Keene Housing

Keene Housing
Board of Commissioners Meeting
August 22, 2018

Harper Acres

Meeting Location:
Harper Acres Mill Building
168 Castle Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, August 22, 2018
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, AUGUST 22, 2018
12:00 P.M.
HARPER ACRES MILL BUILDING
168 CASTLE STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the July 18, 2018 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of Annual Independent Audit Report for Keene Housing (Resolution No. 612)

b. Approval of 2018 Occupancy Rules and Regulations Changes (Resolution No. 613)

c. Review of Conflict of Interest Statement

IX. Public Comment

X. Non-Public Session
Convene to Non-Public Session to discuss:
A personnel matter pursuant to RSA 91-A:3, II (a); and
The acquisition, sale, or lease of land pursuant to RSA 91-A:3, II (d).

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Wednesday, July 18, 2018

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 11:06 a.m. Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

Commissioners in attendance:
J.B. Mack, Chairperson
Tom Moses, Vice Chairperson
Pam Slack, Commissioner
Jen Marsh, Commissioner

Absent:
Chris Coates, Commissioner

Also in attendance:
Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Amy Wright, Director of Administration
Denise Pratt, Director of Programs and Services
Denise Comstock, Director of Housing
Linda Mangones, CDBG Administrator
Stefanie Worcester, Property Manager
Ron Worden, Otis Atwell
Ted Kelleher, Drummond Woodsum

MINUTES:

Chairperson Mack called for approval of the June 20, 2018 Board of Commissioners meeting minutes. Vice Chairperson Moses recommended Vice Chairperson Mack be changed to Chairperson Mack on page 1 under the roll call. Commissioner Slack made a motion to approve the minutes as amended. Vice Chairperson Moses seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the Agency received letters of support from Senator Hassan, Senator Shaheen and Congresswoman Kuster in support of Keene Housing's Mainstream application to receive new funding for new vouchers available to non-elderly, disabled individuals.

Secretary Meehan notified the Commissioners that Keene Housing is receiving a significant increase in out of state applications.

The North and Gilsum window replacement project started but was delayed because the wrong windows were delivered. The Agency started the Fiscal Year 2018 budget planning process. The Property Managers are involved in the budgeting process because they add great value when identifying opportunities for improvements.

Keene Housing's community picnics and listening tours are underway. Secretary Meehan encouraged the Commissioners to attend. The schedule can be found in the calendars of the Board packet.

MANAGEMENT REPORT:

Ms. Comstock reviewed the current vacancies of Keene Housing. She stated the Agency is holding efficiency units, and 1 - 2 bedroom vacancies offline for the Central Square Terrace (CST) relocation project. Keene Housing needs 24 units vacant to relocate CST residents to during construction.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget for Keene Housing

owned and managed properties.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Presentation of Keene Housing's audited financials by Otis Atwell

Otis Atwell audits the financial statements of Keene Housing and its affiliate partnerships. Ron Worden, Senior Manager of Otis Atwell, presented a summary of Keene Housing's audited 2017 financial statements. The Agency has a very strong balance sheet and the financial statements are presented in accordance with generally accepted accounting principles.

Resolution No. 610 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2018 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 9, 2018 – September 11, 2018, pursuant to the June 29, 2018 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 611 – Approval of Central Square Terrace Rehabilitation Project

The Keene Housing Board of Commissioners authorizes the adoption of the following resolution in connection with a multifamily rental housing project known as Central Square Apartments, located on Central Square in Keene, New Hampshire. The Commissioners hereby authorize the taking of the following actions, whether such actions be taken by employees or agents of KH, or by corporate affiliates of KH:

1. To authorize the formation of a New Hampshire limited Partnership to be called CST Housing Associates Limited Partnership (the "Partnership"), which was formed for the purpose of acquiring, rehabilitating, constructing, owning, operating and leasing Central Square Apartments (the "Project").

2. To authorize the formation of a New Hampshire corporation to be called Monadnock Housing, Inc., which will act as general partner of the Partnership (the "General Partner").

3. To solicit an investor to become limited partner in the Partnership for the purposes of syndicating an allocation of Low Income Housing Tax Credits, which are anticipated to be available to the Partnership.

4. In connection with the development of the Project, to authorize the negotiation, execution and delivery of all such contracts, agreements, certificates and other documents related to the acquisition of low-income housing tax credits for the Project, construction and permanent financing for the Project, acquisition of the real estate upon which the Project will be developed, construction, development and management of the Project, to such other acts and things as may be necessary or advisable with respect to the Project and to execute any and all agreements and instruments

deemed by the Executive Director of KH necessary or advisable in connection with the Project (the "Project Documents").

5. To authorize the Partnership to enter into an Option agreement with Central Square Housing Associates (the "Seller") pursuant to which the Partnership is granted an option to acquire Central Square Apartments (including an assignment of the Housing Assistance Payments contract relating to the property) for a price of $4,485,000, and to authorize the taking of any and all actions necessary to consummate the transactions contemplated by such Option Agreement.

6. To authorize the following sources of financing for the Project:

    a. A loan from KH to the Partnership in the amount of $1,200,000, with a term of twenty years and an interest rate of 2.75%, which are funds owed to KH by the Seller and which will be available following the closing of the sale of Central Square Apartments.

    b. A loan from KH to the Partnership in the amount of $200,000, with a term of ten years and an interest rate of 5%, which are funds owed to KH by the Seller and which will be available following the closing of the sale of Central Square Apartments.

    c. A loan to the Partnership of a portion of the development fee payable to an affiliate of KH payable in connection with development of the Project, anticipated to be $460,000.

    d. Transfer of Seller's replacement reserves escrow to the Partnership, anticipated to be, as of January 1, 2019, $225,000, which are not subject to repayment by the Partnership.

    e. Cash flow generated by Central Square Apartments during the construction phase of the Project, anticipated to be $275,000, with no requirement of repayment.

    f. Any other sources of construction or permanent financing as the Executive Director of KH, or the officers of affiliates of KH, as applicable, deem necessary or advisable.

7. To authorize the Executive Director to take or to cause to be taken any and all actions as are necessary or convenient to apply for a Community Development Block Grant in the amount of $500,000 in connection with the Project.

Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

No motion was made to move to Non-Public Session.

Commissioner Slack made a motion to adjourn the meeting. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 12:32 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

7/20/18
Date

Keene Housing

Resolution No. 612

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Annual Independent Audit Report for Keene Housing.

2. Date of Board Meeting: 8/22/2018

3. Proposed Board Resolution:

Resolved, that the Keene Housing Board of Commissioners herby accepts the Financial Statements and Annual Independent Audit Report and Management Letter for Keene Housing's 2017 fiscal year, as presented by Otis Atwell at the Board meeting held on July 18, 2018.

4. All Backup Attached?

Yes X No ☐

If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes ☐ No X n/a Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 8/6/2018

7. Executive Director Approval Signature _____ Date: 8/6/2018

Keene Housing

Resolution No. 613

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Changes to the Occupancy Rules and Regulations

2. Date of Board Meeting: August 22, 2018

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissions approves the changes to the Occupancy Rules and Regulations, pursuant to the August 8, 2018 memorandum from Denise Comstock, Director of Housing to Joshua R Meehan, Executive Director.

4. All Backup Attached?

   Yes ☑ No ☐

   If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Denise Comstock Date: 8-8-2018

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   N/A Account # _____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 8/9/18

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Comstock, Director of Housing
Subject: 2018 Occupancy Rules and Regulations Changes
Date: August 9, 2018

This memorandum recommends that the Keene Housing Board of Commissioners approves the following changes to the Occupancy Rules and Regulations, which are an addendum to the Tenant Lease. The changes are as follows:

Page 1, Safety, Section 1, C. viii.: Tenants may not disconnect or remove smoke alarms.

This was added in response to several incidents in which tenants have disconnected the smoke alarms, and to help ensure the safety of tenants in case of a fire and mitigate the liability of Keene Housing.

Page 3, Section 3, E. Use of Grounds: Tenants are not allowed to use the outdoor faucets to wash vehicles, operate sprinklers or for any other purpose. However, tenants who are participating in the Community Gardens are allowed to use the outdoor faucets for watering gardens.

This was added in response to some tenants using outdoor faucets for various purposes, which increases property water usage and associated costs.

Page 3, Section 4, Smoking, G.: For the purpose of this, and all Keene Housing policies regarding smoking, the term "Smoking" includes the use of cigarettes, e-cigarettes, vape, pipe, water pipe, water pipe, or other similar devices which produce smoke, vapor, or residue from tobacco, tobacco products, or synthetic derivatives of the same.

This section was added to include all devices that may be used for smoking in order to clarify the non-smoking policy at the properties.

