the City to support the new development and the relocation of its current tenants to the new development. The City Council also authorized entering into a Disposition, Development, and Loan Agreement (DDLA) with MidPen Housing Corporation to manage the development of the project.

In January, 2014, MidPen submitted the PUD Application for the development of 185 new affordable senior homes in one-, two-, and three-story buildings across the two sites. The

PUD submittal included two adjustments to the site plan based on feedback received from the City's Engineering Department and Fire Department. Meetings with the City's Planning Commission and City Council are tentatively scheduled for March and May, respectively.

This report provides more information related to the proposed project for the Housing Commission's review and recommendation to the Planning Commission and City Council for approval.

DISCUSSION

Indicated below, and in more detail on Attachment 1 that includes some elevations, is the site plan approved by the Task Force at its October 23, 2013, meeting. The site plan was approved unanimously with the exception of one member (Craig Ristow) who expressed that, while he was overall pleased with the layout and design, in his opinion the inclusion of a three story building does not fully comply with Task Force's goal of having project massing that is "complementary" to the neighborhood.

Site Plan Submitted With Planned Unit Development Application

As indicated in the plan, the project would include the current Pleasanton Gardens, Kottinger Place, Regalia House and 4138 Vineyard Avenue parcels totaling approximately 6.5 acres. No portion of the Kottinger Community Park will be used for the development, and the current parking capacity for the park will be retained.

The project is proposed to include a total of 185 units in a configuration of single story cottage units, and multi-story (two- and three-story) buildings. Also, included are significant open

spaces, community rooms on the Kottinger Place and Pleasanton Gardens sites, parking, improved pedestrian access across Kottinger Drive and space for resident gardens. A summary of the unit mix is as follows:

Proposed Kottinger Gardens Unit Mix

Building Type	Unit Type	EXISTING DEVELOPMENTS			PROPOSED DEVELOPMENT		
		KP	PG	Total	KP	PG	Total
Cottage/ 1-Story:	Studio	32	20	52	0	0	0
	1BR	16	19	35	57	24	81
	2BR	2	1	3	0	0	0
	Total:	*50*	*40*	*90*	*57*	*24*	*81*
Multi-Story:	Studio	0	0	0	0	0	0
	1BR	0	0	0	69	26	95
	2BR	0	0	0	5	4	9
	Total:	*0*	*0*	*0*	*74*	*30*	*104*
TOTAL:		50	40	90	131	54	185

A PUD application (PUD-101) was submitted to the City by MidPen on January 14, 2014. Staff provided initial comments related to storm water treatment, landscaping, architecture, and the pedestrian crossing on Kottinger Drive. A work session with the Planning Commission is scheduled for March 12th. As such, some of the elements illustrated above and in Attachment A may be modified as the project works its way through the review process.

Pending the City's approval process, MidPen's goal is to complete the process in May 2014.

Disposition & Demolition Application to HUD for the Kottinger Place Site

Over the next few months, MidPen and staff will be focused on completing the process for HUD demolition approval through HUD's standard Section 18 Demolition and Disposition process. Staff and MidPen met previously with HUD to discuss this matter and staff, MidPen, and members of the Task Force, including Councilmember Cook-Kallio, met recently with Congressman Swalwell to keep him abreast of the process. HUD Staff have encouraged the Housing Authority and MidPen to submit the application for a technical assistance review prior to a formal submittal. The application is expected to be submitted for review during the week of February 17th.

As part of the approval process, HUD requires the Housing Authority's Board to formally approve the submittal of an application to HUD. Staff expects to bring this action to the City Council, serving as the Housing Authority's Board, as soon as HUD completes its technical assistance review.

February 20th Housing Commission Meeting
At your February 20th Housing Commission Meeting, MidPen will present the project plan, proposed design, and schedule for the Commission's review.

Attachments:

1. Proposed Site Plan
2. Preliminary Building Elevations
3. Building Detail and Style Images

ATTACHMENT 1 - PROPOSED SITE PLAN

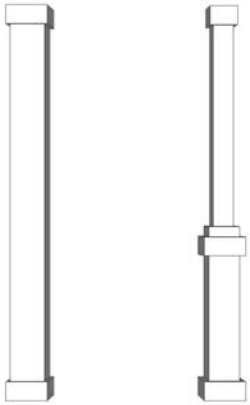
Cottage Exterior Design

Multi-Story Building Exterior Design

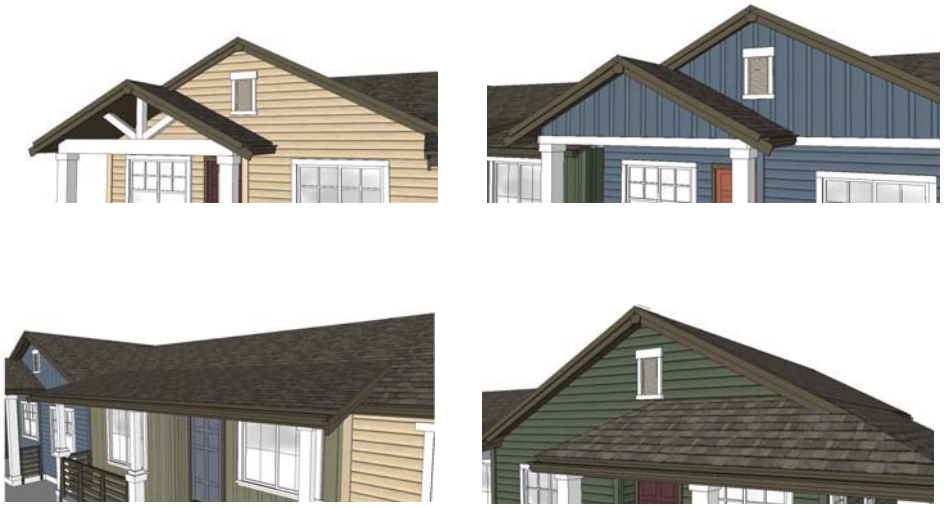
Attachment 3 - Building Detail and Style Images

"A" STYLE TRIM PACKAGE

"B" STYLE TRIM PACKAGE



COLUMN DETAIL



EAVE DETAIL

DECK/PORCH RAIL DETAIL
(FACE MOUNTED)

BALCONY DETAIL

BUILDING COLOR SWATCHES

ROOF/DOORS COLOR SWATCHES

0 16 32 64

KOTTINGER GARDENS
KOTTINGER STREET, PLEASANTON, CA
MIDPEN HOUSING

BUILDING DETAIL AND STYLE IMAGES

DAHLIN

JOB NO. 552.013
DATE 01-10-14

A4.20

J:\552\013-Kottinger\Archi\Plot\PD\552013-A420.dwg, 1/10/2014 4:53:32 PM, rschutte