
Louisiana Housing Finance Agency



Asset Management Committee

October 12, 2011

Table of Contents

Memo to Commissioners.....	3
Agenda	4
Minutes of the September 13, 2011 Meeting	5
Discussion of Willowbrook Apartments	8
Discussion of Capital City South Apartments	57
Discussion of Village de Jardin Apartments	89
Discussion of LHFA Office Building	no documents
Other Real Estate	no documents



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: October 5, 2011

Re: Asset Management Committee

Please be advised an Asset Management Committee meeting will be held on Wednesday, **October 12, 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.



Louisiana Housing Finance Agency

October 5, 2011

ASSET MANAGEMENT COMMITTEE MEETING

Notice is hereby given of an Asset Management Committee meeting to be held on **Wednesday, October 12, 2011, at 9:00 a.m.**, Louisiana Housing Finance Agency, Committee Room 2, located at 2415 Quail Drive, Baton Rouge LA, by order of the Chairman.

FINAL AGENDA

1. **Call to order, roll call, and introduction of guests.**
2. **Approval of the minutes for September 13, 2011 Asset Management Committee Meeting.**
3. **Discussion of Willowbrook Apartments (East New Orleans, Louisiana).**
 - Budget Variance Report and Actual Budget**
 - Occupancy Report**
 - Rent Reduction for 1 Bedroom Apartments**
 - Plumbing Issues and Recommendation**
 - Status of Advertising**
4. **Discussion and Status Update on the construction of Capital City South Apartments (East Baton Rouge, Louisiana).**
 - Critical Path Timeline**
 - Architect Field Reports**
 - Budget Report**
 - Completion Time**
 - Operation of Community Center**
 - Construction Change Directive and Change Order**
5. **Discussion and Status Update on the construction of Village de Jardin Apartments (East New Orleans, Louisiana).**
 - Architect Field Reports**
 - Critical Path Timeline**
 - Budget Report (Landscaping and Furniture, Fixtures, and Equipment)**
 - Property Management Contract**
 - Leasing and Fair Housing**
6. **Discussion of LHFA Main Office Building Assets**
 - IT Hardware and Software Requirements for Agency Strategic Projects**
 - IT Strategic Project Status**
7. **Discussion of Other Real Estate**
 - Property Disposition – Memorandum of Understand with Louisiana Land Trust**
8. **Other Business**
 - Fair Housing Discussion**
9. **Adjournment.**

Barry E. Brooks, Secretary

If you require special services or accommodations, please contact Barry E. Brooks at (225) 763 8773, or via email 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.

**Louisiana Housing Finance Agency
Asset Management Committee Meeting Minutes
Tuesday, September 13, 2011
2415 Quail Drive
Committee Room 2
Baton Rouge, LA 70808
12:00 p.m.**

Committee Members Present

Donald B. Vallee, Chair
Joseph M. Scontrino, III
Mayson H. Foster
Adena Boris
Frank Thaxton

Committee Members Absent

Guy T. Williams
Treasurer John N. Kennedy

Other Commissioners Present

Michael Airhart

Staff Present

Alesia Wilkins-Braxton
Joseph Durnin
Don Seiser
René Landry
Danny Veals
Annie Robinson
Kip Anderson
Charlette Minor
Ricky Patterson
Loretta Wallace
Ruth Wesley
E. Keith Cunningham
Jessica Guinn
Edward Falgoust
Robert McNeese
Agnes Chambers
Ingrid McCoy
Terry Holden

Asset Management Committee Meeting Minutes

September 13, 2011

Page 2

Others Present

Jennifer Blunschi, D. Honoré Construction

Lisa Nice, Post Architects

Eugene Green

Brian Tenette

Lisa Diggs

Minutes

Call to order, and roll call. The Asset Management Committee Meeting was called to order by Chairman Vallee on September 13, 2011 at 12:25 p.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 Scontrino, Commissioner Foster, 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 July 13, 2011 Asset Management Committee Meeting. Mr. Scontrino presented a motion to approve the minutes of the July Asset Management Committee Meeting. The motion was seconded by Ms. Boris. The minutes were approved by unanimous vote. The voting Committee Members were Commissioners Vallee, Scontrino, Foster, Boris, and Thaxton.

Discussion of Capital City South Apartments. Ms. Lisa Nice of POST Architects gave report on the progress of Capital City South Apartments. Discussion ensued on giving the contractor an extension of 45 days to complete the project. Jennifer Blunschi of D. Honore Construction stated that the project is one month behind schedule. Mr. Vallee requested that Dr. Tijerino give an explanation of delays at the October Asset Management committee meeting. Ms. Nice gave explanation for delays on driveway paving.

Discussion of Willowbrook Apartments. Mr. Vallee briefly reviewed the occupancy report for Willowbrook Apartments. Brian Tenette reviewed the market analysis and rent incentives.

Discussion and resolution to authorize reduction of rental rates and provide incentives for leasing apartment units at Willowbrook Apartments. Eugene Green explained reasoning behind reducing rents for Willowbrook Apartments. Detailed discussion ensued resulting in a resolution offered by Mr. Vallee to reduce rental rates and provide other incentives for the leasing of apartment units. Mr. Thaxton moved to accept the resolution. Mr. Scontrino seconded the motion. The motion was unanimously approved for recommendation to the Full Board.

A resolution authorizing the Louisiana Housing Finance Agency through its management company, Willowbrook Management, Inc., to reduce rental rates and provide other incentives for the leasing of apartment units at the Agency-

owned property, Willowbrook Apartment Community, and providing for other matters in connection therewith.

Resolution to select Property Manager for Village de Jardin Apartments. Mr. Vallee gave a brief overview of the interview process for selecting the Property Manager for Village de Jardin Apartments. After interview scores were tallied, Latter and Blum Property Management, Inc. was determined as the top scoring candidate. Mr. Vallee motioned to select Latter and Blum Property Management, Inc. as the Property Manager for Village de Jardin. Mr. Scontrino seconded the motion. The motion was unanimously approved for recommendation to the Full Board.

A resolution authorizing the Louisiana Housing Finance Agency ("Agency") to select Latter & Blum Property Management, Inc. as property managers for the Agency-owned property Village de Jardin, and providing for other matters in connection therewith.

Discussion of Village de Jardin Apartments. Mr. Ryan Faulk of Holly and Smith Architects gave report on the current construction status of the Village de Jardin Apartments. Field Reports and photos of the project were reviewed. Mr. Thaxton reviewed the Furniture, Fixtures, and Equipment for this project and commended Ms. Boris for her cost-saving efforts in purchasing these items. Photographs of furniture were reviewed.

Discussion of Asset Management Department. Mr. Vallee asking that Senior Staff of the Agency begin determining how the Asset Management Department will be staffed. Ms. Wilkins-Braxton proposed that a future employee from this department be employed at Capital City South Apartments as Property Manager.

Other Real Estate. There was a discussion concerning the Warrington Drive property in New Orleans and its disposition. Legal staff determined to investigate process and procedure for auctioning this property.

Discussion of LHFA Main Office Building Assets. Bond Balances for the LHFA Office building were reviewed by Mr. Rene Landry. Mr. Vallee suggested that Senior Staff review available space in building prior to reorganization. Mr. Danny Veals reported on Information Technology needs and gave update on hardware cooling progress.

Adjournment. A quorum was lost prior to adjournment. Mr. Vallee dismissed the meeting at 2:52 p.m.

	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
Revenue										
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)		\$ -	\$ -	\$ -		

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

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 Expense		\$ 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/		\$ 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 outsou	\$ 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 Suppies	\$ 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	\$ 1,000.00	\$ (871.00)	\$ 129.00	Building Y-plumbing	
5251	Plumbing Supplies	\$ 450.00	\$ (1,105.86)	\$ (655.86)	units A-13, N-13	\$ 450.00	\$ -	\$ 450.00		
5260	Security Contract	\$ 23,000.00	\$ (22,968.60)	\$ 31.40		\$ 23,000.00	\$ (34,935.60)	\$ (11,935.60)	Security services for 7/10 thru 9/3/2011- company overbilled by \$2,918.55-will be credited on next 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 conrtainers	\$ 2,400.00	\$ (2,428.40)	\$ (28.40)	monthly fee + rental of 2 rolloff conrtainers	
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		
5551	Pest Control Supplies	\$ -	\$ (107.49)	\$ (107.49)		\$ -	\$ -	\$ -		
7990	Uniforms/rugs	\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00		
Total Operating Expenses		\$ 126,363.00	\$ (93,581.12)	\$ 32,781.88		\$ 126,651.86	\$ (167,448.56)	\$ (40,796.70)		

\$	(305.47)
\$	-
\$	(135.25)
\$	150,168.60
\$	(1,941.34)
\$	22,011.78
\$	(1,641.10)

\$	(1,550.72)
\$	(2,552.86)
\$	(3,653.73)
\$	6,639.90

\$ 1,992.00
\$ 584.37
\$ (70.98)
\$ -
\$ (896.48)
\$ -
\$ (679.74)
\$ (13.86)
\$ 430.36
\$ 512.21
\$ 2,042.34
\$ 315.21
\$ 130.52
\$ (1,133.00)
\$ 700.00
\$ 1,000.00

\$ 1,437.68
\$ -
\$ 1,000.00
\$ 222.00
\$ (321.52)
\$ 935.00
\$ 360.00
\$ (2,040.00)
\$ (205.86)
\$ (11,904.20)
\$ -
\$ 767.45
\$ 1,334.74

\$ (4,771.04)
\$ -
\$ -
\$ -
\$ 148.78
\$ (180.07)
\$ -
\$ (1,849.98)
\$ 60.00
\$ (4,388.05)
\$ (5,223.43)
\$ (56.80)
\$ (183.74)
\$ -
\$ (143.00)
\$ -
\$ (3,937.50)

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														
TOTAL 1 BR OCCUPIED	102	103	104	102	103	103	104	103	103	104	102	103	106	104
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	184	181	183	183	184	172	173	175	176	176	176	176	175	173
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
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														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% 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														
VACANT TOTALS														
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
MOVE-IN TOTALS	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
MOVE-OUT TOTALS	4	1	4	0	12	3	1	0	2	3	0	0	4	4
Current Units Occupied														
CURRENT % OCCUPIED	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														
TOTAL 1 BR OCCUPIED	108	109	110	108	115	115	120	120	134	131	131	131	139	141
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	176	177	179	172	176	177	177	177	179	185	188	188	185	185
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
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														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% 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														
VACANT TOTALS														
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
MOVE-IN TOTALS	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
MOVE-OUT TOTALS	2	1	8	0	4	2	0	11	3	0	0	5	0	2
Current Units Occupied														
CURRENT % OCCUPIED	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														
TOTAL 1 BR OCCUPIED	147	147	149	155	156	158	157	160	160	161	163	163	162	164
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	186	185	185	184	185	187	187	185	184	184	187	187	187	184
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
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														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% 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														
VACANT TOTALS														
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
MOVE-IN TOTALS	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
MOVE-OUT TOTALS	1	0	5	2	0	3	7	1	0	0	2	2	6	4
Current Units Occupied														
CURRENT % OCCUPIED	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													
TOTAL 1 BR OCCUPIED	165	166	168	168	169	168	169	173	175	177	177	175	174
% of SUBSIDIZED 1 BR UNITS-OCCUPIED													
2 BR OCCUPIED FMR													
OCCUPIED PSH													
OCCUPIED HANO													
OCCUPIED STAR													
TOTAL 2 BR OCCUPIED	183	184	185	182	182	181	183	187	185	184	185	181	183
% of SUBSIDIZED 2 BR UNITS-OCCUPIED													
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													
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED													
% 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													
VACANT TOTALS													
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
MOVE-IN TOTALS	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
MOVE-OUT TOTALS	1	0	11	0	5	1	3	3	4	2	6	4	2
Current Units Occupied													
CURRENT % OCCUPIED	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														
TOTAL 1 BR OCCUPIED	172	175	175	175	176	176	176	176	176	178	177	177	171	173
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	185	185	185	185	184	185	185	181	184	184	183	183	182	183
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
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														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% 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														
VACANT TOTALS														
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
MOVE-IN TOTALS	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
MOVE-OUT TOTALS	3	0	4	0	0	0	7	1	0	3	0	12	0	2
Current Units Occupied														
CURRENT % OCCUPIED	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	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	11
TOTAL APPS TAKEN	5	2	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	0
APPS DENIED	4	3	3	2	1	0	1	2	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														
TOTAL 1 BR OCCUPIED	172	172	171	170	172	174	172	167	168	165	166	165	164	164
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	182	182	183	183	181	181	178	176	176	177	177	174	175	175
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
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														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% 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	17	16	16
VACANT TOTALS			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
MOVE-IN TOTALS	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
MOVE-OUT TOTALS	0	9	1	2	0	8	7	0	5	0	6	1	0	0
Current Units Occupied														
CURRENT % OCCUPIED	87%	87%	87%	87%	87%	87%	84%	84%	84%	84%	83%	83%	83%	83%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	8	4	3	4	2	0	1	1	0	1	1	1	0	1

