

board agenda

Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room 101
7/23/2013
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Lomac Payton	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Roger Peterson	Review/Ratify May 2013 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Dale Parsons	COCC:	\$ 53,267.84
<input type="checkbox"/> Paul Stewart	Moon Towers:	\$ 61,601.02
<input type="checkbox"/> Thomas Dunker	Family:	\$ 83,279.14
<input type="checkbox"/> Wayne Allen	Bluebell:	\$ 21,884.74
<input type="checkbox"/> Ben Burgland	HCV:	\$ 13,104.65
<u>Excused:</u>	Brentwood:	\$ 18,123.26
	Prairieland:	\$ 21,736.61
	Capital Fund '10:	\$ 0.00
	Capital Fund '11:	\$ 0.00
<u>Others Present:</u>	Capital Fund '12:	\$ 56,168.67
	Capital Fund '13:	\$
	Ross Service Coordinator'11:	\$ 6,847.17
	Review/Ratify June 2013 Claims and Bills	Chairperson Payton
	COCC:	\$ 35,469.18
	Moon Towers:	\$ 39,815.58
	Family:	\$ 69,838.57
	Bluebell:	\$ 16,295.99
	HCV:	\$ 10,288.39
	Brentwood:	\$ 13,277.20
	Prairieland:	\$ 13,644.29
	Capital Fund '10:	\$ 0.00
	Capital Fund '11:	\$ 0.00
	Capital Fund '12:	\$ 600.00
	Capital Fund '13:	\$
	Ross Service Coordinator'11:	\$ 4,714.46

board agenda

	Review/Ratify May 2013 Financial Reports	Chairperson Payton
	Review/Ratify June 2013 Financial Reports	Chairperson Payton
Old Business	None	
New Business	Review/Approve Pay Request #4 from CAD Construction Inc. for Scattered Sites Roofing Project	Derek Antoine
	Review/Approve Pay Request #1 from RL Vollentine for Exterior Renovations at Bluebell Tower	Derek Antoine
	Review/Approve Resolution 2013-10 for Bad Debt Write-Offs for Period Ending 06/30/2013	Derek Antoine
	Review/Approve Proposal from Miller Valentine for Tax Credit Application	Derek Antoine Pete Schwiegeraht
Reports	Executive Director's Report	Derek Antoine
Other Business	Bluebell Exterior Renovations Update	Derek Antoine
	Scattered Sites Roofing Update	Derek Antoine
	Procurement Training – 8/19-8/21/2013	Derek Antoine
	REAC Physical Inspection –7/9	Derek Antoine
	Executive Director Performance Appraisal	Derek Antoine
	REAC Letter to HUD – Payton Signature	Derek Antoine
	Banking/Investment RFP	Derek Antoine
	www.knoxcountyhousing.org – 8/1/2013	Derek Antoine
Adjournment		

Date: 7/19/2013
Time: 3:55:14 PM
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Knox County Housing Authority
KCHA RESERVES
May, 2013

Current Period

Cumulative

LOW RENT CASH & RESERVES

COCC CASH & RESERVES

10-0-000-000-1111.030 Cash - COCC	117,483.21	496,325.30
10-0-000-000-1162.000 General Fund Investment	-117,476.46	0.00
10-0-000-000-1162.100 Restricted Invest(DOL)	0.00	1,613.14
10-0-000-000-1163.010 Own Reserve Invest	0.00	0.00
10-0-000-000-1163.020 Maint Res Invest	0.00	0.00
Total COCC Cash & Reserves	6.75	497,938.44

MOON TOWERS RESERVES

10-0-000-001-1111.020 Cash - First Midwest - MT	84,082.06	1,117,005.79
10-0-000-001-1162.000 General Fund Investment	-107,307.43	0.00
Total Moon Towers Cash & Reserves	-23,225.37	1,117,005.79

FAMILY CASH & RESERVES

10-0-000-002-1111.020 Cash - First Midwest - Fam	241,513.29	243,256.47
10-0-000-002-1162.000 General Fund Investment	-272,541.92	0.00
Total Family Cash & Reserves	-31,028.63	243,256.47

BLUEBELL CASH & RESERVES

10-0-000-006-1111.020 Cash - First Midwest - BB	116,900.62	144,221.50
10-0-000-006-1162.000 General Fund Investment	-120,556.17	0.00
Total Bluebell Cash & Reserves	-3,655.55	144,221.50

TOTAL LOW RENT CASH & RESERVES

-57,902.80 2,002,422.20

AHP CASH & RESERVES

BRENTWOOD CASH & RESERVES

60-0-000-000-1111.020 Cash - First Midwest - BW	20,813.36	343,337.47
60-0-000-000-1111.025 Restricted Cash-SD Brentwood	0.00	30,000.00
Total Brentwood Cash & Reserves	20,813.36	373,337.47

PRAIRIELAND CASH & RESERVES

60-0-000-001-1111.020 Cash - First Midwest - PL	-18,246.79	7,429.28
60-0-000-001-1111.025 Restricted Cash-SD-Prairieland	0.00	23,000.00
60-0-000-001-1111.026 Restricted Cash-Pra-Rep Res	1,658.24	127,405.87
60-0-000-001-1111.027 Restricted Cash-Pra-Residual Rec	0.00	99,951.88
Total Prairieland Cash & Reserves	-16,588.55	257,787.03

Date: 7/19/2013
Time: 3:55:16 PM
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Knox County Housing Authority
KCHA RESERVES
May, 2013

	Current Period	Cumulative
TOTAL AHP CASH & RESERVES	4,224.81	631,124.50

HCV CASH, INVESTMENTS, & ASSETS

HCV CASH & INVESTMENTS

30-0-000-000-1111.020 Cash - First Midwest - HCV	1,095.37	118,204.75
30-0-000-000-1162.000 General Fund Investments	31.61	248,122.88
Total HCV Cash & Investments	1,126.98	366,327.63

HCV ASSETS

30-0-000-000-2805.000 Restricted Net Assets	0.00	-31,079.00
30-0-000-000-2806.000 Unrestricted Net Assets	0.00	-312,406.81
Total HCV Assets	0.00	-343,485.81

Date: 7/19/2013
Time: 3:58:41 PM
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Knox County Housing Authority
KCHA RESERVES
June, 2013

Current Period

Cumulative

LOW RENT CASH & RESERVES

COCC CASH & RESERVES

10-0-000-000-1111.030 Cash - COCC	7.61	496,332.91
10-0-000-000-1162.000 General Fund Investment	0.00	0.00
10-0-000-000-1162.100 Restricted Invest(DOL)	0.12	1,613.26
10-0-000-000-1163.010 Own Reserve Invest	0.00	0.00
10-0-000-000-1163.020 Maint Res Invest	0.00	0.00
Total COCC Cash & Reserves	7.73	497,946.17

MOON TOWERS RESERVES

10-0-000-001-1111.020 Cash - First Midwest - MT	27,325.97	1,144,331.76
10-0-000-001-1162.000 General Fund Investment	0.00	0.00
Total Moon Towers Cash & Reserves	27,325.97	1,144,331.76

FAMILY CASH & RESERVES

10-0-000-002-1111.020 Cash - First Midwest - Fam	370.69	243,627.16
10-0-000-002-1162.000 General Fund Investment	0.00	0.00
Total Family Cash & Reserves	370.69	243,627.16

BLUEBELL CASH & RESERVES

10-0-000-006-1111.020 Cash - First Midwest - BB	7,741.70	151,963.20
10-0-000-006-1162.000 General Fund Investment	0.00	0.00
Total Bluebell Cash & Reserves	7,741.70	151,963.20

TOTAL LOW RENT CASH & RESERVES

35,446.09 2,037,868.29

AHP CASH & RESERVES

BRENTWOOD CASH & RESERVES

60-0-000-000-1111.020 Cash - First Midwest - BW	-37,140.74	306,196.73
60-0-000-000-1111.025 Restricted Cash-SD Brentwood	0.00	30,000.00
Total Brentwood Cash & Reserves	-37,140.74	336,196.73

PRAIRIELAND CASH & RESERVES

60-0-000-001-1111.020 Cash - First Midwest - PL	2,901.56	10,330.84
60-0-000-001-1111.025 Restricted Cash-SD-Prairieland	0.00	23,000.00
60-0-000-001-1111.026 Restricted Cash-Pra-Rep Res	1,656.90	129,062.77
60-0-000-001-1111.027 Restricted Cash-Pra-Residual Rec	7.48	99,959.36
Total Prairieland Cash & Reserves	4,565.94	262,352.97

Date: 7/19/2013
Time: 3:58:43 PM
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Knox County Housing Authority
KCHA RESERVES
June, 2013

	Current Period	Cumulative
TOTAL AHP CASH & RESERVES	-32,574.80	598,549.70

HCV CASH, INVESTMENTS, & ASSETS

HCV CASH & INVESTMENTS

30-0-000-000-1111.020 Cash - First Midwest - HCV	-35,873.98	82,330.77
30-0-000-000-1162.000 General Fund Investments	28.55	248,151.43
Total HCV Cash & Investments	-35,845.43	330,482.20

