Somerville Housing Authority
Annual Plan for Fiscal Year 2025
For State-Aided Public Housing

The Annual Plan is a document compiled by housing authority staff in advance of each new fiscal year. The plan serves as both a tool for the Local Housing Authority (LHA) to reflect upon the prior fiscal year, and as an opportunity to develop a clear and transparent plan that builds on successes, identifies needs, and corrects any issues that have arisen in prior years. Additionally, the Annual Plan is an important tool for tenants, who may use the document to better understand the operations and needs of their housing authority, advocate for changes to policies and procedures, access data about the housing authority, and participate in their housing authority's governance.

In addition to the physical document, the Annual Plan is also a process of public engagement. Throughout the Annual Plan process, the LHA executive director or their designee will be expected to review the Plan with any Local Tenant Organizations (LTO's) and Resident Advisory Board (RAB) before the LHA presents the plan to the LHA Board of Commissioners; make a draft available for review to all residents and the general public; post on the website and make a copy available to each LTO at least 30 business days before the public hearing; hold a hearing on the document; and collect, integrate, and report back on substantive comments. Additionally, the Board will read, offer recommendations, and approve the Annual Plan in advance of its submission to DHCD.

The law that mandates the Annual Plan is An Act Relative to Local Housing Authorities, Massachusetts General Laws, Chapter 121B Section 28A. The regulation that expands upon Section 28A is 760 CMR 4.16. The regulations that address Local Tenant Organization (LTO) and resident participation in the Annual Plan are 760 CMR 6.09 (3)(h) and 760 CMR 6.09(4)(a)(4).

Overview and Certification

The Somerville Housing Authority's Annual Plan for their 2025 fiscal year includes the following components:

1. Overview and Certification
2. Capital Improvement Plan (CIP)
3. Maintenance and Repair Plan
4. Operating Budget
5. Narrative responses to Performance Management Review (PMR) findings
6. Policies
7. Waivers
8. Glossary
9. Other Elements
    a. Bryant Manor LTO letter of support 2025
    b. Clarendon LTO - omission memo
    c. Public comments and meeting minutes
    d. Hagan Manor MOR
    e. Hagan Manor MOR Response
    f. Hagan Manor CNA
    g. Bryant Manor CNA
    h. Cover sheet for tenant satisfaction surveys

State-Aided Public Housing Developments

The following table identifies the state-aided public housing units with developments of more than 8 units listed separately. Units in developments of 8 or fewer units are aggregated as noted. Units that the LHA provides to assist clients of the Department of Mental Health (DMH), the Department of Developmental Services (DDS), or other agencies are also aggregated separately.

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
200-01	Family	CLARENDON HILL 200-01	9	1948	216
667-07	Elderly	CLARENDON HILL TOWERS 667-07	3		41
667-02	Elderly	CORBETT APARTMENTS 667-02	2	1964	100
200-02	Family	MYSTIC River 200-02	12	1949	240
	Family	Family units in smaller developments	2		3
	Elderly	Elderly units in smaller developments	1		5
	Other	Special Occupancy units	1		8
Total			30		613

The following development(s) operate under a combination of state and federal requirements, including HUD's Section 8 New Construction and Substantial Rehabilitation Program (see the Glossary for a program description).

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
667-04	Elderly	BRYANT MANOR 667-04	1	1978	134
689-02	Other	HAGAN MANOR 689-02	1	1910	24

Massachusetts Rental Voucher Program (MRVP)

The Massachusetts Rental Voucher Program (MRVP) is a state-funded program that provides rental subsidies to low-income families and individuals. In most cases, a "mobile" voucher is issued to the household, which is valid for any market-rate housing unit that meets the standards of the state sanitary code and program rent limitations. In some cases, vouchers are "project-based" into a specific housing development; such vouchers remain at the development if the tenant decides to move out.

Somerville Housing Authority manages 13 MRVP vouchers.

Federally Assisted Developments

Somerville Housing Authority also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 2040 households.

Additional Remarks on LHA Data

Pertaining to our Special Occupancy units & after discussions/emails (dated Friday, October 16, 2020 1:15 PM) with Paul McPartland and further discussions with Rick Brouillard (DHCD) based on similar situations we have been advised to leave the Special Occupancy units as is at 8 units. This is due to the fact that the DDS (689 units) are in a 667 development. Furthermore, the said 667 development (Monmouth Street) is no longer occupied.

LHA Central Office

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LHA Board of Commissioners

	Role	Category	From	To
Joseph Capuano	Chair	State Appointee	12/22/2022	08/01/2026
Dennis Lemard	Member	Labor Appointee	09/25/2023	06/07/2024
Adeleine Mannion	Member		12/12/2022	06/07/2027
Eleanor Rances	Treasurer	Tenant	11/16/2018	06/07/2025
James Zamer	Vice-Chair	Tenant	12/08/2022	06/07/2023

Local Tenant Organizations

	Date of Recognition by LHA	Date LHA Reviewed Draft AP with LTO
Clarendon Tenants Association	11/10/2016	12/15/2023
Bryant Manor Tenant Association	03/06/2019	12/15/2023

Plan History

The following required actions have taken place on the dates indicated.

REQUIREMENT		DATE COMPLETED
A.	Advertise the public hearing on the LHA website.	10/25/2023
B.	Advertise the public hearing in public postings.	10/25/2023
C.	Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	10/25/2023
D.	Post draft AP for tenant and public viewing.	10/25/2023
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	12/15/2023
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	12/21/2023
G.	Executive Director presents the Annual Plan to the Board.	12/21/2023
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	12/21/2023

Certification

CERTIFICATION OF LHA USER AUTHORIZATION FOR DHCD CAPITAL SOFTWARE AND HOUSING APPLICATIONS

I, Diane L. Cohen of the Somerville Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Somerville Housing Authority users of DHCD Capital Software applications and Housing Applications and that all current LHA users are authorized to use the systems and have the appropriate level of user access based on their job responsibility. I approve all system access and access levels for all Somerville Housing Authority users.

This certification applies to the following applications:

- Capital Planning System (CPS)
- Consolidated Information Management System (CIMS)
- Cap Hub
- DHCD Housing Management Systems

CERTIFICATION FOR SUBMISSION OF THE ANNUAL PLAN

I, Diane Cohen, of the Somerville Housing Authority, certify on behalf of the Housing Authority that: a) the above actions all took place on the dates listed above; b) all facts and information contained in this Annual Plan are true, correct and complete to the best of my knowledge and belief and c) that the Annual Plan was prepared in accordance with and meets the requirements of the regulations at 760 CMR 4.16 and 6.09.

The Board and Executive Director further certify that LHA operations and all LHA Board-adopted policies are in accordance with M.G.L. c. 121B and all Massachusetts state-aided public housing regulations, including, but not limited to 760 CMR 4.00; 5.00; 6.00; 8.00; and 11:00, as well as adhere to Department-promulgated guidance.

Date of certification: 12/29/2023

This Annual Plan (AP) will be reviewed by the Department of Housing and Community Development (DHCD) following the public comment period, the public hearing, and LHA approval.

Capital Improvement Plan

DHCD Description of CIPs:
The Capital Improvement Plan (CIP) is a five year plan which identifies capital projects, provides a planning scope, schedule and budget for each capital project and identifies options for financing and implementing the plan. The CIP identifies anticipated spending for each Department of Housing and Community Development (DHCD) fiscal year (July 1 to June 30) based on the project schedules.

Local Housing Authorities (LHAs) receive yearly awards from DHCD (Formula Funding Awards) which they target to their most urgent capital needs in their CIP. They may also receive special awards from DHCD for specific projects which meet specific criteria. Special awards may be given for certain emergency, regulation compliance, energy and water conservation, and other projects. The first three years of the CIP are based on actual awards made to the LHA, while years four and five are based on estimated planning amounts, not actual awards.

LHAs may sometimes secure other sources of funding and assistance that you will note in their CIP, such as: Community Preservation Act (CPA) funding, Community Development Block Grant (CDBG) funding, Local Affordable Housing Trust Funds (AHTF), HOME grants, income from leasing a cell tower on their property, savings from net meter credit contracts with solar developers, utility rebates and contracted work from utility providers, and Sheriff's Department work crews. However, not all of these funding sources are available every year, or in all communities.

The CIP includes the following parts:

- A table of available funding sources and amounts
- A list of planned capital projects showing spending per fiscal year
- A table showing special awards and other funding for targeted projects, if any, which supplements Formula Funding awarded to the LHA
- A 'narrative' with a variety of additional information.

Capital Improvement Plan (CIP)

Additional Remarks by Somerville Housing Authority

The SHA 's goals are to maintain the infrastructure of our buildings and sites for the long term, improve walking paths , courtyards and streets
in our developments, renovate kitchens on an ongoing basis to bring them up to the current codes, continue our phased roofing repairs project
on the 200-2 site, continue our phased Concrete Repair and Painting project at our 200-2 site, and rebuild our exterior concrete stairs and
bring the handrails up to code on our 667-2 sites.

Capital Improvement Plan (CIP)

Aggregate Funding Available for Projects in the First Three Years of the CIP:

Category of Funds	Allocation	Planned Spending	Description
Balance of Formula Funding (FF)	$2,406,520.54		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	$360,978.08		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	$2,045,542.46	$2,174,788.05	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	$16,112.64	$16,112.64	Accessibility projects
DMH Set-aside	$0.00	$0.00	Dept. of Mental Health facility
DDS Set-aside	$45,435.10	$45,435.10	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	$1,983,994.72	$2,113,240.31	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	$268,846.27	$-92,069.73	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	$0.00	$0.00	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	$0.00	$0.00	Community Preservation Act funds awarded by a city of town for specific projects.
Operating Reserve(OR) Funds	$169,987.54	$169,987.54	Funds from the LHA's operating budget.
Other Funds	$8,128,315.29	$8,128,315.29	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	$10,612,691.55	$10,381,021.14	Total of all anticipated funding available for planned projects and the total of planned spending.

Capital Improvement Plan (CIP)

CIP Definitions:

ADA Set-aside is funding allocated within the Formula Funding (FF) for use on projects that improve accessibility for people with disabilities. 10% of FF awards are designated for this purpose.

Available State Bond Funding is the amount of State Bond Funding available to the LHA for the first three years of the CIP. It is calculated by totaling all of FF and Special Awards granted to the LHA through the end of the third year of the plan and subtracting the amount of these funds spent prior to July 1 of the first year of the plan.

Amount spent prior to the plan is the total amount of Formula Funding (FF) and Special Awards spent prior to July 1 of the first year of the plan.

Capital project is a project that adds significant value to an asset or replaces building systems or components. Project cost must be greater than $1000.

CDBG stands for Community Development Block Grant, a potential source of project funds.

CPA stands for Community Preservation Act, a potential source of project funds.

CapHub Project Number is the number given to projects entered into DHCD's project management system known as CapHub.

DMH Set-aside is funding allocated within the Formula Funding (FF) for use on facilities leased to the Department of Mental Health (DMH) program vendors, if any exist at this LHA.

DDS Set-aside is funding allocated within the Formula Funding (FF) for use on facilities leased to the Department of Developmental Services (DDS) program vendors, if any exist at this LHA.

Formula Funding (FF) is an allocation of state bond funds to each LHA according to the condition (needs) of its portfolio in comparison to the entire state-aided public housing portfolio.

Operating Reserve is an account, funded from the LHA operating budget, primarily used for unexpected operating costs, including certain extraordinary maintenance or capital projects.

Other Funds could include other funding by the city or town or from other sources.

Special Awards are DHCD awards targeted to specific projects. Award programs include funds for emergencies beyond what an LHA can fund, for complying with regulatory requirements, for projects that will save water or energy use, and various other programs the department may run from time to time.

Total Cost is the sum of investigation, design, administration, permitting, and construction costs for a project

Unrestricted Formula Funding (FF) is money awarded to the LHA by DHCD under the Formula Funding program other than amounts set aside (restricted) for accessibility improvements or for facilities operated by DMH or DDS.

Capital Improvement Plan (CIP)

Formula Funding and Special DHCD Award Planned Spending - Other funding not included

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
274112	PEHO Grant 200-1	CLARENDON HILL 200-01	$21,077,045	$13,626,701	$0	$3,181,012	$771,333	$0	$0	$0
274125	FF: Roof Repairs Phase 2/3	MYSTIC River 200-02	$242,510	$242,510	$0	$0	$0	$0	$0	$0
274130	OR Boiler Replacements 200-2	MYSTIC River 200-02	$64,238	$0	$0	$0	$0	$0	$0	$0
274134	ARPA FF: Buildg Envel-Concrete Repairs Phase 1 200-2	MYSTIC River 200-02	$287,690	$26,184	$0	$139,617	$0	$0	$0	$0
274136	Roof Replacement Phase 4	MYSTIC River 200-02	$229,556	$196,596	$0	$32,960	$0	$0	$0	$0
274137	ARPA FF: Site Improv-Concrete Walkways - Phase 2 200-2	MYSTIC River 200-02	$439,415	$14,248	$0	$406,420	$18,749	$0	$0	$0
274138	Kitchen Rehab 689-1 Force Account	PROSPECT HOUSE 689-01	$38,130	$11,383	$0	$26,747	$0	$0	$0	$0
274144	Building Envelope Concrete Repairs Phase 2	MYSTIC River 200-02	$200,155	$0	$0	$148,295	$51,861	$0	$0	$0
274145	ARPA FF: Roof Replacement Phase 5 & Admin Building 200-2 OR	MYSTIC River 200-02	$447,925	$0	$45,673	$127,253	$0	$0	$0	$0

Capital Improvement Plan (CIP)

Formula Funding and Special DHCD Award Planned Spending - Other funding not included

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
274146	ARPA FF: Interior Apt - Rear Door Rplcmt 667-2	CORBETT APARTMENTS 667-02	$309,847	$273,626	$0	$0	$0	$0	$0	$0
274147	Entryway Doors	PROSPECT HOUSE 689-01	$7,418	$0	$0	$7,418	$0	$0	$0	$0
274151	ARPA FF: Various Site work 200-2 274153 & 274154	MYSTIC River 200-02	$390,269	$24,205	$0	$366,064	$0	$0	$0	$0
274155	PEHO Project Relocations Clarendon Hill Apartments	CLARENDON HILL 200-01	$200,327	$0	$0	$21,013	$179,315	$0	$0	$0
274156	Decarbonization Feasibility Study - SUST	MYSTIC River 200-02	$9,529	$0	$0	$9,529	$0	$0	$0	$0
•	SOM Roof Replacement Phase 6	MYSTIC River 200-02	$254,967	$0	$0	$0	$34,596	$220,372	$0	$0
•	Buiding envelope Concrete Repairs Phase 3	MYSTIC River 200-02	$268,239	$0	$0	$0	$0	$459	$133,556	$134,225
•	Roof Replacement Mystic River - Phase 7	MYSTIC River 200-02	$374,222	$0	$0	$0	$0	$89,080	$285,143	$0
•	Phase 4 Kitchen Modernization	CORBETT APARTMENTS 667-02	$149,527	$0	$0	$0	$149,527	$0	$0	$0
•	Concrete Stairs Replacement	CORBETT APARTMENTS 667-02	$326,700	$0	$0	$41,494	$285,207	$0	$0	$0

Capital Improvement Plan (CIP)

Formula Funding and Special DHCD Award Planned Spending - Other funding not included

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
•	ARPA FF: Landscaping Project - Link to FISH 274139	CORBETT APARTMENTS 667-02	$198,931	$0	$0	$0	$0	$0	$0	$0
•	Prospect House Boiler Replacement	PROSPECT HOUSE 689-01	$17,407	$0	$0	$0	$17,407	$0	$0	$0

Capital Improvement Plan (CIP)

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain-ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
274112	PEHO Grant 200-1	to cover Clarendon hill house project cost increases due to covid	$0	$0	$0	$13,011,857	$0	$0	$0	$8,065,189
274125	FF: Roof Repairs Phase 2/3		$0	$0	$0	$0	$0	$0	$0	$1,809
274130	OR Boiler Replacements 200-2		$0	$0	$0	$0	$0	$0	$0	$64,238
274134	ARPA FF: Buildg Envel-Concrete Repairs Phase 1 200-2	ARPA Formula Funding	$0	$0	$0	$91,219	$0	$0	$0	$0
274137	ARPA FF: Site Improv-Concrete Walkways - Phase 2 200-2	ARPA Formula Funding	$0	$0	$0	$50,000	$0	$0	$0	$0
274145	ARPA FF: Roof Replacement Phase 5 & Admin Building 200-2 OR	ARPA Formula Funding	$0	$0	$0	$105,000	$0	$0	$170,000	$0
274146	ARPA FF: Interior Apt - Rear Door Rplcmt 667-2	ARPA Formula Funding	$0	$107,000	$0	$36,211	$0	$0	$0	$0
274151	ARPA FF: Various Site work 200-2 274153 & 274154	ARPA Formula Funding	$0	$0	$0	$74,000	$0	$0	$0	$0

Capital Improvement Plan (CIP)

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain-ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
274155	PEHO Project Relocations Clarendon Hill Apartments	for relocation activities project for PEHO	$0	$0	$0	$200,327	$0	$0	$0	$0
•	ARPA FF: Landscaping Project - Link to FISH 274139		$0	$0	$0	$0	$0	$0	$0	$15,475

Capital Improvement Plan (CIP) Narrative

Including Requests to DHCD & Supporting Statements

1. **Request for increased spending flexibility.**
   DHCD designates a spending target (cap share) and an allowable spending range for each year of the CIP. A Housing Authority may request to shift the cap shares of the first three years in order to increase scheduling flexibility. A CIP utilizing this flexibility is called an Alternate CIP. The total spending over three years and over five years must continue to meet the limits set by DHCD. DHCD will approve an Alternate CIP only with acceptable justification and only if funding is available.

   Somerville Housing Authority has submitted an Alternate CIP with the following justification:

   - We have urgent projects that require excess spending in year 1 or 2.

   we have a series of urgent projects that require excess spending in year 1 or 2

2. **Request for additional funding.**
   A Housing Authority may request additional funding from DHCD for projects that qualify as emergencies, required legal compliance upgrades, or sustainability improvements.

   Somerville Housing Authority has not requested additional funding.

3. **Overall goals of the Housing Authority's CIP**

   The SHA's continuous goals are to maintain the infrastructure of our buildings for the long term. We will continue improve the landscape and walking paths around the buildings, and improve the living conditions of the apartments. We will accomplish this by phased roofing and phased exterior repair projects, along with some site improvements and interior kitchen modernizations.

4. **Changes from the Housing Authority's previous CIP**
   Every new CIP differs from the previous CIP because projects have been completed and a new year has been added with new projects. These changes and other significant changes to the content of the CIP are highlighted below:

   At or 689-01 we added Prospect House Boiler Replacement

5. **Requirements of previous CIP approval**
   There were no special conditions attached to the approval of our previous CIP.

6. Quarterly capital reports

Our most recent quarterly capital report (form 80 and 90) was submitted on 08/04/2023.

7. Capital Planning System (CPS) updates

Our CPS facility data has been updated with current condition information, including changes resulting from projects completed in the past year, as of 08/15/2023.

8. Project priorities

All the projects in our CIP are high priority (Priority 1 and 2 projects).

9. High priority deficiencies

We have not been able to include all of our high priority (CPS priority 1 and 2) projects in our CIP:

At this point we have depleted our funding resources. We will address further deficiencies when additional funds become available.

10. Accessibility

We are not aware of any accessibility deficiencies in our portfolio.

11. Special needs development

Somerville Housing Authority has one or more special needs (167 or 689 programs) development. We have completed the service provider input process according to the required procedures detailed in the lease agreement and held an annual meeting with the service provider staff at all special needs developments as of 05/10/2023.

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 9/2022 to 8/2023.

The following table lists the DHCD thresholds for Per Unit Monthly (PUM) expense for electricity, natural gas, oil, and water use and the developments at the Housing Authority that have expenses in excess of the thresholds, if any.

	Electric PUM > Threshold	Gas PUM > Threshold	Oil PUM > Threshold	Water PUM > Threshold
Threshold PUM:	$100	$80	$50	$60

667-05

705-01

The gas is completely shut off at our 667-05 as the property is now vacant. 705 are a single family and we intend to look into this in order to reduce the usage. (All boilers have been replaced)

13. Energy or water saving initiatives

Somerville Housing Authority is not currently pursuing any energy or water-saving audits or grants that could affect CIP project scope, costs or timing of projects.

14. Vacancy rate

Our unadjusted vacancy rate reported to DHCD is as follows. (The unadjusted vacancy rate captured in these figures is the percentage of ALL housing units that are vacant, including both offline units being used for other purposes and units with DHCD vacancy waivers.)

0.7% c. 667 (DHCD Goal 2%)
20.7% c. 200 (DHCD Goal 2%)
66.7% c. 705 (DHCD Goal 2%)

Somerville Housing Authority will address the excess vacancies in the following manner:
We have a major of tearing down buildings down and tenants are being relocated form the units that are being demolished at our 200 Development. - We are holding vacant unit s the 705 relocations for 200. EOHLC is aware of this.

Maintenance and Repair Plan

Maintenance Objective

The goal of good property maintenance at a public housing authority is to serve the residents by assuring that the homes in which they live are decent, safe, and sanitary.

About This Maintenance and Repair Plan

This Maintenance & Repair Plan consists of several subsections describing maintenance systems followed by charts showing typical preventive maintenance, routine maintenance, and unit inspection tasks and schedules. These subsections are:

a. **Classification and Prioritization of Maintenance Tasks** - Defines and prioritizes types of work to be accomplished by maintenance staff and vendors. Explains how the housing authority is expected to respond to work orders (tasks or requests) based on the work order classification.

b. **Emergency Response System** - Defines what constitutes an emergency and how to notify staff of an emergency.

c. **Normal Maintenance Response System** - How to contact the maintenance staff for a non-emergency request.

d. **Work Order Management** - Description of the housing authority's system for managing work orders (tasks and requests).

e. **Maintenance Plan Narrative & Policy Statement** - Self-assessment, basic information, and goals for the coming year, along with a description of the housing authority's maintenance program.

f. **Preventive Maintenance Schedule** - A listing and schedule of tasks designed to keep systems and equipment operating properly, to extend the life these systems and equipment, and to avoid unexpected breakdowns.

g. **Routine Maintenance Schedule** - A listing and schedule of ordinary maintenance tasks such as mopping, mowing, raking, and trash collection required to keep the facilities in good condition.

h. **Unit Inspections** - Scheduling of annual unit inspections.

Classification and Prioritization of Maintenance Tasks

Maintenance items are tracked as "work orders" and are classified in the following categories. They are prioritized in the order listed. The following classifications and prioritization are required by the Department of Housing and Community Development (DHCD).

I. **Emergencies** - Emergencies are only those conditions which are **immediately threatening** to the life or safety of our residents, staff, or structures.
   - **Goal: initiated with 24 to 48 hours.**

II. **Vacancy Refurbishment - Work necessary to make empty units ready for new tenants.**
   - After emergencies, the refurbishment of vacancies for immediate re-occupancy has the highest priority for staff assignments. **Everyday a unit is vacant is a day of lost rent.**
   - **Goal: vacancy work orders are completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.**

III. **Preventive Maintenance** - Work which must be done to **preserve and extend the useful life** of various elements of your physical property and avoid emergency situations.
   - A thorough Preventive Maintenance Program and Schedule that deals with all elements of the physical property is provided later in the document.
   - The Preventive Maintenance Program is reviewed and updated annually and as new systems and facilities are installed.

IV. **Programmed Maintenance** - Work which is important and is completed to the greatest extent possible within time and budget constraints. Programmed maintenance is grouped and scheduled to make its completion as efficient as possible. Sources of programmed maintenance include:
   - Routine Work includes those tasks that need to be done on a regular basis to keep our physical property in good shape. (Mopping, Mowing, Raking, Trash, etc.)
   - Inspections are the other source of programmed maintenance.
     - Inspections are visual and operational examinations of parts of our property to determine their condition.
     - All dwelling units, buildings and sites must be inspected at least annually.
     - **Goal: Inspection-generated work orders are completed within 30 calendar days from the date of inspection, OR if cannot be completed within 30 calendar days, are added to the Deferred Maintenance Plan or the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue).**

V. **Requested Maintenance** - Work which is requested by residents or others, does not fall into any category above, and should be accomplished as time and funds are available.
   - Requests from residents or others for maintenance work which does not fall into one of the other categories has the lowest priority for staff assignment.
   - **Goal: Requested work orders are completed in 14 calendar days from the date of tenant request or if not completed within that timeframe (and not a health or safety issue), the task is added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP.**

Additional Remarks by the Somerville Housing Authority

PHA-Web

Emergency Request System

For emergency requests call the numbers listed here. Qualifying emergency work requests are listed below.

METHOD	CONTACT INFO.	TIMES
Call Answering Service	617-625-4522	24 hours a day, 7 days per week
Call LHA at Phone Number	617-625-4522	8:00AM to 4:00PM, Monday to Friday

Our Maintenance staff are aware of and trained for emergency situations. In the event of an emergency, all other work comes to a stop and the emergency is addressed until the situation is safe. We have instructed staff and residents to call 911 for any situation that is immediately threatening to life or safety.

List of Emergencies - Emergencies are those conditions which are immediately threatening to the life or safety of our residents, staff, or structures. The following is a list of typical conditions that warrant an emergency response. If there is an emergency condition whether or not enumerated on this list please notify the office or answering service at the numbers listed above. If you have any questions regarding this list or other matters that may constitute an emergency, please contact the Somerville Housing Authority main office.

QUALIFYING EMERGENCY WORK REQUESTS
Fires of any kind (Call 911)
Gas leaks/ Gas odor (Call 911)
No electric power in unit
Electrical hazards, sparking outlets
Broken water pipes, flood
No water/ unsafe water
Sewer or toilet blockage
Roof leak
Lock outs
Door or window lock failure
No heat
No hot water
Snow or ice hazard condition
Dangerous structural defects
Inoperable smoke/CO detectors, beeping or chirping
Elevator stoppage or entrapment

Normal Maintenance Request Process

Make normal (non-emergency) maintenance requests using the following methods:

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service	617-625-4522	24 hours a day, 7 days per week
Call Housing Authority Office	617-625-4522	8:00 AM to 4:00 PM (Monday to Friday)
Submit Online at Website		
Email to Following Email		
Other		

The SHA works hard to ensure everything in our residents' apartments and buildings is running smoothly. If anything in an apartment or building needs repair, residents are instructed to contact SHA Maintenance to report the needed repair and get a work order number. SHA Maintenance staff generates a work order and a work order number each time residents call to request a repair. A work order describes the nature of the repair and records the date and time of the request.

Work order numbers enable SHA staff to easily track each repair. To ensure problems are addressed promptly, residents are asked to get and keep their work order number each time a repair request is made. Maintenance staff are instructed not to make repairs until they have a work order from the SHA Maintenance office.

Work Order Management

A. DHCD review of this housing authority's operations shows that the authority uses the following system for tracking work orders:

Type of work order system:

Work order classification used:

Emergency	
Vacancy	
Preventative Maintenance	
Routine	
Inspections	
Tenant Requests	

B. We also track deferred maintenance tasks in our work order system.

C. Our work order process includes the following steps:

Step	Description	Checked steps are used by LHA
1	Maintenance Request taken/submitted per the standard procedures listed above for the Emergency Request System and the Normal Maintenance Request Process.	☑
2	Maintenance Requests logged into the work system	☑
3	Work Orders generated	☑
4	Work Orders assigned	☑
5	Work Orders tracked	☑
6	Work Orders completed/closed out	☑
7	Maintenance Reports or Lists generated	☑

Maintenance Plan Narrative

Following are Somerville Housing Authority's answers to questions posed by DHCD.

A. Narrative Question #1: How would you assess your Maintenance Operations based on feedback you've received from staff, tenants, DHCD's Performance Management Review (PMR) & Agreed Upon Procedures (AUP), and any other sources?

The Somerville Housing Authority Maintenance operation has been favorable, with acknowledged challenges of continuing to re-establish formerly "paused" routine operations due to COVID-19 and making necessary adjustments to service delivery. As health and operations guidelines shifted due to COVID-19 and maintenance staff were restricted from performing certain duties, it was challenging to please every resident, staff and the community: in 2020 and 2021, routine in-unit maintenance was paused due to COVID restrictions. Through September 2023, the SHA had 82 units turn over, down from 2022's 125 vacant units, which was the highest in recent memory. Moving forward, maintenance operations have room to improve completing vacancy work orders within 30 calendar days, and based on resident feedback, to be more descriptive about the proposed work in resident notices.

B. Narrative Question #2: What changes have you made to maintenance operations in the past year?

The SHA re-instituted formerly paused resident coffee hours and resident association meetings in person, a practice that will continue in the coming year. This direct engagement with SHA staff promotes consistent feedback with residents to address building concerns. Additionally, approved reasonable modification requests are recorded in the SHA's tenant management software. This ensures better project tracking and inventory of modifications made in the unit. With HUD rolling out its new NSPIRE inspection protocol, the Maintenance Department has shifted its focus of routine inspections to align with these new requirements.

Maintenance staff received NSPIRE training to prepare for federal public housing and multifamily inspections. Additionally, Maintenance spearheaded the coordination and implementation of mattress recycling to follow the new state law. The Department coordinates with residents, and a third party under contract with the SHA removes and recycles the mattresses.

C. Narrative Question #3: What are your maintenance goals for this coming year?

1) Continue to service the needs of the SHA community; 2) Continue to adjust and improve service delivery in the post COVID-19 era; 3) Maintain preventive maintenance programs to remain proactive rather than re-active to emergency call situations; 4) Train staff on NSPIRE; 5) Promote employee training on new and evolving systems, technologies, and programs, including implementation of a mobile work order system; 6) Maintain buildings for the long term, and improve the landscape, walking paths, and apartment living conditions; 7) Work with the Modernization Department to phase in projects such as roofing, exterior repairs, site improvements and kitchen modernizations; 8) Make vacant units maintenance ready in less than 21 days. If a vacancy is expected to exceed 30 days, proactively make administrative staff aware of such delays and work with admin staff to submit a vacancy waiver; 9) have a fully staffed Maintenance Department; and 10) receive more training on internal procedures.

D. Maintenance Budget Summary

The budget numbers shown below are for the consolidated budget only. They do not include values from supplemental budgets, if any.