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
TOTAL 1 BR OCCUPIED	164	162	159	157	158	157	159	157	157	155	155	155	154	153
% of SUBSIDIZED 1 BR UNITS-OCCUPIED								50.32%	50.32%	50.32%	50.32%	50.32%	50.65%	50.98%
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
TOTAL 2 BR OCCUPIED	175	175	172	171	171	170	171	167	168	164	164	163	162	160
% of SUBSIDIZED 2 BR UNITS-OCCUPIED								40.12%	41.07%	42.07%	42.07%	41.72%	41.36%	41.88%
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
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED								45.06%	45.54%	46.08%	46.08%	45.91%	45.89%	46.33%
% OF 1 & 2 BR HANO UNITS OCCUPIED								34.88%	35.38%	36.05%	36.05%	35.85%	36.08%	36.42%
% OF 1 & 2 BR PSH UNITS OCCUPIED								9.26%	9.23%	9.09%	9.09%	9.12%	8.86%	8.95%
% OF 1 & 2 BR STAR UNITS OCCUPIED								0.93%	0.92%	0.94%	0.94%	0.94%	0.95%	0.96%
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
VACANT TOTALS	67	69	75	78	77	79	76	82	81	87	87	88	90	93
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
MOVE-IN TOTALS	5	0	0	1	2	3	0	2	0	0	8	2	0	4
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
MOVE-OUT TOTALS	7	6	3	0	4	0	6	1	6	0	9	4	3	4
Current Units Occupied						330	324	325	319	319	318	316	313	313
CURRENT % OCCUPIED	83%	83%	81%	80%	81%	81%	79%	80%	78%	78%	78%	77%	77%	77%
PRELEASED 1 BDRMS								2	3	5	2	1	2	0
PRELEASED 2 BDRMS								3	4	6	2	3	5	1
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													
1 BDRMS	216	216	216	216													
2 BDRMS	192	192	192	192													
TOTAL UNITS	408	408	408	408													
MODELS	2	2	2	2													
ADMIN. OCCUPIED	0	0	0	0													
1 BR OCCUPIED FMR	76	76	76	75													
OCCUPIED PSH	24	24	24	24													
OCCUPIED HANO	51	51	51	51													
OCCUPIED STAR	1	1	1	1													
TOTAL 1 BR OCCUPIED	152	152	152	151													
% of SUBSIDIZED 1 BR UNITS-OCCUPIED	50.00%	50.00%	50.00%	50.33%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2 BR OCCUPIED FMR	93	94	93	93													
OCCUPIED PSH	4	4	4	4													
OCCUPIED HANO	62	61	61	61													
OCCUPIED STAR	2	2	2	2													
TOTAL 2 BR OCCUPIED	161	161	160	160	0	0											
% of SUBSIDIZED 2 BR UNITS-OCCUPIED	42.24%	41.61%	41.88%	41.88%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TOTAL 1BR & 2 BR UNITS OCCUPIED	313	313	312	311													
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED	144	143	143	143													
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED	46.01%	45.69%	45.83%	45.98%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% OF 1 & 2 BR HANO UNITS OCCUPIED	36.10%	35.78%	35.90%	36.01%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% OF 1 & 2 BR PSH UNITS OCCUPIED	8.95%	8.95%	8.97%	9.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% OF 1 & 2 BR STAR UNITS OCCUPIED	0.96%	0.96%	0.96%	0.96%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VACANT 1 BDRMS	63	63	63	65													
VACANT 2 BDRMS	30	30	31	31													
VACANT TOTALS	93	93	94	96	0	0	0	0	0	0	0	0	0	0	0	0	0
MOVE-INS 1 BDRMS	0	1	0	3													
MOVE-INS 2 BDRMS	1	3	1	0													
MOVE-IN TOTALS	1	4	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0
MOVE-OUT 1 BDRMS	0	1	1	1													
MOVE-OUT 2 BDRMS	1	4	1	0													
MOVE-OUT TOTALS	1	5	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Units Occupied	313	312	311	313	0	0	0	0	0	0	0	0	0	0	0	0	0
CURRENT % OCCUPIED	77%	76%	76%	77%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
PRELEASED 1 BDRMS	0	0	1	2													
PRELEASED 2 BDRMS	2	3	5	6													
PRELEASED	2	3	6	8	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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 include the Y Building.
Aoka*

BID SHEET

DATE: 9/28/11

Property Name: Willowbrook Apts Property Manager: Ariana Ratheff

Property Phone #: 504-218-7750 Manager: Bryan Tenette

Bid Status: Routine Emergency Construction Service/Supplies

Low Bidder: Roto Rooter Plumbing Proposed Cost: \$ 48,150.00

SCOPE OF WORK: Repair to sewer lines to the Q, W, X+Y Buildings

CONTRACTORS BIDS

1. Name: Brynum Plumbing Corp Phone: 504-259-0268 Bid: \$ 53,525.00
Address: 1200 N. Broad Ave. N.D.La. 70119 Contact: Irvin Mitchell
2. Name: Roto Rooter Plumbing Phone: 504-455-2323 Bid: \$ 48,150.00
Address: 550 Elmwood Park Blvd Ste 70123 N.D.La. 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: Ariana Ratheff

Site Manager

DATE: 9/28/11

APPROVED BY: _____

Realty Specialist (if required)

DATE: _____

JUSTIFICATION: Raw sewer backing up will cause health hazards.

BID SHEET

DATE: 9/28/11

Property Name: Willowbrook Apts Property Manager: Arona Ratheff

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: 504-455-2323 Bid: \$ 20,150.00

Address: 550 Elmwood Park Blvd. E N.O. La. 70123 Contact: Henry Tolliver

2. Name: Bynum Plumbing Corp Phone: 504-259-0268 Bid: \$ 18,860.00

Address: 1200 N. Broad Ave. Contact: Ievin Mitchell

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

Address: _____ Contact: _____

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

Address: _____ Contact: _____

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

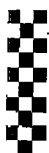
Address: _____ Contact: _____

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

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

APPROVED BY: _____ DATE: _____
Realty Specialist (if required)

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



EXCAVATION PROPOSAL

Roto-Rooter Services Company
550 Elmwood Park Blvd., Ste. F
New Orleans, LA 70123
(504) 818-0870

No. 127 P. 2
RECEIVED SEP 28 2011
Revision 5110

License # 4464

Name <u>Willowbrook Apartments</u>	Name <u>Building G</u>
Street <u>7001 Bundy Rd</u>	Street _____
City <u>New Orleans</u> State <u>La</u> ZIP <u>70127</u>	City _____ State _____ ZIP _____
Telephone Number _____	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.....	4,550.00
Net Cost.....	20,150.00

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

- 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.
- The approximate starting date is _____, and the approximate completion date is _____. Neither date is guaranteed. Unexpected conditions or problems could cause delays.
- 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.
- 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.
- 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.
- 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.
- THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.
- 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 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

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: WILLOWBROOK APARTMENTS		PHONE 504-267-7511	DATE 8/30/2011
STREET 7001 BUNDY ROAD		JOB NAME SEWER REPAIRS	
CITY, STATE, AND ZIP NEW ORLEANS, LA. 70127		JOB LOCATION 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		\$ 3,860.00

Owner

Plumbing Contractor

8/30/2011

Date

Date

Subtotal	\$ 16,860.00
Amt Recd.	\$ 13,000.00
Balance Due	\$ 3,860.00

BID SHEETDATE: 9/28/11Property Name: Willowbrook AptsProperty Manager: Arona RattellProperty Phone #: 504-218-7750Manager: Brian TenetteBid Status: Routine _____ Emergency ☒ Construction ☒ Service/Supplies _____

Low Bidder: _____

Proposed Cost: \$ 12,400.00SCOPE OF WORK: Tunneling and Repair main sewer line
to the X Building**CONTRACTORS BIDS**1. Name: Brynum Plumbing Corp. Phone: 504-259-0868 Bid: \$ 12,490.00Address: 1300 N. Broad Ave. N.O. La. 70119 Contact: Irwin Mitchell2. Name: Roto Rooter Plumbing Phone: 455-2323 Bid: \$ 12,400.00Address: 550 Elmwood Park Blvd Ste F 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: Arona Rattell

Site Manager

DATE: 9/28/11

APPROVED BY: _____

DATE: _____

Realty Specialist (if required)

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



EXCAVATION PROPOSAL
Roto-Rooter Service Company
550 Elmwood Park Blvd., Ste. F
New Orleans, LA 70123
(504) 818-0876

RECEIVED SEP 28 2011

Revision #112

License # 4484

Name <u>Willowbrook Apartments</u>	Name <u>Building X</u>
Street <u>7001 Bundy Rd</u>	Street _____
City <u>New Orleans</u> State <u>La</u> ZIP <u>70127</u>	City _____ State _____ ZIP _____
Telephone Number _____	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 80 feet from the 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.	
Complete job cost..... 14,800.00	
Discount..... 2,400.00	
Net Cost..... 12,400.00	
Any chain walls or additional footage beyond the scope of this proposal will be extra	

- 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.
- The approximate starting date is _____ and the approximate completion date is _____. Neither date is guaranteed. Unexpected conditions or problems could cause delays.
- 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.
- 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.
- 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.
- 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.
- THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.
- 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 T. Oliver
Technician Signature

Henry T. 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 _____

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 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		\$	1,490.00

Owner _____

Plumbing Contractor _____

8/31/2011

Date _____

Date _____

Subtotal	\$	12,490.00
Amt Recd.	\$	11,000.00
Balance Due	\$	1,490.00

BID SHEET

DATE: 9/28/11

Property Name: Willowbrook Hpts Property Manager: Audra Ratliff

Property Phone #: 504-218-7750 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: 504-259-0268 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 Ste F 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: Audra Ratliff
Site Manager

DATE: 9/28/11

APPROVED BY: _____
Realty Specialist (if required)

DATE: _____

JUSTIFICATION: Low sewer washing up outside of building from main clean out.



EXCAVATION PROPOSAL

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

License # 4484

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

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 believed causing bad flow. This section will be replaced with approved plastic sewer pipe. Once the placwork 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

- Roto-Rooter will perform the work described above and supply all required materials for the sum of \$ 9,000.00.
 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.
- The approximate starting date is _____, and the approximate completion date is _____. Neither date is guaranteed. Unexpected conditions or problems could cause delays.
- 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.
- 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.
- 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.
- 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.
- THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.
- 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;

Henry Teller
 Technician Signature

Henry Teller
 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 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 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	\$ 1,830.00

Owner _____

Plumbing Contractor _____

8/31/2011

Date _____

Date _____

Subtotal	\$ 6,830.00
Amt Recd.	\$ 5,000.00
Balance Due	\$ 1,830.00

BID SHEETDATE: 9/28/11Property Name: Willowbrook Apts Property Manager: ALOHA RatleffProperty Phone #: 504-218-7750 Manager: Brian TenetteBid Status: Routine ☐ Emergency ☐ Construction ☐ Service/Supplies ☐Low Bidder: _____ Proposed Cost: \$ 6,600.00SCOPE OF WORK: Tunneling and repair main sewer line to the Y Building.**CONTRACTORS BIDS**1. Name: Roto Rooter Plumbing Phone: 504-455-2323 Bid: \$ 6,600.00
Address: 550 Elmwood Park Blvd E, N.O. La. 70123 Contact: Henry Tolliver2. Name: Bynum Plumbing Corp Phone: 504-259-0868 Bid: \$ 19,345.00
Address: 1300 N. Broad Ave N.O. La. 70119 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: \$ _____

REQUESTED BY: Aloha Ratleff

Site Manager

DATE: 9/28/11

APPROVED BY: _____

DATE: _____

Realty Specialist (if required)

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



EXCAVATION PROPOSAL
 Roto-Rooter Services Company
 380 Elmwood Park Blvd., Ste. F
 New Orleans, LA 70129
 (504) 818-0876

RECEIVED SEP 28 2011

License # 4454

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

Name Building Y under apts Y26 and Y27
 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 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 wells or additional footage beyond the scope of this proposal will be extra

- Roto-Rooter will perform the work described above and supply all required materials for the sum of \$ 8,600.00.
 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.
- The approximate starting date is _____, and the approximate completion date is _____. Neither date is guaranteed. Unexpected conditions or problems could cause delays.
- 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.
- Customer will provide all necessary easements and right 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.
- 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.
- 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.
- THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.
- 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;

Henry Toller
 Technician Signature

Henry Toller
 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 _____

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 Y	
ARCHITECT	DATE OF PLANS	JOB PHONE	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

2	\$ 100.00	3 FT. Basehole	\$	600.00
130	\$ 120.00	FT. Tunnel	\$	15,600.00
0	\$ 450.00	Concrete	\$	-
45	\$ 17.00	Hangers (ea.)	\$	765.00
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 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:

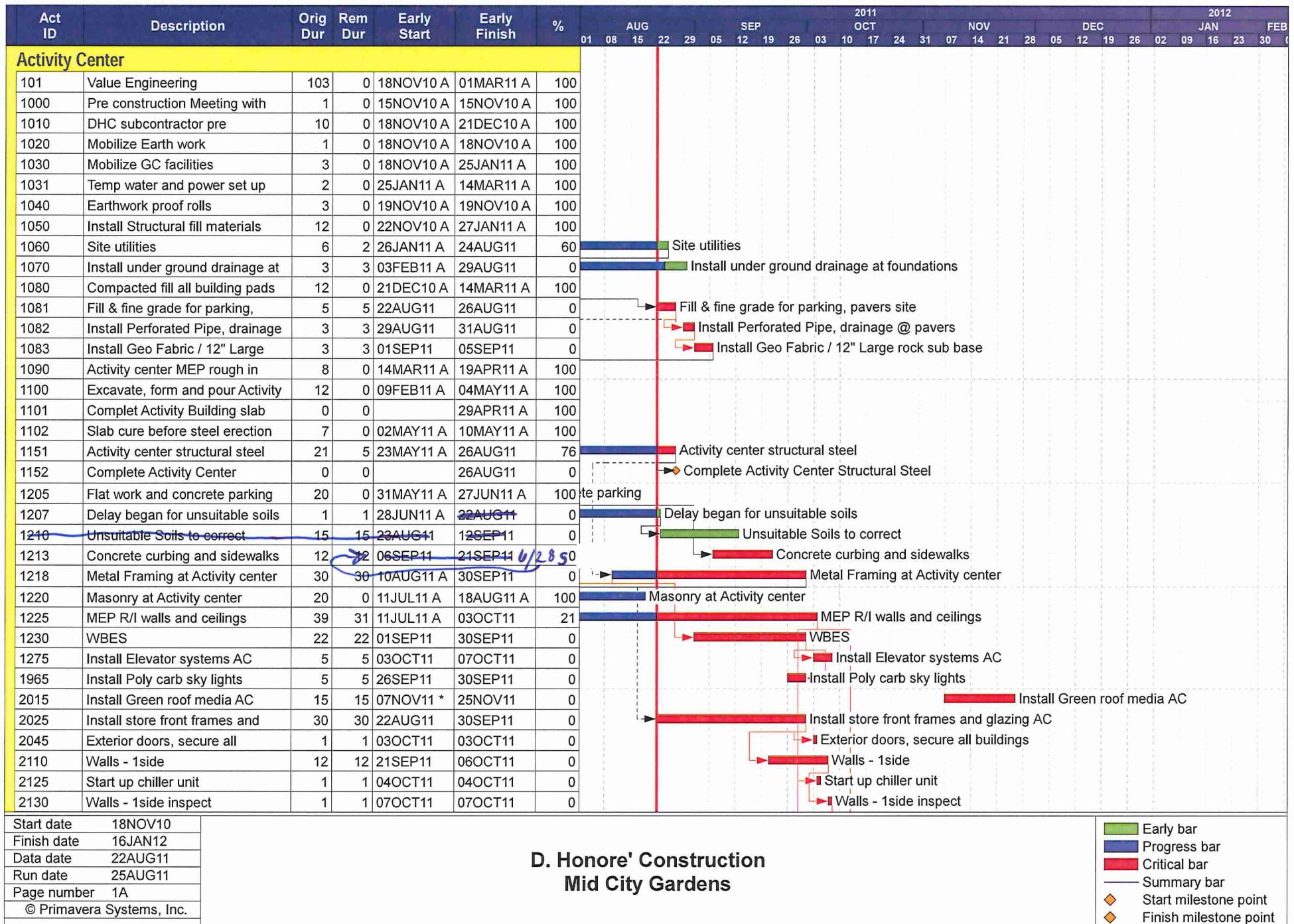
Total Cost		\$	19,345.00
Downpayment		\$	9,000.00
Second Draw		\$	6,000.00
Final Payment		\$	4,345.00

