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# Louisiana Housing Finance Agency



## Asset Management Committee

November 8, 2011

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# Louisiana Housing Finance Agency

**To:** Commissioner Donald B. Vallee, Chairman  
Commissioner Joseph M. Scontrino, III  
Commissioner Guy T. Williams  
Commissioner Mayson H. Foster  
Treasurer John N. Kennedy  
Commissioner Adena Boris  
Commissioner Frank Thaxton

**From:** Dr. Roger Tijerino, Architect

**Date:** November 1, 2011

**Re:** Asset Management Committee

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Please be advised an Asset Management Committee meeting will be held on **Tuesday, November 8, 2011 at 10:00 a.m.**, Willowbrook Apartments, Leasing Office Conference Room, 7001 Bundy Rd., New Orleans, LA 70127 **and Wednesday, November 9, 2011, at 9:00 a.m.**, Louisiana Housing Finance Agency, Committee Room 2, 2415 Quail Drive, Baton Rouge, LA 70808 by order of the Chairman.

If you have any questions or concerns, please contact us.

BOBBY JINDAL  
GOVERNOR



ALESIA Y. WILKINS-  
BRAXTON

# Louisiana Housing Finance Agency

November 1, 2011

## ASSET MANAGEMENT COMMITTEE MEETING

Notice is hereby given of an Asset Management Committee meeting to be held on **Tuesday, November 8, 2011 at 10:00 a.m.** at Willowbrook Apartments, Leasing Office Conference Room located at 7001 Bundy Rd, New Orleans, LA, by order of the Chairman.

### AGENDA

1. Call to order, roll call, and introduction of guests.
2. Approval of the minutes for October 12, 2011 Asset Management Committee Meeting.
3. Discussion of **Willowbrook Apartments** (East New Orleans, Louisiana):
  - Budget Variance Report and Actual Budget
  - Occupancy Report
  - RFP Property Management Schedule
  - Plumbing Report
  - Status of Leasing Activities and Marketing
4. Discussion and Status Update on the construction of **Village de Jardin Apartments** (East New Orleans, Louisiana):
  - Critical Path Timeline
  - Architect Field Reports
  - Budget Report (Landscaping and Furniture, Fixtures, and Equipment)
  - Introduction to Latter and Blum Property Management Staff
  - Leasing Strategy, Rental Rates and Age Limitations
  - Property Tour
5. Other Business
6. Adjournment.

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Alesia Y. Wilkins-Braxton  
LHFA Acting-President

If you require special services or accommodations, please contact Barry E. Brooks at  
(225) 763 8773, or via email [bbrooks@lhfa.state.la.us](mailto:bbrooks@lhfa.state.la.us)

Pursuant to the provisions of LSA-R.S. 42:17, upon two-thirds vote of the members present, the Board of Commissioners of the Louisiana Housing Finance Agency may choose to enter executive session, and by this notice, the Agency reserves its right to go into executive session as provided by law.

BOBBY JINDAL  
GOVERNOR



ALESIA Y. WILKINS-  
BRAXTON

# Louisiana Housing Finance Agency

November 1, 2011

## ASSET MANAGEMENT COMMITTEE MEETING

Notice is hereby given of an Asset Management Committee meeting to be held on **Wednesday, November 9, 2011 at 9:00 a.m.** at Louisiana Housing Finance Agency, Committee Room 2 located at 2415 Quail Drive, Baton Rouge LA, by order of the Chairman.

### AGENDA

1. Call to order, roll call, and introduction of guests.
2. Approval of the minutes for November 8, 2011 Asset Management Committee Meeting.
3. Discussion and Status Update on the construction of **Capital City South Apartments** (East Baton Rouge, Louisiana):

Critical Path Timeline  
Architect Field Reports  
Budget Report  
Community Center Furniture, Fixture and Equipment  
Change Order Status

4. Other Business
5. Adjournment.

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Alesia Y. Wilkins-Braxton  
LHFA Acting-President

If you require special services or accommodations, please contact Barry E. Brooks at  
(225) 763 8773, or via email [bbrooks@lhfa.state.la.us](mailto:bbrooks@lhfa.state.la.us)

Pursuant to the provisions of LSA-R.S. 42:17, upon two-thirds vote of the members present, the Board of Commissioners of the Louisiana Housing Finance Agency

**Louisiana Housing Finance Agency  
Asset Management Committee Meeting Minutes  
Wednesday, October 12, 2011  
2415 Quail Drive  
Committee Room 2  
Baton Rouge, LA 70808  
9:00 a.m.**

**Committee Members Present**

Donald B. Vallee, Chair  
Guy T. Williams  
Mayson H. Foster  
Alice Washington  
Adena Boris  
Frank Thaxton

**Committee Members Absent**

Joseph M. Scontrino, III

**Other Commissioners Present**

Michael Airhart

**Staff Present**

Alesia Wilkins-Braxton  
Joseph Durnin  
Don Seiser  
René Landry  
Danny Veals  
Annie Robinson  
Kip Anderson  
Ricky Patterson  
Loretta Wallace  
E. Keith Cunningham  
Jessica Guinn  
Brenda Evans  
Roger Tijerino  
Terry Holden

## Asset Management Committee Meeting Minutes

September 13, 2011

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### **Others Present**

Jennifer Blunschi, D. Honoré Construction  
Lisa Nice, Post Architects  
Eugene Green, Willowbrook Management  
Brian Tenette, Willowbrook Management  
Ryan Faulk, Holly and Smith  
Charlotte Bourgeois, LAAHP  
Skipper Post, Post Architects  
Wayne Neview, Foley and Judell

### **Minutes**

**Call to order, and roll call.** The Asset Management Committee Meeting was called to order by Chairman Vallee on October 12, 2011 at 9:04 a.m. in Committee Room 2 at Louisiana Housing Finance Agency, located at 2415 Quail Drive, Baton Rouge, LA. The roll was called by Ms. Rebekah Ward and the following Committee Members were present – Chair Vallee, Commissioner Williams, Commissioner Foster, Alice Washington in for Treasurer Kennedy, Commissioner Thaxton, and Commissioner Boris. Commissioner Airhart was also in attendance. There was a quorum for the meeting.

**Approval of the minutes.** Mr. Vallee called for a motion to approve the minutes of the September 13, 2011 Asset Management Committee Meeting. Mr. Thaxton presented a motion to approve the minutes of the July Asset Management Committee Meeting. The motion was seconded by Ms. Washington. The minutes were approved by unanimous vote. The voting Committee Members were Commissioners Vallee, Williams, Foster, and Boris.

**Discussion of Willowbrook Apartments.** Ms. Loretta Wallace reviewed the Occupancy and Budget reports for Willowbrook Apartments. Ms. Wallace gave a brief description of the plumbing issues at the complex and the proposed solution. Mr. Eugene Green confirmed that this problem is being resolved in a timely manner.

**Discussion of Capital City South Apartments.** Mr. Vallee gave a detailed report concerning the Construction Change Directive for Capital City South Apartments which has been signed allowing the project to proceed with construction. Mr. Skipper Post gave a report on the projected project completion time.

**Discussion of Village de Jardin Apartments.** Mr. Vallee reviewed concerns about leasing strategies, rental rates and age limitations for the Village de Jardin Apartments. Further discussion of these matters was deferred to future committee meetings. Mr. Ryan Faulk of Holly and Smith Architects gave report on the current construction status of the Village de Jardin Apartments. Mr. Vallee reviewed the budget report for this project.

**Asset Management Committee Meeting Minutes**

**September 13, 2011**

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**Discussion of LHFA Main Office Building Assets.** Mr. Don Seiser gave a brief report concerning air conditioning repairs being made at the LHFA Main Office Building. Mr. Danny Veals gave an update on Information Technology hardware cooling progress. Ms. Alesia Wilkins-Braxton reported on the HUD Data Collection project. Mr. Veals gave a detailed report on importing the HUD Data information into HDS software.

**Other Real Estate.** Ms. Wilkins-Braxton reported on the property disposition which will be auctioned with approval from Louisiana Land Trust.

**Adjournment.** Motion to adjourn was made by Commissioner Foster and seconded by Commissioner Williams. Motion was carried unanimously. Meeting was adjourned at 10:02 a.m.

## Willowbrook Apartments

DATE	11/1/2009	11/8/2009	11/15/2009	11/22/2009	11/29/2009	12/6/2009	12/13/2009	12/21/2009	12/27/2009	1/3/2010	1/10/2010	1/17/2010	1/24/2010	1/31/2010
1 BDRMS														
2 BDRMS														
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
ADMIN. OCCUPIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 1 BR OCCUPIED</b>	102	103	104	102	103	103	104	103	103	104	102	103	106	104
<b>% of SUBSIDIZED 1 BR UNITS-OCCUPIED</b>														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 2 BR OCCUPIED</b>	184	181	183	183	184	172	173	175	176	176	176	176	175	173
<b>% of SUBSIDIZED 2 BR UNITS-OCCUPIED</b>														
TOTAL 1BR & 2 BR UNITS OCCUPIED	286	284	287	285	287	275	277	278	279	280	278	279	281	277
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
<b>% OF TOTAL SUBSIDIZED UNITS-OCCUPIED</b>														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS														
VACANT 2 BDRMS														
<b>VACANT TOTALS</b>														
MOVE-INS 1 BDRMS	1	1	0	1	0	3	0	0	1	1	1	1	0	6
MOVE-INS 2 BDRMS	1	3	2	1	0	2	2	1	2	0	0	0	0	5
<b>MOVE-IN TOTALS</b>	2	4	2	2	0	5	2	1	3	1	1	1	0	11
MOVE-OUT 1 BDRMS	0	1	2	0	3	3	1	0	0	3	0	0	2	2
MOVE-OUT 2 BDRMS	4	0	2	0	9	0	0	0	2	0	0	0	2	2
<b>MOVE-OUT TOTALS</b>	4	1	4	0	12	3	1	0	2	3	0	0	4	4
Current Units Occupied														
<b>CURRENT % OCCUPIED</b>	70%	70%	70%	70%	67%	68%	68%	68%	69%	68%	68%	69%	68%	70%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	4	3	2	3	4	2	0	2	1	0	1	1	10	3

## Willowbrook Apartments

MOVE-OUT NOTICES	7	2	2	4	5	12	11	11	11	11	7	7	8	8
TOTAL WALK-INS	5	7	10	10	4	5	4	3	3	4	7	7	6	10
TOTAL APPS TAKEN	4	5	5	5	2	3	2	2	1	2	4	4	3	5
APPS IN PROGRESS	0	1	0	0	0	0	0	0	0	0	0	0	0	0
APPS DENIED	4	3	8	8	12	7	7	8	7	4	10	10	4	6

## Willowbrook Apartments

DATE	2/7/2010	2/14/2010	2/21/2010	2/28/2010	3/7/2010	3/14/2010	3/21/2010	3/28/2010	4/4/2010	4/11/2010	4/18/2010	4/25/2010	5/2/2010	5/9/2010
1 BDRMS														
2 BDRMS														
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
ADMIN. OCCUPIED	0	0	0	0	1	1	1	1	1	1	1	1	1	1
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 1 BR OCCUPIED</b>	108	109	110	108	115	115	120	120	134	131	131	131	139	141
<b>% of SUBSIDIZED 1 BR UNITS-OCCUPIED</b>														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 2 BR OCCUPIED</b>	176	177	179	172	176	177	177	177	179	185	188	188	185	185
<b>% of SUBSIDIZED 2 BR UNITS-OCCUPIED</b>														
TOTAL 1BR & 2 BR UNITS OCCUPIED	284	286	289	280	291	292	297	297	313	316	319	319	324	326
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
<b>% OF TOTAL SUBSIDIZED UNITS-OCCUPIED</b>														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS														
VACANT 2 BDRMS														
<b>VACANT TOTALS</b>														
MOVE-INS 1 BDRMS	1	2	0	7	3	5	0	18	0	0	0	9	2	8
MOVE-INS 2 BDRMS	1	2	0	4	2	2	0	9	6	3	0	1	0	1
<b>MOVE-IN TOTALS</b>	2	4	0	11	5	7	0	27	6	3	0	10	2	9
MOVE-OUT 1 BDRMS	2	1	8	0	3	2	0	4	3	0	0	1	0	2
MOVE-OUT 2 BDRMS	0	0	0	0	1	0	0	7	0	0	0	4	0	0
<b>MOVE-OUT TOTALS</b>	2	1	8	0	4	2	0	11	3	0	0	5	0	2
Current Units Occupied														
<b>CURRENT % OCCUPIED</b>	70%	71%	69%	71%	72%	73%	73%	77%	77%	78%	79%	80%	80%	82%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	9	7	13	11	17	20	32	10	12	11	21	13	13	11

## Willowbrook Apartments

MOVE-OUT NOTICES	9	10	8	11	13	12	11	5	7	7	9	9	10	13
TOTAL WALK-INS	7	6	10	15	6	11	5	12	12	10	10	10	7	13
TOTAL APPS TAKEN	3	12	7	10	5	6	7	7	7	6	6	7	4	6
APPS IN PROGRESS	0	0	3	0	0	0	0	0	0	0	0	0	0	0
APPS DENIED	1	15	8	13	1	5	2	4	3	6	4	7	5	6

## Willowbrook Apartments

DATE	5/16/2010	5/23/2010	5/30/2010	6/6/2010	6/13/2010	6/20/2010	6/27/2010	7/4/2010	7/11/2010	7/18/2010	7/25/2010	8/1/2010	8/8/2010	8/15/2010
1 BDRMS														
2 BDRMS														
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
ADMIN. OCCUPIED	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 1 BR OCCUPIED</b>	147	147	149	155	156	158	157	160	160	161	163	163	162	164
<b>% of SUBSIDIZED 1 BR UNITS-OCCUPIED</b>														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 2 BR OCCUPIED</b>	186	185	185	184	185	187	187	185	184	184	187	187	187	184
<b>% of SUBSIDIZED 2 BR UNITS-OCCUPIED</b>														
TOTAL 1BR & 2 BR UNITS OCCUPIED	333	332	334	339	341	345	344	345	344	345	350	350	349	348
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
<b>% OF TOTAL SUBSIDIZED UNITS-OCCUPIED</b>														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS														
VACANT 2 BDRMS														
<b>VACANT TOTALS</b>														
MOVE-INS 1 BDRMS	0	2	7	2	2	2	5	0	1	2	0	0	3	3
MOVE-INS 2 BDRMS	0	0	3	2	2	0	3	0	0	3	1	1	2	1
<b>MOVE-IN TOTALS</b>	0	2	10	4	4	2	8	0	1	5	1	1	5	4
MOVE-OUT 1 BDRMS	0	0	1	1	0	3	2	0	0	0	1	1	1	2
MOVE-OUT 2 BDRMS	1	0	4	1	0	0	5	1	0	0	1	1	5	2
<b>MOVE-OUT TOTALS</b>	1	0	5	2	0	3	7	1	0	0	2	2	6	4
Current Units Occupied														
<b>CURRENT % OCCUPIED</b>	82%	82%	84%	84%	85%	85%	85%	85%	85%	86%	86%	85%	85%	85%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	12	14	9	8	8	10	5	7	8	4	10	10	11	10

## Willowbrook Apartments

MOVE-OUT NOTICES	12	12	9	8	9	10	4	5	2	4	5	5	2	4
TOTAL WALK-INS	11	7	10	11	9	11	7	7	7	8	8	8	10	10
TOTAL APPS TAKEN	8	5	5	5	4	5	3	4	3	5	6	6	7	7
APPS IN PROGRESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
APPS DENIED	9	6	7	5	3	4	4	3	4	3	3	3	3	5

## Willowbrook Apartments

DATE	8/22/2010	8/29/2010	9/5/2010	9/12/2010	9/19/2010	9/26/2010	10/3/2010	10/10/2010	10/17/2010	10/24/2010	10/31/2010	11/7/2010	11/14/2010
1 BDRMS													
2 BDRMS													
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
ADMIN. OCCUPIED	1	1	1	1	1	1	1	1	1	1	1	1	1
1 BR OCCUPIED FMR													
OCCUPIED PSH													
OCCUPIED HANO													
OCCUPIED STAR													
<b>TOTAL 1 BR OCCUPIED</b>	165	166	168	168	169	168	169	173	175	177	177	175	174
<b>% of SUBSIDIZED 1 BR UNITS-OCCUPIED</b>													
2 BR OCCUPIED FMR													
OCCUPIED PSH													
OCCUPIED HANO													
OCCUPIED STAR													
<b>TOTAL 2 BR OCCUPIED</b>	183	184	185	182	182	181	183	187	185	184	185	181	183
<b>% of SUBSIDIZED 2 BR UNITS-OCCUPIED</b>													
TOTAL 1BR & 2 BR UNITS OCCUPIED	350	350	353	350	351	349	352	360	360	361	362	356	357
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED													
<b>% OF TOTAL SUBSIDIZED UNITS-OCCUPIED</b>													
% OF 1 & 2 BR HANO UNITS OCCUPIED													
% OF 1 & 2 BR PSH UNITS OCCUPIED													
% OF 1 & 2 BR STAR UNITS OCCUPIED													
VACANT 1 BDRMS													
VACANT 2 BDRMS													
<b>VACANT TOTALS</b>													
MOVE-INS 1 BDRMS	2	2	4	1	2	1	6	3	4	1	0	2	0
MOVE-INS 2 BDRMS	1	1	4	0	1	3	4	0	1	1	0	3	2
<b>MOVE-IN TOTALS</b>	3	3	8	1	3	4	10	3	5	2	0	5	2
MOVE-OUT 1 BDRMS	1	0	4	0	3	0	2	1	2	1	2	1	2
MOVE-OUT 2 BDRMS	0	0	7	0	2	1	1	2	2	1	4	3	0
<b>MOVE-OUT TOTALS</b>	1	0	11	0	5	1	3	3	4	2	6	4	2
Current Units Occupied													
<b>CURRENT % OCCUPIED</b>	85.79%	86.52%	85.79%	86.03%	85.54%	86.28%	87.99%	88%	88%	89%	87.26%	88%	88%
PRELEASED 1 BDRMS													
PRELEASED 2 BDRMS													
PRELEASED	12	13	7	10	16	11	8	7	6	4	9	6	8

## Willowbrook Apartments

MOVE-OUT NOTICES	4	3	4	6	5	1	3	5	4	4	3	6	7
TOTAL WALK-INS	10	11	7	11	9	6	7	7	7	7	5	6	9
TOTAL APPS TAKEN	4	9	5	6	5	3	3	4	3	4	3	2	5
APPS IN PROGRESS	0	0	0	0	0	0	0	0	0	0	0	0	1
APPS DENIED	3	6	5	7	3	3	2	1	0	2	1	2	2