	Total Regular Maintenance Budget	Extraordinary Maintenance Budget
Last Fiscal Year Budget	$2,027,250.00	$336,275.00
Last Fiscal Year Actual Spending	$2,146,056.00	$310,733.00
Current Fiscal Year Budget	$2,109,279.00	$112,000.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	66
Average time from date vacated to make Unit "Maintenance Ready"	12 days
Average time from date vacated to lease up of unit	22 days

F. Anything else to say regarding the Maintenance Plan Narrative?

Under the direction of the Director of Maintenance, the Maintenance Department manages the day-to-day operations of custodial, grounds and building maintenance, inspections, turnovers, routine, and emergency work orders and preventive maintenance. The Director of Maintenance also schedules, assigns, reviews, and supervises the work of all employees in the Maintenance Department, all of which hold a variety of work skills necessary for the maintenance and repair of SHA buildings and residences.

Attachments

These items have been prepared by the Somerville Housing Authority and appear on the following pages:

Preventive Maintenance Schedule - a table of preventive maintenance items showing specific tasks, who is responsible (staff or vendor), and the month(s) they are scheduled

Deferred Maintenance Schedule - a table of maintenance items which have been deferred due to lack of resources.

SOMERVILLE HOUSING AUTHORI TY
PREVENTATIVE MAINTENANCE PLAN

January Preventative Maintenance Tasks

**Every week throughout the year, common areas, hallways, community rooms, and basements will be monitored for cleanliness and debris/dangerous items/blocked egresses. All building and grounds work orders will note any items requiring repairs. Community rooms and bathrooms in community rooms will be cleaned weekly/daily depending on the usage.

1. Boiler winter preventative maintenance at all additional complexes.

2. Clean dryer vents for all complexes.

3. Vehicle Inspection:

    - Check all fluid levels: crank case, transmission, etc.
    - Check antifreeze, radiator rust inhibiter, and thermostat.
    - Check windshield washer fluid.
    - Check belts and hoses.
    - Check plugs, wiring, battery, clean and grease terminals.
    - Clean out air cleaner.
    - Check wheel alignment and tire balance (signs of uneven wear).
    - Check heater and defroster.
    - Check wiper blades for wear.
    - Check underbody for corrosion and hose off.
    - Change engine oil in all vehicles. (1st quarter)

4. Check Smoke and Carbon Monoxide detectors during annual inspections.

5. Inventory tools, equipment, in stock.

6. Inventory of supplies and small parts.

7. Unit inspections scheduled for this month.

8. Notify Property Manager of lease enforcement issues regarding snow removal.

9. Check all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

    *blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.

February Preventative Maintenance Tasks

1. Monitor on-going snow removal

2. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.
    j. Check underbody for corrosion and hose off.

3. Check Smoke and Carbon Monoxide detectors during annual inspections.

4. Inventory of supplies and small parts.

5. Unit inspections as scheduled for each month.

6. Notify Property Manager of lease enforcement issues regarding snow removal and common hallways and stairs free from all obstructions. (PHN 2012-12)

    - According to the State Sanitary code 105 CMR 410.451 - No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit used or intended for use by occupants of more than one dwelling unit or rooming unit. The occupant shall be responsible for maintaining free from obstruction all means of exit leading from his unit and not common to the exit of any other unit.

7. Check all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

    - Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.

March Preventative Maintenance Tasks

1. Reset light timers and clocks for daylight saving time.

2. Monitor on-going snow removal.

3. Clean maintenance areas.

4. Touch up all common area paint.

5. Strip, wax and buff VAT and linoleum flooring in community rooms and bathrooms.

6. Clean baseboard heaters in all common areas.

7. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.
    j. Check underbody for corrosion and hose off.

8. Check Smoke and Carbon Monoxide detectors during annual inspections.

9. Clean/disinfect trash areas.

10. Unit inspections as scheduled for the month.

11. Notify Property Manager of lease enforcement issues regarding furniture, trash and debris free from exteriors.

12. Inventory of supplies and small parts.

13. Check all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

April Preventative Maintenance Tasks

1. Inspect all entry doors.

2. Clean dryer vents and exhaust vents.

3. Service lawn equipment.

4. Inspect roofs and siding.

5. Clean common area flooring and carpeting.

6. Clean/disinfect dumpsters and trash area.

7. Cleaning of parking areas, roadways, driveways, walkways and storm drains.

8. Inspect trees and coordinate trimming service as needed (maintain 10ft distance from buildings)

9. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.
    j. Change engine oil in all vehicles (2nd quarter)

10. Check Smoke and Carbon Monoxide detectors during annual inspections.

11. Inventory of supplies and small parts.

12. Unit inspections as scheduled for the month.

13. Notify Property Manager of lease enforcement issues: Check for proper AC installation according to SHA AC Policy.

May Preventative Maintenance Tasks

1. Clean all storm drains.

2. Sidewalk and parking lot crack and crevice sealing and repair.

3. Weed treatment at all sites.

4. Edge and mulch all planting beds.

   NOTE: Please note that in accordance with 527 CMR 17, which took effect September 2012, the new application of mulch within 18 inches around combustible exteriors of buildings such as wood or vinyl, but not brick or concrete, is prohibited.

5. Clean/disinfect dumpsters and trash areas.

6. Prune/trim all shrubs and bushes away from buildings (maintain 2ft clearance from all structures).

7. Vehicle Inspection:

   a. Check all fluid levels: crank case, transmission, etc.
   b. Check antifreeze, radiator rust inhibiter, and thermostat.
   c. Check windshield washer fluid.
   d. Check belts and hoses.
   e. Check plugs, wiring, battery, clean and grease terminals.
   f. Clean out air cleaner.
   g. Check wheel alignment and tire balance (signs of uneven wear).
   h. Check heater and defroster.
   i. Check wiper blades for wear.

8. Inventory of supplies and small parts.

9. Check Smoke and Carbon Monoxide detectors during annual inspections.

10. Unit inspections as scheduled for the month.

11. Notify Property Manager of lease enforcement: Cooking grills and pools.

    - All cooking grills should be used a minimum of 10 feet from all structures.
    - Pools must be emptied each night and not left unattended.

June Preventative Maintenance Tasks

1. Summer boiler shut-down and preventative maintenance service. (non-heating season June 1st to September 14th)

2. Check interior emergency lighting.

3. Weed and edge all planting beds (June 1st to Oct 1st)

4. Inspect site railings, walkways and stairs for potential hazards. Identify and repair as needed.

5. Clean/disinfect dumpsters and trash areas.

6. Check flags and replace as needed

7. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.

8. Check Smoke and Carbon Monoxide detectors during annual inspections.

9. Schedule Fire Alarm Panel/heat detector inspections

10. Inventory of supplies and small parts.

11. Unit inspections as scheduled for the month.

12. Notify Property Manager of lease enforcement issues: pools, trampolines, furniture, trash and debris free from exterior.

July Preventative Maintenance Tasks

1. Clean dryer vents, exhaust vents and roof vent motors.

2. Inspect gutters, downspouts and splash blocks – repair as needed.

3. Inspect common area windows (glass, seals, balances and locks).

4. Inspect and repair site fencing

5. Clean/disinfect trash areas.

6. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.
    j. Change engine oil in all (3rd quarter)

7. Inventory of supplies and small parts.

8. Check Smoke and Carbon Monoxide detectors during annual inspections.

9. Unit inspections as scheduled each month.

10. Notify Property Manager of any lease enforcement issues: Pet policy (according to pet policy)

August Preventative Maintenance Tasks

1. Strip, wax and buff VAT and linoleum flooring in common areas and bathrooms.

2. Clean/disinfect trash areas.

3. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.

4. Inventory of supplies and small parts.
5. Clean or replace as needed filters for hot air systems.
6. Replace lime store on condensation drains at applicable locations.

7. Check Smoke and Carbon Monoxide detectors during annual inspections.

8. Lease enforcement: Common hallways and stairs free from all obstructions. (PHN 2012-12)

    - According to the State Sanitary code 105 CMR 410.451 - No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit used or intended for use by occupants of more than one dwelling unit or rooming unit. The occupant shall be responsible for maintaining free from obstruction all means of exit leading from his unit and not common to the exit of any other unit.

9. Unit inspections as scheduled each month.

September Preventative Maintenance Tasks

1. Check electrical panels in boiler rooms and all common areas.

2. Domestic hot water systems preventative maintenance and exercise all valves.

3. Turn on heating systems September 15.

4. Clean storage rooms and maintenance areas.

5. Touch up all common area paint.

6. Clean heater vents in all common areas.

7. Clean/disinfect trash areas.

8. Service snow blowers

9. Buy and stock ice melt for winter.

10. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.

11. Inventory of supplies and small parts.

12. Check Smoke and Carbon Monoxide detectors during annual inspections.

13. Unit inspections as scheduled each month.

14. Notify Property Manager of lease enforcement issues: Removal of all AC's (according to SHA AC Policy)

October Preventative Maintenance Tasks

1. Clean/disinfect trash areas.

2. Annual cleaning of all gutters.

3. Leaf removal.

4. Clean dryer vents, exhaust vents and roof vent motors.

5. Cleaning of parking areas, roadways, driveways, walkways and storm drains.

6. Clean, service and store lawn equipment.

7. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.
    j. Change engine oil in all vehicles. (4th quarter)

8. Inventory of supplies and small parts.

9. Check Smoke and Carbon Monoxide detectors during annual inspections.

10. Unit inspections as scheduled each month.

November Preventative Maintenance Tasks

1. Reset light timers and clocks back 1 hour for daylight saving time.

2. Monitor any snow removal

3. Inspect trees and coordinate trimming service as needed (maintain 10ft clearance from all structures).

4. Clean common area carpets and flooring.

5. Clean/disinfect trash areas.

6. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.
    j. Check underbody for corrosion and hose off.

7. Inventory of supplies and small parts.

8. Notify Property Manager of any lease enforcement issues: blocked egresses.

9. Unit inspections as scheduled each month.

10. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

December Preventative Maintenance Tasks

1. Monitor on-going snow removal.

2. Check and replace flags as needed.

3. Clean/disinfect trash areas.

4. Vehicle Inspection:

    a. Check all fluid levels: crank case, transmission, etc.
    b. Check antifreeze, radiator rust inhibiter, and thermostat.
    c. Check windshield washer fluid.
    d. Check belts and hoses.
    e. Check plugs, wiring, battery, clean and grease terminals.
    f. Clean out air cleaner.
    g. Check wheel alignment and tire balance (signs of uneven wear).
    h. Check heater and defroster.
    i. Check wiper blades for wear.
    j. Check underbody for corrosion and hose off.

5. Unit inspections as scheduled each month.

6. Notify Property Manager of any lease enforcement issues: Decorations, cords running through doors and windows.

7. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

Somerville Housing Authority

30 Memorial Road **(617) 625-4522**
Somerville, MA 02145 **(617) 623-8752 FAX**

SHA Deferred Maintenance Policy

If during routine annual inspections or any other inspection of property or report to the authority, routine work items are identified but the work items are not detrimental to the health and safety of the residents, the work item may be considered "deferred". Examples of such deferred work items may include but not be limited to:

Repair of exterior stairs
Replacement of worn flooring
Shower/tub liners

SHA may choose to defer work items due to budget constraints or man power limitations.

Only the Maintenance Supervisor or the Maintenance Director can determine if a Maintenance work item may be deferred. If the determination is made to defer a work item, a work order is generated for that item and the item is marked "deferred". No work item will be deferred if the work is determined necessary for safe and sanitary housing standards.

Deferred maintenance item reports will be reviewed by the Maintenance Supervisor and the Maintenance Director on a quarterly basis.

The deferred maintenance items will be reviewed prior to capital improvement planning and prior to submission of the budget on an annual basis to determine if the work items need to be grouped and considered for larger modernization projects. Deferred Maintenance work items will be kept in an "open" classification until the work is completed.

The SHA Work Order Procedures Policy outlines the procedures and classifications of all non-deferred work order items generated within the SHA. IT IS STANDARD OPERATING PROCEDURE FOR THE SHA TO MAKE REPAIRS AND NOT TO DEFER WORK ORDERS. Deferred work orders will be an isolated incident.

Operating Budget

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 03/31/2023. It also shows the approved budget for the current year (2024) if there is one, and the percent change from last year's spending to this year's approved budget. The final column shows the current approved amount for each account divided by the number of housing units and by 12 months to show the amount per unit per month (PUM). The chart does not show a draft budget for the coming fiscal year as that will typically be developed in the final month of the fiscal year.

The budget format and accounts are mandated by the Department of Housing and Community Development (DHCD). For a better understanding of the accounts and discussion of special situations see the notes following the budget tables and the "Definitions of Accounts" at the end of this section.

The LHA maintains a consolidated budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by the LHA. It does not maintain separate budgets for each development, except as noted in the list of budgets below.

Budgets included in this Annual Plan:

1. Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.
2. Clarendon Hill Towers
3. Hagan Manor

Operating Reserve

The LHA's operating reserve is the amount of funds that an LHA sets aside to sustain itself during lean years, or to remedy urgent health and safety concern or address deferred maintenance items. In addition, while DHCD approves a fixed non-utility operating budget level for every LHA (called the Allowable Non-Utility Expense Level, or ANUEL), LHAs can propose a budget that exceeds that level, with the additional cost to be funded from the Operating Reserve, as long as the reserve will still remain above the minimum threshold set by DHCD.

DHCD defines a full (100%) Operating Reserve (OR) amount to be equal to one-half of the previous year's operating expenses and requires LHAs to maintain a minimum OR of 35% of this amount to cover any unplanned but urgent needs that may arise during the year and that can't be funded by the operating budget. If the reserve is between 20% and 35% of the full level, the LHA must obtain prior written approval from DHCD to spend reserve funds, unless the expense is to resolve a health and safety issue. If the reserve is below the 20% level, the LHA can only spend OR funds on health and safety issues. In both cases, the LHA should address the health and safety issue immediately but must retroactively inform DHCD and obtain its approval.

The Somerville Housing Authority operating reserve at the end of fiscal year 2023 was $10,681,546.00, which is 351.6% of the full reserve amount defined above.

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.

REVENUE

Account Number	Account Class	2023 Approved Revenue Budget	2023 Actual Amounts Received	2024 Approved Revenue Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
3110	Shelter Rent -Tenants	$2,484,817.00	$2,898,485.00	$2,747,539.00	-5.2%	$409.59
3111	Shelter Rent - Tenants - Fraud/Retroactive	$0.00	$0.00	$0.00	0%	$0.00
3115	Shelter Rent -Federal Section 8\MRVP One-time Leased up Rev.	$0.00	$0.00	$0.00	0%	$0.00
3190	Nondwelling Rentals	$0.00	$0.00	$0.00	0%	$0.00
3400	Administrative Fee - MRVP	$0.00	$0.00	$0.00	0%	$0.00
3610	Interest on Investments - Unrestricted	$1,300.00	$3,351.00	$2,100.00	-37.3%	$0.31
3611	Interest on Investments - Restricted	$0.00	$273,878.00	$0.00	-100%	$0.00
3690	Other Revenue	$6,900.00	$9,286.00	$7,300.00	-21.4%	$1.09
3691	Other Revenue - Retained	$0.00	$0.00	$0.00	0%	$0.00
3692	Other Revenue - Operating Reserves	$0.00	$0.00	$0.00	0%	$0.00
3693	Other Revenue - Energy Net Meter	$0.00	$0.00	$0.00	0%	$0.00
3801	Operating Subsidy - EOHLC (4001)	$3,191,441.00	$2,704,242.00	$3,367,434.00	24.5%	$502.00
3802	Operating Subsidy - MRVP Landlords	$0.00	$0.00	$0.00	0%	$0.00
3803	Restricted Grants Received	$0.00	$0.00	$0.00	0%	$0.00
3920	Gain/Loss From Sale/Disp. of Prop.	$0.00	$0.00	$0.00	0%	$0.00
3000	TOTAL REVENUE	$5,684,458.00	$5,889,242.00	$6,124,373.00	4%	$913.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.

EXPENSES

Account Number	Account Class	2023 Approved Expense Budget	2023 Actual Amounts Spent	2024 Approved Expense Budget	% Change from 2023 Actual to 2024 Budget.	2024 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	$402,388.00	$362,730.00	$544,245.00	50%	$81.13
4120	Compensated Absences	$0.00	$137,298.00	$0.00	-100%	$0.00
4130	Legal	$25,000.00	$41,796.00	$38,000.00	-9.1%	$5.66
4140	Members Compensation	$45,000.00	$33,346.00	$51,000.00	52.9%	$7.60
4150	Travel & Related Expenses	$4,888.00	$989.00	$6,782.00	585.7%	$1.01
4170	Accounting Services	$8,592.00	$8,400.00	$8,760.00	4.3%	$1.31
4171	Audit Costs	$2,000.00	$966.00	$2,000.00	107%	$0.30
4180	Penalties & Interest	$0.00	$0.00	$0.00	0%	$0.00
4190	Administrative Other	$265,985.00	$279,723.00	$282,498.00	1%	$42.11
4191	Tenant Organization	$5,500.00	$0.00	$5,500.00	100%	$0.82
4100	TOTAL ADMINISTRATION	$759,353.00	$865,248.00	$938,785.00	8.5%	$139.95
4310	Water	$958,868.00	$1,115,637.0	$1,047,198.	-6.1%	$156.11
4320	Electricity	$342,187.00	$325,959.00	$398,562.00	22.3%	$59.42
4330	Gas	$571,569.00	$372,574.00	$571,460.00	53.4%	$85.19
4340	Fuel	$0.00	$0.00	$0.00	0%	$0.00
4360	Net Meter Utility Debit/Energy Conservation	$0.00	$0.00	$0.00	0%	$0.00
4390	Other	$0.00	$0.00	$0.00	0%	$0.00
4391	Solar Operator Costs	$0.00	$0.00	$0.00	0%	$0.00
4392	Net Meter Utility Credit (Negative Amount)	$0.00	$0.00	$0.00	0%	$0.00
4300	TOTAL UTILITIES	$1,872,624.0	$1,814,170.0	$2,017,220.	11.2%	$300.72

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.

EXPENSES

Account Number	Account Class	2023 Approved Expense Budget	2023 Actual Amounts Spent	2024 Approved Expense Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	$1,271,493.00	$1,282,982.00	$1,294,662.00	0.9%	$193.00
4420	Materials & Supplies	$318,757.00	$426,496.00	$327,617.00	-23.2%	$48.84
4430	Contract Costs	$437,000.00	$436,578.00	$487,000.00	11.5%	$72.60
4400	TOTAL MAINTENANCE	$2,027,250.00	$2,146,056.00	$2,109,279.00	-1.7%	$314.44
4510	Insurance	$213,451.00	$179,315.00	$230,765.00	28.7%	$34.40
4520	Payment in Lieu of Taxes	$17,626.00	$17,573.00	$17,637.00	0.4%	$2.63
4540	Employee Benefits	$728,864.00	$686,004.00	$760,687.00	10.9%	$113.40
4541	Employee Benefits - GASB 45	$0.00	$88,031.00	$0.00	-100%	$0.00
4542	Pension Expense - GASB 68	$0.00	$0.00	$0.00	0%	$0.00
4570	Collection Loss	$10,000.00	$3,475.00	$5,000.00	43.9%	$0.75
4571	Collection Loss - Fraud/Retroactive	$0.00	$0.00	$0.00	0%	$0.00
4580	Interest Expense	$0.00	$0.00	$0.00	0%	$0.00
4590	Other General Expense	$0.00	$0.00	$0.00	0%	$0.00
4500	TOTAL GENERAL EXPENSES	$969,941.00	$974,398.00	$1,014,089.00	4.1%	$151.18
4610	Extraordinary Maintenance	$336,275.00	$310,733.00	$112,000.00	-64%	$16.70
4611	Equipment Purchases - Non Capitalized	$45,450.00	$52,974.00	$42,500.00	-19.8%	$6.34
4612	Restricted Reserve Expenditures	$0.00	$0.00	$0.00	0%	$0.00
4715	Housing Assistance Payments	$0.00	$0.00	$0.00	0%	$0.00
4801	Depreciation Expense	$0.00	$1,862,112.00	$0.00	-100%	$0.00
4600	TOTAL OTHER EXPENSES	$381,725.00	$2,225,819.00	$154,500.00	-93.1%	$23.03
4000	TOTAL EXPENSES	$6,010,893.00	$8,025,691.00	$6,233,873.00	-22.3%	$929.32

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.

SUMMARY

Account Number	Account Class	2023 Approved Budget	2023 Actual Amounts	2024 Approved Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	$5,684,458.00	$5,889,242.00	$6,124,373.00	4%	$913.00
4000	TOTAL EXPENSES	$6,010,893.00	$8,025,691.00	$6,233,873.00	-22.3%	$929.32
2700	NET INCOME (DEFICIT)	$-326,435.00	$-2,136,449.00	$-109,500.00	-94.9%	$-16.32
7520	Replacements of Equip. - Capitalized	$40,289.00	$47,229.00	$42,410.00	-10.2%	$6.32
7540	Betterments & Additions - Capitalized	$108,833.00	$29,773.00	$0.00	-100%	$0.00
7500	TOTAL NONOPERATING EXPENDITURES	$149,122.00	$77,002.00	$42,410.00	-44.9%	$6.32
7600	EXCESS REVENUE OVER EXPENSES	$-475,557.00	$-2,213,451.00	$-151,910.00	-93.1%	$-22.65

Clarendon Hill Towers

REVENUE

Account Number	Account Class	2023 Approved Revenue Budget	2023 Actual Amounts Received	2024 Approved Revenue Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
3110	Shelter Rent -Tenants	$201,300.00	$217,489.00	$201,976.00	-7.1%	$410.52
3111	Shelter Rent - Tenants - Fraud/Retroactive	$0.00	$0.00	$0.00	0%	$0.00
3115	Shelter Rent -Federal Section 8\MRVP One-time Leased up Rev.	$0.00	$0.00	$0.00	0%	$0.00
3190	Nondwelling Rentals	$0.00	$0.00	$0.00	0%	$0.00
3400	Administrative Fee - MRVP	$0.00	$0.00	$0.00	0%	$0.00
3610	Interest on Investments - Unrestricted	$400.00	$876.00	$550.00	-37.2%	$1.12
3611	Interest on Investments - Restricted	$0.00	$0.00	$0.00	0%	$0.00
3690	Other Revenue	$6,700.00	$12,641.00	$10,000.00	-20.9%	$20.33
3691	Other Revenue - Retained	$0.00	$0.00	$0.00	0%	$0.00
3692	Other Revenue - Operating Reserves	$64,060.00	$0.00	$28,169.00	100%	$57.25
3693	Other Revenue - Energy Net Meter	$0.00	$0.00	$0.00	0%	$0.00
3801	Operating Subsidy - EOHLC (4001)	$401,741.00	$379,135.00	$406,628.00	7.3%	$826.48
3802	Operating Subsidy - MRVP Landlords	$0.00	$0.00	$0.00	0%	$0.00
3803	Restricted Grants Received	$0.00	$0.00	$0.00	0%	$0.00
3920	Gain/Loss From Sale/Disp. of Prop.	$0.00	$0.00	$0.00	0%	$0.00
3000	TOTAL REVENUE	$674,201.00	$610,141.00	$647,323.00	6.1%	$1,315.70

Clarendon Hill Towers

EXPENSES

Account Number	Account Class	2023 Approved Expense Budget	2023 Actual Amounts Spent	2024 Approved Expense Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	$97,165.00	$80,446.00	$79,714.00	-0.9%	$162.02
4120	Compensated Absences	$0.00	$11,042.00	$0.00	-100%	$0.00
4130	Legal	$0.00	$7.00	$0.00	-100%	$0.00
4140	Members Compensation	$0.00	$0.00	$0.00	0%	$0.00
4150	Travel & Related Expenses	$161.00	$34.00	$154.00	352.9%	$0.31
4170	Accounting Services	$2,400.00	$2,400.00	$2,400.00	0%	$4.88
4171	Audit Costs	$4,000.00	$3,861.00	$4,000.00	3.6%	$8.13
4180	Penalties & Interest	$0.00	$0.00	$0.00	0%	$0.00
4190	Administrative Other	$8,541.00	$7,531.00	$8,039.00	6.7%	$16.34
4191	Tenant Organization	$0.00	$0.00	$0.00	0%	$0.00
4100	TOTAL ADMINISTRATION	$112,267.00	$105,321.00	$94,307.00	-10.5%	$191.68
4310	Water	$0.00	$0.00	$0.00	0%	$0.00
4320	Electricity	$0.00	$0.00	$0.00	0%	$0.00
4330	Gas	$0.00	$0.00	$0.00	0%	$0.00
4340	Fuel	$0.00	$0.00	$0.00	0%	$0.00
4360	Net Meter Utility Debit/Energy Conservation	$0.00	$0.00	$0.00	0%	$0.00
4390	Other	$0.00	$0.00	$0.00	0%	$0.00
4391	Solar Operator Costs	$0.00	$0.00	$0.00	0%	$0.00
4392	Net Meter Utility Credit (Negative Amount)	$0.00	$0.00	$0.00	0%	$0.00
4300	TOTAL UTILITIES	$0.00	$0.00	$0.00	0%	$0.00

Clarendon Hill Towers

EXPENSES

Account Number	Account Class	2023 Approved Expense Budget	2023 Actual Amounts Spent	2024 Approved Expense Budget	% Change from 2023 Actual to 2024 Spent	2024 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	$0.00	$0.00	$0.00	0%	$0.00
4420	Materials & Supplies	$0.00	$0.00	$0.00	0%	$0.00
4430	Contract Costs	$510,000.00	$510,000.00	$510,000.00	0%	$1,036.59
4400	TOTAL MAINTENANCE	$510,000.00	$510,000.00	$510,000.00	0%	$1,036.59
4510	Insurance	$11,379.00	$9,998.00	$11,521.00	15.2%	$23.42
4520	Payment in Lieu of Taxes	$0.00	$0.00	$0.00	0%	$0.00
4540	Employee Benefits	$40,555.00	$37,838.00	$31,495.00	-16.8%	$64.01
4541	Employee Benefits - GASB 45	$0.00	$2,246.00	$0.00	-100%	$0.00
4542	Pension Expense - GASB 68	$0.00	$0.00	$0.00	0%	$0.00
4570	Collection Loss	$0.00	$0.00	$0.00	0%	$0.00
4571	Collection Loss - Fraud/Retroactive	$0.00	$0.00	$0.00	0%	$0.00
4580	Interest Expense	$0.00	$0.00	$0.00	0%	$0.00
4590	Other General Expense	$0.00	$0.00	$0.00	0%	$0.00
4500	TOTAL GENERAL EXPENSES	$51,934.00	$50,082.00	$43,016.00	-14.1%	$87.43
4610	Extraordinary Maintenance	$0.00	$0.00	$0.00	0%	$0.00
4611	Equipment Purchases - Non Capitalized	$2,500.00	$0.00	$5,000.00	100%	$10.16
4612	Restricted Reserve Expenditures	$0.00	$0.00	$0.00	0%	$0.00
4715	Housing Assistance Payments	$0.00	$0.00	$0.00	0%	$0.00
4801	Depreciation Expense	$0.00	$28,237.00	$0.00	-100%	$0.00
4600	TOTAL OTHER EXPENSES	$2,500.00	$28,237.00	$5,000.00	-82.3%	$10.16
4000	TOTAL EXPENSES	$676,701.00	$693,640.00	$652,323.00	-6%	$1,325.86

Clarendon Hill Towers						
SUMMARY						
Account Number	Account Class	2023 Approved Budget	2023 Actual Amounts	2024 Approved Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	$674,201.00	$610.141.00	$647.323.00	6.1%	$1.315.70
4000	TOTAL EXPENSES	$676,701.00	$693.640.00	$652.323.00	-6%	$1.325.86
2700	NET INCOME (DEFICIT)	$-2,500.00	$-83.499.00	$-5.000.00	-94%	$-10.16
7520	Replacements of Equip. - Capitalized	$2,955.00	$2.883.00	$3.110.00	7.9%	$6.32
7540	Betterments & Additions - Capitalized	$3,667.00	$0.00	$0.00	0%	$0.00
7500	TOTAL NONOPERATING EXPENDITURES	$6,622.00	$2.883.00	$3.110.00	7.9%	$6.32
7600	EXCESS REVENUE OVER EXPENSES	$-9,122.00	$-86.382.00	$-8.110.00	-90.6%	$-16.48

Hagan Manor

REVENUE

Account Number	Account Class	2023 Approved Revenue Budget	2023 Actual Amounts Received	2024 Approved Revenue Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
3110	Shelter Rent -Tenants	$148,440.00	$158,751.00	$166,320.00	4.8%	$577.50
3111	Shelter Rent - Tenants - Fraud/Retroactive	$0.00	$0.00	$488,580.00	100%	$1,696.46
3115	Shelter Rent -Federal Section 8\MRVP One-time Leased up Rev.	$546,060.00	$405,578.00	$0.00	-100%	$0.00
3190	Nondwelling Rentals	$0.00	$0.00	$0.00	0%	$0.00
3400	Administrative Fee - MRVP	$0.00	$0.00	$0.00	0%	$0.00
3610	Interest on Investments - Unrestricted	$500.00	$643.00	$500.00	-22.2%	$1.74
3611	Interest on Investments - Restricted	$0.00	$0.00	$0.00	0%	$0.00
3690	Other Revenue	$2,000.00	$2,823.00	$2,500.00	-11.4%	$8.68
3691	Other Revenue - Retained	$0.00	$0.00	$0.00	0%	$0.00
3692	Other Revenue - Operating Reserves	$0.00	$0.00	$0.00	0%	$0.00
3693	Other Revenue - Energy Net Meter	$0.00	$0.00	$0.00	0%	$0.00
3801	Operating Subsidy - EOHLC (4001)	$0.00	$0.00	$0.00	0%	$0.00
3802	Operating Subsidy - MRVP Landlords	$0.00	$0.00	$0.00	0%	$0.00
3803	Restricted Grants Received	$0.00	$0.00	$0.00	0%	$0.00
3920	Gain/Loss From Sale/Disp. of Prop.	$0.00	$0.00	$0.00	0%	$0.00
3000	TOTAL REVENUE	$697,000.00	$567,795.00	$657,900.00	15.9%	$2,284.38

