

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



VIRTUAL/ZOOM MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 21, 2021

Zoom Meeting:

[https://zoom.us/j/91304429567?pwd=aEk4bkZBVVQWF
DQndZYTdlcTVxQT09](https://zoom.us/j/91304429567?pwd=aEk4bkZBVVQWF
DQndZYTdlcTVxQT09)

Meeting ID: 913 0442 9567

Passcode: 754223

PHONE: 253-215-8782

Hillsview Apartments
(Community Room)
830 Township Street, Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, October 21, 2021
10:45 am

VIRTUAL/ZOOM MEETING

Hillsview Apartments - 830 Township Street, Sedro-Woolley, WA 98284

-
- | | | |
|-------|--|---|
| I. | Call to Order | |
| II. | Roll Call | |
| III. | Public Comment | |
| IV. | Approval of Minutes | |
| | A. June 17, 2021 Board of Commissioners' Meeting Minutes | 1 |
| V. | Action Items for Discussion & Approval | |
| | A. Approval of Voucher Report June 1, 2021 to July 31, 2021 | 2 |
| | B. Approval of Voucher Report August 1, 2021 to August 31, 2021 | 3 |
| | C. Resolution No. 475 - A Resolution Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt of the Federal Fiscal Year 2020 Allocation of Funds from the HUD Capital Fund Program | 4 |
| VI. | Reports | |
| | A. Financial Report for June 2021 | 5 |
| | B. Financial Report for August 2021 | 6 |
| | C. Housing Management Report for June/July 2021 | 7 |
| | D. Housing Management Report for August/September 2021 | 8 |
| VII. | New Business | |
| VIII. | Adjournment | |

T
A
B

N
U
M
B
E
R

HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY
VIRTUAL
BOARD OF COMMISSIONERS
MEETING MINUTES

Thursday, June 17, 2021

I. Call to Order

The virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:46 a.m., on Thursday, June 17, 2021, via zoom.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson and Commissioner Dona Cowan.

III. Public Comment

No public comment.

IV. Approval of Minutes

A. April 15, 2021 Board of Commissioners' Meeting Minutes

Commissioner Dona Cowan moved for approval of the Minutes w/ changes to correct to 2021, seconded by Commissioner Kacy Johnson; the Board unanimously approved the Minutes from April 15, 2021.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report April 1, 2021 to May 31, 2021

Questions of Commissioners' were answered.

Commissioner Kacy Johnson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for April 1, 2021 to May 31, 2021.

B. Resolution No. 474 – Adoption of the SWHA Combined Five-Year and FY 2021 Annual Agency Plan.

Bill Cook, Director of Property Management explained the Resolution.

This is the actual five year plan that we need to submit to HUD. It covers all of the operations that we do including capital work. We are required to follow the rules that HUD has in place.

Commissioner Reta Stephenson moved for approval of Resolution No. 474 for the adoption of the SWHA Combined Five-Year and FY 2021 Annual Agency Plan, seconded by Commissioner Kacy Johnson; the Board unanimously approved Resolution No. 474.

VI. Reports

A. Financial Report for April 2021

Windy Epps, Interim Director for Finance, explained the Financial Report for April 2021.

One correction-2nd page should be Cedar Grove, not Hillsvew.

Questions of Commissioners' were answered.

B. Housing Management Report for April/May 2021.

Mayra Jacobs, Regional Manager went over the Housing Management Report.

Mayra introduced Caprice Witherspoon, Interim Senior Property Manager as Kim Sayavong has been promoted to Director of Housing Initiatives at Central Applications.

Questions of Commissioners' were answered.

VII. New Business

A. Reopening Plans

We are planning the reopening process in July. We will start doing regular work orders that we have not been doing. A communication piece will go out to residents.

B. Search for new Resident Commissioner

Commissioner Lee Elliott has resigned and will no longer be serving as a Commissioner.

We need to fill his position of Resident Commissioner. A notice needs to go out to all residents to see if they have any interest. Bill will put a blurb about the vacancy in the mailing that will go out and if residents are interested, they need to submit a letter of interest to the Board.

C. In Person Meetings

We could think about having the meetings in person again, we will leave it up to the Chair.

The Board would like to have the August meeting in person.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:16 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

T
A
B

N
U
M
B
E
R

2



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Ai Ly, Interim Assistant Director of Finance
DATE: August 2, 2021
RE: Approval of Vouchers June 1, 2021 to July 31, 2021

I, Ai Ly, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.

