Keene Housing

Keene Housing
Board of Commissioners Meeting
December 19, 2018

Stone Arch Village Senior
Community Connections Holiday Activity

Meeting Location:
Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, December 19, 2018
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, DECEMBER 19, 2018
12:00 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the November 14, 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 Amendments to the Bylaws of Keene Housing (Resolution No. 620)

b. Approval of 2019 Board of Commissioners Meeting Schedule (Resolution No. 621)

c. Approval of Operating Budget FY 2019 (Resolution No. 622)

d. Approval of Bad Debt Write Offs for 2018 (Resolution No. 623)

e. Informational Memo: Quarterly Community Garden/Farm to Family Report

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, November 14, 2018

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:05 p.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
- Jen Marsh, Commissioner

Absent:
- Chris Coates, Commissioner
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Denise Pratt, Director of Programs and Services
- Denise Comstock, Director of Housing
- Sandy Clark, Director of Facilities and Assets

MINUTES:

Chairperson Mack called for approval of the October 17, 2018 Board of Commissioners meeting minutes. Vice Chairperson Moses made a motion to approve the minutes. Commissioner Marsh seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated Keene Housing received a $500,000 Community Development Block Grant (CDBG) award last week for the Central Square Terrace (CST) rehabilitation project. Tax credits were approved by New Hampshire Housing Finance Authority (NHHFA) and Northern New England Housing Investment Fund is putting together a package for tax credit investors. Keene Housing is beginning conversations with NHHFA regarding bond financing for the project. Bid documents are complete and are being published shortly. Keene Housing is working with HUD and NHHFA on an application to transfer the Housing Assistance Payments Contract from CST's current owner to the new one in coordination with the building's purchase and sale. The Agency is planning on closing the sale/purchase of CST in late January or early February 2019.

Keene Housing hosts an Annual Strategic Plan review during the month of December. Commissioner Marsh can only attend December 21, 2018. Secretary Meehan asked the Commissioners to review their calendars and let him know if they can attend the Strategic Plan meeting at 12:00 p.m. – 3:00 p.m. on December 21, 2018.

Keene Housing plans to install heat pumps with the photovoltaic project at Forest View next summer. The Agency is working with ReVision Energy on the photovoltaic component of the project.

Secretary Meehan invited the Commissioners to attend the Annual Staff Holiday Party. The event begins at 5:30 p.m. on Wednesday, December 12th at Papgallos Restaurant. Please RSVP to Amy Wright.

MANAGEMENT REPORT:

Ms. Comstock reviewed the Management Report. She stated the Agency is holding 21 units offline for the relocation of CST residents due to rehabilitation project.

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:

Resolution No. 616 - Approval of Bad Debt Write offs for Brookbend East Project for Fiscal Year Ending October 31, 2018

The Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenant's old accounts receivable for Brookbend East for approximately $1,664.69 as uncollectible bad debt for the fiscal year ending October 31, 2018 pursuant to the November 1, 2018 memorandum from Linda Griffin, Finance Director to Joshua R. Meehan, Executive Director. Commissioner Marsh moved the motion to approve the resolution. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 617 - Approval of the 2018 Tenant Selection and Occupancy Plan Revisions

The Keene Board of Commissioners approves the revisions to the Tenant Selection and Occupancy Plan, pursuant to the November 1, 2018 memorandum from Denise Comstock, Director of Housing to Joshua R. Meehan, Executive Director. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 618 - Approval of the 2019 Moving to Work Administrative Plan

The Keene Housing Board of Commissioners approves revisions to the Moving to Work Administrative Plan for the Moving to Work Housing Choice Voucher Program; and further authorizes the Executive Director to make any corrections necessary, pursuant to the November 5, 2018 memorandum from the Director of Programs and Services Denise Pratt to Executive Director Joshua R. Meehan. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 619 - Approval of New Benefit – Election Day Hour

The Keene Housing Board of Commissioners approves the provision of one paid hour to all fulltime Keene Housing employees on Election Days to allow eligible employees to vote; and further authorizes the Director of Administration to make any necessary revisions to the Employee Handbook and related documents to reflect the addition of an Election Day Hour to Keene Housing's employee benefits pursuant to the memorandum dated November 7, 2018 from Executive Director Joshua Meehan to the Keene Housing Board of Commissioners. Commissioner Marsh moved the motion to approve the resolution. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Draft Operating Budget FY 2019

Ms. Griffin reviewed the draft operating budget for Fiscal Year 2019 for Keene Housing (KH) and KH managed properties.

Informational Memo: Draft Capital Planning Budget FY 2019

Ms. Griffin reviewed the draft 2019 capital budget for KH and KH managed properties.

Discuss Board of Commissioners Meeting Schedule

Secretary Meehan stated it is a struggle to get a quorum at the monthly meetings. The public needs access to the meetings and the schedule needs to be posted in advance. A meeting schedule will be voted on at December's monthly Board of Commissioners meeting in addition to an amendment to the Bylaws, if necessary.

Review of Annual Conflict of Interest Statements

The Keene Housing Board of Commissioners reviewed the Annual Conflict of Interest Statements. Commissioner Moses disclosed a potential conflict as being a building contractor who may bid on future projects. The Board acknowledged the potential conflicts and will ask Commissioner Moses to recuse himself during any discussions related to the conflict.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Marsh made a motion to adjourn the meeting. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 1:08 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

11/27/18
Date

Keene Housing

Resolution No. 620

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Amendments to the Bylaws of Keene Housing

2. Date of Board Meeting: December 19, 2018

3. Proposed Board Resolution:

   Resolution: That the Keene Housing Board of Commissioners approves amendments to the Bylaws of Keene Housing pursuant to the November 27, 2018 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 11/27/2018

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 11/28/2018

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Approval of Amendments to the Bylaws of Keene Housing
Date: November 27, 2018

This memorandum recommends that the Board of Commissioners amend the Bylaws of Keene Housing to adjust the schedule of the Board of Commissioner meetings.

RECOMMENDATION

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

Resolution: That, pursuant to the November 27, 2018 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director, that the Board of Commissioners resolves that the By-Laws of the Keene Housing be amended as follows:

Whereas Section 1 of Article III of Keene Housing provides the annual meeting of the Commissioners of the Authority shall be held on the fourth Thursday of May in each year at 7:30 o'clock, P.M., at the place of regular meetings. In the event that such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

NOW, THEREFORE, BE IT RESOLVED BY THE KEENE HOUSING:

That the Keene Housing Board of Commissioners amends the schedule of the annual meeting of the Commissioners of the Authority to be held on the fourth Thursday of May in each year at 5:30 o'clock, P.M., at the place of regular meetings. In the event that such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

WHEREAS, Resolution No. 466 of Article IV of the By-Laws of Keene Housing provides the schedule of regular meetings of the Board of Commissioners of Keene Housing to 12:00 o'clock, noon, on the third Wednesday of the month when there are four Wednesdays in a month and to the fourth Wednesday of the month when there are five Wednesdays in a month, if not a regular holiday and otherwise upon the call of the Chairperson, at a location resolved by the Board of Commissioners. The time and place of meeting of the Board of Commissioners shall be posted in two places where the public is likely to see them at least twenty-four hours prior to the meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE KEENE HOUSING:

That the Keene Housing Board of Commissioners amends the schedule of regular meetings of the Board of Commissioners of Keene Housing to 12:00 o'clock, noon, on the third Thursday of the month when there are four Thursdays in a month and to the fourth Thursday of the month when there are five Thursdays in a month, if not a regular holiday and otherwise upon the call of the Chairperson, at a location resolved by the Board of Commissioners. The time and place of meeting of the Board of Commissioners shall be posted in two places where the public is likely to see them at least twenty-four hours prior to the meeting.

Keene Housing

Resolution No. 621

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of 2019 Board of Commissioners Meeting Schedule

2. Date of Board Meeting: December 19, 2018

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the 2019 meeting schedule pursuant to the November 27, 2018 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 11/27/2018

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 11/28/2018

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: 2019 Board of Commissioners Meeting Schedule
Date: November 27, 2018

This memorandum recommends a schedule for the Keene Housing Board of Commissioners' regular meetings for calendar year 2019. The meetings are scheduled for the third Thursday of each month (or the fourth when there are five Thursdays in a month).

This meeting schedule provides staff, residents, participants and members of the community significant notice of the Board's meeting schedule. Residents will be notified when the Board meetings are held at their property and encouraged to attend.

As outlined in the bylaws, the Annual Meeting is scheduled for the fourth Thursday in May at 5:30 p.m.

