Keene Housing

Keene Housing
Board of Commissioners Meeting
September 19, 2018

Solar Panel Installation at Harper Acres

Meeting Location:
Central Square Terrace
5 Central Square
Keene, NH 03431

Keene Housing

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

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, SEPTEMBER 19, 2018
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the August 22, 2018 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Keene Housing Kids Collaborative Update

b. Approval of Fiscal Year 2019 Moving to Work Annual Plan (Resolution No. 614)

c. Approval of Forest View Solar Project (Resolution No. 615)

d. Community Connections Dashboard 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, August 22, 2018

Vice Chairperson Moses called the Keene Housing Board of Commissioners meeting to order at 12:03 p.m. Vice Chairperson Moses asked that the minutes reflect who attended the meeting and declared a quorum present.

Commissioners in attendance:
- Tom Moses, Vice Chairperson
- Jen Marsh, Commissioner
- Chris Coates, Commissioner
- Pam Slack, Commissioner

Absent:
- J.B. Mack, Chairperson
- Joshua Meehan, Secretary

Also in attendance:
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Denise Pratt, Director of Programs and Services
- Denise Comstock, Director of Housing
- A resident of Harper Acres

MINUTES:

Vice Chairperson Moses called for approval of the July 18, 2018 Board of Commissioners meeting minutes. Commissioner Slack 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:

In Secretary Meehan's absence, Linda Griffin presented the Executive Director's Report. Ms. Griffin stated the installation of the solar panels at Harper Acres is scheduled to begin soon. A Request for Proposals (RFP) for the solar purchase power agreement and installation at Forest View was released. Keene Housing is exploring the possibility of pursuing the replacement of existing heating units with heat pumps in tandem with the photovoltaic project.

Ms. Griffin stated the Agency is working with the City of Keene to find the source of the water penetration issue in the basement of Central Square Terrace (CST). The plans for the rehabilitation project at CST are continuing. Initial notices were delivered to residents and the New Hampshire Housing Finance Authority (NNHFA) application and Community Development Block Grant (CDBG) applications were submitted.

The listening tours and community barbeques are complete. Residents chose new signs for Riverbend, Forest View and Evergreen Knoll. Commissioner Marsh asked if a sign was planned for North and Gilsum. Ms. Comstock will look into this.

The public comment period is open for Keene Housing's DRAFT Moving to Work (MTW) Annual Plan for Fiscal Year 2019. Keene Housing is not proposing any new activities in Fiscal Year 2019.

The Senate passed the HUD budget and the numbers are very favorable for voucher programs. The House of Representatives and the Senate need to agree on final numbers which won't happen before the November election. This will result in a continuing resolution beginning in November until the new Congress is seated.

Ms. Griffin stated Keene Housing is developing its budgets for Fiscal Year 2019. The Agency is assuming full funding for the voucher program again in Fiscal Year 2019.

The environmental testing at Bennett Block continues and the latest results were very positive. It appears the work that the Agency has done has been effective. Addressing the environmental issues at Bennett Block is a critical step in Keene Housing's future plans to modernize the property in 2020.

Commissioner Moses asked if Leo Dauwer was holding the annual professional development program for Commissioners and Executive Directors. Ms. Wright stated the program was being held in September and asked the Commissioners to contact Secretary Meehan if they were interested in attending. Ms. Wright will email the Commissioners Keene Housing's travel reimbursement policy.

MANAGEMENT REPORT:

Ms. Comstock reviewed the current vacancies of Keene Housing. She stated the Agency is currently holding 17 units 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:

Resolution No. 612 – Approval of the Annual Independent Audit Report for Keene Housing

The Keene Board of Commissioners hereby 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. Commissioner Slack moved the motion to approve the resolution. Commissioner Coates seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 613 – Approval of the 2018 Occupancy Rules and Regulations Changes

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. 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:

A resident stated the water issue at CST may have been caused by the construction work on Main Street.

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, Vice Chairperson Moses adjourned the Board meeting at 12:40 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

8/29/2018
Date

Keene Housing

Resolution No. 614

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Fiscal Year 2019 Moving to Work Annual Plan

2. Date of Board Meeting: September 19, 2018

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves and adopts the Keene Housing Fiscal Year 2019 Annual Moving to Work Plan; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated August 31, 2018 from Denise Pratt, Director of Programs and Services, 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 Denise Pratt Date: 8-31-2018

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: 8/31/18

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Programs and Services
Subject: FY2019 Annual MTW Plan Approval
Date: August 31, 2018

This memorandum recommends that the Board of Commissioners resolve to adopt the FY2019 Annual Moving to Work (MTW) Annual Plan.

BACKGROUND

As part of our MTW agreement with the Department of Housing and Urban Development (HUD) Keene Housing is required to create and adopt an annual plan that describes new and ongoing activities that utilize authority granted to KH under the MTW Agreement. These plans outline how the agency utilizes the flexibilities provided by participation in the MTW program and outlines all new and proposed changes to existing activities in the coming year.

In the coming year KH will continue our focus on improving our existing affordable housing stock, reducing our energy consumption, and related operating costs. Therefore, we are proposing no new MTW activities or changes to any existing activities for the 2019 MTW Plan year.

Pursuant to the Agreement's requirement that the Annual Plan be made available to, and discussed with affected households, as well as the public at large, KH made the draft Plan available for public comment on August 1st and held three public hearings to solicit feedback from interested parties. KH received no public comments on the Plan and no one attended any of the public hearings.

TIMELINE

Public Comment Period Began: Wednesday, August 1st

Public Hearing Schedule:

Monday, August 6th @ 1:00p Harper Acres

Monday, August 20th @ 5:30p Brookbend

Wednesday, August 22nd @ 5:30p Keene Housing Main Office

Comment Period Closes: Friday, August 31st

Final FY2019 MTW Annual Plan to Board for Approval: September 19th

Final FY2019 MTW Annual Plan to HUD: October 17th

HUD Response to FY2019 MTW Annual Plan to Keene Housing: no later than December 31, 2018

RECOMMENDATION

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

That the Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2019 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated August 31, 2018 from Denise Pratt, Director of Programs and Services, to Joshua Meehan, Executive Director.