Ai Ly
Interim Assistant Director of Finance
August 2, 2021

Expenditures to Sedro-Woolley

Operations

| | |
|---------------------------|-------------------------|
| Directly to Cedar Grove | 20,540.30 |
| Cedar Grove Voids | <u>0.00</u> |
| Cedar Grove Total | 20,540.30 |
| | |
| Directly to Hillsview | 27,954.41 |
| Hillsview Voids | <u>0.00</u> |
| Hillsview Total | <u>27,954.41</u> |
| | |
| Total Expenditures | <u><u>48,494.71</u></u> |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2021 TO 7/31/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|--------------------|---|----------|----------------------------------|--------------------------------|-----------|--------------|
| CEDAR GROVE | | | | | | |
| 170000 | Work-In-Process | 3,405.50 | SHKS ARCHITECTS INC | CEDAR GROVE T/O #22 | 7/9/2021 | 335819 |
| 170000 | Work-In-Process | 36.00 | SEATTLE MEDIUM NEWSPAPER | CEDAR GROVE | 7/16/2021 | 335891 |
| 170000 | Work-In-Process | 105.35 | SEATTLE DAILY JOURNAL OF COMMERC | CEDAR GROVE | 7/30/2021 | 336080 |
| 170000 | Work-In-Process | 50.00 | NORTHWEST ASIAN WEEKLY | CEDAR GROVE SITE 3 | 7/30/2021 | 336093 |
| 200200 | Contract Retentions | (0.92) | MORGAN MECHANICAL INC | MULTIPLE SITE UV AIR TREATMENT | 7/23/2021 | 336070 |
| 410000 | Admin Supplies | 0.11 | CANON SOLUTIONS AMERICA INC | SN RZJ27626 | 7/16/2021 | 335928 |
| 411103 | Comp Equip-Software Maint | 0.14 | EVERGREEN ID SYSTEMS | SECURITY | 6/18/2021 | 335568 |
| 411103 | Comp Equip-Software Maint | 4.04 | VIPRE SECURITY | SECURITY SUBSCRIPTION | 7/30/2021 | 336102 |
| 411901 | Equip-Other-Leased/Rented | 1.14 | QUADIENT LEASING USA INC | SN 30215010 | 6/11/2021 | 335504 |
| 411901 | Equip-Other-Leased/Rented | 1.37 | CANON FINANCIAL | SN 2LP03248 | 7/2/2021 | 335750 |
| 411901 | Equip-Other-Leased/Rented | 1.36 | CANON FINANCIAL | SN 2LP03248 | 7/23/2021 | 336037 |
| 420000 | Prof Svcs-Legal | 1.79 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 6/18/2021 | 335516 |
| 420000 | Prof Svcs-Legal | 25.48 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 6/18/2021 | 335516 |
| 420000 | Prof Svcs-Legal | 29.16 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 7/30/2021 | 336079 |
| 420101 | Prof Svcs-Auditing | 70.63 | STATE AUDITOR S OFFICE | AUDIT PERIOD 20-20 | 7/23/2021 | 335968 |
| 420905 | Prof Svcs-Hearing Officers | 3.07 | DAVID K HISCOCK | LEGAL SVCS | 6/29/2021 | 335665 |
| 420908 | Prof Svcs-Comps | 0.12 | MRI SOFTWARE LLC | CONSULTING | 6/18/2021 | 335571 |
| 421904 | Admin Contracts- Cloud Recovery Svcs | 11.17 | NET2VAULT LLC | MANAGED VAULTING | 6/4/2021 | 335370 |
| 421904 | Admin Contracts- Cloud Recovery Svcs | 11.24 | NET2VAULT LLC | MANAGED VAULTING | 7/16/2021 | 335920 |
| 440011 | Travel-Mileage Reimbursement | 5.33 | JUDITH ANDINO | 4/23-6/17/21 MILEAGE | 7/16/2021 | 335935 |
| 450001 | Comm-Phones Lines-Service-Voice | 16.88 | CONSOLIDATED TECH SVCS | MAY 2021 CHGS | 6/11/2021 | 335477 |
| 450001 | Comm-Phones Lines-Service-Voice | 16.88 | CONSOLIDATED TECH SVCS | JUNE 2021 MONTHLY CHGS | 7/16/2021 | 335911 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 0.35 | CENTURYLINK | 5/23-6/23/21 CHGS | 6/11/2021 | 335446 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 0.35 | CENTURYLINK | 5/23-6/23/21 CHGS | 6/11/2021 | 335446 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 0.28 | INTRADO LIFE & SAFETY INC | MONTHLY MAINT | 6/18/2021 | 335584 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 0.28 | INTRADO LIFE & SAFETY INC | MONTHLY MAINT | 7/16/2021 | 335927 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 0.35 | CENTURYLINK | 6/23-7/23/21 CHGS | 7/16/2021 | 335885 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 0.35 | CENTURYLINK | 6/23-7/23/21 CHGS | 7/16/2021 | 335885 |
| 450100 | Comm-Long Distance Charges | 0.26 | CENTURYLINK | 5/25-6/25/21 CHGS | 6/11/2021 | 335446 |