Page 5, Section 8, Maintenance, C.: All windows must be kept securely closed when temperatures are <u>below forty degrees.</u>

The temperature at which windows must be kept securely closed was changed from thirty-two degrees to forty degrees in order to prevent any possibility of freezing pipes or other issues detrimental to the property.

Page 8, Section 11, No Trespass Orders, A. vii.: Keene Housing has reason to believe the person has committed sexual assault or another related offense under RSA 632-A. i.e. sexual assault or another related offense under RSA 632-A; and

Page 8, Section 11, No Trespass Orders, A. viii.: Felony assault under RSA 631:1 & 631:2 (first degree, second degree or assault with a deadly weapon) or attempt of the same;

Our attorney recommended that we add the language in vii and viii to include sexual assault, aggravated felonious sexual assault, and felonious sexual assault.

Page. 8, Section 11, No Trespass Orders, A. xiii: Any conduct which violates the terms of these Occupancy Rules or the Tenant's lease.

This was added to clarify that any violations of the Occupancy Rules or the Tenant's Lease is a reason for Keene Housing to issue a no-trespass order to any guest or member of the general public.

RECOMMENDATION

Accordingly, I recommend that the Board consider this resolution, which states:

> Resolution: That the Keene Board of Commissioners approves the changes to the Occupancy Rules and Regulations, pursuant to the August 8, 2018 memorandum from Denise Comstock, Director of Housing to Joshua R. Meehan, Executive Director.

LEASE ADDENDUM
OCCUPANCY RULES AND REGULATIONS
EFFECTIVE ~~August 1, 2018~~SEPTEMBER 1, 2018

These Occupancy Rules and Regulations are incorporated as part of the Lease. Violations of any of these rules and regulations may result in the termination of the Lease and/or eviction.

1. SAFETY

Residents are advised to use common sense when allowing children to play outside the apartment. An adult presence is advised whenever pre-teenage children are out doors. Bike riding around moving vehicles should be discouraged by parents.

Tenants must not create health and safety hazards in their apartments or on the property. Health and safety hazards may form the basis for eviction and shall include but not be limited to the following:

A. Keep common area and outside doors shut and locked for the safety of others.
B. Swimming pools and trampolines are not permitted.
C. Gas grills must be stored outside the unit and operated at least ten feet from the building.
    i. No combustible or flammable material, including tanks from gas grills, may be kept in the apartment or in the storage sheds. No open fires, fire pits or fireworks are allowed.
    ii. No appliances may be used for heating except those approved by Keene Housing.
    iii. Common stairways, vestibules, passageways, sidewalks and parking areas must be kept clear of obstruction and are not to be used for storage, gathering places or play areas. Please do not ride bicycles inside buildings.
    iv. Tenants will ensure that there is free, unobstructed passage throughout their apartment.
    v. Tenants are to abide by the Keene Housing Weapons Policy and may not keep or use any weapon as defined in the policy without prior approval of Keene Housing. No resident, household member or guest shall discharge a BB gun, pellet gun, air soft or paint ball gun, firearm, bow and arrow, or any other weapon, or fireworks, on or near Housing grounds and premises.
    vi. Medical products, including medication needles must be disposed of as directed by the manufacturer.
    ~~vii.~~ Tenants may not ~~duplicatekey~~duplicate key(s).
~~viii.~~vii.

~~ix.~~viii. Tenants may not disconnect or remove smoke alarms.

~~x.i. Tenants are not allowed to use the outdoor faucets to wash vehicles, operate sprinklers or for any other purpose.~~

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2. ~~-~~CHANGES TO THE PROPERTY

A. Tenants are not allowed to make permanent changes to the property.

i. Locks, including chain locks, may not be installed by the Tenant unless approved in writing by Keene Housing.

ii. Wallpaper and adhesive (contact) coverings are not allowed on any walls, shelves, or other surfaces. Adhesive hooks and hardware are not allowed.

iii. Tenants may use small tacks and small nails to fasten items on walls. Tenants who wish to hang large or heavy items must contact Keene Housing for advice and permission.

iv. No adhesives or penetrating devices such as nails may be used to lay carpets, rugs, or floor coverings.

v. No additional television cable receptacles may be installed without permission of Keene Housing. No radio aerials or television antennae, or satellite dishes are allowed.

vi. All repairs and alterations to the premises and equipment must be done by Keene Housing's staff except with prior written approval. Tenants may not paint any interior or exterior surface(s).

vii. Air conditioners may be installed only after obtaining written approval from Keene Housing. Payment must be received prior to installation and equipment must be installed in accordance with manufacturer's instructions and in accordance with Keene Housing policy. Generally, window air conditioners may not be installed in any room with a single window except on the third floor or above. Floor models with window vents are allowed with written permission and approval from Keene Housing.

viii. Installation of washing machines, dryers, freezers, portable dishwashers, fans, or heaters in the unit are not allowed except where permitted by Keene Housing.

ix. Waterbeds are not allowed.

x. Exterior shades, awning and window guards are not allowed.

xi. Do not hang blankets as window coverings or use the window in any way to hang a window covering.

xii. Do not remove or disconnect smoke alarms.

3. USE OF GROUNDS

A. Planting of any type requires prior written approval of Keene Housing.
B. Outdoor Holiday decorations are allowed 2 weeks prior to and 2 weeks after the holiday, but may not be attached to the building except as allowed under these rules in Section 2 above. Check with the Property Manager with questions.
C. Political signs are not to be posted in the common areas of the buildings or on the grounds.
D. All Tenant possessions must be stored inside the unit or storage shed where one is provided. Lawn furniture must be stored each day after use.
~~D.~~ Tenants are not allowed to use the outdoor faucets to wash vehicles, operate sprinklers or for any other purpose. However, tenants who are participating in the Community Gardens are allowed to use the outdoor faucets for watering gardens.
E.
~~E.~~ Tenants are not to leave personal possessions including toys beyond the immediate perimeter of the unit or on bicycle racks. Personal possessions left in common areas are subject to removal by KH staff.
F.
~~F.~~ No tents or other temporary structures are permitted on the property. Anything that gets in the way of lawn maintenance will be removed by Keene Housing staff.
G.
H. No business or commercial activity shall be conducted or operated on the premises without the written permission of the Keene Housing. This includes collection and storage of aluminum cans, glass ~~bottles and~~bottles and paper for resale.

~~4. Tenants are not allowed to use the outdoor faucets to wash vehicles, operate sprinklers or for any other purpose.~~

~~G.~~

~~4.~~ SMOKING

A. No one is allowed to smoke in apartments or common interior space at the property. This includes Tenants, members of Tenant's household, and guests.
B. No smoking or vaping is allowed within twenty~~20~~ feet of any building on the property.
   i. At Ash Brook, Brookbend East and Brookbend West, smoking is not allowed anywhere on the property.
C. If a smoking area is designated outside the building, smoking is allowed only in this area.
D. Cigarette butts must be disposed of in a safe receptacle and not left on the ground. Tenants will be charged for the cleanup of cigarette butts in the vicinity of the unit entries.
E. Tenants are expected to report ~~smokinginsmoking~~ in violation of these rules and smoking smells inside buildings to Keene Housing.

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F. Smoking while using or in the presence of medical oxygen equipment is a safety risk and cause for immediate eviction. Persons smoking in a unit or in a designated outdoor smoking area, while near by a person using medical oxygen is in violation of the smoking policy and at risk of immediate eviction.

G. For the purposes of this, and all Keene Housing policies regarding smoking, the term "Smoking" includes~~shall include~~ the use of cigarettes, e-cigarettes, vape, pipe, water pipe, or other similar ~~devides~~devices which produce smoke, vapor, or oil residue from tobacco, tobacco products, or synthetic derivatives of the same.

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5. VEHICLES AND PARKING

A. Tenants must register all vehicles with Keene Housing by completing fully the Keene Housing Vehicle Registration. The Tenant is responsible to keep the record of vehicles current with Keene Housing. Vehicles must have a valid state registration in the name of a resident of the property.

B. Parking permits are required at all Keene Housing properties with the exception of Bennett Block. At all other properties, Tenant vehicles on the property must display a valid KH parking permit.

C. At Central Square Terrace, bicycles must be parked on the bike rack in the garage and not brought into the building.

D. Tenants must drive vehicles in a manner considerate of the well-being and safety of other residents and the property, and park in a manner which is consistent with the parking policy of the property. Information about parking is provided to Tenants at lease signing.

E. Parking shall be restricted to the personal vehicles of Tenants, members of the Tenant's household and authorized guests. In no case will a vehicle larger than two-ton capacity be considered a personal vehicle. Commercial vehicles may be allowed with prior approval of the Property Manager.

F. Vehicles will be towed for parking violations. Parking violations include: parking on grass; not moving vehicles during snow removal operations; parking in a fire lane; parking in an area marked as a "tow zone"; parking in an area designated for handicapped persons unless the vehicle has a handicapped license or placard; parking on the property without registering the vehicle with Keene Housing; vehicles that are leaking fluid(s); and, generally, parking in other than designated parking areas and spaces.