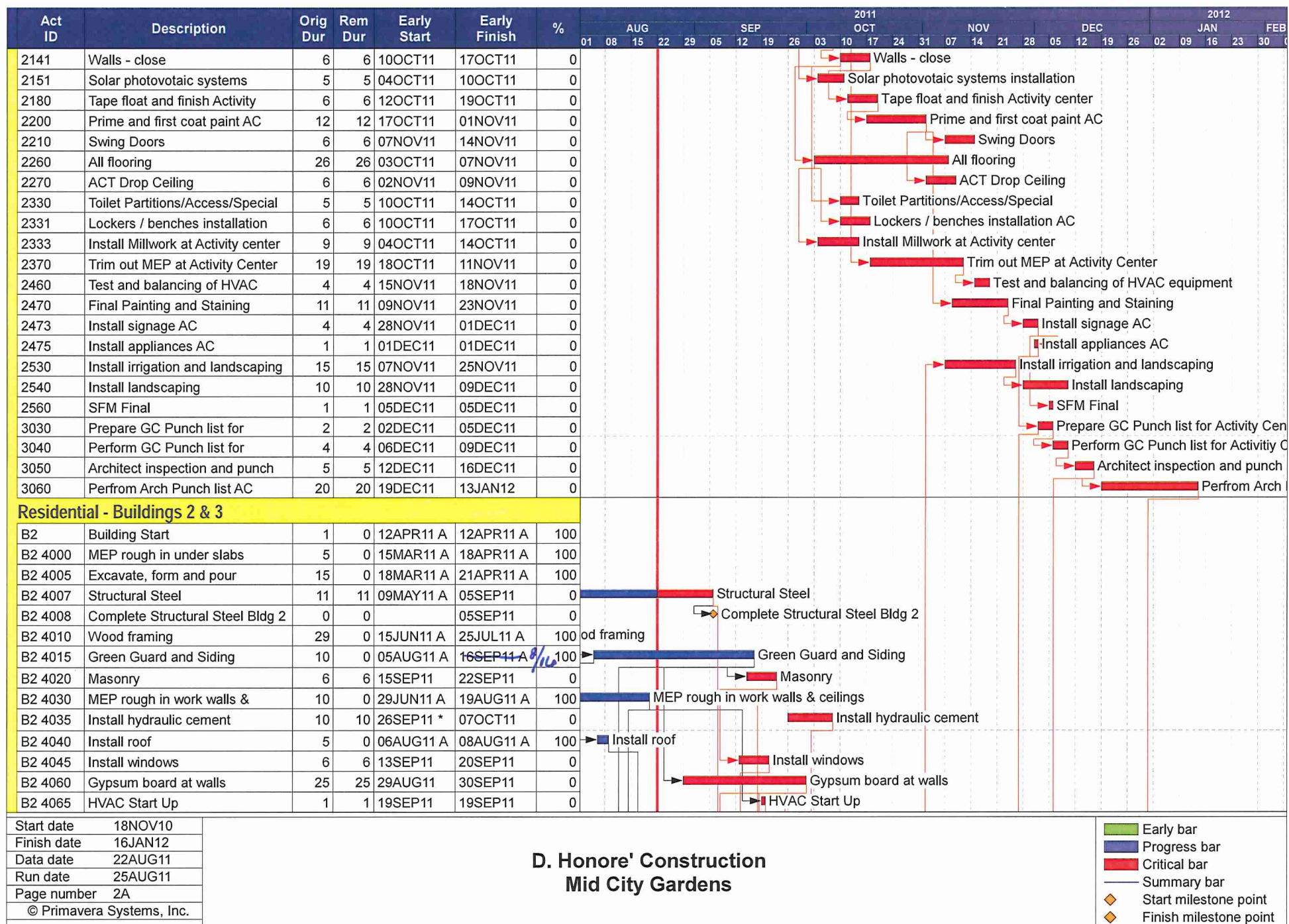
Owner _____

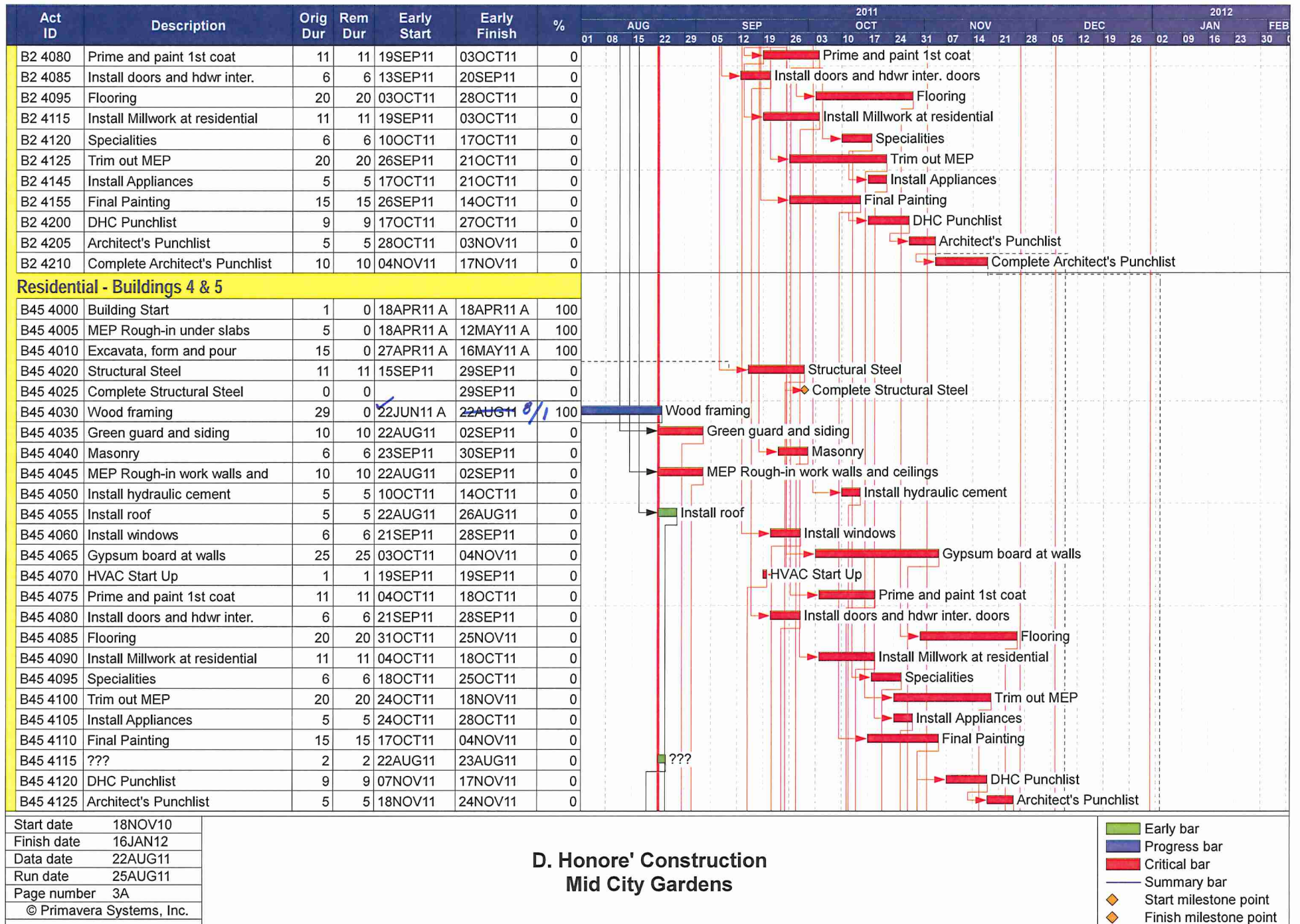
 Date _____

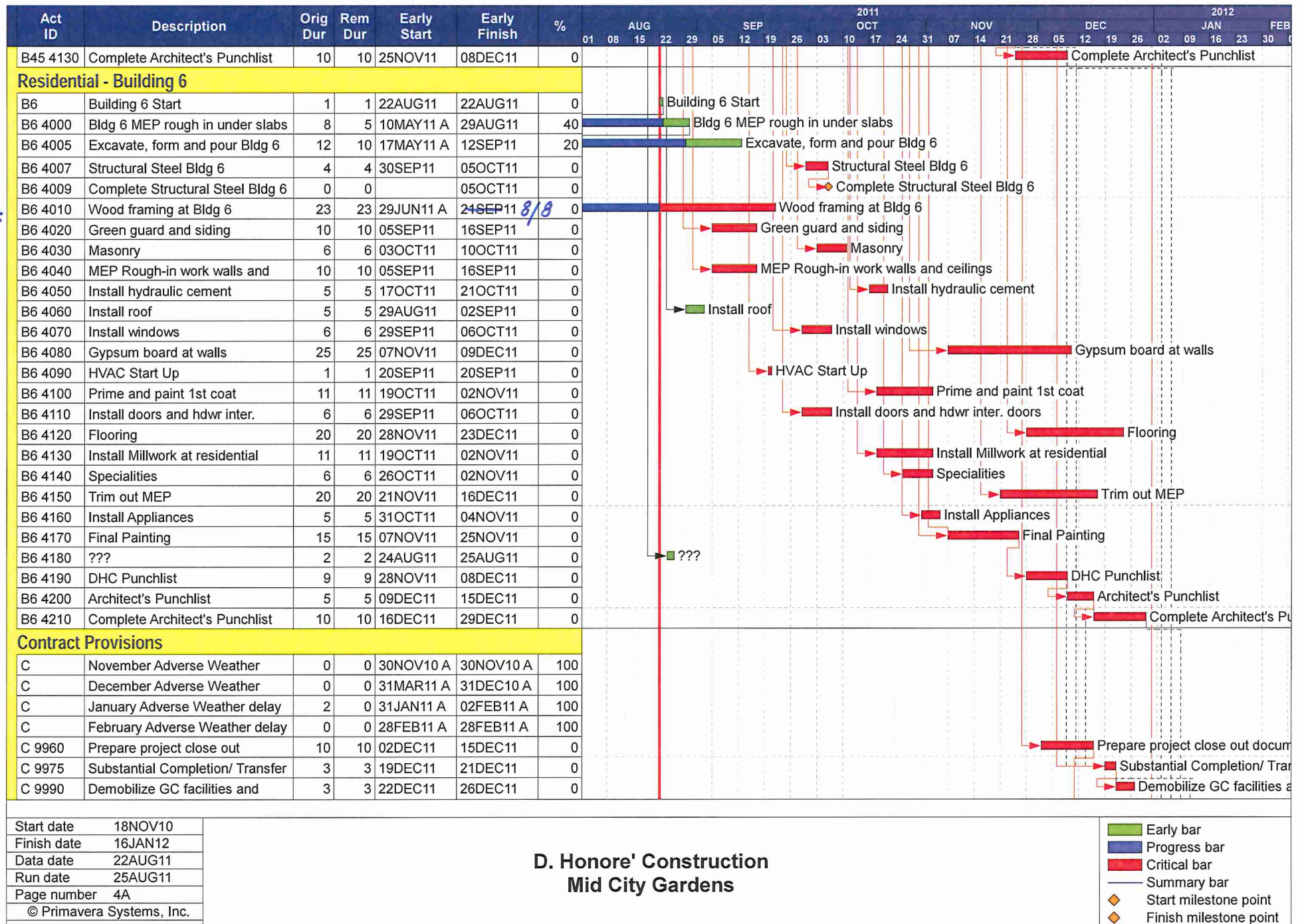
Plumbing Contractor _____
 8/30/2011
 Date _____

Subtotal	\$	19,345.00
Amt Recd.	\$	15,000.00
Balance Due	\$	4,345.00









POST

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www.eoa-architects.com

FIELD REPORT

DATE: **September 13, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

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

TEMPERATURE: **93 Degrees**

Activities:

1. Weekly progress meeting held on site with Carrol Lazard (Superintendent) of DHC.
2. Discussed:
 - a. Project status, post vacation – no issues while he was gone.
 - b. No agenda to review.
 - c. Looked at HVAC platform – may have a resolution to thickness of platform. Will sketch detail for Carrol.
3. Construction progress review:
 - a. Site conditions – mostly dry.
 - b. Building 1 – HVAC work in progress, exterior sheathing ongoing.
 - c. Buildings 2 and 3 – roofing complete; siding begun; water resistant gyp. bd. does not match submittal – advised DHC they needed to correct, or resubmit for approval.
 - d. Buildings 4 and 5 – roofing complete; z-purlins ongoing.
 - e. Building 6 – vapor barrier in progress; roof decking completed.

See also attached consultant Observation Report.

Site Photos:

See Attached Photos (1-53).