| 450100 | Comm-Long Distance Charges | 0.33 | CENTURYLINK | MONTHLY CHGS | 7/2/2021 | 335784 |
| 450100 | Comm-Long Distance Charges | 0.26 | CENTURYLINK | 6/25-7/25/21 CHGS | 7/16/2021 | 335885 |
| 450100 | Comm-Long Distance Charges | 0.26 | CENTURYLINK | MONTHLY CHGS | 7/30/2021 | 336181 |
| 491000 | Admin Exp-Criminal/Background Checks | 6.44 | NATIONAL CREDIT REPORTING | CREDIT CHECK | 6/18/2021 | 335534 |
| 491000 | Admin Exp-Criminal/Background Checks | 28.63 | WASHINGTON STATE PATROL | BACKGROUND CHECK | 7/2/2021 | 335711 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2021 TO 7/31/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|-------------|---|----------|------------------------------|---------------------------------|-----------|--------------|
| 491000 | Admin Exp-Criminal/Background Checks | 9.60 | NATIONAL CREDIT REPORTING | CREDIT CHECK | 7/9/2021 | 335813 |
| 493000 | Other Admin Exp-Postage | 9.40 | MAIL ADVERTISING BUREAU INC | JUNE STATEMENTS | 6/11/2021 | 335420 |
| 493000 | Other Admin Exp-Postage | 7.44 | MAIL ADVERTISING BUREAU INC | NEW GRIEVANCE PROCEDURE & LEASE | 6/18/2021 | 335519 |
| 493000 | Other Admin Exp-Postage | 6.67 | QUADIENT FINANCE USA INC | POSTAGE | 6/29/2021 | 335686 |
| 493000 | Other Admin Exp-Postage | 9.66 | MAIL ADVERTISING BUREAU INC | CONTACT INFO UPDATE | 7/16/2021 | 335867 |
| 493000 | Other Admin Exp-Postage | 13.59 | QUADIENT FINANCE USA INC | POSTAGE | 7/23/2021 | 336062 |
| 493000 | Other Admin Exp-Postage | 9.39 | MAIL ADVERTISING BUREAU INC | JULY STATEMENTS | 7/30/2021 | 336081 |
| 493100 | Other Admin Exp-Mail Handling | 9.48 | MAIL ADVERTISING BUREAU INC | JUNE STATEMENTS | 6/11/2021 | 335420 |
| 493100 | Other Admin Exp-Mail Handling | 42.13 | MAIL ADVERTISING BUREAU INC | NEW GRIEVANCE PROCEDURE & LEASE | 6/18/2021 | 335519 |
| 493100 | Other Admin Exp-Mail Handling | 27.22 | MAIL ADVERTISING BUREAU INC | CONTACT INFO UPDATE | 7/16/2021 | 335867 |
| 493100 | Other Admin Exp-Mail Handling | 10.79 | MAIL ADVERTISING BUREAU INC | JULY STATEMENTS | 7/30/2021 | 336081 |
| 520104 | Social Service Contracts-Interpretation | 2.52 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 7/9/2021 | 335796 |
| 520104 | Social Service Contracts-Interpretation | 2.07 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 7/9/2021 | 335796 |
| 610100 | Occup Exp-Equip-Vehicles | 258.24 | PACIFIC FLEET SALES | VAN PURCHASES | 7/9/2021 | 335837 |
| 620012 | Occup Exp--Pest Control | 23.96 | STOP BUGGING ME PEST CONTROL | PEST CONTROL | 7/23/2021 | 336048 |
| 620012 | Occup Exp--Pest Control | 23.96 | STOP BUGGING ME PEST CONTROL | PEST CONTROL | 7/23/2021 | 336048 |
| 620012 | Occup Exp--Pest Control | 23.96 | STOP BUGGING ME PEST CONTROL | PEST CONTROL | 7/23/2021 | 336048 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 2,270.00 | SKAGIT LANDSCAPING LLC | LANDSCAPING | 6/4/2021 | 335407 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 2,810.00 | SKAGIT LANDSCAPING LLC | LANDSCAPING | 6/29/2021 | 335693 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 2,270.00 | SKAGIT LANDSCAPING LLC | LAWN CARE | 7/9/2021 | 335860 |
| 660000 | Occup Exp-Utilities-Water | 140.22 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 111.00 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 192.83 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 204.52 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 163.60 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 105.15 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 157.76 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 163.60 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 89.76 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 151.91 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660000 | Occup Exp-Utilities-Water | 153.10 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 90.47 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 153.10 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 90.47 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 105.98 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2021 TO 7/31/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|-------------|--|--------|----------------------------|---------------------|-----------|--------------|
