## **Brookfield Housing Authority**

### 3 Brooks Quarry Road Brookfield, CT 06804-1052

(203) 775-1403 Fax (203) 740-8714

#### Tuesday, April 18, 2017 - Board Meeting Minutes

Brookfield Town Hall, Rm. 129

#### 1.0 Call to order: The meeting was called to order at 6:10 PM by Michael Steele

#### In Attendance:

<u>Commissioners</u>: Michael Steele - Chairman of the Board, Jo-Ann Gargiulo - Resident Commissioner, Masarrat Quaisar- Corporate Secretary, and Cydonie Fukami - Vice Chairman. Howard Lasser - Treasurer, was absent.

<u>DeMarco Management Co:</u> Gina Parisi- Property Manager and Matthew Fontaine- CPA and Controller.

Resident: Iris Fiske

Pledge of Allegiance to the Flag led by Michael Steele.

#### 2.0 Approval of March 21, 2017 Minutes:

Jo-Ann motioned to approve the March minutes. Masarrat second it. Carried.

#### 3.0 <u>Treasurer's Report:</u>

Matthew Fontaine, presented the Financial Statements, (Balance Sheet and P&L).

#### 4.0 **Property Manager Report:**

<u>Re-certifications:</u> All but one have been completed.

Status of work orders: 11 work orders issued, 4 not completed.

<u>Applications:</u> Waiting list is currently closed and must be prioritized by lottery. Any applications received after Nov. 2016 will need to be resubmitted because the proper procedure was not followed by the previous Executive Director.

<u>Occupancy:</u> 99%. Currently no wait list for efficiency and interest from current 1 bedroom wait list to accept an efficiency unit.

<u>Administrative:</u> After hours service is set up, notices to residents will be issued by April 30th. No changes in telephone number for residents to call.

<u>Maintenance:</u> Lawn and Snow contract is up and Management asked for current company to send in bid for a 2 yr. contract. Other local vendors to provide bids as well.

Pot hole in walkway/roadway needs to be fixed. Gina will give Michael a picture to review the request with Steve Dunn. Pete to get estimate for repair.

#### 5.0 <u>Commissioner's Reports and Updates:</u>

<u>Chairman</u> - the Strategic Planning Session on 4/26 will focus on the Capital Needs Plan.

<u>Secretary</u> – no update.

Resident Commissioner - Yo Chi Classes going well.

Jo-Ann would like to have schedule speakers for resident discussion in the Community Room.

#### 6.0 **New Business:**

Matt Fontaine reviewed a proposed 2% increase for the Management Plan for FY2017-18: Budget was read into the minutes. Jo-Ann made a motion to accept the Budget as proposed. Second by Cydonie. Carried – unanimous.

A Motion was made by Michael to appoint Cydonie as Vice Chairman. Masarrat second it. Carried – unanimous.

No Executive Session.

7.0 <u>Adjourn:</u> Motion to adjourn by Michael. Jo-Ann second it. Carried. The meeting was adjourned at 7:51 PM.