Hagan Manor

EXPENSES

Account Number	Account Class	2023 Approved Expense Budget	2023 Actual Amounts Spent	2024 Approved Expense Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	$15,956.00	$14,628.00	$16,555.00	13.2%	$57.48
4120	Compensated Absences	$0.00	$2,147.00	$0.00	-100%	$0.00
4130	Legal	$2,500.00	$336.00	$2,500.00	644%	$8.68
4140	Members Compensation	$0.00	$0.00	$0.00	0%	$0.00
4150	Travel & Related Expenses	$210.00	$62.00	$291.00	369.4%	$1.01
4170	Accounting Services	$1,200.00	$300.00	$1,200.00	300%	$4.17
4171	Audit Costs	$0.00	$0.00	$0.00	0%	$0.00
4180	Penalties & Interest	$0.00	$0.00	$0.00	0%	$0.00
4190	Administrative Other	$10,139.00	$8,994.00	$10,006.00	11.3%	$34.74
4191	Tenant Organization	$0.00	$0.00	$0.00	0%	$0.00
4100	TOTAL ADMINISTRATION	$30,005.00	$26,467.00	$30,552.00	15.4%	$106.08
4310	Water	$24,869.00	$24,213.00	$23,776.00	-1.8%	$82.56
4320	Electricity	$34,114.00	$31,646.00	$36,942.00	16.7%	$128.27
4330	Gas	$11,624.00	$13,675.00	$15,596.00	14%	$54.15
4340	Fuel	$0.00	$0.00	$0.00	0%	$0.00
4360	Net Meter Utility Debit/Energy Conservation	$0.00	$0.00	$0.00	0%	$0.00
4390	Other	$0.00	$0.00	$0.00	0%	$0.00
4391	Solar Operator Costs	$0.00	$0.00	$0.00	0%	$0.00
4392	Net Meter Utility Credit (Negative Amount)	$0.00	$0.00	$0.00	0%	$0.00
4300	TOTAL UTILITIES	$70,607.00	$69,534.00	$76,314.00	9.8%	$264.98

Hagan Manor

EXPENSES

Account Number	Account Class	2023 Approved Expense Budget	2023 Actual Amounts Spent	2024 Approved Expense Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	$47,353.00	$61,129.00	$57,858.00	-5.4%	$200.90
4420	Materials & Supplies	$40,000.00	$43,501.00	$40,000.00	-8%	$138.89
4430	Contract Costs	$76,000.00	$46,356.00	$98,000.00	111.4%	$340.28
4400	TOTAL MAINTENANCE	$163,353.00	$150,986.00	$195,858.00	29.7%	$680.06
4510	Insurance	$6,292.00	$6,223.00	$11,583.00	86.1%	$40.22
4520	Payment in Lieu of Taxes	$0.00	$0.00	$0.00	0%	$0.00
4540	Employee Benefits	$27,642.00	$26,170.00	$30,797.00	17.7%	$106.93
4541	Employee Benefits - GASB 45	$0.00	$2,113.00	$0.00	-100%	$0.00
4542	Pension Expense - GASB 68	$0.00	$0.00	$0.00	0%	$0.00
4570	Collection Loss	$0.00	$0.00	$0.00	0%	$0.00
4571	Collection Loss - Fraud/Retroactive	$0.00	$0.00	$0.00	0%	$0.00
4580	Interest Expense	$20,055.00	$20,025.00	$0.00	-100%	$0.00
4590	Other General Expense	$0.00	$0.00	$0.00	0%	$0.00
4500	TOTAL GENERAL EXPENSES	$53,989.00	$54,531.00	$42,380.00	-22.3%	$147.15
4610	Extraordinary Maintenance	$20,000.00	$14,750.00	$123,000.00	733.9%	$427.08
4611	Equipment Purchases - Non Capitalized	$2,000.00	$1,527.00	$12,000.00	685.9%	$41.67
4612	Restricted Reserve Expenditures	$0.00	$0.00	$0.00	0%	$0.00
4715	Housing Assistance Payments	$0.00	$0.00	$0.00	0%	$0.00
4801	Depreciation Expense	$0.00	$19,039.00	$0.00	-100%	$0.00
4600	TOTAL OTHER EXPENSES	$22,000.00	$35,316.00	$135,000.00	282.3%	$468.75
4000	TOTAL EXPENSES	$339,954.00	$336,834.00	$480,104.00	42.5%	$1,667.03

Hagan Manor						
SUMMARY						
Account Number	Account Class	2023 Approved Budget	2023 Actual Amounts	2024 Approved Budget	% Change from 2023 Actual to 2024 Budget	2024 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	$697,000.00	$567,795.00	$657,900.00	15.9%	$2,284.38
4000	TOTAL EXPENSES	$339,954.00	$336,834.00	$480,104.00	42.5%	$1,667.03
2700	NET INCOME (DEFICIT)	$357,046.00	$230,961.00	$177,796.00	-23%	$617.35
7520	Replacements of Equip. - Capitalized	$0.00	$0.00	$0.00	0%	$0.00
7540	Betterments & Additions - Capitalized	$35,000.00	$21,402.00	$85,000.00	297.2%	$295.14
7500	TOTAL NONOPERATING EXPENDITURES	$35,000.00	$21,402.00	$85,000.00	297.2%	$295.14
7600	EXCESS REVENUE OVER EXPENSES	$322,046.00	$209,559.00	$92,796.00	-55.7%	$322.21

Explanation of Budget Accounts

The following explains how each of the line items is to be prepared.

3110: Shelter Rent: The shelter rent projection should be based on the current rent roll plus anticipated changes expected from annual rent re-determinations or as a result of regulatory amendments.

3111: Shelter Rent – Tenants - Fraud/Retroactive: This account should be used for the reporting of total rent receipts from residents due to unreported income. These are often called fraud or retroactive balances. In cases where deficit LHAs discover, pursue cases, and have entered into a written fraud/retroactive re-payment agreement **with a present or former tenant who did not report income,** the LHA will be allowed to retain two-thirds of the funds recovered. One third of the total dollar amount recovered should be included in the LHA's quarterly or year-end Operating Statement as Shelter Rent, account #3111, and two-thirds of this total dollar amount should be included in Other Revenue-Retained, account #3691.

3115: Shelter Rent - Section 8: This account applies only to those developments receiving support through the federal government's Housing and Urban Development (HUD) Section 8 New Construction and/or Substantial Rehab Programs.

3190: Non-Dwelling Rental: This account should be credited with the rents, other than tenants rents reported in line 3110 and 3115, including charges for utilities and equipment, billed to lessees of non-dwelling facilities as well as apartments rented for non-dwelling purposes, such as social service programs.

3400: Administrative Fee- MRVP/AHVP: This account should be credited with Administrative Fees to be received for the MRVP/AHVP Program. The MRVP/AHVP administrative fee is $50.00 per unit per month, as of July 1, 2020.

3610: Interest on Investments – Unrestricted: This account should be credited with interest earned on unrestricted administrative fund investments.

3611: Interest on Investments – Restricted: This account should be credited with interest earned on restricted administrative fund investments. For example, an LHA may receive a grant whose use is restricted to a specific purpose, and the interest income earned on that grant may also be restricted to the same purpose.

3690: Other Operating Revenues: This account should be credited with income from the operation of the project that cannot be otherwise classified. Income credits to this account include, but are not limited to, penalties for delinquent payments, rental of equipment, charges for use of community space, charges to other projects or programs for the use of central office management and maintenance space, commissions and profits from vending machines, including washing machines, and certain charges to residents for additional services, materials, and/or repairs of damage caused by neglect or abuse in accordance with the Department's regulations on lease provisions..

3691: Other Revenue – Retained: This account should be credited with certain miscellaneous revenue to be retained by the LHA, and which is not used to reduce the amount of operating subsidy the LHA is due. The most common examples for this account is receipts for the rental of roof antennas to cell phone providers and net meter credits earned on electricity bills from Net Meter Power Purchase Agreements (PPA's). Generally, surplus LHAs may retain 100% of these savings and deficit LHAs may retain 25% of the savings, with

the 75% balance used to offset its need for operating subsidy. However, for the period 7/1/16 through 6/30/20, all deficit LHAs may keep 100% of the net meter credit savings, while they can keep 50% effective 7/1/2020.

3692: Other Revenue - Operating Reserves: This account should be credited with funds that LHAs plan to utilize from their operating reserve accounts in excess of the Allowable Non-Utility Expense Level (ANUEL). To be approvable, LHA must maintain the DHCD prescribed operating reserve minimum level after deducting the amount budgeted. The only exception to this is when the expenses are for health and safety issues.

3693: Other Revenue – Net Meter: This account should normally be credited with 75% of the total net meter credit savings realized by a deficit LHA, while surplus LHAs with net meter credit savings would enter $0 here. Savings are calculated as the value of the net meter credits appearing on the LHA's electric bills (or, in some cases, paid in cash to the LHA by their utility company), minus the cost of the payments made to the solar power developer under their Power Purchase Agreement (PPA). Deficit LHAs normally may retain 25% of the savings. That amount should be included as Other Revenue – Retained on line #3691. However, please note that for the period 7/1/16 through 6/30/20 all LHAs may retain 100% of their total net meter credit savings, and should report those savings as Other Revenue – Retained on line #3691. LHAs can keep 50% of savings effective 7/1/2020.

3801: Operating Subsidy – DHCD (400-1): This account represents all state-funded operating subsidy to be received and or to be earned for the fiscal year. At the end of each fiscal year, this account will be adjusted in the operating statement to equal the actual subsidy earned by the LHA.

3802: Operating Subsidy – MRVP/AHVP Landlords:
The credit balance in this account represents the anticipated total receipts from DHCD during the fiscal year for housing assistance payments to landlords. At the end of each fiscal year this account will be adjusted to equal the actual subsidy earned.

3920: Gain/Loss from Sale or Disposition of Property (Capitalized or Non-Capitalized): The debit or credit balance of this account represents the following items: a) Cash proceeds from the sale of property that was either: 1) non-capitalized; or 2) capitalized and has been fully depreciated, and b) Realized gain or loss from the sale or disposition of capitalized properly that has not been fully depreciated.

4110: Administrative Salaries: This account should be charged with the gross salaries of LHA personnel engaged in administrative duties and in the supervision, planning, and direction of maintenance activities and operating services during the operations period. It should include the salaries of the executive director, assistant executive director, accountants, accounting clerks, clerks, secretaries, project managers, management aides, purchasing agents, engineers, draftsmen, maintenance superintendents, and all other employees assigned to administrative duties.

4120: Compensated Absences: The debit balance in this account represents the actual cost incurred during the fiscal year for vacation, paid holidays, vested sick leave and earned compensatory time. This account includes both the direct compensated absences cost and associated employer payroll expenses (employment taxes, pension cost, etc.).

4130: Legal Expense: This account should be charged with retainers and fees paid to attorneys for legal services relating to the operation of the projects.

4140: Compensation to Authority Members: A local authority may compensate its members for performance of their duties and such other services as they may render to the authority in connection with its Chapter 200 development(s). Compensation for any other program is not authorized. Because of this, LHAs must base such compensation only on the actual rent receipts for these developments plus a prorated share of other operating receipts of funds on a per unit basis. The precise amount that members may be compensated is defined by statute to a maximum of $40 per member per day, and $50 for the chairperson per day. The total of all compensation to all board members is not to exceed two percent (2%) of actual gross income of Chapter 200 developments in any given year, consistent with the approved budget amount. In no case shall the payment of compensation exceed $12,500 annually for the chairperson, or $10,000 for any member other than the chairperson. Please note the statute requires the member to perform housing authority business in order to receive compensation.

4150: Travel and Related Expense: Legitimate travel expenses incurred by board members and staff in the discharge of their duties for any **state-aided program** are reimbursable from this account, as consistent with Department policy.

4170: Contractual Accounting Services: Fees for accounting services that are provided routinely and are contracted for on an annual basis. Only accounting services performed on a contractual basis (fee accountant) should be included in this item. Full or part-time LHA accounting staff that provides routine accounting services should be included in Account 4110, Administrative Salaries.

4171: Audit Costs: This account includes the state program's prorated share of audit fees paid to an Independent Public Accountant (IPA). The procurement of an IPA is necessary to satisfy the Federal Government's audit requirements. Costs for these services should be shared with all state and federal programs of LHA. **Audit costs are to be absorbed within the ANUEL.** The new Agreed Upon procedures (AUP) audit costs for state-assisted public housing programs should also be included in this account.

4180: Penalties and Interest: Any expenses incurred from penalties, fees, and interest paid on delinquent accounts shall be included in this line item.

4190: Administrative Other: This account is provided for recording the cost of administrative items for which no specific amount is prescribed in this 4100 group of accounts. It includes, but is not limited to, the cost of such items as: reports and accounting forms; stationery and other office supplies; postage; telephone services; messenger service; rental of office space; advertising for bids; publications; membership dues; collection agency & court costs, training costs; management fees, and fiscal agent fees.

4191: Tenant Organization: LTO Funding by the LHA. Upon request the LHA shall fund all LTOs in a city or town at the annual rate of $6.00 per state-aided public housing unit occupied or available for occupancy by residents represented by such LTO(s) or an annual total of $500.00 prorated among all such LTO(s), whichever is more. For more information on the creation and funding of LTOs see 760 CMR 6.09.

Authorities which operate computer learning centers, which are funded by the state consolidated budget or by other sources (which are typically recorded in line #3691 as "Other Revenue Retained", should budget the cost of the centers on this line.

4310: Water: This account should be charged with the cost of water and sewer charges purchased for all purposes.

4320: Electricity: This account should be charged with the total cost of electricity purchased for all purposes. Many LHAs have entered into Net Meter Credit Power Purchase Agreements (PPA's). In these deals, an LHA executes a contract with a solar power developer who constructs and owns an off- site solar electricity-generating site. In exchange for contracting to purchase a percentage of the solar power produced, the LHA receives a credit on its utility electric bill for each KWH purchased or in some cases receives a direct cash payment from their utility company. Please ensure that the amount charged to this account is the total cost of electricity BEFORE any reductions due to the receipt of net meter credits.

4330: Gas: This account should be charged with the cost of gas (natural, artificial, or liquefied) purchased for all purposes.

4340: Fuel: This account should be charged with the cost of coal, fuel oil, steam purchased, and any other fuels (except electricity and gas) used in connection with Local Housing Authority operation of plants for the heating of space or water supplied to tenants as a part of rent.

4360: Net Meter Utility Debit/Energy Conservation: This account is to be charged with costs incurred for energy conservation measures.

4390: Other Utilities: This account should be charged with the cost of utilities which are not provided for in accounts 4310 through 4360. In addition, for all quarterly or year-end operating statements 9/30/20 or later, and all budgets 6/30/21 or later, please use this line to record the total net meter credits earned as reported in Line 4392, MINUS the Solar Operator Costs reported in Line 4391, with the result expressed as a positive number. For example, if you reported -$20,000 in Net Meter Utility Credits in Line 4392 and $15,000 in Solar Operator Costs in Line 4391, you would subtract the $15,000 reported on Line 4391 from the -$20,000 reported on Line 4392, and post the remainder of $5,000 on Line 4360, as a positive number. This number essentially represents the "net" savings the LHA earned from its net meter credit contract.

4391: Solar Operator Costs: Many LHAs have entered into Net Meter Credit Power Purchase Agreements (PPA's). In these deals, an LHA executes a contract with a solar power developer who constructs and owns an off-site solar electricity-generating site. The LHA makes regular (usually monthly) payments to the developer for its contracted share of the solar electricity produced by the site. Those payments should be entered in this account.

4392: Net Meter Utility Credit (Negative Amount): As noted in account #4391 above, many LHAs have executed Net Meter Credit Power Purchase Agreements (PPA's). In exchange for contracting to purchase a percentage of the solar power produced, the LHA receives a credit on its utility electric bill for each KWH purchased from the developer, which reduces the balance on its electric bill, or, in some cases, the credits are paid in cash to the LHA by the utility company. The total gross amount of the net meter credits that appear on the LHA's utility bills should be carried in this account and entered as a negative number. In cases where credits are paid in cash to the Host LHA, the net balance after paying out the amounts due the participating housing authorities, should also be carried in this account and entered as a negative number.

4410: Maintenance Labor: This account should be charged with the gross salaries and wages, or applicable portions thereof, for LHA personnel engaged in the routine maintenance of the project.

4420: Materials & Supplies: This account should be charged with the cost of materials, supplies, and expendable equipment used in connection with the routine maintenance of the project. This includes the operation and maintenance of automotive and other movable equipment, and the cost of materials, supplies, and expendable equipment used in connection with operating services such as janitorial services, elevator services, extermination of rodents and household pests, and rubbish and garbage collection.

4430: Contract Costs: This account should be charged with contract costs (i.e. the cost of services for labor, materials, and supplies furnished by a firm or by persons other than Local Authority employees) incurred in connection with the routine maintenance of the project, including the maintenance of automotive and other movable equipment. This account should also be charged with contract costs incurred in connection with such operating services as janitorial services, fire alarm and elevator service, extermination of rodents and household pests, rubbish and garbage collection, snow removal, landscape services, oil burner maintenance, etc.

4510: Insurance: Includes the total amount of premiums charged all forms of insurance. Fire and extended coverage, crime, and general liability are handled by DHCD on a statewide basis. All other necessary insurance policies include: Workers' Compensation, boiler, vehicle liability and owner, etc.

4520: Payments in Lieu of Taxes:
This account should be charged with all payments in lieu of taxes accruing to a municipality or other local taxing body.

4540: Employee Benefits: This account should be charged with local housing authority contributions to employee benefit plans such as pension, retirement, and health and welfare plans. It should also be charged with administrative expenses paid to the State or other public agencies in connection with a retirement plan, if such payment is required by State Law, and with Trustee's fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.
Employee benefits are based upon a given percentage of the total payroll; therefore, the total amount approved in this account will be based on the approved budgeted salaries representing the state's fair share.

4541: Employee Benefits - GASB 45: This line covers "Other Post-Employment Benefits" (OPEB). Of the total benefits offered by employers to attract and retain qualified employees, some benefits, including salaries and active-employee healthcare are taken while the employees are in active service, whereas other benefits, including post-employment healthcare and other OPEB are taken after the employees' services have ended. Nevertheless, both types of benefits constitute compensation for employee services. In accordance with required accounting practices, this amount is not projected in the budget (and is therefore blank) but the estimated future costs of this item is carried in the operating statement.

4542: Pension Expense – GASB 68: The primary objective of GASB 68 Statement is to improve accounting and financial reporting for pension costs. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. As with account 4541 above, in accordance with required accounting practices, this amount is not projected in the budget (and is therefore blank) but the estimated future costs of this item is carried in the operating statement.

4570: Collection Loss: The balance in this account represents the estimated expense to cover unexpected losses for tenant rents. Note: Do not include losses from fraud/retroactive balances here. Report them in Account 4571 – Collection Loss – Fraud/Retroactive.

4571: Collection Loss – Fraud/Retroactive: The balance in this account represents the estimated expense to cover unexpected losses for tenant rents due to unreported income, i.e. fraud/retroactive balances.

4580: Interest Expense: The debit balance in this account represents the interest expense paid and accrued on loans and notes payable. This debt can be from operating borrowings or capital borrowings.

4590: Other General Expense: This account represents the cost of all items of general expenses for which no specific account is prescribed in the general group of accounts.

4610: Extraordinary Maintenance – Non-Capitalized: This account should be debited with all *costs* (labor, materials and supplies, expendable equipment (such as many tools or routine repair parts), and contract work) of repairs, replacements (but not replacements of non-expendable equipment), and rehabilitation of such a substantial nature that the work is clearly not a part of the routine maintenance and operating program. The items charged to this account should not increase the useful life or value of the asset being repaired. These items are not capitalized and are not added as an increase to fixed assets at the time of completion. Nor are these items depreciated. An example of this would be scheduled repainting of apartments.

4611: Equipment Purchases – Non-Capitalized: This account should be debited with the costs of equipment that does not meet the LHA's criteria for capitalization. Because these items are being expended when paid, they should not be categorized as a fixed asset and therefore will not be depreciated. These items include stoves, refrigerators, small tools, most computers and software, etc.

The budget is a planning tool and as our portfolio ages it is essential that LHAs evaluate their properties annually and plan for extraordinary maintenance. To that end DHCD very strongly recommends that for all 400-1 operating budgets, depending on the age of the portfolio and condition, LHAs spend between $100 and $500 a year per unit in Extraordinary Maintenance, Equipment Purchases, Replacement of Equipment, and Betterments & Additions to ensure that the aging public housing stock is preserved.

4715: Housing Assistance Payments: This account should be debited with all housing assistance payments paid to landlords for the MRVP program on a monthly basis.

4801: Depreciation Expense: This account should be debited with annual fixed asset depreciation expenses as determined by the LHA's capitalization policy.

7520: Replacement of Equipment – Capitalized: This account should be debited with the acquisition cost (only the net cash amount) of non-expendable equipment purchased as a replacement of equipment of substantially the same kind. These items, such as vehicles, computers, or furniture, meet the LHA's criteria for capitalization and will also be added to fixed assets and therefore depreciated over the useful life.

7540: Betterments & Additions – Capitalized: This account should be debited with the acquisition cost (only the net cash amount) of non-expendable equipment and major non-routine repairs that are classified as a betterment or addition. These items meet the LHA's criteria for capitalization and will also be added to fixed

assets and therefore depreciated over the useful life of the asset. Examples are: major roof replacement, structural repairs such as siding, or major paving work.

In accordance with GAAP accounting, inventory purchases (Replacement of Equipment and Betterments & Additions) are distinguished between capitalized and non-capitalized items. Any inventory or equipment purchase greater than $5,000 is required by DHCD to be capitalized, inventoried and depreciated. Any inventory or equipment purchase costing $1,000 to $4,999 should be inventoried by LHA staff for control purposes only but is not subject to capitalization or depreciation, it is, however, required to be expensed when the items are paid for. An LHA's inventory listing should include both capitalized and non-capitalized items of $1,000 and more, as well as all refrigerators and stoves of any value. All items that appear on the inventory listing should be tagged with a unique identification number, and all refrigerators and stoves (regardless of value) should be tagged. LHAs may adopt a capitalization policy that capitalizes inventory purchases at a lesser amount than the $5,000 requirement (i.e. $1,000 - $4,999); however, no capitalization policy can have an amount higher than $5,000. Any inventory or equipment purchases costing $0 to $999 are to be expensed when paid for.

Narrative Responses to the Performance Management Review (PMR) Findings

PMRs are conducted for most LHAs on a biennial basis. This year there is no PMR record for this Housing Authority.

Explanation of PMR Criteria Ratings

CRITERION	DESCRIPTION
Management	
Occupancy Rate	The rating is calculated using the following formula: (Total Number of Occupied units on Monthly Report divided by (Total Number of Units Minus Units that Received a Waiver Minus Number of Units Vacant less than 30 days on Monthly Report) • "No Findings" : Occupancy Rate is at or above 98% • Operational Guidance: Occupancy rate is at 95% up to 97.9% • Corrective Action: Adjusted occupancy rate is less than 95%
Tenant Accounts Receivable (TAR)	This criterion calculates the percentage of uncollected rent and related charges owed by starting with the amount reported by the LHA, as uncollected balances for the TAR (Account 1122 from the Balance Sheet) minus Normal Repayment Agreements* divided by Shelter (Tenant) Rent (account 3110 from the Operating Statement) • "No Findings" : At or below 2% • "Operational Guidance": More than 2% , but less than 5% • "Corrective Action": 5% or more
Certifications and Reporting Submissions	Housing authorities are required to submit 4 quarterly vacancy certifications by end of the month following quarter end; 4 quarterly operating statements and 4 Tenant Accounts Receivable (TAR) reports within 60 days of quarter end. • "No Findings": At least 11 of the required 12 reports were submitted and at least 9 were submitted on time. • "Operational Guidance": Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.
Board Member Training	Percentage of board members that have completed the mandatory online board member training. • "No Findings" : 80% or more completed training • "Operational Guidance" : 60-79.9% completed training • "Corrective Action" : <60 % completed training
Staff Certifications and Training	Each LHA must have at least one staff member complete a relevant certification or training During the fiscal year. The number of required trainings varies by LHA size. • No Findings: LHAs completed the required number of trainings Corrective Action: LHAs have not completed any trainings
Annual Plan (AP) Submitted	Housing authorities are required to submit an annual plan every year. • "No Findings" =Submitted on time • "Operational Guidance" =Up to 45 days late • "Corrective Action" =More than 45 days late

CRITERION	DESCRIPTION
CHAMP	
Paper applications	Paper applications are available, received and entered into CHAMP • No Findings: Paper applications are available; And paper applications are date and time stamped correctly; And 90% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; And 2% or less of new paper applications are entered more than 30 days after date/time stamp • Operational Guidance: Paper applications are available; And paper applications are date and time stamped and entered correctly; And 75% - 89% of new paper applications are entered into CHAMP within 15 calendar days; And 3% - 5% of new paper applications are entered more than 30 days after date/time stamp Corrective Action: Paper applications are not available; Or the LHA has failed to date and time stamp paper applications and/or failed to enter them correctly; Or Less than 75% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; Or more than 5% of new paper applications are entered more than 30 days after date/time stamp
Vacancies occupied using CHAMP	Vacancies are recorded correctly and occupied using CHAMP • No Findings: All vacancies during the fiscal year are recorded in DHCD's Housing Applications Vacancy System within 30 days; And the housed Applicant ID and Pull List ID match between DHCD's Housing Applications Vacancy System and CHAMP for unit occupied during the fiscal year, excluding administrative transfers; And 25% or less of occupied units have data entry errors • Operational Guidance: All vacancies during the fiscal year are recorded in DHCD's Housing Applications Vacancy System, all vacancies are not recorded within 30 days; Or the Housed Applicant ID and Pull List ID match between DHCD's Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers; And greater than 25% of occupied units have data entry errors • Corrective Action: All vacancies during the fiscal year are not recorded in DHCD's Housing Applications Vacancy System; Or the Housed Applicant ID and Pull List ID do not match (or data is missing) between DHCD's Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers

CRITERION	DESCRIPTION
Financial	
Adjusted Net Income	The Adjusted Net Income criterion calculation starts with an LHA's Net Income and subtracts Depreciation, GASB 45 (Retirement Costs), GASB 68 (Retirement Costs), Extraordinary Maintenance (maintenance expense outside of routine/ordinary expenses), and Equipment Purchases – Non Capitalized. This Adjusted Net Income amount is then divided by the Total Expenses of the LHA. If this Adjusted Net Income amount is positive, it means underspending and if it is negative it means overspending. Underspending Rating: • "No Findings" : 0 to 9.9% • "Operational Guidance": 10 to 14.9% • "Corrective Action": 15% or higher Overspending Rating: • "No Findings" : 0 to -4.9% • "Operational Guidance": -5% to -9.9% • "Corrective Action": -10% or below
Operating Reserves	Current Operating Reserve as a percentage of total maximum reserve level. Appropriate reserve level is buffer against any unforeseen events or expenditures. • "No Findings" :35%+ of maximum operating reserve • "Operational Guidance": 20% to 34.9% of maximum operating reserve • "Corrective Action": <20% of maximum operating reserve
Capital Planning	
Capital Spending	Under the Formula Funding Program (FF), authorities receive undesignated funds to spend on projects in their Capital Improvement Plan. They are rated on the percentage of available funds they have spent over a three-year period • "No Findings" = at least 80% • "Operational Guidance" = At least 50% • "Corrective Action" = Less than 50%

CRITERION	DESCRIPTION
Health & Safety	
Health & safety violations	DHCD has observed conditions at the LHA's developments and reported health and safety violations. The LHA has certified the number of corrected violations in each category.
Facility Management – Inspection Standards and Practices	
100% Unit Inspections	All units inspected at LHA during FY under review • No Findings: 100% of units inspected Corrective Action: Less than 100% of units inspected
LHA Inspections Reports/Work Orders	Unit inspection reports create, track, and report work orders for inspection repairs, and inspection WOs completed within 30 days or add to DM/CIP • No Findings: All inspection work orders/lease violations are created, tracked, and reported; And non-health and safety work orders for inspection repairs/lease violations are completed within 30 days or added to DM/CIP; And health and safety work orders for inspection repairs/lease violations are addressed within 48 hours • Operational Guidance: All health and safety inspection work orders/lease violations are created, tracked, reported and completed within 48 hours; And LHA fail to create, track, or report no more than 1 or 2 (based on LHA size) non-EHS (exigent health and safety) deficiencies; Or LHA failed to complete any non-EHS work orders/lease violations appropriately • Corrective Action: Any EHS work orders/lease violations not created, tracked, reported, or completed; Or 1 of the following: LHA failed to create, track or report a) More than 1 non-EHS deficiency (small LHA); b) More than 2 non-EHS deficiencies (Medium/Large)
Accuracy of LHA Inspections	Unit inspection reports accurately reflect necessary repairs • No Findings: c.667 unit has less than 2 EHS deficiencies and c.200/705 unit has less than 3 EHS deficiencies • Operational Guidance: c.667 unit has 2 EHS deficiencies or c.200/705 has 3 EHS deficiencies Corrective Action: c.667 has equal to or greater than 3 EHS deficiencies or c.200/705 unit has equal to or greater than 4 EHS deficiencies
Facility Management – Vacancy Turnover Standards and Practices	

CRITERION	DESCRIPTION
Vacancy Turnover Work Orders	Work orders created for every vacancy and completed within 30 days (or waiver requested) • No Findings: Vacancy work orders are created, tracked and reported for every unit and reflect all work in unit; And Vacancy work orders are Maintenance Ready in <=30 days for c.667 units or <=45 days for c.200/705 units or have approved waiver • Operational Guidance: Vacancy work orders are created, tracked and reported for every unit; And work orders do not reflect all work completed in unit; Or vacancy work orders are Maintenance Ready in 31-45 days for c.667 and 46-60 days for c.200/705 and no approved waiver Corrective Action: Vacancy work orders are not created, tracked and reported for every unit; Or vacancy work orders are Maintenance Ready in >45 days for c.667 and >60 days for c.200/705 and have no approved waiver
Accuracy and Standard of Vacancy Turnovers	Vacancy turnover work orders accurately reflect necessary repairs • No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies • Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies
Facility Management – Preventative Maintenance Standards and Practices	
LHA Preventative Maintenance Schedule Accuracy and Implementation of Preventative Schedules	LHA preventative maintenance schedule accurately reflects all necessary work to maximize the life of LHA components • No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies • Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies
Work Order Types and Systems	
Emergency Work Orders	All emergency work orders are created, tracked, reported and completed within 48 hours • No Findings: All emergency work orders under review are created, tracked, reported and completed within 48 hours • Operational Guidance: All emergency work orders completed within 48 hours; Less than 100% but greater than or equal to 80% of work orders under review are correctly created, tracked and reported administratively

CRITERION	DESCRIPTION
	• Corrective Action: Not all emergency work orders are completed within 48 hours; Or less than 80% of work orders under review are correctly created, tracked and reported administratively
Requested Work Orders	All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP • No Findings: All requested work orders under review are created, tracked, and reported; All work is complete within 14 days or added to DM/CIP • Operational Guidance: All requested work orders completed within 14 days or added to DM/CIP; And less than 100% of work orders under review are correctly created, tracked and reported Corrective Action: Not all requested work orders are completed within 14 days or added to DM/CIP

Policies

The following policies are currently in force at the Somerville Housing Authority:

Policy	Last Ratified by Board Vote	Notes
*Rent Collection Policy	11/28/2023	
*Personnel Policy	05/15/2013	
*Capitalization Policy	08/17/2016	
*Procurement Policy	08/17/2016	
*Grievance Policy	10/21/2020	
Criminal Offender Records Information (CORI) Policy	06/22/2022	
Reasonable Accommodations Policy	12/08/2010	
Fair Housing Marketing Plan	03/15/2023	
Language Access Plan	11/28/2023	

* Starred policies are required by DHCD. Policies without a “Latest Revision” date are not yet in force.