| 660000 | Occup Exp-Utilities-Water | 170.77 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 77.67 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 75.52 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 147.21 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 147.21 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660000 | Occup Exp-Utilities-Water | 200.23 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/30/2021 | 336132 |
| 660100 | Occup Exp-Utilities-Sewer | 294.93 | CITY OF SEDRO WOOLLEY | SEWER | 6/11/2021 | 335469 |
| 660100 | Occup Exp-Utilities-Sewer | 442.07 | CITY OF SEDRO WOOLLEY | SEWER | 6/11/2021 | 335469 |
| 660100 | Occup Exp-Utilities-Sewer | 736.83 | CITY OF SEDRO WOOLLEY | SEWER | 6/11/2021 | 335469 |
| 660100 | Occup Exp-Utilities-Sewer | 744.21 | CITY OF SEDRO WOOLLEY | SEWER | 7/16/2021 | 335903 |
| 660100 | Occup Exp-Utilities-Sewer | 445.79 | CITY OF SEDRO WOOLLEY | SEWER | 7/16/2021 | 335903 |
| 660100 | Occup Exp-Utilities-Sewer | 295.49 | CITY OF SEDRO WOOLLEY | SEWER | 7/16/2021 | 335903 |
| 660200 | Occup Exp-Utilities-Electricity | 23.67 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/9/2021 | 335825 |
| 660200 | Occup Exp-Utilities-Electricity | 35.76 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/9/2021 | 335825 |
| 660200 | Occup Exp-Utilities-Electricity | 61.55 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/9/2021 | 335825 |
| 660200 | Occup Exp-Utilities-Electricity | 36.92 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/30/2021 | 336127 |
| 660200 | Occup Exp-Utilities-Electricity | 26.51 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/30/2021 | 336127 |
| 660200 | Occup Exp-Utilities-Electricity | 62.64 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/30/2021 | 336127 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 13.77 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 6/4/2021 | 335335 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 12.68 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 6/11/2021 | 335458 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 26.23 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/9/2021 | 335825 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 10.96 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/9/2021 | 335825 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 10.62 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/30/2021 | 336127 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 11.87 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/30/2021 | 336127 |
| 660300 | Occup Exp-Utilities-Natural Gas | 62.36 | CASCADE NATURAL GAS CO | GAS | 6/18/2021 | 335555 |
| 660300 | Occup Exp-Utilities-Natural Gas | 21.83 | CASCADE NATURAL GAS CO | GAS | 6/18/2021 | 335555 |
| 660300 | Occup Exp-Utilities-Natural Gas | 5.32 | CASCADE NATURAL GAS CO | GAS | 6/18/2021 | 335555 |
| 660300 | Occup Exp-Utilities-Natural Gas | 46.07 | CASCADE NATURAL GAS CO | GAS | 6/18/2021 | 335555 |
| 660300 | Occup Exp-Utilities-Natural Gas | 12.11 | CASCADE NATURAL GAS CO | GAS | 7/23/2021 | 336015 |
| 660300 | Occup Exp-Utilities-Natural Gas | 6.29 | CASCADE NATURAL GAS CO | GAS | 7/23/2021 | 336015 |
| 660300 | Occup Exp-Utilities-Natural Gas | 23.75 | CASCADE NATURAL GAS CO | GAS | 7/23/2021 | 336015 |