Reported by:

Lisa H. Nice, AIA, LEED AP

U:\1001 Capital City South Apartments\02 Docs\Field Reports\Word Versions\2011_0913-Field Report.doc

Mid City Site Photos



1001 Cap City South_091311-001



1001 Cap City South_091311-002



1001 Cap City South_091311-003



1001 Cap City South_091311-004



1001 Cap City South_091311-005



1001 Cap City South_091311-006

Mid City Site Photos



1001 Cap City South_091311-008



1001 Cap City South_091311-009



1001 Cap City South_091311-010



1001 Cap City South_091311-011



1001 Cap City South_091311-012



1001 Cap City South_091311-013

Mid City Site Photos



1001 Cap City South_091311-014



1001 Cap City South_091311-015



1001 Cap City South_091311-016



1001 Cap City South_091311-017



1001 Cap City South_091311-018



1001 Cap City South_091311-019

Mid City Site Photos



1001 Cap City South_091311-020



1001 Cap City South_091311-021



1001 Cap City South_091311-022



1001 Cap City South_091311-023



1001 Cap City South_091311-024



1001 Cap City South_091311-025

Mid City Site Photos



1001 Cap City South_091311-026



1001 Cap City South_091311-027



1001 Cap City South_091311-028



1001 Cap City South_091311-029



1001 Cap City South_091311-030



1001 Cap City South_091311-031

Mid City Site Photos



1001 Cap City South_091311-032



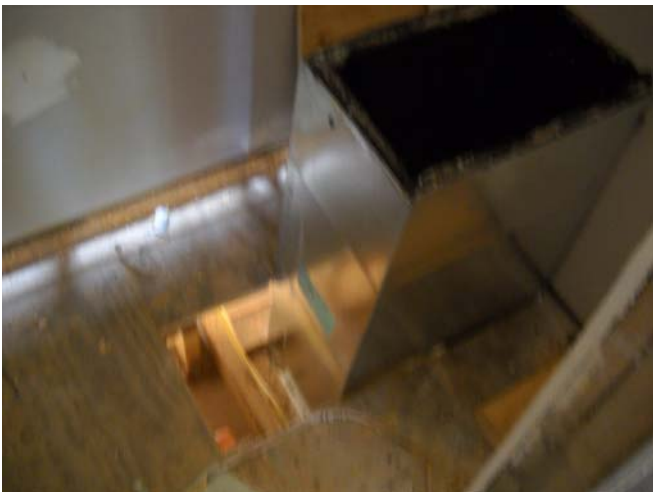
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1001 Cap City South_091311-034



1001 Cap City South_091311-035



1001 Cap City South_091311-036



1001 Cap City South_091311-037

Mid City Site Photos



1001 Cap City South_091311-038



1001 Cap City South_091311-039



1001 Cap City South_091311-040



1001 Cap City South_091311-041



1001 Cap City South_091311-042



1001 Cap City South_091311-043

Photos by Post Architects

Mid City Site Photos



1001 Cap City South_091311-044



1001 Cap City South_091311-045



1001 Cap City South_091311-046



1001 Cap City South_091311-047



1001 Cap City South_091311-048



1001 Cap City South_091311-049

Mid City Site Photos



1001 Cap City South_091311-050



1001 Cap City South_091311-051



1001 Cap City South_091311-052



1001 Cap City South_091311-053



1001 Cap City South_091311-054

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: 009
Page 1 of 2

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

DATE: 09/01/2011

TIME: 10:00 a.m.

WEATHER: Partly Cloudy (90°F)

OBSERVATIONS:

MECHANICAL

- 9.1 Visited site at request of Contractor to observe Building 2 mechanical rough-ins in ceilings and walls.
- 9.2 Mechanical deficiencies noted:
 - A. Provide bushings at ends of control conduit. Rough edges will cut the control wiring. See Photo A.
 - B. Seal all "Test Plugs" in soil and waste lines. See Photo B.
 - C. Provide metal "Nail Guards" at all locations where piping is crossing wood studs. See Photo C.
 - D. Verify hot water/cold water rough-ins at each fixture location. It was observed that domestic hot water was rough in at a WC location on the Second Floor.

ELECTRICAL

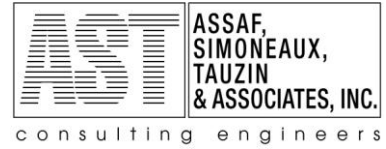
- 9.3 Provide stud plate protectors for all stud borings for Type NM cable as per Specifications 16010-5, Item 2.3.D.
- 9.4 Replace set screw fittings for EMT to compression type as per Specifications 16010-6, Item 2.6.C.
- 9.5 Exterior outlet boxes shall be galvanized steel as per Specifications 16010-9, Item 2.9.A. Remove/replace existing blue, round non-metallic boxes.
- 9.6 Seal conduits as per Specifications 16010-9, Item 2.8.E.

Distributed to:

Lisa Nice, Post Architects
Job Specific E-Mails

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: 009
Page 2 of 2

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



Photo A



Photo B



Photo C

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www.eoa-architects.com

FIELD REPORT

DATE: **September 8, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

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

TEMPERATURE: **75 Degrees**

Activities:

Met with DHC (Kevan Cullins), AST (Kirk Simoneaux), Bonnez Plumbing (Craig Mumphrey), Glenn Baker (Ronnie and Derrick Watts), Mark with Coker Construction, and Chustz Electric (Brandon Major).

1. We met to review clearance issues for the indoor mechanical equipment for Unit A, clearances and duct routing from the utility closet in Unit B2, and duct routing and clearances in unit C.
 - a. There were clearance conflicts between the equipment in the utility closet of Unit A. To resolve the conflicts, the water heater move over more toward the closet door. We will then make the unit platforms wider, which will allow us to cut the proper size return air opening. The drain pan will be on the floor and will be large enough to accommodate the water heater and the unit. For the supply air, we will build a plenum box on top of the unit and connect the main supply air duct to this plenum. We will put the flex connection in the main duct leaving the plenum box. The return air will be ducted to the closet space as it will be a return air plenum. During review of the vertical clearance issue it was noted that the water heater encroached into the door opening. DHC will need to coordinate the location of the door and the water heater.
 - b. We reviewed the existing conditions (framing and electrical) in the Unit B2 and discussed a solution to enclosing the duct shown on drawing 3M1.12 as being exposed next to the bedroom door. There is a clearance issue with the duct routing exiting the top of the mechanical unit, travelling through the furred down ceiling and into Bedroom #2. It was suggested to move the ductwork into the attic space and install a ceiling diffuser in lieu of a sidewall diffuser. Since the ductwork may end up running in the ceiling, there may be a possibility of deleting the fur down in the hallway. Post directed DHC to create a mock-up of the utility closet with the wall repositioned to allow for the duct to be enclosed. Some electrical work will need to be removed to construct the mock-up. DHC will notify Post and AST when the mock-up is complete.
 - c. Unit C had a similar conflict with clearances as Unit A. After reviewing the as-built conditions, fur down locations and solution used in Unit A, it was determined that there will be no conflict with the routing or clearances.

2. We discussed the refrigerant lines leading from the condensing units to the indoor units of Buildings 4-6. They are shown running up the adjacent concrete column. If they run on the exterior side of the wall above, it will detract from the aesthetics of the building. It was suggested to run the lines up the column, turning them just below the wall so that they can enter the building through the ceiling of the parking area. Post will need to make a final determination as to where the lines will need to run.

Site Photos:

See Attached Photos (1-9).

Reported by:
Brian Falcon

Mid-City Progress Photos

1001 Cap City South_090811-001.JPG



1001 Cap City South_090811-002.JPG



1001 Cap City South_090811-003.JPG



1001 Cap City South_090811-004.JPG



1001 Cap City South_090811-005.JPG



1001 Cap City South_090811-006.JPG



Photos by Post Architects

Mid-City Progress Photos

1001 Cap City South_090811-007.JPG



Line of proposed
pipe reroute

1001 Cap City South_090811-008.JPG



1001 Cap City South_090811-009.JPG



Line of proposed
pipe reroute

Photos by Post Architects

POST

ARCHITECTS

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www.eoa-architects.com

FIELD REPORT

DATE: **August 30, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

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

TEMPERATURE: **100 Degrees**

Activities:

1. Weekly progress meeting held on site with Jennifer Blunschi (Project Manager) and Carrol Lazard (Superintendent) of DHC.
2. Discussed:
 - a. Need for grease trap at Activity Center – not required.
 - b. Engineer observations on Building 2 open wall inspections.
 - c. RFCs
 - d. MEP inspection request 10am Thursday.
 - e. DHC needs clarification of window mullion detail at Buildings 4-6.
 - f. Window glazing – need selection today.
 - g. Sprinkler head layout in residential – bathroom (no head) vs. closet (head).
 - h. Detail at green roof tie-in
3. Construction progress review:
 - a. Site conditions – mostly dry, some standing water at drive between Buildings 2 and 3; Entergy working on AC power.
 - b. Building 1 – metal stairs in progress; metal studs ongoing; exterior sheathing, etc.; steel at green roof will require minor correction.
 - c. Buildings 2 and 3 – roofing nearly complete; trim begun; warped truss will require repair; several conditions at rated wall separation that need to be addressed by DHC – will send direction; water resistant gyp. bd. product may not match submittal – will investigate further.
 - d. Buildings 4 and 5 –roofing nearing completion; z-purlins started; confirmed adhesive used on roof.
 - e. Building 6 – vapor barrier in progress; roof decking completed.

Site Photos:

See Attached Photos (1-150).

Reported by:

Lisa H. Nice, AIA, LEED AP

Mid City Site Photos



1001 Cap City South_083011-001



1001 Cap City South_083011-002



1001 Cap City South_083011-003



1001 Cap City South_083011-004



1001 Cap City South_083011-005



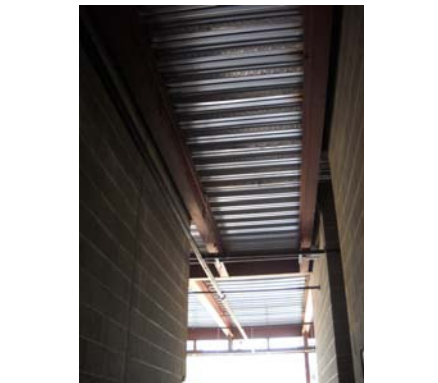
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1001 Cap City South_083011-007



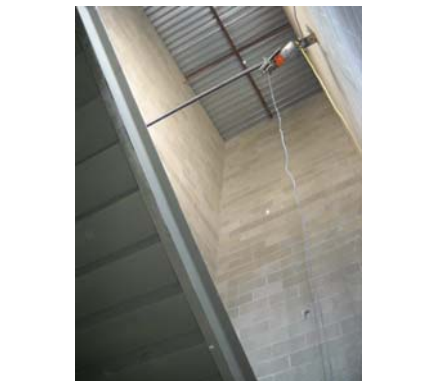
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1001 Cap City South_083011-009



1001 Cap City South_083011-010



1001 Cap City South_083011-011



1001 Cap City South_083011-012

Mid City Site Photos



1001 Cap City South_083011-013



1001 Cap City South_083011-014



1001 Cap City South_083011-015



1001 Cap City South_083011-016



1001 Cap City South_083011-017



1001 Cap City South_083011-018



1001 Cap City South_083011-019



1001 Cap City South_083011-020



1001 Cap City South_083011-021



1001 Cap City South_083011-022



1001 Cap City South_083011-023



1001 Cap City South_083011-024

Mid City Site Photos



1001 Cap City South_083011-025



1001 Cap City South_083011-026



1001 Cap City South_083011-027



1001 Cap City South_083011-028



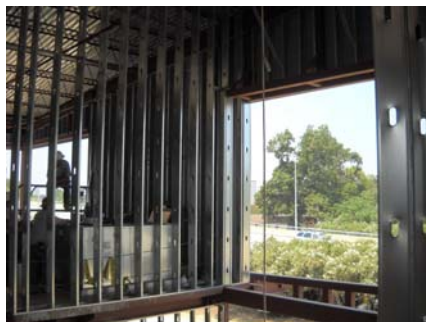
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1001 Cap City South_083011-030



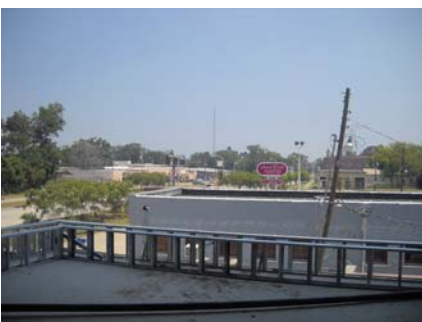
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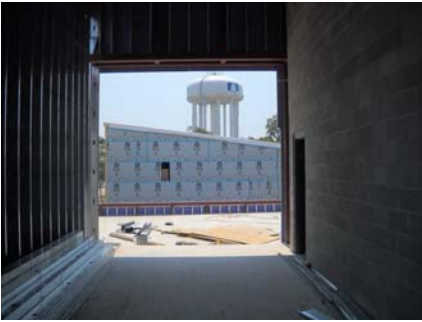


1001 Cap City South_083011-035



1001 Cap City South_083011-036

Mid City Site Photos



1001 Cap City South_083011-037



1001 Cap City South_083011-038



1001 Cap City South_083011-039



1001 Cap City South_083011-040



1001 Cap City South_083011-041



1001 Cap City South_083011-042



1001 Cap City South_083011-043



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1001 Cap City South_083011-045



1001 Cap City South_083011-046

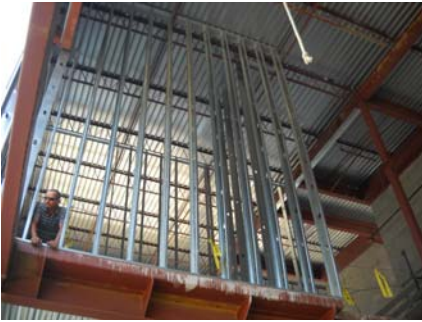


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Mid City Site Photos



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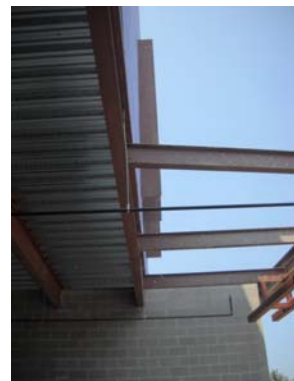
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Mid City Site Photos



1001 Cap City South_083011-061



1001 Cap City South_083011-062



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1001 Cap City South_083011-067



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1001 Cap City South_083011-070



1001 Cap City South_083011-071

Mid City Site Photos



1001 Cap City South_083011-072



1001 Cap City South_083011-073



1001 Cap City South_083011-074



1001 Cap City South_083011-075



1001 Cap City South_083011-076



1001 Cap City South_083011-077



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1001 Cap City South_083011-083

Mid City Site Photos



1001 Cap City South_083011-084



1001 Cap City South_083011-085



1001 Cap City South_083011-086



1001 Cap City South_083011-087



1001 Cap City South_083011-088



1001 Cap City South_083011-089



1001 Cap City South_083011-090



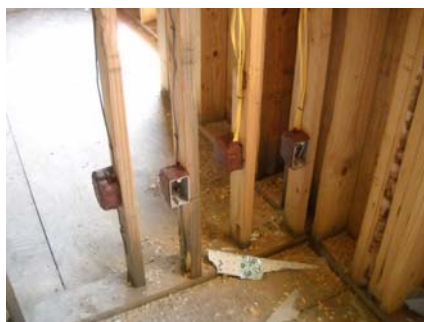
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Mid City Site Photos



1001 Cap City South_083011-096



1001 Cap City South_083011-097



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1001 Cap City South_083011-107

