

RECEIVED

CITY OF DALLAS HOUSING FINANCE CORPORATION

2018 JAN -2 PM 4: 55 **BOARD OF DIRECTORS MEETING**

CITY SECRETARY
DALLAS, TEXAS

Tuesday, January 9, 2018 at 12:00 Noon
City Hall (Red Elevators) – 6ES, Conference Room
1500 Marilla St., Dallas, Texas 75201

AGENDA

1. Approval of the Minutes for the November 14, 2017 Meeting. **Sherman Roberts, Vice President**
2. Introduction of new DHFC board member(s). **Sherman Roberts, Vice President**
3. Election of officers. **Sherman Roberts, Vice President**
4. Update on progress of maintenance issues and budgets for Providence at Mockingbird. **Jim Harp, Treasurer and Holly Siems, Property Manager**
5. Update and possible approval on the audited financial statements for the DHFC for the period ending December 31, 2016. **Matt Stille, Audit Manager and Mike Celkis, Tax Partner, CohnReznick**
6. Adjourn.

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

- 1) Contemplated or pending litigation or matters where legal advice is requested of the City Attorney. Section 551.071 of the Texas Open Meeting Act.
- 2) The purchase, exchange, lease or value of real property, if the deliberation in any open meeting would have a detrimental effect on the position of the city in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.
- 3) A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.
- 4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.
- 5) The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.
- 6) Deliberations regarding Economic Development negotiations. Section 551.087 of the Texas Open Meetings Act.
- 7) Deliberations of security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. Section 551.089 of the Texas Open Meetings Act.

Handgun Prohibition Notice for Meetings of Governmental Entities

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."

CF Raal Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Gross Possible Rent															
40010 Market Rent (Apex)	279,526	279,526	279,526	279,526	279,526	279,526	235,252	235,252	235,252	235,252	235,252	235,252	2,784,394	11133.04	12.90
Market Rent	279,526	279,526	279,526	279,526	279,526	279,526	235,252	235,252	235,252	235,252	235,252	235,252	2,784,394	11133.04	12.90
40030 Gain (Loss) to Lease	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-284,000	-1051.79	-1.22
Gain (Loss) to Lease	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-22,000	-284,000	-1051.79	-1.22
Comments															
Based on 2017 Actuals															
Gross Possible Rent	207,526	207,526	207,526	207,526	207,526	213,252	213,252	213,252	213,252	213,252	213,252	213,252	2,530,394	10,091.25	11.09
40050 Arrears Written Off - Rent															
Arrears Written Off - Rent	-1,220	-1,220	-1,220	-1,220	-1,220	-1,220	-1,220	-1,220	-1,220	-1,220	-1,220	-1,220	-14,640	-68.33	-0.07
Comments															
Based on 2017 Actuals															
40070 Vacancy Loss	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-200,400	-798.41	-0.92
Vacancy Loss	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-18,700	-200,400	-798.41	-0.92
Comments															
Based on 2017 Actuals															
Rentals Losses	-17,920	-17,920	-17,920	-17,920	-17,920	-17,920	-17,920	-17,920	-17,920	-17,920	-17,920	-17,920	-215,040	-856.73	-0.99
Net Rental Income	189,606	189,606	189,606	189,606	189,606	185,332	185,332	185,332	185,332	185,332	185,332	185,332	2,315,354	9,224.52	10.09
Other Income															
45030 Late Fees	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	20,400	81.27	0.09
Late Fees	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	20,400	81.27	0.09
Comments															
Based on 2017 Actuals															
45040 NSF Fees	0	50	0	0	0	50	0	0	0	0	0	50	200	0.80	0.00
NSF Fees	0	50	0	0	0	50	0	0	0	0	0	50	200	0.80	0.00
Comments															
Return Check Fee based on 2017 actuals															
45050 Termination Fees	390	390	390	390	390	390	390	390	390	390	390	390	4,680	18.85	0.02
Termination Fees	390	390	390	390	390	390	390	390	390	390	390	390	4,680	18.85	0.02

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Based on 2017 Actuals															
45900 Pet Fees	50	50	50	50	50	50	50	50	50	50	50	50	600	2.39	0.00
Pet Fees	50	50	50	50	50	50	50	50	50	50	50	50	600	2.39	0.00
Comments															
Pet Fees will be charged in 2018															
45100 Disposition/Court Costs	242	242	242	242	242	242	242	242	242	242	242	242	2,904	11.57	0.01
Disposition/Court Costs	242	242	242	242	242	242	242	242	242	242	242	242	2,904	11.57	0.01
Comments															
Evictions to be filed on the 15th of the month.															
48120 Cleaning & Damage Charges	515	515	515	515	515	515	515	515	515	515	515	515	6,180	24.82	0.23
Cleaning & Damage Charges	515	515	515	515	515	515	515	515	515	515	515	515	6,180	24.82	0.23
Comments															
Based on 2017 Actuals.															
45180 Utility Income/Electricity	30	30	30	30	30	30	30	30	30	30	30	30	360	1.43	0.00
Utility Income/Electricity	30	30	30	30	30	30	30	30	30	30	30	30	360	1.43	0.00
Comments															
Charge for Residents not charging utilities into their name															
45280 Forfeited Security Deposits	0	0	0	75	0	0	0	75	0	0	0	0	200	0.80	0.00
Forfeited Security Deposits	0	0	0	75	0	0	0	75	0	0	0	0	200	0.80	0.00
49910 Other/Miscellaneous Income	50	0	0	0	50	0	0	40	0	0	0	50	190	0.78	0.00
Other/Miscellaneous Income	50	0	0	0	50	0	0	40	0	0	0	50	190	0.78	0.00
Comments															
Based on 2017 Actuals															
45930 Tenant Charges	50	50	50	50	50	50	50	50	50	50	50	50	600	2.39	0.00
Tenant Charges	50	50	50	50	50	50	50	50	50	50	50	50	600	2.39	0.00
Comments															
Based on 2017 Actuals															
Other Income	3,027	3,027	2,877	3,062	3,027	3,027	2,977	3,062	3,007	2,877	3,027	3,077	36,314	144.88	0.17
TOTAL INCOME	182,633	182,633	182,593	182,658	182,633	180,359	180,309	184,384	186,399	180,399	189,359	189,409	2,351,688	9,369.20	10.65