| 660300 | Occup Exp-Utilities-Natural Gas | 29.08 | CASCADE NATURAL GAS CO | GAS | 7/23/2021 | 336015 |
| 660300 | Occup Exp-Utilities-Natural Gas | 5.32 | CASCADE NATURAL GAS CO | GAS | 7/23/2021 | 336015 |
| 660300 | Occup Exp-Utilities-Natural Gas | 11.61 | CASCADE NATURAL GAS CO | GAS | 7/30/2021 | 336124 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 26.44 | CITY OF SEDRO WOOLLEY | STORM | 6/11/2021 | 335469 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2021 TO 7/31/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|------------------|--|------------------|-------------------------------|--------------------------------|-----------|--------------|
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 39.64 | CITY OF SEDRO WOOLLEY | STORM | 6/11/2021 | 335469 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 66.07 | CITY OF SEDRO WOOLLEY | STORM | 6/11/2021 | 335469 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 66.74 | CITY OF SEDRO WOOLLEY | STORM | 7/16/2021 | 335903 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 39.98 | CITY OF SEDRO WOOLLEY | STORM | 7/16/2021 | 335903 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 26.50 | CITY OF SEDRO WOOLLEY | STORM | 7/16/2021 | 335903 |
| 660700 | Occup Exp-Utilities-Garbage | 185.75 | CITY OF SEDRO WOOLLEY | GARBAGE | 6/11/2021 | 335469 |
| 660700 | Occup Exp-Utilities-Garbage | 653.23 | CITY OF SEDRO WOOLLEY | GARBAGE | 6/11/2021 | 335469 |
| 660700 | Occup Exp-Utilities-Garbage | 276.70 | CITY OF SEDRO WOOLLEY | GARBAGE | 6/11/2021 | 335469 |
| 660700 | Occup Exp-Utilities-Garbage | 563.08 | CITY OF SEDRO WOOLLEY | GARBAGE | 7/16/2021 | 335903 |
| 660700 | Occup Exp-Utilities-Garbage | 328.28 | CITY OF SEDRO WOOLLEY | GARBAGE | 7/16/2021 | 335903 |
| 660700 | Occup Exp-Utilities-Garbage | 185.51 | CITY OF SEDRO WOOLLEY | GARBAGE | 7/16/2021 | 335903 |
| | SUBTOTAL CEDAR GROVE | 20,540.30 | | | | |
| | CEDAR GROVE VOIDS | 0 | | | | |
| | TOTAL CEDAR GROVE | 20,540.30 | | | | |
| HILLSVIEW | | | | | | |
| Account | Account(T) | Amount | Vendor(T) | Voucher Description | Pay Date | Check No |
| 200200 | Contract Retentions | (2.77) | MORGAN MECHANICAL INC | MULTIPLE SITE UV AIR TREATMENT | 7/23/2021 | 336070 |
| 410000 | Admin Supplies | 182.94 | COMPLETE OFFICE | OFFICE SUPPLIES | 6/18/2021 | 335552 |
| 410000 | Admin Supplies | 48.89 | COMPLETE OFFICE | OFFICE SUPPLIES | 6/18/2021 | 335552 |
| 410000 | Admin Supplies | 158.66 | COMPLETE OFFICE | OFFICE SUPPLIES | 6/18/2021 | 335552 |
| 410000 | Admin Supplies | 0.32 | CANON SOLUTIONS AMERICA INC | SN RZJ27626 | 7/16/2021 | 335928 |
| 411103 | Comp Equip-Software Maint | 0.44 | EVERGREEN ID SYSTEMS | SECURITY | 6/18/2021 | 335568 |
| 411103 | Comp Equip-Software Maint | 12.71 | VIPRE SECURITY | SECURITY SUBSCRIPTION | 7/30/2021 | 336102 |
| 411901 | Equip-Other-Leased/Rented | 3.43 | QUADIENT LEASING USA INC | SN 30215010 | 6/11/2021 | 335504 |
| 411901 | Equip-Other-Leased/Rented | 4.11 | CANON FINANCIAL | SN 2LP03248 | 7/2/2021 | 335750 |
| 411901 | Equip-Other-Leased/Rented | 4.08 | CANON FINANCIAL | SN 2LP03248 | 7/23/2021 | 336037 |
| 420000 | Prof Svcs-Legal | 5.39 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 6/18/2021 | 335516 |
| 420000 | Prof Svcs-Legal | 76.84 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 6/18/2021 | 335516 |
| 420000 | Prof Svcs-Legal | 86.96 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 7/30/2021 | 336079 |
| 420101 | Prof Svcs-Auditing | 211.87 | STATE AUDITOR S OFFICE | AUDIT PERIOD 20-20 | 7/23/2021 | 335968 |
| 420905 | Prof Svcs-Hearing Officers | 9.20 | DAVID K HISCOCK | LEGAL SVCS | 6/29/2021 | 335665 |
| 420908 | Prof Svcs-Comps | 0.39 | MRI SOFTWARE LLC | CONSULTING | 6/18/2021 | 335571 |
| 421904 | Admin Contracts- Cloud Recovery Svcs | 35.10 | NET2VAULT LLC | MANAGED VAULTING | 6/4/2021 | 335370 |