Mid City Site Photos



1001 Cap City South_083011-108



1001 Cap City South_083011-109



1001 Cap City South_083011-110



1001 Cap City South_083011-111



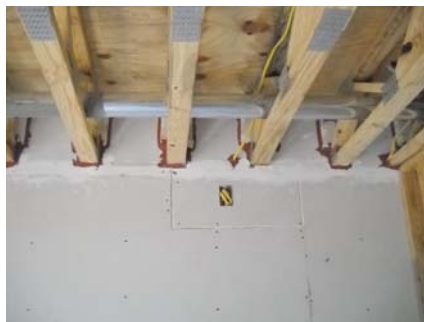
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Mid City Site Photos



1001 Cap City South_083011-120



1001 Cap City South_083011-121



1001 Cap City South_083011-122



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1001 Cap City South_083011-131

Mid City Site Photos



1001 Cap City South_083011-132



1001 Cap City South_083011-133



1001 Cap City South_083011-134



1001 Cap City South_083011-135



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1001 Cap City South_083011-143

Mid City Site Photos



1001 Cap City South_083011-144



1001 Cap City South_083011-145



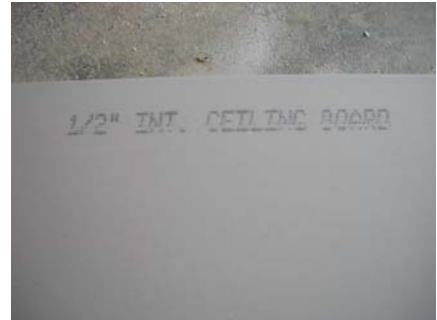
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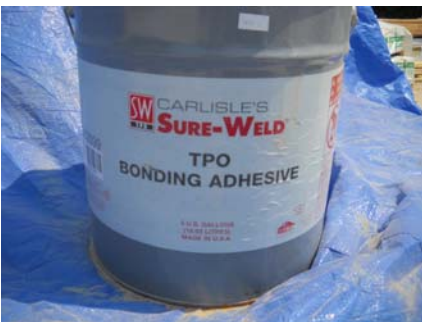
1001 Cap City South_083011-147



1001 Cap City South_083011-148



1001 Cap City South_083011-149



1001 Cap City South_083011-150

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: 009
Page 2 of 2

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



Photo A



Photo B



Photo C

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



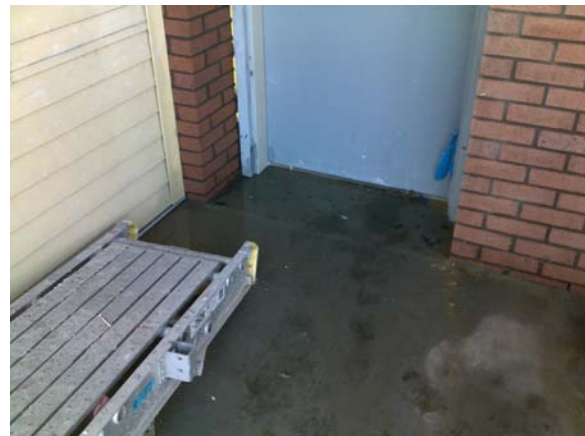
Vol. 2 – cedar fence mockup



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.

88. 5 Downspouts at Volume 2 center living units, noted in the previous compliance review minutes as penetrating porch deck, will only occur in two (2) locations. The remaining six locations will be installed per the Contract Documents. Downspouts penetrating porch deck will occur only at Buildings 1 and 5 (contractor to verify).
88. 6 Mr. Scheper stated that sample door stops for use in Volume 1 and 2 units for side entry doors will be available at the next compliance review for review and consideration.
88. 7 All parties reviewed the temporary installation of a handrail at Volume 1, Building 100, whereby the base of the handrail was removed and the vertical post welded to the base plate of the knife plate connection. Upon review, H/S noted the following:
1. Damage appears to have occurred on the wood plinth block supporting the base of the knife plate connection and will require refinishing. Mr. Broughton stated that a heavier gauge template will be used in order to protect the knife plate as well as the adjacent porch decking from welding.
 2. The weld to the base plate appears to be acceptable at this time and has been ground smooth; however, the handrail utilized for this review requires refinishing and additional work on the fabrication welds. Mr. Scheper stated he was aware that the handrail required refinishing and additional work on the welds and that this was a temporary installation for review purposes only.
- H/S accepted the installation; however, with the requirement that the handrail utilized must be refinished with rails properly ground and re-galvanized and proper protection provided for the wood portions of the porch deck plinth block and columns.
88. 8 H/S observed that fan stem extension installations were in progress within Volume 2.
88. 9 H/S observed a revised corrective action for rubbing of stair treads and risers at Volume 3. Upon review, H/S noted that the remedial action is still unacceptable and noted that this corrective action should match the rubbing or patching utilized for the cast-in-place walls adjacent to the steps.
88. 10 Tanner Broughton stated that the source and cause of the rust staining, noted in the previous compliance review at building 16 column D-10, has been identified and corrected and formal written response addressing the architect's concerns as well as the method of correction performed and quality assurance going forward will be forwarded to the Architect for their review and comment.
88. 11 Ryan Faulk directed the contractor address the underside of the sill of curtain walls occurring at the north and south ends of Buildings 16 and 17. The intent of the Contract Documents is to have a continuous horizontal sill not interrupted by vertical mullions. The current condition is unacceptable as an exposed finish condition.
88. 12 All parties reviewed the northeast drive where excavation is currently in progress. Upon review of the documents, it was noted that the elevations identified at the base of the ramp, and for the elevation of the adjacent curb, exceed the maximum allowed for ADAAG cost slopes. Mr. Robinette noted that adjustments can be made to the height of the curb adjacent to the ramp as well as the center island and curb adjacent to the physical plant in order to raise the grade elevation appropriately. Russell Stallings said he will review this matter with the civil engineer and the field superintendent for resolution.
88. 13 Walton CORE noted that an issue exists with respect to the existing city water main occurring below the northeast entry drive apron. The existing pipe is 36" below the concrete pavement; however, current requirements by New Orleans Sewage Water Board require 48" clear between the pipe and the pavement. Mr. Robinette stated that the New Orleans Sewage and Water Board has been contacted and will be on site tomorrow for review of this issue and the contractor will follow-up with the architect regarding their determination in this matter.

88. 14 As a follow-up to item 87.5 of the previous compliance review, the joint between concrete and grout still exhibits moisture migration, indicating a waterproofing issue. Ryan Faulk directed Walton-CORE to consult their waterproofing contractor and advise on a solution for consideration by the Architect. One possible method discussed was the use of a Xypex waterproofing material applied to the blockout prior to installation of non-shrink grout. General Contractor to advise.

END OF REPORT



Vol. 1 – bldg 99 handrail connection mock-up



Vol. 1 – bldg 99 handrail connection mock-up



Vol. 1 – bldg 99 handrail connection mock-up; flat-bar at top of posts shall be continuous for each guardrail section.



Vol. 1 – bldg 99 handrail connection mock-up



Vol. 2 – installation of fence posts in progress



Vol. 3 – filled blockout requires additional work; moisture seepage in joint between concrete and grout apparent

Vol. 3 – additional stair tread/riser remediation not acceptable.



Vol. 2 – installation of fan stem extensions in progress.

87. 6 Mr. Scheper stated that curbs were currently being formed with rebar being repaired as well as placed in order for curbs to be installed throughout the remainder of Volume 2 as well as in Volume 3.
87. 7 Ryan Faulk observed that the stucco at column line '10' on the west elevation of Building 16 was severely stained with rust starting at approximately the 3rd floor and extending to the 1st floor slab. Upon closer review at the 3rd floor, it appears that a residue is remaining on the steel. The general contractor stated that the tube steel frames at the 2nd and 3rd floors will be removed and inspected to determine the cause of the staining which does not appear to be occurring on any other frames installed to date. A written report shall be issued to the architect advising of the findings of this inspection, remedial actions to be taken, and quality control going forward for these connections to eliminate this condition from occurring on additional installations.

Ryan Faulk also stated that per previous correspondence and further directive during this compliance review, the joint between the 4" tube steel vertical connector occurring between frames shall be sealed (upper joint only per floor) using neutral-curing silicone sealant, matching the paint color, to eliminate water intrusion to the interior of this tube. Additionally, Ryan Faulk noted that for those frames not installed that the connecting sleeves must be properly treated for rust so that rust is removed and the area cold galvanized and primed prior to installation.

87. 8 H/S again stated to the contractor that the mounting clips for the tube steel frames must be properly cold galvanized and the balcony finishes touched up prior to the installation of the frames, since limited access is available for this work once the frames are installed on the building.
87. 9 Upon review of the concrete walkway at the west side of the site between Volume 3 and the ornamental fence, this walkway shall be reduced in width to 6'-2" from the face of the Volume 3 site wall providing approximately 8" between the edge of sidewalk and the face of the tube steel fence post. This shall allow sufficient room for grading purposes, as well as to mitigate the elevation of the ornamental fence which has been installed such that the bottom of the pickets is approximately 2-1/2" below the top of concrete walkway. Sufficient room shall be maintained when fine grading to allow for the installation of sod and to assure that the grass will not touch the bottom of the pickets.

Should this requirement not be achievable by the contractor, the fence panels shall be replaced by the Contractor at no cost to the owner to achieve the required clearances indicated by the Contract Documents.

87. 10 See attached observation report from the Landscape Architect for site review on Sept. 1, 2011.

END OF REPORT



Ornamental fence along West side of Volume 3



Rejected remedial action at volume 3 cast-in-place stair risers/treads.



Remedial action at recessed lighting blockouts. Additional work required at wall.



Area for paving East of Building 17



Staining on column D-10, Building 16



Staining on column D-10, Building 16



Staining on column D-10, Building 16 – residue on steel.



Staining on column D-10, Building 16 – residue on steel.



Linoleum installation at library



Tube steel sleeve connectors (volume 4) require additional rust removal, galvanizing, painting, typical.



Flatbar at guardrails required to be continuous, typical for all guardrails to receive wood slats.



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 1, 2011 @ 8:45 A.M. @ the Project Site

Parties Present:

Organization:

Mr. Roy Dufreche
Mr. Darren Callihan

Roy T. Dufreche and Associates
Rotolo Consultants, Inc.

Parties receiving copies: (File)

General Notes:

- 1.1 A site inspection of the irrigation and fence work in progress was performed.

Action:

- 1.2 The weather was noted to be clear, very hot and dry.
- 1.3 Darren Callihan of RCI noted that he 95% complete with the irrigation rough-in installation in Volume 2. The irrigation in the raised planters at Volume 3 are complete as well. The ground level areas requiring irrigation at Volume 3 are incomplete due to other construction in the area.
- 1.4 Mr. Callihan noted that he had hoped to begin Volume 1, but there are still many areas of incomplete sidewalk pours preventing him from moving into that area.
- 1.5 On a tour of the Volume 2, it was noted that most of the downspouts for roof drains are incomplete and their tie-ins have not been made to the ground. It also appears that many of the "yard" catch basins are above the sidewalk elevations and need to be adjusted.
- 1.6 Mr. Callihan noted he has been held-up in Volume 2 as the slat screens (fences) have not been installed and he is concerned about post and conflicts with irrigation lines.
- 1.7 It was noted that the fill in several planters, mainly along the street edges is of very poor quality. It has broken concrete, wood remnants, etc. This should be cleaned and removed by the general as this is not the landscape contractor's responsibility.
- 1.8 There needs to be some coordination between the landscape contractor and the general as many areas of Volume 2 have incomplete exposed conduit in areas where landscaping will need to be completed.

- 1.9 Roy Dufreche reviewed the iron perimeter fencing that has been installed and noted the problems with the grades of some of the fence panels. He was informed by Ryan Faulk of Holly & Smith that this has been addressed and that shorter fence panels were approved to rectify the problem.
- 1.10 With no further items pending, the meeting concluded at 9:40 A.M.

END OF MINUTES

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/
MONTHLY MEETING

DATE: August 31, 2011

TIME: 10:00 a.m.

SITE: Dry

WEATHER: Clear/Hot

PARTIES PRESENT

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

86. 1 The general contractor reviewed the current progress and schedule of work for Volume 0 as follows:

1. Landscape irrigation is currently in progress within Volumes 2 and 3.
2. Installation of privacy fences adjacent to individual buildings at Volume 2 is scheduled to commence next week. Landscaping in these areas will proceed after installation of fence in these areas.
3. South entry drive has been formed and reinforcing steel placed. A pour for this area is scheduled for tomorrow.
4. Sawcutting of existing roadway is scheduled to commence today at the south entry drive. Mr. Stallings reminded the general contractor that a full depth sawcut is required per the civil drawings.
5. Forming of pile caps is in progress at the northeast entry drive.
6. Replacement of the ornamental fence panels which must be shortened has not been scheduled.

86. 2 The general contractor reviewed the current progress and schedule of work for Volume 1 as follows:

1. Architect's punchlist review is scheduled for Units 101 through 108 (interior only) for September 6, 2011 at 8:00 a.m.

Subsequent to this meeting, this review was cancelled until further notice.

2. Ryan Faulk requested that the general contractor review options for a floor-mounted door stop to be installed on side entry doors for living units in Volumes 2 and 3 for review by the architect prior to installation. A floor stop was deemed necessary during previous compliance reviews due to the door-mounted blinds hitting the wall when the door is fully opened.
3. H/S stated they must review the handrail and column plate conflict noted by the general contractor for handrails at entry stairs at Volume 1 and 2 units.
4. Shoe molding installation to progress within Volume 1 units. Ryan Faulk reminded all parties that shoe molding used to address the gap between the carpet and the wood base, if necessary for one room, must be installed in all rooms that have carpet.