Keene Housing

Resolution No. 615

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Solar Project at Forestview

2. Date of Board Meeting: 9/19/2018

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2018 Forestview Solar project be awarded to Revision Energy pursuant to the September 5, 2018 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh 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 _____ Date: _____

7. Executive Director Approval Signature _____ Date: 9/6/2018

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director
Subject: Approval of project/contract
Date: September 5, 2018

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: Forestview Apartments

Project Name: Solar Project 2019

- The scope of work for this project includes, please see attached full proposal:
  - 25 individual rooftop solar installations consisting of panels, inverters, optimizers, racking, and associated equipment
  - 185,700 kWh of clean solar electricity in a year.
  - 100% of generated solar electricity delivered to the Forest View apartments at a below-market PPA rate of 13.8 cents per kWh
  - Projected savings of $550,000 over the 25-year warranty period and nearly $1.5 million over the 40-year minimum expected system life assuming Keene Housing exercises its buyout option in year six

- The budget approved by the Board:
  - The solar arrays will be owned and operated by one of ReVision Energy's local mission-driven impact investor partners, who would deliver the generated solar electricity directly to the Forest View apartments under a "Purchase Power Agreement" (PPA) with a term of 6-25 years. This PPA will result in Keene Housing paying no upfront costs for the solar arrays and generating substantial long-term savings through its annual buyout option starting in year six.

- Any additional funding needed?
  - This project is part of a larger effort to reduce energy consumption/cost. The other project is to replace all the current heating units with heat pumps. This project is in the capital budget for 2019.

- An open invitation was added to the: KH web page, Facebook page
- The Request for Proposals were distributed to contractors on: August 1, 2018
- Number of contractors directly invited to bid: three (3)
- Number of contractors that showed up to the site visit: two (2)
- Formal bid packets received by KH: one (1)
- Board approval is being requested to award contract to: Revision Energy
- Comments: This firm is the currently installing a Solar system at Harper Acres.

Keene Housing
COMMUNITY
CONNECTIONS

Community Connections Dashboard Report

March ~ August 2018

Dashboard Report Notes:

Households Served by Property

Includes the number of residents who are actively receiving ongoing assistance needing repeated visits to Community Connections office.

Number of Referral by Referral Type

Includes all referrals for elderly/disabled for properties and private market. Referrals include, but not limited to, help with benefits, connection to community agencies for additional supports, to voucher holders needing assistance with their housing search.

Housing search assistance

- Limited to researching options for suitable bedroom size and payment standard for voucher holder
- No transportation or accompanying voucher holder to apartment
- Is helpful for voucher holder who does not have access to or not familiar with internet search
- Able to provide tips for voucher holder for communication with potential landlord

Lease Compliance support, Payment Arrangements, Positive Tenancy Support

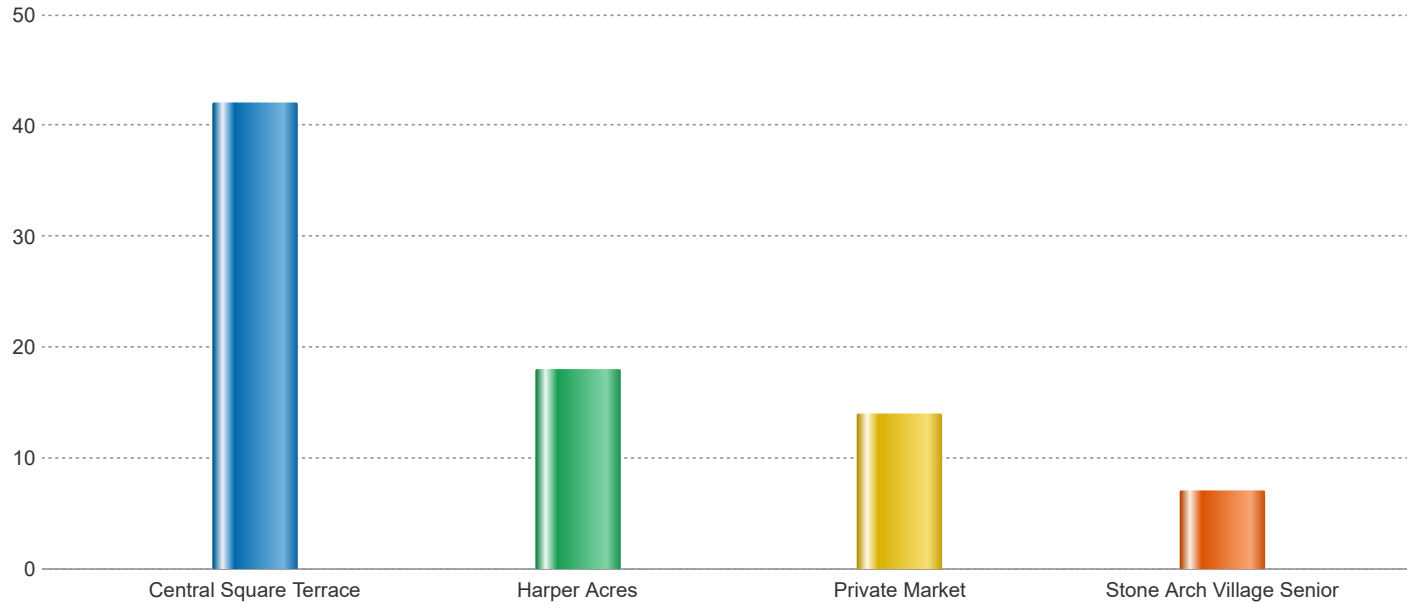
- Referrals made most often by the Property Managers
- Focus is to support tenant in remaining in their housing and in good standing