| 421904 | Admin Contracts- Cloud Recovery Svcs | 35.32 | NET2VAULT LLC | MANAGED VAULTING | 7/16/2021 | 335920 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2021 TO 7/31/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|-------------|---|--------|-----------------------------|---------------------------------|-----------|--------------|
| 440011 | Travel-Mileage Reimbursement | 15.99 | JUDITH ANDINO | 4/23-6/17/21 MILEAGE | 7/16/2021 | 335935 |
| 450001 | Comm-Phones Lines-Service-Voice | 50.63 | CONSOLIDATED TECH SVCS | MAY 2021 CHGS | 6/11/2021 | 335477 |
| 450001 | Comm-Phones Lines-Service-Voice | 50.62 | CONSOLIDATED TECH SVCS | JUNE 2021 MONTHLY CHGS | 7/16/2021 | 335911 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 1.11 | CENTURYLINK | 5/23-6/23/21 CHGS | 6/11/2021 | 335446 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 1.11 | CENTURYLINK | 5/23-6/23/21 CHGS | 6/11/2021 | 335446 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 0.88 | INTRADO LIFE & SAFETY INC | MONTHLY MAINT | 6/18/2021 | 335584 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 0.88 | INTRADO LIFE & SAFETY INC | MONTHLY MAINT | 7/16/2021 | 335927 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 1.11 | CENTURYLINK | 6/23-7/23/21 CHGS | 7/16/2021 | 335885 |
| 450002 | Comm-Phones Lines-Service-Digital Voice | 1.11 | CENTURYLINK | 6/23-7/23/21 CHGS | 7/16/2021 | 335885 |
| 450003 | Comm-Phones Lines-Security | 101.25 | CONSOLIDATED TECH SVCS | MAY 2021 CHGS | 6/11/2021 | 335477 |
| 450003 | Comm-Phones Lines-Security | 101.25 | CONSOLIDATED TECH SVCS | JUNE 2021 MONTHLY CHGS | 7/16/2021 | 335911 |
| 450100 | Comm-Long Distance Charges | 5.95 | LINGO | MONTHLY CHGS | 6/11/2021 | 335470 |
| 450100 | Comm-Long Distance Charges | 0.83 | CENTURYLINK | 5/25-6/25/21 CHGS | 6/11/2021 | 335446 |
| 450100 | Comm-Long Distance Charges | 1.03 | CENTURYLINK | MONTHLY CHGS | 7/2/2021 | 335784 |
| 450100 | Comm-Long Distance Charges | 5.95 | LINGO | MONTHLY CHGS | 7/16/2021 | 335904 |
| 450100 | Comm-Long Distance Charges | 0.83 | CENTURYLINK | 6/25-7/25/21 CHGS | 7/16/2021 | 335885 |
| 450100 | Comm-Long Distance Charges | 0.82 | CENTURYLINK | MONTHLY CHGS | 7/30/2021 | 336181 |
| 491000 | Admin Exp-Criminal/Background Checks | 19.44 | NATIONAL CREDIT REPORTING | CREDIT CHECK | 6/18/2021 | 335534 |
| 491000 | Admin Exp-Criminal/Background Checks | 85.87 | WASHINGTON STATE PATROL | BACKGROUND CHECK | 7/2/2021 | 335711 |
| 491000 | Admin Exp-Criminal/Background Checks | 28.81 | NATIONAL CREDIT REPORTING | CREDIT CHECK | 7/9/2021 | 335813 |
| 493000 | Other Admin Exp-Postage | 28.21 | MAIL ADVERTISING BUREAU INC | JUNE STATEMENTS | 6/11/2021 | 335420 |
| 493000 | Other Admin Exp-Postage | 22.33 | MAIL ADVERTISING BUREAU INC | NEW GRIEVANCE PROCEDURE & LEASE | 6/18/2021 | 335519 |
| 493000 | Other Admin Exp-Postage | 20.00 | QUADIENT FINANCE USA INC | POSTAGE | 6/29/2021 | 335686 |
| 493000 | Other Admin Exp-Postage | 28.99 | MAIL ADVERTISING BUREAU INC | CONTACT INFO UPDATE | 7/16/2021 | 335867 |
| 493000 | Other Admin Exp-Postage | 40.77 | QUADIENT FINANCE USA INC | POSTAGE | 7/23/2021 | 336062 |
| 493000 | Other Admin Exp-Postage | 28.17 | MAIL ADVERTISING BUREAU INC | JULY STATEMENTS | 7/30/2021 | 336081 |
| 493100 | Other Admin Exp-Mail Handling | 28.43 | MAIL ADVERTISING BUREAU INC | JUNE STATEMENTS | 6/11/2021 | 335420 |
| 493100 | Other Admin Exp-Mail Handling | 126.39 | MAIL ADVERTISING BUREAU INC | NEW GRIEVANCE PROCEDURE & LEASE | 6/18/2021 | 335519 |
| 493100 | Other Admin Exp-Mail Handling | 81.65 | MAIL ADVERTISING BUREAU INC | CONTACT INFO UPDATE | 7/16/2021 | 335867 |
| 493100 | Other Admin Exp-Mail Handling | 32.38 | MAIL ADVERTISING BUREAU INC | JULY STATEMENTS | 7/30/2021 | 336081 |
| 520104 | Social Service Contracts-Interpretation | 7.25 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 7/9/2021 | 335796 |