Respectfully submitted by Iris Fiske, Secretary for the minutes

## Brookfield Housing Authority Profit & Loss Budget Performance March 2017

**Brookfield Housing Authority** 

Financial Performance - as of March 30, 2017

Ordinary Income/Expense Income         Mart 7         Seven Judget         Jeven Judget         Jevn Judget								
Rendal Income         Tendal Income         15,056.00         15,056.00         33,418.00         134,352.00         -934.00         79,520.00           Rental Income - Excess of Base         2,002.00         1,623.67         378.33         21,599.20         14,613.03         6,978.97         19,484.04           Dwelling Vacancy Loss         -505.00         -505.67         0.07         -15,585.00         -4,551.03         2,992.53         16,080.40           350 Sales & Service to tenants         918.00         1,001.67         -83.67         7,479.00         90,15.03         -15,580.03         12,020.03           Interest Income         -48.00         145.83         -193.83         2,532.78         10,503.03         -15,580.03         12,020.03           Total Income         -17,420.00         17,333.17         88.83         163.552.76         163.463.33         17,249.00         20,000.03		Mar 17	Budget	\$ Over Budget	Jul '16 - Mar 17	YTD Budget	\$ Over Budget	Annual Budget
Rental Income - Tenant         15,056.00         5,056.00         0.00         133,418.00         134,352.00         -934.00         179,520.00           Rental Income - Excess of Base         2,002.00         1,623.67         378.33         21,592.00         14,613.03         6,978.97         19,484.04           Dwelling Vacancy Loss         -505.00         -505.67         0.65         -1,555.00         -4,551.03         2,992.53         -6,080.44           3510 Sales & Service to tenants         10.00         11,67         -11.67         89.48         105.03         -1,555.03         140,04           Other Income         -48.00         11,673         -11.67         89.48         105.03         -1,550.20         12,020.40           Total Income         -48.00         145.83         -193.83         26,552.76         15,486.53         8,706.23         266,640.40           Total Income         -48.00         -190.00         -1,500.00         -5,562.00         5,846.53         8,706.23         26,640.40           Stagaries - Office         24.00.50         -1,500.00         -1,500.00         -2,500.00         -2,500.00         -2,500.00         -2,500.00         -2,500.00         -2,500.00         -2,500.00         -2,500.00         -2,500.00         -2,500.00	Ordinary Income/Expense							
Rental Income - Excess of Base Dulling Vacancy Loss         2,002.00         1,623.67         378.33         21,592.00         14,613.03         6,978.97         19,484.04           Duelling Vacancy Loss         -505.00         -505.67         0.66         1,558.50         4,551.03         2,992.53         -6,080.04           3510 Sales & Service to tenants         918.00         1,010.67         -83.67         7,479.00         9,015.03         2,155.60         140.04           Other Income         -48.00         141.68         -193.83         2,532.78         1,312.47         1,203.1         1,749.09           Total Income         17,423.00         17,333.17         89.83         16,552.76         154,846.53         8,706.23         26,840.40           Expense         8         6,949.20         5         5         7         7,909.00         2,515.47         11,590.43         43,535.96         6,949.20           Salaries - Office         2,410.54         3,612.83         1,202.29         20,925.04         32,515.47         11,590.43         43,353.96         6,949.20           Fiscal and Other Fees         350.00         516.67         -16.667         10,00.00         4,500.00         -2,400.00         10,00.00         4,200.00         -2,400.00 <t< th=""><th>Income</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	Income							
Dwelling Vacancy Loss         -505.00         -505.60         -0.67         -1,558.50         -4,551.03         2,992.53         -6,068.04           3510 Sales & Service to tenants         918.00         1,001.67         -83.67         7,479.00         9,015.03         -1,556.03         12,020.04           Interest Income         -48.00         145.83         -193.83         2,532.78         13,124.73         12,023.1         17,49.96           Total Income         17,423.00         17,333.71         89.83         16,532.78         13,124.73         12,023.1         17,49.96           Expense         17,429.00         17,433.01         89.83         1,532.78         13,124.73         11,599.43         26,349.40           Salaries-Office         24,105.49         3,612.83         -1,202.29         20,925.40         32,515.47         -11,590.43         33,353.69         6,949.20           Slaaries-Office         24,105.40         3,612.83         -1,202.29         20,925.40         32,515.47         -11,590.43         33,353.60         6,949.20           Chier Outside Services         350.00         1,510.00         -1,500.00         4,500.00         -8,475.00         12,000.00         4,600.00         -2,410.00         -2,410.00         14,669.00         -2,410.	Rental Income - Tenant	15,056.00	15,056.00	0.00	133,418.00	134,352.00	-934.00	179,520.00
3510 Sales & Service to tenants         918.00         1,001.67         -83.67         7,479.00         9,015.03         -1,556.03         12,002.04           Interest Income         0.00         11.67         -11.67         89.48         105.03         -1,555.03         140.04           Other Income         74.80.0         145.83         -193.83         2,532.78         1,312.47         1,220.31         1,749.96           Total Income         17,423.00         17,333.17         88.93         163,552.78         15,846.53         8,766.23         206,840.40           Expense         2         3         6,949.20         2         2         7         7         7         1,159.03         43,353.96         3	Rental Income - Excess of Base	2,002.00	1,623.67	378.33	21,592.00	14,613.03	6,978.97	19,484.04