Types and Numbers of Events by Property

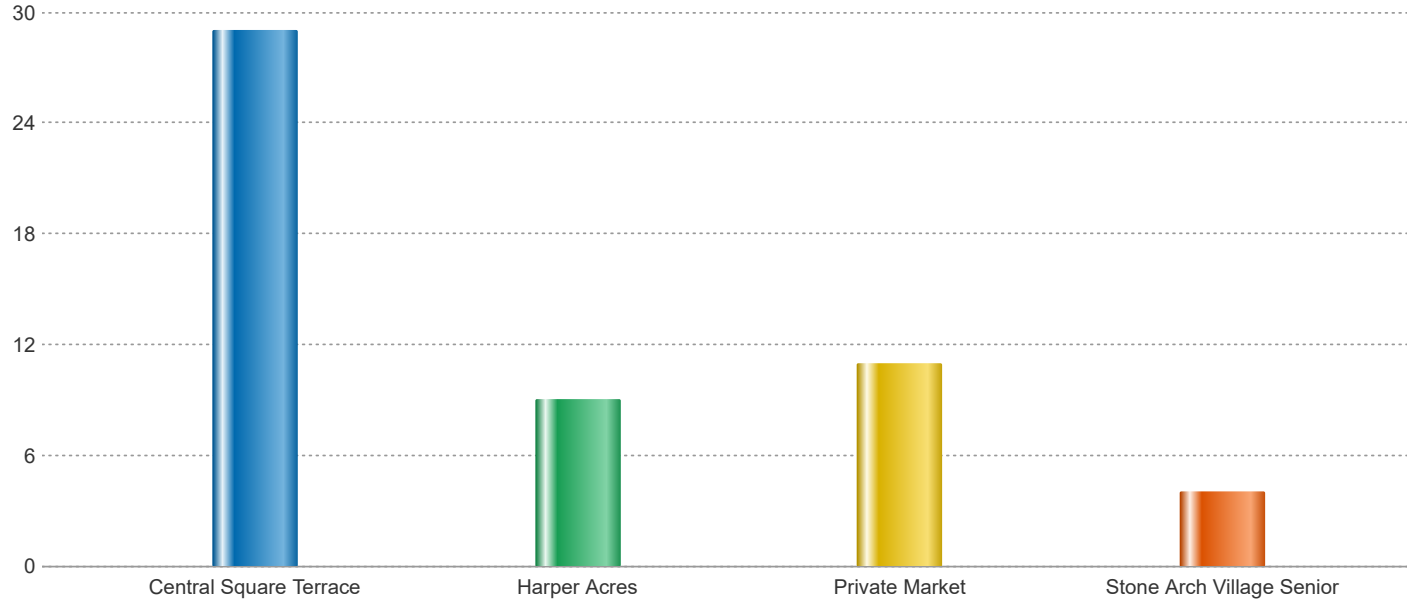
- CST plans more groups and has weekly groups more frequently than SAVS and HA
- CST averages 10 ~ 12 residents at each group
- Education type events at CST reference nutrition education taught by Christine Parshall at UNH Cooperative Extension Nutrition Connections Program.
- SAVS and HA average 6 ~ 8 residents at each group