HCV ASSETS

30-0-000-000-2805.000 Restricted Net Assets	0.00	-31,079.00
30-0-000-000-2806.000 Unrestricted Net Assets	0.00	-312,406.81
Total HCV Assets	0.00	-343,485.81

APPLICATION AND CERTIFICATE FOR PAYMENT

TO: KNOX CO HOUSING AUTHORITY PROJECT: SCATTERED SITE RE-ROOFING
225 WEST TOMPKINS KNOX CO. HOUSING AUTHORITY
GALESBURG, IL 61401

APPLICATION NO: 4 Distribution to:
OWNER
ARCHITECT
CONTRACTOR

PERIOD TO: 6/4/2013

FROM: CAD CONSTRUCTION INC
(Contractor) 508 E PEARL A-1
TREMONT IN

VIA: Contractor
ARCHITECT

ALLIANCE ARCHITECTURE
929 LINCOLNWAY EAST SUITE 200
SOUTH BEND, IN 46601

CONTRACT FOR:

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM
2. Net change by Change Orders
3. CONTRACT SUM TO DATE (Line 1 +/- 2)
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)
5. RETAINAGE:

a. 10 % of Completed Work (Column D + E on G703)
b. 10 % of Stored Material (Column F on G703)
Total Retainage (Line 5a + 5b or Total of Column I of G703)

6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE

9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)

\$922,674.00
\$0.00
\$922,674.00
\$401,858.03

\$40,185.80

\$0.00

\$40,185.80

\$361,672.23

\$158,867.78

\$202,804.45

\$561,001.77

CONTRACTOR:

By: *[Signature]* Date: 7/1/2013

State Of

County Of

Notary Public:

My Commission expires

OFFICIAL SEAL
ALEX BRENNEMAN
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 4-12-2017

[Signature]

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

202,804.45

CONSTRUCTION MANAGER

By:

Date:

ARCHITECT

By:

Date:

7/16/13

Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$0.00	\$0.00
Net change by Change Orders		\$0.00	\$0.00

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER:	4
APPLICATION DATE:	7/2/2013
PERIOD TO:	7/2/2013
ARCHITECT'S PROJECT NO:	0

A	B	C		D	E		F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH	RETAINAGE		
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD							
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	PERFORMANCE BOND	\$12,727.00	\$12,727.00	\$0.00		\$12,727.00	100.00%	\$0.00	\$1,272.70		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	INSURANCE	\$5,000.00	\$5,000.00	\$0.00		\$5,000.00	100.00%	\$0.00	\$500.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	LABOR CEDAR CREEK	\$131,054.00	\$46,054.00	\$44,270.00		\$90,324.00	68.92%	\$40,730.00	\$9,032.40		
	MATERIALS CEDAR CREEK	\$107,761.00	\$57,580.87	\$23,946.30		\$81,527.17	75.66%	\$26,233.83	\$8,152.72		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	LABOR WOODLAND BEND	\$156,600.00	\$0.00	\$44,742.84		\$44,742.84	28.57%	\$111,857.16	\$4,474.28		
	MATERIALS WOODLAND BEN	\$116,049.00	\$8,764.06	\$29,308.27		\$38,072.33	32.81%	\$77,976.67	\$3,807.23		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	LABOR WISPERING HOLLOW	\$80,000.00	\$0.00	\$16,400.00		\$16,400.00	20.50%	\$63,600.00	\$1,640.00		
	MATERIALS WISPERING HOL	\$55,262.00	\$0.00	\$21,026.87		\$21,026.87	38.05%	\$34,235.13	\$2,102.69		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	SOFFIT & CHUTES	\$22,320.00	\$4,188.10	\$4,995.34		\$9,183.44	41.14%	\$13,136.56	\$918.34		
	GUTTER REPAIR WORK	\$4,712.00	\$1,472.10	\$852.50		\$2,324.60	49.33%	\$2,387.40	\$232.46		
	CLEAN GUTTERS & GABLE C	\$11,098.00	\$0.00	\$0.00		\$0.00	0.00%	\$11,098.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	GENERAL CONDITIONS	\$29,799.00	\$6,500.00	\$6,500.00		\$13,000.00	43.63%	\$16,799.00	\$1,300.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	PROFIT	\$20,392.00	\$7,000.00	\$2,000.00		\$9,000.00	44.13%	\$11,392.00	\$900.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	ALLOWANCE 1 - GENERAL	\$30,000.00	\$0.00	\$0.00		\$0.00	0.00%	\$30,000.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
	ALLOWANCE 2 - WOOD DECK	\$105,600.00	\$17,971.20	\$29,120.00		\$47,091.20	44.59%	\$58,508.80	\$4,709.12		
	ALLOWANCE 3 - GUTTER GU	\$34,300.00	\$9,262.43	\$2,176.15		\$11,438.58	33.35%	\$22,861.42	\$1,143.86		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
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		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
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		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
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		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
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		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.		



STATE OF ILLINOIS

WAIVER OF LIEN TO DATE

Gty #

COUNTY OF TAZWELL

Escrow #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by KNOX COUNTY HOUSING AUTHORITY to furnish GENERAL CONSTRUCTION / ROOF REPLACEMENT for the premises known as SCATTERED SITE REROOFING of which KNOX COUNTY HOUSING AUTHORITY is the owner.

THE undersigned, for and in consideration of TWO HUNDRED AND TWO THOUSAND EIGHT HUNDRED AND FOUR DOLLARS AND 45/100

(\$202,804.45) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 7/17/13 COMPANY NAME CAD CONSTRUCTION INC
ADDRESS 508 E PEARL AVE TREMONT IL 61568

SIGNATURE AND TITLE [Signature] PRESIDENT

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF TAZWELL

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) KERRY MARTIN BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) PRESIDENT OF (COMPANY NAME) CAD CONSTRUCTION INC WHO IS THE CONTRACTOR FURNISHING GENERAL WORK/ ROOF REPLACEMENT WORK ON THE BUILDING LOCATED AT SCATTERED SITE REROOFING OWNED BY KNOX COUNTY HOUSING AUTHORITY

That the total amount of the contract including extras* is \$922,674.00 on which he or she has received payment of \$158,867.78 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLD EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
CAD CONSTRUCTION INC	LABOR	322002.00	87181.65	43786.76	191,033.59
RP LUMBER	MATERIAL	279,072.00	71,686.13	74,816.95	132568.92
STERLING COMMERCIAL ROOFING	LABOR	156600.00	0	40,638.74	115961.26
ECONOMY ROOFING	LABOR	80000.00	0	20682.00	59318.00
CAD CONSTRUCTION INC	LABOR	85000.00	0	22880.00	62120.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		922,674.00	158,867.78	202,804.45	561,001.77

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 7/17/13SIGNATURE: [Signature]

SUBSCRIBED AND SWORN TO BEFORE ME THIS

DAY OF

July 2013

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



NOTARY PUBLIC

508 E. Pearl A-1
Tremont, IL 61568



CONSTRUCTION AND DESIGN

(309) 925-2092
Fax (309) 925-2091

To Whom It May Concern,

I hereby certify, to the best of my knowledge and belief, that:

1. The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
2. Payments to subcontractors and suppliers have been made from previous payments received under the contract , and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements: and ,
3. This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions for the subcontract.


Kerry Keller Martin, President
CAD Construction Inc.

7/1/2013
Date

R.P. LUMBER

BEST SERVICESM

514 E. Vandalia
Edwardsville, IL 62025

Partial Waiver of Lien To Cover only Certain Payments

State of Illinois

As of

County of Madison

ONLY TO THE EXTENT
OF THE PAYMENT AFORESAID

To all Whom it may concern:

R.P. Lumber Co., Inc., by its authorized agent, having been employed by CAD CONSTRUCTION to furnish lumber and misc. materials (no labor) for the building known as KNOX CTY. HUD - CEDAR CREEK, City of GALESBURG, County of KNOX State of Illinois. R.P. Lumber Co., Inc. by its agent, for and in consideration of the sum of \$17,427.27 and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby waive and release any and all lien, or claim or right to lien on the above described building and premises under the Statutes of the State of Illinois relating to Mechanic's Liens, on account of materials, furnished by the undersigned to or on account of CAD CONSTRUCTION for said building or premises, but only to the extent of the payment aforesaid.

Dated: June 27, 2013

R.P. Lumber Co., Inc.



STATE OF ILLINOIS)
COUNTY OF MADISON) ss.

foregoing was sworn to and acknowledged before me this 27th day of June
by Robert L. Plummer
(signer above)


Notary Public
My commission expires _____



APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Knox County Housing Authority
225 West Tompkins
Galesburg, IL 61401

FROM: R. L. Vollentine Construction, Inc.
1621 Georgia Ave
Spfld. IL 62703

PROJECT: Bluebell Tower Exterior Renovations
300N. Jefferson Street
Abingdon, IL

VIA ARCHITECT: Alliance Architecture
929 Lincolnway East
South Bend, IN 46601

APPLICATION NO: 1 PERIOD TO: 6/26/2013

ARCHITECT'S PROJECT NO: 1

INVOICE NO: 1

Distribution for: OWNER ARCHITECT CONTRACTOR

CONTRACT DATE: May 31, 2013

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment as shown below, in connection with the Contract Continuation Sheet AIA Document

The undersigned certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work which previous Certificates for payment were received from the Owner, and that payment shown herein is now due.