EXPENSE

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Marketing Expense															
\$1010 Referrals	0	0	100	0	0	100	0	0	100	0	0	100	400	1.59	0.00
Referrals	0	0	100	0	0	100	0	0	100	0	0	100	400	1.59	0.00
Comments															
\$100 for Resident referrals.															
\$1020 Locator	800	800	800	800	800	800	800	800	800	800	800	800	9,600	38.25	0.04
Locator	800	800	800	800	800	800	800	800	800	800	800	800	9,600	38.25	0.04
Comments															
U Move for free Based on 2017 actuals with a small increase.															
\$1060 Balloons/Decorations	0	0	100	0	0	100	0	0	100	125	125	125	675	2.88	0.00
Balloons/Decorations	0	0	100	0	0	100	0	0	100	125	125	125	675	2.88	0.00
Comments															
\$1100 Leasing Promotions	0	50	0	0	50	0	0	50	0	0	50	0	200	0.80	0.00
Leasing Promotions	0	50	0	0	50	0	0	50	0	0	50	0	200	0.80	0.00
Comments															
\$1120 Printing/Prop Brochures	0	800	0	125	0	0	125	0	400	0	0	0	1,450	5.78	0.01
Printing/Prop Brochures	0	800	0	125	0	0	125	0	400	0	0	0	1,450	5.78	0.01
Comments															
Property Brochures															
\$1150 Internet Advertising	40	40	40	40	40	40	40	40	40	40	40	40	480	1.91	0.00
ROOCF	40	40	40	40	40	40	40	40	40	40	40	40	480	1.91	0.00
Comments															
Roof - \$40 Monthly															
\$1155 On Line Locators	0	0	0	485	0	0	485	0	0	0	0	0	970	3.86	0.00
On Line Locators	0	0	0	485	0	0	485	0	0	0	0	0	970	3.86	0.00
Comments															
Move For Free															
\$1180 Sales Promotions/Public Relations	728	0	0	0	0	0	0	0	0	0	0	0	728	2.90	0.00
Reputation com.	728	0	0	0	0	0	0	0	0	0	0	0	728	2.90	0.00
Comments															
Jan. Spend for Reputation com															
\$1190 Other/Misc Advertising & Promotions	0	0	0	0	0	0	590	0	0	0	0	0	590	2.19	0.00

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Chrs/Mac Advertising & Promotions	0	0	0	0	0	0	550	0	0	0	0	0	550	2.19	0.00
Comments															
July, \$550 for ApartmentsRatings.com contract															
Marketing Expenses	1,596	1,080	1,040	1,450	880	1,040	2,000	880	1,440	986	1,016	1,066	15,063	59.87	0.07
General and Administrative Expenses															
29050 Answering Service	211	211	211	211	211	211	211	211	211	211	211	211	2,332	10.09	0.91
Callmax-Answering Service	211	211	211	211	211	211	211	211	211	211	211	211	2,532	10.88	0.01
Comments															
Monthly, Callmax answering service \$211															
82100 Auto Mileage	35	35	35	35	35	35	35	35	35	35	35	35	420	1.87	0.00
Auto Mileage	35	35	35	35	35	35	35	35	35	35	35	35	420	1.87	0.00
Comments															
Monthly, Emp reimbursement \$30, RSD allocation \$5															
82120 Bad Debt Expense/Collection Losses	125	125	125	125	125	125	125	125	125	125	125	125	1,500	5.98	0.91
Bad Debt Expense/Collection Losses	125	125	125	125	125	125	125	125	125	125	125	125	1,500	5.98	0.01
Comments															
Based on 2017 actuals															
82130 Bank Charges	270	270	270	270	270	270	270	270	270	270	270	270	3,240	12.91	0.91
Bank Charges	270	270	270	270	270	270	270	270	270	270	270	270	3,240	12.91	0.01
Comments															
Monthly figure based on 2017 actual expense															
82240 Computer Support	2,745	119	119	119	119	119	1,174	119	119	119	119	119	5,108	20.34	0.02
Computer Support	0	0	0	0	0	0	1,055	0	0	0	0	0	1,055	4.20	0.00
Box Expense	300	0	0	0	0	0	0	0	0	0	0	0	300	1.20	0.00
Desktop Support	119	119	119	119	119	119	119	119	119	119	119	119	1,428	5.68	0.01
Domr/Sales Force	1,683	0	0	0	0	0	0	0	0	0	0	0	1,682	7.50	0.01
Google Apps/Email	440	0	0	0	0	0	0	0	0	0	0	0	440	1.75	0.02
Comments															
Jan, Box.com online storage \$300, DOMO business intelligence tool \$7,500, Google Apps/Email management \$110/account. Monthly, \$17/computer for desktop support (includes resident computers)															
82248 Delivery/Courier	30	30	30	30	30	30	30	30	30	30	30	30	360	1.43	0.08
Delivery/Courier	30	30	30	30	30	30	30	30	30	30	30	30	360	1.43	0.00
Comments															
Monthly based on 2017 actual expenses															