Community Connections Biannual Dashboard Report

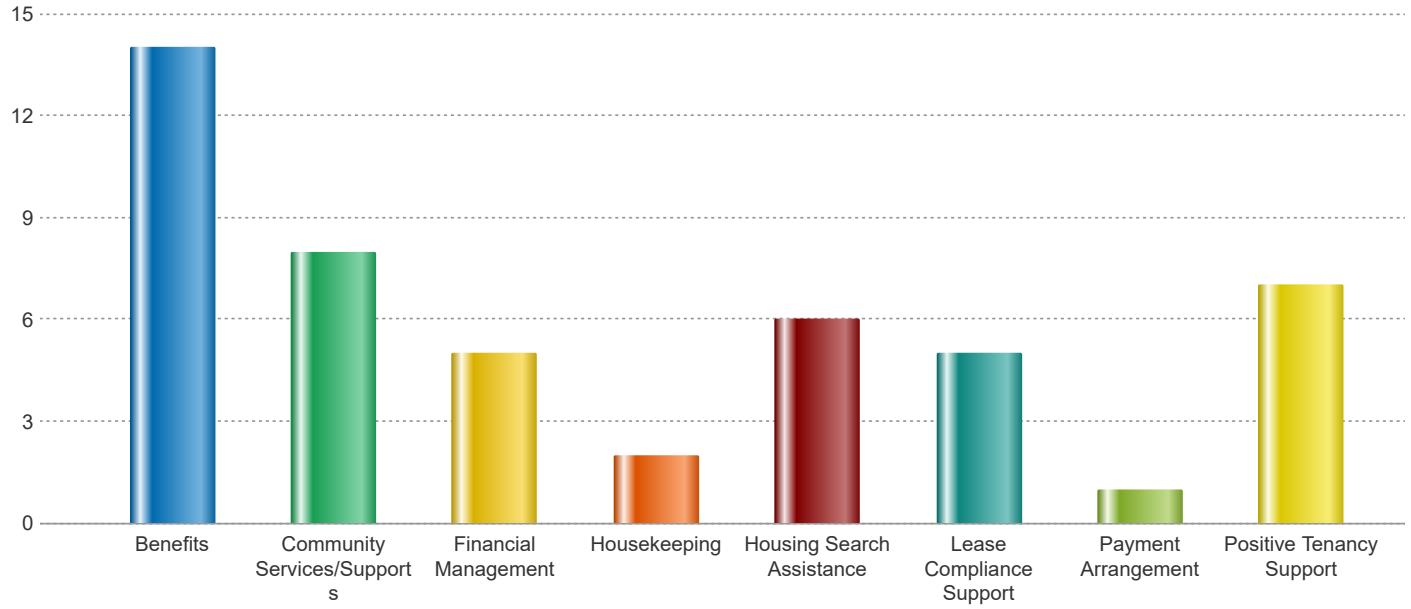
Number Households Served by Property



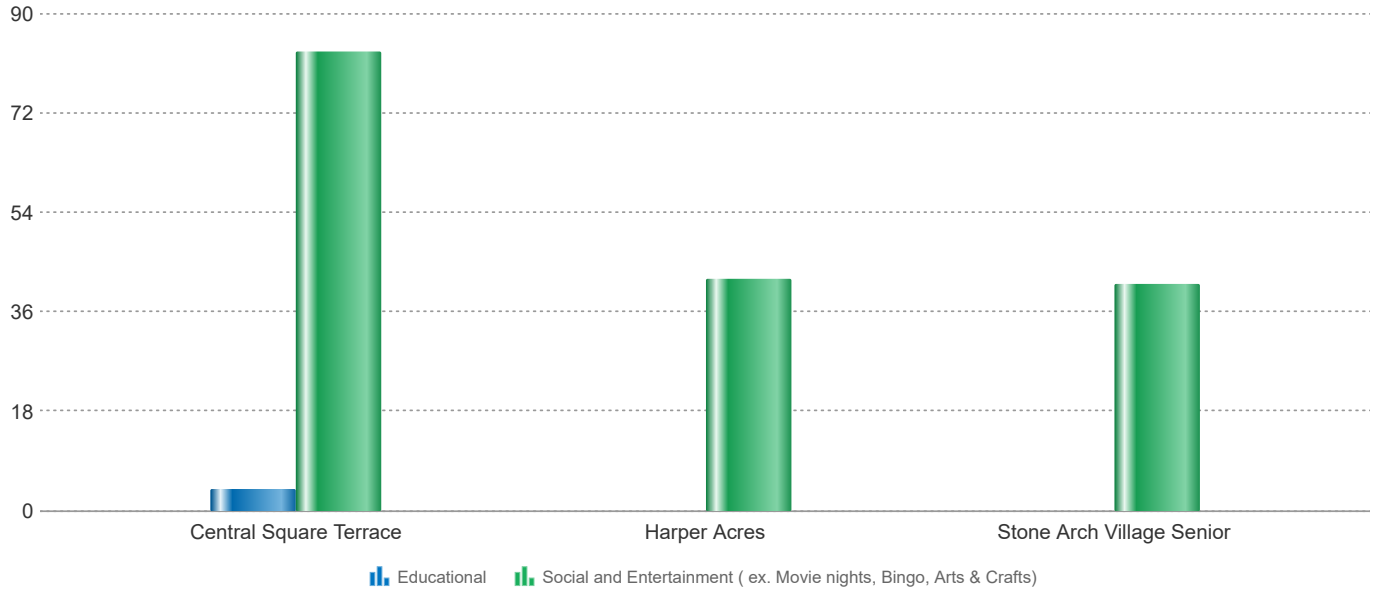
Number of Referrals by Property



Number of Referrals by Referral Type



Number and Types of Events by Property

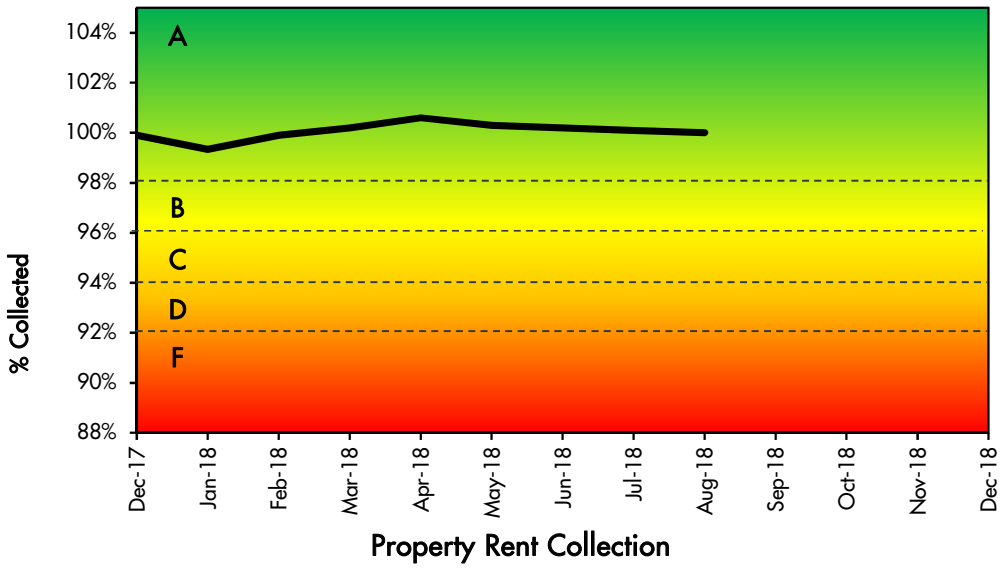


Keene Housing

MANAGEMENT REPORT
AUGUST 2018

Residential Property Rent Collection Report
August 2018

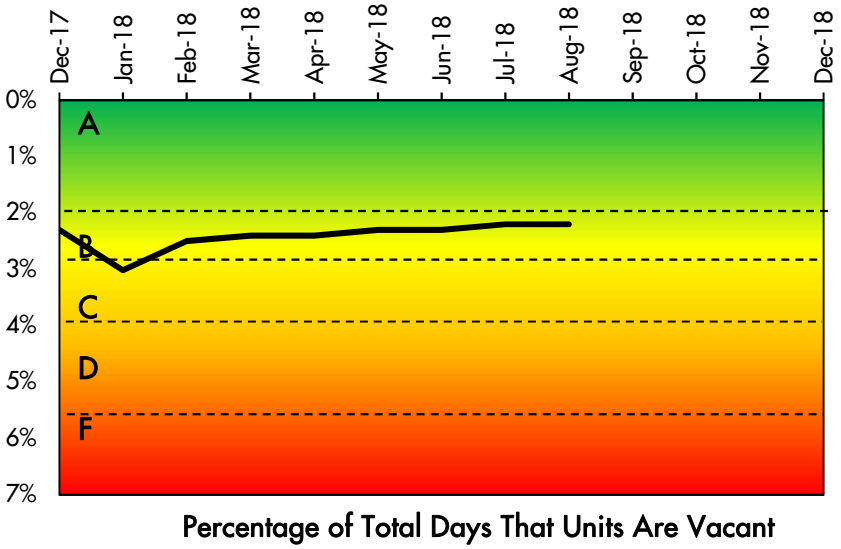
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,076	$10,076	100.0%	A	$83,746	$83,752	100.0%	A
Bennett Block	$4,172	$4,168	99.9%	A	$35,256	$35,248	100.0%	A
Brookbend East	$14,681	$15,018	102.3%	A	$112,017	$116,118	103.7%	A
Brookbend West	$10,529	$10,415	98.9%	A	$85,168	$84,747	99.5%	A
Central Square Terrace	$25,477	$25,591	100.4%	A	$202,782	$202,251	99.7%	A
Cottage Street	$1,112	$1,117	100.4%	A	$8,868	$9,009	101.6%	A
Evergreen Knoll LP	$13,810	$12,922	93.6%	D	$102,150	$101,409	99.3%	A
Forest View	$20,587	$20,721	100.7%	A	$152,809	$152,381	99.7%	A
Harper Acres	$41,373	$41,470	100.2%	A	$317,201	$317,516	100.1%	A
Meadow Road Apartments	$7,310	$7,307	100.0%	A	$40,902	$40,896	100.0%	A
North and Gilsum	$13,713	$12,647	92.2%	D	$107,615	$105,523	98.1%	A
Riverbend Apartments	$9,790	$9,968	101.8%	A	$74,231	$74,697	100.6%	A
Scattered Sites	$10,372	$10,191	98.3%	A	$80,442	$80,331	99.9%	A
Stone Arch Village Family	$11,993	$11,895	99.2%	A	$85,157	$85,315	100.2%	A
Stone Arch Village Senior	$11,564	$11,437	98.9%	A	$91,610	$91,475	99.9%	A
Totals	**$206,559**	**$204,942**	**99.22%**	A	**$1,579,954**	**$1,580,667**	**100.0%**	A