Interest Income         0.00         11.67         -11.67         89.48         105.03         -15.55         140.04           Other Income         -48.00         145.83         -193.83         2.532.78         1.312.47         1.20.31         1.749.96           Total Income         17,423.00         17,333.17         89.83         16,552.78         15.846.53         8,706.23         206.846.44           Expense         7         6,949.20         7         7         6,949.20         7         11,590.43         43,353.96         6,249.20         20,925.40         32,515.47         11,590.43         43,353.96         6,249.20         20,925.40         32,515.47         11,590.43         43,353.96         6,249.20         20,000.00         4,650.03         5,389.97         6,200.00         6,200.00         2,410.93         14,600.00         1,000.00         525.00         9,000.00         2,410.93         14,600.00         1,000.00         2,410.93         14,600.00         1,000.00         2,400.00         1,000.00         2,400.00         1,000.00         2,410.93         14,600.00         1,000.00         2,400.00         1,000.00         2,400.00         1,000.00         2,400.00         1,000.00         2,400.00         1,000.00         2,400.00         1,000.00 <th>Dwelling Vacancy Loss</th> <th>-505.00</th> <th>-505.67</th> <th>0.67</th> <th>-1,558.50</th> <th>-4,551.03</th> <th>2,992.53</th> <th>-6,068.04</th>	Dwelling Vacancy Loss	-505.00	-505.67	0.67	-1,558.50	-4,551.03	2,992.53	-6,068.04
Other Income         4.80.0         14.83.0         1.93.83         2.532.78         1.312.47         1.220.13         1.74.90.6           Total Income         17,423.00         17,333.17         89.80         163,552.76         154,846.53         8,706.23         206,840.64           Expense         3         8         6,949.25         5         5         5         5         5         5         5         6         9.00.0         43,935.96         6         20,925.04         32,515.47         11,509.43         43,935.96         6         6         9.00.0         4,650.03         15,904.3         43,935.96         6         20,000.0         6         20,925.04         32,515.47         11,509.43         43,935.96         6         20,000.0         5         6         60,945.07         4,650.03         5,683.09         6,200.00         6         60,000.00         5,680.00         6,200.00         6,200.00         6         60,000.00         6,000.00         6,000.00         6,000.00         6,000.00         6,000.00         6,000.00         6,000.00         6,000.00         7,000.00         6,000.00         7,000.00         6,000.00         7,000.00         6,000.00         7,000.00         7,000.00         7,000.00         7,000.00         7	3510 Sales & Service to tenants	918.00	1,001.67	-83.67	7,479.00	9,015.03	-1,536.03	12,020.04
Total Income         17,423.00         17,333.17         89.83         163,552.76         154,846.53         8,706.23         268,846.04           Expenses           Office Salaries-Office         0.00         5,949.20         4,949.20         11,590.43         43,353.96           Fiscal and Other Fees         350.00         516.67         -16,007         10,000.00         4,650.03         5,389.97         6,200.04           Other Outside Services         0.00         1,000.00         -1,000.00         4,650.03         5,389.97         6,200.04           Management Fee         1,400.00         -1,000.00         4,200.00         -8,475.00         12,000.00           Other Office Expense         221.78         1,219.92         -998.14         8,568.35         10,979.28         -2,410.93         14,639.04           Office Supplies         115.99         116.67         -0.68         642.91         1,050.03         -407.12         1,400.04           Travel         0.00         625.50         -62.50         594.47         562.50         31.9         750.00           Payroll Taxes         265.56         261.25         4.31         880.69         2,351.25         -1,470.56         3,135.00           Electricity	Interest Income	0.00	11.67	-11.67	89.48	105.03	-15.55	140.04
Expense         Cyffice Salaries-Other Comp         0.00         6.949.20         6.949.20         7.1,590.40         43,353.96           Salaries - Office         2,410.54         3,612.83         -1,202.29         20,925.04         32,515.47         -11,590.43         43,353.96           Fiscal and Other Fees         350.00         516.67         -16.67         10,040.00         4,650.03         5,389.97         6,200.04           Other Outside Services         0.00         1,000.00         -52.00         9,000.00         -8,475.00         12,000.00           Management Fee         1,400.00         -99.81.4         8,568.35         10,979.28         -2,410.93         14,630.40           Other Office Expense         221.78         1,219.92         -998.14         8,568.35         10,979.28         -2,410.93         14,630.40           Office Supplies         1115.99         116.67         -0.08         8,568.35         10,979.28         -2,410.93         14,630.40           Office Supplies         115.99         116.67         -0.08         8,568.35         10,979.28         -2,410.93         14,630.40           Payroll Taxes         227.75         261.25         4.31         880.69         2,351.25         -1,470.56         3,135.00      <	Other Income	-48.00	145.83	-193.83	2,532.78	1,312.47	1,220.31	1,749.96