G. Inoperable, unregistered and/or uninspected vehicles are not allowed on Keene Housing's property and are towed at the Tenant's expense.

H. Automotive repairs or servicing vehicles are not allowed on Keene Housing's property. Vehicles leaking fluid must be removed from the property.

I. No ATVs, snowmobiles, campers, RVs or boats or their trailers are allowed on the property.

J. Tenants are required to comply with the parking policy and rules regarding moving vehicles during snow storms and during snow removal. A snow removal parking plan is published each year by Keene Housing.

6. PETS

A. Tenants who wish to have animals must review Keene Housing's Animal Policy provided with every initial lease. Tenants must obtain written permission, and comply with any and all requirements before bringing any pet to the property.

7. PEST CONTROL, INCLUDING BEDBUG CONTROL

A. The Tenant represents that all furnishings and other personal property that will be moved into their apartment are free of bed bugs or cockroaches. The Tenant agrees to maintain the premises in a manner that prevents infestation of pests. The Tenant agrees to uphold this responsibility in part by complying with the following:

i. Reduce and remove clutter.

ii. Vacuum, mop and clean the whole apartment regularly.

iii. Inspect all second-hand furniture including mattresses for insects before bringing anything into the unit. Tenant will not bring any items that others have discarded into the apartment.

iv. Tenant will report any evidence of bed bugs or other insects within seventy-two ~~72~~ hours to Keene Housing.

v. Tenant agrees to cooperate with all pest control measures as instructed by Keene Housing personnel and/or contracted pest control professionals.

vi. The Tenant agrees to prepare the unit for remediation of an infestation of insects or rodents, including bed bugs, after receipt of reasonable written notice of the required preparations and reasonable time to complete them. Failure to do so may be cause for eviction under New Hampshire RSA 540.

vii. Tenant will notify management of the need to throw away any infested items ~~to insure that~~to ensure that these items are disposed of properly. There will be no disposal charges to residents for items disposed of appropriately.

viii. Tenants may be held responsible for costs of remediation of an infestation if they willfully fail to follow these rules or cooperate with KH efforts to keep premises free of infestations.

8. MAINTENANCE

A. Tenants will report all necessary repairs to the Keene Housing main office by calling 603-352-6161 or by email to reception@keenehousing.org.

B. Tenants shall not put diapers, sanitary products, sanitary wipes (even if the product information claims they are flushable), cooking grease, condoms or any foreign object in toilets or drains. Such items shall be disposed of properly.

C. All windows must be kept securely closed when temperatures are below forty~~40~~ degrees Fahrenheit. Open windows in cold weather are considered a maintenance emergency. Tenants will be charged the amounts listed on the current Tenant Charge List when a KH staff person enters a unit to close a window.

D. Mold and Mildew: The Tenant will take all necessary measures to prevent mold and mildew including: maintaining appropriate climate control, keeping the unit clean and uncluttered, removing visible moisture accumulation on windows and other surfaces, not blocking heating ducts. The Tenant will report:
   i. Any evidence of excessive moisture,
   ii. Any evidence of mold or mildew that cannot be removed with a household cleaner,
   iii. Failure or malfunction of heating or ventilation systems, or
   iv. Inoperable doors or windows.
   v. The Tenant further agrees that the Tenant will be responsible for damage to the premises or Tenant property as well as injury to the Tenant or occupants from failure to comply with paragraphs 8-C and 8-D.

E. Tenants will be billed for lockouts at a charge listed on the most current Tenant Charge List Replacement keys are provided at a cost to the Tenant.

F. Items left behind by a former Tenant in an apartment or anywhere on the property owned or managed by Keene Housing will be stored for seven (7) days from the date of the move out. Items left inside or outside of the unit in bags or otherwise appearing to be trash, especially that which may contain food or contaminates may be disposed of immediately under the authority of the Director of Assets and Facilities. Locks will be changed on the date of the move out inspection or on the date Keene Housing takes possession of the unit in an eviction. During those subsequent seven (7) days, the former Tenant may request assistance to remove personal items by calling Keene Housing to arrange to enter the unit between the hours of 7AM-3 PM, Monday-Friday. After seven (7) days Keene Housing will dispose of the remaining items. Disposal may result in charges to the former Tenant. Charges for removal of these items are published by Keene Housing and provided to the Tenant at the time of leasing.

9. RESPONSIBILITIES OF TENANTS

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A. In general, Tenants have the responsibility to maintain their apartments and the grounds in decent, safe, and sanitary condition.
B. Tenants are to respect and be aware of the rights of their neighbors and not behave in a manner that jeopardizes the health and safety of others or interferes with the neighbor's peaceful enjoyment of the premises.
C. Tenant must treat KH staff with respect, and refrain from using offensive language.
D. Tenants are responsible to report any change in household income or change in who is living in the unit within 10 days to the Property Manager.
E. Tenants are responsible for the replacement value of any equipment borrowed from Keene Housing or placed in the custody of the Tenant.
F. Tenants shall not leave personal property with Keene Housing's employees. Keene Housing will not be responsible for any personal property left with any employee or left outside the Tenant's apartment.
G. Utilities such as electricity and water are for tenant use only. Please do not allow nonresidents to use the property laundry facility or the washer and dryer in your unit.
H. Trash removal is provided for household trash from resident households only. Individuals found to be disposing of trash who are not residents will be prosecuted. Do not store or accumulate trash in or around your apartment.
I. Tenants are responsible for correctly recycling materials and for disposing of the remaining household rubbish in the containers provided by Keene Housing and ensuring that items too large for the dumpster are taken to the local transfer station at the Tenant's expense. Tenants will be charged for disposal of trash bags left on the ground near the dumpster.
J. Tenants are responsible to be familiar with the procedures and policies provided by KH to the Tenant and be responsible for ensuring compliance by the Tenant's household members and guests.
K. No solicitation is allowed on Keene Housing owned or managed property without the prior approval of Keene Housing.

10. **VISITORS AND GUESTS**

A. Guests are allowed over night or for two weekend nights, for example a pajama party or family visiting from out of town. If the Tenant plans to have a guest stay more than two (2) nights in a row, the Tenant must get approval from the Property Manager before your guests arrive.
B. The total amount of time any one person can stay is fourteen (14) overnights per calendar year. On a case by case basis, Keene Housing may waive, in writing, the fourteen (14) overnights limit if compelling reasons emerge.

C. Keene Housing has the right to request evidence in order to verify that the guest has a residence elsewhere if management staff suspects that the guest is an unauthorized household occupant. Such suspicion may arise whenever a person(s) makes recurring visits or continuous visits without prior approval by Keene Housing. If the Tenant does not provide the requested information, or if the facts are sufficient to demonstrate that the person is living in the unit, Keene Housing will consider the person(s) an unauthorized occupant and may terminate the lease for non-compliance.

D. Former adult tenants who were evicted from a KH property are not permitted as overnight guests for a period of one year.

E. Conduct by a guest that violates any lease condition is considered a violation by the Tenant.

F. A Head of Household in good standing may request to add another person to the household after six (6) months of residency.

   i. That person must apply for residence and be found eligible under KH policies in order to move into the unit. If found ineligible, that person must not stay overnight in the unit or the Head of Household is risking eviction for lease non-compliance.

11. NO TRESSPASS ORDERS

A. Keene Housing may issue a no-trespass order to any guest or member of the general public when it has reasonable grounds to believe that a guest or a member of the general public has engaged in any of the following:

   i. Has been involved in or is suspected of being involved in illegal drug-related activity, including the possession, sale or manufacturing of controlled drugs; and/or

   ii. Theft or damage to Keene Housing property or to the personal property of a Tenant, whether reckless or intentional; and/or

   iii. Domestic violence "abuse" as defined in New Hampshire RSA 173-B:1 or in the Federal Violence Against Women Act; and/or

   iv. Presence on the property in violation of any lawful order of a court of competent jurisdiction; and/or

   v. Loiters, engages in, or have verbal or physical confrontation with law enforcement personnel, residents, or Keene Housing personnel, and/or

   vi. Is subject to a lifetime registration requirement under any state sex offender registration program, and/or

   vii. Keene Housing has reason to believe the person has committed sexual assault or another related offense under RSA 632-A (i.e. sexual assault, aggravated

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felonious sexual assault, and felonious sexual assault), regardless of whether the person needs to register as a sex offender; and/or

viii. Felony assault under RSA 631:1 & 631: 2 (first degree, second degree or assault with a deadly weapon) or attempt of the same;

ix. Engages in criminal activity; and/or

x. Actions which constitute a disturbance of the peace, or otherwise interfere with the quiet enjoyment of Tenants, or constitute a danger to the health, safety, or welfare of Tenants, their households, KH employees, or other persons on the premises.

xi. A tenant's failure to cooperate with a no-trespass order may result in eviction.

xii. A no trespass order may be necessary and appropriate when an individual has applied to be added to a household is found to be ineligible and it is determined that she/he is residing in the unit despite the ineligibility finding.

xiii. Any conduct which violates the terms of these Occupancy Rules or the Tenant's lease.