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners adopts the following schedule for its 2019 meetings pursuant to the November 27, 2018 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director:

Thursday, January 24th, 12:00 PM at Keene Housing's Central Office

Thursday, February 21st, 12:00 PM at Harper Acres Mill Building

Thursday, March 21st, 12:00 PM at Central Square Terrace

Thursday, April 18th, 12:00 PM at Stone Arch Village Senior

Thursday, May 23rd, 5:30 PM Annual Meeting at Keene Housing's Central Office

Thursday, June 20th, 12:00 PM at Forest View Family Activity Center

Thursday, July 18th, 12:00 PM at North & Gilsum Family Activity Center

Thursday, August 22nd, 12:00 PM at Harper Acres Mill Building

Thursday, September 19th, 12:00 PM at Central Square Terrace

Thursday, October 24th, 12:00 PM at Stone Arch Village Senior

Thursday, November 21st, 12:00 PM at Keene Housing's Central Office

Thursday, December 19th, 12:00 PM at Forest View Family Activity Center

Keene Housing

Resolution No. 622

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: 2019 Operating and Capital Budget

2. Date of Board Meeting: December 19, 2018

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the adoption of the proposed consolidated Keene Housing 2019 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make necessary line item adjustment at the discretion of the Executive Director not to exceed a 10% increase or the aggregate total not to exceed $100,000, pursuant to the December 12, 2018 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

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 XX No __ Source _____

Account #_____

Finance Manager Approval Signature Linda Griffin Date: 12/13/2018

7. Executive Director Approval Signature _____ Date: 12/13/2018

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: 2019 Consolidated Budget
Date: December 12, 2018

This memorandum recommends that the Keene Housing Board of Commissioners adopt the proposed consolidated 2019 budget and the capital budget 2019, as presented.

Developing the consolidated budget for the 2019 fiscal year consisted of a process that included the Executive Director, the Finance Director, Finance department accountants along with significant input from the Directors of Facilities & Assets, Administration, Programs and Services and Housing. Detailed worksheets and analyses were prepared for each property and each line item. This data was rolled up into the consolidated budget.

Developing the capital budget for the 2019 fiscal year involved reviewing each property and Capital Needs Assessments with the Director Facilities & Assets. The documented needs were prioritized with the Executive Director, relevant Department Directors and Property Managers.

There are four reports attached 1) the summary of the consolidated operational income statement comparing 2018 projection to the 2019 budget 2) income statements for individual property or program budgets for 2019 3) a cash and replacement reserve balance projection for 2019 and 4) the capital improvement projects for 2019.

Assumptions used in the operating budgets are based on information known at the time along with an analysis of the fiscal year 2018 income and expenses.

The following are some assumptions worth noting:

- Funding for HUD voucher programs are estimated to remain at the current levels but the 2019 federal budget has not yet been passed.
- MTW funding for 2019 available for Non-HAP eligible expenses assumed at $712k.
- Development fees income received during 2019 will be from the CST renovation project.
- The expense allocation for administrative expenses and salaries/benefits methodology used was similar to the prior years which assigned costs to the properties and programs that incur them, a close review of all the allocations was done with Directors.
- Salary and Fringe budget has an overall net 2.5 % increase from 2018 projection. This includes an increase in base salaries and an increase in benefit costs. There has been, and will continue to be, an effort to control overtime and stay within budget.
- Family Self Sufficiency (FSS) grant application was submitted again this year, notice of award has not been received. The FSS grant supports two full time positions in Program & Services department.
- The capital improvement/purchases budget details total $1.4m.
- Fixed prices negotiated for propane, natural gas and fuel oil.

The Cheshire Housing Opportunities and Monadnock Housing Opportunities Boards held their annual meeting on November 19, 2018 and approved the budget for Emerald Street, Fairweather Lodge, and Ashbrook Apartments.

The board of Monadnock Affordable Housing Corporation will hold their annual meeting on December 13, 2018 to approve the budget for MAHC and Keene Affordable Housing Properties.

The Finance Director will continue to report on the monthly financial position of property and programs with actuals to budget.

RECOMMENDATION

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

> **Resolution**:
>
> That the Keene Housing Board of Commissioners, authorizes the adoption of the proposed consolidated Keene Housing 2019 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make necessary line item adjustment at the discretion of the Executive Director not to exceed a 10% increase or the aggregate total not to exceed $100,000, pursuant to the December 12, 2018 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

KEENE HOUSING - CONSOLIDATED BUDGET 2019

	Totals 2018 Projection	Totals 2019 Budget	(decr)/Incr from 2018 projection to 2019 budget		NOTES:
INCOME					
Rents, Tenants/Subsidy	$13,490,195	**$13,663,017**	1.3%	$172,822	The Budget 2019 assumes same as the 2018 MTW Approved Funds from HUD. Increase the MS program by 19 new vouchers, $132K.
Rents, Commercial	$262,772	**$264,863**	0.8%	$2,091	Assuming slight increases form 2018.
Admin Fee Income	$847,872	**$930,856**	9.8%	$82,984	The Admin Income for NEDS and MS programs increased by $8k. The new vouchers admin fee is estimated at $16k. MTW Admin Income is embedded with the HAP funding, increased by $40k.
Other Income	$257,840	**$275,090**	6.7%	$17,250	There are now four properties that have CDBG loans, the loan payments are forgiven each year by 5% and treated as income to those properties.
Development Fees	$0	**$100,000**	100.0%	$100,000	development fees related to CST expected to be received by MAHC at closing.
Management Fee	$578,201	**$576,496**	-0.3%	($1,706)	assuming same as 2018 fees.
Misc Tenant Income	$55,506	**$55,506**	0.0%	$0	assuming same as 2018 projection.
LESS: Vacancy Loss	$254,541	**$315,458**	23.9%	$60,917	CST experiencing significant vacancy due to Rehab $252k
TOTAL INCOME	**$15,237,845**	**$15,550,370**	**2.1%**	**$312,525**	
Partnership Fees	$251,571	**$252,789**	0.5%	$1,218	estimated incentive fees : SAV F, SAV S, BBE, BBW, EK, RB. Based on projected net income for 2018.
MTW transfers	$0	**$0**	0.0%	$0	
TOTAL INCOME	**$15,489,416**	**$15,803,159**	**2.0%**	**$313,743**	

	Totals 2018 Projection	Totals 2019 Budget	(decr)/Incr from 2018 projection to 2019 budget		NOTES:
EXPENSES					
Administrative	$1,373,840	**$1,502,562**	9.4%	$128,722	Ssoftware budget has a one time increase to upgrade the voucher program software $70k and financial software upgrade of $30k. Increase in legal fees $15k and Technical Assistance consulting by $10k.
Payroll and Fringe	$2,666,695	**$2,733,280**	2.5%	$66,585	Assumes annual increases in payroll and benefit costs increase at renewal mid year.
Utilities	$1,155,540	**$1,178,566**	2.0%	$23,026	Budget assumption was based on actuals from the past 12 months. Assumed rates increase by 2%.
Maintenance	$1,023,537	**$948,978**	-7.3%	($74,558)	Maintenance and Repairs line item reduced based on 2018 projection, related to the capital improvements completed at the properties.
Misc Equipment	$56,840	**$35,800**	-37.0%	($21,040)	Reduction in requests being made by Maint/Property Managers.
Property Taxes	$610,409	**$622,382**	2.0%	$11,974	Assumes a 2% increase in all taxes.
Property/Liability Ins	$386,603	**$385,490**	-0.3%	($1,113)	Assumes a 3% increase in all premiums. Mortgage insurance on CST is ending when loan is paid in Feb 2018. $14k.
Interest Expense	$542,568	**$385,474**	-29.0%	($157,095)	CST loan being paid off in Feb 2018, $122k reduction.
HAP disbursements	$5,403,800	**$5,426,207**	0.4%	$22,407	Based on actuals HAP for 2018, averaged.
Tenant Programs	$210,970	**$216,916**	2.8%	$5,946	Increase in community garden budget across properties.
TOTAL EXPENSES	**$13,430,802**	**$13,435,655**	**0.0%**	**$4,854**	
Partnership Fees	$20,596	**$30,328**	47.3%	$9,732	estimated investor fees : SAV F, SAV S, BBE, BBW, EK, RB. Based on projected net income for 2018.
MTW transfers	$738,892	**$757,720**	2.5%	$18,828	Transfer of the MTW to KAHP for capital improvements, Resident programs and KHKC.
TOTAL EXPENSES	**$14,190,290**	**$14,223,703**	**0.2%**	**$33,414**	
NET INCOME	**$1,299,126**	**$1,579,456**	**21.6%**	**$280,329**	