Office Salaries-Office         2,410.54         3,612.83         -1,202.29         20,925.04         32,515.47         -11,590.43         43,353.96           Fiscal and Other Fees         350.00         516.67         -166.67         10,040.00         4,650.03         5,389.97         6,200.04           Other Outside Services         0.00         1,000.00         -1,000.00         525.00         9,000.00         -8,475.00         12,000.00           Management Fee         1,400.00         -998.14         8,568.35         10,979.28         -2,410.93         14,639.04           Office Supplies         115.99         116.67         -0.68         642.91         1,050.03         -407.12         1,400.04           Travel         0.00         62.50         594.47         562.50         31.97         750.00           Pensions and Other Funds         272.75         -         -62.50         594.47         562.50         31.97         750.00           Payroll Taxes         265.56         261.25         4.31         880.69         2,351.25         -1,470.56         3,135.00           Electricity         2,276.98         760.42         1,516.56         6,129.38         6,843.78         -714.40         9,125.04           Vale	Total Income	17,423.00	17,333.17	89.83	163,552.76	154,846.53	8,706.23	206,846.04
Salaries - Office         2,410.54         3,612.83         -1,202.29         20,925.04         32,515.47         -11,590.43         43,353.96           Fiscal and Other Fees         350.00         516.67         -166.67         10,040.00         4,650.03         5,389.97         6,200.04           Other Outside Services         0.00         1,000.00         -1,000.00         525.00         9,000.00         -8,475.00         12,000.00           Management Fee         1,400.00         -1,000.00         4,200.00         -2,410.93         14,639.04           Office Supplies         115.99         116.67         -0.68         642.91         1,050.03         -407.12         1,400.04           Travel         0.00         62.50         -62.50         594.7         562.50         31.97         750.00           Pensions and Other Funds         272.75         1,054.50         1,054.50         -1,470.56         3,135.00           Electricity         2,276.88         760.42         1,516.56         6,129.38         6,843.78         -714.40         9,125.04           Water         325.00         650.00         -325.00         4,705.48         5,850.00         -1,144.52         7,800.00           Fuel         0.00         316.67	Expense							
Fiscal and Other Fees         350.00         516.67         -166.67         10,040.00         4,650.03         5,389.97         6,200.04           Other Outside Services         0.00         1,000.00         -1,000.00         525.00         9,000.00         -8,475.00         12,000.00           Management Fee         1,400.00	Office Salaries-Other Comp	0.00			6,949.20			
Other Outside Services         0.00         1,000.00         -1,000.00         525.00         9,000.00         -8,475.00         12,000.00           Management Fee         1,400.00	Salaries - Office	2,410.54	3,612.83	-1,202.29	20,925.04	32,515.47	-11,590.43	43,353.96
Management Fee         1,400.00         4,200.00           Other Office Expense         221.78         1,219.92         -998.14         8,568.35         10,979.28         -2,410.93         14,639.04           Office Supplies         115.99         116.67         -0.68         642.91         1,050.03         -407.12         1,400.04           Travel         0.00         62.50         594.47         562.50         31.97         750.00           Pensions and Other Funds         272.75	Fiscal and Other Fees	350.00	516.67	-166.67	10,040.00	4,650.03	5,389.97	6,200.04
Other Office Expense         221.78         1,219.92         -998.14         8,568.35         10,979.28         -2,410.93         14,639.04           Office Supplies         115.99         116.67         -0.68         642.91         1,050.03         -407.12         1,400.04           Travel         0.00         62.50         594.47         562.50         31.97         750.00           Pensions and Other Funds         272.75	Other Outside Services	0.00	1,000.00	-1,000.00	525.00	9,000.00	-8,475.00	12,000.00
Office Supplies         115.99         116.67         -0.68         642.91         1,050.03         -407.12         1,400.04           Travel         0.00         62.50         -62.50         594.47         562.50         31.97         750.00           Pensions and Other Funds         272.75         T.054.50         1,054.50         1,054.50         1,054.50         2.00         2,351.25         -1,470.56         3,135.00         3,135.00         2,105.00         2,251.25         -1,470.56         3,135.00	Management Fee	1,400.00			4,200.00			
Travel         0.00         62.50         594.47         562.50         31.97         750.00           Pensions and Other Funds         272.75         1,054.50         1,054.50         21,054.50         21,054.50         21,054.50         21,054.50         21,054.50         21,054.50         21,054.50         21,054.50         21,054.50         235.00         235.00         4,31         880.69         2,351.25         -1,470.56         3,135.00         31,050.00         20.00         20.00         21,516.56         6,129.38         6,843.78         -714.40         9,125.04         20.00         235.00         4,705.48         5,850.00         -1,144.52         7,800.00         20.00         21.00         4,705.48         5,850.00         -1,144.52         7,800.00         20.00         20.00         21.77         112.50         -90.73         150.00         20.00	Other Office Expense	221.78	1,219.92	-998.14	8,568.35	10,979.28	-2,410.93	14,639.04
Pensions and Other Funds         272.75         1,054.50           Payroll Taxes         265.56         261.25         4.31         880.69         2,351.25         -1,470.56         3,135.00           Electricity         2,276.98         760.42         1,516.56         6,129.38         6,843.78         -714.40         9,125.04           Water         325.00         650.00         -325.00         4,705.48         5,850.00         -1,144.52         7,800.00           Fuel         0.00         12.50         -12.50         21.77         112.50         -90.73         150.00           Cable         1,028.39         925.00         103.39         8,277.36         8,325.00         -47.64         11,100.00           Sewer         0.00         316.67         -316.67         2,340.00         2,850.03         -510.03         3,800.04           Materials & Supplies         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         <	Office Supplies	115.99	116.67	-0.68	642.91	1,050.03	-407.12	1,400.04