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12. PROVISION OF CHILD CARE ON KEENE HOUSING PROPERTIES

A. Keene Housing allows the provision of private family child care at some properties under limitations described in NH RSA 170-E and Keene Housing policy. Keene Housing does not allow licensed Family Day Care providers to operate in any of its properties.

B. Tenants, except those at Stone Arch Village Senior Housing, Central Square Terrace and Harper Acres, may care for up to three (3) children to whom they are unrelated by birth or adoption, for any part of the day, but less than twenty-four (24) hours, on a regular basis. Tenants must report child care arrangements to Keene Housing.

C. Residents at Stone Arch Village Senior Housing, Central Square Terrace and Harper Acres may provide child care for up to 3 children at the same time, to whom they are related to by birth or adoption, for any part of the day, but less than twenty-four (24) hours, on a regular basis. Tenants must report child care arrangements to Keene Housing.

D. The children are considered "guests" or "visitors" under the Tenant lease. Therefore, the Tenant is responsible to manage the behavior of the children so that lease violations involving the children do not occur. This includes noise that disrupts the peace of the building/property and disturbs the neighbors. Repeated complaints of noise or disruption can result in removal of permission to provide family child care.

E. Nothing in this policy precludes occasional child care by relatives at any property. Residents found to be in violation of this policy will be in violation of the lease agreement and will be ordered to end the child care arrangement.

13. VIOLENCE AGAINST WOMEN ACT (VAWA)

A. Violence Against Woman Act Protections are not limited to women and covers victims of domestic violence, dating violence, sexual assault and stalking regardless of sex, gender identity or sexual orientation.
B. Keene Housing will not consider incidents of domestic violence, dating violence, sexual assault and stalking as serious or repeated violations of the lease or "other good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
C. Criminal activity directly related to domestic violence, dating violence, sexual assault or stalking engaged in by a member of the household or guest under control of the tenant cannot be used to terminate tenancy/assistance or occupancy rights if the tenant or affiliated individual is a victim of the criminal acts. An affiliated individual means a spouse, parent, brother, sister, or child of that individual or a person for whom you stand in the place of parent or guardian. For example, the affiliated individual is a person in your care, custody or control of that individual.
D. Keene Housing may request in writing that the victim, or a family member on the victim's behalf, certify or provide documentation that the individual is a victim of domestic violence, dating violence, sexual assault or stalking. VAWA Protections do not have to be provided for failure or refusal to provide the certification or other documentation within 14 business days, or an agreed upon extension date.
E. Assistance may be terminated or a lease "bifurcated" in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain in the unit.

14. AMENDMENTS

A. Keene Housing may make changes to the Occupancy Rules and Regulations from time to time. These changes will be mailed or otherwise delivered to the Tenant. The revised occupancy rules then become part of the Lease Agreement.

All adult household members must sign this form. The form must be returned to Keene Housing before _____ ~~or~~ you risk losing your lease.

OCCUPANCY RULES AND REGULATIONS
SIGNATURE PAGE

PLEASE PROMPTLY SIGN AND RETURN TO
KEENE HOUSING

I have received the Occupancy Regulations as indicated below.

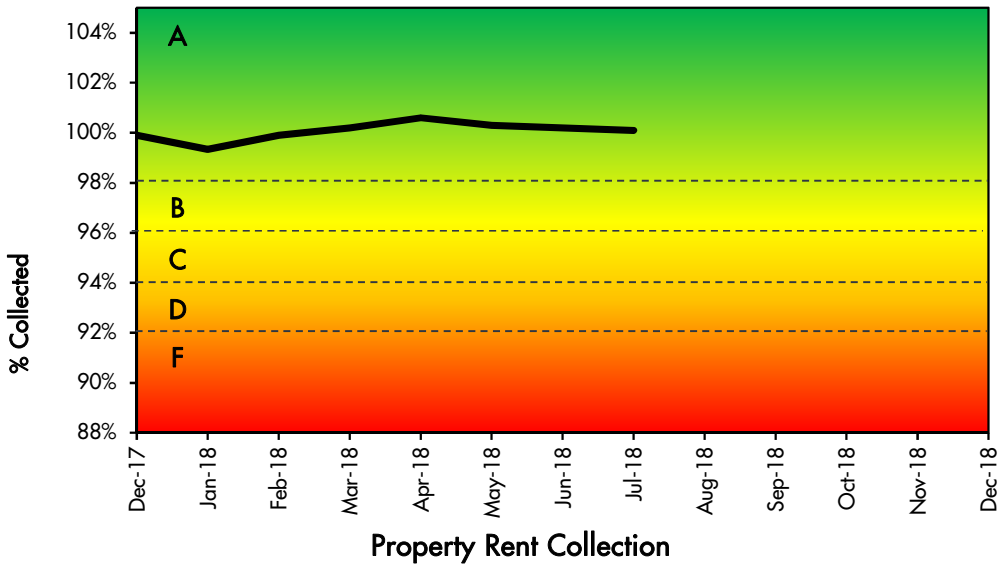
_____	_____
Tenant/Head of Household	Spouse, Co-Tenant
_____	_____
Date	~~Other~~Another Adul~~t~~

Keene Housing

MANAGEMENT REPORT
JULY 2018

Residential Property Rent Collection Report
July 2018

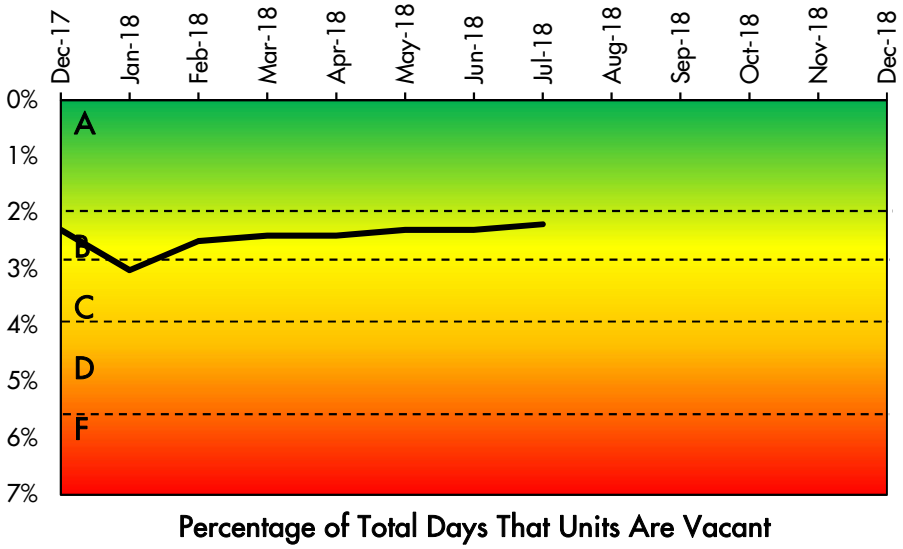
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,073	$10,073	100.0%	A	$73,670	$73,676	100.0%	A
Bennett Block	$4,562	$4,584	100.5%	A	$31,084	$31,080	100.0%	A
Brookbend East	$13,391	$13,639	101.9%	A	$97,336	$101,100	103.9%	A
Brookbend West	$10,626	$10,381	97.7%	B	$74,639	$74,332	99.6%	A
Central Square Terrace	$25,872	$25,406	98.2%	A	$180,063	$179,418	99.6%	A
Cottage Street	$1,112	$1,110	99.8%	A	$7,756	$7,892	101.8%	A
Evergreen Knoll LP	$13,708	$12,808	93.4%	D	$90,044	$88,977	98.8%	A
Forest View	$20,492	$20,276	98.9%	A	$132,222	$131,660	99.6%	A
Harper Acres	$41,810	$41,521	99.3%	A	$279,832	$279,688	99.9%	A
Meadow Road Apartments	$7,186	$7,512	104.5%	A	$33,592	$33,589	100.0%	A
North and Gilsum	$14,102	$13,245	93.9%	D	$96,751	$95,726	98.9%	A
Riverbend Apartments	$9,560	$9,558	100.0%	A	$64,441	$64,729	100.4%	A
Scattered Sites	$10,202	$10,202	100.0%	A	$70,070	$70,140	100.1%	A
Stone Arch Village Family	$11,873	$12,004	101.1%	A	$73,164	$73,420	100.4%	A
Stone Arch Village Senior	$11,426	$11,426	100.0%	A	$80,046	$80,038	100.0%	A
Totals	**$205,995**	**$203,745**	**98.91%**	A	**$1,384,710**	**$1,385,465**	**100.1%**	A