## Willowbrook Apartments

DATE	11/21/2010	11/28/2010	12/5/2010	12/12/2010	12/19/2010	12/26/2010	1/2/2011	1/9/2011	1/16/2011	1/23/2011	1/30/2011	2/6/2011	2/13/2011	2/20/2011
1 BDRMS														
2 BDRMS														
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	2	2	2	2	2	2	2	2	2
ADMIN. OCCUPIED	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 1 BR OCCUPIED</b>	172	175	175	175	176	176	176	176	176	178	177	177	171	173
<b>% of SUBSIDIZED 1 BR UNITS-OCCUPIED</b>														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 2 BR OCCUPIED</b>	185	185	185	185	184	185	185	181	184	184	183	183	182	183
<b>% of SUBSIDIZED 2 BR UNITS-OCCUPIED</b>														
TOTAL 1BR & 2 BR UNITS OCCUPIED	357	360	360	350	360	361	361	357	360	362	360	360	353	356
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
<b>% OF TOTAL SUBSIDIZED UNITS-OCCUPIED</b>														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS														
VACANT 2 BDRMS														
<b>VACANT TOTALS</b>														
MOVE-INS 1 BDRMS	5	0	1	1	0	0	2	1	2	1	0	1	2	0
MOVE-INS 2 BDRMS	1	0	1	1	1	0	1	3	0	0	0	4	1	0
<b>MOVE-IN TOTALS</b>	6	0	2	2	1	0	3	4	2	1	0	5	3	0
MOVE-OUT 1 BDRMS	2	0	1	0	0	0	2	1	0	2	0	7	0	1
MOVE-OUT 2 BDRMS	1	0	3	0	0	0	5	0	0	1	0	5	0	1
<b>MOVE-OUT TOTALS</b>	3	0	4	0	0	0	7	1	0	3	0	12	0	2
Current Units Occupied														
<b>CURRENT % OCCUPIED</b>	88%	88%	88%	88%	88%	88%	88%	88%	89%	88%	88%	87%	87%	87%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	2	3	3	3	4	5	4	2	2	1	6	1	4	7

## Willowbrook Apartments

MOVE-OUT NOTICES	7	6	4	4	6	5	6	7	8	9	9	10	9
TOTAL WALK-INS	7	5	3	2	3	1	3	4	5	7	8	13	9
TOTAL APPS TAKEN	5	2	2	2	1	3	2	2	4	5	7	4	5
APPS IN PROGRESS	0	0	0	0	1	0	0	0	0	0	0	0	0
APPS DENIED	4	3	3	2	1	0	1	2	2	3	5	2	2

## Willowbrook Apartments

DATE	2/27/2011	3/6/2011	3/13/2011	3/20/2011	3/27/2011	4/3/2011	4/10/2011	4/17/2011	4/24/2011	5/1/2011	5/8/2011	5/15/2011	5/22/2011	5/29/2011
1 BDRMS			216	216	216	216	216	216	216	216	216	216	216	216
2 BDRMS			192	192	192	192	192	192	192	192	192	192	192	192
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	2	2	2	2	2	2	2	2	2	2	2	2	2	2
ADMIN. OCCUPIED	1	1	1	1	1	1	1	1	1	1	1	0	0	0
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 1 BR OCCUPIED</b>	172	172	171	170	172	174	172	167	168	165	166	165	164	164
<b>% of SUBSIDIZED 1 BR UNITS-OCCUPIED</b>														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
<b>TOTAL 2 BR OCCUPIED</b>	182	182	183	183	181	181	178	176	176	177	177	174	175	175
<b>% of SUBSIDIZED 2 BR UNITS-OCCUPIED</b>														
TOTAL 1BR & 2 BR UNITS OCCUPIED	354	354	354	353	353	355	350	343	344	342	343	339	339	339
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
<b>% OF TOTAL SUBSIDIZED UNITS-OCCUPIED</b>														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS			45	46	44	42	48	53	51	51	50	50	51	51
VACANT 2 BDRMS			9	9	11	11	14	16	12	12	12	12	17	16
<b>VACANT TOTALS</b>			54	55	55	53	62	69	63	63	62	67	67	67
MOVE-INS 1 BDRMS	0	3	0	2	2	2	0	0	1	1	1	1	0	0
MOVE-INS 2 BDRMS	0	6	0	0	0	1	0	1	2	0	1	0	0	0
<b>MOVE-IN TOTALS</b>	0	9	0	2	2	3	0	1	3	1	2	1	0	0
MOVE-OUT 1 BDRMS	0	4	1	0	0	4	5	0	4	0	2	1	0	0
MOVE-OUT 2 BDRMS	0	5	0	2	0	4	2	0	1	0	4	0	0	0
<b>MOVE-OUT TOTALS</b>	0	9	1	2	0	8	7	0	5	0	6	1	0	0
Current Units Occupied														
<b>CURRENT % OCCUPIED</b>	87%	87%	87%	87%	87%	87%	84%	84%	84%	83%	83%	83%	83%	83%
PRELEASED 1 BDRMS	8	4	3	4	2	0	1	1	0	1	1	1	0	1
PRELEASED 2 BDRMS														
PRELEASED														

## Willowbrook Apartments

MOVE-OUT NOTICES	12	11	12	12	14	8	13	12	12	14	13	12	8	9
TOTAL WALK-INS	7	7	7	6	6	7	10	9	6	7	10	5	5	7
TOTAL APPS TAKEN	2	3	4	2	3	3	3	4	3	3	5	2	0	3
APPS IN PROGRESS	0	0	2	1	3	4	4	5	7	5	5	4	5	1
APPS DENIED	1	0	0	0	0	0	0	0	0	0	0	0	0	0

## Willowbrook Apartments

DATE	6/5/2011	6/12/2011	6/19/2011	6/26/2011	7/3/2011	7/10/2011	7/17/2011	7/24/2011	7/31/2011	8/7/2011	8/14/2011	8/21/2011	8/28/2011	9/4/2011	
1 BDRMS	216	216	216	216	216	216	216	216	216	216	216	216	216	216	
2 BDRMS	192	192	192	192	192	192	192	192	192	192	192	192	192	192	
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408	
MODELS	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
ADMIN. OCCUPIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1 BR OCCUPIED FMR								78	78	77	77	77	76	75	
OCCUPIED PSH								26	26	25	25	25	24	24	
OCCUPIED HANO								52	52	52	52	52	53	53	
OCCUPIED STAR								1	1	1	1	1	1	1	
<b>TOTAL 1 BR OCCUPIED</b>	<b>164</b>	<b>162</b>	<b>159</b>	<b>157</b>	<b>158</b>	<b>157</b>	<b>159</b>	<b>157</b>	<b>157</b>	<b>155</b>	<b>155</b>	<b>155</b>	<b>154</b>	<b>153</b>	
<b>% of SUBSIDIZED 1 BR UNITS-OCCUPIED</b>								<b>50.32%</b>	<b>50.32%</b>	<b>50.32%</b>	<b>50.32%</b>	<b>50.32%</b>	<b>50.65%</b>	<b>50.98%</b>	
2 BR OCCUPIED FMR								100	99	95	95	95	95	93	
OCCUPIED PSH								4	4	4	4	4	4	4	
OCCUPIED HANO								61	63	63	63	62	61	61	
OCCUPIED STAR								2	2	2	2	2	2	2	
<b>TOTAL 2 BR OCCUPIED</b>	<b>175</b>	<b>175</b>	<b>172</b>	<b>171</b>	<b>171</b>	<b>170</b>	<b>171</b>	<b>167</b>	<b>168</b>	<b>164</b>	<b>164</b>	<b>163</b>	<b>162</b>	<b>160</b>	
<b>% of SUBSIDIZED 2 BR UNITS-OCCUPIED</b>								<b>40.12%</b>	<b>41.07%</b>	<b>42.07%</b>	<b>42.07%</b>	<b>41.72%</b>	<b>41.36%</b>	<b>41.88%</b>	
TOTAL 1BR & 2 BR UNITS OCCUPIED	339	337	331	328	329	327	330	324	325	319	319	318	316	313	
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED								146	148	147	147	146	145	145	
<b>% OF TOTAL SUBSIDIZED UNITS-OCCUPIED</b>								<b>45.06%</b>	<b>45.54%</b>	<b>46.08%</b>	<b>46.08%</b>	<b>45.91%</b>	<b>45.89%</b>	<b>46.33%</b>	
% OF 1 & 2 BR HANO UNITS OCCUPIED									<b>34.88%</b>	<b>35.38%</b>	<b>36.05%</b>	<b>36.05%</b>	<b>35.85%</b>	<b>36.08%</b>	<b>36.42%</b>
% OF 1 & 2 BR PSH UNITS OCCUPIED									<b>9.26%</b>	<b>9.23%</b>	<b>9.09%</b>	<b>9.09%</b>	<b>9.12%</b>	<b>8.86%</b>	<b>8.95%</b>
% OF 1 & 2 BR STAR UNITS OCCUPIED									<b>0.93%</b>	<b>0.92%</b>	<b>0.94%</b>	<b>0.94%</b>	<b>0.94%</b>	<b>0.95%</b>	<b>0.96%</b>
VACANT 1 BDRMS	51	53	56	58	57	58	56	58	58	60	60	61	61	62	
VACANT 2 BDRMS	16	16	19	20	20	21	20	24	23	27	27	27	29	31	
<b>VACANT TOTALS</b>	<b>67</b>	<b>69</b>	<b>75</b>	<b>78</b>	<b>77</b>	<b>79</b>	<b>76</b>	<b>82</b>	<b>81</b>	<b>87</b>	<b>87</b>	<b>88</b>	<b>90</b>	<b>93</b>	
MOVE-INS 1 BDRMS	1	0	0	1	1	2	0	0	0	0	3	2	0	0	
MOVE-INS 2 BDRMS	4	0	0	0	1	1	0	2	0	0	5	0	0	4	
<b>MOVE-IN TOTALS</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>4</b>	
MOVE-OUT 1 BDRMS	3	3	2	0	2	0	2	0	2	0	4	2	1	1	
MOVE-OUT 2 BDRMS	4	3	1	0	2	0	4	1	4	0	5	2	2	3	
<b>MOVE-OUT TOTALS</b>	<b>7</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>4</b>	
Current Units Occupied							330	324	325	319	319	318	316	313	
<b>CURRENT % OCCUPIED</b>	<b>83%</b>	<b>83%</b>	<b>81%</b>	<b>80%</b>	<b>81%</b>	<b>81%</b>	<b>79%</b>	<b>80%</b>	<b>78%</b>	<b>78%</b>	<b>78%</b>	<b>77%</b>	<b>77%</b>	<b>77%</b>	
PRELEASED 1 BDRMS									2	3	5	2	1	2	
PRELEASED 2 BDRMS									3	4	6	2	3	5	
PRELEASED	0	1	1	5	5	5	6	5	7	11	4	4	7	1	

### Willowbrook Apartments

MOVE-OUT NOTICES	10	8	9	11	14	15	16	15	16	15	8	7	8	6
TOTAL WALK-INS	5	7	5	12	4	6	7	15	7	7	5	7	8	4
TOTAL APPS TAKEN	2	4	3	7	0	0	1	2	2	2	2	4	2	2
APPS IN PROGRESS	3	4	6	5	4	4	4	0	2	4	2	2	1	5
APPS DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Willowbrook Apartments

DATE	9/11/2011	9/18/2011	9/25/2011	10/2/2011	10/9/2011	10/16/2011	10/23/2011	10/30/2011
1 BDRMS	216	216	216	216	216	216	216	216
2 BDRMS	192	192	192	192	192	192	192	192
TOTAL UNITS	408	408	408	408	408	408	408	408
MODELS	2	2	2	2	2	2	2	2
ADMIN. OCCUPIED	0	0	0	0	0	0	0	0
1 BR OCCUPIED FMR	76	76	76	75	77	75	75	75
OCCUPIED PSH	24	24	24	24	24	24	26	26
OCCUPIED HANO	51	51	51	51	51	51	50	50
OCCUPIED STAR	1	1	1	1	1	1	1	1
<b>TOTAL 1 BR OCCUPIED</b>	<b>152</b>	<b>152</b>	<b>152</b>	<b>151</b>	<b>153</b>	<b>151</b>	<b>152</b>	<b>152</b>
<b>% of SUBSIDIZED 1 BR UNITS-OCCUPIED</b>	<b>50.00%</b>	<b>50.00%</b>	<b>50.00%</b>	<b>50.33%</b>	<b>49.67%</b>	<b>50.33%</b>	<b>50.66%</b>	<b>50.66%</b>
2 BR OCCUPIED FMR	93	94	93	93	93	93	93	93
OCCUPIED PSH	4	4	4	4	4	4	4	4
OCCUPIED HANO	62	61	61	61	61	61	62	62
OCCUPIED STAR	2	2	2	2	2	2	2	2
<b>TOTAL 2 BR OCCUPIED</b>	<b>161</b>	<b>161</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>161</b>	<b>161</b>
<b>% of SUBSIDIZED 2 BR UNITS-OCCUPIED</b>	<b>42.24%</b>	<b>41.61%</b>	<b>41.88%</b>	<b>41.88%</b>	<b>41.88%</b>	<b>41.88%</b>	<b>42.24%</b>	<b>42.24%</b>
TOTAL 1BR & 2 BR UNITS OCCUPIED	313	313	312	311	313	311	313	313
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED	144	143	143	143	143	143	145	145
<b>% OF TOTAL SUBSIDIZED UNITS-OCCUPIED</b>	<b>46.01%</b>	<b>45.69%</b>	<b>45.83%</b>	<b>45.98%</b>	<b>45.69%</b>	<b>45.98%</b>	<b>46.33%</b>	<b>46.33%</b>
% OF 1 & 2 BR HANO UNITS OCCUPIED	36.10%	35.78%	35.90%	36.01%	35.78%	36.01%	35.78%	35.78%
% OF 1 & 2 BR PSH UNITS OCCUPIED	8.95%	8.95%	8.97%	9.00%	8.95%	9.00%	9.58%	9.58%
% OF 1 & 2 BR STAR UNITS OCCUPIED	0.96%	0.96%	0.96%	0.96%	0.96%	0.96%	0.96%	0.96%
VACANT 1 BDRMS	63	63	63	65	62	64	63	63
VACANT 2 BDRMS	30	30	31	31	31	31	30	30
<b>VACANT TOTALS</b>	<b>93</b>	<b>93</b>	<b>94</b>	<b>96</b>	<b>93</b>	<b>95</b>	<b>93</b>	<b>93</b>
MOVE-INS 1 BDRMS	0	1	0	3	2	2	0	0
MOVE-INS 2 BDRMS	1	3	1	0	4	2	0	0
<b>MOVE-IN TOTALS</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>
MOVE-OUT 1 BDRMS	0	1	1	1	4	1	0	0
MOVE-OUT 2 BDRMS	1	4	1	0	4	1	0	0
<b>MOVE-OUT TOTALS</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>
Current Units Occupied	313	312	311	313	311	313	313	313
<b>CURRENT % OCCUPIED</b>	<b>77%</b>	<b>76%</b>	<b>76%</b>	<b>77%</b>	<b>76%</b>	<b>77%</b>	<b>77%</b>	<b>77%</b>
PRELEASED 1 BDRMS	0	0	1	2	0	0	1	
PRELEASED 2 BDRMS	2	3	5	6	4	4	3	
PRELEASED	2	3	6	8	4	4	4	0

## Willowbrook Apartments

MOVE-OUT NOTICES	8	7	7	8	8	8	10
TOTAL WALK-INS	10	12	15	6	12	9	12
TOTAL APPS TAKEN	3	5	7	4	4	5	0
APPS IN PROGRESS	2	6	6	5	2	3	4
APPS DENIED	0	0	1	0	0	0	0

Willowbrook Management, Inc									
Operating Statement 2011-2012									
Willowbrook Apartments									
		July 2011 Budget	July 2011 Actuals	July 2011 Variance	July 2011 Comments on Variance	August 2011 Budget	August 2011 Actuals	August 2011 Variance	August 2011 Comments on Variance
<b>Revenue</b>									
4000	Rent/Lease Income	\$ 298,440.00	\$ 206,395.50	\$ 92,044.50	Occupancy at 77%	\$ 298,440.00	\$ 232,653.17	\$ 65,786.83	Occupancy at 77%
4001	Non Refundable Pet Fee	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
4002	Month to Month Rent	\$ 500.00	\$ 420.00	\$ 80.00		\$ 500.00	\$ 250.00	\$ 250.00	
4010	Security Deposit Forfeit	\$ 900.00	\$ 3,201.00	\$ (2,301.00)		\$ 900.00	\$ 3,200.00	\$ (2,300.00)	
4030	Application Fee	\$ 450.00	\$ 60.00	\$ 390.00		\$ 450.00	\$ 440.00	\$ 10.00	
4060	Laundry Income	\$ 700.00	\$ 1,131.80	\$ (431.80)		\$ 700.00	\$ 906.21	\$ (206.21)	
4100	Late Charge Income	\$ 1,500.00	\$ 2,035.00	\$ (535.00)		\$ 1,500.00	\$ 3,613.00	\$ (2,113.00)	
4110	Prepaid Rent Income	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
4120	NSF Fee Income	\$ -	\$ -	\$ -		\$ -	\$ 25.00	\$ (25.00)	
4121	Lock Out Fee	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
4122	Gate Card Replacement	\$ -	\$ -	\$ -		\$ -	\$ 30.00	\$ (30.00)	
4140	Maint & Repairs Income	\$ -	\$ 10.00	\$ (10.00)		\$ -	\$ -	\$ -	

4160	Interest Income								
4170	Electricity Utility Income	\$ -	\$ 124.45	\$ (124.45)		\$ -	\$ 181.02	\$ (181.02)	
4180	Water Utility Income	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
					income from washer/dryer and Lily Pad rent				income from washer/dryer and Lily Pad rent
4490	Other Income	\$ 350.00	\$ 350.00	\$ -		\$ 350.00	\$ 485.25	\$ (135.25)	
<b>Total Revenue</b>		<b>\$ 302,840.00</b>	<b>\$ 213,727.75</b>	<b>\$ 89,112.25</b>		<b>\$ 302,840.00</b>	<b>\$ 241,783.65</b>	<b>\$ 61,056.35</b>	
<b>Operating Expenses</b>									
					includes payroll for 9/5/2010 never paid and payroll ending 7/3/2011 ( 2 wks)				Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)
5000	Administrative Salaries	\$ 2,773.33	\$ (2,368.00)	\$ 405.33		\$ 2,773.33	\$ (5,120.00)	\$ (2,346.67)	
					The June 2011 Fee was taken out in June when normally fee is taken out the 1st of the next month for the previous month				Fee reduced to 4% beg July 1, 2011
5010	Management Fees	\$ 15,142.80	\$ -	\$ 15,142.80		\$ 15,142.80	\$ (8,273.82)	\$ 6,868.98	
					includes payroll for 9/5/2010 never paid and payroll ending 7/3/2011 ( 2 wks)				Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)
5020	Manager Salaries	\$ 5,333.25	\$ (2,461.52)	\$ 2,871.73		\$ 5,333.25	\$ (9,846.08)	\$ (4,512.83)	