before depreciation

Keene Housing - by Property

				PROGRAMS					PROPERTIES									MANAGED PROPERTIES				
Account Number	Totals 2018 Budget	Totals 2018 Projection	Totals 2019 budget	Locals	MAHC	MTW-Section 8	Mainstream Voucher	Non-Elderly/ Disb	KAHP	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street	Emerald Street	Fairweather Lodge	Ashbrook Apt	Roxbury St Shelter
INCOME																						
Rents Tenants	$13,014,253	$13,490,195	$13,663,017	$0	$0	$4,956,132	$475,723	$807,072	$2,677,430	$257,904	$1,265,124	$480,408	$325,728	$336,636	$351,636	$705,588	$608,160	$38,652	$103,104	$31,188	$242,532	$0
Rental, Commercial	$262,681	$262,772	$264,863	$0	$123,000	$0	$0	$0	$50,363	$0	$61,752	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$29,748
Admin Fee Income - HUD	$835,960	$847,872	$930,856	$0	$0	$765,914	$62,507	$102,435	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Income /Grants	$332,927	$257,840	$275,090	$46,350	$6,198	$139,915	$0	$0	$15,496	$13,050	$80	$3,520	$24,503	$665	$5,920	$0	$0	$6,765	$0	$12	$1,216	$11,400
Development Fee Income	$0	$0	$100,000	$0	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Management Fee Earned	$591,685	$578,201	$576,496	$576,496	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Incentive Management Fee	$174,105	$251,571	$252,789	$252,789	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Misc Tenant Income	$56,548	$55,506	$55,506	$0	$0	$0	$0	$0	$28,375	$0	$6,023	$4,654	$1,705	$3,817	$3,208	$2,500	$3,084	$50	$0	$0	$2,090	$0
LESS: Vacancy Loss	$97,263	$254,541	$315,458	$0	$0	$0	$0	$0	$5,000	$8,000	$252,000	$4,800	$0	$0	$0	$20,280	$18,000	$0	$6,488	$0	$890	$0
TOTAL INCOME	**$15,170,896**	**$15,489,416**	**$15,803,159**	**$875,635**	**$229,198**	**$5,861,961**	**$538,230**	**$909,507**	**$2,766,664**	**$262,954**	**$1,080,979**	**$483,782**	**$351,936**	**$341,118**	**$360,764**	**$687,808**	**$593,244**	**$45,467**	**$96,616**	**$31,200**	**$244,948**	**$41,148**
EXPENSES																						
Administrative Exp	$1,424,546	$1,373,840	$1,502,562	$151,979	$55,401	$325,311	$19,389	$32,977	$378,796	$37,698	$117,213	$47,659	$43,667	$45,810	$55,397	$64,993	$64,163	$5,513	$13,560	$8,513	$34,025	$500
Salaries and Fringe	$2,693,580	$2,666,695	$2,733,280	$476,366	$12,039	$576,247	$54,923	$83,579	$715,294	$34,649	$185,979	$109,197	$70,443	$47,918	$64,741	$127,440	$108,153	$5,184	$19,409	$5,984	$35,736	$0
Utilities	$1,087,739	$1,155,540	$1,178,566	$0	$17,506	$0	$0	$0	$556,920	$27,092	$186,700	$71,480	$35,796	$42,142	$54,300	$59,515	$52,201	$12,426	$13,484	$9,172	$27,198	$12,633
Maintenance Expenses	$1,101,580	$1,080,377	$984,777	$10,105	$21,030	$0	$0	$0	$435,015	$56,812	$41,869	$63,138	$55,172	$39,294	$47,764	$74,023	$73,922	$10,215	$6,449	$4,040	$43,325	$2,604
Property Taxes	$624,992	$610,409	$622,382	$0	$38,310	$0	$0	$0	$65,698	$23,414	$229,351	$44,682	$29,825	$29,327	$34,969	$58,105	$50,751	$3,725	$6,222	$804	$7,200	$0
Insurance Expense	$404,079	$386,603	$385,490	$25,957	$4,965	$2,112	$0	$0	$147,156	$24,363	$62,002	$10,970	$8,796	$12,812	$13,544	$20,529	$22,834	$3,240	$4,673	$3,881	$11,999	$5,658
Interest Expense	$532,478	$542,568	$385,474	$0	$18,712	$1,659	$0	$0	$186,671	$7,745	$10,219	$36,587	$11,971	$2,882	$14,349	$26,737	$23,001	$0	$6,508	$0	$38,249	$184
MTW transfers	$342,958	$738,892	$757,720	$0	$0	$757,720	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Gains on Sale of Property	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HAPS Disbursed	$5,348,329	$5,403,800	$5,426,207	$0	$0	$4,143,412	$475,723	$807,072	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Tenant Programs	$210,970	$210,970	$216,916	$27,650	$0	$55,500	$0	$0	$89,651	$10,630	$4,739	$2,900	$2,157	$9,690	$7,575	$2,912	$2,912	$0	$0	$0	$600	$0
Incentive Management Fee	$54,421	$20,596	$30,328	$0	$0	$0	$0	$0	$0	$0	$0	$2,421	$0	$8,039	$2,031	$9,424	$8,413	$0	$0	$0	$0	$0
TOTAL EXPENSES	**$13,825,673**	**$14,190,290**	**$14,223,703**	**$692,057**	**$167,963**	**$5,861,961**	**$550,035**	**$923,629**	**$2,575,074**	**$222,413**	**$838,070**	**$389,092**	**$257,961**	**$238,048**	**$294,809**	**$443,658**	**$406,288**	**$40,184**	**$70,185**	**$32,394**	**$203,002**	**$21,579**
NET INCOME Before depreciation	**$1,345,223**	**$1,299,126**	**$1,579,456.55**	**$183,578**	**$61,235**	**$0**	**($11,804)**	**($14,122)**	**$191,590**	**$40,541**	**$242,909**	**$94,690**	**$93,975**	**$103,070**	**$65,955**	**$244,150**	**$186,956**	**$5,283**	**$26,431**	**($1,194)**	**$41,946**	**$19,569**

Capital Purchases/Renovations details 2019

Description	Location	Budget	FUNDING STATUS:
Unplanned Life/Safety or RA	KAHP-Harper Acres	$10,000	MTW funds
Tub roll-in (10 units at $4000 full replace)	KAHP-Harper Acres	$5,000	MTW funds
Front/Back entry porch roof (14@ $2495)	KAHP-Harper Acres	$34,930	MTW funds
Heat Pump Project includes Electric/Meter Consolidation	KAHP-Forest View	$540,000	Cash and MTW funds
Building Roofs (6 @ $25,000)	KAHP-Forest View	$250,000	MTW funds
Front & Back Doors w/trim and Handrails	KAHP-Forest View	$100,800	MTW funds
Unplanned Life/Safety or RA	KAHP-Forest View	$10,000	MTW funds
Unplanned Life/Safety or RA	KAHP-North & Gilsum	$10,000	MTW funds
Remediation Of Ground Soil monitoring	KAHP-Bennett	$7,598	MTW funds
Unplanned Life/Safety	KAHP-Bennett	$10,000	MTW funds
Insulation/foam basements	KAHP-West St.	$3,000	MTW funds
Plastic in Basement (add)	KAHP-17-19 Roxbury Ct	$2,000	MTW funds
Kitchen upgrade (one Kitchen)	KAHP-17-19 Roxbury Ct	$10,000	MTW funds
Asphalt Parking lot and sidewalks (w/eng fees)	Riverbend Apartments	$288,364	MTW funds
Wood Trim on all buildings	Meadow Rd	$15,000	Reserves/CASH
Bathroom Fan/Light (18 @ $350)	Meadow Rd	$6,300	Reserves/CASH on hand
Bathroom Shower Value (16 @ $300)	Meadow Rd	$4,800	Reserves/CASH on hand
Landscaping Fencing around garden	Meadow Rd	$6,000	Reserves/CASH on hand
New Bathrooms (1 @ $3500)	Meadow Rd	$3,500	Reserves/CASH on hand
	Sub-Total Projects	**$1,317,292**	
MTW Funding carryover from 2018		**$182,150**	
MTW Funding expected in 2019		**$712,089**	
Meadow Rd. Cash/Reserve on hand		**$35,600**	
KAHP Cash on hand, MTW Block Grant		**$387,453**	
Project at Forestview Apt (heat pumps/solar) - Chartible Foundation, Rebates			
	Unfunded projects	**$0**	
Light Alarm (for notification of boiler down)	Evergreen knoll	$5,000	Need approval for Reserves
Dumpster Pad	Evergreen knoll	$10,000	Need approval for Reserves
Asphalt (near Maint Shed and behind HC unit)	Evergreen knoll	$5,000	Need approval for Reserves
Unit Thermostats (32 @ $100))	Evergreen knoll	$3,200	Need approval for Reserves
`	CST	$10,000	Under rehabiliation
Pavilion for Playground	Brookbend West	$3,000	Need approval for Reserves
Pavilion for Playground	Brookbend East	$3,000	Need approval for Reserves
Vehicles	Locals	$30,000	CASH on hand
Landscaping (Phase II)	Ashbrook	$20,000	Need approval from Board
Heater replacement	Fairweather Lodge	$4,029	Need approval from Board
	Sub-Total Projects	**$93,229**	