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Comments															
AAGD dues \$244/annual fee															
52580 Mobile Phones/Pagers/Radios	4	4	4	4	4	4	4	4	4	4	4	4	48	0.19	0.00
Mobile Phones/Pagers/Radios	4	4	4	4	4	4	4	4	4	4	4	4	48	0.19	0.00
52870 Office Supplies	175	175	175	175	175	175	175	175	175	175	175	175	2,100	8.37	0.01
Office Supplies	175	175	175	175	175	175	175	175	175	175	175	175	2,100	8.37	0.01
Comments															
Based on 2017 actuals															
52730 Permits	0	0	245	0	0	0	0	0	0	0	0	0	245	0.99	0.00
Permits	0	0	245	0	0	0	0	0	0	0	0	0	245	0.99	0.00
52750 Postage	48	1,004	0	0	48	0	0	0	0	0	0	0	1,102	4.39	0.01
Postage	48	1,004	0	0	48	0	0	0	0	0	0	0	1,102	4.39	0.01
Postage	0	1,004	0	0	0	0	0	0	0	0	0	0	1,004	0.39	0.00
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Comments															
CF reimbursement for postage and forms at \$4/unst. 2 rolls of stamps, Jan. & Jul															
52840 Recruiting & Relocation	0	0	0	350	0	0	0	0	0	350	0	0	700	2.79	0.00
Recruiting & Relocation	0	0	0	350	0	0	0	0	0	350	0	0	700	2.79	0.00
Recruiting & Relocation Costs/New Hires	0	0	0	350	0	0	0	0	0	350	0	0	700	2.79	0.00
Comments															
Annual budget anticipates 2 new hires															
52880 Resident Screening/Credit	288	288	288	288	288	288	288	288	288	288	288	288	3,456	13.77	0.02
Resident Screening/Credit	288	288	288	288	288	288	288	288	288	288	288	288	3,456	13.77	0.02
Screening Costs	288	288	288	288	288	288	288	288	288	288	288	288	3,456	13.77	0.02
Comments															
Monthly \$1.15/unit which includes tax.															
52930 Security/Access/Alarm System	210	210	210	210	210	210	210	210	210	210	210	210	2,520	10.04	0.01
Security/Access/Alarm System Expense	210	210	210	210	210	210	210	210	210	210	210	210	2,520	10.04	0.01
Security/Access/Alarm System Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200	4.78	0.01
ADT SECURITY SERVICES, INC	110	110	110	110	110	110	110	110	110	110	110	110	1,320	5.26	0.01
Monthly Office/Alarm Service	110	110	110	110	110	110	110	110	110	110	110	110	1,320	5.26	0.01
Comments															
increased expense due to additional cameras															
52940 Seminars/Shows	0	0	150	0	0	150	0	0	150	0	0	0	450	1.79	0.00
Seminars/Shows	0	0	150	0	0	150	0	0	150	0	0	0	450	1.79	0.00
Seminars/Shows	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Comments															
\$150 three times over the year for onsite participation in AAGD events/seminars															

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
52950 Shopper Reports	30	160	30	30	160	30	30	160	30	160	30	30	880	3.51	0.00
Internet Shops	30	30	30	30	30	30	30	30	30	30	30	30	360	1.43	0.00
Onsite Shops	0	130	0	0	130	0	0	130	0	130	0	0	520	2.07	0.00
Comments	Monthly \$30 for Internet shops Quarterly \$130 for Onsite shops														

52960 Social Service Fee	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	39,552	157.58	0.18
Purpose: Resident Services-Monthly Resident Services	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	3,296	39,552	157.58	0.18
Comments	3% increase social service fee 2018														

52990 Staff Meeting Expenses	20	20	50	20	20	20	50	20	20	20	50	20	580	2.31	0.00
Staff Meeting Expenses	20	20	50	20	20	20	50	20	20	20	50	20	580	2.31	0.00
Comments	Weekly Huddle Breakfast														

53010 Telephones/Faxes	1,884	1,330	1,330	1,884	1,330	1,330	1,884	1,330	1,330	1,884	1,330	1,330	17,278	69.23	0.08
Barc Communications	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	59.76	0.07
EMERGENCY IN FIRE & SECURITY-911	354	0	0	354	0	0	354	0	0	354	0	0	1,418	5.64	0.01
Emergency Phones	354	0	0	354	0	0	354	0	0	354	0	0	1,418	5.64	0.01
QUALITEL COMMUNICATIONS-Pry Phones	60	60	60	60	60	60	60	60	60	60	60	60	660	3.82	0.00
Comments	Monthly: Barc Communications \$1250 for all office lines, Qualitel Payphone \$60. Quarterly: Vengs III emergency line \$354														

53030 Telephone Long Distance	28	28	28	28	28	28	28	28	28	28	28	28	336	1.34	0.00
Telephone Long Distance	28	28	28	28	28	28	28	28	28	28	28	28	336	1.34	0.00
Comments	Monthly based on 2017 actuals														

53980 Training Expense	0	1,600	0	0	0	0	0	0	0	0	0	0	1,600	6.37	0.01
Training Expense	0	1,600	0	0	0	0	0	0	0	0	0	0	1,600	6.37	0.01
Comments	Manager & Service Manager annual training conf.														

54040 Equip Rental - Copiers	524	524	524	524	524	524	524	524	524	524	524	524	6,288	25.05	0.03
COPYNET OFFICE SYSTEMS-Maintenance Contract 2-Copiers	90	90	90	90	90	90	90	90	90	90	90	90	1,080	4.30	0.00
EQUIPSOURCE CAPITAL-Monthly Copier Lease	434	434	434	434	434	434	434	434	434	434	434	434	5,208	20.75	0.02
54030 Resident Activities/Functions	50	50	50	50	50	50	50	50	50	50	50	50	1,538	6.13	0.01
Resident Activities/Functions	50	50	50	50	50	50	50	50	50	50	50	50	1,538	6.13	0.01