Payroll Taxes         265.56         261.25         4.31         880.69         2,351.25         -1,470.56         3,135.00           Electricity         2,276.98         760.42         1,516.56         6,129.38         6,843.78         -714.40         9,125.04           Water         325.00         650.00         -325.00         4,705.48         5,850.00         -1,144.52         7,800.00           Fuel         0.00         12.50         -12.50         21.77         112.50         -90.73         150.00           Cable         1,028.39         925.00         103.39         8,277.36         8,325.00         -47.64         11,100.00           Sewer         0.00         316.67         -316.67         2,340.00         2,850.03         -510.03         3,800.04           Maintenance Wages         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70	Travel	0.00	62.50	-62.50	594.47	562.50	31.97	750.00
Electricity         2,276.98         760.42         1,516.56         6,129.38         6,843.78         -714.40         9,125.04           Water         325.00         650.00         -325.00         4,705.48         5,850.00         -1,144.52         7,800.00           Fuel         0.00         12.50         -12.50         21.77         112.50         -90.73         150.00           Cable         1,028.39         925.00         103.39         8,277.36         8,325.00         -47.64         11,100.00           Sewer         0.00         316.67         -316.67         2,340.00         2,850.03         -510.03         3,800.04           Maintenance Wages         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance	Pensions and Other Funds	272.75			1,054.50			
Water         325.00         650.00         -325.00         4,705.48         5,850.00         -1,144.52         7,800.00           Fuel         0.00         12.50         -12.50         21.77         112.50         -90.73         150.00           Cable         1,028.39         925.00         103.39         8,277.36         8,325.00         -47.64         11,100.00           Sewer         0.00         316.67         -316.67         2,340.00         2,850.03         -510.03         3,800.04           Maintenance Wages         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expen	Payroll Taxes	265.56	261.25	4.31	880.69	2,351.25	-1,470.56	3,135.00
Fuel         0.00         12.50         -12.50         21.77         112.50         -90.73         150.00           Cable         1,028.39         925.00         103.39         8,277.36         8,325.00         -47.64         11,100.00           Sewer         0.00         316.67         -316.67         2,340.00         2,850.03         -510.03         3,800.04           Maintenance Wages         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16	Electricity	2,276.98	760.42	1,516.56	6,129.38	6,843.78	-714.40	9,125.04
Cable         1,028.39         925.00         103.39         8,277.36         8,325.00         -47.64         11,100.00           Sewer         0.00         316.67         -316.67         2,340.00         2,850.03         -510.03         3,800.04           Maintenance Wages         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0	Water	325.00	650.00	-325.00	4,705.48	5,850.00	-1,144.52	7,800.00
Sewer         0.00         316.67         -316.67         2,340.00         2,850.03         -510.03         3,800.04           Maintenance Wages         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Fuel	0.00	12.50	-12.50	21.77	112.50	-90.73	150.00
Maintenance Wages         0.00         385.00           Materials & Supplies         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Cable	1,028.39	925.00	103.39	8,277.36	8,325.00	-47.64	11,100.00
Materials & Supplies         0.00         116.67         -116.67         1,901.70         1,050.03         851.67         1,400.04           Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Sewer	0.00	316.67	-316.67	2,340.00	2,850.03	-510.03	3,800.04
Contractual Services         2,430.08         5,445.17         -3,015.09         32,398.34         49,006.53         -16,608.19         65,342.04           Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Maintenance Wages	0.00			385.00			
Equipment Expense         0.00         443.08         -443.08         977.54         3,987.72         -3,010.18         5,316.96           Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Materials & Supplies	0.00	116.67	-116.67	1,901.70	1,050.03	851.67	1,400.04
Refuse Removal         404.70         402.83         1.87         3,642.30         3,625.47         16.83         4,833.96           Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Contractual Services	2,430.08	5,445.17	-3,015.09	32,398.34	49,006.53	-16,608.19	65,342.04
Insurance         157.15         1,375.00         -1,217.85         9,950.24         12,375.00         -2,424.76         16,500.00           Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Equipment Expense	0.00	443.08	-443.08	977.54	3,987.72	-3,010.18	5,316.96
Total Expense         11,658.92         17,237.18         -5,578.26         125,109.27         155,134.62         -30,025.35         206,846.16           Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Refuse Removal	404.70	402.83	1.87	3,642.30	3,625.47	16.83	4,833.96
Net Ordinary Income         5,764.08         95.99         5,668.09         38,443.49         -288.09         38,731.58         -0.12	Insurance	157.15	1,375.00	-1,217.85	9,950.24	12,375.00	-2,424.76	16,500.00
	Total Expense	11,658.92	17,237.18	-5,578.26	125,109.27	155,134.62	-30,025.35	206,846.16
Net Income 5,764.08 95.99 5,668.09 38,443.49 -288.09 38,731.58 -0.12	Net Ordinary Income	5,764.08	95.99	5,668.09	38,443.49	-288.09	38,731.58	-0.12
	Net Income	5,764.08	95.99	5,668.09	38,443.49	-288.09	38,731.58	-0.12

