

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 4/1/14
TIME: 5:00 pm
TOWN CLERK'S OFFICE

➤ 933rd Meeting

The 933rd Meeting, a regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multi-Purpose Room located at 26 Smith Street, Seymour, on Wednesday, February 5, 2014, and was called to order by Chairperson White at 5:30pm.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota and Horelick. Also present was Executive Director David Keyser.

➤ Public Comment Session

None.

➤ Previous Meeting Minutes

Vice-Chairperson Horelick introduced the previous meeting minutes of the 932nd Regular Meeting held on January 8, 2014.

Commissioner Bellucci motioned to accept the minutes of the 932nd Regular Meeting. Commissioner Dota seconded the motion. Vice-Chairperson Horelick acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota and Horelick. Vice-Chairperson Horelick declared the motion carried and the minutes of the 932nd Regular Meeting accepted as presented.

➤ Bills & Communications

Vice-Chairperson Horelick introduced the Bills. (See Exhibit I)

Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Bellucci seconded the motion. Vice-Chairperson Horelick acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota and Horelick. Chairperson White declared the motion carried and the Bills approved for payment as presented.

➤ Executive Director's Report

MINUTES

The Executive Director discussed and explained the monthly report.

At this point, 5:41 P.M. Commissioners White and Golebieski joined the meeting already in progress.

➤ Old Business

Commissioner Bellucci asked about the RSC. The Executive Director explained that we are in the process of reviewing applicants for the position. He stated that the Position will be filled and all of the details of the employment will be worked out for the grant in the coming month. He stated that the Callahan House Tenant Association will participate in the selection process of the applicants for the position.

➤ New Business

Chairperson White introduced contract award for Capital Fund Program CT26P03550113.

The Executive Director discussed the bid tabulation sheet and stated that a bid opening occurred and West State Mechanical Systems was the low bidder at a cost of \$65,450. The Bid was reviewed and qualified by Consulting Engineer Donald W. Smith, Jr., P.E.

After some further brief discussion, Commissioner Golebieski motioned to accept the bid from West State Mechanical Systems and to authorize the Executive Director to enter into contract not to exceed \$65,450.00. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion.

Chairperson White introduced the 2013 Year End Financial Statement for Smithfield Gardens Assisted Living. See Exhibit III.

The Executive Director reviewed the results of operations and the line item variances documented by the report.

After some further clarification, Commissioner Bellucci motioned to accept the written report as presented. Commissioner Dota Seconded. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion approved.

➤ Any Other Business Pertaining to the Board

None

MINUTES

➤ Adjournment

At 6:15 P.M. Chairperson White asked for a motion to adjourn the 933rd meeting of the Seymour Housing Authority. Commissioner Golebieski motioned to adjourn the meeting. Commissioner Horelick seconded the motion. Chairperson White declared the motion carried and the 933rd Meeting, a Regular Meeting, duly adjourned at 6:15pm.

Submitted by:

A handwritten signature in cursive script, appearing to read "David J. Keyser".