5021	Maintenance Manager	\$ 5,039.49	\$ (2,325.94)	\$ 2,713.55	includes payroll for 9/5/2010 never paid and payroll ending 7/3/2011 ( 2 wks)	\$ 5,039.49	\$ (9,303.76)	\$ (4,264.27)	Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)	
5030	Clerical Salaries	\$ 8,053.71	\$ (3,756.44)	\$ 4,297.27	2 weeks of payroll for leasing agent/assist manager/resident coordinator	\$ 8,053.71	\$ (14,903.84)	\$ (6,850.13)	Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)	
5040	Maintenance Salaries	\$ 11,037.86	\$ (5,845.43)	\$ 5,192.43	2 weeks for 3 maintenance staff	\$ 11,037.86	\$ (19,884.02)	\$ (8,846.16)	Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)	
5060	Employee Benefits	\$ 3,319.95	\$ -	\$ 3,319.95	Billed for June not processed	\$ 3,319.95	\$ -	\$ 3,319.95	waiting on information from Willowbrook Management	

5100	Advertising		\$ 2,000.00	\$ (2,008.00)	\$ (8.00)		\$ 2,000.00	\$ -	\$ 2,000.00	
5110	Office Supplies		\$ 750.00	\$ -	\$ 750.00		\$ 750.00	\$ (915.63)	\$ (165.63)	
5111	Office Equipment Contract		\$ 400.00	\$ (488.20)	\$ (88.20)	service on PC's, etc	\$ 400.00	\$ (382.78)	\$ 17.22	
5119	Monthly Newsletters		\$ 85.95	\$ -	\$ 85.95		\$ 85.95	\$ (171.90)	\$ (85.95)	
5120	Dues & Subscriptions		\$ 104.16	\$ (1,104.80)	\$ (1,000.64)	The Apartment Assoc. annual dues	\$ 104.16	\$ -	\$ 104.16	
5130	Postage & Delivery		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5140	Telephone		\$ 484.00	\$ (808.09)	\$ (324.09)		\$ 484.00	\$ (839.65)	\$ (355.65)	
5141	Cable/Internet		\$ 145.66	\$ (152.59)	\$ (6.93)		\$ 145.66	\$ (152.59)	\$ (6.93)	
5190	Other Administrative Expenses		\$ 950.00	\$ (726.73)	\$ 223.27		\$ 950.00	\$ (742.91)	\$ 207.09	
5191	Auto Expense		\$ 500.00	\$ (487.79)	\$ 12.21		\$ 500.00	\$ -	\$ 500.00	
5200	Maintenance & Repair		\$ 2,000.00	\$ (831.03)	\$ 1,168.97		\$ 2,000.00	\$ (1,126.63)	\$ 873.37	
5201	HVAC Outsourced		\$ 600.00	\$ (407.07)	\$ 192.93		\$ 600.00	\$ (477.72)	\$ 122.28	
5202	HVAC Repairs/Supplies		\$ 750.00	\$ (551.32)	\$ 198.68		\$ 750.00	\$ (818.16)	\$ (68.16)	
5203	Appliances		\$ -	\$ (200.00)	\$ (200.00)		\$ -	\$ (933.00)	\$ (933.00)	
5204	Doors/hardware/ceiling fans/misc		\$ 350.00	\$ -	\$ 350.00		\$ 350.00	\$ -	\$ 350.00	
5210	Painting/Drywall Contract		\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00	

5211	Paint/Drywall Supplies	\$ 1,250.00	\$ (195.92)	\$ 1,054.08		\$ 1,250.00	\$ (866.40)	\$ 383.60		
5220	Grounds Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
5222	Pump and Pond repair outsourced	\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00		
5230	Janitorial outsourced	\$ 450.00	\$ (85.00)	\$ 365.00		\$ 450.00	\$ (593.00)	\$ (143.00)		
5231	Janitorial Supplies	\$ 250.00	\$ (14.30)	\$ 235.70		\$ 250.00	\$ (807.22)	\$ (557.22)		
5232	Cleaning/Trash Out	\$ 150.00	\$ 75.00	\$ 225.00		\$ 150.00	\$ 560.00	\$ 710.00		
5240	Lawn Care Contract	\$ 3,975.00	\$ (3,795.00)	\$ 180.00		\$ 3,975.00	\$ (3,795.00)	\$ 180.00		
5250	Plumbing outsourced	\$ 1,000.00	\$ (3,169.00)	\$ (2,169.00)	pluming issues in units A-13, N-13	\$ 1,000.00	\$ (871.00)	\$ 129.00	Building Y-plumbing	
5251	Plumbing Supplies	\$ 450.00	\$ (1,105.86)	\$ (655.86)		\$ 450.00	\$ -	\$ 450.00		
									Security services for 7/10 thru 8/20/2011(6 wks)company overbilled by \$2,918.55-will be credited on next invoice	
5260	Security Contract	\$ 23,000.00	\$ (22,968.60)	\$ 31.40		\$ 23,000.00	\$ (34,935.60)	\$ (11,935.60)	invoice	
5269	Replace Pool Pass	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
5270	Building Supplies	\$ 1,200.00	\$ (888.15)	\$ 311.85		\$ 1,200.00	\$ (744.40)	\$ 455.60		
5289	Carpet Replacement	\$ 1,500.00	\$ (957.63)	\$ 542.37		\$ 1,500.00	\$ (707.63)	\$ 792.37		

										Various charges for repairs to appliances and a credit for L/C paid should be reimbursed in the amount of \$1,794.32
5290	Other Operations Expenses	\$ 1,200.00	\$ (1,110.20)	\$ 89.80		\$ 1,200.00	\$ (6,060.84)	\$ (4,860.84)		
5291	Tenant Overpayment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
5292	HANO Overpayment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
5293	DHAP Overpayment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
5294	Electrical Repairs	\$ 350.00	\$ (262.50)	\$ 87.50		\$ 350.00	\$ (288.72)	\$ 61.28		
5295	Electrical Supplies	\$ 512.00	\$ (487.30)	\$ 24.70	Ceiling Fan, stove burner, bulbs, etc.	\$ 512.00	\$ (716.77)	\$ (204.77)		
5296	Quadel Consulting Corp	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
5300	Electricity	\$ 9,756.45	\$ (10,499.48)	\$ (743.03)		\$ 9,756.45	\$ (10,863.40)	\$ (1,106.95)		
5304	Locks Change	\$ -	\$ -	\$ -		\$ -	\$ 60.00	\$ 60.00		
5310	Water	\$ 6,611.14	\$ (7,852.46)	\$ (1,241.32)		\$ 6,900.00	\$ (10,046.73)	\$ (3,146.73)		
5311	Sewer	\$ 8,888.25	\$ (10,282.31)	\$ (1,394.06)		\$ 8,888.25	\$ (12,717.62)	\$ (3,829.37)		
5320	Trash Collection	\$ 2,400.00	\$ (2,428.40)	\$ (28.40)	monthly fee + rental of 2 rolloff containers	\$ 2,400.00	\$ (2,428.40)	\$ (28.40)		monthly fee + rental of 2 rolloff containers
5401	Mileage Expense	\$ 50.00	\$ (117.89)	\$ (67.89)		\$ 50.00	\$ (165.85)	\$ (115.85)		
5412	Bank Recon Adjustments	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
5440	Legal & Accounting	\$ 750.00	\$ 68.00	\$ 818.00	Eviction fees for July	\$ 750.00	\$ (1,711.00)	\$ (961.00)		Eviction fees for Aug.
5510	Fees and Permits	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
5520	Insurance	\$ -	\$ -	\$ -		\$ -	\$ (3,937.50)	\$ (3,937.50)		annual premium

5540	Pool Contract	\$ 500.00	\$ (1,164.80)	\$ (664.80)	routine maint/and repairs to the seal and pump	\$ 500.00	\$ (821.05)	\$ (321.05)	routine maint/repairs
5541	Pool Supplies	\$ 150.00	\$ (1,058.88)	\$ (908.88)	chemical and supplies for pool	\$ 150.00	\$ (641.94)	\$ (491.94)	chemical and supplies for pool
5550	Pest Control Contract	\$ 650.00	\$ (650.00)	\$ -		\$ 650.00	\$ (456.00)	\$ 194.00	Apt. G-22 roach infestation services
5551	Pest Control Supplies	\$ -	\$ (107.49)	\$ (107.49)		\$ -	\$ -	\$ -	
7990	Uniforms/rugs	\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00	
<b>Total Operating Expenses</b>		<b>\$ 126,363.00</b>	<b>\$ (93,581.12)</b>	<b>\$ 32,781.88</b>		<b>\$ 126,651.86</b>	<b>\$ (167,448.56)</b>	<b>\$ (40,796.70)</b>	

September 2011 Budget	September 2011 Actuals	September 2011 Variance	September Comments on Variance	Total Variance Year-to-Date
\$ 298,440.00	\$ 216,191.00	\$ 82,249.00	Occupancy at 77%	\$ 240,080.33
\$ -	\$ -	\$ -		\$ -
\$ 500.00	\$ 100.00	\$ 400.00		\$ 730.00
\$ 900.00	\$ 5,360.00	\$ (4,460.00)		\$ (9,061.00)
\$ 450.00	\$ 210.00	\$ 240.00		\$ 640.00
\$ 700.00	\$ 828.81	\$ (128.81)		\$ (766.82)
\$ 1,500.00	\$ 2,819.00	\$ (1,319.00)		\$ (3,967.00)
\$ -	\$ -	\$ -		\$ -
\$ -	\$ -	\$ -		\$ (25.00)
\$ -	\$ -	\$ -		\$ -
\$ -	\$ 50.00	\$ (50.00)		\$ (80.00)
\$ -	\$ 5.00	\$ (5.00)		\$ (15.00)

	\$ 137.50	\$ (137.50)		\$ (137.50)
\$ -	\$ 219.37	\$ (219.37)		\$ (524.84)
\$ -	\$ -	\$ -		\$ -
\$ 350.00	\$ 350.00	\$ -		\$ (135.25)
<b>\$ 302,840.00</b>	<b>\$ 226,270.68</b>	<b>\$ 76,569.32</b>		<b>\$ 226,737.92</b>
\$ 2,773.33	\$ (2,560.00)	\$ 213.33	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ (1,728.01)
\$ 15,142.30	\$ (9,069.85)	\$ 6,072.45	Fee reduced to 4% beg July 1, 2011	\$ 28,084.23
\$ 5,333.25	\$ (4,923.04)	\$ 410.21	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ (1,230.89)

\$ 5,039.49	\$ (4,651.88)	\$ 387.61	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ (1,163.11)
\$ 8,053.71	\$ (7,568.27)	\$ 485.44	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ (2,067.42)
\$ 11,037.86	\$ (10,034.18)	\$ 1,003.68	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ (2,650.05)
\$ 3,319.95	\$ (11,861.40)	\$ (8,541.45)	3 months billing at \$3,953.80 per month-previous benefits were \$4,366 monthly	\$ (1,901.55)

\$ 2,000.00	\$ -	\$ 2,000.00		\$ 3,992.00
\$ 750.00	\$ (623.99)	\$ 126.01		\$ 710.38
\$ 400.00	\$ -	\$ 400.00		\$ 329.02
\$ 85.95	\$ -	\$ 85.95		\$ 85.95
\$ 104.16	\$ -	\$ 104.16		\$ (792.32)
\$ -	\$ -	\$ -		\$ -
\$ 484.00	\$ (823.28)	\$ (339.28)		\$ (1,019.02)
\$ 145.66	\$ (150.99)	\$ (5.33)		\$ (19.19)
\$ 950.00	\$ (2,558.00)	\$ (1,608.00)	<b>Labor law poster notice &amp; new flags</b>	\$ (1,177.64)
\$ 500.00	\$ (975.58)	\$ (475.58)		\$ 36.63
\$ 2,000.00	\$ (452.61)	\$ 1,547.39		\$ 3,589.73
\$ 600.00	\$ -	\$ 600.00		\$ 915.21
\$ 500.00	\$ -	\$ 500.00		\$ 630.52
\$ -	\$ -	\$ -		\$ (1,133.00)
\$ 350.00	\$ (677.60)	\$ (327.60)		\$ 372.40
\$ 500.00	\$ (595.00)	\$ (95.00)		\$ 905.00

\$ 1,250.00	\$ (879.84)	\$ 370.16		\$ 1,807.84
\$ -	\$ -	\$ -		\$ -
\$ 500.00	\$ -	\$ 500.00		\$ 1,500.00
\$ 450.00	\$ (692.00)	\$ (242.00)		\$ (20.00)
\$ 250.00	\$ (353.95)	\$ (103.95)		\$ (425.47)
\$ 150.00	\$ 40.00	\$ 190.00		\$ 1,125.00
\$ 3,975.00	\$ (3,795.00)	\$ 180.00		\$ 540.00
\$ 1,000.00	\$ (894.83)	\$ 105.17		\$ (1,934.83)
\$ 450.00	\$ (529.87)	\$ (79.87)		\$ (285.73)
\$ 23,000.00	\$ (23,129.60)	\$ (129.60)	Sec. Ser. For 8/21/2011- 9/17/2011 94 wks) credit to LHFA for over charge was done but will not show up until next month	\$ (12,033.80)
\$ -	\$ -	\$ -		\$ -
\$ 1,200.00	\$ (1,967.34)	\$ (767.34)		\$ 0.11
\$ 1,500.00	\$ 768.00	\$ 2,268.00	carpet replaced in move out units	\$ 3,602.74

\$ 1,200.00	\$ (743.00)	\$ 457.00		\$ (4,314.04)
\$ -	\$ 99.00	\$ 99.00		\$ 99.00
\$ -	\$ -	\$ -		\$ -
\$ -	\$ -	\$ -		\$ -
\$ 350.00	\$ (238.90)	\$ 111.10		\$ 259.88
\$ 512.00	\$ -	\$ 512.00		\$ 331.93
\$ -	\$ -	\$ -		\$ -
\$ 9,756.45	\$ (10,032.69)	\$ (276.24)		\$ (2,126.22)
\$ -	\$ 60.00	\$ 60.00		\$ 120.00
\$ 7,200.00	\$ (5,381.73)	\$ 1,818.27		\$ (2,569.78)
\$ 11,800.00	\$ (6,745.28)	\$ 5,054.72		\$ (168.71)
\$ 2,750.00	\$ (2,428.40)	\$ 321.60		\$ 264.80
\$ 50.00	\$ (155.00)	\$ (105.00)		\$ (288.74)
\$ -	\$ -	\$ -		\$ -
\$ 750.00	\$ -	\$ 750.00		\$ 607.00
\$ -	\$ -	\$ -		\$ -
\$ -	\$ -	\$ -		\$ (3,937.50)

\$ 500.00	\$ (1,277.25)	\$ (777.25)	repairs to pool and monthly contract	\$ (1,763.10)
\$ 230.00	\$ -	\$ 230.00		\$ (1,170.82)
\$ 650.00	\$ (1,300.00)	\$ (650.00)	Pest Control contract for August and September	\$ (456.00)
\$ -	\$ -	\$ -		\$ (107.49)
\$ 500.00	\$ -	\$ 500.00		\$ 1,500.00
<b>\$ 130,043.11</b>	<b>\$ (117,103.35)</b>	<b>\$ 12,939.76</b>		<b>\$ 4,924.94</b>

## Lease Renewal and Advertising Report

## **Loretta Wallace**

---

**From:** Brian Tenette [btenette93@hotmail.com]  
**Sent:** Tuesday, October 04, 2011 1:51 PM  
**To:** Loretta Wallace; Aloha Small  
**Cc:** tiffany\_clayton2006@yahoo.com; Eugene Green  
**Subject:** FW: Sewer repairs  
**Attachments:** 20111004133329943.pdf

Good Afternoon Loretta,

As you already know we have faced a number of soil settling issues on the Willowbrook Apartment complex. The reason for this email is to provide you with some additional support that would further substantiate the need to have the proposed Sewer line repairs done at the X, Y, W, and Q buildings. Many of our neighboring communities are experiencing some of the same soils settling issues causing some of these plumbing concerns; and as a result are having to deal with the same expense. We began the process of discussing these repairs and soliciting bids to remedy them over a year ago.

Briefly,

In building Q we have experienced re-occurring issues with sewer backing up into tubs

In building Y the same

Inbuilding(s) W and X the majority of what we have seen has been sewer emerging from the soil around the parameter of the base of the building

A detailed estimate as well as a video was provided for each building to illustrate where the actual problem was found beneath each building.

As per my prior email, I have attached a few maintenance tickets for your review that will show the various plumbing issues that would be associated with this type of repair item.

Slow draining tub

Slow draining toilet

Sewer backing up into tub

Visible sewer around the exterior of building

Our maintenance staff has done an excellent job of containing these problems to date, but time is of the essence and not addressing these concerns sooner that later will only result in more costly repairs.

Please let me know if I can provide you with any additional information.

Best regards,

Brian Tenette

> From: btenette93@hotmail.com  
> Subject: Sewer repairs  
> To: btenette93@hotmail.com  
> Date: Tue, 4 Oct 2011 13:33:31 -0500  
>  
> This E-mail was sent from "RNP0026731DD3FD" (C9145A).  
>  
> Scan Date: 10.04.2011 13:33:29 (-0500)  
>



Roto-Rooter Services Company  
550 Elmwood Park Boulevard  
Suite F  
New Orleans, LA 70123  
(504) 455-2323

October 3, 2011

Willowbrook Apartments  
7001 Bundy Rd.  
New Orleans, LA 70127

*RE: Ground Settling (Buildings Q, X and W)*

Invoice #15736518, 16409093, 15723676

Dear Sirs,

The reason this problem keeps occurring under each building is due to ground settling. The sewer pipes were installed with no hangers. Once we tunnel under each building, we will install new pipes with stainless hangers to keep sewer pipes in position.

If you have any questions, you may contact any of the following personnel:

Al Wilder- 504-329-9765  
Henry Toliver- 504-329-3981  
Tracy Farmer - 504-329-9772

Sincerely,

Roto Rooter Services Company

*This does not exclude the Y Building.  
Avola*

**BID SHEET**DATE: 9/28/11Property Name: Willowbrook Apartments Property Manager: Arionna RatliffProperty Phone #: 504-218-7750 Manager: Bryan Tenette

Bid Status: Routine Emergency Construction Service/Supplies

Low Bidder: Roto Rooter Plumbing Proposed Cost: \$ 48150.00SCOPE OF WORK: Repair to sewer lines to the Q, W, X + Y Buildings**CONTRACTORS BIDS**1. Name: Burnham Plumbing Corp Phone: 504-259-0268 Total \$ 55,525.00Address: 1200 N. Broad Ave. N.O.La. 70119 Contact: Irvin Mitchell2. Name: Roto Rooter Plumbing Phone: 504-232-2323 Total \$ 48150.00Address: 550 Elmwood Park Blvd Ste N.O.La. 70123 Contact: Henry Tolliver

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

5. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

6. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

REQUESTED BY: Arionna Ratliff DATE: 9/28/11

Site Manager

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Realty Specialist (if required)

JUSTIFICATION: Raw sewer backing up will cause health hazards.