The list of policies has been provided by the LHA and has not been verified by DHCD.

Waivers

AP-2025-Somerville Housing Author-00944 has no current waivers from the regulations of the Department of Housing and Community Development (DHCD).

Attachments

The following items have been uploaded as attachments to this Annual Plan.

Due to the COVID-19 emergency, on-site Performance Management Review (PMR) assessments by the Facilities Management Specialists were cancelled for the December fiscal year end housing authorities. Therefore, the Facility Management categories have been omitted from the PMR document.

- Bryant Manor LTO letter of support 2025
- Clarendon LTO - omission memo
- Public comments and meeting minutes
- Hagan Manor MOR
- Hagan Manor MOR Response
- Hagan Manor CNA
- Bryant Manor CNA
- Cover sheet for tenant satisfaction surveys

Explanation of Attachments

DHCD only conducts MORs for SHA's Hagan Manor, which is attached along with the response.

SOMERVILLE HOUSING AUTHORITY
30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

December 14th,2023

Commonwealth of Massachusetts
Executive Office of Housing and Livable Communities

To Whom It May Concern:

As the representative of the Tenants Association of Bryant Manor Apartments, I would like to express the Association's full support of the completed Capital Improvement Plan for fiscal year 2025 and the 5-year Capital Plan. We greatly appreciate the continued work of the State and Somerville Housing Authority to improve the property of 75 Myrtle Street.

We are extremely grateful for the opportunity that the Somerville Housing Authority and the Executive Office of Housing and Livable Communities are providing with the 2025 Capital Improvement Plan. Again, we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Bryant Manor
Tenant Association

SOMERVILLE HOUSING AUTHORITY
30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

December 27, 2023

RE: Non-submittal of LTO support letter – Annual Plan 2025

To whom it may concern,

Please be advised that the Somerville Housing Authority did not receive a letter in support of the 2025 Annual Plan from the Clarendon Tenants Organization. The plan was posted and made available to the LTO, and a meeting to present the plan was held on December 15, 2023. Clarendon LTO did not attend the meeting and did not submit a letter.

Sincerely,

Diane Cohen
Executive Director

Translation and interpretation services are available upon request by appointment only
Sevis tradiksyon ak intepretasyon disponib si w bezen
Servicio de traducción e intepretación estan disponibles, con cita, una vez que lo solicite
Serviço de tradução e interpretação estão disponíveis somente após agendamento

EQUAL HOUSING OPPORTUNITY

RE: Annual Plan Public Comments and LHA Responses

To whom it may concern,

The Somerville Housing Authority held a public hearing to receive comments on the 2025 Annual Plan for State-Aided Housing on Thursday, December 21, 2023 at 4:00pm. The Authority received zero comments on the 2025 plan.

Sincerely,

Diane Cohen
Executive Director

Translation and interpretation services are available upon request by appointment only
Sevis tradiksyon ak intepretasyon disponib si w bezen
Servicio de traducción e intepretación estan disponibles, con cita, una vez que lo solicite
Serviço de tradução e interpretação estão disponíveis somente após agendamento

EQUAL HOUSING OPPORTUNITY

Comm. Zamer
Comm. Lemard
Chairman Capuano

Comm. Rances
Comm. Mannion

The Chairman read Notice of Meeting given in accordance with Section 23B, Chapter 39 of the General Laws with certificate as to Service of Meeting attached which was ordered spread upon the minutes.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23B, Chapter 39 of the General Laws that a meeting of the Somerville Housing Authority will be held virtually via GoToMeeting at 4:00 p.m. on Thursday, December 21, 2023.

CERTIFICATE AS TO SERVICE OF NOTICE
OF MEETING
(Sec. 23B, Chapter 39, General Laws)

I, Diane L Cohen, the duly appointed qualified Secretary of the Somerville Housing Authority, do hereby certify that on October 25, 2023, I filed, in the manner provided by Sec. 23B, Chapter 39 of the General Laws with the Clerk of the City of Somerville, a Notice of Meeting of which the following is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of the said Authority this December 22, 2023.

Diane Cohen

Digitally signed by Diane Cohen
DN: cn=Diane Cohen, o=Somerville Housing Authority, ou, email=dianec@sha-web.org, c=US
Date: 2023.12.22 12:03:01 -05'00'

Diane L. Cohen
Executive Director

Ayes	Nays	Absent
Comm. Zamer		
Comm. Lemard		
Chairman Capuano		

SO VOTED

(b) Consideration of request by the Executive Director to approve the FY2025 State-Aided Public Housing Annual Plan. **(Roll Call Vote Required).**

Diane stated the State Annual Plan is more extensive than the Federal Annual Plan and is submitted to the Executive Office of Housing and Livable Communities (EOHLC) for approval. She stated that the Plan includes operating policies, budgets, capital improvements, corrective actions, audit information and more. She stated meetings were held with any affected LTOs to discuss the plan and was also posted for the forty-five (45) day comment period.

Motion made my Commissioner Lemard, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

Ayes	Nays	Absent
Comm. Zamer		
Comm. Lemard		
Chairman Capuano		

SO VOTED

3. ADJOURNMENT

Motion made by Comm. Zamer, seconded by Comm. Lemard, it was voted to adjourn at 4:09 p.m.

Upon roll call the ayes and nays is as follows:

Ayes	Nays	Absent
Comm. Zamer		
Comm. Lemard		
Chairman Capuano		

SO VOTED

Diane Cohen

Digitally signed by Diane Cohen
DN: cn=Diane Cohen, o=Somerville Housing Authority, ou, email=dianec@sha-web.org, c=US
Date: 2023.12.22 12:04:04 -05'00'

Diane L. Cohen
Executive Director

ATTEST
A True Copy

Commonwealth of Massachusetts
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Jennifer D. Maddox, Undersecretary

April 28, 2023

[Via Email]

Mr. Joseph Macaluso
Executive Director
Somerville Housing Authority
30 Memorial Road
Somerville, MA 02145

Re: Section 8 New Construction/Substantial Rehabilitation Management and Occupancy Review (MOR) Hagan Manor (MA06H052038)

Dear Mr. Macaluso:

The enclosed report reflects the results of the Management and Occupancy Review conducted by the Department of Housing and Community Development on **April 25th, 2023**. This review is conducted annually to determine compliance with HUD's regulations and the Housing Authority's established management procedures and practices. Please note that the review reflects the following ratings:

Category	Ratings
General Appearance and Security	Above Average
Follow-up and Monitoring of Project Inspections	Superior
Maintenance/Operating Procedures	Superior
Financial Management	Above Average
Leasing & Occupancy	Above Average
Tenant/Management Relations	Above Average
General Management Practices	Above Average
Overall Rating	Above Average

The deficiencies cited in the enclosed report need to be addressed in accordance with the respective corrective actions within 30 calendar days. If additional time is needed, please submit a corrective action plan within the 30 calendar days. The corrective action plan must identify a timeframe when the deficiencies will be resolved and how and what systems, controls, policies and procedures will be adjusted or changed to assure that the error does not reoccur. The corrective action plan will be monitored by DHCD until all deficiencies have been addressed.

If you have any questions regarding this report, please feel free to contact me at (617) 573-1288.

Sincerely,
Lisa M. Taylor
Senior Housing Management Specialist

cc: Christine DeVore, Director, Bureau of Housing Management

Management Review for Multifamily Housing Projects

U.S. Department of Housing and Urban Development
Office of Housing – Federal Housing Commissioner

OMB Approval No. 2502-0178
Exp. 04/30/2018

Summary

Date of On-Site Review:	Date of Report:	Project Number:	Contract Number:
04/25/2023	04/28/2023		MA06H052038
Section of the Act:	**Name of Owner:**	**Project Name:**	**Project Address:**
	Somerville Housing Aurhority	Hagan Manor	268 Washington Street; Somerville, MA
Loan Status:	**Contract Administrator:**	**Type of Subsidy:**	**Type of Housing:**
☐ Insured ☑ HUD-Held ☐ Non-Insured ☐ Co-Insured	☐ HUD ☑ CA ☐ PBCA	☑ Section 8 ☐ PAC ☐ Section 236 ☐ Section 221(d)(3) BMIR ☐ Rent Supplement ☐ RAP ☐ PRAC ☐ Unsubsidized	☑ Family ☐ Disabled ☐ Elderly ☑ Elderly/Disabled ☐ Other (please specify)

For each applicable category, assess the overall performance by checking the appropriate column. Indicate A (Acceptable) or C (Corrective action required). Include target completion dates (TCD) for all corrective action items. For those items not applicable, place N/A in the TCD column.

A. General Appearance and Security	**A**	**C**	**TCD**	**Enter a score between 1 and 100 for the General Appearance and Security Rating. If this Section was not reviewed, enter 0.**
1. General Appearance	☑	☐		**87 is 10% of the overall score.**
2. Security	☑	☐		**This category is rated 9.0**
B. Follow-up and Monitoring of Project Inspections	**A**	**C**	**TCD**	**Enter a score between 1 and 100 for the Follow-up and Monitoring of Project Inspections Rating . If this Section was not reviewed, enter 0.**
3. Follow-Up and Monitoring of Last Physical Inspection and Observations	☑	☐		**90 is 10% of the overall score.**
4. Follow-Up and Monitoring of Lead-Based Paint Inspection	☑	☐		**This category is rated 9.0**
C. Maintenance and Standard Operating Procedures	**A**	**C**	**TCD**	**Enter a score between 1 and 100 for the Maintenance and Standard Operating Procedures Rating. If this Section was not reviewed, enter 0.**
5. Maintenance	☑	☐		**90 is 10% of the overall score.**
6. Vacancy and Turnover	☑	☐		**This category is rated 9.0**
7. Energy Conservation	☑	☐		
D. Financial Management/Procurement	**A**	**C**	**TCD**	**Enter a score between 1 and 100 for the Financial Management/Procurement Rating. If this Section was not reviewed, enter 0.**
8. Budget Management	☑	☐		**84 is 25% of the overall score.**
9. Cash Controls	☑	☐		**This category is rated 21.0**
10. Cost Controls	☑	☐		
11. Procurement Controls	☑	☐		
12. Accounts Receivable/Payable	☑	☐		
13. Accounting and Bookkeeping	☑	☐		
E. Leasing and Occupancy	**A**	**C**	**TCD**	**Enter a score between 1 and 100 for the *Leasing and Occupancy Rating.* If this Section was not reviewed, enter 0.**
14. Application Processing/ Tenant Selection	☑	☐		**85 is 25% of the overall score.**
15. Leases and Deposits	☑	☐		**This category is rated 22.0**
16. Eviction/Termination of Assistance Procedures	☒	☐		
17. Enterprise Income Verification (EIV) System Access and Security Compliance	☑	☐		
18. Compliance with Using EIV Data and Reports	☒	☐		
19. Tenant Rental Assistance Certification Systems (TRACS) Monitoring and Compliance	☑	☐		
20. TRACS Security Requirements	☑	☐		
21. Tenant File Security	☑	☐		
22. Summary of Tenant File Review	☑	☐		
F. Tenant/Management Relations	**A**	**C**	**TCD**	**Enter a score between 1 and 100 for the Tenant Services Rating. If this Section was not reviewed, enter 0.**
23. Tenant Concerns	☑	☐		**85 is 10% of the overall score.**
24. Provision of Tenant Services	☑	☐		**This category is rated 9.0**
G. General Management Practices	**A**	**C**	**TCD**	**General Management Practices Rating. If this Section was not reviewed, enter 0.**
25. General Management Operations	☑	☐		**85 is 10% of the overall score.**
26. Owner/Agent Participation	☑	☐		**This category is rated 9.0**
27. Staffing and Personnel Practices	☑	☐		

Overall Rating:
☐ Superior ☑ Above Average ☐ Satisfactory ☐ Below Average ☐ Unsatisfactory 88 Overall Score:

To calculate an overall score: Multiply the derived performance value by the assigned percentage of the overall rating for each category. Once all tested categories have been calculated based on the performance indicator and performance indicator values, the total calculated points is divided by the total percentage of overall rating and rounded to the nearest whole number.
For convenience, a utility is included with this form which will perform all of the necessary calculations.

Name and Title of Person Preparing this Report: (Please type or print):

Lisa M. Taylor, Senior Housing Management Specialist
Bureau of Housing Managment

Signature: Lisa M. Taylor

Date: 04/28/2023

Name and Title of Person Approving this Report: (Please type or print):

Courtney Curran, Assistant Director
Bureau of Housing Management

Signature: Courtney Curran

Date: 4/28/20

NOTE: If this review is conducted by a CA or PBCA as indicated above, the overall rating reflects a review as it relates to compliance with the Housing Assistance Payment Contract (HAP) only.

Item Number	Observations / Other
1	SHA inconsistently verifies the validly of Citizenship/Immigration Status documentation provided by the applicant with the Department of Homeland Security (DHS). Action: Owner must access the SAVE system at https://www.uscis.gov/save/register-for-save and use the automated, web-based SAVE system to obtain primary and in many instances, secondary verification of Citizenship/Immigration Status. Reference: HH4350.3(3)(H) Owner Preparation to Collect Documentation of Citizenship/Immigration Status.
2	SHA inconsistently documents the verification of Landlord history. Action: The SHA shall require an applicant to provide the names and current addresses of all landlords (or housing providers) for applicant and household members during the period five years prior to application through the date of the final determination. Reference: 760CMR5.12(3)(5) Verification of Preference, Eligibility and Qualification.
3	SHA inconsistently documents resolutions: Failed Identity Verification. Action: Print and retain a copy of the report in a master "Failed EIV Prescreening Report" file. The report must be documented with action taken to resolve invalid or discrepant personal identifiers. Reference: HH4350.3(9)(C) Identity Verification Report
4	
5	
6	
7	
8	

SOMERVILLE HOUSING AUTHORITY
30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

May 24, 2023

Lisa M. Taylor
Senior Housing Management Specialist
DHCD
100 Cambridge Street
Boston, MA 02114

Re: Hagan Manor (MA06H052038) 2023 Management & Occupancy Review

Dear Lisa:

We respectfully submit the following responses to the 2023 Management and Occupancy Review Report for above referenced development, for which we received a score of "Above Average." The conditions and observations are restated below for ease of reference.

Item #1
Observation
SHA inconsistently verifies the validity of Citizenship/Immigration Status documentation provided by the applicant with the Department of Homeland Security (DHS).

Action
Owner must access the SAVE system and use the automated, web-based SAVE system to obtain primary and in many instances, secondary verification of Citizenship/Immigration Status.

SHA Response
Staff have been reminded of the requirement to verify validity of Citizenship/Immigration Status documentation and recently participated in SAVE training on May 9, 2023. In addition, all new applicant files are reviewed by the Director prior to lease up by Property Manager to ensure eligibility and program compliance.

Item #2
Observation
SHA inconsistently documents the verification of Landlord History

Action
The SHA shall require an applicant to provide the names and current addresses of all landlords (or housing providers) for applicant and household members during the period five years prior to application through the date of the final determination.

SHA Response
Staff have been reminded of this requirement. In addition, all new applicant files are reviewed by the Director prior to lease up by Property Manager to ensure eligibility and program compliance. A checklist is being developed to ensure the necessary documents are in each applicant/resident file.

Item #3
Observation
SHA inconsistently verifies Failed Identity Verification.

Action
Print and retain a copy of the report in a master "Failed EIV Prescreening Report" file. The report must be documented with action taken to resolve invalid or discrepant personal identifiers.

SHA Response
The SHA has implemented the enclosed **EIV Systems Income Verification Policy** and Procedures for Multifamily Program to prevent this observation from reoccurring. A binder has been created and maintained for all EIV required reports.

Thank you for your comprehensive review and direction. It was a pleasure working with you and your team to address these observations. Should you have any questions, please reach out to Diane Cohen, Director of Admissions, Occupancy and Compliance, at 617-625-1152 or dianec@sha-web.org.

Sincerely,

Joseph Macaluso

Joseph R. Macaluso
Executive Director

cc Wilmer Cruz, Hagan Manor Housing Manager, SHA
Robert Muollo, Deputy Director, SHA

ON-SITE INSIGHT
A RECAP REAL ESTATE ADVISORS COMPANY

Capital Needs Assessment and Replacement Reserve Analysis With Accessibility Assessment

FINAL REPORT

Prepared for:

THE SOMERVILLE HOUSING AUTHORITY

30 Memorial Road
Somerville, MA 02145

Hagan Manor

Somerville, MA

December 20, 2022

RECAP
REAL ESTATE ADVISORS

Hagan Manor: Property Overview

Total Buildings: 1

Number of Non-Residential Buildings: None

Total Units: 24

Number of Accessible Units: 1

Building Type	# of Buildings	Congregate Unit # of Bedrooms	One Bedroom	Two Bedroom	Three Bedroom
Elevator	1	6	11	4	3
Totals:	**1**	**6**	**11**	**4**	**3**

Occupancy: Elderly

Property/Development Age: 41

Year of Construction: 1950's

Most Recent Rehab: 1982

City & State: Somerville, MA

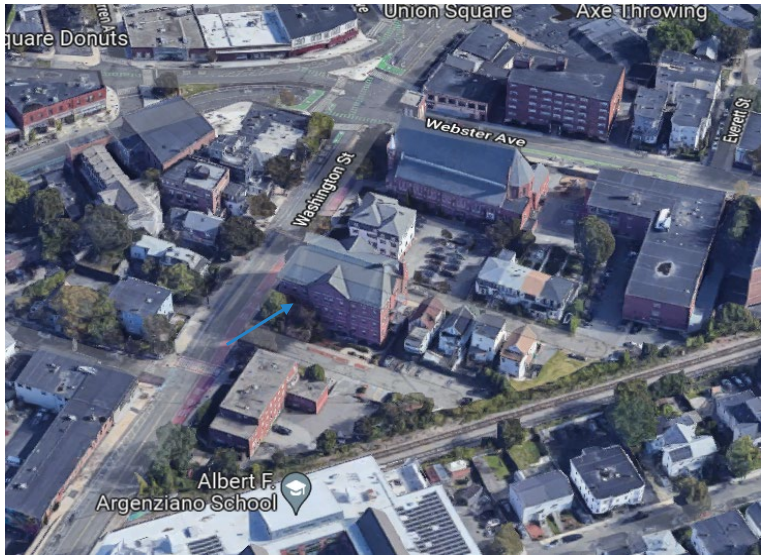
Addresses: 268 Washington Street

OSI Project Number: 22258

Assessment Date: October 27, 2022

Assessment Conditions: Clear, 60's

Assessor: Tina Cardoso



Property Description:

Hagan Manor is a four-story residential property located in the Union Square neighborhood of Somerville. Resident amenities include a first-floor lounge, community room with adjacent kitchen, public restrooms, laundry rooms, management office, and an asphalt-paved off-street parking lot for residents and guests.

Hagan Manor

Somerville, MA

Hagan Manor is a four-story residential property located in the Union Square neighborhood of Somerville. The building was constructed circa 1950 and renovated into the current use in 1982. The building contains a total of 24 units – 11 one-bedroom (one-accessible), 4 two-bedroom, and 3 three- bedroom units. In addition, there is a third-floor congregate living unit which contains six bedrooms (counted as units) with a common kitchen, bathrooms, and living areas. Resident amenities include a first-floor lounge, community room with adjacent kitchen, public restrooms, laundry rooms, management office, and an asphalt-paved off-street parking lot for residents and guests.

Overall, the development is in good overall condition. The residential spaces, common areas, and various building systems are adequately appointed and maintained with evidence of timely maintenance and capital expenditures noted during the course of the assessment. Anticipated near term needs include parking lot resurfacing, roof replacement, and continued routine cyclical replacement of in-unit finishes and equipment including floor coverings and appliances

Future capital actions are based on useful life expectations and assume continued effective maintenance and physical management. Costs for the twenty-year plan total $1,211,103 or $50,463 per unit in current dollars ($1,515,934, or $63,164 per unit in inflated dollars). Management reported that the development does not maintain a dedicated Replacement Reserve account; no reserve plans are included in the report.

Site

The sloping parcel is approximately a half-acre in size and slopes from North (Washington Street) to South. There is an asphalt paved parking lot for residents and guests at the rear of building accessed by a shared asphalt paved driveway. Pedestrian access is provided by concrete and asphalt paved walkways from the parking lot and the city owned and maintained sidewalks along the front façade. Changes in elevation are controlled by wood tie retaining walls topped with wrought iron and aluminum fencing. The property boundaries at the rear and side of the building have wood stockade fencing. Residents have use of a

common patio off of the first-floor lounge which is separated from the city sidewalk by wood fencing. The lower-level units have private patio areas constructed of concrete pavers and surrounded by wood tie walls and planters. Parking lot illumination is by pole-mounted, shoebox style LED fixtures. A full complement of municipal and utility provided services are present at the development.

1. **Costs for the development's site related elements total $71,503 or $2,979 per unit in inflated dollars.**
2. The asphalt-paved parking area and driveway have areas of deterioration and extensive cracking. Costs to resurface the pavement, including the asphalt walkway at the rear of the building, are shown in Year 1. Periodic preventative maintenance repairs including crack filling, sealcoating, and striping are shown in Years 6, 11, and 16.
3. The concrete sidewalks and patio areas display areas of cracking and settlement. Periodic allowances for sectional as-needed replacement are shown every five years beginning in Year 1.
4. There is a network of wood tie retaining walls that borders the driveway, city sidewalk, accessible ramp, and rear patio areas. Although most of the walls appear to be sound, sections were observed to be splitting, deteriorated, and additionally minor movement was observed. Sectional replacement allowances are shown in Years 1 and 11.
5. The wood stockade fencing is shown for replacement in Year 1 concurrent with the asphalt resurfacing.
6. The painted wrought iron fencing on the retaining walls is showing signs of surface corrosion and peeling paint. Costs for sectional replacement, scraping, and painting are shown in Years 1 and 11. The newer aluminum fencing along Washington Street is not anticipated to require replacement and should be maintained from the operating budget.
7. Pole-mounted fixtures illuminate the parking area, costs for replacement are shown in Year 10.
8. The site is attractively landscaped with shrubs, planting beds and mature trees. Landscaping needs are shown to be funded from operating accounts throughout the plan.
9. The building features a full complement of municipal and utility provided site distributions systems (domestic water, sanitary waste, natural gas, electricity, telephone, cable, and internet). No issues related to these systems were reported during the assessment; and they are all shown being monitored and maintained as-needed from operating accounts throughout the plan's timeframe.

Accessibility Improvements

The common areas and dwelling unit #27 at the development were examined for compliance with the requirements of the Uniform Federal Accessibility Standards (UFAS) and Massachusetts Architectural Access Board (Mass AAB). The development is mostly compliant with UFAS; however, deficiencies were noted. Unit-level modifications should be completed concurrent with other planned renovation/upgrade/rehab work or based on reasonable accommodation requests – No costs for unit-level improvements are shown. It should be noted that prior to carrying out any accessibility modifications/improvements, a qualified design professional should be retained to determine the full scope and cost(s) of the required modification work.

10. **Costs for accessibility improvements total $7,950 or $331 per unit in inflated dollars.**

11. One space in the parking lot lacks the required adjacent access aisle; costs for restriping are included in the site section above.
12. The ramp from the sidewalk to the lower-level units is steeper than the 1:12 allowable slope and lacks handrails. Costs to rebuild the ramp are shown in Year 1.
13. A visual (strobe) alarm needs to be provided within the common areas (laundry rooms, restrooms, community room, kitchen, and management office) to augment the existing audible alarm.
14. The common restroom entry doors lack compliant hardware, the locking mechanism should not require grasping, turning, or twisting of the wrist to operate.
15. Units lack compliant audio/visual horn-strobe warning devices in the living rooms, bedrooms, and bathrooms.
16. Units lack compliant digital, push-button style thermostats that do not require grasping, turning, or twisting of the wrist to operate.
17. The toilet lacks rear and side grab bars; however, the positioning of the adjacent sink in each bathroom prevents installation of compliant bars, and modifications to correct this issue appear to be structurally limited at the present time.
18. The dwelling unit toilet is not distanced 18-inches centerline from the nearby wall and the shower lacks compliant grab bars.

Mechanical Room

The basement-level mechanical room contains the central heating and domestic hot water (DHW) generation systems for the building. Heating water is generated by two Lochinvar natural gas-fired high efficiency boilers (285-MBH energy input each). Each boiler is equipped with a Grundfos cast iron circulating pump and heating water circulation is by Bell and Gossett Ecocirc high -efficiency pumps.

The domestic hot water system consists of a similar Lochinvar, natural gas-fired, 199-MBH boiler and an indirect-fired domestic hot water storage tank (119-gallon capacity). Domestic water circulation is by a Grundfos cast iron inline pump and controlled by a Heat Timer ETV platinum plus controller and hot water tempering valve.

19. Costs related to the development's boilers and boiler room systems total $93,380 or $3,891 per unit in inflated dollars.

20. The Lochinvar boilers for hydronic heat and domestic hot water were installed in 2018. No problems were reported or observed during the assessment; replacement is shown in Year 15 of the plan; after 20 years of service.
21. Future replacement of the air separator is shown in Year 15 concurrent with the boiler replacement.
22. Heating water and domestic hot water are circulated by Bell and Gossett and Grundfos circulation pumps installed with the new boilers in 2018. Replacement is shown in the plan based on fifteen years of expected useful life.
23. No problems related to the Heat-Timer mixing valve serving the domestic hot water system were noted during the assessment; allowance for future replacement is shown in Year 10 after fifteen years of use.

24. Replacement of the indirect-fired domestic hot water tank is shown in Year 10, based on a fifteen-year expected useful service life.

Building Mechanical and Electrical Systems

Major building systems include fire suppression (equipped with a backflow preventer), distribution piping for service (seasonally heated/chilled) water, domestic hot/cold water, sanitary wastewater, and natural gas. Emergency power for key building systems in the event of a utility company power failure is provided by a Kohler diesel-powered standby 100 kW generator located in the back parking lot. Hardwired smoke/fire detection and notification devices located throughout the building are monitored and supervised by a fully addressable FireLite fire alarm control panel. Visitor access is regulated by panel-based intercom panel at the common entrance to the building. The building is also equipped with a series of security cameras that report to a central monitoring and recording station. Vertical transportation between all floor levels within the buildings is provided by two hydraulic elevators that are understood to be maintained under the terms of a full-service contract with a third-party vendor.

25. **Costs related to the development's mechanical and electrical systems total $468,707 or $19,529 per unit in inflated dollars.**
26. No problems related to the various distribution piping systems were observed or reported during the assessment, and no capital costs are shown; these systems and components should be monitored and maintained from operating accounts.
27. The building contains a street-pressure driven (no fire pump) wet-pipe fire suppression system with a backflow prevention device in place which is designed to keep stagnant sprinkler water from flowing back into the potable water system. No operating issues were observed or reported, and the system should continue to be monitored, tested, and maintained regularly going forward.
28. During the course of the assessment, no problems related to the electrical switchgear, disconnect, or metering equipment were observed or reported, and no major capital needs are anticipated with regards to these components. They should be routinely monitored going forward.
29. No operating issues related to the generator were reported during the assessment. A mid-EUL allowance to overhaul the generator engine and transfer switches is shown in Year 11, after eighteen years of use. Full replacement of the generator and transfer switch is not anticipated during the plan.
30. Building security includes cameras located both inside and outside, a monitor, and a recording device. An allowance is shown every five years beginning in Year 3 to upgrade the cameras and security system as-needed.
31. Fire and smoke detection are provided by an addressable FireLite fire alarm control panel installed in 2015. System peripherals consist of pull stations, horns/strobes, a remote annunciator, and common area smoke detectors that are maintained under a service contract. Panel and end-unit replacement is shown after twenty years of service in Year 12.
32. Visitor access to the building is controlled by a door-buzzer intercom system at the main entry vestibule, replacement of the panel is shown in Year 10.

33. The elevator equipment at the development was updated and fully modernized in 2000 and is currently monitored and maintained under the terms of a full-service contract with a third-party vendor. Allowances to upgrade/modernize the elevator hydraulic power unit, controller/dispatcher equipment, interior cab fishes and door operators are shown in Years 7-8.

Building Architectural Systems

Hagan Manor is a four-story structure that sits atop brick and stone foundation system. The exterior walls consist of brick, cast concrete, and prefinished metal infill panels at the windows. Common entry doors are commercial-grade, single-leaf, full-lite aluminum framed models. Power door openers with push button panels are located at the front entrance to the building, including the interior vestibule door. Service and secondary egress doors around the building are single, flush metal models. All windows are vinyl framed, double-hung, sliding, or fixed panel models with thermopane glazing and integral insect screens on the operable sash. The building features a steep pitched roof finished with original slate tiles.

The development's interior common areas include the community room with kitchen, management office, lounge, laundry rooms, and restrooms. Wall surfaces in the common areas are finished with painted drywall or exposed brick, ceilings are painted. Depending on the location and/or use of the space, floor surfaces are finished with carpet or conventional 12" x 12" vinyl composition tile (VCT). The egress stairwell features painted concrete treads and landings.

34. Costs related to the development's architectural systems total $506,709 or $21,113 per unit in inflated dollars.

35. Pronounced deterioration was observed in the metal pan flooring of the vestibule. The area above the sprinkler system and below the vestibule appears to have water infiltration and pronounced deterioration of the metal flooring and support system. Costs of retaining a qualified structural engineer to review the buildings' main structural framing systems as well as to determine the full scope and cost(s) of any required structural repair/replacement work are shown in Year 1. No costs are shown at this time pending the detailed review.
36. The common entry and secondary egress doors located throughout the building are in good condition; replacement is not anticipated during the plan. The lower-level direct unit entry doors appear to be older and are shown for replacement in Year 3. The main entry power door openers are shown for replacement in Years 5 and 20.
37. The exterior of the buildings is clad with brick with painted cast concrete elements. Overall, the exterior masonry wall surfaces are in fair condition. Isolated areas of spalling brick, peeling paint, and mortar loss were observed most notably above the windows on the Kingman Road facing facade. Costs to repair and tuckpoint approximately 20% of the exterior wall surfaces are included every five years beginning in Year 1 of the plan.
38. The vinyl framed windows were replaced in 2018 and are in generally good condition, window replacement is not anticipated during the scope of the plan. Replacement of failed (fogged) window panels and integrated insect screens should be completed from operating when needed.