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Comments															
resident functions-Back 2 School Party, National Night Out, Thanksgiving Dinner, Christmas Dinner															
56049 Compliance Fee	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	12,048	48.20	0.08
Compliance Fee	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	1,004	12,048	48	0.06
Comments															
Monthly \$400 for compliance monitoring															
General and Administrative Expense	13,366	12,301	10,459	10,766	9,836	10,266	11,190	10,147	10,183	10,521	9,866	10,302	129,463	515.79	0.60
Maintenance Expense															
57020 Maintenance Uniforms	0	0	0	1,000	0	0	0	0	0	1,000	0	0	2,000	7.97	0.01
Maintenance Uniforms	0	0	0	1,000	0	0	0	0	0	1,000	0	0	2,000	7.97	0.01
Comments															
\$1000 once a year for uniforms and name badges, \$250 x4 Maintenance															
57030 Maintenance Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600	2.38	0.00
Maintenance Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600	2.39	0.00
Comments															
Based on 2017 actuals															
57040 Landscape Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600	2.38	0.00
Landscape Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600	2.39	0.00
Comments															
Office front decorations															
57050 Plumbing Supplies/Parts	800	800	800	550	800	550	550	800	550	550	800	550	8,100	32.27	0.04
Plumbing Supplies/Parts	800	800	800	550	800	550	550	800	550	550	800	550	8,100	32.27	0.04
Comments															
Based on 2017 actuals with increase															
57060 Appliance Parts/Reps	500	500	500	500	500	500	500	500	500	500	500	500	6,000	23.90	0.03
Appliance Parts/Reps	500	500	500	500	500	500	500	500	500	500	500	500	6,000	23.90	0.03
Comments															
Based on 2017 actuals with increase for faking gaskets															
57070 HVAC Supplies/Parts	400	350	350	350	400	400	400	400	350	350	350	350	4,400	17.53	0.02
HVAC Supplies/Parts	400	350	350	350	400	400	400	400	350	350	350	350	4,400	17.53	0.02
Comments															
assumed actual expense from 2017															
57080 Electrical Supplies/Parts	650	650	650	650	650	650	650	650	650	650	650	650	7,800	31.08	0.04
Electrical Supplies/Parts	650	650	650	650	650	650	650	650	650	650	650	650	7,800	31.08	0.04

CF Real Estate Services-Providences Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Comments															
Based on 2017 actuals with increase															
57095 Carpet Parts/Repair - Non T/O	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	13,200	52.59	0.06
Carpet Parts/Repair - Non T/O	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	13,200	52.59	0.06
Comments															
Based on 2017 actuals - wet vacs and repairs															
57100 Vinyl Parts/Repair	100	100	100	100	100	100	100	100	100	100	100	100	1,200	4.78	0.01
Vinyl Parts/Repair	100	100	100	100	100	100	100	100	100	100	100	100	1,200	4.78	0.01
Comments															
Vinyl floor repairs based on 2017 actual with increase															
57110 Unit Hardware Parts/Repair	25	25	25	25	25	25	25	25	25	25	25	25	300	1.20	0.00
Unit Hardware Parts/Repair	25	25	25	25	25	25	25	25	25	25	25	25	300	1.20	0.00
Comments															
Based on 2017 actuals with increase															
57120 Cleaning Supplies	365	365	365	365	365	365	365	365	365	365	365	365	4,360	17.45	0.02
Cleaning Supplies	365	365	365	365	365	365	365	365	365	365	365	365	4,360	17.45	0.02
Comments															
Based on 2017 actuals with increase															
57125 Cleaning Supplies - Non T/O	268	268	268	268	268	268	268	268	268	268	268	268	3,192	12.72	0.01
Cleaning Supplies - Non T/O	268	268	268	268	268	268	268	268	268	268	268	268	3,192	12.72	0.01
57130 Unit Painting Parts/Repair	478	478	478	478	478	478	478	478	478	478	478	478	5,712	22.78	0.03
Unit Painting Parts/Repair	478	478	478	478	478	478	478	478	478	478	478	478	5,712	22.78	0.03
Comments															
used 2017 budget															
57140 Signs	0	75	0	0	75	0	0	75	0	0	75	0	300	1.20	0.00
Signs	0	75	0	0	75	0	0	75	0	0	75	0	300	1.20	0.00
57160 Pools Parts/Repairs	0	0	0	0	0	200	150	100	0	0	0	0	450	1.79	0.00
Pools Parts/Repairs	0	0	0	0	0	200	150	100	0	0	0	0	450	1.79	0.00
Comments															
used 2017 budget															
57230 Fire Equipment Parts/Repairs	255	255	255	255	255	255	255	255	255	255	255	255	3,060	12.19	0.01
Fire Equipment Parts/Repairs	255	255	255	255	255	255	255	255	255	255	255	255	3,060	12.19	0.01
Comments															
Based on 2017 actuals															
57275 Security Gate Parts/Repairs	900	0	500	0	500	0	900	0	800	0	500	0	3,000	11.95	0.01

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per sq ft	Per sq ft
Security Gate Parts/Repairs	500	0	500	0	500	0	500	0	500	0	500	0	3,000	11.95	0.01
Comments															
access gate from damages, MISC parts repairs															
57280 Carpet Cleaning	200	200	200	200	200	200	200	200	200	200	200	200	2,400	9.56	0.01
Carpet Cleaning	200	200	200	200	200	200	200	200	200	200	200	200	2,400	9.56	0.01
Comments															
Based on 2017 actuals with increase															
57110 Keys/Locks Supplies/Parts	300	150	300	300	300	300	300	150	300	300	300	150	2,850	11.35	0.01
Keys/Locks Supplies/Parts	300	150	300	300	300	300	300	150	300	300	300	150	2,850	11.35	0.01
Comments															
increased from 2017 actuals															
57120 Pest Control Supplies	20	20	20	20	20	20	20	20	20	20	20	20	240	0.98	0.00
Pest Control Supplies	20	20	20	20	20	20	20	20	20	20	20	20	240	0.98	0.00
Comments															
used 2017 budget															
57130 Doors/Windows/Screens Supplies/Parts	300	150	300	100	100	150	150	300	150	300	150	150	2,300	8.16	0.01
Doors/Windows/Screens Supplies/Parts	300	150	300	100	100	150	150	300	150	300	150	150	2,300	8.16	0.01
Comments															
increased from 2017 actual															
57170 Misc Oper & Maint Expenses	25	25	25	25	25	25	25	25	25	25	25	25	300	1.20	0.00
Misc Oper & Maint Expenses	25	25	25	25	25	25	25	25	25	25	25	25	300	1.20	0.00
Comments															
Based on 2017 actuals with increase															
57480 Tools & Equipment	0	0	100	0	0	100	0	0	100	0	0	0	400	1.59	0.00
Tools & Equipment	0	0	100	0	0	100	0	0	100	0	0	0	400	1.59	0.00
Comments															
Misc tools \$100 per quarter															
57510 Contract/Svcs - Landscaping	2,330	2,330	2,580	2,330	2,330	2,330	2,330	2,580	2,330	2,330	2,330	2,330	28,460	113.39	0.13
Contract/Svcs - Landscaping	2,330	2,330	2,580	2,330	2,330	2,330	2,330	2,580	2,330	2,330	2,330	2,330	28,460	113.39	0.13
Comments															
Contract landscaping \$2,330 per month with \$250 twice per year for additional color															
57520 Contract/Svcs - Exterminator	272	272	272	272	272	272	272	272	272	272	272	272	3,264	13.00	0.02
Exterminator	272	272	272	272	272	272	272	272	272	272	272	272	3,264	13.00	0.02
Comments															
Contract pest control-Monthly Pest Control															