**BID SHEET**DATE: 9/28/11

Property Name: Willowbrook Apartments Property Manager: Arona Ratliff  
 Property Phone #: 504-218-7750 Manager: Brian Tenette  
 Bid Status: Routine  Emergency  Construction  Service/Supplies   
 Low Bidder: \_\_\_\_\_ Proposed Cost: \$ 20,150.00

**SCOPE OF WORK:** Dig and tunnel to the main sewer line to the Q building.

**CONTRACTORS BIDS**

1. Name: Roto Rooter Plumbing Phone: 504-465-2323 Bid: \$ 20,150.00  
 Address: 550 Elmwood Park Blvd. F N.O.La. 70123 Contact: Henry Tolliver

2. Name: Bynum Plumbing Corp Phone: 504-259-0268 Bid: \$ 16,860.00  
 Address: 1300 N. Broad Ave. Contact: Irvin Mitchell

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

5. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

6. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

REQUESTED BY: Arona Ratliff DATE: 9/28/11  
 Site Manager

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Realty Specialist (if required)

JUSTIFICATION: Raw sewer backing up into bathubs and kitchen sinks.

RECEIVED SEP 28 2011

RECORDED SMC



## EXCAVATION PROPOSAL

Roto-Rooter Services Company  
550 Elmwood Park Blvd., Ste. F  
New Orleans, LA 70123  
(504) 816-0878

License # 4464

Name Willowbrook Apartments  
Street 7001 Bundy Rd  
City New Orleans State La ZIP 70127  
Telephone Number \_\_\_\_\_

Name Building Q  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**Roto-Rooter hereby proposes to furnish all the materials and to perform all the labor necessary for the completion of:**  
This proposal is to dig a 4x4 base hole and tunnel a total of 130 feet from one end of building to the other to expose the main sewer line. At this point we will replace this section with approved plastic sewer pipe and hang the new pipe with stainless steel anchors and hangers. Once all the pipework is completed, it will be inspected by Sewerage and Water Board Plumbing Inspectors and upon approval will be backfilled with compacted blown sand.

Complete job cost ..... 24,700.00  
Discount ..... 4,650.00  
Net Cost ..... 20,150.00

Any chain wells or additional footage beyond the scope of this proposal will be extra

1. Roto-Rooter will perform the work described above and supply all required materials for the sum of \$ 20,150.00.  
Customer will make payment as follows:  
 • \_\_\_\_\_ % of the cost (\$ 0.00 ) upon execution of this Agreement  
 • \_\_\_\_\_ % of the cost (\$ 0.00 ) upon the start of the work.  
 • Balance of the cost upon completion of the job.

2. The approximate starting date is \_\_\_\_\_, and the approximate completion date is \_\_\_\_\_. Neither date is guaranteed. Unexpected conditions or problems could cause delays.

3. Roto-Rooter guarantees that all materials will be as specified above and that all work will be completed according to standard practice and in a good, workmanlike manner.

4. Customer will provide all necessary easements and rights of way. Unless specifically stated otherwise above, Roto-Rooter is not responsible for the removal of trees, sprinkler systems, underground and above ground fencing, and driveways, or the repair of streets, sidewalks and the like. Roto-Rooter will grade the excavated area to ground level and mound it to allow for settlement. Customer is responsible for all landscaping required following completion of the job.

5. If we cannot video or inspect the complete sewer line, we will give you a price to repair the section that we believe is causing the restriction. After we have uncovered that area, we will attempt to inspect the rest of the sewer line. If additional work needs to be done, or a complete sewer line replacement is required, we will propose a price to properly complete the work. The price for the additional work may be significantly higher than the original proposal.

6. If deviation from the work described above is required or customer requests additional or different work be performed, the parties will agree on an additional charge and sign a new written work description before Roto-Rooter begins the new work.

7. **THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.**

8. This proposal may be withdrawn by Roto-Rooter if not accepted within \_\_\_\_\_ days. This proposal constitutes the entire agreement between the parties, and no modifications will be valid unless in writing and signed by both parties.

Respectfully submitted,

Henry Toliver  
Technician Signature

Henry Toliver  
Printed Name

September 28, 2011  
Date

Customer authorizes the work and accepts the above terms (including the terms and conditions on the reverse side)

Customer Signature

Printed Name

Date

ROTO-ROOTER COPY

**PROPOSAL**  
**BYNUM PLUMBING CORP.**  
1200 NORTH BROAD AVENUE  
NEW ORLEANS, LOUISIANA 70119

Licensed Plumbing  
Contractor L.M.P # 410

PROPOSAL SUBMITTED TO:	PHONE	DATE
WILLOWBROOK APARTMENTS	504-267-7511	8/30/2011
STREET	JOB NAME	
7001 BUNDY ROAD	SEWER REPAIRS	
CITY, STATE, AND ZIP	JOB LOCATION	
NEW ORLEANS, LA. 70127	BUILDING Q	
ARCHITECT	DATE OF PLANS	JOB PHONE

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

2	\$ 100.00	3 FT. Basehole	\$ 600.00
110	\$ 120.00	FT. Tunnel	\$ 13,200.00
0	\$ 450.00	Concrete	\$ -
40	\$ 17.00	Hangers (ea.)	\$ 680.00
110	\$ 20.00	FT. Labor and Material	\$ 2,200.00
0	\$ 10.00	FT. Hard Dig	\$ -
0	\$ 50.00	FT. Trench Footage	\$ -
0	\$ 400.00	Chain Wall	\$ -
10	\$ 3.00	Film Cost	\$ 30.00
1	\$ 150.00	Inspection Cost	\$ 150.00

**Scope of Job:**

Need to tunnel 110 foot, remove all existing sewer pipe under building, install new PVC sewer pipe.

Install 4 inch stainless steel hangers to support pipe every 3 feet, also chip away at chain wall where the sewer pipe is proceeding through. All sewer lines will have proper support and fall. Plumbing will be up to plumbing code.

After pipe is tested and inspected, tunnel will be back filled.

WE propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Total Cost	\$ 16,860.00
Downpayment	\$ 8,000.00
Second Draw	\$ 5,000.00
Final Payment	<b>\$ 3,860.00</b>

Owner	Plumbing Contractor
	8/30/2011
Date	Date
	Subtotal \$ 16,860.00
	Amt Recd. \$ 13,000.00
	Balance Due <b>\$ 3,860.00</b>

## BID SHEET

DATE: 9/28/11

Property Name: Willowbrook Apts Property Manager: Arlotta Ratliff  
 Property Phone #: 504-218-7730 Manager: Brian Tenette  
 Bid Status: Routine  Emergency  Construction  Service/Supplies   
 Low Bidder: \_\_\_\_\_ Proposed Cost: \$ 12,400.00

SCOPE OF WORK: Tunneling and Repair main sewer line  
TO THE X Building

CONTRACTORS BIDS

1. Name: Bynum Plumbing Corp. Phone: 504-259-0368 Bid: \$ 18,490.00  
 Address: 1300 N. Broad Ave. N.O. La. 70119 Contact: Irvin Mitchell
2. Name: Roto Rooter-Plumbing Phone: 455-2323 Bid: \$ 12,400.00  
 Address: 550 Elmwood Park Blvd F Ste N.O. La. 70123 Contact: Henry Tolliver
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_
4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_
5. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_
6. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_

REQUESTED BY: Arlotta RatliffDATE: 9/28/11

Site Manager

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Realty Specialist (if required)

JUSTIFICATION: Raw sewer hooking up outside of  
Building from main clean out.

BID SHEET



## EXCAVATION PROPOSAL

**Roto-Rooter Services Company**  
550 Elmwood Park Blvd., Ste. F  
New Orleans, LA 70123  
(504) 819-0876

License # 4484

P 3/4

Name <u>Willowbrook Apartments</u>	Name <u>Building X</u>
Street <u>7001 Bundy Rd</u>	Street _____
City <u>New Orleans</u>	City _____
State <u>La</u>	State _____
ZIP <u>70127</u>	ZIP _____
Telephone Number _____	
<p><b>Roto-Rooter hereby proposes to furnish all the materials and to perform all the labor necessary for the completion of:</b></p> <p>This proposal is to dig a 4X4 base hole and tunnel a total of 60 feet from one end of building to expose the main sewer line. At this point, we will replace this section with approved plastic sewer pipe and hang the new pipe with stainless steel anchors and hangers. Once all the pipework is completed, it will be inspected by Sewerage and Water Board Plumbing inspectors and upon approval will be backfilled with compacted blown sand.</p>	
<p>Complete job cost..... <u>14,800.00</u></p> <p>Discount..... <u>2,400.00</u></p> <p>Net Cost..... <u>12,400.00</u></p>	
<p>Any chain wells or additional footage beyond the scope of this proposal will be extra</p>	

1. Roto-Rooter will perform the work described above and supply all required materials for the sum of \$ 12,400.00. Customer will make payment as follows:
  - % of the cost (\$ 0.00 ) upon execution of this Agreement.
  - % of the cost (\$ 0.00 ) upon the start of the work.
  - Balance of the cost upon completion of the job.
2. The approximate starting date is                   , and the approximate completion date is                   . Neither date is guaranteed. Unexpected conditions or problems could cause delays.
3. Roto-Rooter guarantees that all materials will be as specified above and that all work will be completed according to standard practice and in a good, workmanlike manner.
4. Customer will provide all necessary easements and rights of way. Unless specifically stated otherwise above, Roto-Rooter is not responsible for the removal of trees, sprinkler systems, underground and above ground fencing, and driveways, or the repair of streets, sidewalks and the like. Roto-Rooter will grade the excavated area to ground level and mound it to allow for settlement. Customer is responsible for all landscaping required following completion of the job.
5. If we cannot video or inspect the complete sewer line, we will give you a price to repair the section that we believe is causing the restriction. After we have uncovered that area, we will attempt to inspect the rest of the sewer line. If additional work needs to be done, or a complete sewer line replacement is required, we will propose a price to properly complete the work. The price for the additional work may be significantly higher than the original proposal.
6. If deviation from the work described above is required or customer requests additional or different work be performed, the parties will agree on an additional charge and sign a new written work description before Roto-Rooter begins the new work.
7. THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.
8. This proposal may be withdrawn by Roto-Rooter if not accepted within                    days. This proposal constitutes the entire agreement between the parties, and no modifications will be valid unless in writing and signed by both parties.

## Customer Involv

Respectfully submitted:

Technician Signature

Henry Oliver  
Printed Name

September 28, 2011  
Date

**ACCEPTANCE OF PROPOSAL**

**Customer authorizes the work and accepts the above terms including the terms and conditions on the reverse side.**

---

**Customer Signature**

Preferred Name

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ROTO-ROOFER CO., INC.

**PROPOSAL**  
**BYNUM PLUMBING CORP.**

1200 NORTH BROAD AVENUE  
 NEW ORLEANS, LOUISIANA 70119

Licensed Plumbing  
 Contractor L.M.P # 410

PROPOSAL SUBMITTED TO:	PHONE	DATE
WILLOWBROOK APARTMENTS	504-267-7511	8/30/2011
STREET	JOB NAME	
7001 BUNDY ROAD	SEWER REPAIRS	
CITY, STATE, AND ZIP	JOB LOCATION	
NEW ORLEANS, LA. 70127	BUILDING X	
ARCHITECT	DATE OF PLANS	JOB PHONE

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

2	\$ 100.00	3 FT. Basehole	\$ 600.00
80	\$ 120.00	FT. Tunnel	\$ 9,600.00
0	\$ 450.00	Concrete	\$ -
30	\$ 17.00	Hangers (ea.)	\$ 510.00
80	\$ 20.00	FT. Labor and Material	\$ 1,600.00
0	\$ 10.00	FT. Hard Dig	\$ -
0	\$ 50.00	FT. Trench Footage	\$ -
0	\$ 400.00	Chain Wall	\$ -
10	\$ 3.00	Film Cost	\$ 30.00
1	\$ 150.00	Inspection Cost	\$ 150.00

**Scope of Job:**

Need to tunnel 80' foot, remove 80' of existing sewer pipe under building, sewer needs to have proper fall.

install new pvc sewer pipe. Install 4 inch stainless steel hangers to support pipe every 3 feet,

. All sewer lines will have proper support and fall. Plumbing will be up to plumbing code.

After pipe is tested and inspected, tunnel will be back filled.

WE propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Total Cost	\$ 12,490.00
Downpayment	\$ 8,000.00
Second Draw	\$ 3,000.00
Final Payment	<b>\$ 1,490.00</b>

Owner	Plumbing Contractor
	8/31/2011
Date	Date
	Subtotal \$ 12,490.00
	Amt Recd. \$ 11,000.00
	Balance Due <b>\$ 1,490.00</b>

**BID SHEET**DATE: 9/28/11

Property Name: Willowbrook Apartments Property Manager: Audra Rattliff  
 Property Phone #: 504-218-1115 Manager: Brian Tenette  
 Bid Status: Routine Emergency Construction Service/Supplies  
 Low Bidder: Proposed Cost: \$ 9000.00

SCOPE OF WORK: Trench digging to main sewer line to the W building.

**CONTRACTORS BIDS**

1. Name: Bynum Plumbing Corp Phone: 504-259-0868 Bid: \$ 6830.00  
 Address: 1200 N. Broad Ave. N.O. La. 70119 Contact: Irvin Mitchell

2. Name: Roto Rooter Plumbing Phone: 504-455-2323 Bid: \$ 9000.00  
 Address: 550 Elmwood Park Blvd <sup>5th</sup> N.O. La. 70123 Contact: Henry Tolliver

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_

5. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_

6. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_

REQUESTED BY: Audra RattliffDATE: 9/28/11

Site Manager

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Realty Specialist (if required)

JUSTIFICATION: law sewer backfilling up outside of building floor main clean out



## EXCAVATION PROPOSAL

**Roto-Rooter Services Company**  
**660 Elmwood Park Blvd., Ste. F**  
**New Orleans, LA 70123**  
**(504) 818-0876**

License # 4464

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Name Building W  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Roto-Rooter hereby proposes to furnish all the materials and to perform all the labor necessary for the completion of: This proposal is to dig a trench 70 feet from building w to expose and replace section of sewer line which is bellied causing bad flow. This section will be replaced with approved plastic sewer pipe. Once the plafework is completed, the work will be Inspected by Sewerage and Water Board Plumbing Inspectors and once approved, the trench will be backfilled.

Complete Job Price	\$11,600.00
Discount	2,500.00
Net cost	9,000.00

1. Roto-Rooter will perform the work described above and supply all required materials for the sum of \$ 8,000.00.  
Customer will make payment as follows:
  - 10 % of the cost (\$ 800.00) upon execution of this Agreement.
  - 10 % of the cost (\$ 800.00) upon the start of the work.
  - Balance of the cost upon completion of the job.
2. The approximate starting date is \_\_\_\_\_, and the approximate completion date is \_\_\_\_\_. Neither date is guaranteed. Unexpected conditions or problems could cause delays.
3. Roto-Rooter guarantees that all materials will be as specified above and that all work will be completed according to standard practice and in a good, workmanlike manner.
4. Customer will provide all necessary easements and rights of way. Unless specifically stated otherwise above, Roto-Rooter is not responsible for the removal of trees, sprinkler systems, underground and above ground fencing, and driveways, or the repair of streets, sidewalks and the like. Roto-Rooter will grade the excavated area to ground level and mound it to allow for settlement. Customer is responsible for all landscaping required following completion of the job.
5. If we cannot video or inspect the complete sewer line, we will give you a price to repair the section that we believe is causing the restriction. After we have uncovered that area, we will attempt to inspect the rest of the sewer line. If additional work needs to be done, or a complete sewer line replacement is required, we will propose a price to properly complete the work. The price for the additional work may be significantly higher than the original proposal.
6. If deviation from the work described above is required or customer requests additional or different work be performed, the parties will agree on an additional charge and sign a new written work description before Roto-Rooter begins the new work.
7. THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.
8. This proposal may be withdrawn by Roto-Rooter if not accepted within \_\_\_\_\_ days. This proposal constitutes the entire agreement between the parties, and no modifications will be valid unless in writing and signed by both parties.

## Customer Satisfaction

10. If any trees, sprinkler systems, underground and above ground fencing, and driveways, or the repair of streets, sidewalks and the like, Roto-Rooter will grade the excavated area to ground level and mound it to allow for settlement. Customer is responsible for all landscaping required following completion of the job.

5. If we cannot video or inspect the complete sewer line, we will give you a price to repair the section that we believe is causing the restriction. After we have uncovered that area, we will attempt to inspect the rest of the sewer line. If additional work needs to be done, or a complete sewer line replacement is required, we will propose a price to properly complete the work. The price for the additional work may be significantly higher than the original proposal.

6. If deviation from the work described above is required or customer requests additional or different work be performed, the parties will agree on an additional charge and sign a new written work description before Roto-Rooter begins the new work.

7. THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES

8. This proposal may be withdrawn by Roto-Rooter if not accepted within \_\_\_\_\_ days. This proposal constitutes the entire agreement between the parties, and no modifications will be valid unless in writing and signed by both parties.

Respectfully submitted,

Technician Signature

Henry Miller  
Printed Name

September 26, 2011  
Date

**ACCEPTANCE OF PROPOSAL**

Customer authorizes the work and accepts the above terms (including the terms and conditions on the reverse side).

---

**Customer Signature**

Printed above

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ROTO-RODTER COPY

**PROPOSAL**  
**BYNUM PLUMBING CORP.**

1200 NORTH BROAD AVENUE  
 NEW ORLEANS, LOUISIANA 70119

Licensed Plumbing  
 Contractor L.M.P # 410

PROPOSAL SUBMITTED TO:		PHONE	DATE
WILLOWBROOK APARTMENTS		504-267-7511	8/30/2011
STREET		JOB NAME	
7001 BUNDY ROAD		SEWER REPAIRS	
CITY, STATE, AND ZIP		JOB LOCATION	
NEW ORLEANS, LA. 70127		BUILDING W	
ARCHITECT		DATE OF PLANS	JOB PHONE

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

0	\$ 100.00	3 FT. Basehole	\$ -
0	\$ 120.00	FT. Tunnel	\$ -
0	\$ 450.00	Concrete	\$ -
0	\$ 17.00	Hangers (ea.)	\$ -
70	\$ 20.00	FT. Labor and Material	\$ 1,400.00
0	\$ 10.00	FT. Hard Dig	\$ -
70	\$ 75.00	FT. Trench Footage	\$ 5,250.00
0	\$ 400.00	Chain Wall	\$ -
10	\$ 3.00	Film Cost	\$ 30.00
1	\$ 150.00	Inspection Cost	\$ 150.00

**Scope of Job:**

Outside of building W 70' foot trench needs to be dug to replace 4" sewer main, existing pipes that are dug up will be replaced.