TOTAL CAPITAL purchases/renovations	**GRAND TOTAL Projects**	**$1,410,521**	

Major Renovation Projects	Location	FUNDING STATUS:
Rehabilitation Planning 2018/2019	CST	planning 2019 project
Rehabilitation Planning 2019/2020	KAHP-Bennett Block	planning 2020 project
New Development Planning 2019/2020	KAHP-Harper Acres 105 Castle St.	planning 2020 project

CASHFLOW PROJECTION	Totals	Locals	MAHC	MTW- Block Grant	MTW- Section 8	Main stream Voucher	Non-Elderly/Disb	KAHP	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street	Emerald Street	Fair weather Lodge	Ashbrook Apt	Roxbury St Shelter
Replacement Reserves Balance																					
Beginning Balance 1/2019	**$1,911,229**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$769,428**	**$62,443**	**$225,465**	**$179,850**	**$78,181**	**$60,357**	**$120,865**	**$153,253**	**$80,873**	**$15,039**	**$74,277**	**$8,457**	**$82,741**	**$0**
Deposit to Reserves 2019	$270,793	$0	$0	$0	$0	$0	$0	$80,946	$3,144	$63,781	$30,804	$14,650	$10,580	$14,793	$22,755	$12,381	$2,400	$3,960	$2,100	$8,500	$0
Withdrawls from Reserves 2019	($63,229)	$0	$0	$0	$0	$0	$0	$0		($10,000)	($23,200)	$0	$0	$0	($3,000)	($3,000)	$0	$0	($4,029)	($20,000)	$0
Ending Balance 12/2019	**$2,118,793**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$850,374**	**$65,587**	**$279,246**	**$187,454**	**$92,831**	**$70,937**	**$135,658**	**$173,008**	**$90,254**	**$17,439**	**$78,237**	**$6,528**	**$71,241**	**$0**
Cash Balance																					
Beginning Balance 1/2019	**$4,685,503**	**$1,855,291**	**$122,147**	**$1,094,292**	**$252,760**	**$145,283**	**$87,485**	**$345,237**	**$9,109**	**($91)**	**$36,592**	**$68,617**	**$192,703**	**$77,100**	**$168,370**	**$134,476**	**$3,319**	**$12,025**	**$3,532**	**$52,369**	**$24,888**
INCOMING CASH:																					
Operating Surplus/(Deficit) 2019	$1,579,456	$183,578	$61,235	$0	$0	($11,804)	($14,122)	$191,463	$40,551	$242,909	$94,748	$94,109	$103,204	$66,094	$244,131	$186,894	$5,164	$26,311	($1,194)	$46,616	$19,569
Cash from Reserves	$98,829	$0	$0	$0	$0	$0	$0	$0	$35,600	$10,000	$23,200	$0	$0	$0	$3,000	$3,000	$0	$0	$4,029	$20,000	$0
Other transfer of funds	$0	$0	($300,000)	$0	$0	$0	$0	$300,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pre-development Expenses Reimbursed	$300,000		$300,000																		
MTW funding 2019 for NON-HAP	$757,720	$0	$0	$0	$757,720	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MTW transfers for Cap Impr & KHKC	**($41,789)**	**$0**	**$0**	**$0**	($913,944)	**$0**	**$0**	**$583,791**	**$0**	**$0**	**$0**	**$288,364**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
OUTGOING CASH:																					
CASH outlay 2019(principal)	($377,543)	$75,000	($18,848)	$0	$0	$0	$0	($263,197)	($33,083)	($26,111)	($23,495)	($11,908)	($4,774)	($10,383)	($5,595)	($5,129)	$0	($17,746)	$0	($30,667)	($1,607)
CASH paid on Investor from Surplus Cash	($385,907)							$0	$0	$0	($2,106)	($40,099)	($137,897)	($32,223)	($91,031)	($82,551)	$0	$0	$0	$0	$0
CASH paid on Loan from Surplus Cash	($248,010)							$0	$0	$0	($2,106)	($40,099)	$0	($32,223)	($91,031)	($82,551)	$0	$0	$0	$0	$0
Capital Improvements 2019 proposed	**($1,410,521)**	**($30,000)**	**$0**	**$0**	**$0**	**$0**	**$0**	**($993,328)**	**($35,600)**	**($10,000)**	**($23,200)**	**($288,364)**	**$0**	**$0**	**($3,000)**	**($3,000)**	**$0**	**$0**	**($4,029)**	**($20,000)**	**$0**
Cash to Reserves	($267,110)	$0	$0	$0	$0	$0	$0	($80,946)	($3,144)	($63,781)	($30,804)	($14,650)	($10,580)	($14,793)	($20,616)	($10,836)	($2,400)	($3,960)	($2,100)	($8,500)	$0
Ending Balance 12/2019	**$4,695,164**	**$2,083,869**	**$164,534**	**$1,094,292**	**$96,536**	**$133,478**	**$73,363**	**$83,020**	**$13,433**	**$152,926**	**$72,829**	**$55,969**	**$142,656**	**$53,572**	**$204,229**	**$140,304**	**$6,082**	**$16,630**	**$238**	**$64,353**	**$42,850**

* $75k fr KAHP note payable

* $75k to Locals for note payable on 2018

Keene Housing

Resolution No. 623

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Bad Debt – write offs for 2018

2. Date of Board Meeting: December 19, 2018

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenants' old accounts receivable for $32,174 as uncollectible bad debt for the fiscal year ending December 31, 2018 pursuant to the December 10, 2018 memorandum from Linda Griffin, Finance Director to Joshua R. Meehan, Executive Director.

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 Source _____

Account # _____

Finance Manager Approval Signature _____ Date: 12/11/2018

7. Executive Director Approval Signature _____ Date: 12/11/18

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Cc: Denise Comstock, Housing Director
Subject: Bad Debt - write offs for 2018
Date: December 10, 2018

This memorandum recommends that the Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenants' old accounts receivable for approximately $32,174 for the fiscal year ending December 31, 2018.

- The Finance Department and the Housing Department have completed a review of the inactive tenants' accounts and have identified accounts that are deemed uncollectible and are to be written off to bad debt. These accounts consist of unpaid rent, damages, late fees and work order charges for tenants that have moved out and have no payment plan setup. All of these accounts will be sent to a collection agency for further collection efforts. During 2018, there was $2,328 collected from previous bad debt write offs.

The comparison of total write-offs per year are as follows:
2018= $32,174 2017=$22,555 2016=$28,678 2015= $43,926 2014=$38,905

Summary of write-off per property are as follows:

PROPERTIES	
Keene Affordable Housing	
Forest View	6,542
North & Gilsum	3,135
Bennett Block	0
Harper Acres	8,253
Scattered sites	555
Brookbend West	4,188
Central Square Terrace	383
Central Square Terr -Commercial	0
Evergreen Knoll	5,527
Riverbend Apartments	2,271
Meadow Road	1,248
Stone Arch Village Family	0
Stone Arch Village Senior	0
Emerald St.	0
TOTALS	32,174

KH staff has increased their efforts in working with current tenants to keep their accounts up to date and this is a way to avoid large unpaid balances especially at time of move out. However, during an eviction

process there may be increased unpaid fees due to the difficulty working with those tenants. KH will work with tenants who have contacted KH with financial hardship and payback arrangements are setup to pay off the overdue balance.