39. Exterior lighting is provided by a mix of entry courtesy and building mounted security fixtures. No operational problems were reported, and lighting is shown to be maintained throughout the plan from the operating budget.
40. The building has a steep pitched roof finished with original slate tiles. From available vantage points, most of the roof surface appears to be in good condition, with few tiles observed to be slipping or lifting. Management reports that an inspection, repairs, and as-needed replacement of the tiles is contracted for 2022. Costs for similar work are shown every five years beginning in Year 4.

Interiors

41. Common spaces have a mix of brick and painted walls and painted ceilings. Future painting should be completed when needed from operating accounts.
42. The common hallway carpet is in good condition; replacement is shown in Year 6 and 16. The back hallways have vinyl tile; replacement is shown in Year 16. Future replacement of the vinyl tile in the community room, lounge, kitchen, restrooms, office, and lower-level laundry room in Year 5. The third-floor laundry room has vinyl plank flooring and is shown being maintained throughout the plan from the operating budget.
43. The emergency egress stairs feature sealed concrete treads and landings. Painting of the stairways is seen as being manageable from operating accounts.
44. The laundry equipment is currently leased; and the plan assumes continuation of this arrangement.
45. The community kitchen sees limited use, and the cabinets remain in fair condition. As-such, future replacement of these cabinets is shown in Year 5 concurrent with the flooring replacement. Replacement of the appliances is shown being completed as-needed from the operating budget.
46. Comprehensive replacement of the restroom fixtures, accessories, and flooring is not expected to be necessary during the plan's timeframe, and any interim localized replacement needs are shown being managed from the property's operating budget on an as-needed basis.

Dwelling Units

During the course of the assessment, OSI was provided with access to one mobility-accessible dwelling unit, no standard units were accessed during the assessment. Unit hallway entry is by single-leaf wood veneer doors with metal frames. Interior passage doors are hollow-core models and closets are hollow-core bi-fold and swing-type models. Walls and ceilings are painted. Living areas and kitchens kitchens have vinyl tile (VCT), and bathrooms have ceramic tile.

Kitchens feature original wood cabinet sets, laminate counters with integral 3" backsplash, and inset stainless steel sinks. Appliances include 30-inch gas ranges (wall-oven and cooktop in the accessible units), frost-free refrigerators, and recirculating rangehoods. According to the plans provided the congregate unit has a large common kitchen with a full set of appliances and two kitchenettes with small cooktops.

Each typical unit has a full bathroom, and the congregate unit has two full bathrooms and a half bath. The bathrooms feature a vitreous china toilet, laminate countertop with inset porcelain sink, typical rails and holders for various toiletries, and a ceiling exhaust fan. In addition, units have an enameled-steel bathtub with anti-scald mixing valve and ceramic tile surround. The accessible unit bathroom has been converted to a roll-in shower with a shower head located on the wall of the bathroom.

Sections of hydronic baseboard radiation, supplied by the central boiler plant, serve the units' space heating needs; wall-mounted thermostats help to regulate temperature levels within the units. Electrical systems serving each unit include a Federal Pacific Electric (FPE) 'Stab-Lok' load center and a hardwired smoke detector in the main living area/hallway.

47. Costs related to the dwelling units total $367,684 or $15,320 per unit in inflated dollars.

48. The observed interior painted wall and ceiling surfaces were in good condition. All interior unit painting is handled from operating accounts on unit turnover or as-needed; no costs for this work are shown in the plan.
49. The unit entry doors and the interior bedroom, bathroom, and closet doors all were in good current condition. Large scale, building-wide door replacement cycles are not expected to be necessary during the plan's timeframe; and any localized, damage-related replacement needs are shown being managed from the building's operating budget.
50. The vinyl composition tile flooring is shown being replaced throughout the plan. No cost is shown for the ceramic tile flooring in the bathrooms; this should be maintained from operating accounts.
51. The kitchen cabinetry is reported to be original. Allowances for gradual future replacement including countertops, sinks, and rangehoods are shown beginning in Year 1. Any future localized, damage-related, countertop replacement needs will be managed by site-staff from the building's operating budget.
52. Unit kitchen appliances include thirty-inch ranges, frost-free refrigerators, and rangehoods. Replacement needs are shown throughout the plan based on the respective EUL's of fifteen years for the refrigerators; and twenty years for the ranges, wall ovens, and cooktops.
53. The bathroom fixtures and accessories are in good current condition. As-needed replacement of the toilets, medicine cabinets, bathroom accessories, and bathroom exhaust fans are shown being managed from the building's operating budget throughout the plan. Replacement of the laminate counters and inset porcelain sinks are shown being replaced in Years 1-5. Annual allowances for as-needed re-glazing of bathtubs, re-grouting or tile surrounds, and/or replacement of mixing valve assemblies are shown from Year 1 forward.
54. No problems related to the in-unit sections of hydronic baseboard radiation or wall-mounted thermostats were noted during the assessment; these components should be monitored and maintained from operating accounts going forward.
55. No problems related to the FPE 'Stab-Lok' electrical load centers in the units were reported during the assessment. That said, this brand and style of equipment is understood to have had a history of failures within the industry that resulted in fires. It is also understood that FPE no longer makes or supports this equipment making it difficult to source and/or obtain service parts when necessary. Based upon this, replacement of all in-unit FPE 'Stab-Lok' electrical load centers is shown in Years 1-3.

56. Periodic testing, maintenance, and as-needed replacement of in-unit smoke detection devices is seen as an operating expense; no capital costs are included in the plan.

Additional Notes:

1. The Physical Assessment of the property was conducted on October 27, 2022. Additional information was provided to ON-SITE INSIGHT by site staff and others. OSI was represented on this assignment by Tina Cardoso. We would like to thank the Hagan Manor site staff for their assistance.
2. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.
3. This report is delivered subject to the conditions in Appendix A, *Statement of Delivery*.

View of the asphalt paved parking area, note extensive cracking and deterioration observed.

View of the asphalt paved entry drive shared with the adjacent property.

View of the concrete pavers at the direct entry units on the lower level.

View of the concrete pavers at the patio off of the first-floor lounge.

Pedestrian access provided by concrete walkways, previous cracking and repair efforts observed.

Flower box at the direct entry unit with wood tie retaining walls; note the deterioration.

Wood stockade fencing along the parking lot and rear property lines.

Wood fencing separates the patio from the city owed sidewalk.

Low wrought iron fencing along the rear retaining walls.

Newer aluminum fencing along the city sidewalk.

View of the accessible parking space which lacks an access aisle.

View of the concrete ramp to the lower-level units lacking handrails.

View of the Lochinvar heating boilers and circulation pumps.

View of the Lochinvar domestic hot water boiler, storage tank, and Heat-Timer ETV Platinum Plus control valve.

View of the Kohler 100 kW stand-by generator which was installed in 2016.

View of the FireLite MS-10UD fire alarm panel which was installed in 2015.

Visitor access is controlled by a vandal-resistant stainless-steel door buzzer/intercom panel at the entry lobby.

View of the typical interior elevator cab finishes.

View of the entry canopy and main entry door.

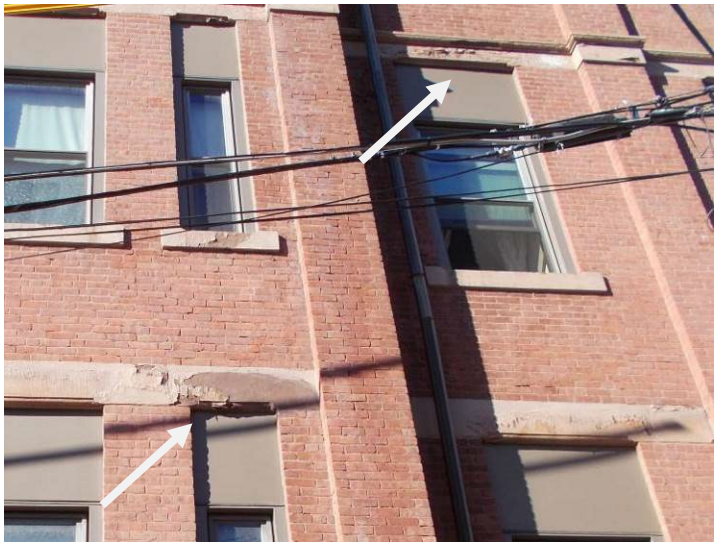
View of the lower-level unit entry doors; note one unit protected by a canvas awning.

View of the Washington Street façade (North).

View of the West façade (side) and rear of the building.

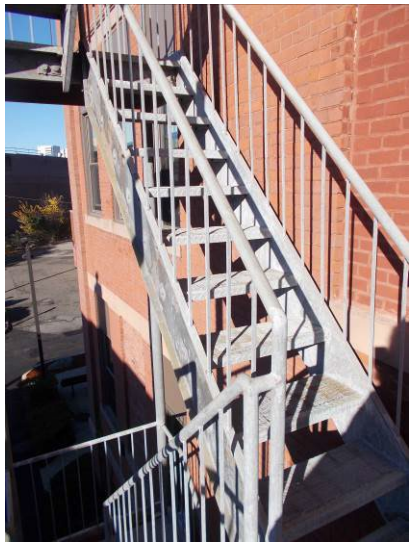
View of the Kingman Road facade

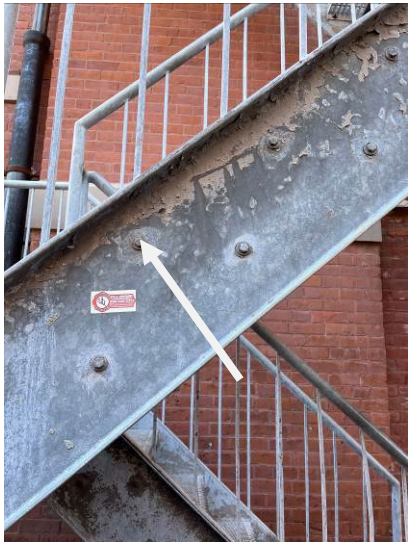
Area below vestibule with deterioration of the metal pan flooring system.



Areas of spalling and concrete damage at windows.

Additional areas of concrete banding damage.





View of the aluminum fire escape at the rear of the building; note paint.

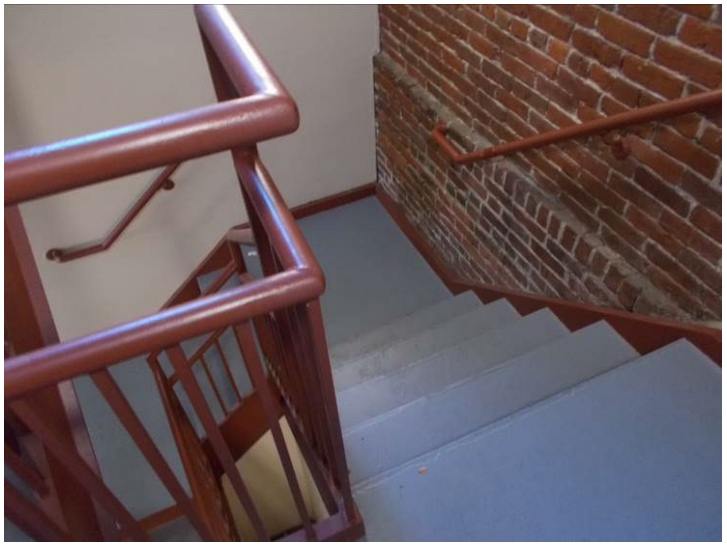
Vinyl framed windows are less than ten years old. The caulking appears to still be pliable.

Lifting shingles at the front of the building will be repaired in 2022.

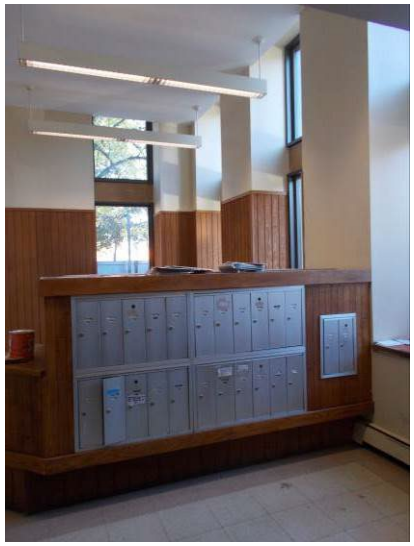
View of the chimney, note the mortar loss at the upper courses of brick.

Area of rake board trim cladding missing at the front façade.

View of typical common hallway finishes.



View of the egress stair finishes.



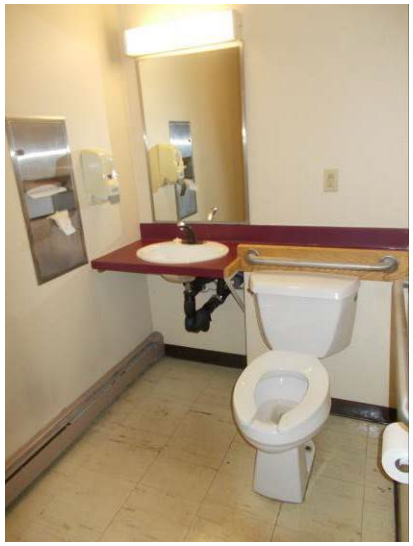
View of the entry lobby and lounge area.

View of the community room finishes and furnishings.

View of the community room kitchen.

View of the lower-level common laundry room finishes.

View of the third-floor common laundry room finishes.



View of one of two common restroom finishes and fixtures.

The locking hardware on the common restroom requires pinching and turning which is non-compliant.

View of typical unit living area finishes. Note locking hardware on the entry door requires pinching and turning which is non-compliant.

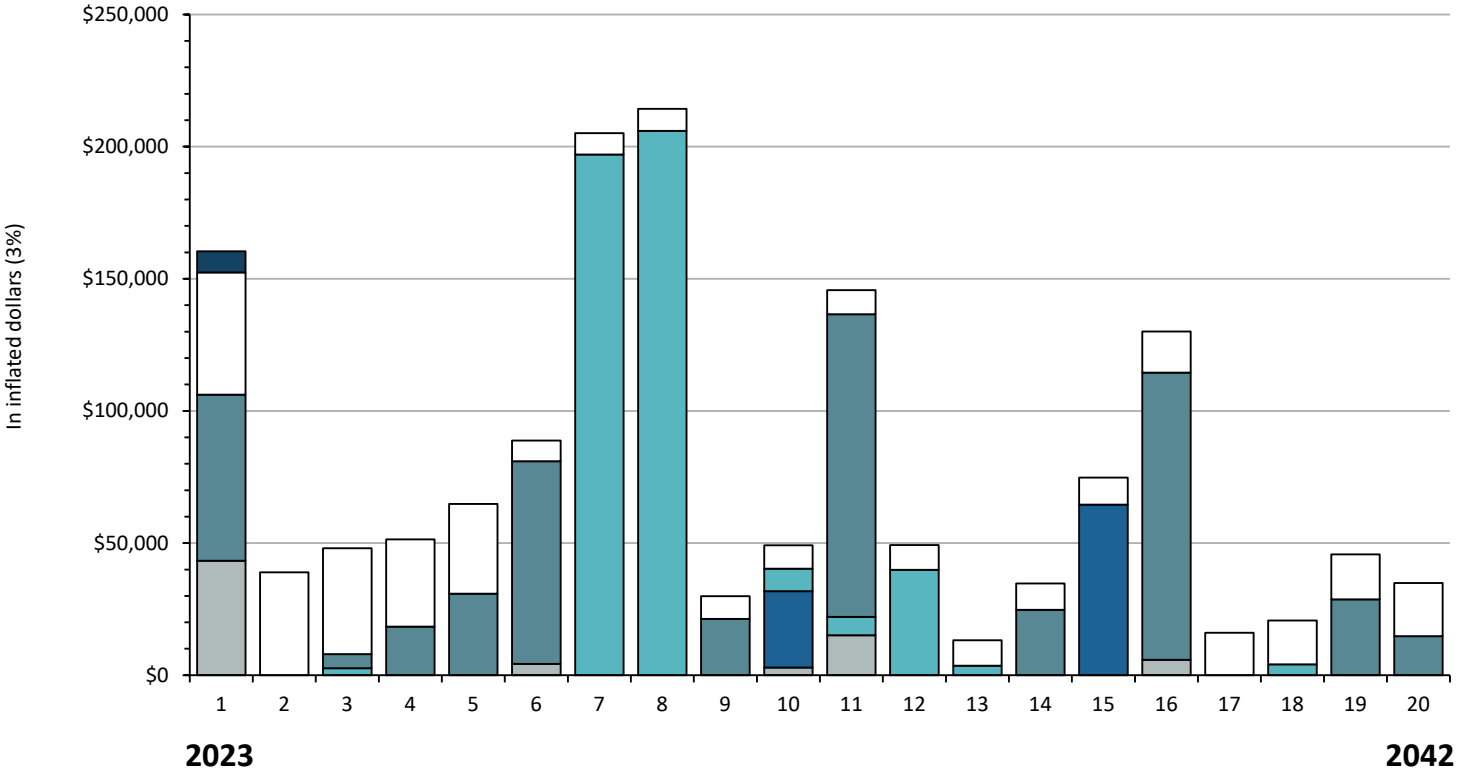
View of the accessible unit kitchen finishes and appliances.

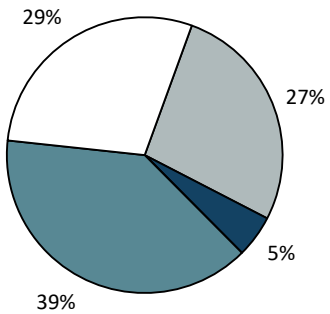
View of the accessible unit bathroom finishes and appliances.

Units have Federal Pacific Electric (FPE) 'Stab-Lok' circuit breaker panels.

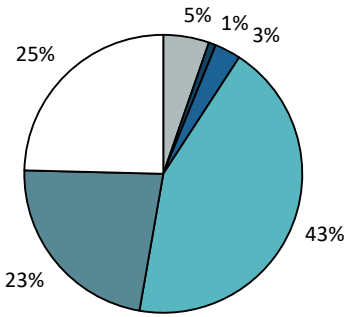
Capital Needs Summary

Hagan Manor

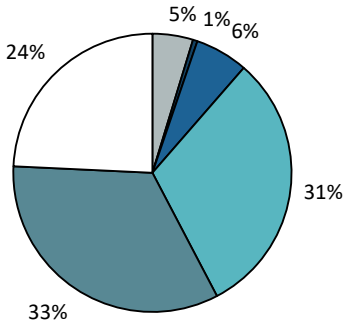




Year One Distribution



Ten Year Distribution



Twenty Year Distribution

Total Costs by Building System (inflated dollars)

	In Year 1	In Years 1-10	In Years 1-20
Site Systems	$43,353 or $1,806/unit	$50,600 or $2,108/unit	$71,503 or $2,979/unit
Accessibility Improvements	$7,950 or $331/unit	$7,950 or $331/unit	$7,950 or $331/unit
Mechanical Room		$28,868 or $1,203/unit	$93,380 or $3,891/unit
Building Mech. & Elec.		$414,156 or $17,256/unit	$468,707 or $19,529/unit
Building Architectural	$62,800 or $2,617/unit	$215,356 or $8,973/unit	$506,709 or $21,113/unit
Dwelling Units	$46,283 or $1,928/unit	$233,942 or $9,748/unit	$367,684 or $15,320/unit
In inflated dollars:	$160,386 or $6,683/unit	$950,871 or $39,620/unit	$1,515,934 or $63,164/unit
In current dollars:	$160,386 or $6,683/unit	$832,015 or $34,667/unit	**$1,211,103 or $50,463/unit**

Capital Needs Summary

Hagan Manor

Somerville, MA

OSI Ref:	**22258**	Number of Buildings:	**1**
Property Age:	**41 Years**	Total Number of Units:	**24**
Financing:	**Housing Authority**	Occupancy:	**Elderly**

	2023 Year 1	2024 Year 2	2025 Year 3	2026 Year 4	2027 Year 5	2028 Year 6	2029 Year 7	2030 Year 8	2031 Year 9	2032 Year 10
Site Systems										
Site Sub-Total	**$43,353**	**$0**	**$0**	**$0**	**$0**	**$4,311**	**$0**	**$0**	**$0**	**$2,936**
Accessibility Improvements										
Site, Circulation, & Facilities	**$7,950**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Mechanical Room										
Boilers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$13,570
Boiler Room Systems	$0	$0	$0	$0	$0	$0	$0	$0	$0	$15,298
Mechanical Sub-Total	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$28,868**
Building Mech. & Electrical										
Mechanical	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Electrical	$0	$0	$2,652	$0	$0	$0	$0	$3,075	$0	$8,481
Elevators	$0	$0	$0	$0	$0	$0	$197,019	$202,929	$0	$0
Mechanical & Electrical Sub-Total	**$0**	**$0**	**$2,652**	**$0**	**$0**	**$0**	**$197,019**	**$206,004**	**$0**	**$8,481**
Building Architectural										
Structural and Exterior	$62,800	$0	$5,305	$0	$9,454	$61,210	$0	$0	$0	$0
Roof Systems	$0	$0	$0	$18,412	$0	$0	$0	$0	$21,345	$0
Halls, Stairs, Lobbies	$0	$0	$0	$0	$1,733	$15,447	$0	$0	$0	$0
Community Spaces	$0	$0	$0	$0	$19,649	$0	$0	$0	$0	$0
Building Architectural Sub-Total	**$62,800**	**$0**	**$5,305**	**$18,412**	**$30,837**	**$76,657**	**$0**	**$0**	**$21,345**	**$0**
Dwelling Units										
Living Areas	$5,372	$5,533	$5,699	$5,870	$6,046	$6,227	$6,414	$6,607	$6,805	$7,009
Kitchens	$30,461	$22,620	$23,299	$23,998	$24,718	$758	$781	$805	$829	$854
Bathrooms	$2,850	$2,936	$3,024	$3,114	$3,208	$869	$896	$922	$950	$979
Mechanical & Electrical	$7,600	$7,828	$8,063	$0	$0	$0	$0	$0	$0	$0
Dwelling Units Sub-Total	**$46,283**	**$38,917**	**$40,084**	**$32,982**	**$33,971**	**$7,855**	**$8,091**	**$8,334**	**$8,584**	**$8,841**
Total Capital Costs	**$160,386**	**$38,917**	**$48,041**	**$51,394**	**$64,808**	**$88,823**	**$205,110**	**$214,338**	**$29,929**	**$49,126**

Costs on these two pages are aggregated by category from the Capital Needs worksheets which follow. Total capital costs on these two pages are carried forward to line F of the Replacement Reserve Analysis(es) that follow.

2033 Year 11	2034 Year 12	2035 Year 13	2036 Year 14	2037 Year 15	2038 Year 16	2039 Year 17	2040 Year 18	2041 Year 19	2042 Year 20	
										Site Systems
$15,110	**$0**	**$0**	**$0**	**$0**	**$5,793**	**$0**	**$0**	**$0**	**$0**	Site Sub-Total
										Accessibility Improvements
$0	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	Site, Circulation, & Facilities
										Mechanical Room
$0	$0	$0	$0	$49,462	$0	$0	$0	$0	$0	Boilers
$0	$0	$0	$0	$15,050	$0	$0	$0	$0	$0	Boiler Room Systems
$0	**$0**	**$0**	**$0**	**$64,512**	**$0**	**$0**	**$0**	**$0**	**$0**	Mechanical Sub-Total
										Building Mech. & Electrical
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	Mechanical
$6,988	$39,866	$3,564	$0	$0	$0	$0	$4,132	$0	$0	Electrical
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	Elevators
$6,988	**$39,866**	**$3,564**	**$0**	**$0**	**$0**	**$0**	**$4,132**	**$0**	**$0**	Mechanical & Electrical Sub-Total
										Building Architectural
$114,502	$0	$0	$0	$0	$82,261	$0	$0	$0	$14,729	Structural and Exterior
$0	$0	$0	$24,745	$0	$0	$0	$0	$28,686	$0	Roof Systems
$0	$0	$0	$0	$0	$26,431	$0	$0	$0	$0	Halls, Stairs, Lobbies
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	Community Spaces
$114,502	**$0**	**$0**	**$24,745**	**$0**	**$108,692**	**$0**	**$0**	**$28,686**	**$14,729**	Building Architectural Sub-Total
										Dwelling Units
$7,219	$7,436	$7,659	$7,889	$8,125	$8,369	$8,620	$8,879	$9,145	$9,419	Living Areas
$879	$906	$933	$961	$990	$6,052	$6,233	$6,420	$6,613	$9,441	Kitchens
$1,008	$1,038	$1,069	$1,101	$1,134	$1,168	$1,204	$1,240	$1,277	$1,315	Bathrooms
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	Mechanical & Electrical
$9,106	**$9,380**	**$9,661**	**$9,951**	**$10,249**	**$15,589**	**$16,057**	**$16,539**	**$17,035**	**$20,176**	Dwelling Units Sub-Total
$145,707	**$49,246**	**$13,225**	**$34,696**	**$74,761**	**$130,074**	**$16,057**	**$20,671**	**$45,721**	**$34,905**	**Total Capital Costs**

Hagan Manor

SITE SYSTEMS

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2023 $$	Total Cost in 2023 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project				Notes
SURFACE											
Driveway	2,220	sf	*50% of total* 1.80	$3,996	25+	25	1	in	1	Year	Shared entrance driveway, shared costs with Catholic Charities Asphalt paved; resurfacing costs shown
Crack-Fill and Sealcoat	5,575	sf	*50% of total* 0.15	$836	25+	5	6 /11 /16	in	1	Year	Shared entrance driveway, shared costs with Catholic Charities Preventative maintenance - crack fill and sealcoat every 5 years
Parking lot	6,000	sf	3.60	$21,600	25+	25	1	in	1	Year	Asphalt-paved parking area used by residents, staff, visitors Asphalt surface deterioration, cracking noted; scarify and resurface
Crack-Fill and Sealcoat	6,000	sf	0.30	$1,800		5	6 /11 /16	in	1	Year	Preventative maintenance -crack fill, sealcoat, and stripe every 5 years
Asphalt Walkways	1	ls		$0	varies	5					Rear asphalt paved walkway included with parking lot above
Concrete Flatwork	1,830 275	sf sf	10.50	$2,882	varies	5	1 /6 /11 /16	in	1	Year	Concrete walkways and ramp; includes pavers at patio and unit entries Cracking and settlement shown; periodic sectional replacement
Retaining Walls	500 125	lf lf	50.00	$6,250	30+	30	1 /11	in	1	Year	Low wood tie retaining wall along portions of parking lots and patios Deterioration and leaning observed; 25% replacement allowance
Fencing - Wood	245	lf	30.00	$7,350	30+	20	1	in	1	Year	Wood fencing at patio and side / rear property lines, leaning Replacement shown with asphalt resurfacing in Year 1; maintain from Optg.
Fencing -- Wrought Iron	85	lf	15.00	$1,275	20+	10	1 /11	in	1	Year	Decorative low wrought iron fencing along driveway Rusting and deterioration observed; painting/ scaping/ repairs
Fencing -- Aluminum	65	lf		$0	<10	30					Low aluminum fencing along front of building Good conditions observed; replacement not anticipated, monitor
Site Lighting	3	ea	750.00	$2,250	<5	15	10	in	1	Year	Box lighting at parking lot; future replacement of fixtures only
Landscaping	1	ls		$0	varies	5					Mix of shrubs and plantings surrounding building Maintain throughout from the Operating budget
Site Distribution Systems	1	ls		$0	varies	60					Full complement of utility and musically supplied services Water, electricity, telephone, cable, internet. No reported issues, Monitor
ACCESSIBILITY IMPROVEMENTS (Section 504 Analysis)											
Site - Parking	1	ls		$0	25+	60					Parking space lacking access aisles; no visitor accessible space No costs, add with resurfacing above
Site - Circulation	1	ls	5000.00	$5,000	25+	60	1	in	1	Year	Concrete ramp at side - incorrect slope, no handrails Costs to rebuild and add handrails with retaining wall project
Facilities	1	ls	2950.00	$2,950	Add	20	1	in	1	Year	Laundry rooms, kitchen, restrooms, community room lack horn strobe alarms Replace hardware in baths noncompliant; grab bars non-compliant - structural
Units--Living Space	1	ls		$0	Add	20					Add visual alarms throughout unit, thermostat non-compliant, Hallway door hardware non-compliant
Units--Kitchen	1	ls		$0	varies	25					Recent modifications appear to be compliant
Units--Bathroom	1	ls		$0	Add	20					Water closet lacks grab bars and clear floor space; roll-in shower lacks grab bars on wall; water closet not 18" from adjacent wall

Costs inflated at 3%

Replacement Items	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
SURFACE																				
Driveway	$3,996	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crack-Fill and Sealcoat	$0	$0	$0	$0	$0	$969	$0	$0	$0	$0	$1,124	$0	$0	$0	$0	$1,303	$0	$0	$0	$0
Parking lot	$21,600	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Asphalt Walkways	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Asphalt Walkways	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Concrete Flatwork	$2,882	$0	$0	$0	$0	$3,341	$0	$0	$0	$0	$3,874	$0	$0	$0	$0	$4,490	$0	$0	$0	$0
Retaining Walls	$6,250	$0	$0	$0	$0	$0	$0	$0	$0	$0	$8,399	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fencing - Wood	$7,350	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fencing -- Wrought Iron	$1,275	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,713	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fencing -- Aluminum	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Site Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,936	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Landscaping	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Site Distribution Systems	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
ACCESSIBILITY IMPROVEMENTS (Section 504 Analysis)																				
Site - Parking	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Site - Circulation	$5,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Facilities	$2,950	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Units--Living Space	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Units--Kitchen	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Units--Bathroom	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Hagan Manor