**Capital Reserve** 

# Brookfield Housing Authority Balance Sheet

As of March 31, 2017

	Jun 30, 16	Sep 30, 16	Dec 31, 16	Mar 31, 17
ASSETS Current Assets				
Checking/Savings				
1120 Checking Petty Cash	143,501.88 75.00	143,501.88 75.00	150,720.26 75.00	163,431.45 75.00
Total Checking/Savings	143,576.88	143,576.88	150,795.26	163,506.45
Other Current Assets Other Receivable	778.00	770.00	110.50	309.00
Rehabilitation Funds Receivable Unexpired Insurance	546,106.95 544.50	778.00 546,106.95 544.50	112.50 546,106.95 8,187.62	50,744.52 816.75
Total Other Current Assets	547,429.45	547,429.45	554,407.07	51,870.27
Total Current Assets	691,006.33	691,006.33	705,202.33	215,376.72
Fixed Assets				
1405 · Development Cost	1,363,691.92	1,363,691.92	1,363,691.92	1,363,691.92
Furniture & Equipment Capital Improvements	68,394.00 317,974.81	68,394.00 317,974.81	68,394.00 317,974.81	68,394.00 317,974.81
Rehab Program Expenditures	127,096.05	127,096.05	127,096.05	622,458.48
Total Fixed Assets	1,877,156.78	1,877,156.78	1,877,156.78	2,372,519.21
Other Assets RAP Subsidy Payments	29,642.00	29,642.00	16,665.00	24,999.00
Total Other Assets	29,642.00	29,642.00	16,665.00	24,999.00
TOTAL ASSETS	2,597,805.11	2,597,805.11	2,599,024.11	2,612,894.93
LIABILITIES & EQUITY Liabilities Current Liabilities				
Accounts Payable 2110 Accounts Payable	0.00	0.00	0.00	8,520.91
Total Accounts Payable	0.00	0.00	0.00	8,520.91
Other Current Liabilities	0.050.60	0.050.60	14 206 22	15 256 27
Accounts Payable Manual Payroll Liabilities	9,058.68 2,157.50	9,058.68 2,157.50	14,396.33 2,157.50	15,356.27 2,157.50
<b>Total Other Current Liabilities</b>	11,216.18	11,216.18	16,553.83	17,513.77
Total Current Liabilities	11,216.18	11,216.18	16,553.83	26,034.68
Total Liabilities	11,216.18	11,216.18	16,553.83	26,034.68
Equity	0.00	45 000 77	0.00	0.00
Retained Earnings Capital Grant by State of CT	0.00 988,801.92	15,308.77 988,801.92	0.00 988,801.92	0.00 988,801.92
Valuation of Fixed Assets	68,394.00	68,394.00	68,394.00	68,394.00
Contribution by Municipality	374,890.00	374,890.00	374,890.00	374,890.00
Gifts and Donations Rehab Funds Authorized #1	404.48 92,200.00	404.48 92,200.00	404.48 92,200.00	404.48 92,200.00
Capital Grant/State Rehab.	225,646.65	225,646.65	225,646.65	225,646.65
Opening Balance Equity	0.00	0.00	-5,158.25	-13,063.91
R.E. for APTS R.E. for RM&R	2,631.23 116,623.06	2,631.23 116,623.06	2,038.56 103,933.47	2,038.56 103,933.47
RAP Grant Authorized	31,086.00	31,086.00	31,086.00	31,086.00
RAP Grant Unissued	-17,764.00	-17,764.00	-29,590.00	-29,590.00
Rehab Funds Authorized #2 Unappropriated R.E.	673,203.00 15,163.82	673,203.00 15,163.82	673,203.00 30,472.59	673,203.00 30,472.59
Net Income	15,308.77	0.00	26,147.86	38,443.49
Total Equity	2,586,588.93	2,586,588.93	2,582,470.28	2,586,860.25
TOTAL LIABILITIES & EQUITY	2,597,805.11	2,597,805.11	2,599,024.11	2,612,894.93

\$0.00

#### MANAGEMENT PLAN

Estimate of Average Annual Income and Expense

NET RESULT OF OPERATIONS

FY 2017-2018 as proposed on April 18, 2017

SHP Form 6-12

PROJEC	T		PROJECT NO.	E-135		
Brooks	rooks Quarry		CHFA LOAN NO.	85011D		
AUTHO	RITY/SPONSOR	NO. OF UNITS	NO. OF UNITS UNIT MONTHS			
Housing	Authority, Town of Brookfield	35		420		
		I	Total Per Year	Average per Unit Months		
3100	Doutel Income Doce		¢195.022	440.55		
3100.1	Rental Income - Base		\$185,032	<u>440.55</u> 57.20		
			24,024			
3120	Surcharges and Excess Utilities TOTAL RENTAL INCOME		\$209,056	497.75		
3210	Less: Dwelling Vacancy Loss NET RENTAL INCOME		5,551 \$203,505	13.22 484.54		
3620	Other Income		13,280	31.62		
	TOTAL INCOME		\$216,785	\$516.15		
4100	Administrative		86,544	206.06		
4300	Utilities		35,351	84.17		
4400	Maintenance		69,459	165.38		
4710	Refuse Removal		4,834	11.51		
4711	Insurance		16,224	38.63		
4715	Payment in Lieu of Taxes (or Ad Valoreum Taxes, if Applicable)					
4716	State Service Charge					
4717	Interest Expense					
	TOTAL OPERATING EXPENSES		\$212,411	505.74		
4810	Provision for Repairs, Maintenance and R	eplacements	4,374	10.41	*	
4820	Provision for Collection Losses					
4910	Principal Payment - Mortgage					
4920	Principal Payment - Rehabilitation Loan					
	TOTAL EXPENSES, PROVISIONS	and PRINCIPAL	\$216,785	\$516.15		

#### 3000 INCOME

## 3100 RENTAL INCOME - BASE

Unit Size	Monthly Rent	No. Units	No. Months	Total Rent Per Year
0BR	416	27	2	22,464
0BR	428	27	10	115,560
1 BR	478	8	2	7,648
1 BR	492	8	10	39,360
2 BR			12	
3 BR			12	