Monthly Vacancy Report

July 2018

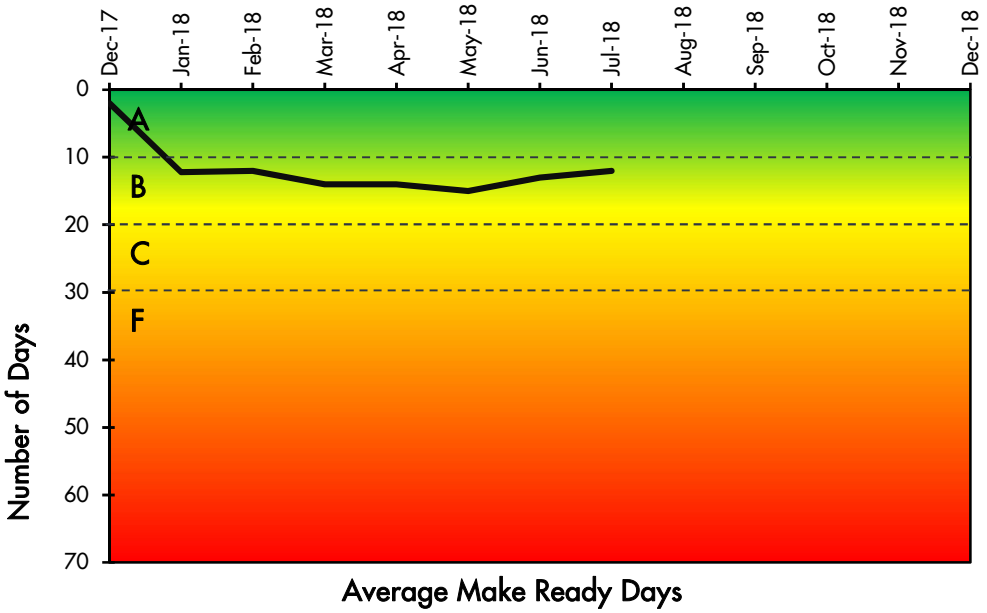
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	-	NONE	0.3%	A
Bennett Block	13	381	0	-	NONE	0.0%	A
Brookbend East	40	1220	70	5.7%	D	3.5%	B
Brookbend West	35	1034	66	6.4%	F	5.9%	D
Central Square Terrace	85	2635	0	-	NONE	0.3%	A
Cottage Street	3	93	0	-	NONE	0.0%	A
Evergreen Knoll LP	32	992	31	3.1%	B	3.0%	A
Forest View	38	1178	31	2.6%	A	4.8%	C
Harper Acres	108	3348	0	-	NONE	0.6%	A
Meadow Road	17	527	27	5.1%	D	6.0%	D
North and Gilsum	29	899	15	1.7%	A	4.7%	C
Riverbend Apartments	24	744	34	4.6%	C	1.8%	A
Scattered Sites	18	558	0	-	NONE	5.1%	D
Stone Arch Village Family	24	744	13	1.7%	A	1.6%	A
Stone Arch Village Senior	33	1023	15	1.5%	A	0.7%	A
Report Totals:	**523**	**16,120**	**302**	**1.9%**	**A**	**2.2%**	**B**



Percentage of Total Days That Units Are Vacant

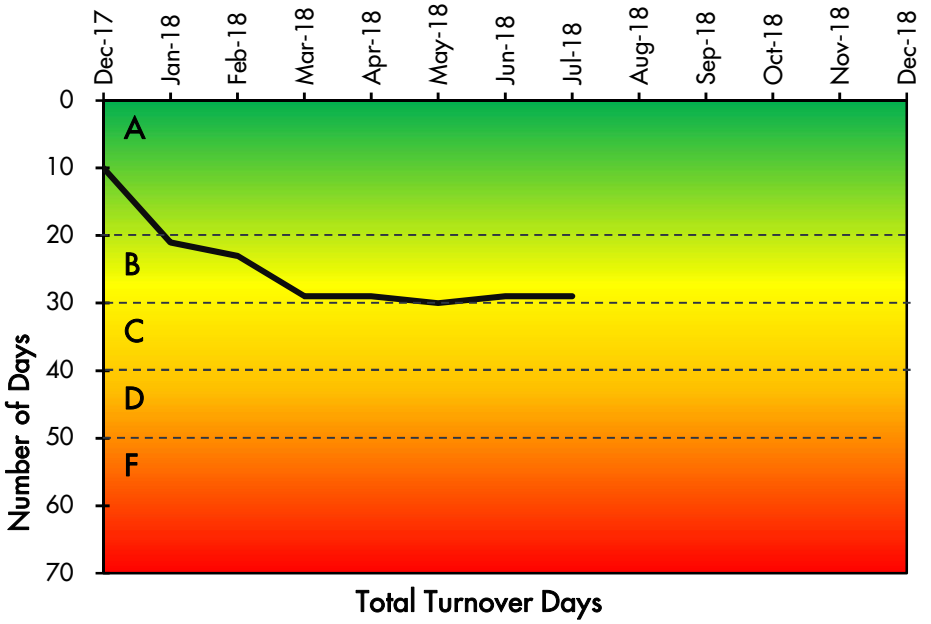
Unit Make Ready Days
July 2018

Community	Number of Units Made Ready	Avg. Make Ready Days	Monthly Grade	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	-	-	NONE	-	-	NONE
Bennett Block	-	-	NONE	-	-	NONE
Brookbend East	2	4	A	6	8	A
Brookbend West	-	-	NONE	5	6	A
Central Square Terrace	-	-	NONE	-	-	NONE
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	3	8	A
Forest View	1	21	C	7	15	B
Harper Acres	-	-	NONE	4	11	B
Meadow Road	1	12	B	4	17	B
North and Gilsum	-	-	NONE	5	16	B
Riverbend Apartments	-	-	NONE	2	4	A
Scattered Sites	-	-	NONE	4	14	B
Stone Arch Village Family	1	12	B	3	11	B
Stone Arch Village Senior	1	14	B	2	8	A
Report Totals:	**6**	**11**	**B**	**41**	**12**	**B**



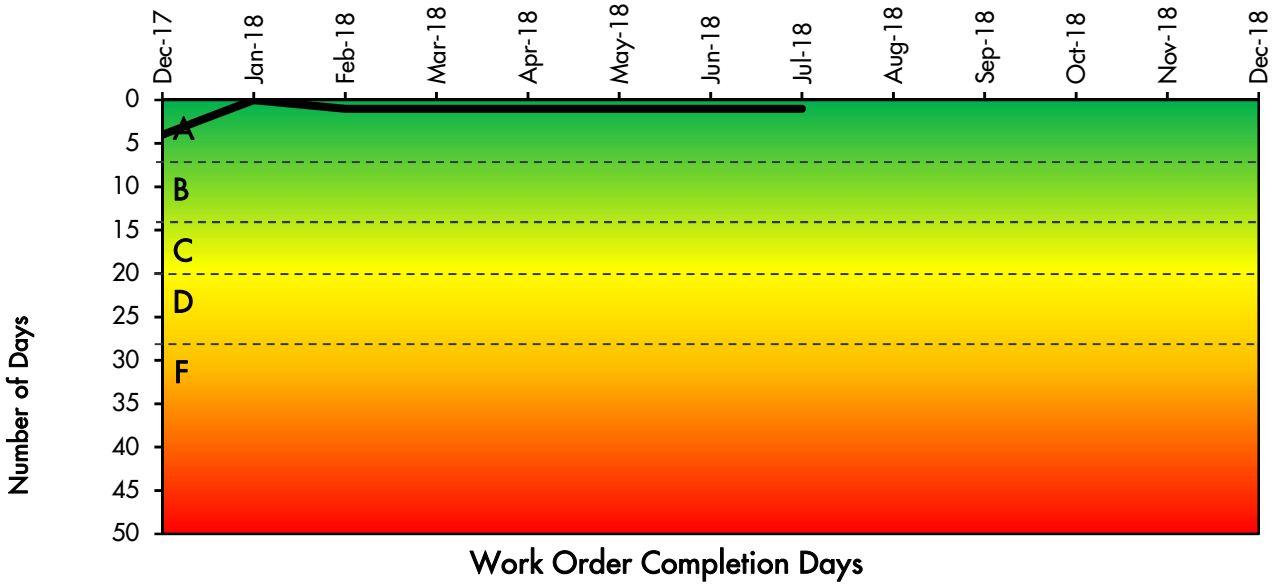
Unit Turnover
July 2018

Community	Number of Units Turned in Month	Average Turnover Days in Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Turnover Days	YTD Grade
Ash Brook Apartments	-	-	NONE	1	17	A
Bennett Block	-	-	NONE	-	-	NONE
Brookbend East	4	18	A	8	37	C
Brookbend West	5	13	A	9	48	D
Central Square Terrace	5	0	A	6	9	A
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	2	16	A	8	25	B
Forest View	1	31	C	8	48	D
Harper Acres	-	-	NONE	8	19	A
Meadow Road	3	9	A	5	45	D
North and Gilsum	1	15	A	7	41	D
Riverbend Apartments	3	11	A	4	23	B
Scattered Sites	-	-	NONE	4	49	D
Stone Arch Village Family	1	13	A	3	26	B
Stone Arch Village Senior	1	15	A	2	25	B
Report Totals:	**26**	**12**	**A**	**84**	**29**	**B**