Monthly Vacancy Report

August 2018

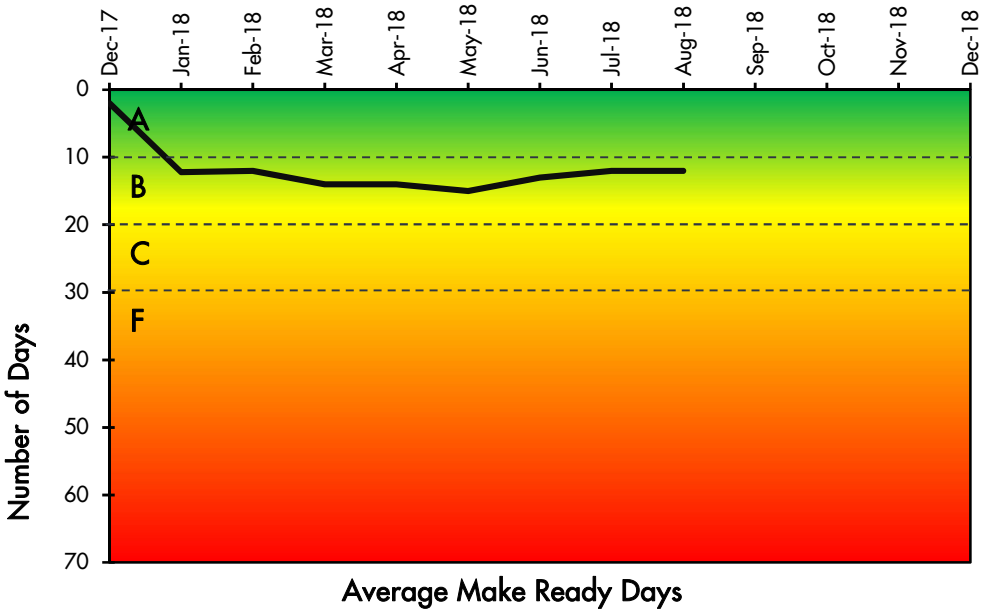
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	22	682	0	0	A	0.3%	A
Bennett Block	14	434	0	0	A	0.0%	A
Brookbend East	40	1240	82	6.6%	F	3.9%	B
Brookbend West	35	1054	89	8.4%	F	6.2%	F
Central Square Terrace	84	2604	0	0	A	0.3%	A
Cottage Street	3	93	0	0	A	0.0%	A
Evergreen Knoll LP	32	992	59	5.9%	D	3.3%	B
Forest View	38	1178	31	2.6%	A	4.5%	C
Harper Acres	108	3326	0	0	A	0.6%	A
Meadow Road	17	527	0	0	A	5.2%	D
North and Gilsum	29	899	13	1.4%	A	4.3%	C
Riverbend Apartments	24	744	51	6.9%	F	2.4%	A
Scattered Sites	18	558	0	0	A	4.4%	C
Stone Arch Village Family	24	744	8	1.1%	A	1.5%	A
Stone Arch Village Senior	33	1023	9	0.9%	A	0.7%	A
Report Totals:	**521**	**16,098**	**342**	**2.1%**	**B**	**2.2%**	**B**



Percentage of Total Days That Units Are Vacant

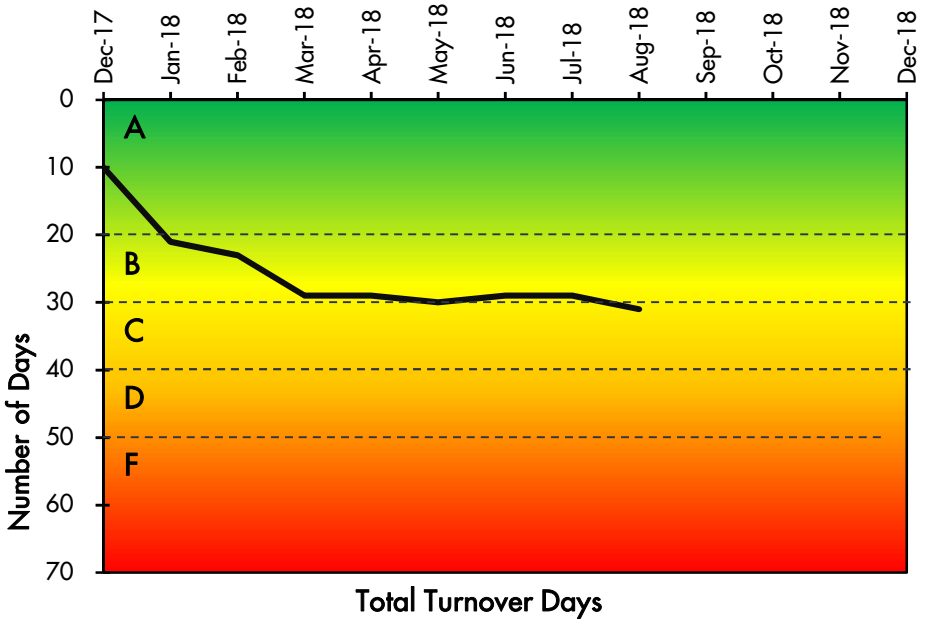
Unit Make Ready Days
August 2018

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	9	A	7	8	A
Brookbend West	1	16	B	6	8	A
Central Square Terrace	-	-	NONE	-	-	NONE
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	3	11	B	6	10	A
Forest View	-	-	NONE	7	15	B
Harper Acres	-	-	NONE	4	11	B
Meadow Road	-	-	NONE	5	14	B
North and Gilsum	-	-	NONE	5	16	B
Riverbend Apartments	2	10	A	3	9	A
Scattered Sites	-	-	NONE	4	14	B
Stone Arch Village Family	-	-	NONE	3	11	B
Stone Arch Village Senior	-	-	NONE	2	8	A
Report Totals:	**7**	**11**	**B**	**48**	**12**	**B**