- 1 ORIGINAL CONTRACT SUM \$85,550
- 2 Net change by Change Order
- 3 CONTRACT SUM TO DATE (Line 1 +/- 2) 95,550.00
- 4 TOTAL COMPLETED & STORED TO DATE 36,853.75
- 5 RETAINAGE:
 - a 10% of Completed Work (Column D + E on G703) 3,685.38
 - b 10% of Stored Material (Column F on G703) 3,685.38
- Total Retainage (Line 5a + 5b or Total in Column I of G703) 7,370.76
- 6 TOTAL EARNED LESS RETAINAGE 33,168.37
- (Line 4 less Line 5 Total)
- 7 LESS PREVIOUS CERTIFICATES FOR PAYMENT 603,381.63
- (Line 6 from prior Certificate)
- 8 CURRENT PAYMENT DUE 33,168.37
- 9 BALANCE TO FINISH, PLUS RETAINAGE 603,381.63
- (Line 3 less line 6)

CONTRACTOR:

By:

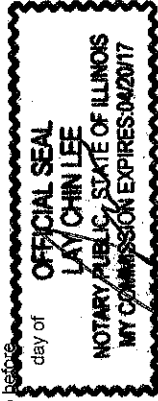
Date: June 26, 2013

State of: Illinois
County of: Knox

Subscribed and sworn to before me this 26th day of June, 2013

Notary Public

My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations of the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

42,339.66 33,168.37

(Attach explanation if amount differs from the amount applied for. Initial all figures on this Application and on the continuation Sheet that are changed to conform to the amount certified.)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	-	-
Total approved this Month	-	-
TOTALS	-	-
NET CHANGES by Change Order	-	-

ARCHITECT:

BY:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein, Insurance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

Cash Flow			
Year	PM Fees		KCHA 30%
2014	\$ (21,588.00)	30%	\$ (6,476.40)
2015	\$ 39,484.00	30%	\$ 11,845.20
2016	\$ 26,045.00	30%	\$ 7,813.50
2017	\$ 25,822.00	30%	\$ 7,746.60
2018	\$ 25,548.00	30%	\$ 7,664.40
2019	\$ 25,218.00	30%	\$ 7,565.40
2020	\$ 24,830.00	30%	\$ 7,449.00
2021	\$ 24,381.00	30%	\$ 7,314.30
2022	\$ 23,868.00	30%	\$ 7,160.40
2023	\$ 23,289.00	30%	\$ 6,986.70
2024	\$ 22,639.00	30%	\$ 6,791.70
2025	\$ 21,917.00	30%	\$ 6,575.10
2026	\$ 21,118.00	30%	\$ 6,335.40
2027	\$ 20,240.00	30%	\$ 6,072.00
2028	\$ 19,279.00	30%	\$ 5,783.70
2029	\$ 18,231.00	30%	\$ 5,469.30
2030	\$ 17,093.00	30%	\$ 5,127.90
Total	\$ 357,414.00	25%	\$ 113,700.60

Service Coordinator Fee Schedule				
PBV		Monthly Fee		KCHA \$
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
24	\$	100.00	\$	2,400.00
			\$	40,800.00

Developer Fees	\$ 100,000.00
Cash Flow	\$ 113,700.60
Service Coordinator Fees	\$ 40,800.00

KCHA Total	\$ 254,500.60
Annual Avg.	\$ 14,970.62

GALESBURG HOMES
SOURCE AND USE OF FUNDS

Description	Total	% of Total Sources	Rate	Term (Months)	Amortization	Monthly Debt Service	Annual Debt Service
Limited Partner- Low Income Housing Tax Credit Equity	7,472,282	72.20%					
Perm	600,000	5.80%	6.00%	216	360	3,597	43,168
Deferred Developer Fee	176,531	1.71%	0.00%	144	144	1,226	
IHDA HOME or Trust	2,100,000	20.29%	1.00%	480	480	5,310	
Total Sources:	10,348,813	100.00%					

	Per Unit	Acquisition Basis	Low Income Eligible Const/Rehab Basis	Historic Qualified Rehab Expenditures	Site Improvements	Personal Property	Funded Expense	Non-Eligible Basis	Other
Acquisition Costs									
Land	250,000	6,250	-	-	-	-	-	-	250,000
Construction Costs									
Residential Structures	5,900,000	147,500	-	5,900,000	-	-	-	-	-
Non - Residential Structures	-	-	-	-	-	-	-	-	-
On-Site Improvements	500,000	12,500	-	500,000	-	-	-	-	-
Off-Site Improvements	50,000	1,250	-	-	-	-	-	-	50,000
Personal Property	-	-	-	-	-	-	-	-	-
General Requirements	387,000	9,675	-	387,000	-	-	-	-	-
Builder Overhead	129,000	3,225	-	129,000	-	-	-	-	-
Builder Profit	387,000	9,675	-	387,000	-	-	-	-	-
Construction Contingency	161,250	4,031	-	161,250	-	-	-	-	-
Construction Contingency-Non-Basis Eligible	161,250	4,031	-	-	-	-	-	-	161,250
P&P Bond/LOC	75,000	1,875	-	75,000	-	-	-	-	-
Permits/Zoning	17,500	438	-	17,500	-	-	-	-	-
Builders Risk	20,000	500	-	20,000	-	-	-	-	-
Environmental Remediation	-	-	-	-	-	-	-	-	-
Furniture, Fixtures, & Equipment	75,000	1,875	-	75,000	-	-	-	-	-
Construction Completion Guarantee	75,000	1,875	-	75,000	-	-	-	-	-
Tap/Impact Fees	100,000	2,500	-	100,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Soft Costs									
Architectural Fees - Design & Supervision	200,000	5,000	-	200,000	-	-	-	-	-
Civil Engineering Fees	28,000	700	-	28,000	-	-	-	-	-
Green Certification Fees	8,000	200	-	8,000	-	-	-	-	-
Legal	40,000	1,000	-	40,000	-	-	-	-	-
Accounting/Cost Certification	15,000	375	-	15,000	-	-	-	-	-
Survey	15,500	388	-	15,500	-	-	-	-	-
Appraisal	10,000	250	-	10,000	-	-	-	-	-
Environmental Report	8,000	200	-	8,000	-	-	-	-	-
Soils Tests	18,000	450	-	18,000	-	-	-	-	-
Market Study	10,000	250	-	10,000	-	-	-	-	-
Third Party Cost Estimate	3,500	88	-	3,500	-	-	-	-	-
Title and Recording	25,000	625	-	25,000	-	-	-	-	-
Relocation	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-
Real Estate Taxes During Construction	5,000	125	-	5,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Financing Costs									
IHDA Application Fees	15,500	388	-	-	-	-	15,500	-	-
IHDA 9% Reservation Fee	85,000	2,125	-	-	-	-	85,000	-	-
Working Capital/Latent Defects LOC	-	-	-	-	-	-	-	-	-
IHDA Origination	-	-	-	-	-	-	-	-	-
Other Loan Origination-Basis Eligible	57,350	1,434	-	57,350	-	-	-	-	-
Other Loan Origination-Non-Basis Eligible	6,000	150	-	-	-	-	6,000	-	-
IHDA Legal Fees	-	-	-	-	-	-	-	-	-
Other Lender Legal Fees-Basis Eligible	-	-	-	-	-	-	-	-	-
Other Lender Legal Fees-Non-Basis Eligible	20,000	500	-	-	-	-	20,000	-	-
Lender's Inspecting Architect	15,000	375	-	15,000	-	-	-	-	-
Bond Issuance Fees	-	-	-	-	-	-	-	-	-
Credit Enhancement Fee	-	-	-	-	-	-	-	-	-
Bank Escrow Fee	-	-	-	-	-	-	-	-	-
Rating Agency Fee	-	-	-	-	-	-	-	-	-
Syndication Fees	35,000	875	-	-	-	-	-	-	35,000
Lender Rate Lock Fee	12,000	300	-	-	-	-	12,000	-	-
MV Interest Carry Cost	-	-	-	-	-	-	-	-	-
Construction Interest	215,063	5,377	-	150,544	-	-	64,519	-	-
Other Costs									
Real Estate Tax Reserve	20,240	506	-	-	-	-	-	-	20,240
Insurance Reserve	9,660	242	-	-	-	-	-	-	9,660
Capitalized Replacement Reserve	23,000	575	-	-	-	-	-	-	23,000
Initial Rent-up Reserve	46,000	1,150	-	-	-	-	-	-	46,000
Operating Reserve	115,000	2,875	-	-	-	-	-	-	115,000
Debt Service Reserve	-	-	-	-	-	-	-	-	-
FF&E Reserve	-	-	-	-	-	-	-	-	-
Transition Reserve	-	-	-	-	-	-	-	-	-
Existing Reserves	-	-	-	-	-	-	-	-	-
Total Developer Fee	1,000,000	25,000	-	1,000,000	-	-	-	-	-
Consulting Fee	-	-	-	-	-	-	-	-	-
Total Uses:	10,348,813	258,720	-	9,435,644	-	500,000	-	203,019	-

Total Construction Contract Costs 7,328,500

The estimates of costs set forth in this document are based on current estimates of labor and materials generally available in the market. These costs are not guaranteed and are subject to change at any time and without notice. The owner acknowledges it has made its decision on this project based on its own, independent evaluation of the proposed project.