Residential Property Non-Emergency Work Order Completion Days
July 2018

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
139 Roxbury Street	-	-	NONE	6	4	A
Ash Brook Apartments	2	1	A	64	1	A
Bennett Block	7	1	A	51	1	A
Brookbend East	22	0	A	96	1	A
Brookbend West	15	1	A	86	1	A
Central Square Terrace	31	0	A	360	1	A
Cottage Street	-	-	NONE	7	1	A
Emerald Street House	1	0	A	26	1	A
Evergreen Knoll LP	7	0	A	78	1	A
Forest View	11	1	A	109	1	A
Harper Acres	47	1	A	320	1	A
Keene Housing Main Office	8	0	A	38	1	A
Meadow Road	8	1	A	49	1	A
North and Gilsum	13	1	A	96	1	A
Riverbend Apartments	12	1	A	46	1	A
Scattered Sites	12	1	A	93	1	A
Stone Arch Village Family	11	1	A	55	1	A
Stone Arch Village Senior	12	1	A	153	1	A
Report Totals:	**219**	**1**	**A**	**1,733**	**1**	**A**



Residential Property Emergency Work Order Completion Days
July 2018

Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
139 Roxbury Street	-	-	NONE	-	-	NONE
Ash Brook Apartments	-	-	NONE	-	-	NONE
Bennett Block	-	-	NONE	-	-	NONE
Brookbend East	-	-	NONE	-	-	NONE
Brookbend West	-	-	NONE	-	-	NONE
Central Square Terrace	-	-	NONE	-	-	NONE
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	-	-	NONE
Forest View	-	-	NONE	-	-	NONE
Harper Acres	-	-	NONE	-	-	NONE
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	-	-	NONE
North and Gilsum	-	-	NONE	-	-	NONE
Riverbend Apartments	-	-	NONE	-	-	NONE
Scattered Sites	-	-	NONE	-	-	NONE
Stone Arch Village Family	-	-	NONE	-	-	NONE
Stone Arch Village Senior	-	-	NONE	-	-	NONE
Report Totals:	**-**	**-**	**NONE**	**-**	**-**	**NONE**

Keene Housing

FINANCE REPORT
JULY 2018

Programs and Services FY 2018 HAP & Leasing Utilization Schedule

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$377,821	$345,898	92%	600	$576	102%	587	$751	$31,923
February	$377,821	$340,079	90%	595	$572	101%	587	$338	$37,742
March	$377,821	$344,727	91%	591	$583	101%	587	$1,557	$33,094
April	$377,821	$344,826	91%	598	$577	102%	587	$9,457	$32,995
May	$546,276	$342,707	63%	596	$575	102%	587	$2,720	$203,569
June	$411,513	$343,151	83%	589	$583	100%	587	$843	$68,362
July	$411,513	$348,370	85%	596	$585	102%	587	$996	$63,143
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$2,880,586	$2,409,758	85%	4165	$579	101%	4109	$16,663	$470,828

MTW without Transitional Housing Assistance Shelter Program (THASP) and Project MARCH

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$377,821	$336,611	89%	546	$617	93%	587	$751	$41,210
February	$377,821	$331,497	88%	542	$612	92%	587	$338	$46,324
March	$377,821	$336,255	89%	541	$622	92%	587	$1,557	$41,566
April	$377,821	$336,788	89%	546	$617	93%	587	$9,457	$41,033
May	$546,276	$334,414	61%	545	$614	93%	587	$2,720	$211,862
June	$411,513	$334,708	81%	542	$618	92%	587	$843	$76,805
July	$411,513	$339,042	82%	549	$618	94%	587	$996	$72,471
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$2,880,586	$2,349,315	83%	3811	$616	93%	4109	$16,663	$531,271

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$14,846	$14,579	98%	17	$858	94%	18	$0	$267
February	$14,846	$15,961	108%	17	$939	94%	18	$0	($1,115)
March	$14,846	$15,439	104%	18	$858	100%	18	$0	($593)
April	$14,846	$15,175	102%	17	$893	94%	18	$0	($329)
May	$14,871	$14,630	98%	17	$861	94%	18	$0	$241
June	$14,871	$11,427	77%	17	$672	94%	18	$0	$3,444
July	$16,779	$12,544	75%	16	$784	89%	18	$0	$4,235
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$105,905	$99,755	95%	119	$838	94%	126	$0	$6,150

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$54,662	$52,256	96%	99	$528	99%	100	$0	$2,406
February	$54,662	$52,980	97%	100	$530	100%	100	$0	$1,682
March	$52,312	$53,104	102%	100	$531	100%	100	$0	($792)
April	$53,261	$53,868	101%	101	$533	101%	100	$0	($607)
May	$53,301	$51,214	96%	98	$523	98%	100	$0	$2,087
June	$53,301	$53,136	100%	97	$548	97%	100	$0	$165
July	$53,301	$52,011	98%	97	$536	97%	100	$0	$1,290
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$374,800	$368,569	98%	692	$533	99%	700	$0	$6,231

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$28,808	$28,112	98%	48	$586	96%	50	$0	$696
February	$28,808	$28,043	97%	47	$597	94%	50	$0	$765
March	$28,808	$28,580	99%	47	$608	94%	50	$0	$228
April	$28,617	$28,052	98%	47	$597	94%	50	$0	$565
May	$24,804	$28,474	115%	47	$606	94%	50	$0	($3,670)
June	$28,604	$29,856	104%	50	$597	100%	50	$0	($1,252)
July	$29,152	$29,991	103%	50	$600	100%	50	$0	($839)
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$197,601	$201,108	102%	336	$599	96%	350	$0	($3,507)

FY18 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP and Project MARCH, 101% with.

2017 Summary			
Program	UMA	UML	% UML
MTW	7044	7309	104%
NED	1200	1180	98%
MS	600	587	98%
AHPP	198	198	100%

Financial Report – July 31, 2018

Prepared by: Linda Griffin, Finance Director

This report provides a summary on the consolidated financial operations and variances to budget for Keene Housing and managed properties.

NET INCOME (before depreciation) is currently at $1,291k which is a net increase of $462k from the budget of $829k.

OPERATING REVENUES are $9,405k a net increase of $539k as compared to the budget of $8,866k. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$53,024	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
($9,881)	HAP funding	The MTW funding budget is at 99.7% proration (per HUD pro-ration). The budget was set at 96.3%, the additional funding this year of $269k. KH intends to use most of the additional funding for non-HAP rehabilitation.
($20,266)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $8k, due to timing. CHT admin revenue is on budget and CDBG admin revenue is under budget by $11k. KH received a solar grant during 2018 of $17k. Interest income is over budget by $12k. Additionally, there is misc income throughout other properties is under budget by $32k.
($11,238)	Management Fees	Management fees are slightly under budget. This is related to management fee not increasing as expected at two properties.
$0	Development fees	No Development fees paid or expected (MAHC).
$28,036	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP year to date vacancy= $20k and higher than budget by $18k. CST year to date vacancy= $27k and higher than budget by $16k. BBW year to date vacancy= $15k and higher than budget by $2k. Evergreen year to date vacancy= $9k and higher than budget by $6k. BBE year to date vacancy= $9k and less than budget by $15k.
$6,826	Tenants Charges	Tenants Charges (laundry, damages, other fees)
$22,758	Admin Funding	HUD Section 8 admin funding is more than budget. NEDs and Mainstream admin revenue is over budget due to the funding formula pro-ration increasing.
$13,187	**Higher than Budget**	**Operating Revenue**
$133,341	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2017 on LIHTC properties managed. The total budget is $175k, actuals posted to date are $252k.
$393,551	MTW Transfer	The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $181k, KHKC = $32k
$540,079	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $8,114k a net increase of $77k as compared to the budget of $8,038k. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($64,436)	Admin Expenses	Administrative Expense are all under budget, except for the Energy Consulting is over by $6k and Legal is over by $10k, which are both related to the Solar Project at HA and CST.
($61,595)	Payroll and Benefits	Benefit Expenses are under budget by $41k. Salaries are under budget by $20k.
$22,863	Utilities Expenses	Fuel Expense is over budget by $13k. (KAHP by $3k, CST by $12k) Water & Sewer is under budget by $4k. Electric is over budget by $11k. (Over: KAHP by $25k, Under: CST by $7k, EK by $7k)
($70,591)	Maint Expenses	Maintenance Expenses under budget are: Materials by $19k, Maint service/repairs $12k, security $55k, Electrical $16k, Misc Equipment $19k. Maintenance Expenses over budget are: Snow removal by $16k, Waste Removal by $5k, Vehicle repair by $2, Flooring by $10, Other Services by $14k (CST parking lease, HA tree removal).
($16,515)	Insurance Expenses	Insurance Expenses under budget.
($6,891)	Property Tax Exp	Property Taxes under budget.
$1,266	Partnership taxes	Taxes under budget.
$689	Interest Expenses	Interest Expenses over budget.
($1,988)	Resident services	Residential Services are running under budget for now, timing.
($55,381)	HAP disbursements	HAP disbursements under budget.
($252,579)	**Lower than Budget**	**Operating Expenses**
$134,937	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2017 on LIHTC properties managed. The total budget is $55k, actuals posted to date are $189k.
$222,172	MTW Transfer	The YTD actuals = $212k The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $181k, KHKC = $32k
$104,529	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of July 31, 2018