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenant's old accounts receivable for approximately $32,174 as uncollectible bad debt for the fiscal year ending December 31, 2018 pursuant to the December 10, 2018 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

Bad Debt Write-offs 2018

Ashbrook Apartments	72.00
Bennett Block	$0.00
Brookbend East	$1,664.69
Brookbend West	$4,187.71
Central Square Terrace	$383.08
Central Square Terrace Comm.	$0.00
Emerald Street	$0.00
Evergreen Knoll	$5,526.96
Harmony Lane	$6,541.75
Harper Acres	$8,252.90
Meadow Road	$1,247.76
North and Gilsum	$3,135.45
Riverbend	$2,271.03
Scattered Sites	$555.12
Stone Arch Village Family	$0.00
Stone Arch Village Senior	$0.00
Total	$33,838.45

- 1664.69

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Jori Johnson, Community Garden Coordinator
Cc: Denise Pratt
Subject: Quarterly Community Garden/Farm to Family Report
Date: December 2018

Farm to Family Buying Club

The Farm to Family Buying Club was closed October 26, 2018. We determined that although we were kindly granted operating money, that spending approximately 2 ½ days of my time for the same 8 customers at Central Square Terrace was not in the best interest of Keene Housing. The customers were disappointed in the market closure, but they understood the rationale behind the decision. We hope to hook some of them up to Tracey's Farm CSA in the spring where the produce is dropped off weekly just 1 block away.

Community Gardens

The gardens, in general, were very productive in 2018 despite a cool start and then some very warm temperatures. We built 9 new beds, so the bed count went up from 59 in 2017 to 68 in 2018. We added 4 new beds at Evergreen Knoll, 1 new one at Forest View, 2 new handicap accessible beds at Central Square Terrace, and 2 new at Harper Acres. We also added to the perennial beds at Central Square Terrace and Bennet Block. The number of gardeners went up to 48 in 2018. We had 47 gardeners in 2017. So far this winter, I have had 5 residents reach out to me asking to be included in the gardens in 2019.

We had a tougher year in 2018 with produce thefts, especially at the Meadow/Brookbend gardens. We tried everything we could think of including labeling the beds with personal names, sending out notices to every household and calling the police. Our last resort is to fence this location provided we can find the funding. We had some smaller trouble with the same problem at North and Gilsum and Evergreen. In most of these cases though it was just kids pulling out plants, not adults filling up whole grocery bags of produce. At Evergreen we put a deer fence around the garden and that took care of any issues. I will do the same at North and Gilsum in 2019.

Also at the Meadow/Brookbend gardens, the residents and I designed a food forest, which is a self-sustaining edible landscape to be used by all residents. Unfortunately, when we checked with City Hall regarding any needs for permitting, they told us we would need to hire a surveyor and an engineer because we wanted to build it in a floodplain. We knew to stay away from any wetlands but were not aware of flood plain restrictions. We have now identified a new space that is not in the floodplain and the city has approved it. We will not need any engineers or permits. We do have to go back to the design drawing board however, because the space is a different size and shape. This winter I will be spending time contacting other food forests to see how they funded them and I will be researching potential grant opportunities.

We lost 5 gardeners at Central Square Terrace this year due to one gardener's bad behaviors. They just gave up in frustration. We have talked to this resident on numerous occasions, wrote garden rules that each gardener signed, and asked his son to talk to him. He continues the behaviors and we are thinking of new ways to get him to understand that his actions are hurtful to the rest of the group. The gardeners decided to make winter pots on the Roxbury entry, so if you are driving by take a look!

Workshops

Workshops this last 6 months were weekly garden and food forest meetings. Some properties go out to the gardens when they can based on their work or other commitments and I barely see them. I drop off supplies if they say they need something, but we don't garden together. In other communities everyone comes out at a preset time and we garden together. In some communities a resident becomes the group leader and that's nice to see.

This month we are spending of lot of time on cooking projects and making food gifts that the residents can give to family and friends.

Other

I am writing a 2-page garden newsletter that will be included in the Keene Housing's quarterly newsletter. In the letter there will be a "Get the Dirt for Kids" section with a garden project which will be provided for free to anyone who asks. The garden projects will also be included in our welcome baskets. The first quarter's project is making cookies for the birds. I hope that offering free garden projects will get more kids into the gardens!

It's been an exciting and rewarding few months! There is always more to do as we strive to make an impact for our residents.

Best Regards,

Jori Johnson

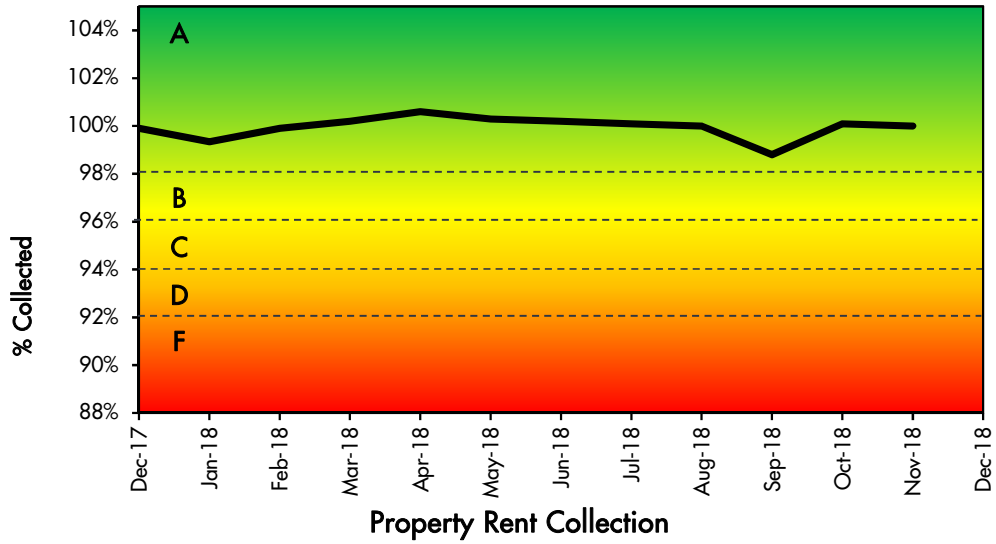
Keene Housing

MANAGEMENT REPORT
NOVEMBER 2018

Residential Property Rent Collection Report
November 2018

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,755	$10,755	100.0%	A	$115,446	$115,452	100.0%	A
Bennett Block	$3,993	$3,993	100.0%	A	$45,452	$45,452	100.0%	A
Brookbend East	$15,214	$14,772	97.1%	B	$156,510	$161,769	103.4%	A
Brookbend West	$11,480	$12,360	107.7%	A	$119,019	$118,674	99.7%	A
Central Square Terrace	$22,514	$22,299	99.0%	A	$261,312	$260,747	99.8%	A
Cottage Street	$1,207	$1,199	99.3%	A	$12,388	$12,521	101.1%	A
Evergreen Knoll LP	$14,006	$14,174	101.2%	A	$143,070	$142,348	99.5%	A
Forest View	$19,738	$18,467	93.6%	D	$194,808	$193,151	99.1%	A
Harper Acres	$41,645	$42,217	101.4%	A	$434,512	$434,735	100.1%	A
Meadow Road Apartments	$7,536	$7,535	100.0%	A	$63,284	$63,282	100.0%	A
North and Gilsum	$14,037	$13,916	99.1%	A	$141,615	$139,893	98.8%	A
Riverbend Apartments	$10,187	$10,259	100.7%	A	$104,936	$105,224	100.3%	A
Scattered Sites	$11,003	$11,174	101.6%	A	$112,555	$112,165	99.7%	A
Stone Arch Village Family	$11,934	$11,941	100.1%	A	$116,268	$116,426	100.1%	A
Stone Arch Village Senior	$10,933	$10,935	100.0%	A	$119,032	$119,032	100.0%	A
Totals	**$206,182**	**$205,996**	**99.91%**	**A**	**$2,140,207**	**$2,140,871**	**100.0%**	**A**