GALESBURG HOMES
PROJECTED CASH FLOW - NOI

Year	Gross Affordable Rental Income	Gross Market Rental Income	Net Other Income	Vacancy	Effective Gross Rental Income	Operating Expenses	Property Management Fee	Real Estate Taxes	Non-Trended Expenses	Total Expenses	Net Operating Income	Replacement Reserves	Total Construction Debt Service	Total Permanent Debt Service	Cash Flow	DSC
2014	22,912	-	-	-	22,912	(41,500)	(1,833)	-	-	(43,333)	(20,421)	(1,167)	-	-	(21,588)	
2015	240,576	-	-	(19,246)	221,330	(124,500)	(17,706)	(12,000)	(1,000)	(155,206)	66,124	(12,250)	-	(14,389)	39,484	3.74
2016	274,944	-	-	(21,996)	252,948	(124,500)	(20,236)	(24,000)	(1,000)	(169,736)	83,213	(14,000)	-	(43,168)	26,045	1.60
2017	280,440	-	-	(22,435)	258,005	(128,235)	(20,640)	(24,720)	(1,000)	(174,595)	83,409	(14,420)		(43,168)	25,822	1.60
2018	286,049	-	-	(22,884)	263,165	(132,082)	(21,053)	(25,462)	(1,000)	(179,597)	83,568	(14,853)		(43,168)	25,548	1.59
2019	291,770	-	-	(23,342)	268,428	(136,045)	(21,474)	(26,225)	(1,000)	(184,744)	83,684	(15,298)		(43,168)	25,218	1.58
2020	297,605	-	-	(23,808)	273,797	(140,126)	(21,904)	(27,012)	(1,000)	(190,042)	83,755	(15,757)		(43,168)	24,830	1.58
2021	303,557	-	-	(24,285)	279,273	(144,330)	(22,342)	(27,823)	(1,000)	(195,494)	83,779	(16,230)		(43,168)	24,381	1.56
2022	309,628	-	-	(24,770)	284,858	(148,660)	(22,789)	(28,657)	(1,000)	(201,105)	83,753	(16,717)		(43,168)	23,868	1.55
2023	315,821	-	-	(25,266)	290,555	(153,119)	(23,244)	(29,517)	(1,000)	(206,881)	83,675	(17,218)		(43,168)	23,289	1.54
2024	322,137	-	-	(25,771)	296,366	(157,713)	(23,709)	(30,402)	(1,000)	(212,825)	83,542	(17,735)		(43,168)	22,639	1.52
2025	328,580	-	-	(26,286)	302,294	(162,444)	(24,183)	(31,315)	(1,000)	(218,942)	83,351	(18,267)		(43,168)	21,917	1.51
2026	335,152	-	-	(26,812)	308,340	(167,318)	(24,667)	(32,254)	(1,000)	(225,239)	83,101	(18,815)		(43,168)	21,118	1.49
2027	341,855	-	-	(27,348)	314,506	(172,337)	(25,161)	(33,222)	(1,000)	(231,719)	82,787	(19,379)		(43,168)	20,240	1.47
2028	348,692	-	-	(27,895)	320,797	(177,507)	(25,664)	(34,218)	(1,000)	(238,389)	82,407	(19,961)		(43,168)	19,279	1.45
2029	355,666	-	-	(28,453)	327,212	(182,832)	(26,177)	(35,245)	(1,000)	(245,254)	81,958	(20,559)		(43,168)	18,231	1.42
2030	362,779	-	-	(29,022)	333,757	(188,317)	(26,701)	(36,302)	(1,000)	(252,320)	81,437	(21,176)		(43,168)	17,093	1.40
Total	5,018,163	-	-	(399,620)	4,618,543	(2,481,565)	(369,483)	(458,374)	(16,000)	(3,325,422)	1,293,121	(273,801)	-	(661,904)	357,416	

**GALESBURG HOMES
OPERATING ASSUMPTIONS - INCOME**

LIHTC Rental Income

Apartment	Type	Baths	# of Units	Sq. Ft./Unit	Total Sq. Ft.	% of AMI	Max Gross Rent	Utility Allow	Actual Net Rent	Actual Gross Rent	Rent Per Sq/Ft	Annual Rent/Unit	Annual Rent/Unit Type
Two Bedroom	SF Home	1.5	4		-	30%	379	178	182	360	-	2,184	8,736
Three Bedroom	SF Home	2.0	4		-	30%	438	222	194	416	-	2,328	9,312
Four Bedroom	SF Home	2.0	32		-	FMR	1,109	260	669	929	-	8,028	256,896
Four Bedroom	SF Home	2.0	0		-	60%	978	260	669	929	-	8,028	-
					-		-	-		-	-	-	-
			40	0	0				573		0.000	20,568	274,944

Number of required Home Units

9

LIHTC Occupancy Restricted

Apartment	Type	Baths	# of Units	Sq. Ft./Unit	Total Sq. Ft.	% of AMI
					-	
					-	
					-	
					-	
			0	#DIV/0!	0	

Market Rate Rental Income N/A

Commercial Income N/A

Other Income N/A

	Units	Monthly Amount	Monthly Income	Annual Rent/Space	Vacancy	Monthly Net Income
Misc Income	40	\$0.00	-	-	8.00%	-
			-	-		-
			0	0	#DIV/0!	0

GALESBURG HOMES
OPERATING ASSUMPTIONS - EXPENSES

7/19/2013

Operating Expenses

Description	Subject Property		Num of Units		Num of Units		Num of Units	
			Appraisal		Comparable I		Comparable II	
	Annual Expense	Annual Expense/Unit	Annual Expense	Annual Expense/Unit	Annual Expense	Annual Expense/Unit	Annual Expense	Annual Expense/Unit
Property Management Fee	20,236	506		#DIV/0!		#DIV/0!		#DIV/0!
Advertising/Marketing	4,250	106		#DIV/0!		#DIV/0!		#DIV/0!
Auto	3,000	75		#DIV/0!		#DIV/0!		#DIV/0!
Bank Fees	1,000	25		#DIV/0!		#DIV/0!		#DIV/0!
Commissions	1,000	25		#DIV/0!		#DIV/0!		#DIV/0!
Electric/Gas	1,500	38		#DIV/0!		#DIV/0!		#DIV/0!
Eviction	2,000	50		#DIV/0!		#DIV/0!		#DIV/0!
Grounds	5,000	125		#DIV/0!		#DIV/0!		#DIV/0!
Janitorial	2,000	50		#DIV/0!		#DIV/0!		#DIV/0!
Leasing	1,000	25		#DIV/0!		#DIV/0!		#DIV/0!
Maintenance	15,000	375		#DIV/0!		#DIV/0!		#DIV/0!
Miscellaneous	300	8		#DIV/0!		#DIV/0!		#DIV/0!
Office Supplies	4,000	100		#DIV/0!		#DIV/0!		#DIV/0!
Permits	500	13		#DIV/0!		#DIV/0!		#DIV/0!
Pest Control	1,000	25		#DIV/0!		#DIV/0!		#DIV/0!
Postage	1,000	25		#DIV/0!		#DIV/0!		#DIV/0!
Professional Fees	1,000	25		#DIV/0!		#DIV/0!		#DIV/0!
Property Manager	20,000	500		#DIV/0!		#DIV/0!		#DIV/0!
Resident Entertainment	300	8		#DIV/0!		#DIV/0!		#DIV/0!
Resident Retention	250	6		#DIV/0!		#DIV/0!		#DIV/0!
Sales Office	1,000	25		#DIV/0!		#DIV/0!		#DIV/0!
Telephone	2,000	50		#DIV/0!		#DIV/0!		#DIV/0!
Turnover	7,000	175		#DIV/0!		#DIV/0!		#DIV/0!
Waste Collection	7,200	180		#DIV/0!		#DIV/0!		#DIV/0!
Water/Sewer	19,200	480		#DIV/0!		#DIV/0!		#DIV/0!
Accounting/Audit	6,000	150		#DIV/0!		#DIV/0!		#DIV/0!
Other	-	-		#DIV/0!		#DIV/0!		#DIV/0!
Project Operating Expenses	126,736	3,168	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
Real Estate Taxes	24,000	600		#DIV/0!		#DIV/0!		#DIV/0!
Property Insurance	14,000	350		#DIV/0!		#DIV/0!		#DIV/0!
Support Services	4,000	100		#DIV/0!		#DIV/0!		#DIV/0!
		-		#DIV/0!		#DIV/0!		#DIV/0!
		-		#DIV/0!		#DIV/0!		#DIV/0!
		-		#DIV/0!		#DIV/0!		#DIV/0!
Non Operating Expenses	42,000	1,050	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
Total Trended Expenses	168,736	4,218	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!

Non Trended Expenses		
Ongoing Compliance Fees	1,000	25
		-
		-
		-
Total Non Trended Expenses	1,000	25

Make sure to input the highest value of the non trended expense into this chart. This is a result of how the lender will underwrite the debt.