		TOTAL DWELL	ING RENTAL SCHEDULE	\$185,032
3100	Rental Income - Tenant Payments	151,696		
2811	Rental Income - State Subsidy (RAP)	33,336		
3100.1	Rental Income - Excess of Base			\$24,024
3110	Excess Utilities (From Separate Schedule)			
3120	Surcharges (From Separate Schedule )	_		
		TOTAL RENTAL	INCOME	\$209,056
3210	Less: Dwelling Vacancy Loss		5,551	
		NET RENTAL INC	COME	\$203,505
3300	Non-Dwelling Rentals			
3510	Sales/Services to Tenants (including Cable TV	fees)	11,340	
3610	Interest Earned		140	
3620	Other Income	_	1,800	
		TOTAL OTHER I	NCOME	\$13,280
		TOTAL INCOME	_	\$216,785
NOTE: CI	LICK RED LINK AT END OF LINE - It will bri	ng you to Page 4 - Ins	ert the necessary itemized informa	ation Go to Page
		4000 EXPENS	E	
4100	ADMINISTRATIVE			

		4000 EXPE	NSE	
4100	ADMINISTRATIVE			
4120	Salaries - Office	(See Page 4)	30,004	
4120.1	Compensated Absences - Ad	ministrative Salaries		
4130	Other Outside Services	(See Page 4)	2,500	
4130.1	Less: Legal Costs to Tenants			
4131	Fiscal and Other Fees	(See Page 4)	8,750	
4132	Management Fees		23,100	
4151	Office Supplies		1,400	
4152	Rents			
4153	Travel		1,200	
4159	Other Office Expense	(See Page 4)	11,839	
4160	Pensions & Other Funds		4,150	
4161	Payroll Taxes		3,600	
		TOTAL ADMIN	NISTRATIVE	\$86,544
4300	UTILITIES		_	
4310	Water		7,800	
4320	Electricity		9,125	
4330	Gas			
4340	Fuel		150	
4350	Cable Television		12,276	
4360	Sewer		6,000	
		TOTAL UTILIT	ΓIES _	35,351

4400 4410 4410.1 4420 4430 4440	MAINTENANCE EXPENSE  Personal Services (See Page 4)  Compensated Absences - Maintenance Wages Materials and Supplies  Contractual Services (See Page 4)  Maintenance Shop and Equipment Expense	6.	1,400 2,742 5,317	60.450
		TOTAL MAINTENANCE EXI	PENSE	69,459
4700 4710 4711 4715	OTHER EXPENSES Refuse Removal Insurance (See Page 3) Taxes		4,834 6,224	
	Direct Pay			g other than PILOT, please e actual amount)
	PILOT Rental Income Less: Total Utilities & Vacancy Total Shelter Rent	209,056 28,626 180,430	cinci inc	z actual amount)
	Percent of Shelter Rent			g PILOT, please e percentage amount)
	PILOT Pay	*	chter the	percentage amount)
	Tax Payment to Municipality			
4716	State Service Charge			
	_			
4717	Interest Expense			
4800 4810 4820	RESERVE PROVISIONS Provision for Repairs, Maintenance & Replac Provision for Collection Losses	ements	4,374	212,411
4910 4920	Principal Payment - Mortgage Principal Payment - Rehabilitation Loan			
		TOTAL PROVISIONS AND P	RINCIPAL	4,374
		NET RESULT OF OPERATIO	ONS	\$216,785
47	11 INSURANCE			
47	Public Liability (Incl. Fire)	1/2	4,724	
	Fire and Extended Coverage		T, 1 4T	
	Workmen's Compensation		900	
	Burglary and Robbery/Fidelity			
	Auto. Public Liability and Property Damage			
	Fidelity Bond			
	Boiler Insurance (If Central Heating Plant)			
	Umbrella Policy			
	Miscellaneous (Director's & Officer's)		600	
	Other(identify)			
	Other(identify)			
	TOTAL INSURANCE	<del></del>	<del></del>	\$16,224