David J. Keyser, Secretary and
Executive Director

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Revolving Fund

*Minutes
Exhibit I*

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: January 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1	01/09/2014	No	DD	SHA PAYROLL	Payroll #1	No	\$33,055.47
2	01/23/2014	No	DD	SHA PAYROLL	Payroll #2	No	\$26,347.18
142	01/28/2014	No	CHK	VSP	Dec.'s Bill	No	\$62.05
143	01/28/2014	No	CHK	VSP	Jan. 2014 Billing	No	\$62.05
6211	01/06/2014	No	CHK	Silver Petrucelli & Associates	Construction Documents Callahan	No	\$950.00
6212	01/08/2014	No	CHK	Naugatuck Valley Savings & Loan	Cody Taylor HSA	No	\$825.00
6213	01/15/2014	No	CHK	Aegis Energy Services, Inc.	3 of 3 payments	No	\$1,746.10
6214	01/15/2014	No	CHK	Aetna	acct 83851327	No	\$4,901.00
6215	01/15/2014	No	CHK	AIG	policy WC 1656312	No	\$3,995.00
6216	01/15/2014	No	CHK	AT&T	acct 203 881-0115 123	No	\$91.60
6217	01/15/2014	No	CHK	AT&T	acct 203 881-2464 165	No	\$313.90
6218	01/15/2014	No	CHK	AT&T	acct 203 888-4579 851	No	\$237.23
6219	01/15/2014	No	CHK	Callahan House Tenants Associat	January association fee	No	\$25.00
6220	01/15/2014	No	CHK	Canon Financial Services, Inc.	contract # 200-5026811-000	No	\$211.32
6221	01/15/2014	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$403.63
6222	01/15/2014	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,185.84
6223	01/15/2014	No	CHK	Connecticut Housing Finance Aut	project 96089D	No	\$462.02
6224	01/15/2014	No	CHK	David J. Keyser	reimbursement	No	\$430.00
6225	01/15/2014	No	CHK	Donald W. Smith, Jr. P.E	work performed for MR	No	\$500.00
6226	01/15/2014	No	CHK	G&K Services	January uniforms	No	\$77.31
6227	01/15/2014	No	CHK	George Ellis Company	annual hvac contract 01/01/14-12/31	No	\$1,900.00
6228	01/15/2014	No	CHK	Gregory Stamos	January legal retainer	No	\$750.00
6229	01/15/2014	No	CHK	Management Computer Services I	pha-web jan-jun	No	\$3,653.00
6230	01/15/2014	No	CHK	Northeast Telecom Services Inc.	January TD process	No	\$39.95
6231	01/15/2014	No	CHK	Peter E. Karpovich,	sha vs Rogers notice to quit	No	\$477.60
6232	01/15/2014	No	CHK	Ray House Tenants Association	January association fees	No	\$25.00
6233	01/15/2014	No	CHK	Smithfield Gardens Assisted Livin	January Rent	No	\$4,354.16
6234	01/15/2014	No	CHK	USI Insurance Services of CT LL	crime policy	No	\$253.35
6235	01/15/2014	No	CHK	Winter Bros Waste Systems	January container service	No	\$378.05
6236	01/15/2014	No	CHK	Winter Bros Waste Systems	January container service	No	\$412.68
6237	01/16/2014	No	CHK	American Express	Acc# ending 6-34000	No	\$2,448.90
6238	01/16/2014	No	CHK	Brittany Hannon	Occupancy Manual	No	\$2,500.00
6239	01/21/2014	No	CHK	DJP Electric LLC	Materials Primary USB Module, Inst	No	\$1,325.00
6240	01/27/2014	No	CHK	American Rooter Llc	2 chamberlin clogged kitchen sink	No	\$267.00
6241	01/27/2014	No	CHK	Aquarion Water Company	acct 200086455	No	\$387.62
6242	01/27/2014	No	CHK	Aquarion Water Company	acct 200351556 20 chamberlin	No	\$78.41
6243	01/27/2014	No	CHK	Aquarion Water Company of CT	acct 200086443	No	\$387.62
6244	01/27/2014	No	CHK	Bellelli's Tree Service	Inv. # 5 - 17 Seymour Ave	No	\$6,575.00
6245	01/27/2014	No	CHK	Buddy's Fuel, Llc	clean furnaces in maintenance room	No	\$220.00
6246	01/27/2014	No	CHK	Buddy's Fuel, LLC	20 chamberlin 118 gallons	No	\$448.40
6247	01/27/2014	No	CHK	Callahan House Tenants Associat	annual association fee	No	\$2,000.00
6248	01/27/2014	No	CHK	CL&P FED	acct 51779583004	No	\$4,365.92
6249	01/27/2014	No	CHK	CL&P OFFICE	acct 51471483099	No	\$237.34
6250	01/27/2014	No	CHK	CL&P MR	acct 51748166089 (20 chamberlin)	No	\$75.27
6251	01/27/2014	No	CHK	CL&P RH	acct 51457764090	No	\$2,101.53
6252	01/27/2014	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
6253	01/27/2014	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$98.95

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

*Minutes
Exhibit I*

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: January 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
6254	01/27/2014	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
6255	01/27/2014	No	CHK	Connecticut Housing Finance Aut	Qrtly MR Mortgage	No	\$4,968.67
6256	01/27/2014	No	CHK	Direct Energy Services, LLC	acct 02395043-742-8	No	\$3,729.45
6257	01/27/2014	No	CHK	Experian	acct TCTA 6906070	No	\$87.36
6258	01/27/2014	No	CHK	Gregory Stamos	December legal fees	No	\$1,150.55
6259	01/27/2014	No	CHK	Hamlin Construction LLC	snow removal 12/30/13	No	\$184.50
6260	01/27/2014	No	CHK	Home Depot Credit Services	RH/Fed supplies	No	\$40.93
6261	01/27/2014	No	CHK	Kone Inc	maintenance contract	No	\$991.95
6262	01/27/2014	No	CHK	M. J. Daly & Sons, Inc.	pin hole in main	No	\$1,538.98
6263	01/27/2014	No	CHK	Ferris, Marilyn CPA	budget/3rd qtr reporting	No	\$10,120.00
6264	01/27/2014	No	CHK	Oxford Paint & Hardware, Inc	December OPH charges	No	\$54.14
6265	01/27/2014	No	CHK	Personnel Concepts	labor law posters	No	\$25.85
6266	01/27/2014	No	CHK	Radovich Builders, LLP	2 Seymour change bath fixture	No	\$963.00
6267	01/27/2014	No	CHK	Radovich Builders, LLP	3S toilet broken	No	\$815.00
6268	01/27/2014	No	CHK	Ray House Tenants Association	Annual association fee	No	\$1,000.00
6269	01/27/2014	No	CHK	Shell Credit Card Center	acct 065 093 700	No	\$303.01
6270	01/27/2014	No	CHK	Sound Technology Services	on site computer repair	No	\$697.50
6271	01/27/2014	No	CHK	Sprint	acct 453584322	No	\$167.07
6272	01/27/2014	No	CHK	St. Treasurer For Merfund	MERF 01-2014	No	\$6,902.61
6273	01/27/2014	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,247.63
6274	01/31/2014	No	CHK	Aetna	acct 83851327	No	\$3,141.00
6275	01/31/2014	No	CHK	Aflac Attn: Remittance Processing	Jan. Aflac	No	\$493.90
6276	01/31/2014	No	CHK	Allen's Plumbing Supply	stick for oil tanks	No	\$36.00
6277	01/31/2014	No	CHK	Ally	acct 024914953493	No	\$525.63
6278	01/31/2014	No	CHK	Anthem Dental	act6850861	No	\$631.21
6279	01/31/2014	No	CHK	Aquarion Water Company	acct 200354881 37 chamberlin	No	\$37.95
6280	01/31/2014	No	CHK	Buddy's Fuel, LLC	repair bearing assembly	No	\$1,183.00
6281	01/31/2014	No	CHK	Buddy's Fuel, LLC	50 gal 37 chamberlin	No	\$95.00
6282	01/31/2014	No	CHK	Cash	Reimb. Petty Cash	No	\$31.21
6283	01/31/2014	No	CHK	CL&P MR	acct 51520464041 37 chamberlin	No	\$39.29
6284	01/31/2014	No	CHK	G&K Services	January uniforms	No	\$83.20
6285	01/31/2014	No	CHK	Hamlin Construction LLC	snow removal 1/2/14	No	\$3,610.12
6286	01/31/2014	No	CHK	Lincoln National Life Insurance C	acct seymourhous-bl-1001365	No	\$283.16
6287	01/31/2014	No	CHK	Oxford Paint & Hardware, Inc	January OPH	No	\$163.77
6288	01/31/2014	No	CHK	Peter E. Karpovich,	sha vs martin notice to quit	No	\$414.20
6289	01/31/2014	No	CHK	Seymour Janitorial Services	January common area cleaning	No	\$1,185.00
6290	01/31/2014	No	CHK	Staples Credit Plan	also inv# 948835191 & 951101611	No	\$437.25
6291	01/31/2014	No	CHK	Canon Solutions America, Inc.	Dec. usage	No	\$54.52
						Cleared: 0	\$0.00
						Uncleared: 85	\$159,257.12
						Total Payments: 85	\$159,257.12