You must also enter the Non Trended Expenses onto the "Cash" tab cells P6 -P22
When inserting these on the cash tab input the values as they will actually be incurred

Replacement Reserves	14,000	350
Asset Management Fee	8,000	200
	183,736	

Reserves			
	Per Unit	Annual Expense	Thru
Replacement Reserve	350	14,000	2015
		14,000	2016
		14,420	2017
increase amt every		1	
withdrawn every		3	
interest		3.00%	
Inflation Factor		3.00%	2015 - 2017
Inflation Start Year		2016	2016

Upfront Operating Reserves		
Months of Operating Expenses/Debt Service	6	
interest	3.00%	

Cash Flow Priorities			
Priority	Fee Type	Amount	Condition
1	Property Management Fee	8.00%	of effective gross income
2	Asset Management Fee	8,000	Fixed Fee Amount
3	Deferred Developer Fee	100.00%	of available cash flow
4	Incentive Mgmt Fee	0.00%	of available cash flow
5	Fee I	0.00%	of available cash flow
6	Fee II	0.00%	of available cash flow
7	Fee III	0.00%	of available cash flow
8	Fee IV	0.00%	of available cash flow

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
June 25, 2013**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at William Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT: Lomac Payton
 Roger Peterson
 Dale Parsons
 Paul Stewart
 Wayne Allen
 Ben Burgland

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Gerald Lambert, Moon Towers tenant; and Pete Schwiegeraht, Miller Valentine.

Chairperson Payton called the meeting to order at 10:00 a.m. Chairperson Payton then asked if there were any additions or corrections to the previous meetings' minutes. Hearing none, he declared the minutes approved as received.

April 2013 claims against the HA Administration in the sum of \$204,271.07; Central Office Cost Center in the sum of \$35,349.16; Moon Towers in the sum of \$40,637.68; Family in the sum of \$60,401.95; Bluebell in the sum of \$21,963.65; Housing Choice Voucher Program in the sum of \$10,442.78; Brentwood (A.H.P.) in the sum of \$13,812.69; Prairieland (A.H.P.) in the sum of \$12,703.28; Capital Fund '10 in the sum of \$0.00; Capital Fund '11 in the sum of \$0.00; Capital Fund '12 in the sum of \$4,173.96; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator Grant '11 in the sum of \$4,785.92 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0

Chairperson Payton then requested the Board review and approve the April 2013 financial reports and committee notes. After brief discussion, Commissioner Stewart made a motion to ratify the financial report for April 2013 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0

OLD BUSINESS

Mr. Antoine introduced Pete Schwiegeraht of Miller Valentine to give a follow-up presentation on tax credit housing to the Board. Miller

Valentine is a Cincinnati, Ohio development company seeking to partner with KCHA and the City of Galesburg to develop 40 single homes on the east side of Galesburg. Mr. Schwiegeraht stated that the State of Illinois has approved an application from Galesburg and invited KCHA's participation in the application. The application is due on 07/26/2013. He also said that the City of Galesburg has approved the sale of 26 lots. Mr. Schwiegeraht verbally presented three scenarios for Board consideration. Mr. Antoine recommended that Mr. Schwiegeraht put the scenarios in writing. After brief discussion, the Board took no action but by consensus indicated a willingness to review the scenarios when presented in writing.

NEW BUSINESS

First, Mr. Antoine requested the Board review and approve Pay Request #3 from CAD Construction, Inc. for the Scattered Sites Roofing Project. After brief discussion, Commissioner Stewart made a motion to approve Pay Request #3 from CAD Construction, Inc. in the amount of \$113,034.14; Commissioner Parsons seconded. Roll call was taken as follows:

- Commissioner Peterson - aye
- Commissioner Parsons - aye
- Commissioner Stewart - aye
- Commissioner Dunker - aye
- Commissioner Allen - aye
- Commissioner Burgland - aye

Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve Pay Request #1 from Quality Painters for Apartment Painting at Moon Towers and Bluebell Tower. After brief discussion, Commissioner Stewart made a motion to approve Pay Request #1 from Quality Painters in the amount of \$19,345.50; Commissioner Peterson seconded. Roll call was taken as follows:

- Commissioner Peterson - aye
- Commissioner Stewart - aye
- Commissioner Dunker - aye
- Commissioner Allen - aye
- Commissioner Burgland - aye

Motion Carried, 5-0.

Next, Mr. Antoine requested the Board to review and approve Pay Request #2 from Quality Painters for Apartment Painting at Moon Towers and Bluebell Tower. After brief discussion, Commissioner Peterson made a motion to approve Pay Request #2 from Quality Painters in the amount of \$44,460.00; Commissioner Burgland seconded. Roll call was taken as follows:

- Commissioner Peterson - aye
- Commissioner Stewart - aye
- Commissioner Dunker - aye
- Commissioner Allen - aye
- Commissioner Burgland - aye

Motion Carried, 5-0.

Next, Mr. Antoine requested the Board to review and approve Selection of Insurance Broker for Group Health Insurance. Mr. Antoine reported that three proposals had been received from Linden Group Health Services, Envision Insurance Group and Ruhl & Ruhl Insurance. Each group gave oral presentations at a June 20th work session attended by Commissioners Peterson, Stewart and Burgland. Mr. Antoine recommended that Linden Group Health Services be retained for a one-year period with 2 one-year renewal options. After discussion, Commissioner Stewart recommended that Linden Group Health Services be retained as Insurance Broker for

Group Health Insurance; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - abstain
Commissioner Stewart - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 4-0-1.

REPORTS

Occupancy Report disclosed the following:

Moon Towers A	8	Efficiencies		
88	2	1 Bedroom		
		0 2 Bedroom	Total:	10
		0 Accessible	Occupied:	89%
Moon Towers B	4	Efficiencies		
89	5	1 Bedroom		
		0 2 Bedroom	Total:	9
		0 Accessible	Occupied:	90%
Family	3	2 Bedroom		
190		2 3 Bedroom		
		0 4 Bedroom	Total:	7
		2 5 Bedroom	Occupied:	96%
Bluebell	0	1 Bedroom	Total:	0
51	0	2 Bedroom	Occupied:	100%
PH Totals:	418 units	26 vacancies	Occupied:	94%
			Vacancy:	6%
Brentwood Manor	1	Vacancies	Total:	1
72			Occupied:	99%
Prairieland Townhouses	1	Vacancies	Total:	1
66			Occupied:	98%
A.H.P Totals:	138 units	2 vacancies	Occupied:	99%
			Vacancy:	1%
KCHA TOTALS:	556 units	28 vacancies	Occupied:	95%
			Vacancy:	5%

This represents a 95% occupancy rate across all KCHA programs. Further, this represents 5.0% vacancy rate across all programs. Chairperson Payton declared the Occupancy Report approved as presented.

Commissioner Payton asked for the waiting list numbers be added to the Occupancy Report.

OTHER BUSINESS

Next, Mr. Antoine shared that SEMAP was submitted with a score of 100%.

Next, Mr. Antoine updated the Board on the Scattered Sites Roofing

Project. Work is taking place on all sites at this time. Mr. Antoine encouraged Board Members to drive by the sites to see the work.

Next, Mr. Antoine announced the Family Sites will have a REAC Physical Inspection on 7/8/2013 and 7/9/2013.

Next, Mr. Antoine asked Commissioners to sign reappointment letters for Commissioner Payton and Commissioner Allen.

Next, Mr. Antoine asked Board Members to complete and turn in their bios for the new website.

Next, Mr. Antoine reminded Board Members that it was time for his 6-month evaluation. Mr. Antoine indicated he would provide the Board with an evaluation form at the next regular meeting of the Board.

Next, Mr. Antoine updated that Board that the exterior brick work has started at Bluebell Tower.

Next, Mr. Antoine read a letter from Charles Allen, Moon Towers resident who had recently moved out, complimenting KCHA and staff on their work.

Next, Mr. Antoine reminded the Board that Rita Hall, Modernization Coordinator, will be retiring from KCHA on 06/30/2013 after 27 years of service.

ADJOURNMENT

Commissioner Stewart then made a motion to adjourn; Commissioner Peterson seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye
Commissioner Burgland - aye

Motion Carried, 4-0.

The meeting adjourned at 11:23 A.M.

Respectfully submitted,

Secretary

Knox County Housing Authority

Resolution 2013-10

April 30, 2013

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending July 19, 2013

Article I. Background

It is the policy of the Knox County Housing Authority to write-off all uncollectable debt owed from previous program participants. An effective asset management program includes activities that enable the Knox County Housing Authority to accurately reflect the value of its receivables and other assets and ensure that resources are not devoted to the recovery of uncollectible receivables. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of the KCHA's assets. Therefore, the write-off process is a critical component of the financial management activities.

Write-off recommendations should be made by each program manager upon the determination that the program area or accounting operation, despite its best recovery efforts, cannot recover the asset. Write-offs may also be appropriate when the general ledger account balances are insupportable, or other auditors have identified the need to adjust the records and management has agreed with the auditors.

Write-offs occur when the KCHA removes the corresponding amount of an uncollectible, unreconciled, or unsubstantiated asset from the general ledger. On a quarterly basis, each program should evaluate the recoverability of its assets to quantify and recognize amounts to be written off. Each quarter, the program managers will report to the finance coordinator the level of actual write-offs vs. its original estimated write-offs.