4120 SALARIES - OFFICE			·		
	No.	Annual	Total	%	]
Position	Positions	Salary	Salaries	Charged	
Office Salary	1.00	65,000	16,250		
Office Assistance	1.00	13,754	13,754	100.00%	
					1
					1
Total Salaries			\$30,004.00		
TOTAL SALARIES -	CENTRAL OFFICE	7			\$30,004
TOTAL SALAKIES -	CENTRAL OFFICE	2			\$30,004
4130 OTHER OUTSIDE SEE	RVICES				
Legal			2,500		
Other(identify)		_			
	COLDE CEDATOEC	_			<b>#2.5</b> 00
TOTAL OTHER OUT	ISIDE SERVICES				\$2,500
<u></u>					
4131 FISCAL & OTHER FE	ES				
	LU		2.750		
Accounting		_	2,750		
Annual Audit			6,000		
Other(identify)					
	OTHER REEC				40.750
TOTAL FISCAL ANI	OTHER FEES				\$8,750
4159 OTHER OFFICE EXP	ENSES				
Advertising	21 (5125		1,000		
		_			
Computer & Software Ex			2,000		
Telephone / Cell Phones /	Pagers / Answering S	Service / Internet	1,764		
Copier / Fax Service			_		
Copier / Fax Service Credit / Criminal History	Reports	_	525		
Credit / Criminal History	Reports	Ξ			
Credit / Criminal History Meetings & Conferences	-	DA. IREM. etc.)	1,500		
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN	AHRO, NAHRO, PHAI	DA, IREM, etc.)	1,500 500		
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) minutes re	AHRO, NAHRO, PHAI	DA, IREM, etc.)	1,500 500 550		
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) water, res	AHRO, NAHRO, PHAI ecording meetings, etc.	DA, IREM, etc.)	1,500 500		\$11.820
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) minutes re	AHRO, NAHRO, PHAI ecording meetings, etc.	DA, IREM, etc.)	1,500 500 550		\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) water, res	AHRO, NAHRO, PHAI ecording meetings, etc.	DA, IREM, etc.)	1,500 500 550		\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) water, res	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S:		1,500 500 550 4,000		\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) minutes re Misc.(identify) water, res TOTAL OTHER OFF	AHRO, NAHRO, PHAI ecording meetings, etc. TICE EXPENSES	DA, IREM, etc.)  Annual	1,500 500 550	%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) minutes re Misc.(identify) water, res TOTAL OTHER OFF	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S:	Annual	1,500 500 550 4,000	% Charged	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.		1,500 500 550 4,000	Charged	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) minutes re Water, res TOTAL OTHER OFF  4410 PERSONAL SERVICE	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify)  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES S: No.	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position Maintenance  Total Salaries	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  No. Positions	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify)  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  No. Positions	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE Position Maintenance  Total Salaries	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  No. Positions	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Water, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance	Annual	1,500 500 550 4,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) minutes ro Water, res TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SERVER	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance	Annual	1,500 500 550 4,000 Total Salaries	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater. res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES	Annual Salary	1,500 500 550 4,000 Total Salaries	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES	Annual Salary	1,500 500 550 4,000 Total Salaries	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater. res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES	Annual Salary	1,500 500 550 4,000 Total Salaries	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s Heating System	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES	Annual Salary	1,500 500 550 4,000 Total Salaries 1,730 2,000 5,840	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s Heating System Landscaping	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES  ervice, tests & phones	Annual Salary	1,500 500 550 4,000 Total Salaries 1,730 2,000 5,840 17,000	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s Heating System Landscaping Misc. Electrical, Plumbin	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES  ervice, tests & phones	Annual Salary	1,500 500 550 4,000 Total Salaries 1,730 2,000 5,840 17,000 24,600	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s Heating System Landscaping Misc. Electrical, Plumbing Painting	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES  ervice, tests & phones	Annual Salary	1,500 500 550 4,000 Total Salaries 1,730 2,000 5,840 17,000 24,600 3,772	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s Heating System Landscaping Misc. Electrical, Plumbing Painting Snow Removal	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES  ervice, tests & phones g & Other	Annual Salary	1,500 500 550 4,000 Total Salaries 1,730 2,000 5,840 17,000 24,600 3,772 2,400	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s Heating System Landscaping Misc. Electrical, Plumbing Painting Snow Removal Other(identify) Deep clea	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES  ervice, tests & phones g & Other  ning heat pumps	Annual Salary	1,500 500 550 4,000 Total Salaries 1,730 2,000 5,840 17,000 24,600 3,772	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s Heating System Landscaping Misc. Electrical, Plumbing Painting Snow Removal Other(identify) Deep clea	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES  ervice, tests & phones g & Other  ning heat pumps	Annual Salary	1,500 500 550 4,000 Total Salaries 1,730 2,000 5,840 17,000 24,600 3,772 2,400	Charged 100.00%	\$11,839
Credit / Criminal History Meetings & Conferences Membership Fees (ConnN Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Misc.(identify) Mater, res  TOTAL OTHER OFF  4410 PERSONAL SERVICE  Position Maintenance  Total Salaries  TOTAL SALARIES -  4430 CONTRACTUAL SER Elevator Exterminating Fire Alarm & Sprinkler (s Heating System Landscaping Misc. Electrical, Plumbing Painting Snow Removal	AHRO, NAHRO, PHAI ecording meetings, etc. FICE EXPENSES  S:  No. Positions  Maintenance  VICES  ervice, tests & phones g & Other  ning heat pumps scaping	Annual Salary	1,500 500 550 4,000 Total Salaries 1,730 2,000 5,840 17,000 24,600 3,772 2,400 3,000	Charged 100.00%	\$11,839

#### AUTHORITY/SPONSOR'S CONSTRUCTION AND MANAGEMENT ACTIVITIES

Name of Project	Project No.	Owned or Acting as Agent	Base Rent Range	No. of Rooms	No. of Units
Brooks Quarry	E-175	Owned	480-557	78	35
		Managed by Sponso		78	35
Total Number of R Percent of T (Note: This Percent is to be	Total for This Man	agement Plan	78	100.00%	100.00%