86. 3 The general contractor reviewed the current progress and schedule of the work for Volume 2 as follows:
1. Walton CORE must address the bubbles in the deck coating which occur where the coating interfaces with the flashing at the perimeter of the balconies.
 2. Ryan Faulk noted that upon review there is concern that the deck coating has been installed on the Volume 2 balconies over the Tyvek in lieu of over the sheathing with Tyvek lapped over it as required and requested that the contractor provide photos of documentation that this was installed correctly. In the absence of photos to properly document this issue, a sample area of stucco must be removed for review by the Architect.
86. 4 The general contractor reviewed the current progress and schedule of work for Volume 3 as follows:
1. The concrete site stairs are currently being installed at two sets of stairs per day.
 2. The general contractor requested that H/S review the nosing repairs performed by the concrete subcontractor for concrete stairs rejected in the previous compliance review.
 3. Bamboo flooring installation is complete within Buildings 9, 10, 13 and 14 with the exception of two living units in these buildings.
 4. Tile installation is currently in progress at Buildings 13 and 14.
 5. The countertops are currently installed.
86. 5 The general contractor reviewed the current progress and schedule of work for Volume 4, Building 16 as follows:
1. Installation of carpet is complete within living units on the 5th floor.
 2. Painting of corridor is currently in progress at the 5th floor.
 3. Trimout of sprinklers is currently in progress at the 5th floor.
 4. Installation of carpet on the 4th floor is in progress as well as the installation of toilet accessories.
 5. Fire safing and fire caulking is currently in progress on the 3rd floor.
 6. Shoe molding installation is complete in all areas.
 7. Trimout of plumbing is currently in progress on all floors.
 8. Wood floor installation is currently complete on all floors.
 9. Temporary stair scaffold is scheduled to be removed next week.
86. 6 The general contractor reviewed the current progress and schedule of work for Volume 4, Building 17 as follows:
1. Punchlist by the architect is currently scheduled for September 1, 2011 for living units only.
 2. Cleaning is currently in progress for the 4th floor areas.
 3. Painting of range hood exhaust ducts is currently in progress on the 2nd floor.
 4. Repair of gypsum board and painting is currently in progress on the 1st floor, including touch-up.
 5. The library millwork is scheduled to be on site tomorrow for completion of the installation in this area.
 6. Backfill at ramps and walkways at the perimeter of building is currently in progress.
 7. Ryan Faulk stated that the elevation of the catch basin at the northeast entry must be verified by the contractor. It appeared low upon a preliminary walk through prior to the meeting.
86. 7 Mr. Broughton stated that the repairs to the Volume 3 site walls are scheduled to proceed in October for all affected areas.
86. 8 Mr. Scheper stated that the flashing to be installed at the bottom of exterior walls at Volume 3 buildings has been installed in all areas. Flashing does remain to be installed at canopies.
86. 9 Mr. Broughton stated that the Volume 1 screen support steel is on site and ready for painting and that a resolution for the rejection of the welds is forthcoming to be submitted to the architect.

86. 10 Ryan Faulk stated that Change Order No. 13 has been compiled and will be forwarded to the contractor for signature. Ryan Faulk noted that while the extension rods for interior fans is included in Change Order #13, the porch fan quotation is still awaiting revision by the general contractor.
86. 11
86. 12 The design team took receipt of pay application #23 for review and comment.
86. 13 Mr. Broughton stated that COX Communication is scheduled to be on site tomorrow to relocate the communication pedestal which they located within the south entry drive.
86. 14 The general contractor requested the status of the existing manhole located within the new drive adjacent to the electric vault. Both Ryan Faulk and Russell Stallings stated that resolution of this matter is in progress and they have engaged the civil engineer for resolution. Upon review of the manhole itself, it was noted that the top is leveled with approximately 2 to 3 courses of brick which will allow easy adjustment to the elevation of the manhole cover.
86. 15 A sample 3-1/2" x 3-1/2" downspout has been installed for review by the architect prior to installation throughout Volume 2 and Volume 1. Upon review in the field, Ryan Faulk accepted the placement both at the porch and other locations with the exception of the downspout directly adjacent to the door at the sprinkler riser room in Volume 2 buildings. The general contractor noted that they intend to transition this downspout around the corner and down to empty into the drain inlet in that location. Ryan Faulk stated that the amount of transitions required to perform this will be unacceptable at the height proposed and instead directed the general contractor to extend the downspout through the porch decking and transition around the brick pier located below the porch. A splash block may then be provided adjacent to the brick pier to direct the water into the inlet.
86. 16 The general contractor requested the status of the alternate kitchen light for 8 Volume 2 units. Ryan Faulk responded that another fixture must be selected since the fixture chosen previously has been discontinued and cannot be obtained.
86. 17 All parties reviewed remedial work at the Volume 3 cast-in-place exterior stairs. Mr. Scheper noted that the concrete subcontractor has rubbed the face of the stair risers which, was not discussed with the subcontractor, and stated that the general contractor will reject the remedial work and will review further remediation with the Architect at the next compliance review.
86. 18 All parties reviewed the transition at the curtain wall to carpet on all floors at elevator lobbies. While the transition is an improvement over the previous attempt, it still clearly shows a difference in elevation from the floor slab to the curtain wall mullion. Ryan Faulk stated that he will provide a sketch showing a proper transition in this area for implementation by the general contractor in the mockup.
86. 19 A schedule was provided by Mr. Broughton which showed a finish date of November 3, 2011.
86. 20 Ryan Faulk stated that the contractor shall address the exposed fasteners (and factory supplied fastener holes) at the perimeter of tub/shower enclosures within volume 1, 2 and 3 units. Upon review in the field, it was agreed that a back-primed 1x trim is acceptable for this purpose, painted to match the wood trim. Architect will review installations for the various existing conditions when available and advise if acceptable for installation in all affected areas.
86. 21 An HVAC platform was observed as severely leaning and must be repaired, volume 2 area.
86. 22 Dirt, debris, and moderate to severe rust was observed on the connecting sections of tube steel screen support frames intended for volume 4 buildings. These areas must be cleaned, rust removed and steel properly galvanized prior to painting and installation.

86. 23 Discussion took place regarding the submitted schedule and the continued slide of the completion date. Ryan Faulk stated that it is the opinion of the Architect and the Owner that the project does not appear to be manned properly, and that the sense of urgency required for the completion of this project has been absent for an unacceptable period of time, especially considering the Contract completion date has passed.

A written response from the Contractor is required to be submitted to the Architect and the Owner which identifies the Contractor's plan of action with respect to the timely completion of this project.

END OF MINUTES

WALTON-CORE MEETING SIGN-IN SHEET

Project: Gaslight Village de Jardin

Meeting Date: 8/30/11

Facilitator:

Place/Room: Walton Jobsite

[illegible]



View to Congregate Buildings from volume 3 building 9 balcony



HVAC platform must be repaired/rebuilt due to lean



Exposed fasteners around perimeter of shower, volume 1, 2 typical



Exposed fasteners around perimeter of shower, volume 1, 2 typical



Connectors at volume 4 tube steel screen frames – rust, dirt present must be removed, steel galvanized and ptd.



Rust present at connectors and joints of volume 4 tube steel screen frames – rust must be removed, steel galvanized and painted.



Rust present at connectors and joints of volume 4 tube steel screen frames – rust must be removed, steel galvanized and painted.



Repair of spray foam insulation required, North end of building 17, 1st floor. Contractor shall identify method of flashing installation at base of curtain wall.



Tube steel support in knee wall, Building 17 salon



Volume 2 sprinkler riser room – downspout installation discussion (see minutes)



Volume 4 – curtainwall-to-slab closure; adjustment to break-metal required to address differing slab elevation along mullion, typical.



Contractor directed to center keyway on catch basin edge – south entry drive.

Walton Construction LLC - Southern

Village de Jardin - Gaslight Apts.