20' feet of concrete in drive way will be saw cut and removed so trench can dug to replace pipe.

after installing sewer pipes and checking for proper fall job will be inspected by plumbing official.

Plumbing will be up to plumbing code after job is completed.

WE propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Total Cost	\$ 6,830.00
Downpayment	\$ 5,000.00
Second Draw	\$ -
Final Payment	<b>\$ 1,830.00</b>

Owner	Plumbing Contractor
	8/31/2011
Date	Date
	Subtotal \$ 6,830.00
	Amt Recd. \$ 5,000.00
	Balance Due <b>\$ 1,830.00</b>

**BID SHEET**DATE: 9/28/11

Property Name: Willowbrook Apartments Property Manager: ALOHA Ratliff  
 Property Phone #: 504-218-1150 Manager: Brian Tenette  
 Bid Status: Routine Emergency Construction Service/Supplies  
 Low Bidder: \_\_\_\_\_ Proposed Cost: \$ 6600.00

SCOPE OF WORK: Tunneling and repair main sewer line to the Y Building.

**CONTRACTORS BIDS**

1. Name: Roto Rooter Plumbing Phone: 504-455-2323 Bid: \$ 6600.00  
 Address: 350 Elmwood Park Blvd F, N.O.La. 70123 Contact: Henry Tolliver

2. Name: Bynum Plumbing Corp Phone: 504-259-0868 Bid: \$ 19,345.00  
 Address: 600 N. Broad Ave N.O.La. 70119 Contact: Ervin Mitchell

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

5. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

6. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Bid: \$ \_\_\_\_\_

REQUESTED BY: Alloha Ratliff DATE: 9/28/11  
 Site Manager

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Realty Specialist (if required)

JUSTIFICATION: Raw sewer backing up into toilet and bath tubs.



## EXCAVATION PROPOSAL

**Roto-Rooter Services Company**  
**300 Elmwood Park Blvd., Ste. F**  
**New Orleans, LA 70129**  
**(604) 811-0876**

• License # 4484

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Roto-Rooter hereby proposes to furnish all the materials and to perform all the labor necessary for the completion of:  
This proposal is to dig a 4X4 base hole and tunnel a total of 40 feet under slab to expose broken cast iron pipe. We will then replace this section of pipe with approved plastic sewer pipe. All the new sewer pipe will be supported with stainless steel anchors and hangers. At this point the work will be inspected by Sewerage and Water Board Plumbing Inspectors and upon approval, the tunnel will be backfilled with compacted blown sand.

Complete Job Price	\$8,140.00
Discount	1,540.00
Net cost	6,600.00

**Any chain walls or additional footings beyond the scope of this proposal will be extra.**

1. Roto-Rooter will perform the work described above and supply all required materials for the sum of \$ 8,500.00. Customer will make payment as follows:

- % of the cost (\$ 0.00) upon execution of this Agreement;
- % of the cost (\$ 0.00) upon the start of the work;
- Balance of the cost upon completion of the job.

2. The approximate starting date is                   , and the approximate completion date is                   . Neither date is guaranteed. Unexpected conditions or problems could cause delays.

3. Roto-Rooter guarantees that all materials will be as specified above and that all work will be completed according to standard practice and in a good, workmanlike manner.

4. Customer will provide all necessary easements and rights of way. Unless specifically stated otherwise above, Roto-Rooter is not responsible for the removal of trees, sprinkler systems, underground and above ground fencing, and driveways, or the repair of streets, sidewalks and the like. Roto-Rooter will grade the excavated area to ground level and mound it to allow for settlement. Customer is responsible for all landscaping required following completion of the job.

5. If we cannot video or inspect the complete sewer line, we will give you a chance to repair the section that we believe is causing the restriction. After we have uncovered that area, we will attempt to inspect the rest of the sewer line. If additional work needs to be done, or a complete sewer line replaced, we will propose a price to properly complete the work. The price for the additional work may be significantly higher than the original proposal.

6. If deviation from the work described above is required or customer requests additional or different work be performed, the parties will agree on an additional charge and sign a new written work description before Roto-Rooter begins the new work.

7. **THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.**

8. This proposal may be withdrawn by Roto-Rooter if not accepted within                    days. This proposal constitutes the entire agreement between the parties, and no modifications will be valid unless in writing and signed by both parties.

## Customer Initials

Respectfully submitted,

Technician Signature

Henry Toliver  
Printed Name

September 26, 2011

**ACCEPTANCE OF PROPOSAL**

**Customer authorizes the work and accepts the above terms (including the terms and conditions on the reverse side).**

Customer Signature

Printed Name

Date

ROTO-ROOTER COPY

**PROPOSAL**  
**BYNUM PLUMBING CORP.**  
1200 NORTH BROAD AVENUE  
NEW ORLEANS, LOUISIANA 70119

Licensed Plumbing  
Contractor L.M.P # 410

PROPOSAL SUBMITTED TO: <b>WILLOWBROOK APARTMENTS</b>	PHONE <b>504-267-7511</b>	DATE <b>8/30/2011</b>
STREET <b>7001 BUNDY ROAD</b>	JOB NAME <b>SEWER REPAIRS</b>	
CITY, STATE, AND ZIP <b>NEW ORLEANS, LA. 70127</b>	JOB LOCATION <b>BUILDING Y</b>	
ARCHITECT	DATE OF PLANS	
		JOB PHONE

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

<b>2</b>	\$ 100.00	3 FT. Basehole	\$ 600.00
<b>130</b>	\$ 120.00	FT. Tunnel	\$ 15,600.00
<b>0</b>	\$ 450.00	Concrete	\$ -
<b>45</b>	\$ 17.00	Hangers (ea.)	\$ 765.00
<b>110</b>	\$ 20.00	FT. Labor and Material	\$ 2,200.00
<b>0</b>	\$ 10.00	FT. Hard Dig	\$ -
<b>0</b>	\$ 50.00	FT. Trench Footage	\$ -
<b>0</b>	\$ 400.00	Chain Wall	\$ -
<b>10</b>	\$ 3.00	Film Cost	\$ 30.00
<b>1</b>	\$ 150.00	Inspection Cost	\$ 150.00

**Scope of Job:**

Need to tunnel 130 foot, remove all existing sewer pipe under building, install new PVC sewer pipe.

Install 4 inch stainless steel hangers to support pipe every 3 feet,

All sewer lines will have proper support and fall. Plumbing will be up to plumbing code.

After pipe is tested and inspected, tunnel will be back filled.

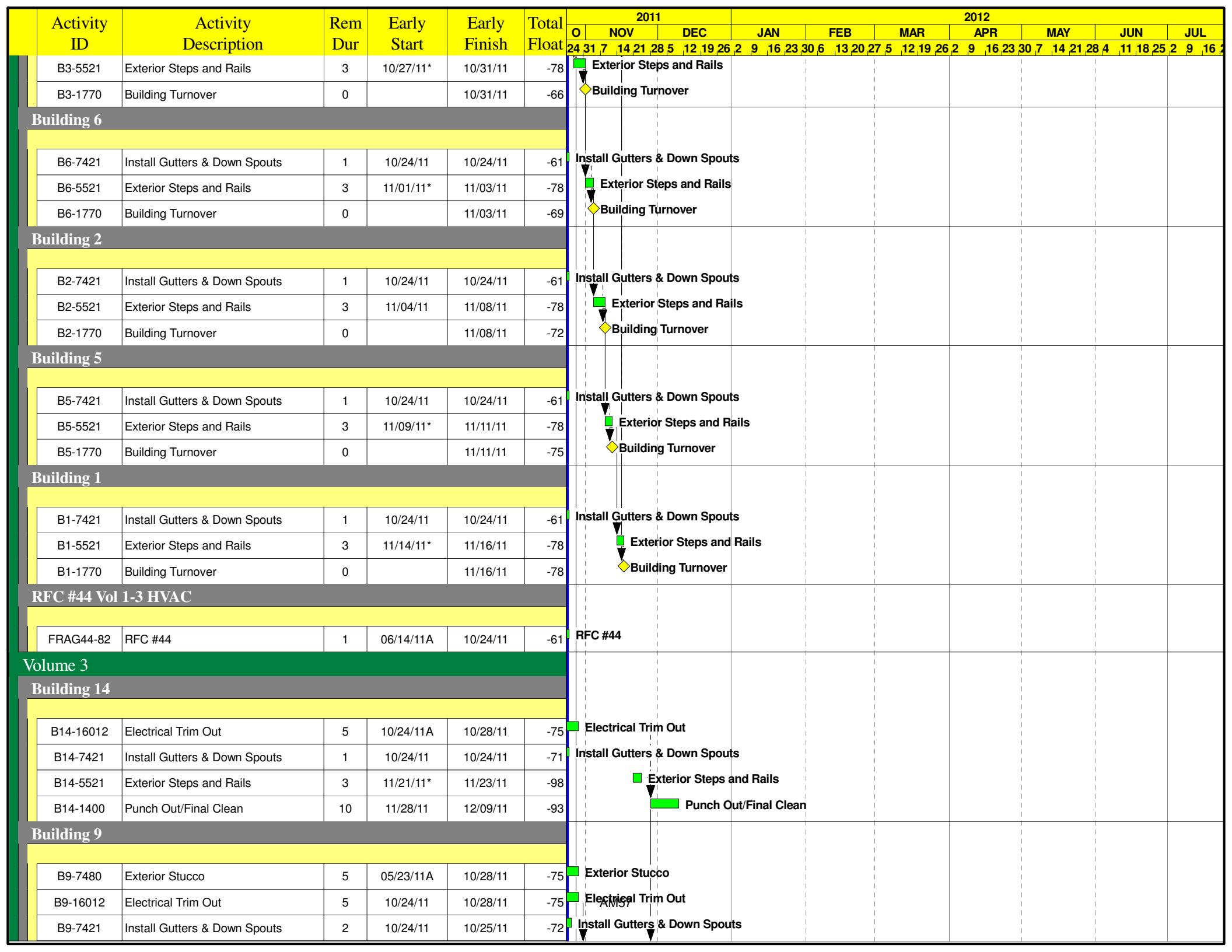
WE propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Total Cost	\$ 19,345.00
Downpayment	\$ 9,000.00
Second Draw	\$ 6,000.00
Final Payment	<b>\$ 4,345.00</b>

Owner	Plumbing Contractor
	8/30/2011
Date	Date
	Subtotal \$ 19,345.00
	Amt Recd. \$ 15,000.00
	Balance Due <b>\$ 4,345.00</b>

Construction - a CORE Project de Jardin - Gaslight Remaining Construction 26Sep11 Update	 Early Bar  Progress Bar  Critical Activity	Start Date	10/19/09	18th Update - 26Sep11			
		Date	Revision	Checked	Approved		
		09/26/11	Includes CCD-04				

Activity ID	Activity Description	Rem Dur	Early Start	Early Finish	Total Float	2011	2012
						O NOV DEC JAN FEB MAR APR MAY JUN JUL	
Building 104						24 31 7 14 21 28 5 12 19 26 2 9 16 23 30 6 13 20 27 5 12 19 26 2 9 16 23 30 7 14 21 28 4 11 18 25 2 9 16 2	
104-5521	Exterior Steps and Rails	2	10/28/11	10/31/11	-74	Exterior Steps and Rails	
Building 105						Exterior Steps and Rails	
105-5521	Exterior Steps and Rails	2	11/01/11	11/02/11	-74	Exterior Steps and Rails	
Building 106						Exterior Steps and Rails	
106-5521	Exterior Steps and Rails	2	11/03/11	11/04/11	-74	Exterior Steps and Rails	
Building 107						Exterior Steps and Rails	
107-5521	Exterior Steps and Rails	2	11/07/11	11/08/11	-74	Exterior Steps and Rails	
Building 108						Exterior Steps and Rails	
108-5521	Exterior Steps and Rails	2	11/09/11	11/10/11	-74	Exterior Steps and Rails	
108-1770	Building Turnover	0		11/10/11	-74	Building Turnover	
RFC #44 Vol 1-3 HVAC						RFC #44	
FRAG44-57	RFC #44	1	06/14/11A	10/24/11	-61		
Volume 2							
Building 8							
B8-5521	Exterior Steps and Rails	3	10/24/11*	10/26/11	-63	Exterior Steps and Rails	
B8-7421	Install Gutters & down Spouts	1	10/24/11	10/24/11	-61	Install Gutters & down Spouts	
B8-1770	Building Turnover	0		10/26/11	-63	Building Turnover	
Building 4							
B4-5521	Exterior Steps and Rails	3	10/24/11*	10/26/11	-63	Exterior Steps and Rails	
B4-7421	Install Gutters & Down Spouts	1	10/24/11	10/24/11	-61	Install Gutters & Down Spouts	
B4-1770	Building Turnover	0		10/26/11	-63	Building Turnover	
Building 7							
B7-5521	Exterior Steps and Rails	3	10/24/11*	10/26/11	-78	Exterior Steps and Rails	
B7-7421	Install Gutters & Down Spouts	1	10/24/11	10/24/11	-61	Install Gutters & Down Spouts	
B7-1770	Building Turnover	0		10/26/11	-63	Building Turnover	
Building 3							
B3-7421	Install Gutter & Down Spouts	1	10/24/11	10/24/11	-61	AM56	
						Install Gutter & Down Spouts	







Activity ID	Activity Description	Rem Dur	Early Start	Early Finish	Total Float	2011			2012																		
						O	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL												
16-237504F	GC Punchout	4	10/24/11A	10/27/11	-96	24	31	7	14	21	28	5	12	19	26												
16-247504F	Final Paint/Clean Up	8	10/28/11	11/08/11	-72	2	9	16	23	30	6	13	20	27	5												
<b>4TH Floor</b>																											
16-247505F	Final Paint/Clean Up	8	10/24/11	11/02/11	-68	Final Paint/Clean Up																					
<b>5TH Floor</b>																											
16-8000	Lap Siding	5	05/23/11A	10/28/11	-65	Lap Siding																					
16-7005	Erect Exterior Tube Steel	20	10/24/11*	11/18/11	-95	Erect Exterior Tube Steel																					
16-7010	Install Brazillian Trellis	15	11/21/11	12/13/11	-95	Install Brazillian Trellis																					
<b>Building 17</b>																											
<b>1ST Floor</b>																											
22500	Plumbing Trim Out	5	06/20/11A	10/28/11	-70	Plumbing Trim Out																					
22000	Millwork	6	08/15/11A	10/31/11	-76	Millwork																					
24785	Elevator Sign-Off	0	10/24/11		-60	Elevator Sign-Off																					
23750	GC Punchout	5	11/01/11	11/07/11	-76	GC Punchout																					
24750	Final Paint/Clean Up	5	11/08/11	11/14/11	-76	Final Paint/Clean Up																					
<b>Exterior</b>																											
7005	Erect Exterior Tube Steel Stairs	22	02/21/11A	11/22/11	-95	Erect Exterior Tube Steel Stairs																					
<b>RFC #58 Vol 4 Soffit @ Arcade</b>																											
FRAG58-15	RFC #58	1	03/11/11A	10/24/11	-61	RFC #58																					
<b>RFC #59 Vol 4 Roof Redesign</b>																											
FRAG59-15	RFC #59	1	06/15/11A	10/24/11	-61	RFC #59																					
<b>RFC #60 Vol 4 Post Tension</b>																											
FRAG60-15	RFC #60	1	06/15/11A	10/24/11	-61	RFC #60																					
<b>RFC #61 Vol 4 Added Clips @ Screen</b>																											
FRAG61-15	RFC #61	1	06/15/11A	10/25/11	-62	RFC #61																					
FRAG61-05	RFI	1	10/24/11	10/24/11	-62	RFI																					
<b>RFC #69 V4 Elev Rm Duct Changes</b>																											
FRAG69-35	RFC #69 R1	1	05/25/11A	10/24/11	-61	RFC #69 R1																					
<b>RFC #88 Canopy Tie-in Vol 4</b>																											
FRAG88-01	RFI #528	1	08/19/11A	10/24/11	-86	RFI #528																					

Activity ID

Activity Description

Rem Dur

Early Start

Early Finish

Total Float

2011

2012

Activity Details

Resource Assignments

Dependencies

Timeline

	Activity ID	Activity Description	Rem Dur	Early Start	Early Finish	Total Float	2011			2012						
							O	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
	FRAG57-45	Pour Light Pole Bases	1	10/27/11	10/27/11	-74	24	31	7	14	21	28	5	12	19	26
<b>RFC #80 Sidewalk Elevation Change Vol 2</b>																
	FRAG80-11	RFC #80	1	07/25/11A	10/24/11	-90										
<b>RFC #85 NE Entry FD #24</b>																
	FRAG85-11	RFC #85	1	09/19/11A	10/24/11	-90										

HOLLY & SMITH ARCHITECTS  
A Professional Architectural Corporation  
P. O. BOX 1707  
HAMMOND, LOUISIANA 70401  
985/345-5210

PROJECT: Replacement of Gaslight Apts.  
Village de Jardin

H/S PROJECT NO. 07020  
STATE PROJECT No. 01-107-05B-13, Part AQ

## COMPLIANCE REVIEW

DATE: September 20, 2011

SITE: Dry

TIME: 11:30 a.m.

WEATHER: Clear/Warm

## PARTIES PRESENT

Ryan Faulk  
Roger Tijerino  
James Robinette  
Russell Stallings  
Jeremy Renoit

## ORGANIZATION

---

H/S  
LHFA  
Walton CORE  
Owner's On-Site Representative  
Walton-CORE

Parties receiving copies: Regis Bergeron – FP&C, Jason Crumb – Crumb Engineering, Ashley Austin – Morphy Makofsky Inc., Alejandro Flores – Krebs LaSalle LeMieux, Greg Smith – Walton Construction, Roy T. Dufreche & Associates, Roger Tijerino – LHFA

## III. THEORETICAL FRAMEWORK

*Anyone taking exception to these notes should notify the Architect, in writing, within seven (7) days of the date of receipt of this document; otherwise, the minutes shall stand approved as written.*

## ACTIONS

89.1 The owner, architect and contractor reviewed the placement of the slab for the bus canopy located at Lake Forest Blvd. Upon review, the following items were noted:

1. Required slab width of 24' exceeds that available between the relocated street light and fire hydrant.
2. It was agreed that the eastern edge of the bus canopy slab shall align with the sawcut at the existing street curb adjacent to the fire hydrant this replaced edge of slab outside of the radius curb of the maintenance drive.
3. Western edge of the bus canopy slab will extend beyond the street light pole; therefore, an expansion joint shall be placed around the perimeter of the light pole.
4. The existing crepe myrtle is in conflict with both the bus canopy slab and the sidewalk and therefore shall be removed by the contractor.

The general contractor was directed by the architect to proceed as noted above.