Once approved by the Board of Commissioners, uncollectable receivables will be turned over to Credit Bureau of Galesburg for collection attempt. Additionally at this point, the uncollectible receivables will be written off in KCHA accounting software and adjustment entries will be made to the general ledger.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$19,097.47, effective for the period ending 07/19/2013.



Knox County Housing Authority

Resolution 2013-10

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending July 19, 2013

WHEREAS, the Knox County Housing Authority has determined, through due diligence, certain accounts to be uncollectible; and

WHEREAS, it is the policy of the Knox County Housing Authority to charge off such uncollectible or unreconciled accounts on a quarterly basis; and

WHEREAS, each individual account listed has been duly notified of the debt owed to the KCHA, and have been given the opportunity to settle debts owed prior to this action; and

WHEREAS, the listed accounts have been determined to be uncollectible at the close of the period ending July 19, 2013;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the write-off of uncollectible debt for the period ending 07/19/2013.

RESOLVED: July 23, 2013

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner



EXECUTIVE DIRECTOR PERFORMANCE APPRAISAL

Employee Information

Employee Name:	Derek Antoine	Manager / Supervisor:	Board of Commissioners
Job Title:	Executive Director	Review Period:	1/1/2013 to 7/31/2013
Work Location:	Central Office Cost Center		

Evaluation Ratings

Use this rating key for the following evaluation:

- 1 = UNSATISFACTORY** Does not perform required tasks; requires constant supervision; needs to show an immediate and sustained improvement.
- 2 = APPROACHING EXPECTATIONS** Requires development within the rating factor. Performance at this level requires some improvement in order to fully meet expectations.
- 3 = MEETS EXPECTATIONS** Performs the tasks and duties of the position to expectations of the position. Tasks are more often accurate, and completed on time.
- 4 = EXCEEDS EXPECTATIONS** Generally goes above and beyond the expectations of the position.
- 5 = EXCEPTIONAL** Always gets results far above what is required; consistently exceeds the expectations of the position.

Job Knowledge / Skill (15%)

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Approaching Expectations	(1) = Unsatisfactory
Demonstrates Required Job Skills and Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Ability to Learn and Use New Skills and Technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses Available Resources in an Effective Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds Effectively to Assigned Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows Through/Follows Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows all Safety Rules, Procedures and Directives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Problem Solving Skills and Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization, Planning, and Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:	<input type="text"/>	Rating Factors:	<input type="text" value="11"/>	Section Average:	<input type="text" value="0.00"/>

Communication Skills (15%)

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Approaching Expectations	(1) = Unsatisfactory
Listens and Responds Effectively to Direction from the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates Effectively					
Listens to Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Tones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits Self Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone Etiquette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers Constructive Suggestions and Criticisms Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Appropriate Tone in Resident Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:	<input type="text"/>	Rating Factors:	<input type="text" value="11"/>	Section Average:	<input type="text" value="0.00"/>

Board Responsibility (15%)

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Approaching Expectations	(1) = Unsatisfactory
Provides Board with appropriate resources and information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepares all Board documentation professionally and accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains accurate records of Board meetings and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducts orderly and efficient Board meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates Effectively with all Board members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:	<input type="text"/>	Rating Factors:	<input type="text" value="5"/>	Section Average:	<input type="text" value="0.00"/>

Agency / Organization (10%)

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Approaching Expectations	(1) = Unsatisfactory
Fosters Loyalty to the Knox County Housing Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows KCHA Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes Positivity about the KCHA to Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works for the Good of the Knox County Housing Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:	<input type="text"/>	Rating Factors:	<input type="text" value="5"/>	Section Average:	<input type="text" value="0.00"/>

Personal Qualities / Growth (10%)

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Approaching Expectations	(1) = Unsatisfactory
Meets Attendance Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance / Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility - Adapts to Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes Responsibility for Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honors Commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthy/Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engages in Appropriate Personal Development Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generates Creative Ideas for the Improvement of Processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:	<input type="text"/>	Rating Factors:	<input type="text" value="8"/>	Section Average:	<input type="text" value="0.00"/>

Project Management (15%)

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Approaching Expectations	(1) = Unsatisfactory
Prioritizes Tasks Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds Appropriately to Obstacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages Budget Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops Appropriate Strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to "Get Things Done"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engaged in Daily Processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:	<input type="text"/>	Rating Factors:	<input type="text" value="7"/>	Section Average:	<input type="text" value="0.00"/>

Leadership (20%)

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Approaching Expectations	(1) = Unsatisfactory
Leads by Example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proactive in Finding Realistic Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts Decisively, Meets Challenges Head-On	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivates Team to Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolves Conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes Clear Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides Clear Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides Necessary Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegates Clearly and Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops and proposes new policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fairly and Consistently Deals with Residents and Representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has High Standards for Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters a Positive Work Atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Performance Indicators (PHAS, SEMAP, FDS, Reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaches/Counsels Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total:

Rating Factors:

Section Average:

Employee Goals

Develop at least one (1) goal for each employee to achieve in his/her position.

Goal #1:

Goal #2:

Goal #3:

Personal Development Plan

Suggestions for Self Improvement:

Manager Feedback:

Performance Appraisal Scoring

Job Knowledge / Skill	15%	0.00	X	0.15	=	0.00
Communication Skills	15%	0.00	X	0.15	=	0.00
Board Responsibility	15%	0.00	X	0.15	=	0.00
Agency / Organization	10%	0.00	X	0.1	=	0.00
Personal Qualities / Growth	10%	0.00	X	0.1	=	0.00
Project Management	15%	0.00	X	0.15	=	0.00
Leadership	20%	0.00	X	0.2	=	0.00

Score Range	Category
4.51 - 5.00	Exceptional
3.51 - 4.50	Exceeds Expectations
2.51 - 3.50	Meets Expectations
1.51 - 2.50	Approaching Expectations
0.00 - 1.50	Unsatisfactory

Total Score: **0.00**

	Salary		Benefits		Total	Hourly
FYE 2013 Compensation Package:	\$	-	\$	-	\$	- 0.00
FYE 2014 Estimated Compensation Package:	\$	-	\$	-	\$	- 0.00

Verification of Performance Appraisal

By signing this form, you confirm that you have discussed this review in detail with your manager. Signing this form does not necessarily indicate that you agree with this evaluation.

Executive Director

Date

Board of Commissioners - Chairperson

Date

Executive Director's Report

July 2013



Executive Director's Report

July 2013

Regular Meeting – Board of Commissioners

Tuesday, July 23, 2013 – 10:00 AM

William H. Moon Towers

255 W. Tompkins St.

Galesburg, IL 61401

Executive Office

Training and Development Summary

The following information details training and development attended by Knox County Housing Authority Staff during the month of July 2013:

Staff	Date	Development
Antoine, D.	07/10/2013	State of Illinois Procurement
Antoine, D.	06/18/2013	Executive Director Retreat - Various
Lefler, C.	07/10/2013	State of Illinois Procurement
Hall, R.	06/07/2013	Emerald Ash Borer
Stegall, J.	06/07/2013	Emerald Ash Borer
Watkins, B.	06/07/2013	Emerald Ash Borer
Maintenance	06/07/2013	Emerald Ash Borer
Maintenance	06/19/2013	Bloodborne Pathogens/HAZMAT
Maintenance	06/07/2013	Emerald Ash Borer
Maintenance	07/16/2013	Asbestos Abatement/Removal

Media Outreach/Public Relations

We continue to develop the agency's relationship with various media outlets – Register-Mail, WGIL, The New Zephyr, etc. I am looking to get the KCHA involved in speaking engagements with local service clubs – Rotary, Kiwanis, Lions – but also with other agencies looking to learn about our services.

Policy/Operations

Accounting and Finance

Questionnaires were submitted to Sailor Kahn for the forthcoming financial audit, which has yet to be scheduled. Generally speaking, this audit occurs around September or October, and will last approximately one week.

The finance staff also worked diligently during the months of May, June, and July to close out our fiscal year ended 03/31/2013. We utilized a fee accountant to assist in this process this year, but hope to complete the process in-house for FYE 03/31/2014.



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dantoine@knoxhousing.org

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Human Resources

Program managers have been engaged in first quarter 1-on-1's with staff during the past month. Historically, we have only reviewed performance once per year. In doing so quarterly, we are better able to praise successful performance more often and identify performance gaps in a timely manner. Our next round of 1-on-1's will be in October.

We have also convened a monthly Safety Committee. The purpose of this group is to meet and go over safety related topics, and then share the information within their functional area. Additionally, this committee has been tasked with maintaining our OSHA information and logs. This month we will be watching a video series on safe lifting techniques. The idea is to maintain an accident/injury free workplace, thus avoiding costly claims.

July 2013's Employee(s) of the Month are the entire Family Sites staff! The team really executed our preparations for the 07/09/2013 REAC inspections during some of the warmer days we've seen this year. The entire family staff put forward a dedicated effort worthy of this recognition! Our monthly EOM winners are prominently displayed at our Central Office.

Facilities

We are currently weighing options for converting to a paperless office, to every extent possible. This will achieve both increased security around the information we collect and reduce the agency's office supply and storage needs. This will be an ongoing project.