Minutes
Exhibit I

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: January 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 615009087, GL Account: 1120

Posted Payments					<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>			
					PH AP Payment Jan 14	No	\$1,420.04
3292	01/10/2014	No	CHK	Cromwell, Gertrude	Microwave for Apt. 126	No	\$324.00
3293	01/15/2014	No	CHK	Ferrari's Appliance	toilet seal kits	No	\$25.98
3294	01/16/2014	No	CHK	Allen's Plumbing Supply	acct 200204656	No	\$387.62
3295	01/16/2014	No	CHK	Aquarion Water Company Of Ct	acct 203 888-5093 150	No	\$342.49
3296	01/16/2014	No	CHK	AT&T	get boilers up and running	No	\$195.00
3297	01/16/2014	No	CHK	Buddy's Fuel, Llc	acct 51083234013	No	\$2,338.33
3298	01/16/2014	No	CHK	CL&P SGAL	acct 8773 40 216 0069536	No	\$52.95
3299	01/16/2014	No	CHK	Comcast	acct #108885	No	\$2,800.00
3300	01/16/2014	No	CHK	Connecticut Post	acct 67282386-587-4	No	\$2,718.65
3301	01/16/2014	No	CHK	Direct Energy Services, Llc	glycol over filling	No	\$869.96
3302	01/16/2014	No	CHK	Environmental Systems Corporati	December food service	No	\$25,664.08
3303	01/16/2014	No	CHK	Fitz Vogt & Associates, LTD	snow removal 12/30/13	No	\$90.00
3304	01/16/2014	No	CHK	Hamlin Construction LLC	repair drawer in reception	No	\$240.00
3305	01/16/2014	No	CHK	Radovich Builders, LLP	unit 201	No	\$550.00
3306	01/16/2014	No	CHK	Robert Lashin	management fee	No	\$4,945.00
3307	01/16/2014	No	CHK	Seymour Housing Authority	January container service	No	\$401.18
3308	01/16/2014	No	CHK	Winter Bros Waste Systems	acct 57669970055	No	\$2,091.41
3309	01/16/2014	No	CHK	Yankee Gas	Mileage Reimb	No	\$68.65
3310	01/21/2014	No	CHK	Durrschmidt, Denise	PH AP Payment Jan 14	No	\$503.08
3311	01/24/2014	No	CHK	Hall, Audrey	bleed radiators	No	\$382.50
3312	01/30/2014	No	CHK	Buddy's Fuel, Llc	acct 8773 40 216 0196370	No	\$4.47
3313	01/30/2014	No	CHK	comcast	acct 8773 40 216 0069510	No	\$1,020.78
3314	01/30/2014	No	CHK	Comcast	repair mixer/can opener & slicer	No	\$85.00
3315	01/30/2014	No	CHK	Fix it Now LLC	snow removal 1/2/14	No	\$2,335.50
3316	01/30/2014	No	CHK	Hamlin Construction LLC	monthly HK supplies	No	\$433.81
3317	01/30/2014	No	CHK	HD Supply	management fee increase adjustme	No	\$27.00
3318	01/30/2014	No	CHK	Seymour Housing Authority	commercial kitchen cleaning	No	\$425.00
3319	01/30/2014	No	CHK	Trans Clean Corp	SG Reimb	No	\$41,705.66
3320	01/31/2014	No	CHK	Seymour Housing Authority			

Minutes
Exhibit I

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: January 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1728	01/22/2014	No	CHK	Salamone & Associates, P.C.	CFP - 2013 Invoices Final Payment	No	\$3,686.99
1729	01/31/2014	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$20,000.00
1730	01/31/2014	No	CHK	Seymour Housing Authority	RH Partial Reimb	No	\$10,000.00
1731	01/31/2014	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$27,269.47
1732	01/31/2014	No	CHK	Seymour Housing Authority	RH Reimb	No	\$8,330.14

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Moderate Rental

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: January 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1657	01/31/2014	No	CHK	Seymour Housing Authority	MR Reimb	No	\$36,079.47

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
SHA Development Corporation