89.2 Upon review of the sidewalk directly adjacent to Lake Forest Blvd., it was noted by both the owner and the architect that the bottom elevation of the ornament fence pickets is below the top of concrete at this sidewalk and appears to be below the level of grade required in this area. The area between Lake Forest Blvd. and Iris street is designed to sheet drain over the surface toward Lake Forest Blvd.; however, the current position of the fence will require lower grades which will not accommodate this design. The contractor has the following options:

1. Replace the fence panels with shorter panels which can be mounted such that the bottom elevation of the pickets is higher to allow both the proper grade as well as sod to be installed without infringing upon the pickets and causing them long-term damage.
2. Lower the elevation of the sidewalk along Lake Forest Blvd. Grades for this will have to be confirmed with the civil engineer, especially at the western most extents of the sidewalk.

Forms were currently being placed for the sidewalk and a subbase was currently being installed.

- 89. 3 A sample wood fence panel has been installed adjacent to Volume 2, Building 4 and appears to be acceptable. The contractor may proceed with the installation.
- 89. 4 The architect was made aware of an issue at Volume 4, Building 16 south stair tower whereby the concrete slope is such that water is allowed to slope back to the entry door to the corridor. Ponding water was observed during this compliance review at the threshold of this door and visible water trails and wet areas from previously standing water were observed along the interior corridor. Indications were also that water infiltration below the wall into Unit 117 has occurred. H/S will review any water damage within this unit at the next compliance review and will advise if flooring materials must be replaced. Additionally, the contractor must properly address the issue of negative slope near the threshold of Door 100 as well as water migration beneath the exterior wall separating the stair from the southern-most living units.

END OF REPORT

HOLLY & SMITH ARCHITECTS  
A Professional Architectural Corporation  
P. O. BOX 1707  
HAMMOND, LOUISIANA 70401  
985/345-5210

## COMPLIANCE REVIEW/ MONTHLY MEETING

SITE: Dry

PROJECT: Replacement of Gaslight Apts.  
Village de Jardin

H/S PROJECT NO. 07020  
STATE PROJECT No. 01-107-05B-13, Part AQ

DATE: September 27, 2011

TIME: 10:00 a.m.

WEATHER: Clear/Warm

## PARTIES PRESENT

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See Attached Sign-In Sheet

## ORGANIZATION

Parties receiving copies: Regis Bergeron – FP&C, Jason Crumb – Crumb Engineering, Ashley Austin – Morphy Makofsky Inc., Alejandro Flores – Krebs LaSalle LeMieux, Greg Smith – Walton Construction, Roy T. Dufreche & Associates, Roger Tijerino – LHFA

*Anyone taking exception to these notes should notify the Architect, in writing, within seven (7) days of the date of receipt of this document; otherwise, the minutes shall stand approved as written.*

## ACTIONS

90. 1 The general contractor provided an updated schedule showing a revised completion date of December 22, 2011. Upon review the following comments were made by H/S regarding logic in the schedule:

1. It appears that landscaping is tied to proceed after completion of CCD #4 (interior coaxial cable installation). Ryan Faulk noted that this does not appear to be correct since CCD #4 should have no impact on landscaping, as the scope of this work is only from the exterior of the building to the smart box located within the laundry rooms within Volumes 1, 2, and 3. Volume 4 work for CCD #4 also does not impact landscaping since this work is only from the individual data rooms to each living unit.
2. Landscaping appears to proceed from Volume 2 to Volume 1, then Volume 3 and completing in Volume 4, and is tied to sidewalk installation. However in Volume 4, sidewalk installation shows completion on November 4, 2011 while landscaping for Volume 4 does not begin until December 9, 2011 which accounts for approximately one month. This may indicate that additional manpower on the part of the contractor relative to landscaping is required.

90. 2 Mr. Schepre reviewed the current status and progress of work in Volume 1 as follows:

1. Guardrails and steel supports for wood slats are on site and are currently being painted.
2. Irrigation rough-in is complete.
3. Installation of gutters and downspout is complete.
4. Sidewalks are scheduled to be completed today (revised schedule shows completion of Volume 1 sidewalks as October 5, 2011).

90.3 Mr. Scheper reviewed the current status and progress of work in Volume 2 areas as follows:

1. Steel for guardrails and wood slat supports have been delivered today and are currently in process to be painted.

2. Downspout and gutter installation is mostly complete and will be completed within the next week.
3. Ipe is currently being milled and finished off site for wood slat screens.
4. A request for punchlist review was made at this meeting of the architect for Buildings 5 through 8. A previous request was made for Buildings 1 through 4. Ryan Faulk stated that they will endeavor to complete as many buildings as possible in their punchlist review scheduled for this Thursday.

90.4 Mr. Scheper reviewed the current status and progress of work in Volume 3 as follows:

1. Sidewalks have been formed and the sidewalk located at the south side of Building 11 has been poured.
2. Installation of residential appliances is in progress.
3. Tread and riser material is scheduled to be on site this week for installation.
4. Brick installation is scheduled to proceed after completion of brick work at Volume 4 at the top of the shear walls adjacent to the roof areas.
5. A review was requested at this time to discuss tie-in of balcony coating material to the walls at Volume 3 areas. Refer to Item 90.18 below.

90.5 Mr. Robinette noted that for Volume 0 sidewalks have been formed up the elevation correction at the Volume 4 northeast entry at the east side of Volume 4. Sidewalks have not progressed at the West side of Volume 4.

90.6 Mr. Shoning reviewed the current status and progress of work in Volume 4, Building 16 as follows:

1. Installation of tube steel slat support structures is scheduled to proceed at the west elevation.
2. Installation of wall coverings is in progress at the 5<sup>th</sup> floor.
3. General contractor punch out of the 5<sup>th</sup> floor is currently in progress.
4. Installation of the fire safety assembly at curtain walls is currently in progress at the 4<sup>th</sup> floor.
5. Installation of carpet is in progress at the 1<sup>st</sup> floor.

90.7 Mr. Schoning reviewed the current status and progress of work in Volume 4, Building 17 as follows:

1. Architectural punchlist is currently being addressed for the 5<sup>th</sup> floor.
2. The general contractor requested an architect's punchlist review for the 3<sup>rd</sup> floor, Building 17.
3. Installation of linoleum is in progress as well as chair rail, wood base and millwork at the 1<sup>st</sup> floor.
4. Mr. Schoning requested if the color for the window trim at offices matches the base. Upon review in the field, Ryan Faulk stated that the colors are the same for the window sill trim and wood base in office spaces in this building.
5. Installation of awnings is scheduled to progress this week.
6. Test and balance is currently scheduled to proceed on Thursday.

7. Remedial work at Building 17 monumental site stair is currently in progress.

90. 8 Reviewed current RFI's that are open or waiting on response from the architect. The following items were noted:

1. RFI #521 Mr. Renoit requested the status of the light fixture selection. Ryan Faulk noted that per the previous discussion on this item at the site, a type F2 fixture was requested to be installed by the architect. During this meeting, however, it was noted that a 277 volt power supply is provided to this fixture. Jason Crumb stated he will review and advise as soon as possible as to an alternate fixture to be used.
2. RFI #525 referring to battens and soffit at Volume 3 balconies, Mr. Renoit stated this remains open due to review by the architect required for batten location. Ryan Faulk stated that at the previous compliance review batten location was reviewed and deemed acceptable since battens are located at joints and joints are visible within the fiber cement soffit.

This item was deemed closed during this meeting.

3. RFI #541 for SLD bollards. Upon review, Ryan Faulk noted the foundation shall be 18" x 18" and formed with 2 x 8's. Two #4 rebar 10" o.c. shall be placed in each direction for reinforcing. This RFI will be responded to in this manner.
4. RFI #542 screen at the 1<sup>st</sup> floor of Building 16. Ryan Faulk stated that he will respond to this RFI as soon as possible; however, the architectural floor plan on sheets A2.05 and A2.06 at Volume 4 shall be followed regarding placement of fence as well as placement of gates.
5. RFI #544 retractable ladder. Ryan Faulk noted that this is an option provided by roof hatch manufacturers for this purpose, and is not necessarily a retractable ladder, but a post mounted to the steel ladder leading up to the roof hatch.
6. RFI #546 Volume 3 sidewalk elevations. Ryan Faulk noted that this will be discussed during the site review.

90. 9 Regarding submittals, Jason Crumb stated that while he still retains the floor box submittal, he will return it this afternoon and stated that the submittal will be returned with no exceptions noted. Regarding sample warranty submittals, Ryan Faulk noted to Mr. Reneau that sample warranties shall be submitted where specifically required to do so by the specifications; however, for the remainder of warranties should only be included with the warranty manual submitted at the end of the project for review. Both Ryan Faulk and Regis Bergeron reiterated that the weathertightness roof warranties shall be executed for the state to consider substantial completion of the project.

90. 10 Upon review of CPR's, Ryan Faulk provided Mr. Broughton with H/S's updated log for these items. It was noted that several items are awaiting revision or submittal by the contractor. Furthermore, H/S noted that for the claim submitted for the northeast entry grade adjustment, this item was submitted for review to H/S on 9/20/11 at 5:15 p.m. and was responded to the following morning 9/21/11 at 10:21 a.m. Per the correspondence from the contractor for H/S comment in this matter have not been provided to date and the architect is currently awaiting the general contractor in this matter.

90. 11 Mr. Tijerino requested information whether units within Building 1 of Volume 2 would be available after punchlist to be accepted by the owner and used by the management company which is currently in place as of September 13, 2011 as model units for perspective tenants. The general contractor stated that they will be ready pending acceptance by the architect for substantial completion of that building. It was noted by Mr. Bergeron that a partial occupancy is available for portions of the project which are complete and which the owner wishes

to occupy. Mr. Faulk added that those units cannot be deemed substantially complete until all guardrails, handrails, canopy roofs, etc. are complete.

- 90.12 Upon discussion of the light poles bases, Ryan Faulk noted that the previous compliance review the vertical surface of the pole bases are acceptable regarding the coating provided on these items; however, the horizontal surface was not. Mr. Scherer stated that currently the tops are being reworked for review by the architect.
- 90.13 Regarding fence elevation at the south property line adjacent to Lake Forest Blvd., Mr. Scherer noted that the sidewalk elevations adjacent to the fence have been adjusted prior to pouring. It is incumbent upon the Contractor to install the fence panels such that the bottom of the fence picket elevation remains a minimum 2" above the adjacent concrete as noted in the landscape drawings so that these items do not become damaged or become buried within topsoil.
- 90.14 Mr. Broughton stated the porch fan installation per CPR 047 is currently in progress. Walton-Core is still working with PDI regarding adjustment to the quotation relative to the owner's comments.
- 90.15 Mr. Broughton requested that H/S review the necessity of the horizontal 3" x 1/4" steel flat bar top rail located on guardrails at Volume 1, 2 and 3, and to allow the Contractor to proceed with the installation of these guardrails without installing this element.

Upon subsequent review and discussion on this topic, H/S stated that the flat bar top rail must be installed, welds properly ground and galvanized prior to painting. This is a necessary and important design feature which is consistent throughout the project.

- 90.16 Regarding the alternate kitchen light fixture within (8) Volume 2 unit kitchens, the contractor was directed by the architect to proceed with the fixture scheduled in the contract documents.
- 90.17 The general contractor requested information regarding coordination study per RFI #502 stating that the electrical subcontractor still has questions regarding this issue and that costs may be associated with it. PDI has requested a conference call with Jason Crumb to review the issue. Mr. Crumb stated he will call PDI as requested and discussed and follow-up with all parties.
- 90.18 Upon review in the field of grades relative to RFI #546 at Volume 3, it was noted that the grades adjacent to stairs appear to be acceptable and within tolerance. The curb cut ramp located directly east of Building 10 shall ramp from the street up to the curb while the portion of the sidewalk forming the landing for the handicap stair at the southeast corner of Building 10 must be adjusted such that the bottom of the ramp continues to slope instead of flattening out as is currently installed reducing the bottom of the ramp elevation by 1-1/2". Sidewalk grades at the cross slope with the sidewalk will be adjusted such that the sidewalk slopes no greater than 1:48 thereby placing a small section of sidewalk approximately 12" long above the level of the adjacent curb by approximately 1". The general contractor understood the requirements and will form-up the area as discussed for review and execution. H/S will follow-up in writing as a response to the RFI with the discussions occurring during this meeting.
- 90.19 All parties reviewed the balcony elastomeric deck coating, specifically at Volume 2 and Volume 3 balconies whereby the following items were noted:
  1. Balcony coating at Volume 2 has been installed such that the coating is directly adhered to the Tyvek located behind the stucco in these areas allowing any moisture accumulation on the surface of Tyvek to weep out to the balcony; however, installation of the balcony topcoat is such that the coating is sealed to the j-mold at the bottom of the stucco thereby sealing the weep, which is unacceptable.

Upon subsequent review and discussion, a j-bead with weep must be installed at the base of stucco at all Volume 2 balconies. The installation of the balcony waterproofing coating to the Tyvek will be

accepted; however, an extended warranty for this connection shall be provided to the Owner by the General Contractor, since it is not installed per the contract documents.

2. In review of Volume 3 balconies, no stucco is installed at this time; however, balcony coating has been installed such that it is directly adhered to the Tyvek weather barrier.

Upon subsequent review and discussion, H/S will accept the installation of the balcony waterproofing coating adhered to the Tyvek barrier; however, an extended warranty shall be provided to the Owner by the General Contractor for this installation, since it differs from the requirements of the Contract Documents. The general contractor shall properly seal the miscellaneous penetrations and nail holes observed within the Tyvek system prior to installation of cement board and stucco. Additionally, a J-bead with weep between the bottom of the stucco/cement board finish system and the balcony coating must be present as required by the Contract Documents. This weep shall be no less than  $\frac{1}{4}$ ".

END OF MINUTES



Ipe steel supports for painting (volume 2)



Volume 2 – deck coating sealed to stucco, no weeps



Volume 3 – deck coating sealed to Tyvek barrier at balconies.



Volume 3 – deck coating sealed to tyvek barrier at balcony columns



Volume 3 – flashing installed for canopy roof system



Volume 4 – remedial work in progress for steps, south side of bldg 17



ROY T. DUFRECHE AND ASSOCIATES, LLC  
LANDSCAPE ARCHITECTS AND PLANNERS

LANDSCAPE ARCHITECTURE  
CAMPUS PLANNING  
LAND PLANNING  
RECREATION PLANNING  
URBAN DESIGN

## MEETING MINUTES

### Village de Jardin Apartments

New Orleans, Louisiana

**Tuesday, September 27, 2011 @ 10:00 A.M. @ the Project Site**

Parties Present:

Mr. Ryan Faulk  
Mr. Adam Perkins  
Mr. Roger Tijerino  
Mr. Regis Bergeron  
Mr. Tanner Broughton  
Mr. Lanny Schoning  
Mr. Edward Scheper  
Mr. C. McKay  
Mr. Brian Gates  
Mr. Chuck Coffman  
Mr. Jason Crumb

Organization:

Holly and Smith Architects  
Roy T. Dufreche and Associates  
LHFA  
FP&C  
WCC  
WCC  
GEC  
N/C  
W/C  
Crumb Engineering

Parties receiving copies: (File)

General Notes:

1.1 The purpose of the meeting was to report and coordinate construction progress. A site inspection was also performed, observing work accomplished to-date.

Action:

- 1.2 The weather was noted to be hot and sunny, the site conditions were dry.
- 1.3 Mr. Darren Callahan (RCI Foreman) and Mr. Perkins conducted an independent pre-meeting walk of the site at approx. 9:30, which allowed Mr. Perkins to observe RCI's progress to-date.
- 1.4 Mr. Callahan noted that the main water hookup and controller location are in the NE corner of the property, where some issues with the location of an existing water main have delayed the installation of paving for the driveway in this area. Mr. Callahan stated that a temporary water hookup might be required to irrigate the first zones of installed landscape and turf, until this issue is resolved.
- 1.5 Mr. Callahan stated that he has not been able to access the gravel-surfaced "garden" area until recently, due to its use as a staging area.

1.6 Mr. Perkins noted that nearly all of the irrigation piping has been installed in Vol-2 and Vol-3, except where Sidewalk installation issues have prevented installation. This sidewalk issue was noted as having been a recurring issue, which has delayed RCI's progress almost from their first day on-site.

1.7 Mr. Callahan explained his recent installation, and subsequent relocation, of irrigation piping in the Vol-1 area (due to a conflict with newly installed fenceposts). Fenceposts for the upcoming privacy fences in this area will present a delay to RCI's progress until they are installed (the subsequent meeting revealed that the fencing contractor should be beginning his install within the week).

1.8 Mr. Perkins noted that no irrigation heads, turf, or vegetation has been installed. Progress by RCI has been limited to the installation of pipes and some valve-boxes (not valved yet). Overall, approx 50% of the project's total piping appears to be installed.

2.0 Mr. Callahan noted that he has not completed the large-diameter irrigation "mains" yet, but expects their installation to go very quickly despite their size, as they are installed in long, continuous runs, unlike the lateral pipes currently being installed.

2.1 Mr. Perkins and Mr. Callahan noted and discussed several areas adjacent to new sidewalks where fill will need to be provided prior to RCI's installation of turf, and final irrigation head installation. This was noted as a possible source of future delays.

2.2 Mr. Callahan noted that his irrigation installation may begin within the southern portion of the site (Vol-2). He subsequently noted that the main water hookup and controller location are in the NE corner of the property. He noted that his installation phasing may change to adapt to this condition. These adaptations were noted as having no impact on his installation timeline.

2.3 The meeting commenced with a lengthy discussion of building construction topics with no impact on the landscape and irrigation. Topics of consequence to the Irrigation and Landscape contract included:
 

- Sidewalk installation has been trailing behind schedule, resulting in delays for RCI's crews.
- A partial (phased) acceptance was discussed for allowing use of an apartment as an on-site office. This will possibly require the installation of landscaping in this area on an accelerated timeline. No firm date was set, and this issue will need monitoring. A temporary Irrigation water supply may be needed to keep turf and trees in this area alive.

2.4 Mr. Perkins was requested to evaluate the current grading situation, relative to the bottom of recently installed decorative fencing panels. Along the southern edge of the site, it was noted that the interplay of a sloped sidewalk adjacent to a level-bottomed fence has caused some sheet-drainage issues. Mr. Perkins noted that the Civil Engineers had an engineer shooting grades during his observation. The issue of sheet-drainage past this area, out to the curb, will need careful monitoring. The panels currently installed here are 8' ht. panels.

2.5 Mr. Schepper accompanied Mr. Perkins to the western edge of the property (southern portion), where he noted that shorter (7') fence panels have been obtained (but not installed) for the stretches of fence adjacent to new curbing in this area. Fence panels are currently installed with an 8' panel ht.