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2019	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per Unit	Per sq Ft
57125 Contract/Svc - Elevator Special	600	600	600	600	600	600	600	600	600	600	600	600	7,200	29.89	0.33
Contract/Svc - Elevator Special	600	600	600	600	600	600	600	600	600	600	600	600	7,200	29.89	0.33
Comments															

Bed bug treatments, charged back to residents

57130 Contract/Svc - Termite Bond	0	0	0	500	0	0	0	0	0	0	0	0	500	1.99	0.00
Contract/Svc - Termite Bond	0	0	0	500	0	0	0	0	0	0	0	0	500	1.99	0.00
Comments															

annual termite bond

57140 Contract/Svc - Elevator	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420	17,040	67.89	0.08
Contract/Svc - Elevator	370	370	370	370	370	370	370	370	370	370	370	370	4,440	17.60	0.02
ASL Elevator-Monthly Contract Services	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	12,600	50.20	0.08
Comments															

Elevator service contract.

57160 Contract/Svc - Fire/Security Alarm System	1,322	0	269	6,322	0	269	1,322	0	269	1,322	0	269	11,364	45.27	0.05
Contract/Svc - Fire/Security Alarm System	1,322	0	0	6,322	0	0	1,322	0	0	1,322	0	0	10,288	40.99	0.05
ASG Security Acct/Lea Secur-Fire Safety System Monitoring	0	0	269	0	0	269	0	0	269	0	0	269	1,076	4.29	0.00
Comments															

Fire & Security Monitoring

57165 Contract/Svc - Security Patrol	752	752	752	752	752	752	752	752	752	752	752	752	9,024	35.95	0.04
Contract/Svc - Security Patrol	752	752	752	752	752	752	752	752	752	752	752	752	9,024	35.95	0.04
Comments															

Monthly Patrol Service

57190 Contract/Svc - Boiler/Major Equipment	0	0	300	0	0	0	0	0	0	0	0	2,500	2,800	11.16	0.01
Contract/Svc - Boiler/Major Equipment	0	0	300	0	0	0	0	0	0	0	0	2,500	2,800	11.16	0.01
Comments															

MISC boiler repairs

57660 Contract/Svc - Pool	122	122	122	122	122	122	122	122	122	122	122	122	1,923	7.66	0.01
Contract/Svc - Pool	122	122	122	122	122	122	122	122	122	122	122	122	1,923	7.66	0.01
Comments															

Pool Services

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per Unit	Per sq ft
57780 Contract/Svc - Common Area Cleaning	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	95.82	0.19
Comments	Common area cleaning. Monday thru Friday.														
57720 Contract/Svc - Carpet Cleaning	265	265	265	265	265	265	265	265	265	265	265	265	3,180	12.67	0.01
Contract/Svc - Carpet Cleaning	265	265	265	265	265	265	265	265	265	265	265	265	3,180	12.67	0.01
Comments	Turn key carpet cleaning														

57730 Contract/Svc - Unit Cleaning	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	71.71	0.08
Contract/Svc - Unit Cleaning	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	71.71	0.08
Comments	contract cleaning service average cost @ \$130 per unit 138 total move outs														
57740 Contract/Svc - Unit Painting	900	900	900	900	900	900	900	900	900	900	900	900	10,800	43.03	0.05
Contract/Svc - Unit Painting	900	900	900	900	900	900	900	900	900	900	900	900	10,800	43.03	0.05
Comments	Painting of units when vacated														

57750 Contract/Svc - Plumbing	1,000	500	1,000	500	1,000	500	1,000	500	1,000	500	1,000	500	9,000	35.86	0.04
Contract/Svc - Plumbing	1,000	500	1,000	500	1,000	500	1,000	500	1,000	500	1,000	500	9,000	35.86	0.04
Comments	boiler repairs and stoppage issues														
Maintenance Expense	18,895	16,288	18,412	23,716	17,388	18,895	18,708	16,871	17,462	18,415	17,418	18,012	219,339	873.86	1.07

Payroll Expense	6,834	4,556	4,556	4,892	4,892	4,892	7,038	4,892	4,892	4,892	4,892	4,892	60,521	241.12	0.28
50010 Payroll - Prop Manager	6,834	4,556	4,556	4,892	4,892	4,892	7,038	4,892	4,892	4,892	4,892	4,892	60,521	241.12	0.28
Payroll	6,834	4,556	4,556	4,892	4,892	4,892	7,038	4,892	4,892	4,892	4,892	4,892	60,521	241.12	0.28
Comments	Property Manager with 3% increase in April														
50030 Payroll - Prop Manager Bonus	2,221	0	0	2,221	0	0	2,288	0	0	2,288	0	0	9,018	35.83	0.04
Payroll	2,221	0	0	2,221	0	0	2,288	0	0	2,288	0	0	9,018	35.83	0.04
Comments	Quarterly Bonus														

50040 Payroll - Prop Asst Manager	4,450	2,966	2,966	2,966	2,966	2,966	4,450	2,966	2,966	2,966	2,966	2,966	38,550	153.63	0.18
Payroll - Prop Asst Manager	4,450	2,966	2,966	2,966	2,966	2,966	4,450	2,966	2,966	2,966	2,966	2,966	38,550	153.63	0.18
Comments															