MECHANICAL ROOM

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2023 $$	Total Cost in 2023 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project				Notes
BOILERS											
Boilers	2	ea	14250.00	$28,500	5	20	15	in	1	Year	Lochinvar 285-MBH gas-fired condensing-type hydronic boilers Installed in 2018; No problems evident or reported; Replace in future
Air Separator	1	ea	4200.00	$4,200	5	20	15	in	1	Year	Bell & Gossett air separator installed at time of new boilers Future replacement
Controls		ea									
Controls		ea									
Condensate & Feed Water		ea									
Boiler Water Pumps	2	ea	700.00	$1,400	5	15	10	in	1	Year	Grundfos UPS 26-99 FC, 3 speed, high efficiency circulator pumps Future replacement allowance
Heating Water Pumps	2	ea	4500.00	$9,000	5	15	10	in	1	Year	Bell & Gossett, Ecocirc XL 20-140, 1/2-hp, high-efficiency, in-line circulator with integrated variable speed drives, future replacement
Expansion Tank	1	ea		$0	5	30					Bell & Gossett, Pressured expansion tank. 53-gallon Maintain throughout from Operating; replace if needed with boiler above
Flue Exhaust	1	ls		$0	5	25					No observed or reported issues Maintain throughout from Operating; replace if needed with boiler above
BOILER ROOM SYSTEMS											
Boiler Room Piping/Valves	1	ls		$0	5	25					No observed or reported issues Future sectional replacement included with Boiler replacement costs
Thermostatic Mixing Valves	1	ea	5000.00	$5,000	5	15	10	in	1	Year	Heat-Timer, ETV, Platinum Plus electronic tempering valve with automatic controller, no reported operating issues; future replacement
Heat Exchanger for Bldg. Heat		ea									
Domestic Hot Water Generation	1	ea	9950.00	$9,950	5	20	15	in	1	Year	Lochinvar 199-MBH gas-fired condensing-type hydronic boiler Installed in 2018; No problems evident or reported; Replace in future
Domestic Hot Water Storage	1	ea	5000.00	$5,000	5	15	10	in	1	Year	Lochinvar 119-gallon glass lined domestic hot water storage tank Installed in 2018; No problems evident or reported; Replace in future
Domestic Hot Water Pump	1	ea	700.00	$700	5	15	10	in	1	Year	Grundfos cast iron circulating pump Future replacement allowance
Domestic Hot Water Pump	1	ea	1025.00	$1,025	5	15	10	in	1	Year	Bell & Gossett, Ecocirc high-efficiency, in-line circulator with integrated variable speed drives, future replacement
Fuel Oil Storage		ea									
Fuel Oil Transfer System		ls									
Sump Pumps	1	ea		$0	5+	15					Sump pump in mechanical room Replacement when needed from Operating

Costs inflated at 3%

Replacement Items	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
BOILERS																				
Boilers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$43,109	$0	$0	$0	$0	$0
Air Separator	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,353	$0	$0	$0	$0	$0
Controls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Controls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Condensate & Feed Water	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Boiler Water Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,827	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Heating Water Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$11,743	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Expansion Tank	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Flue Exhaust	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BOILER ROOM SYSTEMS																				
Boiler Room Piping/Valves	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thermostatic Mixing Valves	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,524	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Heat Exchanger for Bldg. Heat	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Hot Water Generation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$15,050	$0	$0	$0	$0	$0
Domestic Hot Water Storage	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,524	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Hot Water Pump	$0	$0	$0	$0	$0	$0	$0	$0	$0	$913	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Hot Water Pump	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,337	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fuel Oil Storage	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fuel Oil Transfer System	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sump Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Hagan Manor

BUILDING MECHANICAL AND ELECTRICAL

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2023 $$	Total Cost in 2023 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
BUILDING MECHANICAL								
Compactors		ea						
Building Fire Suppression	1	ls		$0	varies	50		City pressure, with backflow preventer installed No problems evident or reported; Monitor going forward
Building Heating Distribution	1	ls		$0	varies	50		No problems evident or reported; Monitor going forward
Domestic Water Distribution	1	ls		$0	varies	40		No problems evident or reported; Monitor going forward
Sanitary Waste Distribution	1	ls		$0	varies	50		No problems evident or reported; Monitor going forward
Natural Gas Distribution	1	ls		$0	varies	40		No problems evident or reported; Monitor going forward
Building Air Conditioning		ea						
Ventilation & Exhaust		ea						
Hallway Vent. & Exhaust		ea						
Cold Water Booster Pumps		ea						
Sewage Ejectors		ea						
BUILDING ELECTRICAL								
Building Power Wiring	1	ls		$0	varies	40		Commercial grade switchgear and sub panels, monitor
Emergency Generator	1	ea	5200.00	$5,200	7	38	11 in 1 Year	Kohler 100-kW stand-by generator installed in 2016 Costs after 18 years to rebuild engine; replacement not anticipated
Building Security	1	ls	2500.00	$2,500	varies	5	3 /8 /13 /18 in 1 Year	Security system includes monitor, DVR, and interior/ exterior cameras Allowances for upgrade/ replacement throughout plan
Smoke / Fire Detection	1	ls	28800.00	$28,800	8	20	12 in 1 Year	FireLite MS-10UD fire alarm panel installed in 2015 No trouble lights observed; replacement costs including end units
Signaling / Communication	1	ea	6500.00	$6,500	10+	20	10 in 1 Year	Vandal-resistant stainless-steel door buzzer/intercom panel Future replacement after twenty years of service
BUILDING ELEVATORS								
Shafts and Doorways	2	ea		$0	43	50		Hydraulic-type elevators serving all floor levels Maintained under terms of service contract; Modernized in 2000
Cabs	2	ea	15000.00	$30,000	23	30	7 over 2 Years	Plastic-laminate wall panels, stainless steel trim, sheetgoods flooring Cab interior and door components not covered under contract
Controller/Dispatcher	2	ea		$0	23	30		Solid state controls Future replacement included with machine room equipment
Machine Room Equipment	2	ea	150000.00	$300,000	23	30	7 over 2 Years	20-hp submerged-pump hydraulic power unit and controls Future replacement based on 30-year expected useful life

Costs projected at 3%

Replacement Items	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
BUILDING MECHANICAL																				
Compactors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Fire Suppression	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Heating Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Water Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sanitary Waste Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Natural Gas Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Air Conditioning	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ventilation & Exhaust	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Vent. & Exhaust	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cold Water Booster Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewage Ejectors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BUILDING ELECTRICAL																				
Building Power Wiring	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Emergency Generator	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,988	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Security	$0	$0	$2,652	$0	$0	$0	$0	$3,075	$0	$0	$0	$0	$3,564	$0	$0	$0	$0	$4,132	$0	$0
Smoke / Fire Detection	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$39,866	$0	$0	$0	$0	$0	$0	$0	$0
Signaling / Communication	$0	$0	$0	$0	$0	$0	$0	$0	$0	$8,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BUILDING ELEVATORS																				
Shafts and Doorways	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cabs	$0	$0	$0	$0	$0	$0	$17,911	$18,448	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Controller/Dispatcher	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Machine Room Equipment	$0	$0	$0	$0	$0	$0	$179,108	$184,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Hagan Manor

BUILDING ARCHITECTURE

Replacement Items	Quantity		Cost per unit in 2023 $$	Total Cost in 2023 $$	AGE (Years)	EUL (Years) (Expected Useful life)	Replacement Schedule Year of action AND duration of project	Notes
STRUCTURE								
Foundation	330	lf		$0	113	100		Masonry and concrete; monitor
			structural repairs pending detailed review by qualified design professional					Pronounced deterioration of metal pan of and framing of entry vestibule
Framing	1	ls	10000.00	$10,000	varies	100	1 in 1 Year	above the sprinkler systems. Costs to retain qualified structural engineer to review and determine full scope and costs of required repair work.
Slab		sf						
BUILDING EXTERIOR								
								Single leaf, full-lite aluminum and glass storefront-type doors
Exterior Common Doors	2	ea		$0	10	35		No problems observed or reported; maintain from Operating
								Aluminum patio doors with fixed panel windows; appear older and frame
Exterior Unit Doors	2	ea	2500.00	$5,000	30+	35	3 in 1 Year	damage observed; replacement allowances
								Single-leaf steel doors in steel frames
Service Doors	5	ea		$0	10	35		No problems observed or reported; maintain from Operating
								Accessible power-assist door openers at entrance and vestibule doors
Power Door Openers	2	ea	4200.00	$8,400	10	15	5 /20 in 1 Year	Allowance to replace after 15 years of use
								Metal framed awning at unit entry at side
Canvas Awning	1	ea		$0	??	15		Age unknown; replace when needed from Operating
	11,880	total sf						Brickwork in fair conditions with minor cracking, mortar loss observed
Exterior Walls - Brick	2,640	sf	20.00	$52,800	113	5	1 /6 /11 /16 in 1 Year	20% repointing allowance every five years
Exterior Walls		sf						
								Section of missing trim at front of building; assumed will be repaired
Trim, Soffit & Fascia	1	ls		$0	20+	40		with roof work scheduled to be completed in 2022; monitor
Exterior Ceilings	1	ls		$0	5	20		Entry canopy ceiling; paint when needed from Operating
								Vinyl framed windows and infill panels replaced in 2018
Window Frames	120	ea		$0	5	35		No problems observed or reported; maintain from Operating
								Window caulking; still appears pliable
Windows --Caulking	2,160	lf	15.00	$32,400	5	15	11 in 1 Year	Replacement shown with third brick repointing cycle
								Insulating glass units (IGU's)
Window Glass	240	ea		$0	5	15		No wear or operational problems noted; Maintain from Operating
								Integral screens on operable window units
Storm / Screen Windows	120	ea		$0	5	10		Maintain throughout from Operating
								Painted metal window security bars on selective first floor windows
Window Security	6	ea		$0	5	15		Scrape, prepare, paint when needed from Operating
								Steel stair structure at rear elevation; last inspected in 2022
Fire Escapes	1	ls		$0	10+	20		No problems observed or reported; maintain from Operating
Balconies		ea						Perimeter HID lighting; maintain from Operating
								Mix of building mounted and HID lighting
Building Mounted Lighting	16	ea		$0	varies	20		Replace as-needed from Operating

Costs projected at 3%

Replacement Items	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
STRUCTURE																				
Foundation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Framing	$10,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Slab	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BUILDING EXTERIOR																				
Exterior Common Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Unit Doors	$0	$0	$5,305	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Service Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Power Door Openers	$0	$0	$0	$0	$9,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$14,729
Canvas Awning	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Walls - Brick	$52,800	$0	$0	$0	$0	$61,210	$0	$0	$0	$0	$70,959	$0	$0	$0	$0	$82,261	$0	$0	$0	$0
Exterior Walls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Trim, Soffit & Fascia	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Window Frames	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Windows --Caulking	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$43,543	$0	$0	$0	$0	$0	$0	$0	$0	$0
Window Glass	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Storm / Screen Windows	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Window Security	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fire Escapes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Balconies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Mounted Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Hagan Manor

BUILDING ARCHITECTURE--*continued*

Replacement Items	Quantity		Cost per unit in 2023 $$	Total Cost in 2023 $$	AGE (Years)	EUL (Years) (Expected Useful life)	Replacement Schedule Year of action AND duration of project	Notes
ROOF SYSTEMS								
Structure	8,425	sf		$0	113	100+		No observed or reported issues, monitor and maintain from Operating.
Roof Covering	8,425	sf	2.00	$16,850	20+	5	4 /9 /14 /19 in 1 Year	Slate roof; current leaks reported to be repaired in 2022 Costs to inspect and repair every five years
Roof Covering		sf						
Roof Covering		sf						
Roof Drainage	852	lf		$0	varies	20		Copper and aluminum gutters and downspouts No damaged or missing sections observed; maintain from Operating
Skylights		ea						
Chimney	1	ea		$0	41	20		Brick chimney; mortar loss observed; repointing with exterior above
Roof Railings		lf						
HALLS								
Hallway Walls	7,984	sf		$0	varies	10		Mix of brick and painted drywall; maintain from Operating
Hallway Ceilings	3,185	sf		$0	varies	10		Painted drywall; paint when needed from Operating
Hallway Floors - Carpet	2,665	sf	5.00	$13,325	4	10	6 /16 in 1 Year	Broadloom carpet flooring Last replaced in 2019; future 10 year cycles
Hallway Floors - VCT	520	sf	7.00	$3,640	4	20	16 in 1 Year	Vinyl composition tile (VCT) flooring in back hallway Visible age/use-related wear, replacement with next carpet cycle
Hallway Railings	1	ls		$0	41	40		Wood handrails; maintain from Operating
Hallway Interior Lighting	1	ls		$0	varies	15		ceiling-mounted fixtures Monitor, maintain, replace as-needed from Operating
STAIRS								
Stair Walls and Ceilings	2,964	sf		$0	varies	10		Mix of brick and painted drywall; maintain from Operating
Stair Floors	720	sf		$0	varies	20		Painted concrete; maintain from Operating
Stair Doors	4	ea		$0	41	35		Steel fire doors Paint when needed with walls; replacement not anticipated
Stair Railings	1	ls		$0	41	20		Metal railings Paint when needed with walls; replacement not anticipated

Costs inflated at 3%

Replacement Items	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
ROOF SYSTEMS																				
Structure	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Covering	$0	$0	$0	$18,412	$0	$0	$0	$0	$21,345	$0	$0	$0	$0	$24,745	$0	$0	$0	$0	$28,686	$0
Roof Covering	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Covering	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Drainage	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Skylights	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chimney	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Railings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HALLS																				
Hallway Walls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Floors - Carpet	$0	$0	$0	$0	$0	$15,447	$0	$0	$0	$0	$0	$0	$0	$0	$0	$20,760	$0	$0	$0	$0
Hallway Floors - VCT	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,671	$0	$0	$0	$0
Hallway Railings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Interior Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
STAIRS																				
Stair Walls and Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Floors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Railings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Hagan Manor

BUILDING ARCHITECTURE--*continued*

Replacement Items	Quantity		Cost per unit in 2023 $$	Total Cost in 2023 $$	AGE (Years)	EUL (Years) (Expected Useful life)	Replacement Schedule Year of action AND duration of project	Notes
LOBBIES/MAIL FACILITIES								
Lobby Walls & Ceilings	1,700	sf		$0	varies	10		Mix of wood paneling and painted drywall; maintain from Operating
Lobby Floors	210 220	sf sf	7.00	$1,540	10+	20	5 in 1 Year	Brick at vestibule and elevator lobby, maintain from Operating VCT in lounge; replacement
Mail Facilities	1	ls		$0	41	50		Wall-mounted, recessed, aluminum mail box panels Good conditions, Monitor and maintain from Operating
COMMUNITY ROOM								
Comm. Room Walls/Ceilings	2,482	sf		$0	varies	10		Painted drywall walls and ceilings Painted future painting when needed from Operating
Comm. Room Floor Covering	1,114	sf	7.00	$7,798	10+	20	5 in 1 Year	VCT in community room and kitchen; future replacement
Community Room Kitchen	1	ea	7000.00	$7,000	20+	30	5 in 1 Year	Wood cabinets, plastic-laminate countertops Limited use; future replacement concurrent with flooring
Comm. Kitchen Appliances	1	ls		$0	varies	10		Electric cooktop, rangehood, wall-oven, frost free refrigerator Replace appliances as-needed from Operating
Comm. Room Furnishings	1	ls		$0	varies	20		Folding tables and chairs, maintain from Operating
OFFICE								
Office Walls/Ceilings	550	sf		$0	varies	10		Painted drywall walls and ceilings Painted future painting when needed from Operating
Office Floor Covering	150	sf	7.00	$1,050	10+	20	5 in 1 Year	VCT in community room and kitchen; future replacement
Office Equipment	1	ls		$0	varies	20		Standard office furnishings; maintain from Operating
PUBLIC LAUNDRY								
Laundry Walls/Ceilings	938	sf		$0	varies	10		Painted drywall walls and ceilings Painted future painting when needed from Operating
Laundry Floors	84 150	sf sf	7.00	$1,050	20+	20	5 in 1 Year	3rd floor has recently installed vinyl plank flooring; maintain from Operating Lower level has VCT; replace with Community room flooring
Laundry Equipment	1	ls		$0	41	20		Three washers and three dryers, leased equipment Assumes continuation throughout the plan
PUBLIC RESTROOMS								
Restroom Walls/Ceilings	496	sf		$0	varies	10		Painted drywall walls and ceilings Painted future painting when needed from Operating
Restroom Floors	80	sf	7.00	$560	20+	20	5 in 1 Year	VCT in community room and kitchen; future replacement
Restroom Fixtures	2	ea		$0	41	20		Single stall on lower level No problems observed or reported; Monitor and maintain
Restroom Accessories	2	ea		$0	41	20		Standard dispensers and receptacles No problems observed or reported; Monitor and maintain

Costs projected at 3%

Replacement Items	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
LOBBIES/MAIL FACILITIES																				
Lobby Walls & Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lobby Floors	$0	$0	$0	$0	$1,733	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mail Facilities	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
COMMUNITY ROOM																				
Comm. Room Walls/Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Comm. Room Floor Covering	$0	$0	$0	$0	$8,777	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Community Room Kitchen	$0	$0	$0	$0	$7,879	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Comm. Kitchen Appliances	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Comm. Room Furnishings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
OFFICE																				
Office Walls/Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office Floor Covering	$0	$0	$0	$0	$1,182	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
PUBLIC LAUNDRY																				
Laundry Walls/Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Laundry Floors	$0	$0	$0	$0	$1,182	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Laundry Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
PUBLIC RESTROOMS																				
Restroom Walls/Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Floors	$0	$0	$0	$0	$630	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Fixtures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Accessories	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Hagan Manor

DWELLING UNITS

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2023 $$	Total Cost in 2023 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
LIVING AREA FINISHES								
Unit Hallway Doors	20	ea		$0	41	40+		Fire-rated, wood-veneer, solid-core entry doors in metal frames Monitor, maintain, replace as-needed from Operating
Unit Interior Doors	57	ea		$0	varies	25		Painted hollow core bedroom and bathroom passage doors Monitor, maintain, replace as-needed from Operating
Unit Closet Doors	109	ea		$0	varies	25		Wood hinged and bi-fold closet doors Monitor, maintain, replace as-needed from Operating
Living Area Walls	29,856	sf		$0	varies	5		Painted drywall Repair, prep, paint, and maintain from Operating
Living Area Ceilings	11,511	sf		$0	varies	5		Painted drywall Repair, prep, paint, and maintain from Operating
Living Area Floors	11,511	sf	7.00	$80,577	varies	15	1 /16 over 15 Years	Vinyl tile throughout the living room, halls, bedrooms Annual allowance throughout the plan
Living Area Floors		sf						
Unit Interior Stairs		sf						
KITCHENS								
Kitchen Walls & Ceilings	8,841	sf		$0	varies	5		Painted drywall Repair, prep, paint, and maintain from Operating
Kitchen Floors	1,402	sf	7.00	$9,814	varies	15	1 /16 over 15 Years	Vinyl composition tile (VCT) Annual allowance throughout the plan
Kitchen Cabinets - Full	17	ea	4500.00	$76,500	41	30	1 over 5 Years	Solid wood cabinets reported to be original Gradual future replacement allowance includes countertops
Kitchen Cabinets - Accessible	1	ea		$0	0	30		Accessible unit #27 Wood cabinetry reportedly recently replaced; maintain from Operating
Kitchen Cabinets - Congregate	1	ea	5000.00	$5,000	41	30	1 in 1 Year	Large central kitchen in Congregate Unit - no visual assessment Assumes run and maintained by staff; future replacement
Kitchen Cabinets - Kitchenette	2	ea	1750.00	$3,500	41	30	1 in 1 Year	2 small kitchenettes in the Congregate Unit Assumes run and maintained by staff; future replacement
Kitchen Countertop	21	ea		$0	varies	10		Laminated particleboard countertops with inset stainless-steel sinks Replacement included with cabinetry; interim and future needs from Operating
Ranges	18	ea	650.00	$11,700	41	20	1 over 5 Years	Assumes all units have 30-inch electric ranges Replacement shown concurrent with cabinetry; interim needs from Operating
Cooktops and Wall Ovens	1	ea	1500.00	$1,500	0	20	20 in 1 Year	Roll-under electric cooktop with separate wall-oven in the accessible unit Future replacement based on 20-year EUL.
Cooktops - Congregate	2	ea		$0	varies	20		According to drawings provided kitchenettes in Congregate unit have small 2 burner cooktops; confirm during review; maintain from Operating
Rangehood and Vent	19	ea	115.00	$2,185	varies	25	1 over 5 Years	Recirculating rangehoods Replace concurrent with kitchen cabinetry; interim needs from Operating
Refrigerator	19	ea	850.00	$16,150	varies	15	1 /16 over 5 Years	Frost free models; replacement allowances
Disposal		ea						

Costs projected at 3%

Replacement Items	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
LIVING AREA FINISHES																				
Unit Hallway Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Interior Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Closet Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Living Area Walls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Living Area Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Living Area Floors	$5,372	$5,533	$5,699	$5,870	$6,046	$6,227	$6,414	$6,607	$6,805	$7,009	$7,219	$7,436	$7,659	$7,889	$8,125	$8,369	$8,620	$8,879	$9,145	$9,419
Living Area Floors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Interior Stairs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
KITCHENS																				
Kitchen Walls & Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kitchen Floors	$654	$674	$694	$715	$736	$758	$781	$805	$829	$854	$879	$906	$933	$961	$990	$1,019	$1,050	$1,081	$1,114	$1,147
Kitchen Cabinets - Full	$15,300	$15,759	$16,232	$16,719	$17,220	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kitchen Cabinets - Accessible	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kitchen Cabinets - Congregate	$5,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kitchen Cabinets - Kitchenette	$3,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kitchen Countertop	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ranges	$2,340	$2,410	$2,483	$2,557	$2,634	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cooktops and Wall Ovens	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,630
Cooktops - Congregate	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Rangehood and Vent	$437	$450	$464	$478	$492	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Refrigerator	$3,230	$3,327	$3,427	$3,530	$3,635	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,032	$5,183	$5,339	$5,499	$5,664
Disposal	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Hagan Manor

DWELLING UNITS--*continued*

Replacement Items	Quantity		Cost per unit in 2023 $$	Total Cost in 2023 $$	AGE (Years)	EUL (Years) (Expected Useful life)	Replacement Schedule Year of action AND duration of project	Notes
BATHROOMS								
Bathroom Walls and Surrounds	5,312	sf		$0	varies	20		The Congregate unit has two full and a one half bath Ceramic tile and painted drywall; paint when needed from Operating
Bathroom Ceilings	1,238	sf		$0	varies	20		Painted drywall Repair, prep, paint, and maintain from Operating
Bathroom Floors	878	sf		$0	41	15		Ceramic tiles; no problems observed, maintain from Operating
Bath-tub	20	ea	750.00	$15,000	varies	25	1 over 20 Years	Enameled tubs with ceramic tile surrounds Annual allowance for tub refinishing
Shower	1	ea		$0	<5	40		Accessible unit bathroom has been converted to roll-in shower Controls on opposite wall of tub; see Accessibility Section for needs
Bathroom Sinks	21	ea	500.00	$10,500	41	20	1 over 5 Years	Porcelain inset sinks and laminate counters Allowance to replace sinks and countertops concurrent with kitchens
Bathroom Toilets	21	ea		$0	varies	30		Standard residential & accessible floor mount models Monitor, maintain, and replace as-needed from Operating
Medicine Cabinets	21	ea		$0	varies	20		Recessed metal medicine cabinets with mirrored doors Monitor, maintain, and replace as-needed from Operating
Accessories	21	ea		$0	varies	20		Typical rails and holders for various toiletries Monitor, maintain, and replace as-needed from Operating
Ventilation & Exhaust	21	ea		$0	varies	20		Ceiling-mounted exhaust fans Monitor, maintain, and replace as-needed from Operating
IN-UNIT MECHANICAL								
Unit Warm Air Furnaces		ea						
Unit Thermostats	1	ls		$0	varies	20		Manually operated wall mounted Monitor, maintain, and replace as-needed from Operating
Unit DHW Generation		ea						
Unit Air Conditioning		ea						
Unit Radiation	1	ls		$0	varies	35		Hydronic baseboard Monitor, maintain, and replace as-needed from Operating
IN-UNIT ELECTRICAL								
Unit Electrical Panel	19	ea	1200.00	$22,800	41	50	1 over 3 Years	Federal Pacific Electric (FPE) 'Stab-Lok' circuit breaker panels. Panels have history within industry of failure and resultant fires; service parts also difficult to source/obtain; Allowances to replace all panels
Unit Wiring	19	ea		$0	varies	30		All wiring assumed to be copper; monitor throughout from Operating
Unit Intercom Panels	19	ea		$0	<20	20		Wall-mounted intercom/door-strike-release units Monitor, maintain, and replace as-needed from Operating
Unit Smoke / Fire Detection	24	ea		$0	varies	10		Hardwired/battery-backup smoke detectors in living room only Monitor, maintain, and replace as-needed from Operating
Miscellaneous		ea						

Costs inflated at 3%

DWELLING UNITS--*continued*

Replacement Items	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
BATHROOMS																				
Bathroom Walls and Surrounds	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bathroom Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bathroom Floors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bath-tub	$750	$773	$796	$820	$844	$869	$896	$922	$950	$979	$1,008	$1,038	$1,069	$1,101	$1,134	$1,168	$1,204	$1,240	$1,277	$1,315
Shower	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bathroom Sinks	$2,100	$2,163	$2,228	$2,295	$2,364	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bathroom Toilets	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Medicine Cabinets	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessories	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ventilation & Exhaust	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
IN-UNIT MECHANICAL																				
Unit Warm Air Furnaces	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Thermostats	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit DHW Generation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Air Conditioning	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Radiation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
IN-UNIT ELECTRICAL																				
Unit Electrical Panel	$7,600	$7,828	$8,063	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Wiring	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Intercom Panels	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Smoke / Fire Detection	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Miscellaneous	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Appendix A: Statement of Delivery

Our Capital Needs Assessment (the "CNA" or the "Report") on the subject property is delivered subject to the following terms and conditions:

1. The report and analysis may be relied upon by you as a description of the observed current conditions of the building and site improvements, only as of the date of this report, and with the knowledge that certain limitations and exceptions within the report that are the reflective of the scope of services as defined in our contract. Although care has been taken in the performance of this assessment, ON-SITE INSIGHT, Inc. (and/or its representatives) makes no representations regarding latent or concealed defects that may exist and no warranty or guarantee is expressed or implied. This report is made only in the best exercise of our ability and judgment. Conclusions reached in this report assume current and continuing responsible ownership and competent property management.

2. We have undertaken no formal evaluation of environmental concerns, including but not limited to asbestos containing materials (ACMs), lead-based paint, chlorofluorocarbons (CFCs), polychlorinated biphenyls (PCBs), and mildew/mold.

3. Conclusions in this report are based on estimates of the age and normal working life of various items of equipment and/or statistical comparisons. Actual conditions can alter the useful life of any item. When an item needs immediate replacement depends on many factors, including previous use/misuse, irregularity of servicing, faulty manufacture, unfavorable conditions, Acts of God and unforeseen circumstances. Certain components that may be working when we made our inspection might deteriorate or break in the future without notice.

4. To prepare this report, we used historic data on capital activities and costs, blueprints (when available), and current prices for capital actions. We have not independently verified this information, have assumed that it is reliable, but assume no responsibility for its accuracy.

5. Unless otherwise noted in the report, we assume that all building components meet code requirements in force when the property was built.

6. If accessibility issues are referenced in the report, the site elements, common areas, and dwelling units at the development were examined for compliance with the requirements of the Uniform Federal Accessibility Standards (UFAS), and for Massachusetts properties, the Massachusetts Architectural Accessibility Board (AAB). The methodology employed in undertaking this examination is adapted from a Technical Assistance Guide (TAG-88-11) titled "Supplemental Information About the Section 504 Transition Plan Requirements" published by the Coordination and Review section of the U.S. Department of Justice Civil Rights Division, and the AAB Rules and Regulations, 521 CMR effective July 10, 1987. The Guide also incorporates the requirements of UFAS, published April 1, 1988 by the General Services Administration, the Department of Defense, the Department of Housing and Urban Development, and the U.S. Postal Service. Changes in legislation and/or regulations may make some observations moot.

7. Response Actions and estimated costs of responses were developed by ON-SITE INSIGHT, Inc. If additional structural work is necessary, costs for some Response Actions may exceed estimates. Whenever the Response Action is to remove, reposition, or modify walls, a competent structural engineer should be retained before any work is done, because such investigation may disclose that a Response Action is either more costly than estimated, or is not possible.

8. Conclusions reached in this report assume current and continuing responsible ownership and competent property management. Any unauthorized reliance on or use of the report, including any of its information or conclusions, will be at the third party's sole risk. For the same reasons, no warranties or representation, express or implied in this report, are made to any such third party. Reliance on the report by the client and all authorized parties will be subject to the terms, conditions and limitations stated in the contract Terms and Conditions. The limitation of liability defined in the Terms and Conditions is the aggregate limit of ON-SITE INSIGHT's liability to the client and all relying parties.

9. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.

ON-SITE INSIGHT
A RECAP REAL ESTATE ADVISORS COMPANY

Capital Needs Assessment and Replacement Reser
With Accessibility Assessment

PRELIMINARY REPORT

Prepared for:

THE SOMERVILLE HOUSING AUTHORITY

30 Memorial Drive
Somerville, MA 02145

Bryant Manor

Somerville, MA

December 2, 2020

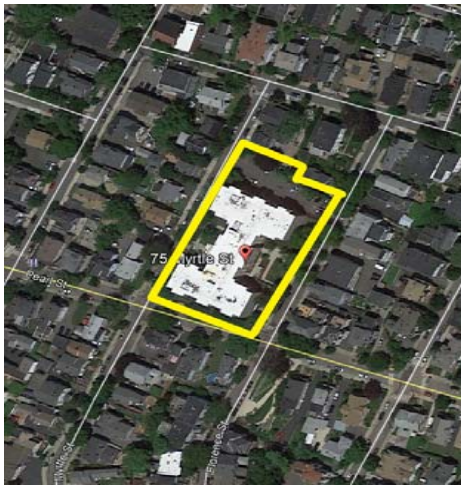
RECAP
REAL ESTATE ADVISORS

Bryant Manor : Property Overview

Total Buildings: 1 ***Number of Non-Residential Buildings:***

Total Units: 134 ***Number of Accessible Units:*** 4

Building Type	# of Buildings	Studio/Efficiency	One Bedroom	Two Bedroom	Three Bedroom
Elevator	1	-	134	-	-
Walk-up	-	-	-	-	-
Townhouse	-	-	-	-	-
Totals:	**1**		**134**		



Occupancy: Elderly

Property/Development Age: 42

Year of Construction: 1979

City & State: Somerville, MA 02145

Addresses: 75 Myrtle Street

OSI Project Number: 20298

Assessment Date: November 6, 2020

Assessor: Daniel Iles

Property Description:

Bryant House is a five-story residential building constructed for elderly use and contains a total of 134 one-bedroom apartments. The development was originally constructed circa 1979 and has undergone some partial rehabilitation thereafter. Overall the development is in good condition. The residential spaces, common areas, and various building systems are adequately appointed and maintained.