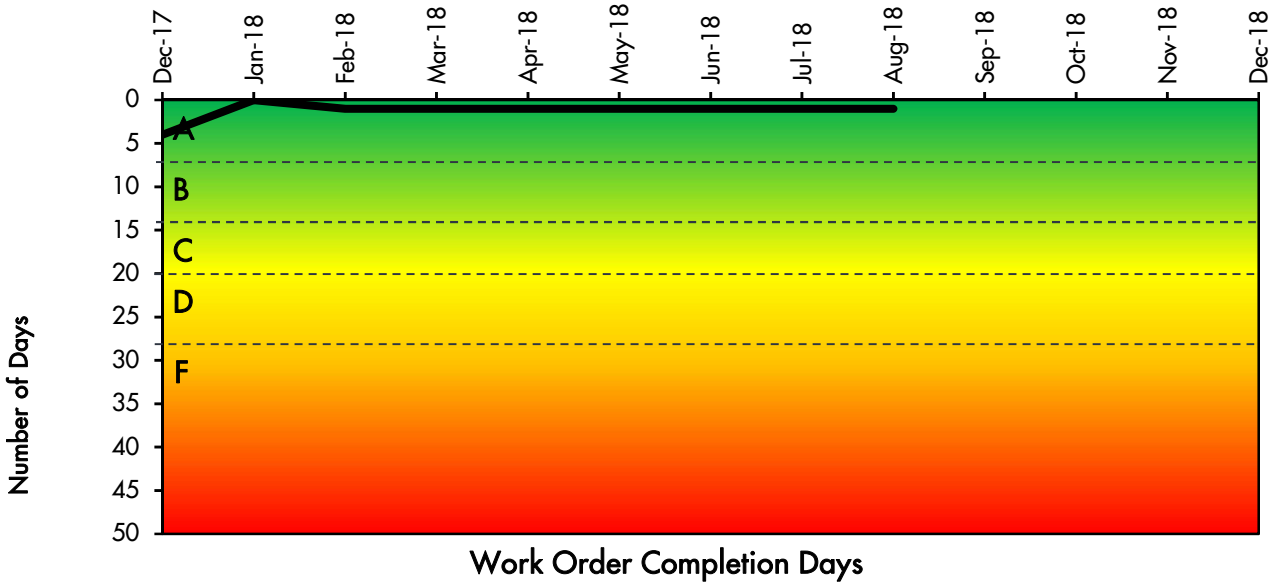
Unit Turnover
August 2018

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	3	27	B	8	47	D
Brookbend West	4	22	B	9	58	F
Central Square Terrace	6	0	A	7	8	A
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	3	20	A	9	29	B
Forest View	1	31	C	8	52	F
Harper Acres	-	-	NONE	8	19	A
Meadow Road	1	0	A	5	45	D
North and Gilsum	1	13	A	8	38	C
Riverbend Apartments	2	26	B	4	36	C
Scattered Sites	-	-	NONE	4	49	D
Stone Arch Village Family	1	8	A	3	29	B
Stone Arch Village Senior	1	9	A	2	30	B
Report Totals:	**23**	**15**	**A**	**89**	**31**	**C**



Residential Property Non-Emergency Work Order Completion Days
August 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	7	0	A	71	1	A
Bennett Block	11	1	A	62	1	A
Brookbend East	17	0	A	113	1	A
Brookbend West	6	0	A	92	1	A
Central Square Terrace	76	1	A	436	1	A
Cottage Street	2	0	A	9	1	A
Emerald Street House	5	1	A	31	1	A
Evergreen Knoll LP	16	1	A	94	1	A
Forest View	12	1	A	121	1	A
Harper Acres	44	1	A	364	1	A
Keene Housing Main Office	5	0	A	43	1	A
Meadow Road	14	1	A	63	1	A
North and Gilsum	19	1	A	115	1	A
Riverbend Apartments	8	1	A	54	1	A
Scattered Sites	13	1	A	106	1	A
Stone Arch Village Family	9	0	A	64	1	A
Stone Arch Village Senior	26	1	A	179	1	A
Report Totals:	**290**	**1**	**A**	**2,023**	**1**	**A**



Residential Property Emergency Work Order Completion Days
August 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
AUGUST 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									$0
October									$0
November									$0
December									$0
Total	$3,292,099	$2,755,676	85%	4753	$580	101%	4688	$17,171	$536,423

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	$411,513	$340,273	83%	545	$624	94%	579	$507	$71,240
September									$0
October									$0
November									$0
December									$0
Total	$3,292,099	$2,689,588	83%	4356	$617	93%	4688	$17,171	$602,511

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									$0
October									$0
November									$0
December									$0
Total	$121,383	$112,844	93%	136	$829	94%	144	$0	$8,539

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									$0
October									$0
November									$0
December									$0
Total	$429,745	$420,475	98%	788	$534	99%	800	$278	$9,270

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									$0
October									$0
November									$0
December									$0
Total	$226,753	$229,901	102%	384	$599	96%	400	$0	($3,148)

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 – August 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 $1,341k which is a net increase of $439k from the budget of $902k.

OPERATING REVENUES are $10,634k a net increase of $507k as compared to the budget of $10,127k. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$69,010	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
($21,866)	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.
($43,520)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $20k, due to timing. CHT admin revenue is under budget by $3k and CDBG admin revenue is permanently under budget by $12k related to the administration of CDBG moving from KH. KH received a CDFA solar grant during 2018 of $10k. Interest income is over budget by $21k. Additionally, there is misc income throughout other properties is under budget by $43k.
($12,317)	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).
($39,004)	Vacancy Loss (a larger reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP year to date vacancy= $24k and higher than budget by $22k. CST year to date vacancy= $34k and higher than budget by $21k. BBW year to date vacancy= $17k and higher than budget by $2k. Evergreen year to date vacancy= $9k and higher than budget by $8k. BBE year to date vacancy= $13k and less than budget by $14k.
$9,810	Tenants Charges	Tenants Charges (laundry, damages, other fees)
$24,926	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.
($12,962)	**Lower than Budget**	**Operating Revenue**
$122,166	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.
$397,648	MTW Transfer	The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $181k, KHKC = $36k
$506,853	**Higher than Budget**	**Total Revenue**