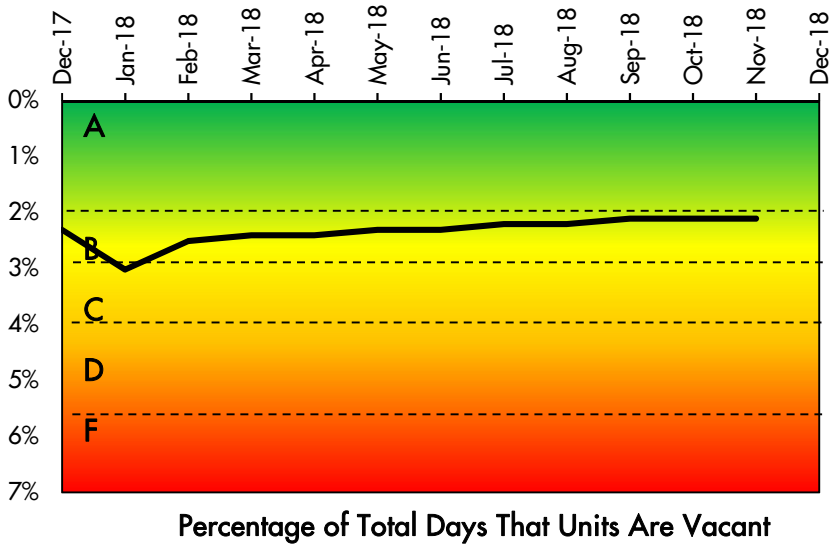
**Active Households Only*



Monthly Vacancy Report

November 2018

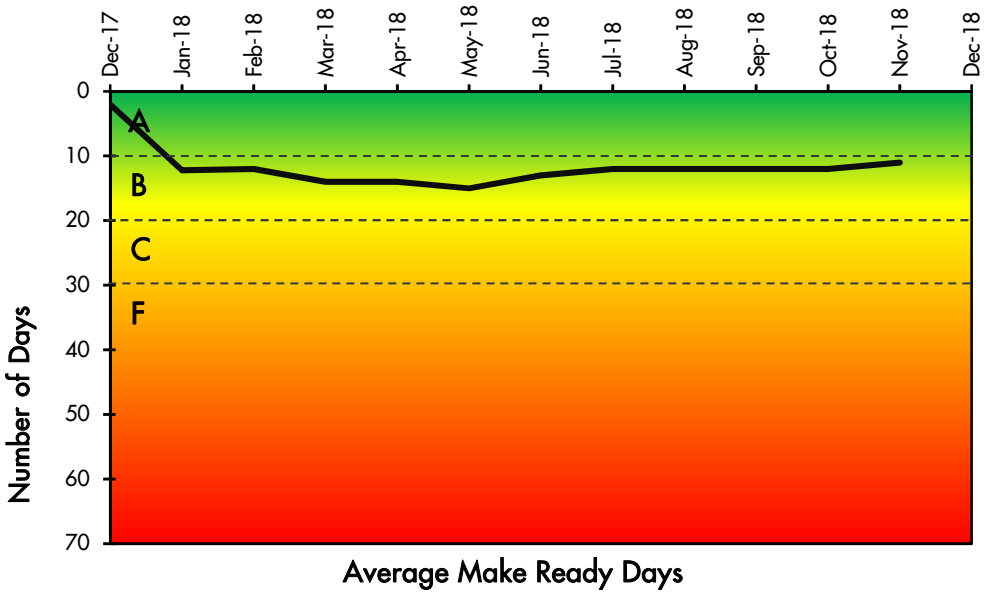
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0%	A	0.2%	A
Bennett Block	11	330	0	0%	A	0.0%	A
Brookbend East	40	1200	42	3.5%	B	4.0%	C
Brookbend West	35	1020	19	1.9%	A	5.5%	D
Central Square Terrace	81	2430	120	4.9%	C	0.6%	A
Cottage Street	3	90	0	0%	A	0.0%	A
Evergreen Knoll LP	32	960	0	0%	A	2.6%	A
Forest View	38	1140	63	5.5%	D	4.3%	C
Harper Acres	107	3210	60	1.9%	A	0.6%	A
Meadow Road	18	540	30	5.6%	D	5.3%	D
North and Gilsum	29	870	1	0.1%	A	3.8%	B
Riverbend Apartments	24	720	0	0%	A	1.8%	A
Scattered Sites	18	540	0	0%	A	3.2%	B
Stone Arch Village Family	24	720	15	2.1%	A	1.8%	A
Stone Arch Village Senior	33	990	41	4.1%	C	1.1%	A
Report Totals:	**517**	**15,480**	**391**	**2.5%**	**B**	**2.1%**	**B**



Percentage of Total Days That Units Are Vacant

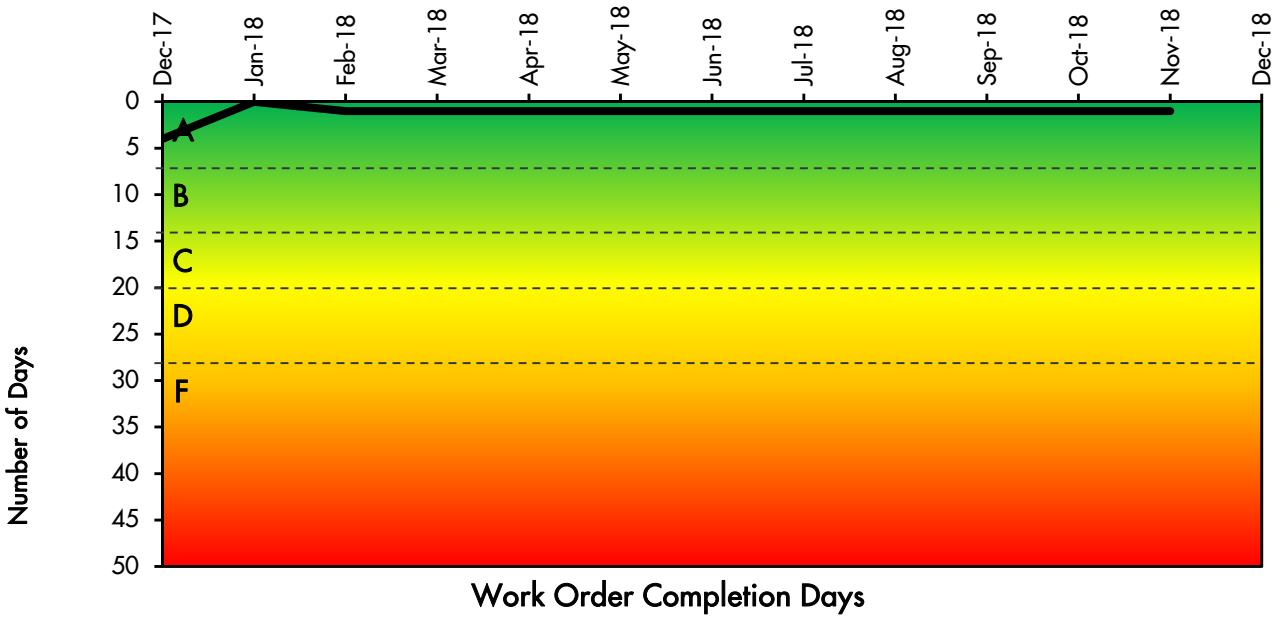
Unit Make Ready Days
November 2018

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	1	4	A	8	8	A
Brookbend West	-	-	NONE	6	8	A
Central Square Terrace	-	-	NONE	-	-	NONE
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	7	10	A
Forest View	2	15	B	9	15	B
Harper Acres	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	5	14	B
North and Gilsum	-	-	NONE	7	15	B
Riverbend Apartments	-	-	NONE	3	9	A
Scattered Sites	-	-	NONE	4	14	B
Stone Arch Village Family	-	-	NONE	4	14	B
Stone Arch Village Senior	1	5	A	3	7	A
Report Totals:	**4**	**8**	**A**	**56**	**11**	**B**



Residential Property Non-Emergency Work Order Completion Days
November 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	3	0	A	9	3	A
Ash Brook Apartments	5	0	A	86	1	A
Bennett Block	10	0	A	92	1	A
Brookbend East	8	1	A	157	1	A
Brookbend West	6	0	A	126	1	A
Central Square Terrace	24	1	A	583	1	A
Cottage Street	2	0	A	16	1	A
Emerald Street House	3	1	A	43	1	A
Evergreen Knoll LP	12	1	A	142	1	A
Forest View	18	1	A	170	1	A
Harper Acres	35	0	A	564	1	A
Keene Housing Main Office	3	0	A	57	1	A
Meadow Road	4	2	A	93	1	A
North and Gilsum	8	1	A	156	1	A
Riverbend Apartments	5	0	A	74	1	A
Scattered Sites	3	0	A	131	1	A
Stone Arch Village Family	13	1	A	97	1	A
Stone Arch Village Senior	21	1	A	253	1	A
Report Totals:	**183**	**1**	**A**	**2,849**	**1**	**A**



Residential Property Emergency Work Order Completion Days
November 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
NOVEMBER 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	$411,513	$345,918	84%	588	$588	102%	579	$507	$65,595
September	$411,513	$344,385	84%	588	$586	104%	567	$649	$67,128
October	$411,513	$348,075	85%	593	$587	102%	580	$1,040	$63,438
November	$411,513	$347,960	85%	590	$590	102%	578	$455	$63,553
December									$0
Total	$4,526,638	$3,796,096	85%	6524	$582	102%	6413	$19,315	$730,542

MTW without Transitional Housing Assistance Shelter Program (THASP)