Bryant Manor

Somerville, MA

Bryant Manor is a five-story residential building constructed for elderly use and contains a total of 134 one-bed
development was originally constructed circa 1979 and has undergone some partial rehabilitations th
development is in good condition. The residential spaces, common areas, and various building systems are adec
maintained. That said, the property has substantive capital needs anticipated in the coming years; a nu
components are at or approaching the end of their useful lives. *At the request of the Somerville Housing Author
been excluded from this report. The dwelling units are in the process of being renovated and no costs for cu
improvements within dwelling units are included in this report.* Anticipated near-term needs include a planned
dock renovation, refurbishment of the metal picket fencing, replacement of the variable frequency drives ar
pumps, modernization of the electrical systems, replacement of the generator and original elevator equipment, a
repairs, and window replacement.

Future capital actions are based on useful life expectations and assume continued effective maintenance and p
Costs for the twenty-year plan total $2,992,860, or $22,335 per unit in current dollars ($3,472,011, or $25,9
dollars). At the time of preparation of this report information regarding the current reserve balance and ar
reserves was not provided. When this information is provided at a later date, it will be incorporated into t
discussion purposes, a hypothetical funding plan (referenced as Plan #1) aimed at meeting anticipated capital n
has been included here. Under this plan, an annual replacement reserve contribution of $700 per unit is show
Year 1 and then indexed at 3% for inflation going forward. Additionally, the plan shows a $1,742,000 ($13,00
outside capital in Year 1 to help bolster reserves and meet the costs of anticipated near-term capital needs.

Site

The building is located on a moderately sloped parcel in a mixed-use neighborhood of Somerville, MA. Asphalt-
is provided along the north end of the building. A parking garage is located under a portion of the building at

building. Various height concrete retaining walls are located throughout the site. Additional site elements inclu
(sidewalks along municipal roadways reportedly not the development responsibility), metal chain-link, PVC, a
fencing, pole-mounted lighting, a dumpster enclosure, landscaping comprised of planters, shrubs, and trees, as v
systems.

1. **Costs for the development's site related elements total $291,988 or $2,179 per unit in inflated dollars.**

2. The asphalt-paved surfaces were overlaid in 2004 and display fair overall conditions. Areas of moderate crac
evidence of fatigue was observed. Costs to resurface this parking area are shown in Year 3. Periodic c
maintenance repairs and restriping are shown every five years starting in Year 1.
3. Management reported that the entrance steps and canopy at the front elevation of the building are sch
repaired in 2021. A place holder allowance is included in Year 1 pending an accepted design and scope of w
4. The concrete-paved sidewalks at the front and rear of the building were observed to be in good overall con
localized cracking or settlement are included every five years throughout the plan starting in Year 3 of the p
5. Concrete site elements include cast-in-place retaining walls, steps, landings, and limited walkways
deterioration and efflorescence staining was observed, particularly at the retaining walls. Costs to carry o
repairs are shown as needed throughout the plan's timeframe (i.e. as-needed crack repairs, cementitious pa
addressing efflorescence staining, repair uneven concrete walkway surfaces).
6. Limited sections of four-feet high metal chain-link fencing are present at the development. A PVC fence i
property boundary. Most of the property boundaries adjacent to public sidewalks feature painted iron pi
repair and paint the iron picket fencing are shown in Year 1 of the plan; future needs should be handled as
Costs to replace the chain link fencing are shown in Year 14. The PVC fencing is shown for replacement in Y
surround is shown for replacement in Years 5 and 20 of the plan.
7. Five wood post-mounted high intensity discharge (HID) light fixtures facilitate illumination for the north
replace the light poles and install energy efficient light emitting diode (LED) fixtures are shown in Year 1;
shown being maintained as an operating concern during the plan's timeframe.
8. Periodic costs to carry out landscaping repairs/upgrades including as-needed tree pruning or removal as v
are shown every seven years starting in Year 1. Costs to replace the irrigation controls are shown in Year 1 a
9. The building is serviced by publicly and utility supplied services. No problems/concerns were reported with
lived systems. These systems are shown being maintained and monitored during the plan's timeframe.
10. The parking garage concrete surface was observed to be in fair overall condition. Periodic costs for prev
repairs and restriping are shown every five years starting in Year 1.
11. The LED light fixtures in the parking garage remain on 24-hours a day. Replacement costs are shown in Year

Accessibility Improvements

As part of this assessment, the common areas and dwelling units at the development were examined for requirements of the Massachusetts Architectural Access Board Standards (MAAB). The development is partially however, deficiencies were noted at several locations. It should be noted that prior to carrying out ar modification/improvement work, a qualified professional should be retained to determine the full scop modification/improvement work. Costs for accessibility modifications and/or improvements at these location unless otherwise noted.

12. Costs for accessibility improvements total $82,800 or $618 per unit in inflated dollars.

13. All designated parking spaces shall be located on the shortest accessible route of travel to an accessible p the parking facility. Accessible parking spaces shall be striped to be at least eight feet wide, with an access feet wide minimum. A sign shall be located at the head of each space and no more than ten feet away.
14. Stairways shall have continuous handrails at both sides of all stairs. Door handles, pulls, latches, locks, and o on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight gr or twisting of the wrist to operate.
15. The parking garage exit discharge shall provide a continuous path of travel from an exit to a public way b or a ramp.
16. The public restroom grab bars shall be 42 inches long and located a maximum of 12 inches from the int grab bar shall be 42 inches long and located a maximum of six inches from the interior corner. Grab height of 33 to 36 inches above and parallel to the floor.
17. Non-commercial kitchens in public facilities such as community rooms shall provide a clear space of 6 measured 12 inches above the floor. Counter tops that contain sinks and cooking units shall provide a mir clear countertop on at least one side of the cooking unit and on at least one side of the sink and shall have a c that complies with knee-space requirement (at least 30 inches wide, 27 inches high, and 19 inches deep) mounted no higher than 34 inches above the finish floor. Cabinet hardware shall be operable with a closed devices shall be located at the top of base cabinets and at the bottom of wall cabinets. Faucets shall be op and shall not require tight grasping, pinching, or twisting of the wrist. Ovens shall be the wall-oven type, se bottoms of doors are 30 inches above the floor. Refrigerators may be combination refrigerator-freezers w side, or may be two door freezer-above-the-refrigerator units or refrigerator-above-the-freezer units, provid freezer or refrigerator is no higher than 44 inches above the floor.

Mechanical Room

The building's central mechanical room houses the heating and domestic hot water (DHW) generation equipme
Tecogen cogeneration system produces hydronic heating water and primary domestic hot water for the building
common area electricity). Three Thermal Solutions Evolution boilers (1,500 MBH energy input each with integra
supplemental/back-up hydronic heat generation for the building. A pair of Burnham natural gas-fired boilers (1
facilitates supplemental/back-up DHW generation. Domestic hot water is stored in a single large capacity stora

18. Costs related to the development's boilers and boiler room systems total $554,137 or $4,135 per unit in i

19. The Tecogen cogeneration system is reportedly owned by the development and is maintained under the contract. No problems/concerns were reported with regards to the cogeneration system. Future costs to rep system are shown in Year 8; these costs also include replacement of the cogen peripheral systems.
20. The Thermal Solutions boilers are reportedly in good operation at the present time. Future replacemen Year 5.
21. A series of circulation pumps, of various horsepower, facilitate hydronic heating, and domestic hot water di the building. Costs for replacement of these pumps are shown based on pump age, observed conditions useful service lives. The variable frequency drives (VFDs) governing the 5-horsepower primary circulator Years 1 and 16.
22. The Burnham natural gas-fired DHW backup-up boilers reportedly experience periodic operational issues costs are shown in Year 3, based on a twenty-year expected useful service life.
23. Costs to clean, inspect, and reline the domestic hot water storage tank are shown in Years 2, 7, 12, and 17 c
24. A pair of above ground fuel oil storage tanks (275-gallon capacity) serve the 155-kW emergency generator. N were reported with regard to the storage tanks. Replacement of the storage tanks is shown in Year 8 of the

Building Mechanical and Electrical Systems

Major building systems include the fire sprinkler system (equipped with a backflow preventer), distribution pi
and cold water, hydronic heat, sanitary wastewater, natural gas services, heating, ventilation and air conditio
electrical, fire detection, security, and elevators.

25. Costs related to the development's mechanical and electrical systems total $923,353 or $6,891 per unit in

26. The building's solid waste management system features a chute-fed, hydraulic-type compactor. Costs for re in Year 3 of the plan.
27. The building is equipped with a wet sprinkler system that is augmented by a 50-horsepower fire pump. Thi a backflow preventer, a device designed to keep stagnant sprinkler water from flowing back into the pota

fire pump and controller date to the time of original construction. Cost to replace the fire pump and co
Year 8.

28. A split direct-expansion air conditioning system serves the community room. Future costs to replace the air co
are shown in Year 10.
29. Ductless mini-split system air conditioners or heat pumps were observed in select ground floor common ar
reportedly taken off-line and replacement is not anticipated. No costs are included in this report.
30. Fresh air is supplied to the building's common hallways by three roof mounted Reznor makeup air units (M
installed in 2019 and no problems/concerns were reported. Full replacement of the MAUs is not anticipa
timeframe.
31. A series of rooftop-mounted belt-driven and direct drive powered exhausters facilitate apartment unit bathr
to replace the older exhausters are shown in Year 3; the recently replaced belt-driven exhausters are show
Year 15.
32. The original cold water booster pump system is shown for replacement in Year 1.
33. Costs for as-needed replacement of the interior automatic door operators are shown over a three-year per
and 14.
34. The building's main switchboard is located within the main electrical room and consists of a fully enclose
structure and distribution sections manufactured by Federal Pacific Electric (FPE) panels with Stab-Lok circu
widely known to create safety and fire-hazard issues. It should be noted that these panels have experience
the industry and service parts are no longer available or difficult to source. The building's electrical system
and modernized by an electrician. A place holder allowance is included in Year 1, pending review and specif
electrician.
35. An original diesel-fueled emergency generator (155 kW rating) serves key building systems in the event o
generator appears to be operating beyond the end of its normal expected useful service life, and costs for re
in Year 1. Future costs to overhaul the generator are shown in Year 16.
36. No problems/concerns were reported with regards to the building's security camera system. Periodic cos
replacement and/or component upgrades are shown every five years starting in Year 2.
37. An EST fire alarm control panel monitors hardwired end devices at the building. Future costs to replace
including end devices, are shown in Year 3.
38. No problems/concerns were reported with regards to the phone-based entry intercom system. Future r
shown in Year 8.
39. A pair of hydraulic-type elevators travelling in adjacent shaft ways provides vertical access to each building le
reportedly maintained under the terms of a full-service contract. The elevators are scheduled for moder
(Year 1 of the plan). Future costs to renovate the cab interiors and replace door operators are shown in Ye
elevator machine room air conditioning are shown in Year 1 to ensure proper functionality of the solid-st
Future condenser replacement is shown in Year 16.

Building Architectural Systems

The building features a flat roof constructed utilizing a mechanically fastened Ethylene Propylene Diene M
assembly. The exterior walls are predominantly precast concrete and aggregate panels; limited sections of infill
are present at the front elevation. Prefinished aluminum-framed commercial grade doors are installed at the m
windows are aluminum-framed fixed and operable models containing insulating glass units (IGU's). Building-m
diode (LED) fixtures provide illumination along the building perimeters. Interior common areas include hallways
areas, a community room and kitchen, an arts and crafts room, laundry room, office space, and common restro

40. Costs related to the development's architectural systems total $1,619,733 or $12,088 per unit in inflated

41. Overall, the majority of the exterior doorways are in good condition at the present time. The aluminum-fra
at the front entrance and rear patio areas are shown for replacement in Year 13. The commercial grade, pow
at the side entrance is shown for replacement in Year 20. Dwelling unit patio/balcony doors are shown for r
Year 15.
42. The parking garage aluminum, open air, motorized coil doors are shown for replacement in Year 3. The flus
doorway serving the parking garage are shown in Year 1. Future costs for replacement of the flush steel s
exit doorways are shown in Year 3.
43. The precast aggregate and concrete panels exhibit good overall conditions. Caulking joints between panels
observed to be in very good condition. No water infiltration issues were reported. Isolated areas of cracked/
repairs were observed. Discoloration and organic growth were observed at all elevations of the building. Cos
and localized repairs are shown in Years 1 and 11; these costs include repointing efforts, crack repairs, as w
repairs to address loose/deteriorated concrete sills are shown being handled out of operating accounts. Co
caulking (not including windows and doors) are shown in Year 10 of the plan.
44. The exterior windows are believed to be original to the building. Costs to replace the windows are shown
Costs for future localized replacement of failed and cracked insulated glass units (IGUs) are shown annua
Replacement of the exterior caulking at the window and door perimeters is included in door and window re
45. The concrete balconies exhibit staining and organic growth. Costs to clean and repair the balcony surfaces
with exterior wall repairs in Years 1 and 11. The original metal balcony railings exhibit age related wear and r
brackets which have stained concrete in many areas. Costs to replace the metal railings are shown in Year 1
46. The roof assembly was recoated in 2018 and is in fair condition at the present time. No active roof leaka
evidence of seam deterioration/failure were observed at the time of the assessment. Replacement costs ar
47. Flooring replacement in the fifth and fourth floor hallways was underway at the time of the assessment. N
that the remaining hallways would be completed within the 2020 calendar year. The new linoleum ti
maintained as an operating expense going forward. Costs to repair/repaint painted wall surfaces and repla
ceiling tiles are shown in Years 1 and 11.

48. Stairwells feature painted concrete landings, treads, walls, and ceilings. Costs to repair and paint stair s
Years 4 and 19 of the plan. Costs to modify or replace the existing railing systems are included in the Acce
report.
49. Costs to replace the original recessed wall mailboxes are included in Year 1 of the plan.
50. The majority of the building's community spaces will also receive new linoleum flooring by the end of 2020.
flooring should be maintained as an operating expense going forward. Costs for common area painting a
shown based on finish/material age, observed conditions, and finish/material expected useful service lives.
51. The community room kitchen renovation costs are included in the Accessibility section. Future appliance r
handled as an operating expense. Allowances for as needed furniture replacement are shown in Years 1, 8,

Additional Notes:

1. The Physical Assessment of the property was conducted on November 6th 2020. Additional information wa
INSIGHT by site staff and others. OSI was represented on this assignment by Daniel Iles. We would like to th
assistance.

2. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and
to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.

3. This report is delivered subject to the conditions on Appendix A, *Statement of Delivery*.

View of the asphalt paved north parking lot.

The concrete retaining wall along a secti
owned public sidewalk

View of the dumpster enclosure.

The painted metal picket fencing exhibits
surface rust.

The PVC fencing located along the north property boundary.

A shared garden space is located behind t
patio.

The shared patio area.

View of the parking garage located und
building. Note: faded striping and evidence

Three Thermal Solution Evolution, modulating, gas-fired boilers produce hydronic heat for the building. Each boiler has a rated input capacity of 1,500-MBH.

The domestic hot water backup boilers ar
Burnham boilers.

View of the domestic hot water storage tank.

The Tecogen cogeneration system that pr
water and supplemental electricity f

View of the variable frequency drives (VFDs) that govern two base-mounted 5-horsepower circulator pumps.

The original 50-horsepower split ca

One of three recently replaced Reznor roof mounted makeup air units (MAUs).

The original cold water booster pump ski with two pumps and cont

The EST fire alarm control panel.

The EST fire alarm control annunciator pan
panel (bottom) located in the entra

The John Deere emergency generator is rated to provide 155kW of electricity to key building systems in the event of a power failure.

View of the two hydraulic elevato

Typical building architecture as seen at the north elevation.

The front entrance. Note: the front entrar
are scheduled to be refurbished in 2021
replacement/rebuilding of the lo

Typical condition of the precast concrete panels at an end wall.
Note: Staining at upper section of the wall.

View of the side entrance and loading do
dock is scheduled to be rebuilt

View of the concrete balconies. Concrete surfaces exhibit staining and organic growth. Yellow arrows indicate rust staining near balcony railing mounting brackets.

Typical sliding glass dwelling unit balc

View of a concrete balcony and metal railing system.

No significant cracking/deterioration wa
underside of balconies from available

Close up of the caulking joints between precast panels.

Organic growth was observed at a

View of the upper roof surface.

View of the entrance canopy ro

View of the fifth-floor elevator lobby with recently installed linoleum tile flooring.

The fourth-floor elevator lobby and hallwa
replaced at the time of the si

Typical egress stairwell finishes and condition. Note: stairwell railings do not meet current accessibility or safety standards.

The entrance lobby.

View of the original recessed mailboxes.

The laundry room.

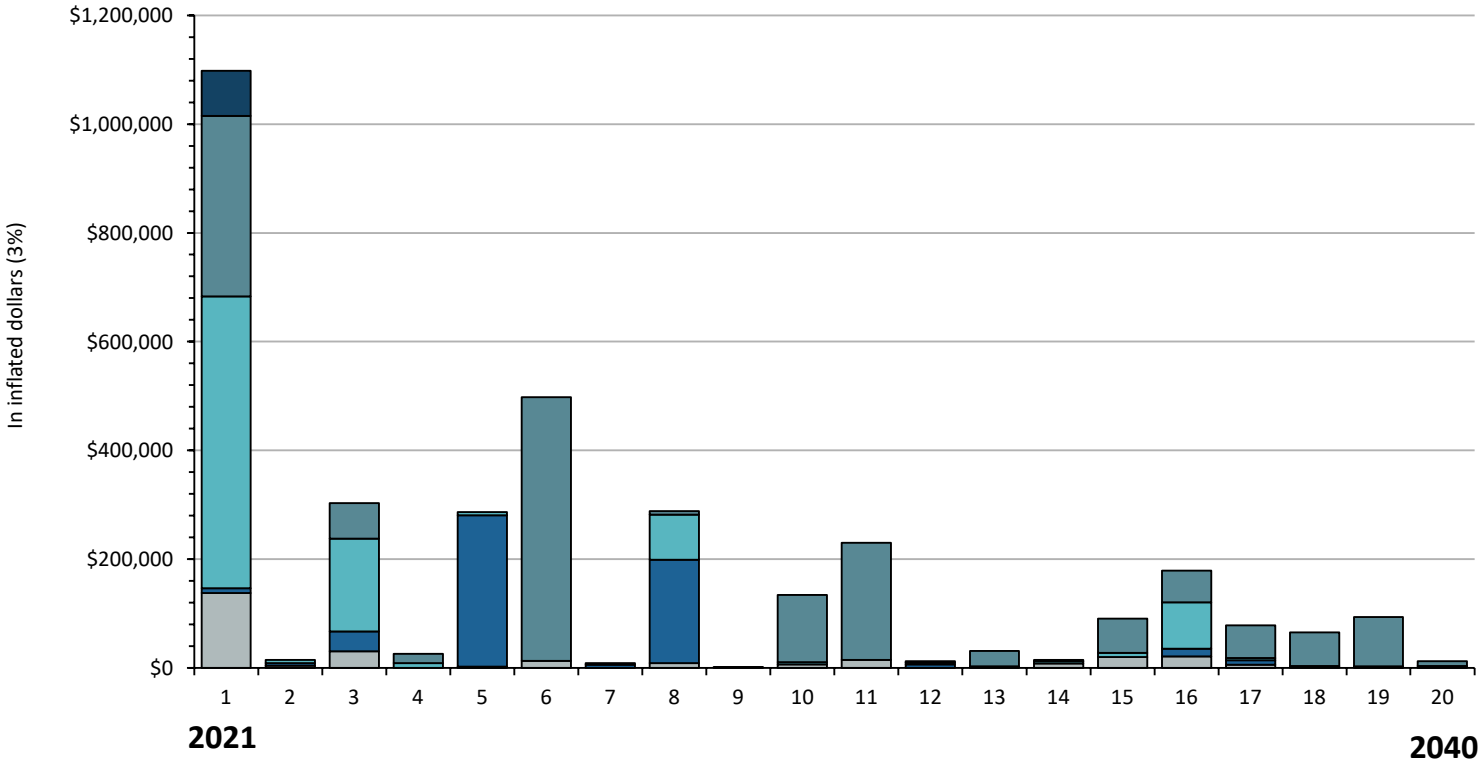
The arts and crafts room.

View of the community ro

The community room kitchen cabinetry.

One of two recently renovated pub

Capital Needs Summary



Total Costs by Building System (inflated dollars)

	In Year 1	In Years 1-10	In Years 1-20
Site Systems	$137,844 or $1,029/unit	$206,398 or $1,540/unit	$291,988 or $2,179/unit
Accessibility Improvements	$82,800 or $618/unit	$82,800 or $618/unit	$82,800 or $618/unit
Mechanical Room	$9,000 or $67/unit	$525,171 or $3,919/unit	$554,137 or $4,135/unit
Building Mech. & Elec.	$536,500 or $4,004/unit	$818,235 or $6,106/unit	$923,353 or $6,891/unit
Building Architectural	$331,889 or $2,477/unit	$1,029,026 or $7,679/unit	$1,619,733 or $12,088/unit
Dwelling Units			
In inflated dollars:	$1,098,033 or $8,194/unit	$2,661,631 or $19,863/unit	$3,472,011 or $25,911/unit
In current dollars:	$1,098,033 or $8,194/unit	$2,453,872 or $18,312/unit	**$2,992,860 or $22,335/unit**

Capital Needs Summary

Bryant Manor

Somerville, MA 02145

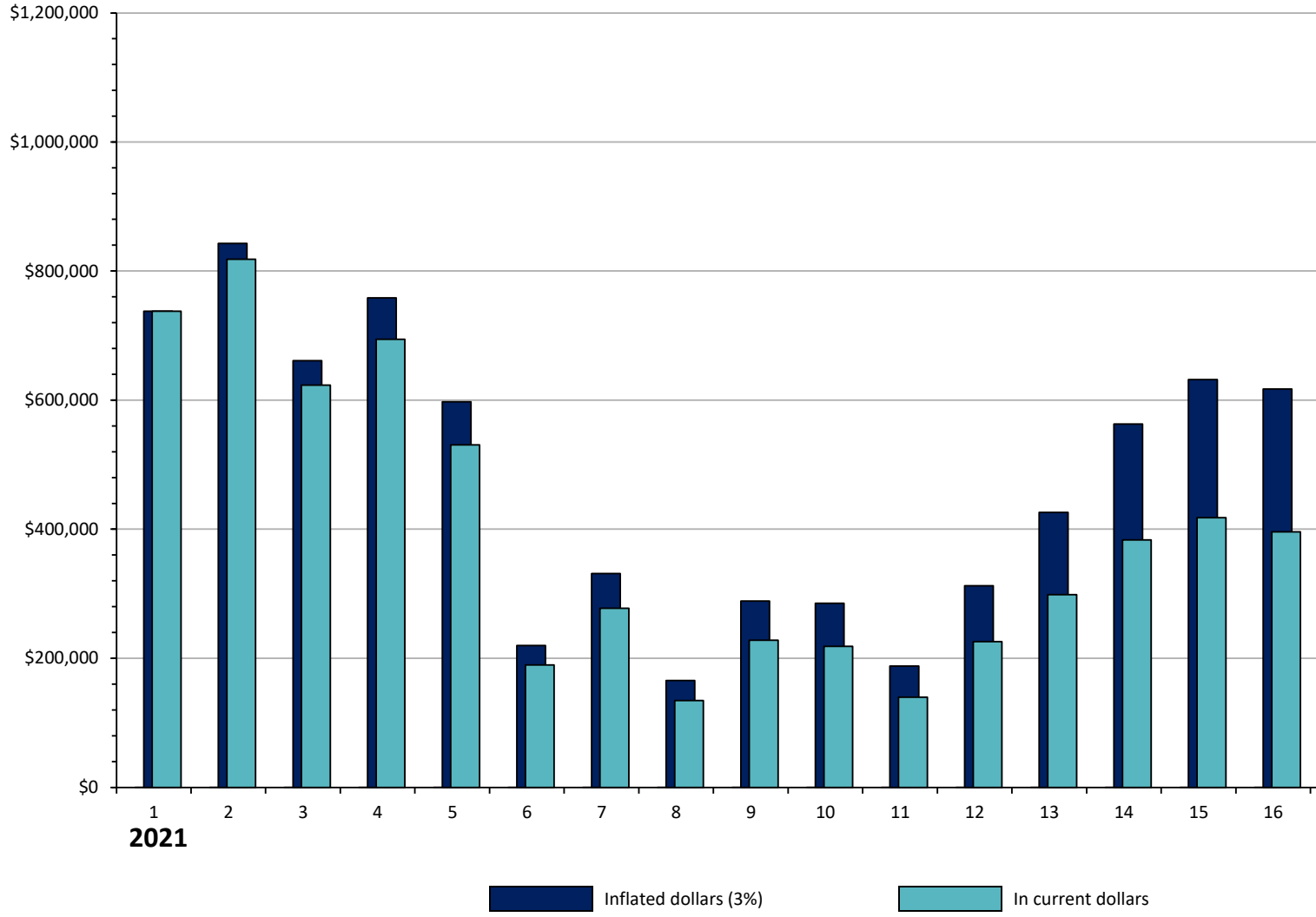
OSI Ref:	**20298**	Number of Buildings:	
Property Age:	**42 Years**	Total Number of Units:	**1**
Financing:	**0**	Occupancy:	**Senior/**

	2021 Year 1	2022 Year 2	2023 Year 3	2024 Year 4	2025 Year 5	2026 Year 6	2027 Year 7	2 Ye
Site Systems								
Site Sub-Total	**$137,844**	**$4,120**	**$31,058**	**$0**	**$2,532**	**$13,093**	**$0**	**$8**
Accessibility Improvements								
Site, Circulation, & Facilities	**$82,800**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	
Mechanical Room								
Boilers	$0	$0	$0	$0	$278,563	$0	$0	$18
Boiler Room Systems	$9,000	$5,150	$36,177	$0	$0	$0	$5,970	$5
Mechanical Sub-Total	**$9,000**	**$5,150**	**$36,177**	**$0**	**$278,563**	**$0**	**$5,970**	**$19**
Building Mech. & Electrical								
Mechanical	$19,000	$3,090	$27,689	$8,851	$5,740	$0	$0	$76
Electrical	$145,000	$2,575	$143,222	$0	$0	$0	$2,985	$6
Elevators	$372,500	$0	$0	$0	$0	$0	$0	
Mechanical & Electrical Sub-Total	**$536,500**	**$5,665**	**$170,911**	**$8,851**	**$5,740**	**$0**	**$2,985**	**$83**
Building Architectural								
Structural and Exterior	$267,308	$0	$56,864	$0	$0	$0	$0	
Roof Systems	$0	$0	$0	$0	$0	$485,052	$0	$1
Halls, Stairs, Lobbies	$59,366	$0	$0	$17,333	$0	$0	$0	
Community Spaces	$5,215	$0	$8,355	$0	$0	$0	$0	$4
Building Architectural Sub-Total	**$331,889**	**$0**	**$65,219**	**$17,333**	**$0**	**$485,052**	**$0**	**$6**
Dwelling Units								
Living Areas								
Kitchens					***Not Included per Owner Request***			
Bathrooms								
Mechanical & Electrical								
Dwelling Units Sub-Total	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	
Total Capital Costs	**$1,098,033**	**$14,935**	**$303,364**	**$26,184**	**$286,836**	**$498,144**	**$8,955**	**$28**

Costs on these two pages are aggregated by category from the Capital Needs worksheets which follow. Total capital costs on these two pages are carried forward to line F of the Replacement Reserve Analysis(es) that follow.

2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
$15,178	**$0**	**$3,244**	**$8,334**	**$20,155**	**$21,490**	**$6,419**	**$3,760**	**$3,064**	**$3,945**
$0	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$0	$6,921	$0	$0	$0	$14,022	$8,024	$0	$0	$0
$0	**$6,921**	**$0**	**$0**	**$0**	**$14,022**	**$8,024**	**$0**	**$0**	**$0**
$0	$0	$0	$4,406	$7,941	$8,179	$0	$0	$0	$0
$0	$3,461	$0	$0	$0	$18,696	$4,012	$0	$0	$0
$0	$0	$0	$0	$0	$58,424	$0	$0	$0	$0
$0	**$3,461**	**$0**	**$4,406**	**$7,941**	**$85,299**	**$4,012**	**$0**	**$0**	**$0**
$162,388	$2,248	$16,858	$2,385	$56,728	$58,430	$60,183	$61,988	$63,848	$8,768
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$50,969	$0	$0	$0	$0	$0	$0	$0	$27,005	$0
$1,633	$0	$11,228	$0	$6,050	$0	$0	$0	$0	$0
$214,990	**$2,248**	**$28,086**	**$2,385**	**$62,778**	**$58,430**	**$60,183**	**$61,988**	**$90,852**	**$8,768**
	Not Included per Owner Request								
$0	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
$230,168	**$12,629**	**$31,329**	**$15,124**	**$90,874**	**$179,240**	**$78,637**	**$65,748**	**$93,917**	**$12,713**

Replacement Reserve (RR) Analysis: *Plan One*



Reported Reserve Balance as of ***/01/1904 :***	**$0**	At the end of Year One, Reserve Balances are projected to be:	
Estimated Reserve Balance as of ***/01/2020 :***	**$0**	At the end of Year 20, Reserve Balances are projected to be:	
Current annual contributions to reserves :	**$0**	***All projected capital needs are met throughout the plan***	

1. Establish annual contribution to reserves of $93,800 per year ($700 per unit per year); and indexed at 3% per yea

2. Infusion of outside capital or initial deposit to reserves of $1,742,000 ($13,000/unit) in Year 1.

Replacement Reserve (RR) Analysis: *Plan One*

Reserve Funding In Year 1

Starting replacement reserve balance: **$0** or $00/unit

Contributions to Reserves: **$93,800** or $700/unit

Replacement Reserve (RR) analysis starts here with the starting RR balanc been on hand at the start of Year 1, and current annual RR contributions. Starting RR Balance (Line A), plus the Total Annual RR Contributions (Line RR (Line E), minus Total Annual Capital Costs (Line F), taken from the CNS arithmetically as (A+D+E)-F=G, Year-End Balances, then carries forward to

	2021 Year 1	2022 Year 2	2023 Year 3	2024 Year 4	2025 Year 5	2026 Year 6	2027 Year 7	202 Year
(A) Reserve Balances								
Starting Replacement Reserves	$0	$737,767	$842,804	$661,179	$758,472	$597,244	$219,916	$331,1
(B) Annual Funding								
Contributions Indexed at 3%	$700	$721	$743	$765	$788	$811	$836	$861
(C) Additional Unit Contributions								
	700	721	743	765	788	811	836	861
(D) Total Annual Reserve Funding	$93,800	$96,614	$99,512	$102,498	$105,573	$108,740	$112,002	$115,3
(E) Interest on Reserves at 3%	$0	$23,358	$22,226	$20,980	$20,035	$12,076	$8,143	$7,33
Total Funds Available	**$93,800**	**$857,739**	**$964,543**	**$784,656**	**$884,080**	**$718,060**	**$340,061**	**$453,8**
(F) Total Capital Cost	$1,098,033	$14,935	$303,364	$26,184	$286,836	$498,144	$8,955	$288,3
(G) **Reserve Balances**	**($1,004,233)**	**$842,804**	**$661,179**	**$758,472**	**$597,244**	**$219,916**	**$331,106**	**$165,5**
Outside Capital:	**$1,742,000**							
Adjusted Reserve Balances	$737,767	$0	$0	$0	$0	$0	$0	$0

Notes:

1. **Establish annual contribution to reserves of $93,800 per year ($700 per unit per year); and indexed at 3% per year going forward.**
2. **Infusion of outside capital or initial deposit to reserves of $1,742,000 ($13,000/unit) in Year 1.**

*ANNUAL RR CONTRIBUTIONS are shown being indexed for inflation at the % specified above except when Additional Contributions are called for.