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Assistant Manager - 3% Increase in 2018															
50080 Payroll - Prop Asst Manager Bonus	983	0	0	983	0	0	1,012	0	0	1,012	0	0	3,998	15.90	0.02
Payroll	983	0	0	983	0	0	1,012	0	0	1,012	0	0	3,998	15.90	0.02
Comments															
Quarterly Bonus															
50070 Payroll - Leasing Consultants	6,720	4,480	4,480	4,814	4,814	4,814	6,022	4,814	4,814	4,814	4,814	4,814	56,514	237.11	0.27
Payroll	6,720	4,480	4,480	4,814	4,814	4,814	6,022	4,814	4,814	4,814	4,814	4,814	56,514	237.11	0.27
Comments															
Two Leasing Agents															
50080 Payroll - Leasing Bonus	546	0	0	546	0	0	562	0	0	562	0	0	2,218	6.83	0.01
Payroll	546	0	0	546	0	0	562	0	0	562	0	0	2,218	6.83	0.01
Comments															
Quarterly Bonus															
50160 Payroll - Rental & Renewal Commissions	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800	66.93	0.06
Payroll - Rental & Renewal Commissions	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800	66.93	0.06
Comments															
Move-ins - \$50.00 Renovals - \$75.00															
50170 Regional Services Director	439	439	439	439	439	439	439	439	439	439	439	439	5,268	20.99	0.02
Regional Service Director - Texas & LA	439	439	439	439	439	439	439	439	439	439	439	439	5,268	20.99	0.02
50180 Payroll - Maintenance	7,422	5,425	5,425	5,511	5,511	5,511	8,267	5,511	5,511	5,511	5,511	5,511	70,627	281.36	0.33
Payroll	7,422	5,425	5,425	5,511	5,511	5,511	8,267	5,511	5,511	5,511	5,511	5,511	70,627	281.36	0.33
50185 Payroll - Maintenance Supervisor	8,280	3,536	3,536	3,626	3,626	3,626	5,438	3,626	3,626	3,626	3,626	3,626	46,766	186.32	0.22
Payroll	8,280	3,536	3,536	3,626	3,626	3,626	5,438	3,626	3,626	3,626	3,626	3,626	46,766	186.32	0.22
50200 Payroll - Maintenance Bonus	2,600	0	0	2,600	0	0	2,678	0	0	2,678	0	0	10,558	42.06	0.05
Payroll	2,600	0	0	2,600	0	0	2,678	0	0	2,678	0	0	10,558	42.06	0.05
Comments															
Quarterly Bonus															
50210 Payroll - Landscaping/Est Porter	2,640	1,760	1,760	1,813	1,813	1,813	2,719	1,813	1,813	1,813	1,813	1,813	23,363	83.16	0.11
Payroll	2,640	1,760	1,760	1,813	1,813	1,813	2,719	1,813	1,813	1,813	1,813	1,813	23,363	83.16	0.11
50230 Payroll - Landscaping/Est Porter Bonus	286	0	0	286	0	0	294	0	0	294	0	0	1,160	4.62	0.01
Payroll	286	0	0	286	0	0	294	0	0	294	0	0	1,160	4.62	0.01
Comments															

CF Real Estate Services-Providence Mockingbird

Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per Unit	Per sq ft
50310 Regional Marketing Manager	286	0	0	286	0	0	284	0	0	284	0	0	1,160	4.62	0.01
Regional Marketing Manager	107	107	107	107	107	107	107	107	107	107	107	107	1,284	5.12	0.01
50400 Resident Social Svcs	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	25,500	101.58	0.12
Resident Social Svcs	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	25,500	101.58	0.12

Comments

50810 Payroll - Taxes & Benefits PR	7,935	3,673	2,939	3,236	2,237	2,237	4,156	2,237	2,237	3,063	2,237	2,237	36,445	153.17	0.16
Taxes only	7,935	3,673	2,939	3,236	2,237	2,237	4,156	2,237	2,237	3,063	2,237	2,237	36,445	153.17	0.16
50830 Payroll - Taxes & Benefits	2,035	1,183	1,183	1,526	1,183	1,183	2,138	1,183	1,183	1,538	1,183	1,183	16,722	66.42	0.06
W/Comp only	2,035	1,183	1,183	1,526	1,183	1,183	2,135	1,183	1,183	1,538	1,183	1,183	16,722	66.42	0.06
50830 Payroll - Taxes & Benefits	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	48,684	183.96	0.22
Medical Insur only	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	48,684	183.96	0.22
Payroll - Taxes & Benefits Medical Insur	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	48,684	183.96	0.22

Comments

50980 Payroll - Taxes & Benefits 401k	160	160	160	160	160	160	160	160	160	160	160	160	1,920	7.65	0.01
only	160	160	160	160	160	160	160	160	160	160	160	160	1,920	7.65	0.01
Payroll - Taxes & Benefits 401k only	160	160	160	160	160	160	160	160	160	160	160	160	1,920	7.65	0.01

Comments

Payroll Expenses	68,240	35,821	35,087	42,919	34,866	34,840	54,764	35,424	34,840	42,947	34,946	34,840	460,030	1,916.06	2.22
TOTAL CONTROLLABLE EXPENSES	92,099	66,090	65,007	78,867	63,059	63,121	86,728	64,432	64,026	72,846	63,329	63,206	844,791	3,395.70	3.90
CONTROLLABLE INCI	100,564	126,543	127,676	113,791	129,377	135,228	111,581	133,922	134,374	125,461	135,030	133,200	1,506,877	6,003.49	6.96

Utilities Expense

59011 Utilities - Electricity Common	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	21,564	85.91	0.10
Utilities - Electricity Common Areas	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	1,797	21,564	85.91	0.10

Comments

Based on 2017 actuals w/6.3% increase

59020 Utilities Rainw - Electricity	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-76,500	-304.78	-0.35
Rainw	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-4,375	-76,500	-304.78	-0.35