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: January 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
223	01/06/2014	No	CHK	Silver Petrucelli & Associates	Fixed Fee	No	\$4,050.00
224	01/13/2014	No	CHK	Fitz Vogt & Associates, LTD	SHA Annual Board Meeting	No	\$942.00
225	01/17/2014	No	CHK	Cash	Reimb. Petty Cash Dec. 2013 Expen	No	\$116.95

#SEYM Seymour Housing Authority

Minutes Exhibit

Cover Letter (S193)	
Check Date :	01/09/2014-1
Period Range :	12/23/2013 TO 01/05/2014
Week Number :	Week #2

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

	# Checks	
Total Regular Checks	1	675.61
Total Direct Deposits	31	22099.86
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	23 Items	22775.47

Total Billing Impound		133.32
Total Agency Checks	3	263.38
Total Agency Checks DD	2	133.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	
Sum of Checks	28 Items	23305.17

Total of Checks Printed	9750.30
Total Tax Liability	0.00
Total Workers Comp Liability	33055.47
Total Payroll Liability	22232.86
Total Direct Deposits	33055.47

Total Debited From Account

NEXT PERIOD DATES

Check Date: 01/23/2014 Week 4
Period Begin: 01/06/2014
Period End: 01/19/2014
Call In Date: 01/17/2014 Week 3

Payroll rep: Yancey Timeka

Human Resource Consulting Group
phone: 203-881-1755
fax: 203-881-3135
e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 01/06/2014 1:05:49 PM

#SEYM Seymour Housing Authority

Ministry 201518

Tax Report For Payroll (S247)

Check Date : 01/09/2014-1

Period Range : 12/23/2013 TO 01/05/2014

Week Number : Week #2

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
Federal Taxes						
Federal	-----	060687649	28,998.91	2,679.45	23	Semi-Weekly
EE OASDI	0.062000	060687649	29,622.10	1,836.58	23	Semi-Weekly
EE Medicare	0.014500	060687649	29,622.10	429.49	23	Semi-Weekly
ER OASDI	0.062000	060687649	29,622.10	1,836.58	23	Semi-Weekly
ER Medicare	0.014500	060687649	29,622.10	429.49	23	Semi-Weekly
COBRA Credit	-----	060687649	-----		23	Semi-Weekly
Total 941 Liabilities without COBRA				7,211.59		
Total 941 Liabilities with COBRA				7,211.59		
ER FUI	0.006000	060687649	0.00		23	Quarterly
Total Federal Taxes				7,211.59		
State Withholding						
CT State Withholding		6613871-000	28,998.91	839.23	23	Weekly CT
Total State Withholding				839.23		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	29,815.62	1,699.48	23	Quarterly
Total Employer SUI				1,699.48		
Total Employee Taxes				5,784.75		
Total Employer Taxes without COBRA				3,965.55		
Total Tax Liability without COBRA				9,750.30		
Total Tax Liability with COBRA				9,750.30		
Regular checks				675.61		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				22,232.86		
Total Net Payroll				22,908.47		
Agency Checks				263.38		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				133.32		
Total Workers Comp				0.00		
Total Payroll Liability				33,055.47		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				23,305.17		
Total Direct Deposits				22,232.86		
Total Amount Debited from your Account before Credit applied				33,055.47		
Total Amount Debited from your Account after Credit applied				33,055.47		

Human Resource Consulting Group
 phone: 203-881-1755
 fax: 203-881-3135
 e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 01/06/2014 1:06:03 PM

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	01/23/2014-1
Period Range :	01/06/2014 TO 01/19/2014
Week Number :	Week #4

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:

	# Checks	
Total Regular Checks	1	368.99
Total Direct Deposits	25	16884.97
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	21 Items	17253.96

Total Billing Impound		683.11
Total Agency Checks	2	165.95
Total Agency Checks DD	3	198.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	
		18301.02

Sum of Checks

Total of Checks Printed

Total Tax Liability	26 Items	8046.16
Total Workers Comp Liability		0.00
Total Payroll Liability		26347.18
Total Direct Deposits		17082.97

Total Debited From Account

NEXT PERIOD DATES

Check Date: 02/06/2014 Week 6
Period Begin: 01/20/2014
Period End: 02/02/2014
Call In Date: 02/03/2014 Week 5

Payroll rep: Yancey Timeka

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 01/20/2014 11:19:38 AM

#SEYM Seymour Housing Authority

Minutys Exhibit 1

Tax Report For Payroll (S247)

Check Date : 01/23/2014-1

Period Range : 01/06/2014 TO 01/19/2014

Week Number : Week #4

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	22,550.66	2,405.69	21	Semi-Weekly
EE OASDI	0.062000	060687649	23,041.15	1,428.55	21	Semi-Weekly
EE Medicare	0.014500	060687649	23,041.15	334.08	21	Semi-Weekly
ER OASDI	0.062000	060687649	23,041.15	1,428.55	21	Semi-Weekly
ER Medicare	0.014500	060687649	23,041.15	334.08	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				5,930.95		
Total 941 Liabilities with COBRA				5,930.95		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				5,930.95		
State Withholding						
CT State Withholding		6613871-000	22,550.66	787.12	21	Weekly CT
Total State Withholding				787.12		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	23,299.67	1,328.09	21	Quarterly
Total Employer SUI				1,328.09		
Total Employee Taxes				4,955.44		
Total Employer Taxes without COBRA				3,090.72		
Total Tax Liability without COBRA				8,046.16		
Total Tax Liability with COBRA				8,046.16		
Regular checks				368.99		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,082.97		
Total Net Payroll				17,451.96		
Agency Checks				165.95		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				683.11		
Total Workers Comp				0.00		
Total Payroll Liability				26,347.18		
Tax Deposit Checks			Tax deposit to be made by Human Resource Consulting Group			
Tax Deposit Checks Void			Tax deposit to be made by Human Resource Consulting Group			
Total Check/Direct Deposits				18,301.02		
Total Direct Deposits				17,082.97		
Total Amount Debited from your Account before Credit applied				26,347.18		
Total Amount Debited from your Account after Credit applied				26,347.18		