We are considering the removal of several trees around the COCC. The trees are either severely infected with emerald ash borer, or have deteriorated to the point they may be unsafe. We will be seeking quotes from qualified bidders.

Legislative

I submitted a letter to Senator Durbin this month to voice our position in support of funding for public housing and housing choice voucher funding in the upcoming FYE 2014 appropriations process. A similar letter will go out to Representative Bustos.

Representative Bustos has been invited to Moon Towers to meet with us and neighboring housing authorities to discuss issues of importance to public housing agencies. I am waiting to hear back from her office.

I extended an invitation to President Obama to visit out public housing sites while traveling through Galesburg on 07/24/2013. An email was sent through the White House general delivery address, and I have yet to receive a response.

Public Housing Program

Moon Towers

Moon Towers recently surveyed the residents to gauge overall satisfaction in several categories – management, facilities, operations, security, etc. Approximately a third of residents responded to the survey. Two meetings were held to discuss the results, and both were fairly well attended. It is my feeling that resident satisfaction at Moon Towers is improving.

We will be seeking bids to replace the entry system at the back entrance. The system in place is antiquated, and is lending to the security issues of the building. The timeline for the RFP is August with a goal of completion in September.

Here is a snapshot of the occupancy at Moon Towers:

Moon Towers				
Moon Towers A	11	Efficiencies		
88 Units	3	1 Bedroom		
	0	2 Bedroom	Total:	14
	0	Accessible	Occupied:	84%
Moon Towers B	3	Efficiencies		
89 Units	4	1 Bedroom		
	0	2 Bedroom	Total:	7
	0	Accessible	Occupied:	92%

Moon Towers is a little high in vacancies in both buildings due to several factors – increased turnover, Ron Reed was off for an extended time due to medical reasons, and other maintenance staff had been tied up assisting residents throughout the apartment painting process. The occupancy staff at Moon Towers is working diligently to fill these units, and get our occupancy back above 97%.

The waiting list at Moon Towers currently has 141 applicants. Here is a breakdown of applicants by month for FYE 03/31/2014:

Moon Towers Waiting List	
FYE 03/31/2013	105
April 2013	8
May 2013	4
June 2013	12
July 2013	12
FYTD Total	36
Total List	141

Scattered Family Sites

Family Sites was inspected by HUD contracted inspectors on 07/09/2013. To prepare for this, the Family staff executed an eight-week playbook designed to identify priority needs and address issues in a scheduled format. This allowed for the most glaring physical needs to be resolved in an appropriate time. We added playground mulch, necessary soil, cold-patch asphalt to deteriorated pavement – the cost of which was reflected in this month's operating statement. We continue to work with the City of Galesburg to resolve sidewalk and road issues. At this time, we are still waiting for a score from this inspection; though I remain confident we scored well.

Work continues on the Scattered Site Roofing project. Currently, there are contractors working at all three sites. The work at Cedar Creek Place is nearly completed, while work at Woodland Bend and Whispering Hollow is well under way. At the current rate, it is anticipated the project will be completed in August or September.

Plans are underway for our annual Back-To-School Party, tentatively scheduled for August 7, 2013. Festivities include a school supply distribution, cookout, games, and a dunk tank. We are currently working with the NAACP on a bullying program for the children as they head back to school.

It has been an active summer at our Family Sites, with police calls and incidents at a peak for the year. We are working with the police department to curb the activity, which has been challenging to say the least. In each circumstance, we are enforcing the lease as applicable. As such, terminations and evictions are occurring at a higher rate than in previous years.

Here is a snapshot of the occupancy on our Family Sites:

Family Sites				
190 Units	6	2 Bedroom		
	5	3 Bedroom		
	0	4 Bedroom	Total:	13
	2	5 Bedroom	Occupied:	93%

Occupancy is down at the Family Sites for a number of reasons – higher turnover due to lease terminations (which include lease violations as well as failure to pay), staff focus on REAC inspection preparations, and time of year. I expect the number to swing back in our favor as we approach the upcoming school year.

The waiting list for our Family Sites currently has 263 applicants awaiting housing. Here is a breakdown of applicants by month for FYE 03/31/2014:

Family Sites Waiting List	
FYE 03/31/2013	170
April 2013	30
May 2013	26
June 2013	23
July 2013	14
FYTD Total	93
Total List	263

Bluebell Tower

Work is progressing on the exterior renovations at Bluebell Tower. RL Vollentine is currently on pace to complete work within the next couple of weeks, which is in line with their proposal. Additional brick – beyond the scope of work and general allowance requirement – will be necessary to fully complete the job. Once complete, the building should be set for another 5-10 years before needing this type of work again.

Everything else is “business as usual” at Bluebell Tower.

Here’s a snapshot of occupancy at Bluebell Tower:

Bluebell Tower				
	0	1 Bedroom	Total:	0
51 Units	0	2 Bedroom	Occupied:	100%

The waiting list for Bluebell Tower currently has 78 applicants listed. Here is a breakdown of applicants by month for FYE 03/31/2014:

Bluebell Tower Waiting List	
FYE 03/31/2013	65
April 2013	4
May 2013	4
June 2013	2
July 2013	3
FYTD Total	13
Total List	78

Housing Choice Voucher Program (Section 8)

Application/Waiting List Activity

	Applications Waiting List	Applicants Purged	Intake/Briefing
April 2013	186	15	0
May 2013	171	27	0
June 2013	144	8	0

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	Vouchers Terminated
April 2013	4	222	0	3
May 2013	1	219	3	2
June 2013	3	218	4	1

Housing Assistance Payments

	Housing Assistance Payments
April 2013	\$ 80,661.00
May 2013	\$ 79,033.00
June 2013	\$ 78,851.00
Total FYTD	\$ 238,545.00

Affordable Housing Program (A.H.P.)

Prairieland Townhouse Apartments

Currently out for bid is roof replacement. A minimum of five (5) roofs need to be replaced, with the potential for up to 15 roofs. Bid submissions are due 07/22/2013.

Brentwood Manor

Currently out for bid is window replacement. Five total stairwell windows need replaced. Bid submissions re due 07/22/2013.

Here is a snapshot of occupancy for the A.H.P. properties:

A.H.P. Properties			
Brentwood Manor			
	0	Vacancies	Total: 0
72 Units			Occupied: 100%
Prairieland Townhomes			
	1	Vacancies	Total: 1
66 Units			Occupied: 98%

Resident Opportunity and Self Sufficiency Program (R.O.S.S.)

Resident Workshops

There were no resident workshops held during the months of June and July 2013. This was due to involvement in the KCHA Summer Day Camp, which ran June 3 through June 27, 2013. There were approximately 104 kids (grades K-5) who participated in the camps, with an average daily attendance of 70 children. Camp activities included trips to Lakeside Recreation Facility, Lincoln Park, and to the AMC Theatres for a movie day. Kids were also active outside, and worked on craft projects.

New Partnerships

No new partnerships developed during this time frame either. Michelle Kim, ROSS coordinator, is making this a focus area for the upcoming grant year. Ms. Kim is currently working on fall programs (nutrition, GED, teen programming, computer, etc.) Current partnerships, including Hy-

Vee and the NAACP continue to benefit our residents through financial support (community gardens) and programming (bullying, interviewing, college preparation, etc.).

Grant Funding / Activities

Work will begin soon on the Galesburg Community Foundation grant. The KCHA has been the recipient of funding from GCF the previous three years, totaling approximately \$40,000.00. Program funds have helped pay for the Summer Day Camp, though we may look to use future funding for the after-school programs.

Ms. Kim submitted her annual grant report on 07/15/2013. This is an annual report we are required to submit that details ROSS program activities, and details how effective we have been in administering grant funds to achieve projected outcomes. The program has been generally effective in children's curriculum, while struggling to gain adult participation in ROSS programming. There were a few deviations from the submitted logic model, and supporting narrative was supplied as part of the report.

BOARD MEMO


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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 19 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: Pay Request #1 RL Vollentine Construction

Executive Summary

RL Vollentine Construction has submitted Application for Payment #1 for work completed on the exterior renovations at Bluebell Tower. The total amount of the pay request is \$33,168.37. Mark Leblang of Alliance Architects has fully reviewed the pay request, and is satisfied the amount submitted represents completed work on the project.

Fiscal Impact

This application for payment will be fully paid from Low Rent Reserves, as approved at the May 28, 2013 Regular Meeting of the Board. The KCHA is awaiting receipt of 2013 Capital Grant funding, which will cover the total cost of this project.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #1 from RL Vollentine Construction in the amount of \$33,168.37.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 19 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: REAC Physical Inspection of the Family Sites

On July 9, 2013, the scattered Family Sites were inspected by HUD contracted REAC inspectors from Building Inspection Services. While the final score has yet to post, I am confident in the strategy and execution of our preparations.

During the course of the inspection, three (3) Exigent Health and Safety (EHS) deficiencies were identified.