| 520104 | Social Service Contracts-Interpretation | 7.57 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 7/9/2021 | 335796 |
| 520104 | Social Service Contracts-Interpretation | 6.22 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 7/9/2021 | 335796 |
| 610017 | Occup Exp-Materials-Janitorial | 75.79 | COMPLETE OFFICE | OFFICE SUPPLIES | 6/18/2021 | 335552 |
| 610100 | Occup Exp-Equip-Vehicles | 770.45 | PACIFIC FLEET SALES | VAN PURCHASES | 7/9/2021 | 335837 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2021 TO 7/31/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|----------------------------|--|------------------|------------------------------|---------------------|-----------|--------------|
| 620006 | Occup Exp--Floor Covering | 322.56 | SIGNATURE INTERIORS & DESIGN | BILLING CORRECTION | 7/2/2021 | 335731 |
| 620006 | Occup Exp--Floor Covering | 374.40 | SIGNATURE INTERIORS & DESIGN | CARPET | 7/16/2021 | 335888 |
| 620006 | Occup Exp--Floor Covering | 2,395.02 | SIGNATURE INTERIORS & DESIGN | CARPET | 7/16/2021 | 335888 |
| 620008 | Occup Exp--Alarm Testing/Monitoring | 384.00 | SMITH FIRE SYSTEMS INC | SVC CALL | 6/18/2021 | 335600 |
| 620008 | Occup Exp--Alarm Testing/Monitoring | 2,277.00 | SMITH FIRE SYSTEMS INC | SVC CALL | 7/16/2021 | 335940 |
| 620011 | Occup Exp--Fire/Safety | 1,776.00 | SMITH FIRE SYSTEMS INC | SVC CALL | 6/4/2021 | 335405 |
| 620011 | Occup Exp--Fire/Safety | 615.00 | SMITH FIRE SYSTEMS INC | SVC CALL | 6/29/2021 | 335688 |
| 620012 | Occup Exp--Pest Control | 53.91 | STOP BUGGING ME PEST CONTROL | PEST CONTROL | 6/29/2021 | 335669 |
| 620012 | Occup Exp--Pest Control | 53.91 | STOP BUGGING ME PEST CONTROL | PEST CONTROL | 7/23/2021 | 336048 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 1,080.00 | SKAGIT LANDSCAPING LLC | LANDSCAPING | 6/4/2021 | 335407 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 1,080.00 | SKAGIT LANDSCAPING LLC | LAWN CARE | 7/9/2021 | 335860 |
| 660000 | Occup Exp-Utilities-Water | 1,339.35 | PUBLIC UTILITY DISTRICT #1 | WATER | 7/23/2021 | 336022 |
| 660100 | Occup Exp-Utilities-Sewer | 4,415.94 | CITY OF SEDRO WOOLLEY | SEWER | 6/11/2021 | 335469 |
| 660100 | Occup Exp-Utilities-Sewer | 4,321.44 | CITY OF SEDRO WOOLLEY | SEWER | 7/16/2021 | 335903 |
| 660200 | Occup Exp-Utilities-Electricity | 645.02 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/9/2021 | 335825 |
| 660200 | Occup Exp-Utilities-Electricity | 1,066.82 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/30/2021 | 336127 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 19.49 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 6/4/2021 | 335335 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 15.50 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 6/18/2021 | 335557 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 85.68 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/9/2021 | 335825 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 10.76 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/9/2021 | 335825 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 96.05 | PUGET SOUND ENERGY-BOT-01H | ELECTRIC | 7/23/2021 | 336017 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 395.96 | CITY OF SEDRO WOOLLEY | STORM | 6/11/2021 | 335469 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 387.51 | CITY OF SEDRO WOOLLEY | STORM | 7/16/2021 | 335903 |
| 660700 | Occup Exp-Utilities-Garbage | 984.42 | CITY OF SEDRO WOOLLEY | GARBAGE | 6/11/2021 | 335469 |
| 660700 | Occup Exp-Utilities-Garbage | 1,104.72 | CITY OF SEDRO WOOLLEY | GARBAGE | 7/16/2021 | 335903 |
| | SUBTOTAL HILLSVIEW | 27,954.41 | | | | |
| | VOIDS | 0 | | | | |
| | TOTAL HILLSVIEW | 27,954.41 | | | | |
| TOTAL SEDRO WOOLLEY | | 48,494.71 | | | | |