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
Utilities (Verb. - Electricity Refunds)	-6,375	-6,375	-6,375	-6,375	-6,375	-6,375	-6,375	-6,375	-6,375	-6,375	-6,375	-6,375	-76,500	-304.78	-0.35
Comments															
Based on 2017 actuals															
59040 Utilities - Electricity Office	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	132,540	520.05	0.81
Utilities - Electricity Office	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	11,045	132,540	520.05	0.81
Comments															
Based on 2017 actuals with 3% increase															
59050 Utilities - Electricity Vacant Units	335	335	335	335	335	335	335	335	335	335	335	335	4,020	16.02	0.02
Utilities - Electricity Vacant Units	335	335	335	335	335	335	335	335	335	335	335	335	4,020	16.02	0.02
Comments															
Based on 2017 actuals with 3% increase															
59070 Utilities - Gas	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	35,280	140.56	0.18
Utilities - Gas	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940	35,280	140.56	0.18
Comments															
Based on 2017 actuals with 3% increase															
59110 Utilities - Water	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	103,116	410.82	0.48
Utilities - Water	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	8,593	103,116	410.82	0.48
Comments															
Based on 2017 actuals with 3% increase															
59130 Utilities - Sewer	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	108,228	431.19	0.50
Utilities - Sewer	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	9,019	108,228	431.19	0.50
Comments															
Based on 2017 actuals with 3% increase															
59150 Utilities - Trash removal	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	24,060	95.86	0.11
Utilities - Trash removal	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	2,005	24,060	95.86	0.11
Comments															
Based on 2017 actuals															
59170 Utility Billing Fee	577	577	577	577	577	577	577	577	577	577	577	577	6,924	27.59	0.03
Utility Billing Fee	577	577	577	577	577	577	577	577	577	577	577	577	6,924	27.59	0.03
Comments															
Utility billing fee															
Utilities Expense	28,036	28,036	28,036	28,036	28,036	28,036	28,036	28,036	28,036	28,036	28,036	28,036	338,232	1,431.26	1.68
Fixed Expense															

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
60075 Prop & Liability Insurance	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000	298.80	0.35
Prop & Liability Insurance	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000	298.80	0.35
Comments															
Based on 2017 actuals															
60110 Misc Taxes, Licenses, Permits & Ins	0	0	0	0	7,103	0	0	0	0	0	0	0	7,103	28.30	0.03
Misc Taxes, Licenses, Permits & Ins	0	0	0	0	7,103	0	0	0	0	0	0	0	7,103	28.30	0.03
Fixed Expense	6,250	6,250	6,250	6,250	13,383	6,250	6,250	6,250	6,250	6,250	6,250	6,250	82,103	327.10	0.38
Other Expense															
52070 Audit at Rtn/Outside Accounting	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	19,200	78.49	0.09
Audit/Tax Rtn/Outside Accounting	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	19,200	78.49	0.09
Comments															
Based on 2017 actuals															
62250 Consulting Fees	100	100	3,544	100	100	100	100	100	100	100	100	100	4,644	18.50	0.02
Consulting Fees	78	78	3,523	78	78	78	78	78	78	78	78	78	4,362	17.50	0.02
Crisis Communications	21	21	21	21	21	21	21	21	21	21	21	21	252	1.00	0.00
Comments															
52550 Mgmt Fees	7,705	7,705	7,703	7,705	7,705	7,834	7,832	7,835	7,836	7,832	7,834	7,838	84,063	374.75	0.43
Management Fee	7,705	7,705	7,703	7,705	7,705	7,834	7,832	7,835	7,836	7,832	7,834	7,838	84,063	374.75	0.43
Comments															
Management Fee based on 3.5%															
x															
52680 Other Professional Fees	0	0	0	0	0	0	0	22,000	0	0	0	0	22,000	87.65	0.10
Other Professional Fees	0	0	0	0	0	0	0	22,000	0	0	0	0	22,000	87.65	0.10
Comments															
Other Expense	8,405	8,405	12,847	9,405	9,405	9,634	9,632	31,035	8,636	8,632	9,634	9,638	138,907	587.40	0.65
TOTAL OPERATING EXPENSE	-137,650	-111,881	-114,040	-124,459	-116,750	-108,361	-132,548	-132,253	-100,847	-118,898	-109,149	-111,031	-1,428,033	-5,681.41	-6.58
NET OPERATING INCOME	54,873	80,852	78,545	68,190	78,880	86,409	66,788	68,131	88,952	78,645	88,210	87,379	825,835	3,087.79	4.27

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per Unit	Per sq ft	
ASSET																
Asset																
19000 Reserve for Replacement	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	62,004	249.42	0.20	
Reserve for Replacement	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	62,004	249.42	0.20	
Comments																
Replacement Reserve																
Asset	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	62,004	249.42	0.20	
TOTAL ASSET	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	5,217	62,004	249.42	0.20	
Debt Service																
65010 Interest Expense - 1st Mortgage	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	571,200	2275.70	2.84	
Interest Expense - 1st Mortgage	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	47,800	571,200	2275.70	2.84	
Comments																
65300 Issuers Fee (Housing Authority)	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800	66.93	0.08	
Issuers Fee (Housing Authority)	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800	66.93	0.08	
Comments																
65390 Trustee Fee	410	410	410	410	410	410	410	410	410	410	410	410	4,920	19.60	0.02	
Trustee Fee	410	410	410	410	410	410	410	410	410	410	410	410	4,920	19.60	0.02	
Comments																
65410 Bond Fee	860	860	860	860	860	860	860	860	860	860	860	860	10,320	41.12	0.05	
Bond Fee	860	860	860	860	860	860	860	860	860	860	860	860	10,320	41.12	0.05	
Comments																
65440 Other Debt Service Expenses	417	417	417	417	417	417	417	417	417	417	417	417	5,004	19.94	0.02	
Other Debt Service Expenses	417	417	417	417	417	417	417	417	417	417	417	417	5,004	19.94	0.02	
Comments																
Debt Service	50,687	50,687	50,687	50,687	50,687	50,687	50,687	50,687	50,687	50,687	50,687	50,687	608,244	2,423.26	2.81	