Human Resource Consulting Group
 phone: 203-881-1755
 fax: 203-881-3135
 e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 01/20/2014 11:19:56 AM

Housing Authority of the Town of Seymour

Executive Director's Report

Minutes
Exhibit 4

Occupancy

Rev. Callahan House
2014 Year-to-Date Vacancies 0

The Callahan House remained fully occupied during January 2014. Callahan House has experienced 0 vacancy days since January 1, 2014 and has averaged 0 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 80 units X 365 days = 29,200 days available; 0 days/ 29200 days available = 0.00% percentage through January 31, 2014.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For the 2114 subsidy calculation year, we have experienced 48 days and have 300 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation we used 36 days we have 312 days to use for the balance of the subsidy year.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS		2014
FEDERAL ELDERLY		Vacancy Turnover Days		2014

UNIT	PRIOR	MOVE-OUT	RESIDENT	NEXT	No. of Days
	RESIDENT			IN-DATE	

Average number of vacancy days per vacancy

0.00

Norman Ray House

2014 Year-to-Date Vacancies 1

Norman Ray House expects one move out for January 31, 2014. Norman Ray House has experienced 1 vacancy days since January 1, 2014 and has averaged 1 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 1 days/ 14600 days available = .0068% percentage through January 31, 2014.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2114 subsidy calculation year, we have experienced 68 days and have 100 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation year we have experienced 9 days and have 159 days remaining to use.

NORMAN RAY HOUSE		VACANCY/TURNOVER DAYS 2014	
FEDERAL ELDERLY			

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
2	Mard	1/31/2014	Vacant		1

Average number of vacancy days per vacancy:

1

Minutes
Exhibit II

State Moderate Rental

2014 Year-to-Date Vacancies 3

Moderate Rental experienced one move-out (eviction) and two move-ins during January 2014. Moderate Rental has experienced 39 vacancy days since January 1, 2014 and averaged 13 days per vacancy through January 31, 2014. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 25 days/ 29565 days available = 0.08455% percentages through January, 2014.

STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2014 FAMILY HOUSING

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
20C	427	Rodriquez	9/30/2013	Buster	1/10/2014	10
37C	430	Hopwood	12/15/2013	Rivera	1/15/2014	15
6C	420	Cominski	1/17/2014	Vacant		14

Average number of vacancy days per vacancy: 13

The Vacancy Loss is approximately \$749 January 1 through January 31, 2014. We had \$511 budgeted for Vacancy Loss through January 31, 2014.

Minutes
Exhibit A

Smithfield Gardens

2014 Year-to-Date Vacancies 9

Smithfield Gardens Assisted Living experienced One move in and three move-outs during January 2014. Smithfield Gardens has experienced 175 vacancy days since January 1, 2014 and averaged 19.44 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 175 days/ 20,440 days available = .6115% percentage through January 31, 2014.

SMITHFIELD GARDENS					VACANCY/TURNOVER DAYS	2014
ASSISTED LIVING						
UNIT	Tax CR %	Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	No Of Days
126	50	800	Kukel	11/20/2013	Woodworth	15
220	60	960	LaRussa	12/2/2013		31
218	60	960	Hanczor	12/4/2013		31
112	50	800	Rania	12/9/2013		31
201	60	960	Martin	12/13/2013		31
226	60	960	Santacroce	12/25/2013		29
120	60	960	Cromwell	1/7/2014		6
107	50	800	Moraco	1/24/2014		1
208	60	960	Principi	1/31/2014		

Average number of vacancy days per vacancy: 19.44

The vacancy loss is approximately \$6,000 since January 1, 2014. We budgeted \$1,824 Vacancy Loss through January 31, 2014.

Section

2

General Information

Applications

The 2 bedroom and 3 bedroom waiting lists remain closed as of August 2013.

The Annual IPA audit of the Seymour Housing Authority is completed. Patrick Buel, CPA visited the Seymour Housing to perform the site work for the Audit. He was provided with all the testing data, which he reviewed while he was here. The Audited financials were submitted to HUD's REAC system by 9/30/2013.

Complaints

Callahan House

We received a complaint about menacing behavior using foul language. The resident was spoken to by the Jr. Occupancy Specialist

Moderate Rental

We have received a complaint about a nuisance unreported household guest on Seymour Ave. We are at the fact finding stage of this complaint and will issue a pre-termination notice soon. We are still working on this Pre-termination notice

Rev. Callahan House

2013 Capital fund Program money has been approved for the Callahan House a total of \$62,000. It will be used to install a booster water heater pump to facilitate the back flow preventors at the Hot Water Heaters.

Norman Ray House

HUD provided \$28,000 in CFP funds available for Norman Ray House from the 2013 funding.

Moderate Rental

We have finalized the application to the State Department of Housing for Rehabilitation funds. The application followed the RECAP report that CHFA did. We planned for repairs to Seymour Ave, and upper Chamberlin Rd and Brothers Court. The grant application went in on time.