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	$411,513	$340,273	83%	545	$624	94%	579	$507	$71,240
September	$411,513	$338,815	82%	544	$623	96%	567	$649	$72,698
October	$411,513	$341,655	83%	548	$623	94%	580	$1,040	$69,858
November	$411,513	$341,415	83%	545	$626	94%	578	$455	$70,098
December									$0
Total	$4,526,638	$3,711,473	83%	5993	$619	93%	6413	$19,314	$815,165

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	$15,478	$13,089	85%	17	$770	94%	18	$0	$2,389
September	$15,478	$13,089	85%	17	$770	94%	18	$0	$2,389
October	$15,478	$12,863	83%	17	$757	94%	18	$0	$2,615
November	$12,795	$12,863	101%	17	$757	94%	18	$0	($68)
December									$0
Total	$165,134	$151,659	92%	187	$811	94%	198	$0	$13,475

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	$139	$165
July	$53,301	$52,011	98%	97	$536	97%	100	$0	$1,290
August	$54,945	$51,906	94%	96	$541	96%	100	$139	$3,039
September	$54,945	$51,505	94%	97	$531	97%	100	$0	$3,440
October	$54,945	$51,942	95%	96	$541	96%	100	$160	$3,003
November	$53,051	$52,333	99%	97	$540	97%	100	$50	$718
December									$0
Total	$592,686	$576,255	97%	1078	$535	98%	1100	$488	$16,431

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	$29,152	$28,793	99%	48	$600	96%	50	$0	$359
September	$29,152	$28,036	96%	48	$584	96%	50	$0	$1,116
October	$29,152	$28,749	99%	50	$575	100%	50	$0	$403
November	$29,304	$28,820	98%	50	$576	100%	50	$0	$484
December									$0
Total	$314,361	$315,506	101%	532	$593	97%	550	$0	($1,145)

FY18 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP, 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 – November 30, 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 $1,714k which is a net increase of $434k from the budget of $1,281k.

OPERATING REVENUES are $14.5m a net increase of $633k as compared to the budget of $13.9m. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$123,602	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
($144,813)	HAP funding	The MTW funding approval is at 99.7% proration (per HUD pro-ration). The budget was set at 96.3%, the additional funding this year is $269k. KH intends to use most of the additional funding for non-HAP rehabilitation.
($58,102)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $9k, due to timing. CHT admin revenue is on budget and CDBG admin revenue is under budget by $17k. Interest income is over budget by $30k. Additionally, there is misc income throughout other properties is under budget by $74k and KH received a solar grant during 2018 of $10k which helps offset that.
($19,559)	Management Fees	Management fees are under budget by $10k due to management fee not increasing as expected at two properties (RB, SAVS) and by $9k due to increased vacancies at two properites (KAHP and CST).
$0	Development fees	No Development fees paid or expected (MAHC).
$92,629	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP year to date vacancy= $42k and higher than budget by $39k. We are expecting to be reimbursed by the CST relocation budget. CST year to date vacancy= $72k and higher than budget by $54k. BBW year to date vacancy= $24k and higher than budget by $3k. Evergreen year to date vacancy= $10k and higher than budget by $9k. BBE year to date vacancy= $21k and less than budget by $16k.
$8,798	Tenants Charges	Tenants Charges (laundry, damages, other fees) more than expected.
$22,505	Admin Funding	HUD Section 8 admin funding is more than budget by $21K, which is related to timing. NEDs and Mainstream admin revenue is more than budget by $8k due to the funding formula pro-ration increasing.
($160,199)	**Lower than Budget**	**Operating Revenue**
$88,641	Partnership Distributions	Partnership fees, paid to Keene Housing from surplus cash for 2017 on LIHTC properties managed. The total budget is $175k, actuals posted to date are $252k.
$703,737	MTW Transfer	The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $327k, KHKC = $49k
$632,179	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $12.8m a net increase of $199k as compared to the budget of $12.6m. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($98,977)	Admin Expenses	Administrative Expense are all under budget, except for the Energy Consulting is over by $1k and Legal is over by $25k, which are both related to the Solar Project at HA and CST.
($95,661)	Payroll and Benefits	Benefit Expenses are under budget by $47k which will stay for the remainder of the year. Salaries are under budget by $49k but some may be used up with additional OT for winter storms in Dec.
$31,008	Utilities Expenses	Fuel Expense is over budget by $16k. (CST by $12k) Water & Sewer is over budget by $5k (EK by $4) Electric is over budget by $11k. (Over: KAHP by $14k due to Eversource fees changing and transitioning one small property over to KH paying for electric and SAV Senior by $4k, CST by $2k. Under: EK by $7k)
($89,676)	Maint Expenses	Maintenance Expenses under budget by $159k and are: Materials by $26k, Maint/Repairs $14k, Security $70k, Electrical $16k, Misc Equipment $31k, Snow Removal $2k.
		Maintenance Expenses over budget by $70k and are: Waste Removal by $8k, Grounds $10k, Plumbing $9k, Flooring by $28k,Vehicle repairs $5k, Other Services by $10k (CST parking lease, HA tree removal).
($34,000)	Insurance Expenses	Insurance Expenses under budget, related to minimal increase in premium during 2018.
($28,273)	Property Tax Exp	Property Taxes under budget.
$4,542	Partnership taxes	Taxes over budget, related to CST.
$17,799	Interest Expenses	Interest Expenses over budget.
$6,336	Resident services	Residential Services are running over budget for now, timing.
($79,765)	HAP disbursements	HAP disbursements under budget in Section 8 program by $24k, Mainstream program by $24k and NEDs/MR by $31k.
($366,667)	**Lower than Budget**	**Operating Expenses**
$131,659	Partnership Distributions	Partnership fees, paid to Keene Housing from surplus cash for 2017 on LIHTC properties managed. The total budget is $55k, actuals posted to date are $186k.
$434,425	MTW Transfer	The YTD actual transfer = $376k The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $327k, KHKC = $49k
$199,417	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of November 30, 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)	97,047	230,076	442,074 Higher Revenue	309,046 Higher Expenses	Revenue is MTW transfer $349k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(36,628)	(28,323)	9,634 Higher Revenue	1,329 On Budget	
Keene Affordable (KAHP)	356,606	568,271	180,804 Higher Revenue	(30,861) Lower Expenses	Revenue is MTW transfer in $305k to fund capital projects.
Meadow Road	38,974	45,289	2,914 Higher Revenue	(3,402) Lower Expenses	
Roxbury St Shelter	6,282	11,296	3,840 Higher Revenue	(1,174) Lower Expenses	
Section 8 Voucher Program (MTW)	20,584	17,726	(22,051) Lower Revenue	(19,194) Lower Expenses	
Mainstream Voucher Program	(40,596)	255	11,608 Higher Revenue	(29,243) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(51,489)	36,128	50,818 Higher Revenue	(36,799) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	209,261	221,463	14,413 Higher Revenue	2,211 On Budget	.
Brookbend West	162,530	115,820	(5,496) Lower Revenue	41,214 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $88k.
Evergreen Knoll	57,281	50,857	1,917 Higher Revenue	8,341 Higher Expenses	
Riverbend	28,391	73,376	(8,700) Lower Revenue	(53,685) Lower Expenses	
Stone Arch Family	91,022	38,223	(15,901) Lower Revenue	36,898 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $34k.
Stone Arch Senior	46,462	43,281	4,892 Higher Revenue	8,073 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $19k
Multi-Family Properties					
Central Square Terrance	229,627	195,437	(44,909) Lower Revenue	(10,719) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	2,215	4,227	102 On Budget	(1,910) Lower Expenses	
Ashbrook	39,028	53,289	5,613 Higher Revenue	(8,648) Lower Expenses	
Emerald Street	22,273	35,423	412 Higher Revenue	(11,700) Lower Expenses	
Fairweather Lodge	1,805	2,360	196 On Budget	(359) On Budget	
TOTALS	1,280,675	1,714,474	632,179 Higher than Budget	199,417 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of November 30, 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	230,076	0	0	(85,710)	0	(194,786)	(12,264)	(24,779)	2,725,200	(87,463)
Monadnock Affordable (MAHC)	193,120	(28,323)	(16,580)	0	3,706	(468,567)	10,360	381,075	0	74,791	(118,329)
Keene Affordable (KAHP)	939,209	568,271	(184,486)	(72,039)	(517,591)	0	(281,672)	(165,273)	0	286,419	(652,790)
Meadow Road	20,140	45,289	(28,956)	4,864	(17,097)	0	(4,407)	(5,141)	0	14,692	(5,448)
Roxbury St Shelter	16,572	11,296	(1,493)	0	0	0	(420)	(630)	0	25,325	8,753
Section 8 Voucher Program (MTW)	73,857	17,726	n/a	n/a	n/a	n/a	36,880	116,732	0	245,195	171,338
Mainstream Voucher Program	145,475	255	n/a	n/a	n/a	n/a	(29,455)	(263)	0	116,012	(29,463)
Special Purpose Vouchers (Non-Elderly Disabled)	87,771	36,128	n/a	n/a	n/a	n/a	(101,967)	(783)	0	21,149	(66,622)
Low Income Tax Credits (LIHTC)											
Brookbend East	216,295	221,463	(106,163)	(22,419)	(15,627)	(89,732)	(27,677)	21,601	0	**197,741**	(18,554)
Brookbend West	168,611	115,820	(95,588)	(12,062)	(15,136)	0	(26,499)	9,592	0	**144,738**	(23,873)
Evergreen Knoll	42,610	50,857	(21,186)	(28,237)	(1,289)	0	(29,120)	13,958	0	**27,593**	(15,017)
Riverbend	35,304	73,376	(18,470)	(14,116)	(3,447)	0	(24,886)	214	0	**47,975**	12,671
Stone Arch Family	141,098	38,223	(4,040)	(9,416)	0	(7,110)	554	(2,059)	0	**157,250**	16,152
Stone Arch Senior	101,880	43,281	(40,331)	(2,764)	(11,750)	(3,171)	266	(6,621)	0	**80,790**	(21,090)
Multi-Family Properties											
Central Square Terrance	29,337	195,437	(147,049)	(59,530)	0	0	(17,841)	77,994	0	**78,348**	49,011
Non-Owned/Managed Properties											
Cottage Street	587	4,227	0	(1,525)	0	0	2,816	(1,512)	0	**4,593**	4,006
Ash Brook	39,005	53,289	(26,618)	(8,714)	(30,000)	0	(5,326)	4,187	0	**25,823**	(13,182)
Emerald Street	7,119	35,423	(16,232)	(3,636)	0	0	(2,713)	(1,584)	0	**18,377**	11,258
Fairweather Lodge	1,942	2,360	0	4,403	(6,328)	0	(542)	(839)	0	**996**	(946)
TOTAL	5,072,595	1,714,474	(707,192)	(225,191)	(700,269)	(568,580)	(696,435)	428,384	(24,779)	4,293,007	(779,588)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of November 30, 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)	1,630,907	1,094,293	0	0	0	10,598,944	167,277	438,576	13,929,997
Monadnock Affordable (MAHC)	74,791	0	0	0	0	1,024,011	1,363,760	1,271,395	3,733,957
Keene Affordable (KAHP)	286,419	0	762,878	0	0	526,717	18,269,034	13,580	19,858,628
Meadow Road	14,692	45,866	54,435	0	0	14,018	643,169	0	772,180
Roxbury St Shelter	25,325	0	0	0	0	3,916	400,597	0	429,838
Section 8 Voucher Program (MTW)	245,195	0	0	0	0	4,273	1,167	0	250,635
Mainstream Voucher Program	116,012	0	0	0	0	30,470	0	0	146,482
Special Purpose Vouchers (Non-Elderly Disabled)	21,149	0	0	0	0	104,799	0	0	125,948
Low Income Tax Credits (LIHTC)									
Brookbend East	197,741	69,986	174,207	198,537	0	27,770	5,738,472	53,565	6,460,278
Brookbend West	144,738	59,830	101,050	178,177	0	29,703	5,341,559	38,872	5,893,929
Evergreen Knoll	27,593	42,848	177,283	87,792	0	19,995	2,832,483	3,196	3,191,190
Riverbend	47,975	57,513	77,647	50,865	0	4,836	1,749,166	0	1,988,002
Stone Arch Family	157,250	43,542	64,501	84,022	0	7,227	2,655,119	7,120	3,018,781
Stone Arch Senior	80,790	36,081	121,016	124,859	0	13,178	2,935,917	14,119	3,325,960
Multi-Family Properties									
Central Square Terrance	78,348	47,615	221,214	0	16,449	46,169	1,458,805	33,681	1,902,281
Non-Owned/Managed Properties									
Cottage Street (MFS)	4,593	4,409	11,348	12,640	6,115	500	393,575	5,250	438,430
Ash Brook (MHO)	25,823	27,724	82,955	0	8,998	539	604,778	5,276	756,093
Emerald Street (CHO)	18,377	4,004	73,963	0	10,607	(444)	124,804	0	231,311
Fairweather Lodge (CHO)	996	2,553	9,363	0	0	2,396	23,665	0	38,973
TOTALS	**3,198,714**	**1,536,264**	**1,931,860**	**736,892**	**42,169**	**12,459,017**	**44,703,347**	**1,884,630**	**66,492,893**