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 CF Real Estate Services-Providence Mockingbird
 Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
INCOME AFTER DEBT SERVICE	-431	25,046	22,639	12,286	20,979	33,604	9,859	10,277	32,646	23,739	33,306	31,474	254,767	1,015.00	1.18

Capital Property Improvements

80010 Cap Impr/Replac - Asphalt/Parking	0	0	0	0	0	8,000	8,000	0	8,000	0	0	0	24,000	95.82	0.11
Cap Impr/Replac - Asphalt/Parking	0	0	0	0	0	8,000	8,000	0	8,000	0	0	0	24,000	95.82	0.11

seal coat parking lot

80030 Cap Impr/Replac - Landscape/Drainage	0	0	1,000	0	2,700	2,700	2,700	900	0	2,500	0	0	12,500	48.80	0.06
Cap Impr/Replac - Landscape/Drainage	0	0	1,000	0	2,700	2,700	2,700	900	0	2,500	0	0	12,500	48.80	0.06

landscape upgrades

80040 Cap Impr/Replac - Structural/Foundation	0	0	1,500	0	0	0	0	0	8,000	0	0	0	9,500	37.85	0.04
Cap Impr/Replac - Structural/Foundation	0	0	1,500	0	0	0	0	0	8,000	0	0	0	9,500	37.85	0.04

Stucco repair around entire property

80090 Cap Impr/Replac - Glass/Screens	500	500	500	500	0	500	500	0	500	500	0	500	4,500	17.93	0.02
Cap Impr/Replac - Glass/Screens	500	500	500	500	0	500	500	0	500	500	0	500	4,500	17.93	0.02

Glass replacements for Alford Towers

80100 Cap Impr/Replac - HVAC	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	186,000	748.84	0.91
Cap Impr/Replac - HVAC	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	186,000	748.84	0.91

Flac x 2 monthly North & South Tower Roof repairs

80120 Cap Impr/Replac - Range/Vent Hood/Microwave	735	735	1,210	735	735	1,210	735	735	1,210	735	735	735	10,245	40.82	0.05
Cap Impr/Replac - Range/Vent Hood/Microwave	735	735	1,210	735	735	1,210	735	735	1,210	735	735	735	10,245	40.82	0.05

CF Real Estate Services-Providence Mockingbird
Detail - Budget

Account Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total	Per unit	Per sq ft
increased carpet replacement due to carpet age and # replacements															
80310 Cap Impr/Replaces - Blinds/Draperies	370	370	370	370	370	370	370	370	370	370	370	370	4,440	17.69	0.02
Cap Impr/Replaces - Blinds/Draperies	370	370	370	370	370	370	370	370	370	370	370	370	4,440	17.69	0.02
Comments															
increased based on 2017 actuals															
80380 Cap Impr/Replaces - Pool	0	0	0	5,000	0	0	0	0	0	0	0	0	5,000	19.92	0.02
Cap Impr/Replaces - Pool	0	0	0	5,000	0	0	0	0	0	0	0	0	5,000	19.92	0.02
Comments															
pool furniture upgrade															
80370 Cap Impr/Replaces - Signs	1,000	0	0	1,000	0	0	1,000	0	0	1,000	0	0	4,000	15.94	0.02
Cap Impr/Replaces - Signs	1,000	0	0	1,000	0	0	1,000	0	0	1,000	0	0	4,000	15.94	0.02
80390 Cap Impr/Replaces - Fencing	0	23,000	0	0	0	0	0	0	0	0	0	0	23,000	91.83	0.11
Cap Impr/Replaces - Fencing	0	23,000	0	0	0	0	0	0	0	0	0	0	23,000	91.83	0.11
Comments															
paving of the backside and exterior fencing															
80480 Cap Impr/Replaces - Golf Cart(s)	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000	19.92	0.02
Cap Impr/Replaces - Golf Cart(s)	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000	19.92	0.02
Comments															
golf cart															
Capital Property Improvements	28,867	42,970	24,642	48,657	22,823	30,000	32,597	20,029	37,342	24,017	20,136	20,402	351,364	1,398.98	1.82
Replacement Reserve															
19005 Res for Repr/Replaces - Drives (contra)	-5,000	0	0	-6,000	0	0	-5,000	0	0	-5,000	0	0	-30,000	-79.59	-0.09
Res for Repr/Replaces - Drives (contra)	-5,000	0	0	-6,000	0	0	-5,000	0	0	-5,000	0	0	-30,000	-79.59	-0.09
Replacement Reserve	-5,000	0	0	-6,000	0	0	-5,000	0	0	-5,000	0	0	-30,000	-79.59	-0.09
CASH FLOW	-22,796	-17,822	-2,000	-31,272	-3,974	2,590	-17,706	-6,782	-4,894	4,722	13,166	11,072	-79,007	-305.21	-0.35

5

David

1/9/18

Robin ✓

Camisha ✓

Joe Nathan ✓

Sherman ✓

Trent ✓

Eric ✓

Marcy ✓

Clint ✓

Brad ✓

Andy ✓

Joe ✓

Jim ✓

James ✓

Courtney ✓

Ryan Garcia ✓

George R. ✓

Cal. ✓

Stephen McPherson ✓

Marichelle ✓ & Sireesha V. Chivala ✓

Julianne ✓

& Robert Estrada ✓

2/17/17

Adjiswan

New Roster & new staff title

HOUSING FINANCE CORPORATION BOARD												
MEETING DATES	1/1/2017	2/1/2017	3/1/2017	4/1/2017	5/1/2017	6/1/2017	7/11/2017	8/8/2017	10/10/2017	11/14/2017	12/12/2017	1/9/2018
											No Meeting	
RYAN GARCIA												P
BRAD NITSCHKE												P
MARCY C HELFAND								A		A		P
TRENT HUGHES							A		A			P
JAMES ALVIN ARMSTRONG III												P
JOE L. CARREON												P
JIM HARP												P
ERIC ANDERSON										A		P
SHERMAN L. ROBERTS										Replaced		P
CLIENT NOLEN							A					P
ANDREW MOORE												P

A= ABSENT
R= RESIGN
F= FORFEIT
P= PRESENT

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DALLAS, TEXAS