Classic Schedule Layout

Early Bar

Target

Progress Bar

Critical Activity

Start Date

Finish Date

Data Date

Run Date

Must Finish Date

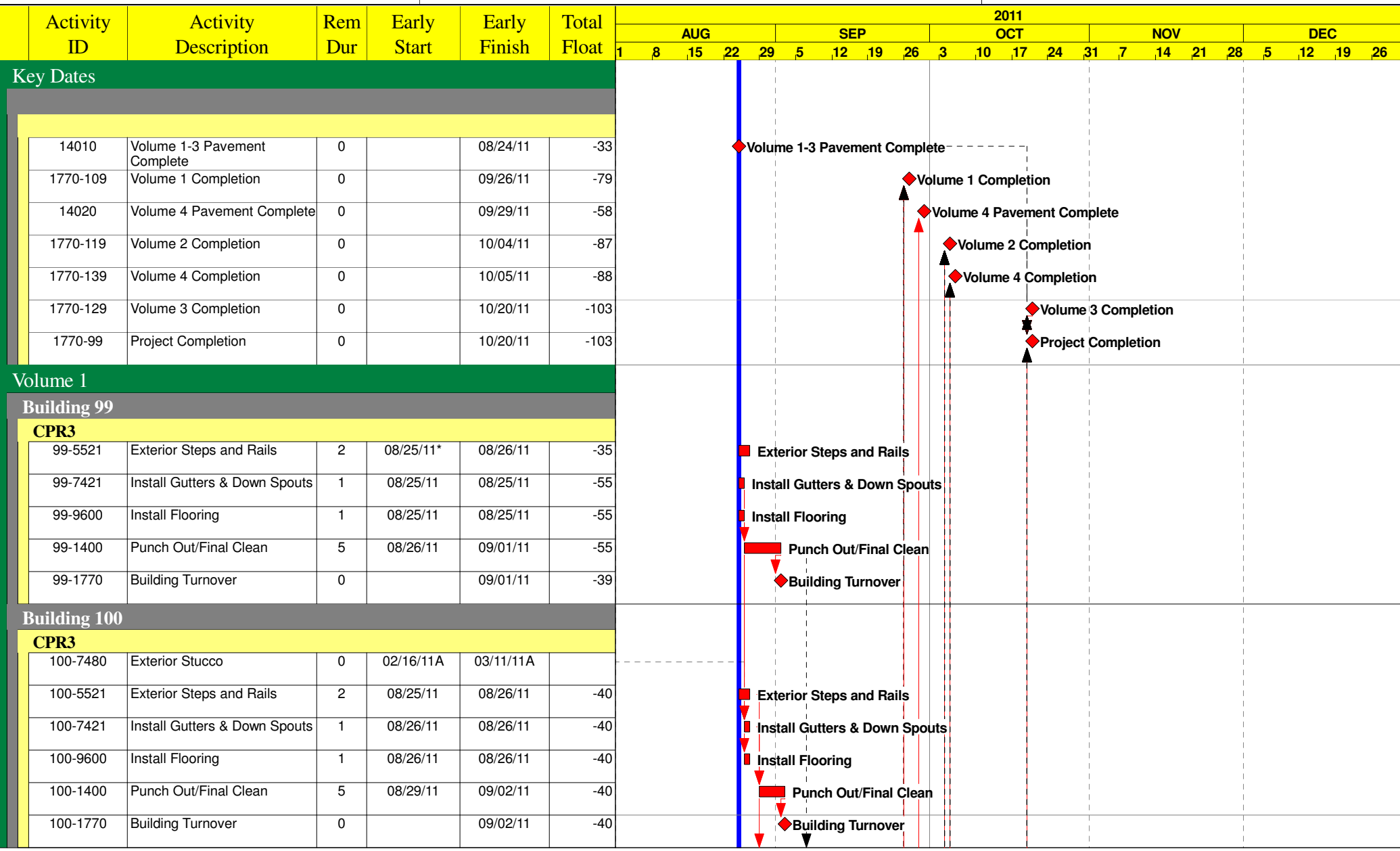
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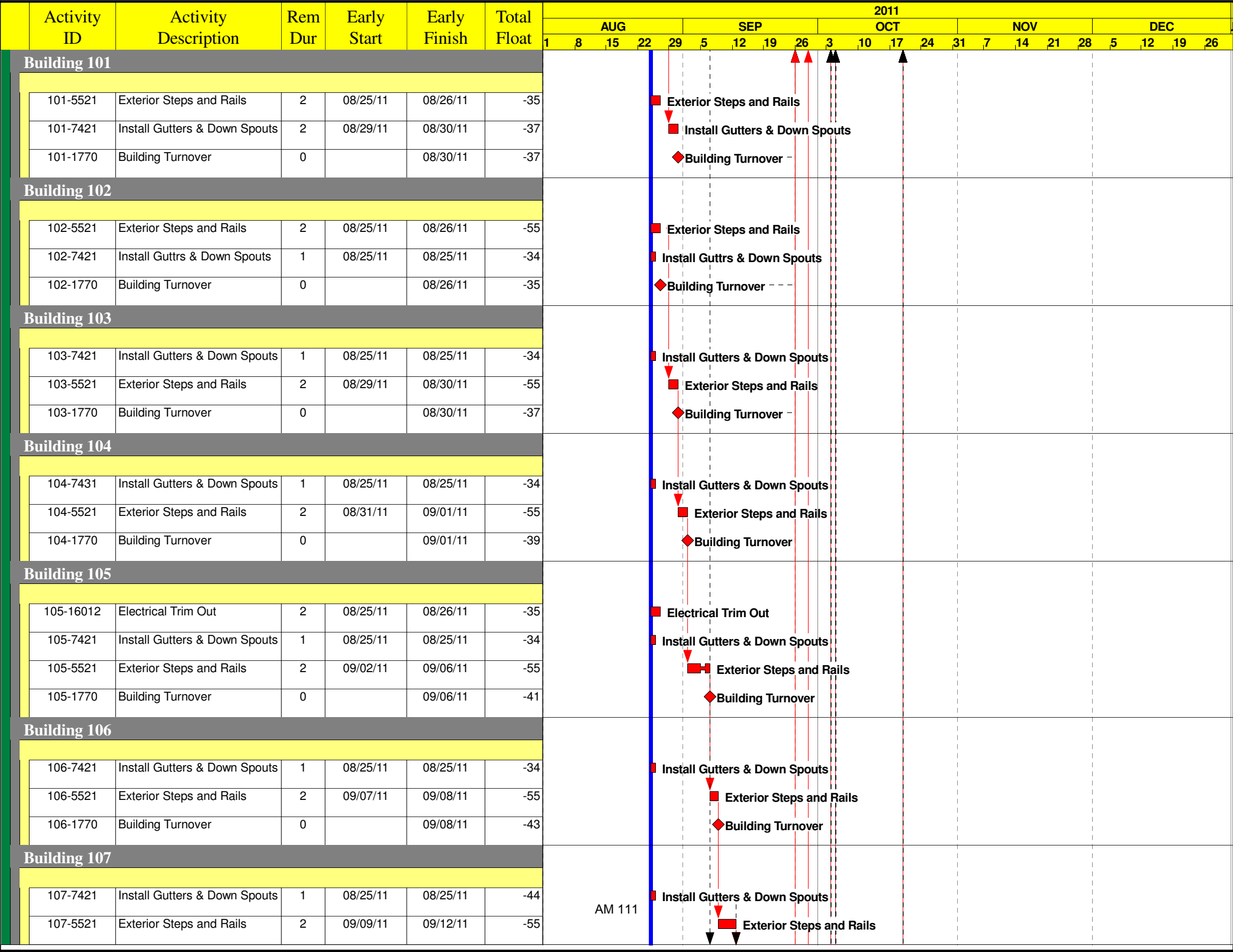
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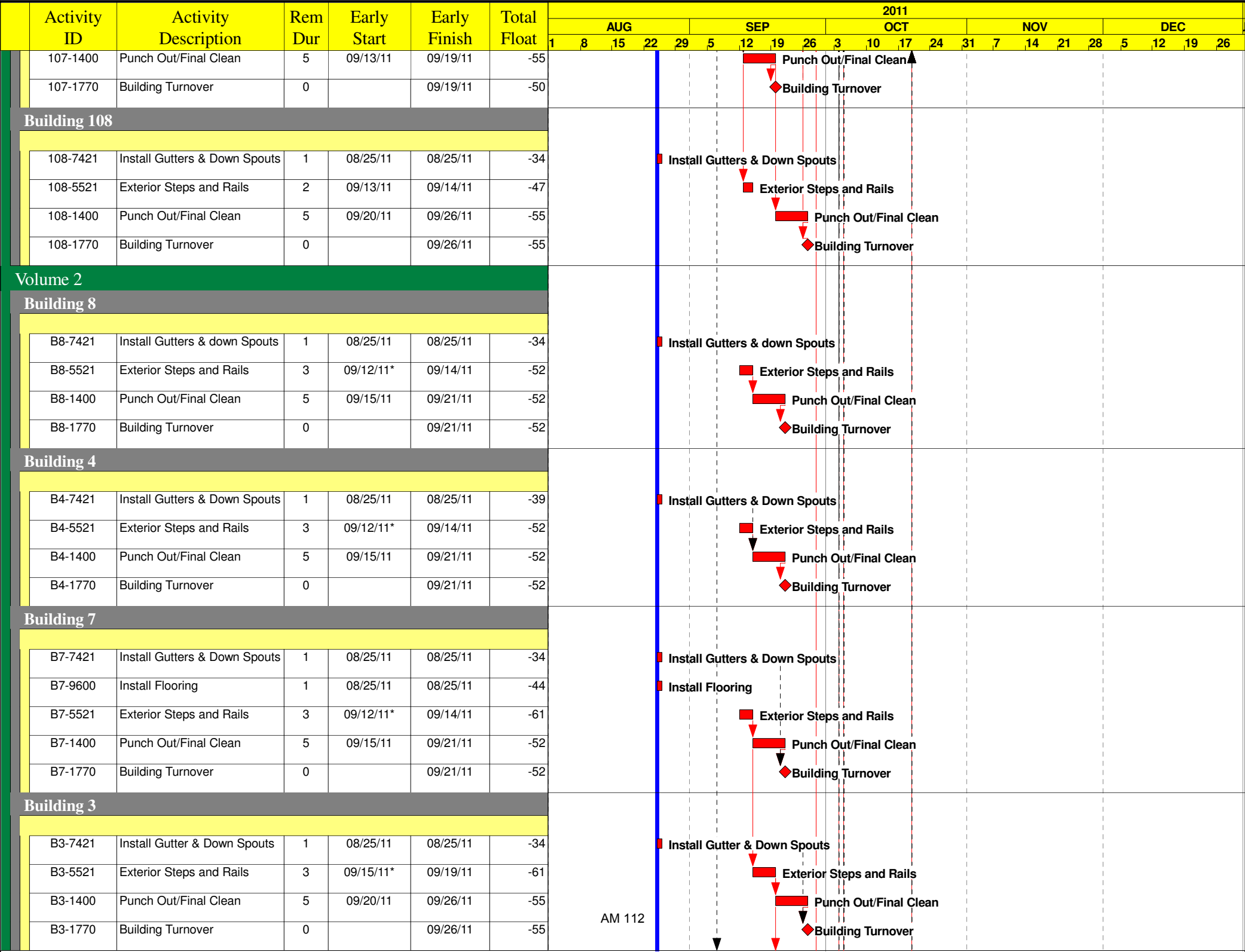
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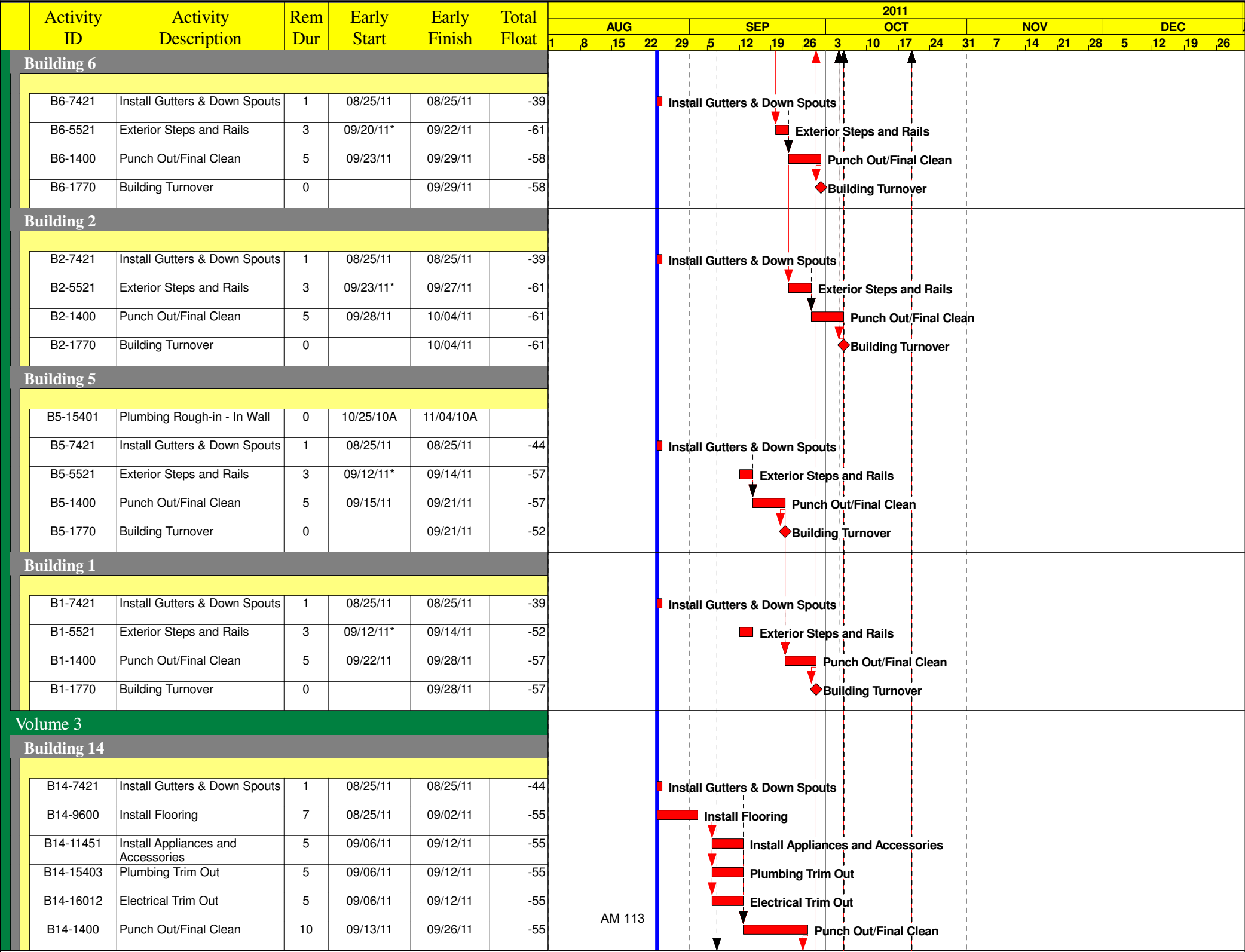
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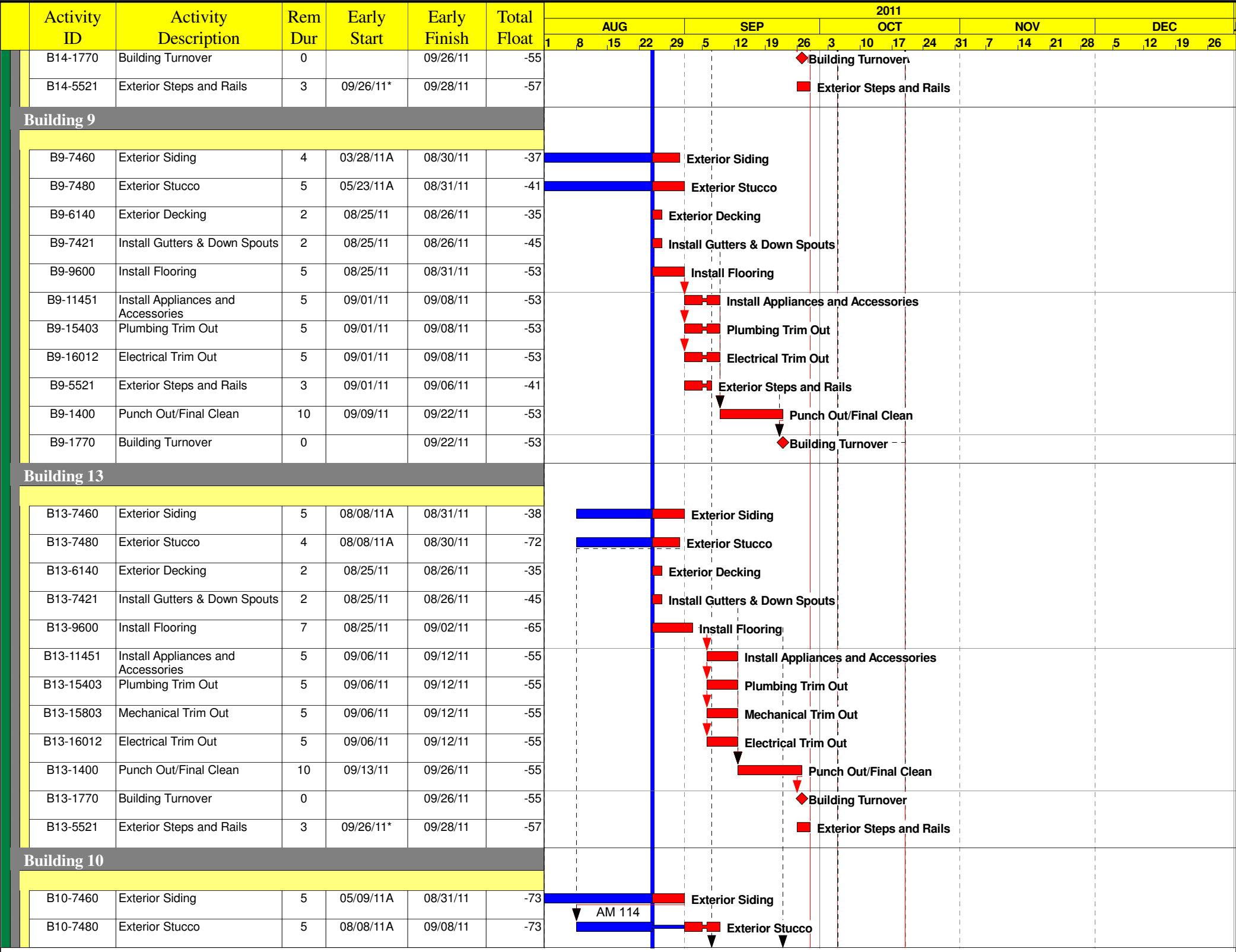
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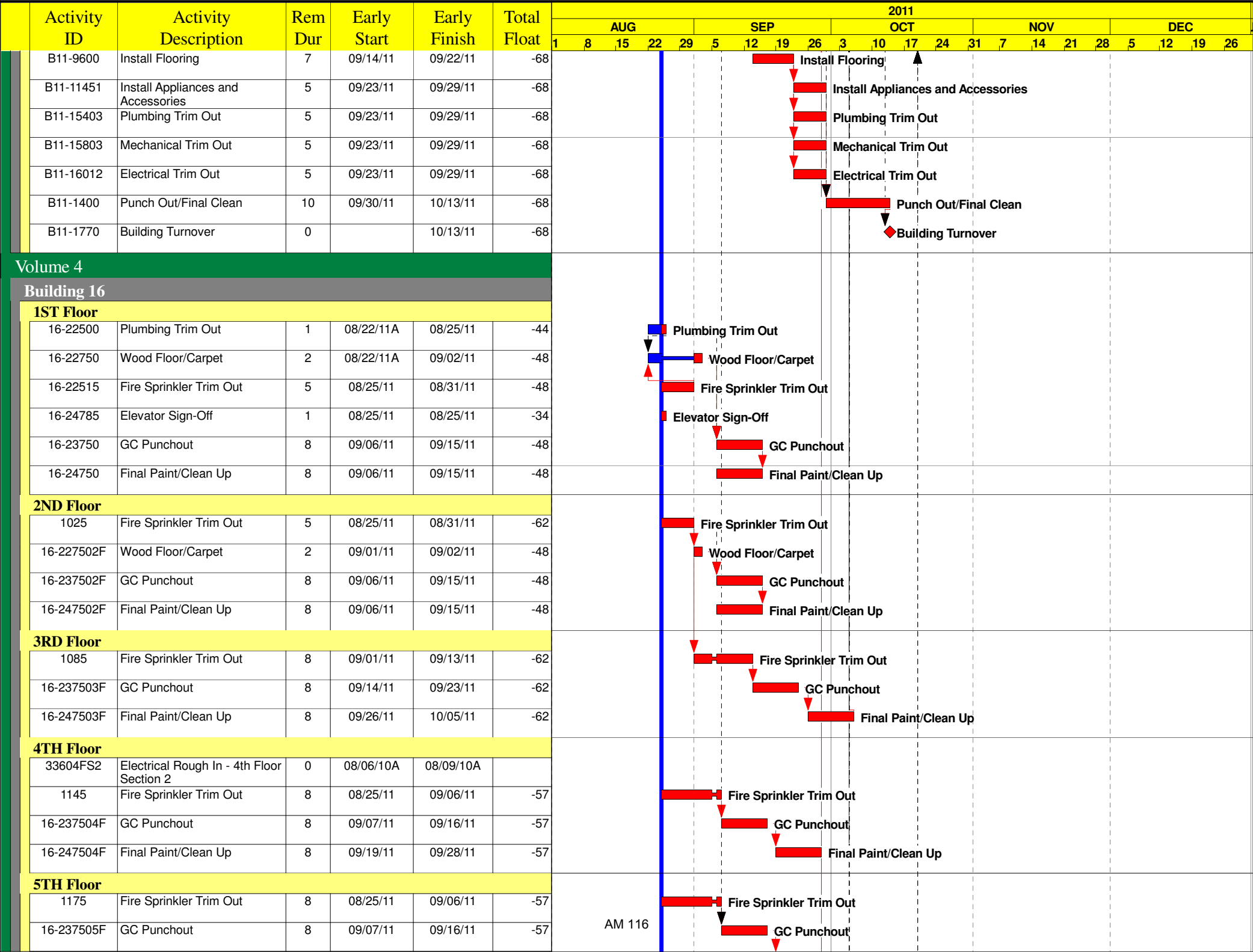