Program/Property	BUDGET	ACTUALS	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue (Less) /Higher than budget	Expenses (Less) /Higher than budget	Notes on variances
Keene Housing					
Central Office (Locals)	80,729	246,594	342,422 Higher Revenue	176,557 Higher Expenses	Revenue is MTW transfer $212k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(22,829)	(11,397)	2,510 Higher Revenue	(8,922) Lower Expenses	
Keene Affordable (KAHP)	234,150	337,891	97,338 Higher Revenue	(6,405) Lower Expenses	Revenue is MTW transfer in $180k to fund capital projects.
Meadow Road	26,314	35,445	6,419 Higher Revenue	(2,713) Lower Expenses	
Roxbury St Shelter	3,567	7,820	2,460 Higher Revenue	(1,793) Lower Expenses	
Section 8 Voucher Program (MTW)	16,017	121,890	59,934 Lower Revenue	(45,939) Lower Expenses	
Mainstream Voucher Program	(25,571)	(2,089)	5,126 Higher Revenue	(18,356) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(32,257)	15,588	28,555 Higher Revenue	(19,290) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	135,070	138,611	13,284 Higher Revenue	9,743 Higher Expenses	.
Brookbend West	105,243	40,425	(1,901) Lower Revenue	62,917 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $88k.
Evergreen Knoll	36,256	42,932	1,396 Higher Revenue	(5,280) Lower Expenses	
Riverbend	14,843	59,468	(6,600) Lower Revenue	(51,225) Lower Expenses	
Stone Arch Family	47,976	2,833	(10,724) Lower Revenue	34,420 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $34k.
Stone Arch Senior	26,625	23,070	4,067 Higher Revenue	7,623 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $19k.
Multi-Family Properties					
Central Square Terrance	140,002	148,102	(7,684) On budget	(15,784) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	1,870	2,438	(11) On Budget	(579) On Budget	
Ashbrook	25,977	31,043	3,052 Higher Revenue	(2,013) Lower Expenses	
Emerald Street	13,962	21,879	449 On Budget	(7,468) Lower Expenses	
Fairweather Lodge	870	1,821	(12) On Budget	(963) On Budget	
TOTALS	828,814	1,264,363	540,079 Higher than Budget	104,529 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of July 31, 2018

Program/Property											
			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/18	Cash from Operations Surplus/ (Deficit)	Principal Payments	Reserve Accounts Net change (Incr)/Decr	Capital Improvement Payments	Changes in 'other' Incr/(decr)	Change in Receivables (Incr)/decr	Change in payables Incr/(decr)	due to/ due from	Unrestricted Cash Balance at current month	YTD cash Increase/ (Decrease)
Keene Housing											
Central Office (Locals)	2,812,663	246,594	0	0	(85,709)	0	(3,288)	(6,367)	0	2,963,893	151,230
Monadnock Affordable (MAHC)	193,120	(11,397)	(10,544)	0	16,069	(102,585)	5,305	(8,289)	0	81,679	(111,441)
Keene Affordable (KAHP)	939,209	337,891	(105,217)	(45,843)	(106,723)	0	48,313	(287,449)	0	780,181	(159,028)
Meadow Road	20,140	35,445	(18,331)	(1,834)	(14,076)	0	2,921	(12,524)	0	11,741	(8,399)
Roxbury St Shelter	16,572	7,820	(947)	0	0	0	3,045	(4)	0	26,486	9,914
Section 8 Voucher Program (MTW)	73,857	121,890	n/a	n/a	n/a	n/a	39,647	72,822	0	308,216	234,359
Mainstream Voucher Program	145,475	(2,089)	n/a	n/a	n/a	n/a	(12,688)	478	0	131,176	(14,299)
Special Purpose Vouchers (Non-Elderly Disabled	87,771	15,588	n/a	n/a	n/a	n/a	(48,903)	531	0	54,987	(32,784)
Low Income Tax Credits (LIHTC)											
Brookbend East	216,295	138,611	(104,373)	(14,065)	(15,626)	(94,782)	16,690	12,258	0	**155,008**	(61,287)
Brookbend West	168,611	40,425	(93,967)	(7,568)	(15,136)	0	7,896	(10,568)	0	**89,693**	(78,918)
Evergreen Knoll	42,610	42,932	(12,058)	(17,969)	(796)	0	(32,758)	(984)	0	**20,977**	(21,633)
Riverbend	35,304	59,468	(6,657)	(8,894)	0	0	(16,286)	(15,603)	0	**47,332**	12,028
Stone Arch Family	141,098	2,833	(2,582)	(5,992)	0	(7,110)	(7,048)	3,047	0	**124,246**	(16,852)
Stone Arch Senior	101,880	23,070	(37,277)	(9,123)	(11,750)	(3,171)	(7,892)	(462)	0	**55,275**	(46,606)
Multi-Family Properties											
Central Square Terrance	29,337	148,102	(92,763)	(37,871)	0	0	(64,772)	44,315	0	**26,348**	(2,989)
Non-Owned/Managed Properties											
Cottage Street	587	2,438	0	(725)	0	0	2,269	(2,048)	0	**2,521**	1,934
Ash Brook	39,005	31,043	(16,790)	(5,457)	0	0	(1,001)	(2,778)	0	**44,022**	5,017
Emerald Street	7,119	21,879	(10,272)	(2,318)	0	0	(13,238)	2,322	0	**5,492**	(1,627)
Fairweather Lodge	1,942	1,821	0	(1,225)	0	0	465	2,067	0	**5,070**	3,128
TOTAL	5,072,595	1,264,363	(511,778)	(158,884)	(233,747)	(207,648)	(81,323)	(209,236)	0	4,934,342	(138,253)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of July 31, 2018

Program/Property	ACTUALS								
	Cash Unrestricted (a)	Cash Restricted (b)	Replacement Reserves	Operating Reserves	Residual Receipts	Receivables and Prepaids (c)	Fixed Assets (d)	Other Assets (e)	Total Assets
Keene Housing									
Central Office (Locals)	1,869,600	1,094,293	0	0	0	10,382,667	180,181	438,576	13,965,317
Monadnock Affordable (MAHC)	81,679	0	0	0	0	1,029,067	1,367,723	905,412	3,383,881
Keene Affordable (KAHP)	780,181	139,356	736,683	0	0	57,376	18,144,830	13,580	19,872,006
Meadow Road	11,741	41,637	61,133	0	0	10,919	654,596	0	780,026
Roxbury St Shelter	26,486	0	0	0	0	450	411,774	0	438,710
Section 8 Voucher Program (MTW)	308,216	0	0	0	0	1,506	1,500	0	311,222
Mainstream Voucher Program	131,176	0	0	0	0	13,703	0	0	144,879
Special Purpose Vouchers (Non-Elderly Disabled)	54,987	0	0	0	0	51,735	0	0	106,722
Low Income Tax Credits (LIHTC)									
Brookbend East	155,008	42,613	165,853	197,426	0	11,886	5,803,531	58,615	6,434,932
Brookbend West	89,693	34,015	96,556	177,181	0	22,119	5,400,805	38,872	5,859,241
Evergreen Knoll	20,977	33,778	167,015	87,326	0	33,169	2,880,083	3,196	3,225,544
Riverbend	47,332	43,484	72,425	50,580	0	10,550	1,778,673	0	2,003,044
Stone Arch Family	124,246	45,364	61,077	84,016	0	13,012	2,692,082	7,120	3,026,917
Stone Arch Senior	55,275	51,384	127,212	124,000	0	7,993	2,973,125	14,119	3,353,108
Multi-Family Properties									
Central Square Terrance	26,348	129,944	199,554	0	16,450	10,772	1,493,494	33,682	1,910,244
Non-Owned/Managed Properties									
Cottage Street (MFS)	2,521	2,912	10,548	12,640	6,115	2,543	397,540	5,250	440,069
Ash Brook (MHO)	44,022	21,950	79,698	0	8,947	2,037	590,723	5,277	752,654
Emerald Street (CHO)	5,492	10,602	72,635	0	10,607	3,482	127,753	0	230,571
Fairweather Lodge (CHO)	5,070	2,552	14,992	0	0	1,389	18,520	0	42,523
TOTALS	**3,840,049**	**1,693,884**	**1,865,381**	**733,169**	**42,119**	**11,666,375**	**44,916,933**	**1,523,699**	**66,281,609**