- Unit 1085 W. Berrien St. – Bedroom 1 – Emergency/Fie Exits Blocked
- Unit 1085 W. Berrien St. – Bedroom 2 – Emergency/Fie Exits Blocked
- Maintenance Office WH – Exposed Wires/Open Panels

EHS deficiencies are required to be either resolved or abated within 24 hours of the inspection. All three of the above listed deficiencies were resolved by 9:00 AM on July 10, 2013.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 22 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: Procurement Training 8/19/2013 – 8/21/2013

Mike Gifford from Housing Agency Procurement Assistance will be at the Knox County Housing Authority from 08/19/2013 through 08/21/2013 to help us shore up our procurement operations. Mr. Gifford is widely considered as the foremost expert in housing authority procurement, and has helped to identify a few shortcomings in our procurement processes.

This contract was initially bid by the Bureau County Housing Authority, and we are able to “piggyback” that contract through a joinder agreement. All documentation will be kept on file, and expenses are being shared between three agencies – Warren County Housing Authority, Bureau County Housing Authority, and the Knox County Housing Authority.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 22 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: Miller Valentine Proposal Request/Proposal for PBV at Tax Credit
Development

Executive Summary

Ohio-based developed Miller Valentine has approached the Knox County Housing Authority requesting our involvement with an application for State of Illinois tax credits. The purpose of the application is for Miller Valentine to receive tax credits they could in turn sell to finance a proposed development on the east side of Galesburg. The development would consist of rehabbing existing structures and new construction. Pete Schwiegeraht has sent over a pre-development agreement, which I have forwarded to KCHA counsel Jack Ball for review.

In exchange for guaranteeing up to 24 project-based vouchers to be used in the development, the housing authority would receive the following incentive package:

MV & KCHA to be partners/owners (70% MV / 30% KCHA)

- a. MV to take on all financial risk / guaranties
- b. KCHA to receive 100k in development fees
- c. KCHA to receive 30% of incentive management fees
- d. KCHA to receive 30% of cash flow
- e. KCHA to act as service coordinator and receive \$100/unit annually for this role
- f. KCHA to commit to convert up to 24 units of Housing Choice Voucher into Project Based Section 8 for the new development
- g. MV to manage property (commits to hire local manager)
- h. MV to act as general contractor
- i. MV to bid work locally

Fiscal Impact

According to my calculations, the incentive package potential would total \$365,345.50 to the KCHA over 17 years, which includes \$110,844.90 in property management fees, \$113,700.60 in cash flow, \$40,800.00 in service coordinator

fee, and \$100,000.00 in developer fees. This money would be applied as income to the Central Office Cost Center, which could then be used to help cover program costs.

Recommendation

Barring any unforeseen ramifications from the Pre-Development Agreement, it is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Miller Valentine's request to participate in the tax credit application process through a guarantee of up to 24 project based vouchers to be used in the newly developed units.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 19 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: New KCHA Website – www.knoxcountyhousing.org

The new Knox County Housing Authority website will be ready for launch by August 1, 2013. The address for the new site is www.knoxcountyhousing.org.

The decision was made due to ease of updating/accessibility. The previous website was maintained by Office Specialists Inc., with an annual cost of approximately \$160.00. Updating the site required either billable technical assistance (\$85.00 per hour) from OSI, or someone currently on staff that could work within the complicated HTML coding required.

The new website is self-operated through Go Daddy web builder services. The annual cost is approximately \$85.00, and is easily navigated and updated by current KCHA staff.

The new site will be updated regularly, and contain program information, vibrant pictures, links to partner agencies, employee access to KCHA email, board bios, and much more. We are very excited to launch this new site, and will be marketing it through a press release, our Facebook page, and word of mouth.

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 19 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: Executive Director Performance Appraisal

Attached in this month's Board Packet is the KCHA Executive Director Performance Appraisal form. This form can be used at any point (90 days, 180 days, annually) to review, evaluate and score the performance of the Executive Director for the given time frame. The ED's performance will be rated on a scale from 1 (Unsatisfactory) to 5 (Exceptional). Explanations of each score are listed at the top of the form.

The performance of the Executive Director is broken down into seven (7) categories, each with individual rating factors and weighted according to priority of the position:

- Job Knowledge/Skill
- Communication Skills
- Board Responsibility
- Agency/Organization
- Personal Qualities/Growth
- Project Management
- Leadership

The form has been attached both in PDF and Excel format. Once the Board has scored the appraisal, the data can be input into the Excel spreadsheet to calculate the score. Simply place a "Check" in each box by clicking on the box. Once all boxes have been checked, you will have to manually calculate each category's total score. The corresponding points are listed to start each category. For example, each box checked in the "Exceeds Expectations" range will count as four points for that section. Once all the appropriate boxes have been checked in a section, add the scores for all boxes checked and put that count into the "Total" box at the bottom of each section. The form will automatically calculate the score throughout the form.

Should you have any questions in completing the form, don't hesitate to contact me.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 19 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: Scattered Sites Roofing Update

To date, we have sheathing replacement data on 51 buildings through July 11th. There's been an increase in A & B buildings' averages and a slight drop in the C Building's average. No D building roofs have been replaced since the last update; therefore, the average has not changed. The first Community Building roof was replaced at Whispering Hollow, which required 32 full sheets of sheathing replacement. As a result, the projection now exceeds the sheathing allowance. We spoke to Kendall Martin concerning the increased rate of replacement. He believes two different eave underlayment products were used in the previous roofing project. He indicated the shingles seem to stick more to the "smoother" underlayment. Unfortunately, the roofers have seen more of the "smooth" product as of late. Data is listed below.

Building Type	Quantity	Total Full Sheets	Average
A	20	206	10.3
B	24	109	4.5
C	5	22	4.4
D	2	1	0.5
Community Center	1	32	32.0

Below is the projected total roof sheathing replacement for all (3) sites, based on the average replacement per building to date.

Building Type	Quantity	Avg. Per Building	Unit Price	Projected Cost
A	39	10.3	\$ 166.40	\$ 66,842.88
B	40	4.5	\$ 166.40	\$ 29,952.00
C	17	5.5	\$ 166.40	\$ 15,558.40
D	3	0.5	\$ 166.40	\$ 249.60
Community Center	3	32	\$ 166.40	\$ 15,974.40
TOTAL				\$ 128,577.28

The total projected sheathing expenditure for all roofs is \$128,577.28. The sheathing allowance for this project is \$105,560.00. Thus, if projections hold, we would face an overage of \$23,017.28.

There is \$30,000.00 built into this project for the General Requirements Allowance, which is available to cover a portion of the sheathing overage. However, some of this allowance may be required for additional downspout/gutter repair and gutter guard replacement. Based on the information CAD has provided, Alliance projects a total of \$2,500 for additional downspout/ gutter repair and \$10,000 of additional gutter guard replacement. The General Requirement Allowance would then have a balance of \$17,500 for sheathing replacement. Therefore, additional monies may be required to cover work above the allowances. Hopefully, the projections swing back in our favor as work progresses.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 19 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: Pay Request #4 CAD Construction

Executive Summary

Cad Construction has submitted Application for Payment #4 for work completed on the Scattered Family Sites Re-Roofing project. The total amount of the pay request is \$202,804.45. Mark Leblang of Alliance Architects has fully reviewed the pay request, and is satisfied the amount submitted represents completed work on the project.

Fiscal Impact

This application for payment will be fully paid from Low Rent Reserves, as approved at the March, 28 2013 Regular Meeting of the Board. The KCHA is awaiting receipt of 2013 Capital Grant funding, which will cover approximately \$330,000.00 of the total cost of this project.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #4 from CAD Construction in the amount of \$202, 804.45.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 19 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: Bluebell Tower Exterior Renovations Update

RL Vollentine Construction is completing exterior renovations at Bluebell Tower, sealing and repairing areas of the building with damaged brick. Work started on June 17, 2013 and should be completed within the next couple of weeks.

Closer inspection of existing structure revealed additional bricks would be needed to complete the project. Initially, the project called for 500 bricks to be replaced. The total estimated brick count is 1,100 brick, which represents an additional 700 brick above the initial construction estimate.

The cost per brick is \$25.00, which includes all labor. The General Requirements Allowance (GRA) on this project is \$10,000.00. The GRA will cover 400 additional brick.

The original contract was awarded in the amount of \$95,550.00. The addition of approximately \$5,000.00 represents a 5% variation, and results in a total contract of that wouldn't exceed \$105,550.00. The independent cost estimate provided was \$126,000.00. Per the bid tabulation, the next closet bid was \$136,000.00. This variation is well below both the ICE and the next responsible bid.

I have authorized RL Vollentine Construction to purchase additional brick, in a quantity and amount not to exceed 200 brick or \$5,000.00, to complete the exterior renovations at Bluebell Tower.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: July, 22 2013

FROM: Derek Antoine 
Executive Director

BOARD MEETING: July 23, 2013

SUBJECT: Banking/Investment Request for Proposals (RFP)

Per discussion with the finance committee, the decision has been made to solicit proposals for our banking/depository services. The current agreement, with First Midwest Bank, has been in place since 1999. The original agreement was for one (1) year, with annual renewal options up to an additional four (4) years. We have completed four (4) years in this agreement, and are currently in year five.

Additionally, we will be seeking proposals for investment services. To date, the KCHA has approximately \$200,000.00 - \$300,000.00 available for initial investment. All KCHA investment money has been transferred to our checking accounts. Once the Request for Proposal has been completed, the Board will review and select the most advantageous strategy for the agency's investment portfolio.

The timing of this solicitation has yet to be determined.