2.6 Then chain-link fence along the eastern edge of the property has not been repaired yet

2.7 With no further items pending, the meeting concluded at 11:30 A.M.

**END OF MINUTES**

## OAC MEETING SIGN-IN SHEET

<b>Project:</b> Gaslight Village	<b>Meeting Date:</b> 9/27/11
<b>Facilitator:</b> Walton Core Construction	<b>Place/Room:</b> Bldg 100



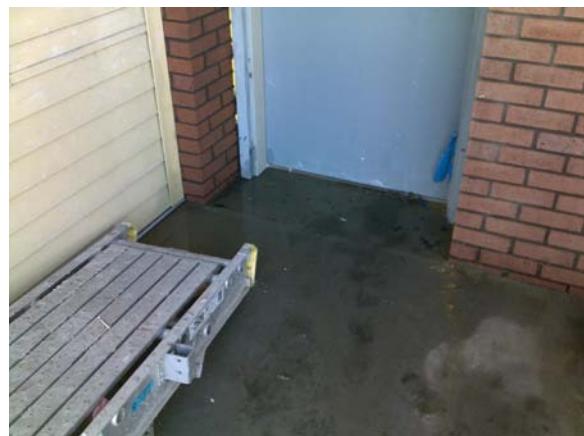
Vol. 2 – cedar fence mockup



Vol. 0 – paving area East of building 17



Vol. 0 – Northeast entry at I-10 service road



Vol. 4 – negative slope at stair door, building 16 south stair



Vol. 0 – pine tree must be removed at sidewalk location, Lake Forest Blvd.



Vol. 0 – crepe myrtle must be removed at sidewalk location, Lake Forest Blvd.

HOLLY & SMITH ARCHITECTS  
A Professional Architectural Corporation  
P. O. BOX 1707  
HAMMOND, LOUISIANA 70401  
985/345-5210

PROJECT: Replacement of Gaslight Apts.  
Village de Jardin

H/S PROJECT NO. 07020  
STATE PROJECT No. 01-107-05B-13, Part AQ

## COMPLIANCE REVIEW

DATE: October 4, 2011

SITE: Dry

TIME: 10:00 a.m.

WEATHER: Clear/Warm

## PARTIES PRESENT

Ryan Faulk  
Regis Bergeron  
Russell Stallings  
Jeremy Reneau  
Edward Scheper  
James Robinette  
Lanny Schonning

## ORGANIZATION

H/S  
F P & C  
Owner's On-Site Representative  
Walton CORE  
Walton CORE  
Walton CORE  
Walton CORE

Parties receiving copies: Regis Bergeron – FP&C, Jason Crumb – Crumb Engineering, Ashley Austin – Morphy Makofsky Inc., Alejandro Flores – Krebs LaSalle LeMieux, Bill Petty – Walton Core, Roy T. Dufreche & Associates, Roger Tijerino – LHFA

THE INFLUENCE OF THE CULTURE OF THE PUPILS ON THE PUPILS' LEARNING

*Anyone taking exception to these notes should notify the Architect, in writing, within seven (7) days of the date of receipt of this document; otherwise, the minutes shall stand approved as written.*

## ACTIONS

91.1 H/S observed handrails and guardrails in the process of installation at Building 100 at Volume 1 and requested information as to how the horizontal flat bar top rail is proposed to be installed at this time. The general contractor responded that they are proceeding with the installation of guardrails with the intention that heat blankets will be provided below and around the affected guardrails for protection of the porch area and adjacent construction while these flat bar top rails are welded in place, ground and painted.

Steel guardrails must be properly galvanized while means, methods, sequences and techniques are the responsibility of the general contractor. Proper galvanizing cannot be provided on these items while handrails are in place and installed and as such are not acceptable. Flat bar top rail shall be installed and welds properly ground smooth and the assembly galvanized per the requirements of the contract documents prior to painting and installation.

91.2 All parties reviewed the tenant build out spaces located in Building type B at Volume 3 relative to the pending work by the owner's separate contractor in these spaces. Discussion on this with respect to requirements will be forwarded under separate cover.

91.3 All parties reviewed the grades at the Southeast corner of Building 10 adjacent to the cast-in-place concrete stairs and handicapped ramp in that area. Some of the grades were discussed relative to RFI 546 and Mr. Scheper had forms installed in order to show the required grades at the sidewalk at the base of both east site stair and ramp in this location. The top edge of form adjacent to curb is approximately 1-3/4" above top of curb and tapers to 0" going north for approximately 5'. Discussion took place which considered the demolition and replacement of the curb adjacent to the sidewalk at this area.

H/S subsequently reviewed the matter further and informed the Contractor that the removal of the curb is not necessary, and it shall remain in place with the sidewalk formed as reviewed in the field and per the photographs

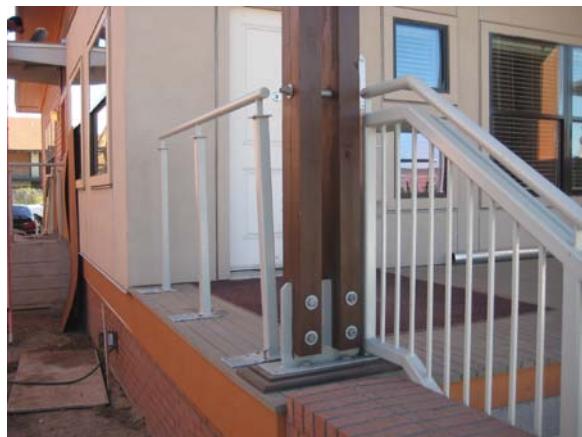
shown below.

- 91. 4 H/S observed the subcontractor in the process of lowering the end of the handicap ramp at the northeast corner of Building 13 in Volume 3. Mr. Scheper stopped this subcontractor from removing further concrete since the ramp as installed is acceptable and grades can be adjusted at the sidewalk as necessary since this sidewalk is adjacent to planting beds, not curbs. The general contractor shall repair the end of the ramp to a level acceptable by the architect.
- 91. 5 H/S observed that flashing has not been installed for canopies interfacing with the west side of Buildings 11 and 12 at Volume 3; specifically, at tenant spaces. These flashings shall be installed prior to installation of stucco. Cement board in this area has been in place and exposed to weather for a significant amount of time.
- 91. 6 All parties observed several areas with respect to Volume 3 stucco installation where workmanship of joints is not acceptable. Refloat and refinishing of these areas will be required for acceptance.
- 91. 7 Mr. Reneau stated that metal wall panels for installation at the prefinished metal canopy between Buildings 16 and 17 are currently in fabrication and will be delivered to the site within 3 to 4 weeks.
- 91. 8 H/S has received no resolution from the Contractor to date regarding downspout leaders extending from the base of the canopy columns for the canopy noted in the previous item. Previous discussion and direction on this matter from H/S was to provide a square downspout leader extending from the base of the canopy column to penetrate the metal wall panels. The leader shall be prefinished matching wall panel color.
- 91. 9 Mr. Renoit confirmed that a panel joint will be placed within the metal wall panel system for the canopy between Buildings 16 and 17. Panel joint will be aligned with the center of the horizontal beam of the canopy system (see photo below).
- 91. 10 All parties reviewed the library millwork within Building 17. Upon review and discussion with the millwork subcontractor, H/S noted that the wood panels for installation between top of millwork and the furrdown above must be placed flush with the face of shelving below. Furthermore, the pilasters proposed and installed by the millwork subcontractor to terminate the west end of the millwork must be installed further back to align with the face of the wood panels at the furrdown.
- 91. 11 Upon review of the wood paneling around columns at Circulation 132, adjacent to kitchen, H/S noted that the stain for this paneling is significantly darker than that of the base or that of the mailbox millwork in Mail 119. The contractor has the following options:
  - 1. Remove the wood base at the wood wall panel locations and provide base stained to match wall panels.
  - 2. Refinish wood wall panels to match wood base.
- 91. 12 Remedial work remained in progress for the cast-in-place steps at the south end of Building 17.
- 91. 13 Building-mounted awnings were in the process of installation at this time for Buildings 16 and 17. It was noted by the general contractor that while (16) attachment holes were provided by the fabricator, only (8) were required for the installation of the awnings to achieve the required wind load requirements. The remaining (8) have been capped using a painted plastic cap. Upon review of this material, H/S rejected it stating that a more long term material such as aluminum or stainless steel must be provided as a cap for the remaining unused holes.
- 91. 14 Pavement up to the northeast entry has been installed; however, both the northeast and northwest entries have not been poured to date.

END OF REPORT



Vol. 3 – sidewalk grade adjustment at end of ramp



Vol. 1 – installation of guardrails without required top rail.



Vol. 1 – installation of wood slat support members and handrails



Vol. 3 –  $\frac{1}{4}$ " min. width sealant joint required between stucco and storefront.



Vol. 3 progress, building 10



View of vol 2 and vol 3 from building 11



Vol. 4 – installation of wood slats in progress at balconies



Vol. 4, building 16 – staining of steel and stucco still visible at col. D-10. Extensive washing has discolored Ipe wood. Remedial work required in this area.



Plastic caps at vol. 4 awnings must be replaced with metal.



Vol. 4 - Joint required in metal panels as discussed to align with contractor proposed joint at column locations

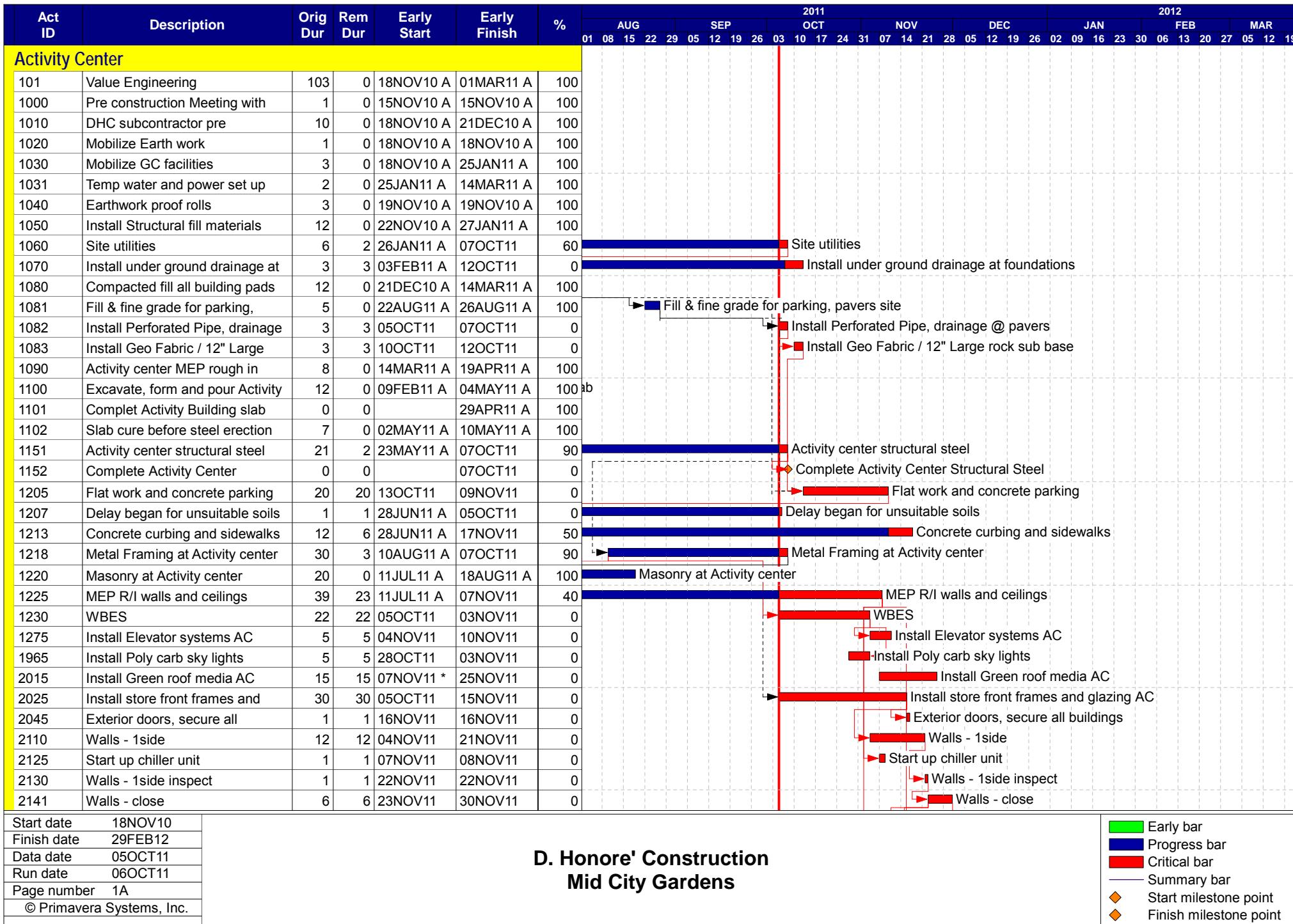


Vol. 4 – base different color from wall panels not acceptable



Vol. 4 – remedial measures in progress for monumental site stair at bldg 17.





**D. Honore' Construction  
Mid City Gardens**

- █ Early bar
- █ Progress bar
- █ Critical bar
- █ Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point

Project Gantt Chart showing tasks and their timelines from August 2011 to March 2012. The chart includes a legend for task types and a detailed breakdown of tasks for Residential - Buildings 2 & 3.

**Legend:**

- Yellow Task: Solar photovoltaic systems
- Red Task: Tape float and finish Activity
- Blue Task: Prime and first coat paint AC
- Green Task: Swing Doors
- Orange Task: All flooring
- Purple Task: ACT Drop Ceiling
- Light Blue Task: Toilet Partitions/Access/Special
- Light Green Task: Lockers / benches installation
- Light Orange Task: Install Millwork at Activity center
- Light Purple Task: Trim out MEP at Activity Center
- Light Blue Task: Test and balancing of HVAC
- Light Green Task: Final Painting and Staining
- Light Orange Task: Install signage AC
- Light Purple Task: Install appliances AC
- Light Blue Task: Install irrigation and landscaping
- Light Green Task: Install landscaping
- Light Orange Task: SFM Final
- Light Purple Task: Prepare GC Punch list for
- Light Blue Task: Perform GC Punch list for
- Light Green Task: Architect inspection and punch
- Light Orange Task: Perform Arch Punch list AC

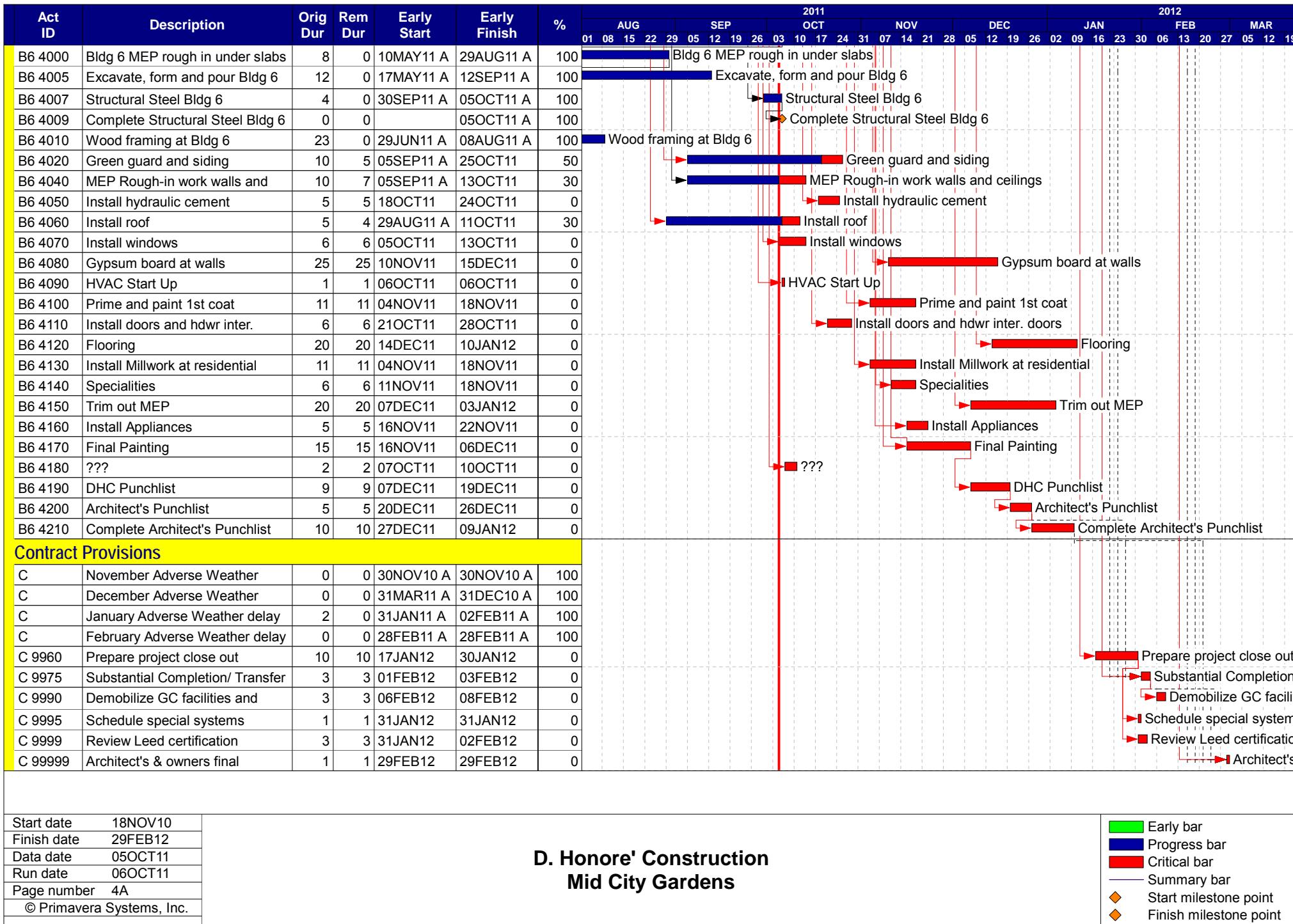
**Residential - Buildings 2 & 3**

Act ID	Description	Orig Dur	Rem Dur	Early Start	Early Finish	%
B2	Building Start	1	0	12APR11 A	12APR11 A	100
B2 4000	MEP rough in under slabs	5	0	15MAR11 A	18APR11 A	100
B2 4005	Excavate, form and pour	15	0	18MAR11 A	21APR11 A	100
B2 4007	Structural Steel	11	0	09MAY11 A	05SEP11 A	100
B2 4008	Complete Structural Steel Bldg 2	0	0	05SEP11 A	100	
B2 4010	Wood framing	29	0	15JUN11 A	25JUL11 A	100
B2 4015	Green Guard and Siding	10	0	05AUG11 A	16SEP11 A	100
B2 4030	MEP rough in work walls &	10	0	29JUN11 A	19AUG11 A	100
B2 4035	Install hydraulic cement	10	4	26SEP11 A	10OCT11	60
B2 4040	Install roof	5	0	06AUG11 A	08AUG11 A	100
B2 4045	Install windows	6	0	13SEP11 A	05OCT11	95
B2 4060	Gypsum board at walls	25	1	29AUG11 A	06OCT11	95
B2 4065	HVAC Start Up	1	1	05OCT11	05OCT11	0
B2 4080	Prime and paint 1st coat	11	11	05OCT11	19OCT11	0
B2 4085	Install doors and hdwr inter.	6	6	05OCT11	12OCT11	0