OPERATING EXPENSES are $9,293k a net increase of $68k as compared to the budget of $9,224k. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($86,043)	Admin Expenses	Administrative Expense are all under budget, except for the Energy Consulting is over by $4k and Legal is over by $13k, which are both related to the Solar Project at HA and CST.
($61,540)	Payroll and Benefits	Benefit Expenses are under budget by $41k. Salaries are under budget by $21k.
$29,039	Utilities Expenses	Fuel Expense is over budget by $12k. (CST by $11k) Water & Sewer is under budget by $1k Electric is over budget by $19k. (Over: KAHP by $25k, Under: EK by $6k)
($71,099)	Maint Expenses	Maintenance Expenses under budget are: Materials by $23k, Maint service/repairs $12k, security $60k, Electrical $16k, Misc Equipment $23k. Maintenance Expenses over budget are: Snow removal by $16k, Waste Removal by $12k, Flooring by $13, Other Services by $14k (CST parking lease, HA tree removal).
($20,565)	Insurance Expenses	Insurance Expenses under budget, related to minimal increase in premium during 2018.
($9,638)	Property Tax Exp	Property Taxes under budget.
$3,454	Partnership taxes	Taxes over budget, related to CST.
$6,328	Interest Expenses	Interest Expenses over budget.
$3,441	Resident services	Residential Services are running over budget for now, timing.
($61,796)	HAP disbursements	HAP disbursements under budget.
($268,420)	**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.
$201,785	MTW Transfer	The YTD actual transfer = $215k The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $181k, KHKC = $36k
$68,303	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of August 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)	72,666	228,202	331,137 Higher Revenue	175,601 Higher Expenses	Revenue is MTW transfer $217k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(26,255)	(16,337)	2,815 Higher Revenue	(7,102) Lower Expenses	
Keene Affordable (KAHP)	258,749	354,157	84,593 Higher Revenue	(10,817) Lower Expenses	Revenue is MTW transfer in $180k to fund capital projects.
Meadow Road	29,837	38,614	6,060 Higher Revenue	(2,714) Lower Expenses	
Roxbury St Shelter	4,393	9,431	2,805 Higher Revenue	(2,233) Lower Expenses	
Section 8 Voucher Program (MTW)	4,153	132,778	50,864 Lower Revenue	(77,762) Lower Expenses	
Mainstream Voucher Program	(30,003)	(2,400)	6,708 Higher Revenue	(20,895) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(38,478)	19,150	34,361 Higher Revenue	(23,267) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	152,410	153,487	13,183 Higher Revenue	12,107 Higher Expenses	.
Brookbend West	118,573	58,507	(2,202) Lower Revenue	57,863 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $88k.
Evergreen Knoll	40,986	43,268	492 Higher Revenue	(1,791) Lower Expenses	
Riverbend	17,214	66,451	(7,274) Lower Revenue	(56,511) Lower Expenses	
Stone Arch Family	58,346	9,300	(12,147) Lower Revenue	36,899 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $34k.
Stone Arch Senior	30,706	27,809	3,963 Higher Revenue	6,860 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $19k.
Multi-Family Properties					
Central Square Terrance	160,002	150,891	(13,243) Lower Revenue	(4,132) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	2,256	3,110	(23) On Budget	(877) On Budget	
Ashbrook	29,542	37,779	3,693 Higher Revenue	(4,544) Lower Expenses	
Emerald Street	15,889	25,900	1,028 On Budget	(8,963) Lower Expenses	
Fairweather Lodge	1,122	579	40 On Budget	583 On Budget	
TOTALS	902,108	1,340,676	506,853 Higher than Budget	68,303 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of August 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	228,202	0	0	(85,709)	0	16,276	(8,459)	0	2,962,973	150,310
Monadnock Affordable (MAHC)	193,120	(16,337)	(12,033)	0	3,706	(116,508)	12,708	290,140	0	354,796	161,676
Keene Affordable (KAHP)	939,209	354,157	(139,114)	(52,392)	(156,183)	0	(264,110)	(252,277)	0	429,290	(509,919)
Meadow Road	20,140	38,614	(20,967)	(2,096)	(14,259)	0	(10,599)	1,935	0	12,768	(7,372)
Roxbury St Shelter	16,572	9,431	(1,083)	0	0	0	(1,722)	(696)	0	22,502	5,930
Section 8 Voucher Program (MTW)	73,857	132,778	n/a	n/a	n/a	n/a	33,064	67,122	0	306,821	232,964
Mainstream Voucher Program	145,475	(2,400)	n/a	n/a	n/a	n/a	(16,959)	(263)	0	125,853	(19,622)
Special Purpose Vouchers (Non-Elderly Disabled)	87,771	19,150	n/a	n/a	n/a	n/a	(63,017)	(783)	0	43,121	(44,650)
Low Income Tax Credits (LIHTC)											
Brookbend East	216,295	153,487	(104,816)	(16,127)	(15,626)	(94,782)	11,464	20,947	0	**170,842**	(45,453)
Brookbend West	168,611	58,507	(94,369)	(8,681)	(15,136)	0	1,375	(5,874)	0	**104,433**	(64,178)
Evergreen Knoll	42,610	43,268	(15,926)	(20,536)	(796)	0	(19,134)	2,803	0	**32,289**	(10,321)
Riverbend	35,304	66,451	(7,597)	(10,192)	0	0	(18,773)	(13,229)	0	**51,964**	16,660
Stone Arch Family	141,098	9,300	(2,942)	(6,848)	0	(7,110)	(8,515)	7,000	0	**131,983**	(9,115)
Stone Arch Senior	101,880	27,809	(38,043)	(10,470)	(11,750)	(3,171)	(10,061)	3,186	0	**59,380**	(42,500)
Multi-Family Properties											
Central Square Terrance	29,337	150,891	(106,247)	(43,261)	0	0	(74,658)	58,514	0	**14,576**	(14,761)
Non-Owned/Managed Properties											
Cottage Street	587	3,110	0	(925)	0	0	2,467	(1,800)	0	**3,439**	2,852
Ash Brook	39,005	37,779	(19,232)	(6,263)	0	0	(2,077)	(592)	0	**48,620**	9,615
Emerald Street	7,119	25,900	(11,749)	(2,650)	0	0	(8,132)	(114)	0	**10,374**	3,255
Fairweather Lodge	1,942	579	0	4,928	(6,328)	0	(1,839)	1,246	0	**528**	(1,414)
TOTAL	5,072,595	1,340,676	(574,118)	(175,513)	(302,081)	(221,571)	(422,242)	168,806	0	4,886,552	(186,043)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of August 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)	1,868,680	1,094,293	0	0	0	10,363,104	176,955	438,576	13,941,608
Monadnock Affordable (MAHC)	354,796	0	0	0	0	1,021,663	1,376,004	919,335	3,671,798
Keene Affordable (KAHP)	429,290	152,405	743,232	0	0	356,749	18,122,625	13,580	19,817,881
Meadow Road	12,768	33,564	61,396	0	0	19,977	651,168	0	778,873
Roxbury St Shelter	22,502	0	0	0	0	5,215	408,980	0	436,697
Section 8 Voucher Program (MTW)	306,821	0	0	0	0	8,090	1,417	0	316,328
Mainstream Voucher Program	125,853	0	0	0	0	17,974	0	0	143,827
Special Purpose Vouchers (Non-Elderly Disabled)	43,121	0	0	0	0	65,849	0	0	108,970
Low Income Tax Credits (LIHTC)									
Brookbend East	170,842	49,624	167,914	197,687	0	9,840	5,787,266	58,615	6,441,788
Brookbend West	104,433	40,938	97,669	177,415	0	21,483	5,385,993	38,872	5,866,803
Evergreen Knoll	32,289	38,551	169,582	87,434	0	14,663	2,868,060	3,196	3,213,775
Riverbend	51,964	46,688	73,721	50,647	0	9,767	1,770,435	0	2,003,222
Stone Arch Family	131,983	48,272	61,932	84,018	0	11,570	2,682,841	7,120	3,027,736
Stone Arch Senior	59,380	55,023	128,722	124,324	0	5,097	2,963,824	14,119	3,350,489
Multi-Family Properties									
Central Square Terrance	14,576	142,165	204,946	0	16,450	8,436	1,484,821	33,682	1,905,076
Non-Owned/Managed Properties									
Cottage Street (MFS)	3,439	3,286	10,748	12,639	6,115	1,972	396,549	5,250	439,998
Ash Brook (MHO)	48,620	23,389	80,503	0	8,960	1,663	586,737	5,277	755,149
Emerald Street (CHO)	10,374	7,280	72,967	0	10,606	1,699	127,016	0	229,942
Fairweather Lodge (CHO)	528	2,552	8,838	0	0	3,692	24,553	0	40,163
TOTALS	**3,792,259**	**1,738,030**	**1,882,170**	**734,164**	**42,131**	**11,948,503**	**44,815,244**	**1,537,622**	**66,490,123**