As part of the grant, we secured funding from Northeast Utilities to replace furnaces, add attic insulation and to replace light fixtures to all 81 dwelling units. This work will take place over the next four months. A schedule is being made up now and we will review and provide a schedule to the residents. The results of this work will save our residents considerable money in energy costs. The dwellings will be completely energy efficient, least costly to heat and cool, and be comfortable for the residents.

6 Chamberlin Rd had a vacancy as of January 17, 2014 and there was a lot of neglect and damage. Below is a partial list of the work items this unit required to bring it back to occupancy status:

- Clean walls in entire unit, all rooms & kitchen & bath clean window and floor trim with TSP -TSP clean the kitchen counters and cabinets.
- install insect fogger in unit.
- Repair broken window in living room and kitchen
- Repair living room screen- cat clawed screen -Replace 2 living room screens- missing.
- Replace kitchen screen - over sink - missing -Repair kitchen screens-driveway side -Replace rear bedroom screen
- it is located in the room. -Repair screens as necessary - front bedroom
- Resurface living room, 2 bedrooms and hallway hardwood floors. Best possible way.
- Replace kitchen floor with VCT. Continue new flooring right out to utility room
- Inspect and evaluate repair vs replacement of utility room casement window. Gap in sill open the unit to the exterior.
- Replace damaged outlets and switches throughout the dwelling. Remove outlet and switch covers for painter. Replace when painting is completed.
- Replace 2 bedroom doors Replace front bedroom closet door
- Replace bathroom floor
- Replace medicine cabinet and install light bar
- Replace bathroom faucet & pop up
- Replace towel bar
- Rake out and recaulk tub caulk tub to new floor
- Install latch on entry storm door locate second storm door glass unit
- Repair holes in plaster. Paint entire dwelling unit Paint ceilings.
- Plow Driveway for maintenance access after storm Janus
- Reinstall light globes in kitchen, bathroom and utility room
- repair large hole in bedroom wall and holes throughout the dwelling
- Treat mold on walls with shock wave then paint with aftershock
- Replace apparently leaking electric hot water heater

We have charged the outgoing resident costs of the damage repairs based on costs from our schedule of charges. The bill sent to the outgoing tenant was \$5,700. The actual cost of this turnover is going to be well over \$7,000. At a base rent of \$420/month it will 1 ½ yrs to recoup the cost of repairing this unit for re-occupancy.

The work in this unit will be complete by 2/6/2014 which is 20 days since end of occupancy. We have been working on the applicant waiting list to have a family ready for occupancy. We expect this unit turn over to be 20 days. The vacancy loss for this unit will be approximately \$280.

Minutes
Exhibit 21

A recent turnover of 37 Chamberlin Rd. resulted in similar costs.

We have applied to CHFA for some Rehabilitation grant funds and have received \$100,000. This money is being used for some hazardous material abatement.

34 Smith Street

We await a plan for heating the house. Electrical upgrade is needed as well.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 86% (48 of 56 units) occupied as of 01/31/2014
- Five applications in processing
- One move-ins in January; three move-outs
- 4 applicants on waiting list for 60% units (\$985 rent)
- 3 applicants on waiting list for 50% units (\$825 rent)
- Average age is 85.1
- Age range is 66 - 101
- Average length of tenancy is 26.6 months

Budgeting Statistics:

- 17 of 19 units rented at \$825
- 31 of 37 units rented at \$985
- 47 of 48 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 1/8, 1/15, 1/22, 1/29 (attended by MRC Director, RSC & RNs)

50 residents' statuses reviewed each week

2 residents out at rehab as of 01/31/2014

Levels of care for December 2013: 0 @ Level 1; 17 @ Level 2; 27 @

Level 3; 6 @ Level 4

- Resident Council Meeting held 01/23/14 - minutes to follow; next meeting 02/27/14
- January Fire Drill completed 01/25/14 (third shift)
- Spectrum site visit completed for 11/08/13; no findings; final letter not yet received (to be mailed 01/29/14)
- Active marketing in progress to fill vacancies (CT Post, direct mail to senior centers, staff visits to rehab centers and market-rate assisted living facilities)

Application Processing:

Berchem, Diane	SGAL file complete; CHCPE/DMHAS waiver in place; ALSA to be scheduled (applicant has been sick)
Sabetta, Philomena	Withdrew 01/10/14 - moved to skilled nursing facility
Woodworth, Elizabeth	Moved in

Minutes
Exhib. # II

Lawrence, Ethel	SGAL verifications in progress; ALSA to be scheduled; CHCPE/Title XIX pending (applicant has been sick)
Trede, Gloria	SGAL interview completed 01/10/14; withdrew 01/24/14 – found other housing
Brickett, Laura	SGAL interview completed 01/14/14; withdrew 01/22/14 – doesn't want to move
Baker, Josephine	SGAL verification in progress; ALSA to be scheduled; CHCPE initial assessment 01/30/14
Stevens, Dorothy	SGAL interview scheduled for 01/28/14
Clarke, Kevin	SGAL interview scheduled for 01/29/14

Donald W. Smith, Jr., P.E.
CONSULTING ENGINEER
56 Greenwood Circle
Seymour, Connecticut 06483
(203) 888-4904
Fax: (203) 881-3434
Email: dwsjrpe@sbcglobal.net

*Attaches
Exhibit III*

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

Board of Commissioners
Seymour Housing Authority
28 Smith Street
Seymour, CT 06401

January 28, 2014

RE: Bid Opening Results
Miscellaneous Building Improvements
Reverend Albert Callahan House & Norman Ray House
CFP CT 26P03550113

Dear Commissioners,

On January 23, 2014, the Authority received two (2) bids for the above referenced project; see attached for a summary of the two bids.