AM81

## D. Honore' Construction Mid City Gardens



## D. Honore' Construction Mid City Gardens

Start date	18NOV10
Finish date	29FEB12
Data date	05OCT11
Run date	06OCT11
Page number	4A
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- Early bar
- Progress bar
- Critical bar
- Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point

# POST ARCHITECTS

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## FIELD REPORT

DATE: **September 27, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

WEATHER: Clear **Partly-Cloudy** Cloudy Lt. Rain Hd. Rain

**TEMPERATURE: 73 Degrees**

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### Activities:

1. Weekly progress meeting held on site with Jennifer Blunschi (Project Manager) and Carroll Lazard (Superintendent) of DHC, and Joe Durnin and Ricky (LHFA) representatives.
2. Discussed:
  - a. Activity Center pending SFM issues - took picture of SFM marked-up drawing (not listed in letter), will forward to Kent.
  - b. VE time extension status - recommending inclusion in CO #2.
  - c. Whole Building Envelope System (WBES) Warranty for Activity Center - Post reviewed issues with testing agent, WMC, on Sept. 22, 2011. Will review and issue supplemental instructions as needed.
  - d. Reviewed RFCs - need pricing on Fire Dept. connections and fire hydrant.
  - e. Submittals - colors and finish selections are critical; mortar color needed - awaiting submittal.
  - f. Residential structural issues - need to send warped joist bottom chord corrective measures; stairs at Buildings 4-6 have same issue with paving difference and are 2 -3 inches short - same fix; increase treads equally, or add one tread.
  - g. VE change at tub surround causing a problem for most of the units in Buildings 4/5/6, window half covered. Suggestions needed. Will review and advise.
  - h. Laundry closets in Unit D - light?
  - i. AIA Baton Rouge Chapter has requested a site visit; okay with DHC.
3. Construction progress review (limited visit):
  - a. Site conditions – mostly dry with the exception of Building 6 drive (standing water); lots of construction debris and trash on site.
  - b. Building 1 – HVAC work in progress; electrical rough-in ongoing.
  - c. Buildings 2 and 3 – stairs installed (treads not poured); siding ongoing; drywall continues on interior; windows on-site, installation in progress.
  - d. Buildings 4 and 5 – siding ongoing; z-purlins ongoing, nearing completion; interior MEP rough-ins continue; windows on-site, installation in progress.
  - e. Building 6 – vapor barrier completed; z-purlins ongoing; MEP rough-ins ongoing.

### Site Photos:

See Attached Photos (1-9).

### Reported by:

Lisa H. Nice, AIA, LEED AP

---

U:\1001 Capital City South Apartments\02 Docs\Field Reports\Word Versions\2011\_0927-Field Report.doc

## Mid City Site Photos



1001 Cap City South\_092711-001



1001 Cap City South\_092711-002



1001 Cap City South\_092711-003



1001 Cap City South\_092711-004



1001 Cap City South\_092711-005

Photos by Post Architects

AM85



1001 Cap City South\_092711-006

## Mid City Site Photos



1001 Cap City South\_092711-007



1001 Cap City South\_092711-008



1001 Cap City South\_092711-009

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## FIELD REPORT

DATE: **October 4, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

WEATHER: **Clear** Partly-Cloudy Cloudy Lt. Rain Hd. Rain

TEMPERATURE: **82 Degrees**

**Activities:**

1. Visited site with Skipper Post to review soil conditions.
2. Weekly progress meeting held on site with Jennifer Blunschi (Project Manager) and Carroll Lazard (Superintendent) of DHC.
3. Discussed:
  - a. Activity Center pending SFM issues - forwarded information to Kent at AST for review and incorporation as required.
  - b. Whole Building Envelope System (WBES) Warranty for Activity Center - DHC needs direction on any revisions to wall system prior to construction of mock-up. DHC/ABC indicating that there is a potential conflict with fluid applied water proofing and rigid insulation. Requested more information from DHC so we can review and advise.
  - c. Activity Center MEP coordination issues at Dance and Lobby - will review in field.
  - d. Buildings 2/3 structural - need to send warped joist bottom chord corrective measures to DHC and drawing on upper balcony connection for incorporation.
  - e. Building 4/5/6 feeder raceways - can PVC be used in lieu of rigid metal conduit. PVC can be installed in joist webs, rigid cannot and would need to be furred out. Will ask Kent at AST.
  - f. Buildings 4/5/6, window half covered by tub surround - options are:
    - 1) Remove windows.
    - 2) Leave window, fill void, conceal on interior.
    - 3) Go back to tile surround at these locations only.
  - g. Submittals - mortar color submittal was delivered today.
  - h. Reviewed RFCs - revised concrete price on 12R under review.
4. Construction progress review:
  - a. Site conditions – mostly dry with the exception of Building 6 drive (standing water) and ruts between Buildings 2 and 3; community garden planters started.
  - b. Building 1 – HVAC work in progress; electrical rough-in ongoing; reviewed conflict with supply and return ducts, rain leaders, and lights in Dance. Minor duct and light conflict in Lobby - duct can be shifted to avoid. Will provide direction on Dance.
  - c. Buildings 2 and 3 – siding ongoing; interior drywall complete at 2, in progress at 3; windows installed; exterior priming has started; damaged vapor barrier on south end of 2.
  - d. Buildings 4 and 5 – siding ongoing; z-purlins complete at 4, nearing completion at 5; interior MEP rough-ins continue; windows installed.
  - e. Building 6 – vapor barrier completed (some damaged areas); z-purlins ongoing; MEP rough-ins ongoing.

See attached consultant observation report also.

**Site Photos:**

See Attached Photos (1-28).

**Reported by:**

Lisa H. Nice, AIA, LEED AP

## Mid City Site Photos

1001 Cap City South\_100411-001



1001 Cap City South\_100411-002



### BUILDING 1 INTERIOR →

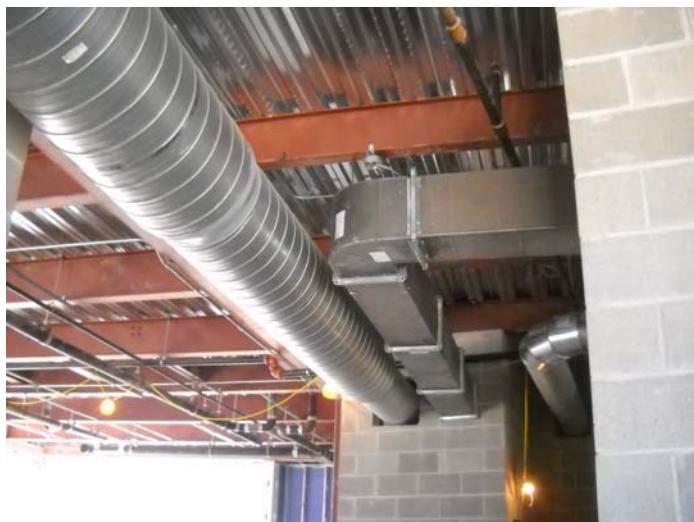
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1001 Cap City South\_100411-004



1001 Cap City South\_100411-005



1001 Cap City South\_100411-006



## Mid City Site Photos

1001 Cap City South\_100411-007



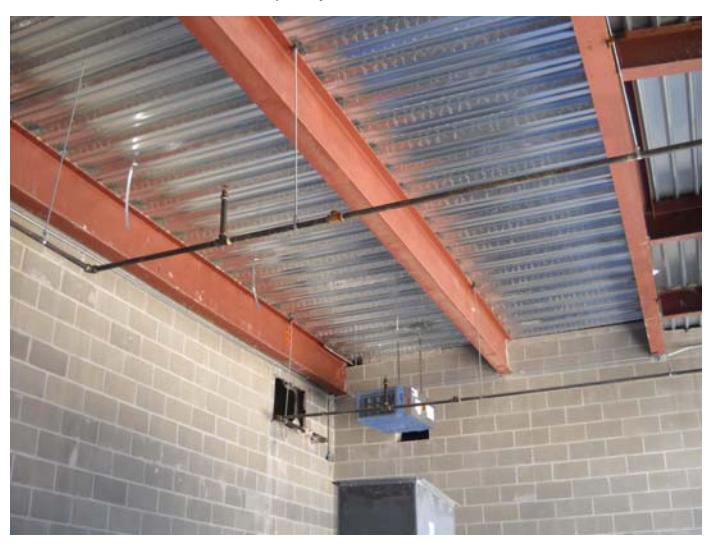
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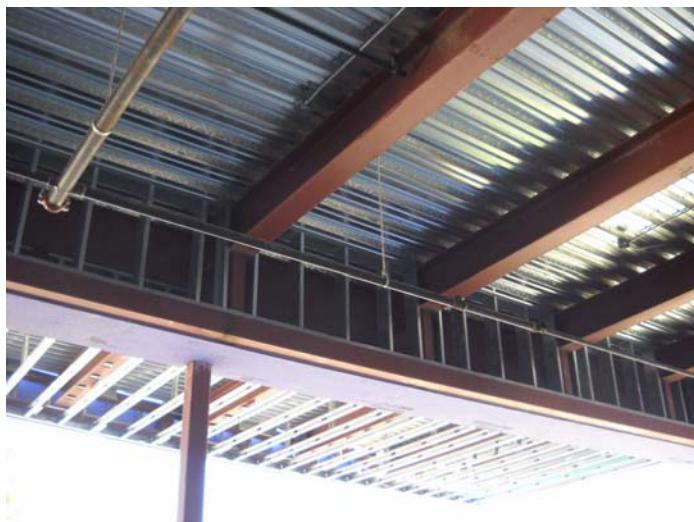
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1001 Cap City South\_100411-010



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1001 Cap City South\_100411-012



## Mid City Site Photos

1001 Cap City South\_100411-013



1001 Cap City South\_100411-014



**BUILDINGS 2/3 EXTERIOR →**

1001 Cap City South\_100411-015



1001 Cap City South\_100411-016



1001 Cap City South\_100411-017



1001 Cap City South\_100411-018



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## Mid City Site Photos

1001 Cap City South\_100411-019



BUILDING 4 EXTERIOR →

1001 Cap City South\_100411-021



BUILDING 5 EXTERIOR

1001 Cap City South\_100411-023



1001 Cap City South\_100411-020



1001 Cap City South\_100411-022



BUILDING 6 EXTERIOR →

1001 Cap City South\_100411-024



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## Mid City Site Photos

1001 Cap City South\_100411-025



1001 Cap City South\_100411-026



COMMUNITY GARDEN →

1001 Cap City South\_100411-027



1001 Cap City South\_100411-028



# Engineer's Field Report

Project Name:  
Mid City Gardens I & II Residential  
(Replacement of Capital City South Apartments)  
A New Mixed Use Project in South Baton Rouge  
for Louisiana Housing Finance Agency



Engineer's Project No. 10-7438

Observers:

Field Report Number: 012  
Page 1 of 1

Kirk J. Simoneaux, P.E.  
A. Kent Gasperecz

---

DATE: 09/30/2011

TIME: 10:45 a.m.

WEATHER: Sunny (78°F)

---

## OBSERVATIONS:

### MECHANICAL

#### **Building 3 Wall Rough-In**

- 12.1 Set screw fittings not allowed on control conduit.
- 12.2 Insulate all domestic water lines in exterior walls or spaces exposed to outdoor conditions.

### ELECTRICAL

#### **Building 3**

##### **12.3 General:**

- A. Mount/install outlet boxes such that boxes are flush/true with sheetrock walls.

##### **12.4 North End:**

- A. Provide nail plate protector at 8-3 Type non-metallic wiring boring.

##### **12.5 South End, Cable/TV Room:**

- A. Label empty conduits in closet.

Distributed to:

Lisa Nice, Post Architects  
Job Specific E-Mails

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## FIELD REPORT

DATE: **October 11, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

WEATHER: **Clear to Partly-Cloudy** Cloudy Lt. Rain Hd. Rain

**TEMPERATURE: 83 Degrees**

---

### Activities:

1. Weekly progress meeting held on site with Jennifer Blunschi (Project Manager) and Carroll Lazard (Superintendent) of DHC.
2. Discussed:
  - a. Activity Center pending SFM issues - awaiting direction from AST.
  - b. Whole Building Envelope System (WBES) Warranty for Activity Center - DHC needs direction on any revisions to wall system prior to construction of mock-up. Post/EOA research indicates no conflict between fluid applied water proofing and rigid insulation. DHC to advise if their documentation shows otherwise. No detail changes will affect mock-up construction except edge of slab condition that differs from details.
  - c. Activity Center MEP coordination issues at Dance and Lobby - coordinating with MEP consultants.
  - d. Structural - Bldgs. 2/3 truss repair detail forwarded to Jennifer and Carroll for installation; still need direction on balconies for all residential units; excessive weld at SE corner of Activity Center second level wall has been approved by RAA.
  - e. Building 4/5/6 feeder raceways - need to follow-up with Kent at AST.
  - f. Buildings 4/5/6, window half covered by tub surround. Requested pricing from DHC to go back to tile in the 16-18 units affected (need to confirm quantity).
  - g. DHC requested direction on revised residential window intm. jamb detail. Will provide.
  - h. Residential roofing - need tested assembly submittal from Carlisle for review.
  - i. Test patch of the intermediate coat for exterior steel is ready for adhesion testing.
  - j. Existing phone pedestal and poles along S. 17<sup>th</sup> street. DHC received a cost from ATT of \$10K + to relocate (work not addressed in the Documents). What does that price include? Need more information to review with the Owner.
  - k. Reviewed RFCs - several prices pending (fencing req'd for LHFA Board meeting).
3. Construction progress review:
  - a. Site conditions – mostly dry with the exception of Building 6 drive and drive between Buildings 2 and 3, standing water and large ruts; community garden planters continue.
  - b. Building 1 – HVAC work in progress; electrical rough-in ongoing; correction at shade structure in progress; emergency roof drains installed at green roof, but may be too low; stairs installed.
  - c. Buildings 2 and 3 – siding nearing completion; interior drywall complete at 2, in progress at 3; windows installed; exterior priming in progress; reminded GC again regarding damaged vapor barrier; reviewed paint mock-up in Bldg. 2 - will confirm paint colors, with minor exception the finish was approved; exterior sheathing and insulation in progress (last bay will be batts in ceiling because there is nothing to hold up the cellulose).

Cont. next page.

**Page 2**

- d. Buildings 4 and 5 – siding ongoing; z-purlins complete at 4, nearing completion at 5; interior MEP rough-ins continue; windows installed (reviewing flashing detail vs. installation).
- e. Building 6 – vapor barrier completed (some damaged areas); z-purlins ongoing; MEP rough-ins ongoing.

**Site Photos:**

See Attached Photos (1-77).

**Reported by:**

Lisa H. Nice, AIA, LEED AP

## Mid City Site Photos

1001 Cap City South\_101111-001



1001 Cap City South\_101111-002



1001 Cap City South\_101111-003



1001 Cap City South\_101111-004



1001 Cap City South\_101111-005



1001 Cap City South\_101111-006



1001 Cap City South\_101111-007



1001 Cap City South\_101111-008



1001 Cap City South\_101111-009



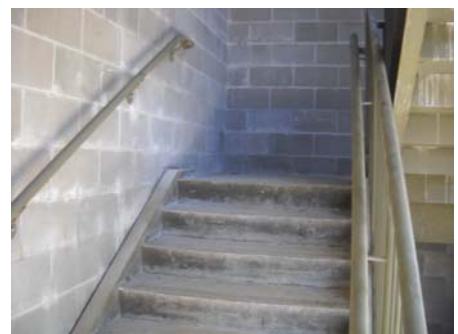
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1001 Cap City South\_101111-011



1001 Cap City South\_101111-012



## Mid City Site Photos

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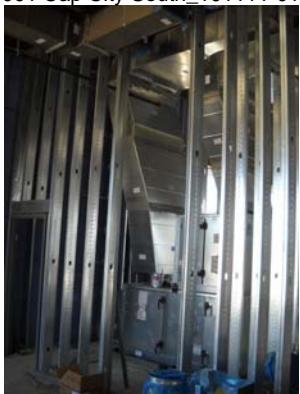
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1001 Cap City South\_101111-019



1001 Cap City South\_101111-020



1001 Cap City South\_101111-021



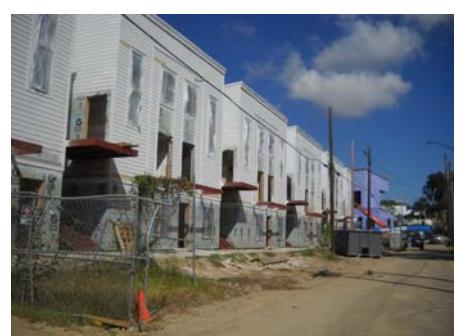
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1001 Cap City South\_101111-023



1001 Cap City South\_101111-024



Photos by Post Architects  
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## Mid City Site Photos

1001 Cap City South\_101111-025



1001 Cap City South\_101111-026



1001 Cap City South\_101111-027



1001 Cap City South\_101111-028



1001 Cap City South\_101111-029



1001 Cap City South\_101111-030



1001 Cap City South\_101111-031



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1001 Cap City South\_101111-036



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## Mid City Site Photos

1001 Cap City South\_101111-037



1001 Cap City South\_101111-038



1001 Cap City South\_101111-039



1001 Cap City South\_101111-040



1001 Cap City South\_101111-041



1001 Cap City South\_101111-042



1001 Cap City South\_101111-043



1001 Cap City South\_101111-044



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1001 Cap City South\_101111-046



1001 Cap City South\_101111-047



1001 Cap City South\_101111-048



Photos by Post Architects  
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## Mid City Site Photos

1001 Cap City South\_101111-049



1001 Cap City South\_101111-050



1001 Cap City South\_101111-051



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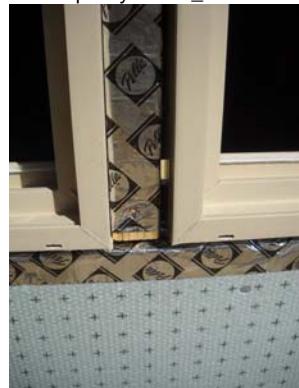
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## Mid City Site Photos

1001 Cap City South\_101111-061



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1001 Cap City South\_101111-070



1001 Cap City South\_101111-071



1001 Cap City South\_101111-072



## Mid City Site Photos

1001 Cap City South\_101111-073

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1001 Cap City South\_101111-076

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