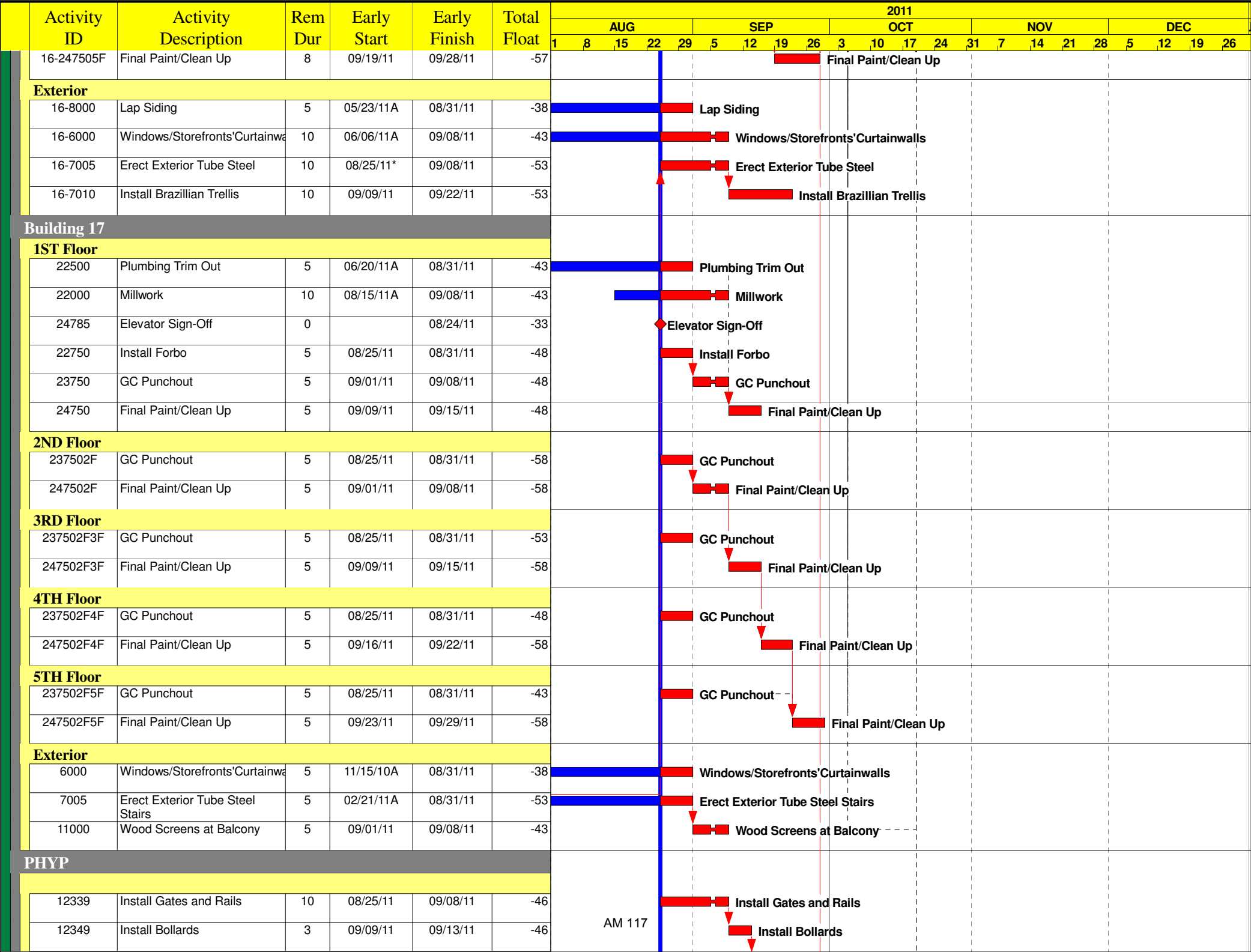


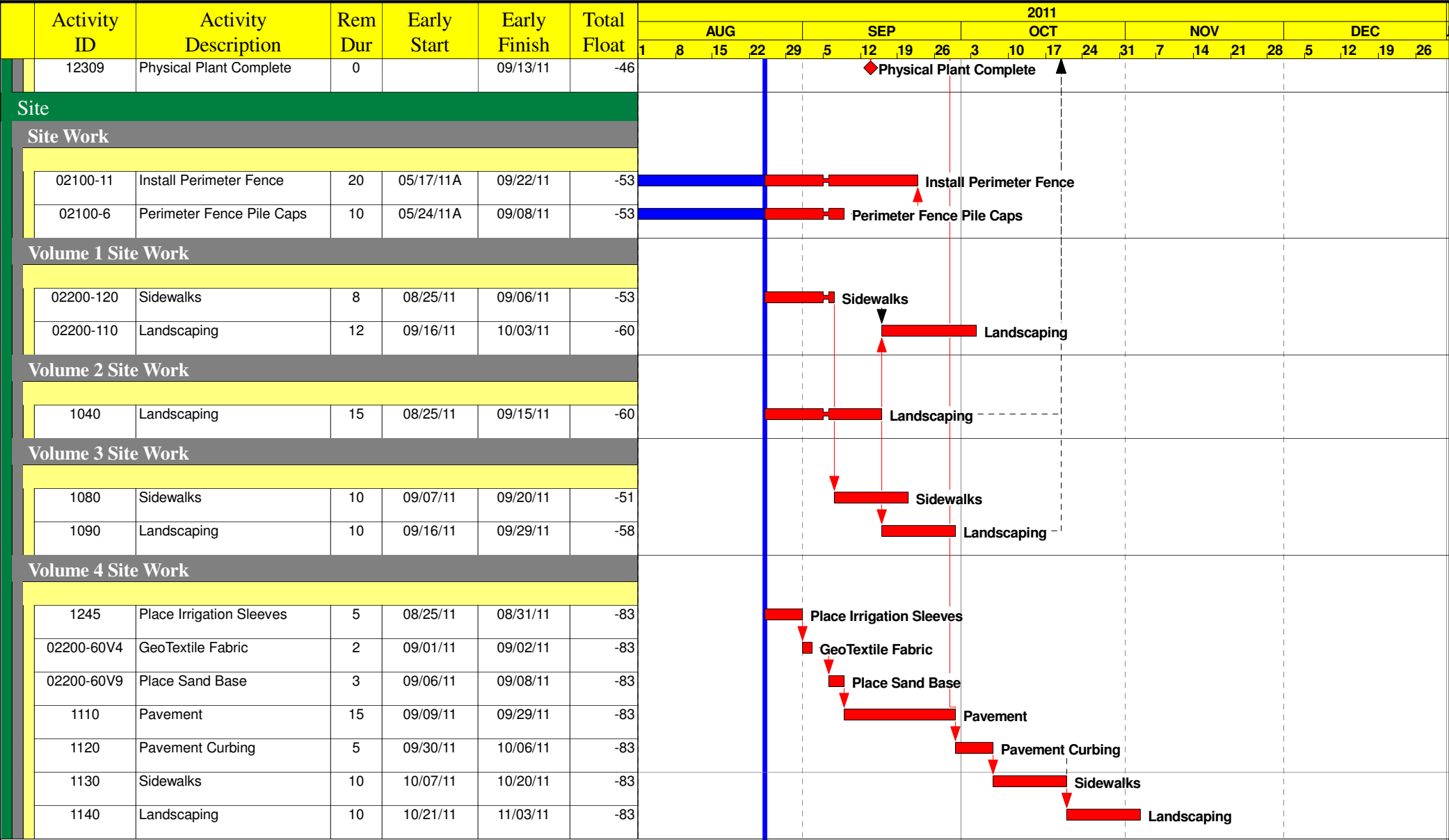












PROJECT NAME:		Village de Jardin		Draw Request (June 2011)			Draw Request (July 2011)			Draw Request (August 2011)			Draw Request (September 2011)				
TOTAL BUDGET:		\$49,254,564.00		LANDSCAPING DRAW REQUEST			LANDSCAPING DRAW REQUEST			LANDSCAPING DRAW REQUEST			LANDSCAPING DRAW REQUEST				
				Plants & Ground Cover			Plants & Ground Cover			Plants & Ground Cover			Plants & Ground Cover				
		Location	Scheduled Value	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)		
WALTON/CORE		Volume 1	\$26,806.00	\$0.00		0%	\$0.00		0%	\$0.00		0%	\$0.00		0%		
		Volume 1A	\$40,209.00	\$0.00		0%	\$0.00		0%	\$0.00		0%	\$0.00		0%		
		Volume 2	\$26,806.00	\$0.00		0%	\$0.00		0%	\$0.00		0%	\$0.00		0%		
		Volume 2A	\$40,209.00	\$0.00		0%	\$0.00		0%	\$0.00		0%	\$0.00		0%		
CONSTRUCTION CONTRACT:		\$40,430,000.00															
Change Orders:		\$350,603.00															
Current Contract:		\$40,780,603.00															
		Volume 3	\$53,611.00	\$0.00		0%	\$0.00		0%	\$0.00		0%	\$0.00		0%		
		Volume 3A	\$80,417.00	\$0.00		0%	\$0.00		0%	\$0.00		0%	\$0.00		0%		
		Volume 4	\$53,611.00	\$0.00		0%	\$0.00		0%	\$0.00		0%	\$0.00		0%		
		Volume 4A	\$93,482.00	\$0.00		0%	\$0.00		0%	\$0.00		0%	\$0.00		0%		
Landscaping		Sub Total	\$415,151.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%		
Scheduled Value		\$708,906.00		Irrigation			Irrigation			Irrigation			Irrigation				
				Irrigation			Irrigation			Irrigation			Irrigation				
Drawn to Date		\$232,485.00		Location	Scheduled Value	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)
% to Date		33%		Volume 1	\$11,981.00	\$0.00	\$1,797.00	15%	\$0.00	\$1,797.00	15%	\$0.00	\$1,797.00	15%	\$8,387.00	\$1,797.00	15%
				Volume 1A	\$16,774.00	\$0.00	\$2,516.00	15%	\$0.00	\$2,516.00	15%	\$0.00	\$2,516.00	15%	\$11,742.00	\$2,516.00	15%
				Volume 2	\$11,981.00	\$0.00	\$1,797.00	15%	\$0.00	\$1,797.00	15%	\$0.00	\$1,797.00	15%	\$8,387.00	\$1,797.00	15%
				Volume 2A	\$16,774.00	\$0.00	\$2,516.00	15%	\$0.00	\$2,516.00	15%	\$0.00	\$2,516.00	15%	\$11,742.00	\$2,516.00	15%
				Volume 3	\$11,981.00	\$0.00	\$2,636.00	22%	\$0.00	\$2,636.00	22%	\$0.00	\$2,636.00	22%	\$1,318.00	\$2,636.00	22%
				Volume 3A	\$16,774.00	\$0.00	\$3,690.00	22%	\$0.00	\$3,690.00	22%	\$0.00	\$3,690.00	22%	\$1,845.00	\$3,690.00	22%
				Volume 4	\$11,981.00	\$0.00	\$0.00	0%	\$1,797.00	\$0.00	0%	\$0.00	\$1,797.00	15%	\$0.00	\$1,797.00	15%
				Volume 4A	\$16,774.00	\$0.00	\$0.00	0%	\$2,516.00	\$0.00	0%	\$0.00	\$2,516.00	15%	\$0.00	\$2,516.00	15%
				Sub Total	\$115,020.00	\$0.00	\$14,952.00	13%	\$4,313.00	\$14,952.00	13%	\$0.00	\$19,265.00	17%	\$43,421.00	\$19,265.00	17%
				Drainage			Drainage			Drainage			Drainage				
				Location	Scheduled Value	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)
				Vols 1-2	\$89,300.00	\$0.00	\$58,938.00	66%	\$16,967.00	\$58,938.00	66%	\$0.00	\$75,905.00	85%	\$8,930.00	\$75,905.00	85%
				Vols 3-4	\$89,435.00	\$0.00	\$59,027.00	66%	\$16,993.00	\$59,027.00	66%	\$0.00	\$76,020.00	85%	\$8,944.00	\$76,020.00	85%
				Sub Total	\$178,735.00	\$0.00	\$117,965.00	66%	\$33,960.00	\$117,965.00	66%	\$0.00	\$151,925.00	85%	\$17,874.00	\$151,925.00	85%
				Total	\$708,906.00		\$132,917.00			\$132,917.00			\$171,190.00			\$171,190.00	
FURNITURE FIXTURES & EQUIPMENT (FFE)																	
Scheduled Value		\$192,019.22		Furniture Fixtures & Equipment (FFE)			Furniture Fixtures & Equipment (FFE)			Furniture Fixtures & Equipment (FFE)			Furniture Fixtures & Equipment (FFE)				
				Location	Scheduled Value			Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)	Draw Amount	Draw to Date	Work in Place (Completed & Stored)
Drawn to Date		\$91,009.61			\$0.00										\$91,009.61	\$0.00	0%
% to Date		47%								\$0.00	0%						



associated office systems
texaco center
400 poydras center, suite 1700
new orleans, la 70130
tel 504-561-8400 fax 504-561-1155
FED ID #72-0791940 DUNS# 060837465

Ship To: Louisiana Housing Finance Agency
Gaslight Apt.
8801 Lake Forest Blvd
New Orleans, LA 70127

INVOICE NO.

15804D

INVOICE DATE.

8/30/2011

NET DUE.
UPON RECEIPT

1 of 1

ORDERED	JOB	SHIPPED	DESCRIPTION	AMOUNT
			Furniture Products	\$ 182,019.22
			Subtotal	\$ 182,019.22
			50% Deposit Due	91,009.61
			THANK YOU FOR YOUR BUSINESS	
			Remit to: associated office systems	
			400 poydras, suite 1700	
			New Orleans, LA 70130	

BILL TO:

Louisiana Housing Finance Agency
2415 Quail Dr.
Baton Rouge, LA 70808

PLEASE PAY FROM THIS INVOICE