After review of the submission of the low bidder West State Mechanical, Inc., we find their bid to be complete and at a reasonable price. West State Mechanical has previously worked for the Authority in the Rev. Callahan House in 2013 and had performed satisfactorily.

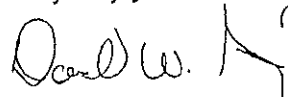
Unfortunately, the Base Bid exceeds the available funding by approximately \$6,450. However, the Bid Form contains two deduct alternates that gives the Authority the ability to complete the project within the available funding. A decision on which alternate to implement will be made after completion of a portion of the work in the Callahan House.

Accordingly, we recommend the Board award the above referenced Contract to the lowest responsible, qualified bidder, West State Mechanical Inc. in the amount of \$65,450 (sixty five thousand four hundred fifty dollars), subject to the issuance of a Change Order to reduce the contract amount to less than the available funding.

We trust this information allows the Board to make an informed decision on this matter.

Please feel free to contact me if you have any questions regarding this matter.

Very truly yours,



Donald W. Smith, Jr., P.E.
Consulting Engineer

cc: D. Keyser

Seymour Housing Authority
Reverend Albert Callahan House & Norman Ray House
Miscellaneous Building Improvements

CT 26P03550113

Date: January 23, 2014 Time: 3:05 pm
 In Attendance: Steven Greening - West State
 DSK

<u>Bidder</u>	<u>Project Base Bid</u>	<u>Unit Price #1 Deduct</u>	<u>Alternate #1 Deduct</u>	<u>A</u> Quals.	<u>B</u> Non-Collus. Af.	<u>C</u> Cert. Bidder	<u>D</u> Rep. & Certs.	<u>E</u> Prev. Part.	<u>F</u> EEO	<u>G</u> Bid Bond	<u>H</u> Sec. 3
West Gate Mech 1/23 5000 South Main CT 2:54pm Torrington CT 06790	65,450 ⁻	3,500 ⁻	20,000 ⁻	✓	✓	✓	✓	✓	✓	✓	✓
Rapovich Bros. LLC 1/23 156 Roosevelt Dr. 11:30am Seymour, CT 06483	108,136 ⁻	2,676 ⁻	14,500 ⁻	✓	✓	✓	✓	✓	✓	✓	✓

Exhibit III

INTERIM STATEMENT
OF OPERATIONS

*Minutes
Exhibit to*

Connecticut Housing Finance Authority
Asset Management- Multifamily Housing

CHFA Form HM 6-10 (Rev. 12/06)

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2013	For Period Ended: 4th Quarter
CHFA Number:	02014M 02014N	Beginning: 01/01/2013	No. of Units: 56
Mortgagor (Owner):	Smith St Assited Living LP	HUD Number: None	Prepared By: Marilyn Ferris

LINE ITEM DESCRIPTION	ACCT #	(A) 2013 BUDGET	(B) 4th Quarter ACTUAL	(C) BUDGET TO DATE	(D) ACTUAL TO DATE	(E) VARIANCE \$	(F) VARIANCE %	(G) % of GPI
1 Rent Revenue- Gross Potential	5120	616,440	154,110	616,440	616,440	0	0.00%	51.13%
2 Tenant Assistance Payments (HAP Receipts)	5121	536,544	133,162	536,544	530,666	(5,878)	-1.10%	44.02%
3 Rent Revenue- Stores & Commercial	5140	58,406	14,602	58,406	58,410	4	0.01%	4.85%
4 Rent Revenue- Garage & Parking	5170	0	0	0	0	0	0.00%	0.00%
5 Flexible Subsidy Revenue	5180	0	0	0	0	0	0.00%	0.00%
6 Miscellaneous Rent Revenue	5190	0	0	0	0	0	0.00%	0.00%
7 Excess Rent	5191	0	0	0	0	0	0.00%	0.00%
8 Rent Revenue- Insurance	5192	0	0	0	0	0	0.00%	0.00%
9 Special Claims Revenue	5193	0	0	0	0	0	0.00%	0.00%
10 Retained Excess Income	5194	0	0	0	0	0	0.00%	0.00%
11 Total Rent Revenue (GPI @ 100% Occupancy)	5100T	1,211,390	301,874	1,211,390	1,205,516	(5,874)	-0.48%	100.00%
12 Apartments- Vacancy	5220	18,492	7,152	18,492	40,060	21,568	116.63%	3.32%
13 Stores & Commercial- Vacancy	5240	0	0	0	0	0	0.00%	0.00%
14 Rental Concessions	5250	0	0	0	0	0	0.00%	0.00%
15 Garage & Parking- Vacancy	5270	0	0	0	0	0	0.00%	0.00%
16 Miscellaneous (other vacancy)	5290	0	0	0	0	0	0.00%	0.00%
17 Total Vacancies	5200T	18,492	7,152	18,492	40,060	21,568	116.63%	3.32%
18 Net Rental Revenue (Rent Revenue Less Vacancy)	5125N	1,192,898	294,722	1,192,898	1,165,456	(27,442)	-2.30%	96.68%
19 Elderly & Congregate Serv. Income (attach schedule)	5300	1,469,112	367,431	1,469,112	1,506,075	36,963	2.52%	124.93%
20 Financial Revenue- Project Operations	5410	0	3	0	45	45	0.00%	0.00%
21 Revenue from Investments- Residual Receipts	5430	0	0	0	0	0	0.00%	0.00%
22 Revenue from Investments- Replacement Reserves	5440	0	1,020	0	1,020	1,020	0.00%	0.08%
23 Revenue from Investments- Miscellaneous	5490	0	0	0	0	0	0.00%	0.00%
24 Total Financial Revenue	5400T	0	1,023	0	1,065	1,065	0.00%	0.09%
25 Laundry & Vending Revenue	5910	0	0	0	0	0	0.00%	0.00%
26 NSF & Late Charges		204	38	204	281	77	37.75%	0.02%
27 Damages & Cleaning Fees		0	261	0	350	350	0.00%	0.03%
28 Forfeited Tenant Security Deposits		0	0	0	0	0	0.00%	0.00%
29 Tenant Charges (Total of Line 26-28)	5920	204	299	204	631	427	209.31%	0.05%
30 Interest Reduction Payments	5945	0	0	0	0	0	0.00%	0.00%
31 Miscellaneous Revenue	5990	8,316	2,186	8,316	8,665	349	4.20%	0.72%
32 Total Other Revenue	5900T	8,520	2,485	8,520	9,296	776	9.11%	0.77%
33 TOTAL REVENUE	5000T	2,670,530	665,661	2,670,530	2,681,892	11,362	0.43%	222.47%