Line C, Additional Contributions allows for material adjustments in annual RR funding that would enable the property to meet all projected needs out of reserves through Year 20.

**INTEREST EARNINGS ON RESERVES are calculated on 100% of starting balances and on 50% of the total annual contribution for the year at the rate shown

Replacement Reserve (RR) Analysis: *Plan One*

Reserve Funding In Year 20

Projected replacement reserve balance is **$1,093,225** This is $8,158 per unit in inflated dollars or $4,653 per unit in uninflated dollars

Projected annual funding to reserves is **$164,479** This is $1,227 per unit in inflated dollars or $700 per unit in current dollars

2031 Year 11	**2032** Year 12	**2033** Year 13	**2034** Year 14	**2035** Year 15	**2036** Year 16	**2037** Year 17	**2038** Year 18	**2039** Year 19	**2040** Year 20
$285,032	$187,913	$312,520	$425,839	$563,078	$631,742	$617,095	$708,571	$820,456	$911,828
$941	$969	$998	$1,028	$1,059	$1,091	$1,123	$1,157	$1,192	$1,227
941	969	998	1,028	1,059	1,091	1,123	1,157	1,192	1,227
$126,059	$129,841	$133,736	$137,748	$141,881	$146,137	$150,521	$155,037	$159,688	$164,479
$6,989	$7,396	$10,912	$14,615	$17,657	$18,456	$19,591	$22,596	$25,600	$29,631
$418,081	**$325,150**	**$457,168**	**$578,202**	**$722,616**	**$796,335**	**$787,207**	**$886,204**	**$1,005,744**	**$1,105,938**
$230,168	$12,629	$31,329	$15,124	$90,874	$179,240	$78,637	$65,748	$93,917	$12,713
$187,913	**$312,520**	**$425,839**	**$563,078**	**$631,742**	**$617,095**	**$708,571**	**$820,456**	**$911,828**	**$1,093,225**
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Bryant Manor

SITE SYSTEMS

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2021 $$	Total Cost in 2021 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project		Notes
SURFACE									
Roadways and Parking	9,000	sf	3.00	$27,000	17	20	3	in 1 Year	Asphalt paved parking areas - cra Costs to scarify and resurface
			Pending Design and Specifications						
Entrance Steps & Loading Dock	1	ls	85000.00	$85,000	42	35	1	in 1 Year	Concrete loading dock - schedule Scheduled for 2021
Crack-Fill and Sealcoat	9,000	sf	0.20	$1,800	17	5	1 /9 /14 /19	in 1 Year	Costs for surface maintenance a
Concrete Flatwork	3,500	sf	0.65	$2,275	42	35	3 /8 /13 /18	in 1 Year	Concrete walkways, repairs obse Periodic repair allowances
Retaining Wall	365	lf	17.81	$6,500	42	35	1 /6 /11 /16	in 1 Year	Concrete, limited sections of CM Allowance to clean, repair, and s
Fencing	185	lf	45.00	$8,325	~10	25	15	in 1 Year	PVC fencing at north property bo Costs to replace
Fencing	155	lf	25.00	$3,875	17	30	14	in 1 Year	Chain-link fencing - fair overall co Costs to replace
Fencing	600	lf	35.00	$21,000	42	20	1	in 1 Year	Painted iron picket fencing - heav Costs to clean, repair, and repair
Site Lighting (Pole Fixtures)	5	ea	2250.00	$11,250	varies	20	1	in 1 Year	Wood posts with HID light fixture Costs to install new poles and lig
	4	ea	500.00	$2,000	<5	15	10	in 1 Year	Newer bollard fixtures at rear pa
Site Lighting (Bollards)	8	ea	500.00	$4,000	17	15	2 /17	in 1 Year	Bollard fixtures at the front entra
			2500.00	$2,500	??	15	1 /16	1	Lawn areas, planting beds and m
Landscaping	1	ls	5000.00	$5,000	42	25	1 /8 /15	in 1 Year	Periodic landscaping upgrades; I
Site Distribution Systems	1	ls		$0	42	60			No problems observed or report Monitor
Dumpster Surround	1	ls	2250.00	$2,250	~10	15	5 /20	in 1 Year	Chain link fencing - fair condition Costs to replace
Parking Garage									
Garage Surface	7,375	sf	0.65	$4,794	42	5	1 /6 /11 /16	in 1 Year	Concrete parking area surface - c Cleaning and repair allowances
Light Fixtures	20	ea	150.00	$3,000	2	12	10	in 1 Year	LED light fixtures - 24 hour run ti Future replacement costs
ACCESSIBILITY IMPROVEMENTS (Section 504 Analysis)									
Site and Exterior	1	ls	1300.00	$1,300	42	60	1	in 1 Year	Designated spaces lack signage a Front walkway lacks edge protec
Circulation	1	ls	55500.00	$55,500	42	60	1	in 1 Year	Stair egress railings do not meet Replace knob style hardware at g
Public Restrooms	1	ls	1000.00	$1,000	42	60	1	in 1 Year	Reposition grab bars
Community Kitchen	1	ls	25000.00	$25,000	42	60	1	in 1 Year	Community kitchen lacks accessi Costs to renovate kitchen
Laundry Facilities	1	ls		$0	42	60			No deficiencies noted
Dwelling Units	1	ls		$0	42	20			Excluded from assessment per m

Projected Capital Needs Over Twenty Years

Costs inflated at 3%

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036
Roadways and Parking	$0	$0	$28,644	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Entrance Steps & Loading Dock	$85,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crack-Fill and Sealcoat	$1,800	$0	$0	$0	$0	$0	$0	$0	$2,280	$0	$0	$0	$0	$2,643	$0	$0
Concrete Flatwork	$0	$0	$2,414	$0	$0	$0	$0	$2,798	$0	$0	$0	$0	$3,244	$0	$0	$0
Retaining Wall	$6,500	$0	$0	$0	$0	$7,535	$0	$0	$0	$0	$8,735	$0	$0	$0	$0	$10,127
Fencing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$12,592	$0
Fencing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,691	$0	$0
Fencing	$21,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Site Lighting (Pole Fixtures)	$11,250	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Site Lighting (Bollards)	$0	$4,120	$0	$0	$0	$0	$0	$0	$0	$2,610	$0	$0	$0	$0	$0	$0
Landscaping	$7,500	$0	$0	$0	$0	$0	$0	$6,149	$0	$0	$0	$0	$0	$0	$7,563	$3,895
Site Distribution Systems	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Dumpster Surround	$0	$0	$0	$0	$2,532	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Garage Surface	$4,794	$0	$0	$0	$0	$5,557	$0	$0	$0	$0	$6,442	$0	$0	$0	$0	$7,469
Light Fixtures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,914	$0	$0	$0	$0	$0	$0
																ACCESSIBILITY IMPROV
Site and Exterior	$1,300	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Circulation	$55,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Public Restrooms	$1,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Community Kitchen	$25,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Laundry Facilities	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Dwelling Units	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Bryant Manor

MECHANICAL ROOM

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2021 $$	Total Cost in 2021 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
BOILERS								
			Pending Design and Specifications					Thermal Solutions Evolution, mo
Boilers	3	ea	82500.00	$247,500	17	20+	5 in 1 Year	Costs to install high efficiency co
Cogeneration Equipment	1	ea	150000.00	$150,000	17	25	8 in 1 Year	Tecogen - electric cogeneration Maintained under the terms of a
Controls	1	ea		$0	17	15		Costs to replace included with bo
Controls		ea						
Condensate & Feed Water		ea						
Boiler Water Pumps	3	ea		$0	17	20		Fractional horsepower boiler wa Costs to replace included with bo
Heating Water Pumps		ea						
Chilled Water Pumps		ea						
Flue Exhaust		ea						
BOILER ROOM SYSTEMS								
Boiler Room Piping/Valves	1	ls		$0	42	25		No problems observed or report Monitor
3-Way Valve & Controller		ea						
Heat Exchanger for Bldg. Heat		ea						
Secondary DHW Generation	2	ea	8550.00	$17,100	17	20	3 in 1 Year	Burnham, gas-fired boiler with 1 Costs to replace
Domestic Hot Water Storage	1	ea	5000.00	$5,000	42	25	2 /7 /12 /17 in 1 Year	Large capacity domestic hot wat Allowance to clean, inspect, and
Domestic Hot Water Pumps	2	ea	8500.00	$17,000	17	20	3 in 1 Year	Super-E, 5-horsepower pumps Costs to replace
Variable Frequency Drives (VFDs)	2	ea	4500.00	$9,000	17	15	1 /16 in 1 Year	Costs to replace variable frequen
Fuel Oil Storage	2	ea	2370.00	$4,740	17	25	8 in 1 Year	Roth 275 gallon capacity fuel sto Serving emergency generator - f
Boiler Room Piping Insulation	1	ls		$0	42	25		No problems observed or report Monitor
Sump Pumps	1	ea		$0	??	15		Submersible sump pump in elect Operating

Projected Capital Needs Over Twenty Years

Costs inflated at 3%

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036
Boilers	$0	$0	$0	$0	$278,563	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cogeneration Equipment	$0	$0	$0	$0	$0	$0	$0	$184,481	$0	$0	$0	$0	$0	$0	$0	$0
Controls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Controls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Condensate & Feed Water	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Boiler Water Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Heating Water Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chilled Water Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Flue Exhaust	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Boiler Room Piping/Valves	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
3-Way Valve & Controller	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Heat Exchanger for Bldg. Heat	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Secondary DHW Generation	$0	$0	$18,141	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Hot Water Storage	$0	$5,150	$0	$0	$0	$0	$5,970	$0	$0	$0	$0	$6,921	$0	$0	$0	$0
Domestic Hot Water Pumps	$0	$0	$18,035	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Variable Frequency Drives (VFDs)	$9,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$14,022
Fuel Oil Storage	$0	$0	$0	$0	$0	$0	$0	$5,830	$0	$0	$0	$0	$0	$0	$0	$0
Boiler Room Piping Insulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sump Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Bryant Manor

BUILDING MECHANICAL AND ELECTRICAL

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2021 $$	Total Cost in 2021 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
BUILDING MECHANICAL								
Compactors	1	ea	18000.00	$18,000	17	20	3 in 1 Year	Chute-fed trash compactor to ba Costs to replace
Building Fire Suppression	1	ls	62000.00	$62,000	42	100	8 in 1 Year	50-horsepower electric fire pum Costs to replace pump; interim a
Building Heating Distribution	1	ls		$0	42	50		No problems observed or report Monitor
Domestic Water Distribution	1	ls		$0	42	40		No problems observed or report Monitor
Sanitary Waste Distribution	1	ls		$0	42	50		No problems observed or report Monitor
Natural Gas Distribution	1	ls		$0	42	40		No problems observed or report Monitor
Air Handler and Air Conditioning	1	ls	3500.00	$3,500	~5	15	10 in 1 Year	Air handler and split system air c Costs to replace split system air
	10	ea	450.00	$4,500	<5	20	15 over 2 Years	Roof mounted mushroom type e
Building Exhaust	34	ea	450.00	$15,300	17	20	3 over 3 Years	Costs to replace fans as needed
Makeup Air Units (MAUs)	3	ea		$0	2	25		Reznor, gas-fired makeup air uni Maintain from Operating
Cold Water Booster Pumps	1	ls	19000.00	$19,000	17+	25	1 in 1 Year	Two pump skid package with cor Costs to replace
Power Door Openers	4	ea	2250.00	$9,000	10	12	2 /14 over 3 Years	Power door openers Replace as needed
BUILDING ELECTRICAL								
				Pending Design and Specifications				Federal Pacific Electric (FPE) swit
Building Power Wiring	1	ls	50000.00	$50,000	42	40	1 in 1 Year	Allowances to modernize select
				$12,000	0	15	16 1	John Deere - 155kW diesel fuel g
Emergency Generator	1	ea	95000.00	$95,000	42	35	1 in 1 Year	Costs to replace generator; Futu
Surveillance System	1	ea	2500.00	$2,500	varies	20	2 /7 /12 /17 in 1 Year	12-camera system with DVR and Replace cameras and system cor
Smoke / Fire Detection	1	ls	135000.00	$135,000	17	20	3 in 1 Year	EST - addressable fire alarm cont Costs to replace panel and all co
Signaling / Communication	1	ls	5500.00	$5,500	17	25	8 in 1 Year	Costs to replace central intercom
BUILDING ELEVATORS								
Shafts and Doorways	2	ea		$0	42	30		Hydraulic type elevator monitor Monitor
Cabs	2	ea	17500.00	$35,000	42	15	16 in 1 Year	Vinyl tile floor and LPB wall pane Future costs to refurbish cab int
				Costs Pending				Hydraulic package with solid stat
Elevator Equipment and Controls	2	ea	185000.00	$370,000	42	35	1 in 1 Year	Elevator modernization schedule
Machine Room Air Conditioning	1	ea	2500.00	$2,500	ADD	15	1 /16 in 1 Year	Costs to add control room air co

Projected Capital Needs Over Twenty Years

Costs projected at 3%

BUILDING ME

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036
Compactors	$0	$0	$19,096	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Fire Suppression	$0	$0	$0	$0	$0	$0	$0	$76,252	$0	$0	$0	$0	$0	$0	$0	$0
Building Heating Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Water Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sanitary Waste Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Natural Gas Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Air Handler and Air Conditioning	$0	$0	$0	$0	$0	$0	$0	$0	$0	$4,567	$0	$0	$0	$0	$0	$0
Building Exhaust	$0	$0	$5,411	$5,573	$5,740	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,403	$3,505
Makeup Air Units (MAUs)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cold Water Booster Pumps	$19,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Power Door Openers	$0	$3,090	$3,183	$3,278	$0	$0	$0	$0	$0	$0	$0	$0	$0	$4,406	$4,538	$4,674
Building Power Wiring	$50,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Emergency Generator	$95,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$18,696
Surveillance System	$0	$2,575	$0	$0	$0	$0	$2,985	$0	$0	$0	$0	$3,461	$0	$0	$0	$0
Smoke / Fire Detection	$0	$0	$143,222	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Signaling / Communication	$0	$0	$0	$0	$0	$0	$0	$6,764	$0	$0	$0	$0	$0	$0	$0	$0
Shafts and Doorways	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cabs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$54,529
Elevator Equipment and Controls	$370,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Machine Room Air Conditioning	$2,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,895

Bryant Manor

BUILDING ARCHITECTURE

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2021 $$	Total Cost in 2021 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
STRUCTURE								
Foundation	845	lf		$0	42	100		No issues observed or reported Monitor
Framing	1	ls		$0	42	100		No issues observed or reported Monitor
Slab		sf						
BUILDING EXTERIOR								
Exterior Common Doors	1	ea	3900.00	$3,900	17	30	13 in 1 Year	Double-leaf, aluminum/glass sto Future replacement costs
Exterior Common Doors	3	ea	2100.00	$6,300	17	30	13 in 1 Year	Single-leaf, aluminum/glass door Future replacement costs
Exterior Common Doors	1	ea	5000.00	$5,000	<5	30	20 in 1 Year	Powered sliding glass door at no Future replacement costs; opene
Exterior Sliding Glass Doors	138	ea	1300.00	$179,400	~10	30	15 over 5 Years	Vinyl-framed sliding glass doors; Future replacement costs - ***Conf***
Parking Garage Doors	2	ea	25000.00	$50,000	17	20	3 in 1 Year	Aluminum, open air, motorized c Costs to replace doors and moto
Service Doors	1	ea	1800.00	$1,800	17	20	3 in 1 Year	Double-leaf, flush steel service d Future replacement
Service Doors	2	ea	900.00	$1,800	17	20	3 in 1 Year	Single-leaf, flush steel service do Future replacement
Service Doors	2	ea	1200.00	$2,400	42	25	1 in 1 Year	Flush metal garage access doors Costs to replace door and frame
Exterior Walls	38,915	sf	1.75	$68,101	42	35	1 /11 in 1 Year	Mix of precast concrete and prec Costs cleaning and repairs
Exterior Walls	2,848	sf	1.75	$4,984	42	35	1 /11 in 1 Year	Limited sections of brick at front Costs cleaning and repairs
Exterior Caulking	12,405	lf	7.50	$93,034	~5	15	10 in 1 Year	Caulking, does not include windo Future replacement costs - ***Conf***
Window Frames	134	ea	575.00	$77,050	42	35	1 in 1 Year	Aluminum framed windows, one Costs to replace
Window Frames	31	ea	750.00	$23,250	42	35	1 in 1 Year	Fixed windows at ground floor c Costs to replace
Window Glass	433 130	ttl ea	125.00	$16,238	42	15	10 over 10 Years	Costs to replace fogged window
Unit Balconies/Wood Decks	26,356	sf	1.75	$46,123	42	35	1 /11 in 1 Year	Concrete balconies and wall sect Clean and repair concurrent with
Balcony Railings	1,816	lf	25.00	$45,400	42	30	1 in 1 Year	Aluminum railings - good conditi Costs to replace
Building Mounted Lighting	6	ea		$0	<5	12		LED wall packs - Operating

Projected Capital Needs Over Twenty Years

Costs projected at 3%

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036
Foundation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Framing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Slab	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Common Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,560	$0	$0	$0
Exterior Common Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$8,982	$0	$0	$0
Exterior Common Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Sliding Glass Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$54,272	$55,900
Parking Garage Doors	$0	$0	$53,045	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Service Doors	$0	$0	$1,910	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Service Doors	$0	$0	$1,910	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Service Doors	$2,400	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Walls	$68,101	$0	$0	$0	$0	$0	$0	$0	$0	$0	$91,522	$0	$0	$0	$0	$0
Exterior Walls	$4,984	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,698	$0	$0	$0	$0	$0
Exterior Caulking	$0	$0	$0	$0	$0	$0	$0	$0	$0	$121,388	$0	$0	$0	$0	$0	$0
Window Frames	$77,050	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Window Frames	$23,250	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Window Glass	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,119	$2,182	$2,248	$2,315	$2,385	$2,456	$2,530
Unit Balconies/Wood Decks	$46,123	$0	$0	$0	$0	$0	$0	$0	$0	$0	$61,985	$0	$0	$0	$0	$0
Balcony Railings	$45,400	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Mounted Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Bryant Manor

BUILDING ARCHITECTURE--*continued*

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2021 $$	Total Cost in 2021 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
ROOF SYSTEMS								
Structure	23,245	sf		$0	42	40		Flat roof structure Monitor
Roof Covering	23,245	sf	18.00	$418,410	17	20	6 in 1 Year	EPDM rubber roof membrane re Costs to replace the roof surface
Roof Covering		sf						
Roof Covering		sf						
Roof Drainage	1	ls		$0	42	20		Internal drainage system No problems observed or report
Skylights		ea						
Access Doors & Hatches	1	ea	900.00	$900	17	25	8 in 1 Year	Flush metal roof access door Costs to replace
Roof Railings		lf						
HALLS								
Hallway Walls	30,100	sf	0.90	$27,090	~10	10	1 /11 in 1 Year	Mix of painted wall surfaces and Costs to paint and repair
Hallway Ceilings	12,040	sf	0.90	$10,836	varies	10	1 /11 in 1 Year	Suspended tile ceilings Replace tiles as needed
Hallway Floors	12,040	sf		$0	0	20		Luxury vinyl tile installation unde Monitor and maintain from Ope
Hallway Doors	6	ea		$0	42	20		Solid core interior fire rated doo Operating
Hallway Railings	1	ls		$0	42	20		Wood railing at one side Operating
Hallway Interior Lighting	90	ea		$0	<5	15		T8, two lamp LED fixtures with b Monitor and maintain from Ope
STAIRS								
Stair Walls and Ceilings	6,210	sf	2.25	$13,973	varies	15	4 /19 in 1 Year	Painted walls and ceilings - good Costs to paint and repair
Stair Floors	1,260	sf	1.50	$1,890	varies	15	4 /19 in 1 Year	Painted landings and stair treads Costs to paint and repair
Stair Doors	12	ea		$0	42	35		Solid core metal doors
Stair Railings	1	ls		$0	42	20		Metal railings - painting included Costs included in Accessibility Se

Projected Capital Needs Over Twenty Years

Costs inflated at 3%

BUILDING

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036
Structure	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Covering	$0	$0	$0	$0	$0	$485,052	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Covering	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Covering	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Drainage	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Skylights	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Access Doors & Hatches	$0	$0	$0	$0	$0	$0	$0	$1,107	$0	$0	$0	$0	$0	$0	$0	$0
Roof Railings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Walls	$27,090	$0	$0	$0	$0	$0	$0	$0	$0	$0	$36,407	$0	$0	$0	$0	$0
Hallway Ceilings	$10,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$14,563	$0	$0	$0	$0	$0
Hallway Floors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Railings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Interior Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Walls and Ceilings	$0	$0	$0	$15,268	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Floors	$0	$0	$0	$2,065	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Railings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Bryant Manor

BUILDING ARCHITECTURE--*continued*

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2021 $$	Total Cost in 2021 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
VESTIBULE/MAIL FACILITIES								
Vestibule Walls & Ceilings	500	sf		$0	42	10		Mix of brick and painted wall sur Operating
Vestibule Floors	140	sf		$0	42	35		Ceramic tile flooring Operating
Mail Facilities	1	ls	21440.00	$21,440	42	25	1 in 1 Year	Recessed aluminum wall boxes Costs to replace
COMMUNITY ROOMS								
Comm. Room Walls/Ceilings	8,750	sf	0.90	$7,875	varies	10	3 /13 in 1 Year	Mix of brick and painted wall sur Operating
Comm. Room Floor Covering	2,500	sf		$0	0	20		Luxury vinyl tile installation sche Monitor and maintain from Ope
Comm. Cabinets/Countertop	1	ea		$0	5	20		Plywood and laminated particleb Costs included in Accessibility Se
Comm. Kitchen Appliances	1	ea		$0	5	15		Frost-free refrigerator, 30-inch e Costs included in Accessibility Se
Comm. Room Furnishings	1	ls	4000.00	$4,000	varies	12	1 /8 /15 in 1 Year	Replace furniture as needed
MAINTENACE OFFICE								
Security Office	1	ls		$0	17	20		Painted walls and ceilings, VCT fl Maintain support areas from Op
Maintenance Office	1	ls		$0	17	20		Painted walls, suspended ceiling Maintain support areas from Op
Maintenance Office Restroom	1	ls		$0	17 / 42	20		Painted walls and ceilings, ceram Maintain support areas from Op
PUBLIC LAUNDRY								
Laundry Walls/Ceilings	1,350	sf	0.90	$1,215	~10	10	1 /11 in 1 Year	Painted walls and suspended cei Costs to paint and repair
Laundry Floors	385	sf		$0	42	35		Ceramic tile flooring and limited Maintain from Operating
Laundry Equipment	10	ea		$0	varies	12		Leased laundry equipment - Ope
PUBLIC RESTROOMS								
Restroom Walls/Ceilings	1,450	sf		$0	2	10		Painted walls, wall tile, and paint Operating
Restroom Floors	390	sf		$0	2	35		Ceramic tile flooring - good cond Operating
Restroom Fixtures	1	ls		$0	2	25		Wall sinks with stone countertop Modifications included in Access
Restroom Accessories	1	ls		$0	2	25		Typical restroom accessories Modifications included in Access

Projected Capital Needs Over Twenty Years

Costs projected at 3%

BUILDING

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036
Vestibule Walls & Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Vestibule Floors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mail Facilities	$21,440	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Comm. Room Walls/Ceilings	$0	$0	$8,355	$0	$0	$0	$0	$0	$0	$0	$0	$0	$11,228	$0	$0	$0
Comm. Room Floor Covering	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Comm. Cabinets/Countertop	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Comm. Kitchen Appliances	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Comm. Room Furnishings	$4,000	$0	$0	$0	$0	$0	$0	$4,919	$0	$0	$0	$0	$0	$0	$6,050	$0
Security Office	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Maintenance Office	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Maintenance Office Restroom	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Laundry Walls/Ceilings	$1,215	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,633	$0	$0	$0	$0	$0
Laundry Floors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Laundry Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Walls/Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Floors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Fixtures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Accessories	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Appendix A: Statement of Delivery

Our Capital Needs Assessment (the "CNA" or the "Report") on the subject property is delivered subject to the following terms

1. The report and analysis may be relied upon by you as a description of the observed current conditions of the building and s the date of this report, and with the knowledge that certain limitations and exceptions within the report that are the refle as defined in our contract. Although care has been taken in the performance of this assessment, ON-SITE representatives) makes no representations regarding latent or concealed defects that may exist and no warranty o implied. This report is made only in the best exercise of our ability and judgment. Conclusions reached in this report as responsible ownership and competent property management.

2. We have undertaken no formal evaluation of environmental concerns, including but not limited to asbestos containing m paint, chlorofluorocarbons (CFCs), polychlorinated biphenyls (PCBs), and mildew/mold.

3. Conclusions in this report are based on estimates of the age and normal working life of various items of equipment and Actual conditions can alter the useful life of any item. When an item needs immediate replacement depends on man use/misuse, irregularity of servicing, faulty manufacture, unfavorable conditions, Acts of God and unforeseen circums that may be working when we made our inspection might deteriorate or break in the future without notice.

4. To prepare this report, we used historic data on capital activities and costs, blueprints (when available), and current p have not independently verified this information, have assumed that it is reliable, but assume no responsibility for its acc

5. Unless otherwise noted in the report, we assume that all building components meet code requirements in force when the

6. If accessibility issues are referenced in the report, the site elements, common areas, and dwelling units at the deve compliance with the requirements of the Uniform Federal Accessibility Standards (UFAS), and for Massachusetts pr Architectural Accessibility Board (AAB). The methodology employed in undertaking this examination is adapted from a (TAG-88-11) titled "Supplemental Information About the Section 504 Transition Plan Requirements" published by th section of the U.S. Department of Justice Civil Rights Division, and the AAB Rules and Regulations, 521 CMR effective Ju incorporates the requirements of UFAS, published April 1, 1988 by the General Services Administration, the D Department of Housing and Urban Development, and the U.S. Postal Service. Changes in legislation and/or re observations moot.

7. Response Actions and estimated costs of responses were developed by ON-SITE INSIGHT, Inc. If additional structural some Response Actions may exceed estimates. Whenever the Response Action is to remove, reposition, or modify w engineer should be retained before any work is done, because such investigation may disclose that a Response Actio estimated, or is not possible.

8. Conclusions reached in this report assume current and continuing responsible ownership and competent property manag reliance on or use of the report, including any of its information or conclusions, will be at the third party's sole risk. For warranties or representation, express or implied in this report, are made to any such third party. Reliance on the report authorized parties will be subject to the terms, conditions and limitations stated in the contract Terms and Conditions. Th defined in the Terms and Conditions is the aggregate limit of ON-SITE INSIGHT's liability to the client and all relying p

9. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust th unanticipated circumstances surrounding the buildings, operations, and/or occupants.

Resident Surveys – Background

Since 2016 DHCD has been working with the Center for Survey Research (CSR) at the University of Massachusetts Boston to survey residents in the state public housing units it oversees. The surveys are confidential, mailed directly to residents, and returned to CSR by mail (or, starting in 2019, completed on-line). CSR surveys residents of elderly/disabled units (also known as Chapter 667) and family units (also known as Chapter 200 and Chapter 705).

During each round all units are mailed surveys, with one exception: in the case of the twelve housing authorities with more than 225 c.200 family units, a randomly selected group of 225 units was surveyed at each housing authority. This group was determined to be large enough to generate statistically useful results. In both rounds, responses from c.200 and c.705 residents are always combined.

Round One Surveys (2016 – 2018)

In Round One of the surveys, CSR surveyed residents of elderly/disabled units (c.667) in three groups in the Fall of 2016, 2017 and 2018. CSR surveyed residents of family units (c.705 and c.200) in the Spring of 2016. (Note: there are many more c.667 units, so they were broken down into three groups).

Notes on Round One Surveys

1. In previous publications of this survey data, if there were at least twenty responses from residents of an authority's c.667 units or from their c.200/705 units, then there is a separate report for that program.
2. We originally combined data from c.667 and c.200/705 units for some LHAs with limited family data. However, to be consistent with the new Round Two methodology described below, we recalculated the Round One data using the new methodology. Since we no longer combine results from the different programs several LHAs no longer have a report for their c.200/705 units given the small data set for those units.

Round Two Surveys (2019 – 2022)

Round Two of the surveys began in 2019. CSR surveyed about one-third of the elderly/disabled units in Fall 2019, Fall 2021, and Fall 2022. CSR surveyed all family units in Fall 2020.

Notes on Round Two Surveys

1. We refined our reporting methodology and will issue survey results for any program (c.667 or c.200/705) meeting these requirements:
    - 8-19 completed surveys received, if the response rate is at least 40%
    - 20-29 completed surveys received, if the response rate is at least 20%
    - 30+ completed surveys received, if the response rate is at least 15%
2. Responses from the family units will not be combined with responses from elderly/disabled units as they originally were in Round One. Since the variance between the results of the elderly/disabled and family programs was sometimes significant, we determined that combining the two yielded less accurate results.