(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 August 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)	4,134	0	25,952	0	13,708,456	203,066	13,941,608
Monadnock Affordable (MAHC)	300,000	0	7,020	494,162	2,918,676	(47,790)	3,672,068
Keene Affordable (KAHP)	22,985	0	133,195	15,665,399	4,204,101	(207,799)	19,817,881
Meadow Road	89,639	0	2,480	501,882	175,154	9,718	778,873
Roxbury St Shelter	38,417	0	(363)	291,495	111,437	(4,286)	436,700
Section 8 Voucher Program (MTW)	98,812	0	8,384	0	77,019	132,112	316,327
Mainstream Voucher Program	1,537	0	521	0	144,169	(2,400)	143,827
Special Purpose Vouchers (Non-Elderly Disabled)	38,719	0	1,087	0	50,014	19,150	108,970
Low Income Tax Credits (LIHTC)							
Brookbend East	529	0	34,363	1,061,595	5,321,514	23,788	6,441,789
Brookbend West	530	0	23,937	1,549,340	4,352,984	(59,986)	5,866,805
Evergreen Knoll	0	0	25,020	1,777,535	1,464,139	(52,918)	3,213,776
Riverbend	126,530	0	41,362	1,027,583	807,204	543	2,003,222
Stone Arch Family	0	0	23,981	589,547	2,478,832	(64,625)	3,027,735
Stone Arch Senior	335	0	29,912	525,193	2,841,656	(46,607)	3,350,489
Multi-Family Properties							
Central Square Terrance	82,412	933,070	74,555	2,653,076	(1,919,549)	81,513	1,905,077
Non-Owned/Managed Properties							
Cottage Street	644	0	549	491,381	(47,755)	(4,821)	439,998
Ash Brook	207	0	11,898	752,322	(15,170)	5,890	755,147
Emerald Street	85	0	3,310	140,946	65,599	20,001	229,941
Fairweather Lodge	1,482	0	3,131	0	37,341	(1,790)	40,164
TOTALS	**806,997**	**933,070**	**450,294**	**27,521,456**	**36,775,821**	**2,759**	**66,490,397**

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)		

SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Office Closed Labor Day SAVS Bingo	4 FV & CST Garden Meeting CST Game Night	5	6 N & G and Brookbend Garden Meetings CST Bingo	7	8
9 Harper Acres Crochet Night	10 SAV & Evergreen Garden Meeting SAVS Bingo	11 FV & CST Garden Meeting CST Cooking Group	12 SAVS Craft Group	13 Fair Housing Training N & G and Brookbend Garden Meetings	14 CST Ice Cream Social	15
16	17 SAV & Evergreen Garden Meeting SAVS Bingo	18 FV & CST Garden Meeting CST Game Night	19 Board of Commissioners Meeting Harper Craft Group	20 N & G and Brookbend Garden Meetings CST Bingo	21	22 Harper Acres Movie Night
23 Harper Acres Crochet Night	24 SAV & Evergreen Garden Meeting SAVS Bingo	25 FV & CST Garden Meeting CST Craft Group	26 SAVS Card Making CST Planning Meeting	27 NHHFA Management Review Evergreen Knoll CST Bingo	28	29
30						

Keene Housing

OCTOBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 SAV & Evergreen Garden Meeting	2 FV & CST Garden Meeting	3	4 N & G and Brookbend Garden Meetings	5	6
7	8 SAV & Evergreen Garden Meeting	9 FV & CST Garden Meeting	10	11 N & G and Brookbend Garden Meetings	12	13
14	15 SAV & Evergreen Garden Meeting	16 FV & CST Garden Meeting	17 Board of Commissioners Meeting	18 N & G and Brookbend Garden Meetings	19	20
21	22	23	24	25	26	27
28	29	30	31			

Keene Housing