Minor Exhibit IV

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2013	For Period Ended: 4th Quarter
CHFA Number:	02014M 02014N	Beginning: 01/01/2013	No. of Units: 56
Mortgagor (Owner):	Smith St Assited Living LP	HUD Number: None	Prepared By: Marilyn Ferris

LINE ITEM DESCRIPTION	ACCT #	(A) 2013 BUDGET	(B) 4th Quarter ACTUAL	(C) BUDGET TO DATE	(D) ACTUAL TO DATE	(E) \$	(F) VARIANCE %	(G) % of GPI
86 Real Estate Tax	6710	13,920	3,480	13,920	13,920	0	0.00%	1.15%
87 Payroll Taxes (project share)	6711	12,648	2,842	12,648	11,940	(708)	-5.60%	0.99%
88 Property & Liability Insurance	6720	44,400	20,152	44,400	53,452	9,052	20.39%	4.43%
89 Fidelity Bond Insurance	6721	3,950	3,064	3,950	6,026	2,076	52.56%	0.50%
90 Workmen's Compensation	6722	9,840	854	9,840	6,360	(3,480)	-35.37%	0.53%
91 Health Insurance & Other Benefits	6723	44,556	1,583	44,556	36,783	(7,773)	-17.45%	3.05%
92 Miscellaneous Taxes, Licenses, Permits		700	0	700	810	110	15.72%	0.07%
93 Other Insurance		0	0	0	0	0	0.00%	0.00%
94 Misc. Taxes, Lic., Permits & Ins. (Line 92 & 93)	6790	700	0	700	810	110	15.72%	0.07%
95 Total Taxes & Insurance	6700T	130,014	31,975	130,014	129,291	(723)	-0.56%	10.72%
96 Elderly & Congregate Serv. Expense (attach schedule)	6900	1,541,520	394,392	1,541,520	1,561,993	20,473	1.33%	129.57%
97 TOTAL OPERATING EXPENSES		2,202,782	563,412	2,202,782	2,229,684	26,902	1.22%	184.96%
98 OPERATING INCOME (LOSS)		467,748	102,249	467,748	452,208	(15,540)	-3.32%	37.51%
99 Mortgage Principal & Interest- CHFA Debt		421,420	105,130	421,420	421,194	(226)	-0.05%	34.94%
100 Mortgage Principal & Interest- Other Debt		0	0	0	0	0	0.00%	0.00%
101 Mortgage Insurance Premium/ Service Charges	6850	0	0	0	0	0	0.00%	0.00%
102 Miscellaneous Financial Expenses	6890	0	0	0	0	0	0.00%	0.00%
103 Total Financial Expenses		421,420	105,130	421,420	421,194	(226)	-0.05%	34.94%
104 Replacement Reserve Deposits	1320	41,356	11,818	41,356	41,356	0	0.00%	3.43%
105 Operation & Maintenance Escrow Acct. Deposits		0	0	0	0	0	0.00%	0.00%
106 Operating (Other) Reserve Deposits	1330	0	0	0	0	0	0.00%	0.00%
107 NET PROJECTED CASH FLOW		4,972	(14,699)	4,972	(10,342)	(15,314)	-308.01%	-0.86%
108 Capital Improvements- Building (attach schedule)		0	0	0	0	0	0.00%	0.00%
109 Capital Improvements- Equipment (attach schedule)		0	0	0	0	0	0.00%	0.00%
110 Operation & Maintenance Escrow Acct. Releases		0	0	0	0	0	0.00%	0.00%
111 Replacement Reserve Releases		0	0	0	0	0	0.00%	0.00%
112 Operating Reserve Releases		0	0	0	0	0	0.00%	0.00%
113 Net Operating Income (NOI)		426,392						
114 Debt Service Coverage Ratio (DSC)		1.01						
115 Security Deposit Account Balance	1191	29,354						
116 Security Deposit Liability	2191	25,000						
117 Number of Occupied Units Last Day of Period			51					
118 Cash- First Day of Period						0		
119 A/R- First Day of Period						130,180		
120 A/P- First Day of Period						35,708		
121 Cash- Last Day of Period						4,178		
122 A/R- Last Day of Period						98,475		
123 A/P- Last Day of Period						40,065		

The undersigned certifies that the enclosed figures are true and accurate.

Agent Signature: _____
 Owner Signature: _____

Date: _____
 Date: _____