(a) cash
(b) Tenant Security Deps, Tax/Ins Escrows, MTW block grant
(c) A/R, N/R less doubtful accounts and due to/from
(d) Land/Buildings less depreciation
(e) Deferred Finance cost less amortization

Keene Housing

Balance Sheet Summary - Liabilities - as of July 31, 2018

Program/Property	ACTUALS						
	Payables Vendors, Tenants	Payables Development fees	Accrued Liabilities	Loans	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Keene Housing							
Central Office (Locals)	32,178	0	32,178	0	13,708,456	224,684	13,965,318
Monadnock Affordable (MAHC)	8,321	0	8,321	495,650	2,918,676	(38,768)	3,383,879
Keene Affordable (KAHP)	121,008	0	121,008	15,699,296	4,204,101	(152,398)	19,872,007
Meadow Road	90,194	0	90,194	504,519	175,154	10,160	780,027
Roxbury St Shelter	38,745	0	38,745	291,631	111,437	(3,103)	438,710
Section 8 Voucher Program (MTW)	112,895	0	112,895	0	77,019	121,307	311,221
Mainstream Voucher Program	2,800	0	2,800	0	144,169	(2,089)	144,880
Special Purpose Vouchers (Non-Elderly Disabled)	41,120	0	41,120	0	50,014	15,588	106,722
Low Income Tax Credits (LIHTC)							
Brookbend East	22,238	0	22,238	1,062,039	5,321,514	29,143	6,434,934
Brookbend West	19,773	0	19,773	1,549,742	4,352,984	(63,257)	5,859,242
Evergreen Knoll	21,233	0	21,233	1,781,404	1,464,139	(41,232)	3,225,544
Riverbend	165,518	0	165,518	1,028,523	807,204	1,798	2,003,043
Stone Arch Family	20,028	0	20,028	589,908	2,478,832	(61,851)	3,026,917
Stone Arch Senior	22,836	0	22,836	525,959	2,841,656	(37,344)	3,353,107
Multi-Family Properties							
Central Square Terrance	142,769	933,070	1,075,839	2,666,558	(1,919,549)	87,396	1,910,244
Non-Owned/Managed Properties							
Cottage Street	945	0	945	491,381	(47,755)	(4,502)	440,069
Ash Brook	9,920	0	9,920	754,763	(15,170)	3,140	752,653
Emerald Street	5,830	0	5,830	142,424	65,599	16,718	230,571
Fairweather Lodge	5,434	0	5,434	0	37,341	(252)	42,523
TOTALS	**883,785**	**933,070**	**1,816,855**	**27,583,797**	**36,775,821**	**105,138**	**66,281,611**

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2019	remaining renewal options: 3 (2020, 2021, 2022)		$44,268
Voucher Management Software	Tracker Systems	07/01/17- 06/30/18	6/30/2019	remaining renewal options: 0 (renewed annually)		$9,276
Document Management Software	PiF Technology	08/31/17 - 08/31/18	8/31/2018	remaining renewal options: 0 (renewed annually)		$7,170
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2018	remaining renewal options: 3 (2019, 2020, 2021)	<$50,000.00	
Energy Consulting Services	Nova Consulting Group	02/01/15 - 01/31/16	1/31/2019	remaining renewal options: 1 (one year 2020)	<$50,000.00	
Graphic Design	Silver Direct	02/01/16 - 1/31/17	1/31/2019	remaining renewal options: 0	< $15,000.00	
Technical Assistance	Edgemere Consulting	01/15/16 - 1/14/17	1/31/2019	remaining renewal options: 0	<$50,000.00	
IT Support	True North Networks	4/30/2014 - no end	4/30/2019	remaining renewal options: 0		$55,812
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2019	remaining renewal options: 3 (2019, 2020, 2021)		$105,000
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2019	remaining renewal options: 3 (2020, 2021, 2022)		$61,025
Architect/Engineering Services	Weller & Michal Contract	05/13/14 - 05/13/16	5/13/2019	remaining renewal options: 0	as needed	
Electrical Services	Elm City Electric	05/15/1 7- 05/14/19	5/14/2019	remaining renewal options: 3 (2020, 2021, 2022)	as needed	
Architect/Engineering Services	Stevens & Associates	06/13/14 - 06/13/16	6/13/2019	remaining renewal options: 0	as needed	
Capital Needs Assessment	GDS Associates	07/01/17- 06/30/18	6/30/2019	remaining: 1 (one year 2020)		$8,676
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		Fixed Pricing 1.2009/gal
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2019	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Heating/AC/AH	Gary Jackson Heating	09/15/16 - 09/14/17	9/14/2019	remaining renewal options: 2 (2020, 2021)	as needed	
Development Consulting	NNEHIF	10/01/16 - 09/30/19	9/30/2019	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$12,063

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$121
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$1,101
Architect/Engineering Services	Dietz & Company	10/6/14 - 10/16/16	10/16/2019	remaining renewal options: 0	as needed	
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2019	remaining renewal options: 3 (2020, 2021, 2022)	as needed	
Printing/Binding	Prospect Park Press	11/1/17-10/31/19	10/31/2019	remaining renewal options: 3 (2020, 2021, 2022)		as needed
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		$68,550
Lawn Care	Griffin Property Management	04/01/18-11/30/19	11/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		$74,781
Copier/Printer Leases	US Bank	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$120
Copier/Printer Leases	US Bank	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$2,592
Copier/Printer Leases	US Bank	4/18/2015-4/28/2020	4/28/2020	remaining renewal options: 0		$3,995
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Admin Support from KH	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2020	remaining renewal options: 3 (2021, 2022, 2023)		$5,300
Operating Support from KH/MTW	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2020	remaining renewal options: 3 (2021, 2022, 2023)		$50,000
Copier/Printer Leases	US Bank	3/17/2016-3/17/2021	3/17/2021	remaining renewal options: 0		$352

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500
Security Services	Hunter North	04/01/18 - 03/31/19	3/31/2019	remaining renewal options: 4 (2020, 2021, 2022, 2023)		

AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 CST Garden Meeting	4
5	6 Listening Tour & Picnic 5:30pm Forest View SAV Garden Meeting	7 Listening Tour & Picnic 5:30 Stone Arch Village FV & CST Garden Meeting	8 Rain Date Listening Tour & Picnic 5:30pm Forest View	9 Rain Date Listening Tour & Picnic 5:30 Stone Arch Village N & G and Brookbend Garden Meetings	10 CST Garden Meeting 12pm Staff Summer Picnic	11
12	13 SAV Garden Meeting	14 Listening Tour & Picnic 5:30pm Riverbend & Evergreen FV & CST Garden Meeting	15	16 Rain Date Listening Tour & Picnic 5:30pm Riverbend & Evergreen N & G and Brookbend Garden Meetings	17 CST Garden Meeting	18
19	20 SAV Garden Meeting	21 FV & CST Garden Meeting	22 Board of Commissioners Meeting	23 N & G and Brookbend Garden Meetings	24 CST Garden Meeting	25
26	27 SAV Garden Meeting	28 FV & CST Garden Meeting	29	30 N & G and Brookbend Garden Meetings	31 CST Garden Meeting	

Keene Housing

SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Office Closed Labor Day	4 FV & CST Garden Meeting	5	6 N & G and Brookbend Garden Meetings	7	8
9	10 SAV & Evergreen Garden Meeting	11 FV & CST Garden Meeting	12	13 N & G and Brookbend Garden Meetings	14	15
16	17 SAV & Evergreen Garden Meeting	18 FV & CST Garden Meeting	19 Board of Commissioners Meeting	20 N & G and Brookbend Garden Meetings	21	22
23	24 SAV & Evergreen Garden Meeting	25 FV & CST Garden Meeting	26	27 N & G and Brookbend Garden Meetings	28	29
30						

Keene Housing