(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 November 30, 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)	4,134	0	22,147	0	13,708,456	195,262	13,929,999
Monadnock Affordable (MAHC)	400,000	0	(2,315)	489,616	2,918,676	(72,019)	3,733,958
Keene Affordable (KAHP)	81,454	0	161,730	15,620,027	4,204,101	(208,686)	19,858,626
Meadow Road	88,951	0	8,626	493,894	175,154	5,556	772,181
Roxbury St Shelter	38,415	0	(295)	291,084	111,437	(10,803)	429,838
Section 8 Voucher Program (MTW)	145,922	0	10,884	0	77,020	16,810	250,636
Mainstream Voucher Program	1,537	0	521	0	144,169	255	146,482
Special Purpose Vouchers (Non-Elderly Disabled)	38,719	0	1,087	0	50,014	36,128	125,948
Low Income Tax Credits (LIHTC)							
Brookbend East	0	0	35,546	1,060,249	5,321,514	42,970	6,460,279
Brookbend West	1,414	0	38,519	1,548,121	4,352,984	(47,109)	5,893,929
Evergreen Knoll	0	0	36,175	1,772,275	1,464,139	(81,400)	3,191,189
Riverbend	127,676	0	53,659	1,016,710	807,204	(17,247)	1,988,002
Stone Arch Family	0	0	14,921	588,450	2,478,832	(63,424)	3,018,779
Stone Arch Senior	0	0	20,440	522,905	2,841,656	(59,041)	3,325,960
Multi-Family Properties							
Central Square Terrance	197,925	933,070	(21,478)	2,612,273	(1,919,550)	100,041	1,902,281
Non-Owned/Managed Properties							
Cottage Street	0	0	1,482	491,380	(47,755)	(6,678)	438,429
Ash Brook	732	0	16,153	744,935	(15,170)	9,442	756,092
Emerald Street	32	0	1,892	136,464	65,599	27,312	231,299
Fairweather Lodge	0	0	2,528	0	37,341	(896)	38,973
TOTALS	**1,126,911**	**933,070**	**402,222**	**27,388,383**	**36,775,821**	**(133,527)**	**66,492,880**

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	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	
Security Services	Hunter North	04/01/18 - 03/31/19	3/31/2019	remaining renewal options: 4 (2020, 2021, 2022, 2023)		
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	
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2019	remaining renewal options: 3 (2020, 2021, 2022)		$44,268
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
Voucher Management Software	Tracker Systems	07/01/17- 06/30/18	6/30/2019	remaining renewal options: 0 (renewed annually)		$9,276
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
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500

DECEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Harper Acres Crochet Night	3 SAVS Bingo Harper Acres Craft Group	4 CST Game Night	5 SAVS Craft Group	6 CST Bingo	7 12pm CST Holiday Luncheon	8
9	10 SAVS Bingo	11 CST Game Night SAVS Book Club	12 Staff Holiday Party 5:30pm at Papagallos	13 CST Bingo	14 CST Craft Group	15
16	17 SAVS Bingo	18 CST Card Making & Game Night SAVS Cookie Swap	19 Board of Commissioners Meeting SAVS Card Making	20 CST Bingo	21 Harper Acres Craft Group CST Holiday Social	22
23	24 SAVS Bingo Office Closing at 12pm Christmas Eve	25 Office Closed Christmas	26	27 CST Bingo	28	29
30	31 SAVS Potluck					

Keene Housing

JANUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Office Closed New Year's Holiday CST Game Night	2	3 CST Bingo	4	5
6	7 SAVS Bingo	8 CST Game Night	9	10 CST Bingo	11	12
13	14 SAVS Bingo	15 CST Game Night	16	17 CST Bingo	18	19
20	21 Office Closed Martin Luther King Jr. Day SAVS Bingo	22 CST Game Night	23 NHHFA Management Review Stone Arch Village Senior	24 Board of Commissioners Meeting CST Bingo	25	26
27	28 SAVS Bingo	29 CST Game Night	30	31 CST Bingo		

Keene Housing