T
A
B

N
U
M
B
E
R

3



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Ai Ly, Interim Assistant Director of Finance
DATE: October 1, 2021
RE: Approval of Vouchers August 1, 2021 to September 30, 2021

I, Ai Ly, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.

Ai Ly
Interim Assistant Director of Finance
October 1, 2021

Expenditures to Sedro-Woolley

Operations

| | |
|---------------------------|-------------------------|
| Directly to Cedar Grove | 26,339.71 |
| Cedar Grove Voids | <u>0.00</u> |
| Cedar Grove Total | 26,339.71 |
| | |
| Directly to Hillsview | 51,132.71 |
| Hillsview Voids | <u>0.00</u> |
| Hillsview Total | <u>51,132.71</u> |
| | |
| Total Expenditures | <u><u>77,472.42</u></u> |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2021 TO 9/30/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|--------------------|--------------------------------------|--------|-------------------------------|----------------------------------|-----------|--------------|
| CEDAR GROVE | | | | | | |
| 170000 | Work-In-Process | 356.25 | SHKS ARCHITECTS INC | CEDAR GROVE T/O # 22 | 8/13/2021 | 336310 |
| 410000 | Admin Supplies | 5.86 | CRYSTAL & SIERRA SPRINGS | WATER | 8/13/2021 | 336287 |
| 410000 | Admin Supplies | 4.41 | OLYMPIC PRINTERS INC | ENEVELOPES | 9/3/2021 | 336543 |
| 410000 | Admin Supplies | 0.10 | CANON SOLUTIONS AMERICA INC | SN RZJ27626 | 9/17/2021 | 336826 |
| 411100 | Comp Equip-Hardware | 0.26 | CDW/COMPUTER CENTERS INC | COMPUTER SUPPLIES | 9/3/2021 | 336554 |
| 411101 | Comp Equip-Software | 1.51 | CDW/COMPUTER CENTERS INC | COMPUTER SUPPLIES | 9/3/2021 | 336554 |
| 411103 | Comp Equip-Software Maint | 4.82 | CDW/COMPUTER CENTERS INC | COMPUTER SUPPLIES | 8/13/2021 | 336289 |
| 411901 | Equip-Other-Leased/Rented | 1.33 | CANON FINANCIAL | SN 2LP03248 | 8/27/2021 | 336519 |
| 411901 | Equip-Other-Leased/Rented | 1.42 | QUADIENT LEASING USA INC | SN 30215010 | 9/10/2021 | 336727 |
| 411901 | Equip-Other-Leased/Rented | 1.33 | CANON FINANCIAL | SN 2LP03248 | 9/24/2021 | 336945 |
| 420000 | Prof Svcs-Legal | 55.16 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 8/27/2021 | 336468 |
| 420000 | Prof Svcs-Legal | 2.33 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 9/17/2021 | 336737 |
| 420101 | Prof Svcs-Auditing | 494.38 | STATE AUDITOR S OFFICE | AUDIT PERIOD 20-20 SEDRO WOOLLEY | 8/27/2021 | 336469 |
| 420101 | Prof Svcs-Auditing | 805.13 | STATE AUDITOR S OFFICE | AUDIT PERIOD 20-20 | 9/24/2021 | 336868 |
| 420908 | Prof Svcs-Comps | 13.30 | RIGHT! SYSTEMS INC | HUNTRESS LABS | 9/24/2021 | 336946 |
| 420908 | Prof Svcs-Comps | 0.93 | AFFIRMA CONSULTING LLC | SHAREPOINT DEVELOPER 6/14-6/27 | 9/24/2021 | 336977 |
| 421904 | Admin Contracts- Cloud Recovery Svcs | 11.34 | NET2VAULT LLC | MANAGED VAULTING | 8/6/2021 | 336250 |
| 421904 | Admin Contracts- Cloud Recovery Svcs | 11.62 | NET2VAULT LLC | MANAGED VAULT | 9/17/2021 | 336818 |
| 450001 | Comm-Phones Lines-Svc-Voice | 16.88 | CONSOLIDATED TECH SVCS | JULY 2021 CHGS | 8/20/2021 | 336423 |
| 450001 | Comm-Phones Lines-Svc-Voice | 16.88 | CONSOLIDATED TECH SVCS | AUGUST 2021 CHGS | 9/17/2021 | 336808 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.35 | CENTURYLINK | 7/23-8/23/21 CHGS | 8/6/2021 | 336214 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.35 | CENTURYLINK | 7/23-8/23/21 CHGS | 8/6/2021 | 336214 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.26 | CENTURYLINK | 7/25-8/25/21 CHGS | 8/20/2021 | 336394 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.28 | INTRADO LIFE & SAFETY INC | MONTHLY MAINT | 8/27/2021 | 336526 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.35 | CENTURYLINK | 8/23-9/23/21 CHGS | 9/10/2021 | 336677 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.35 | CENTURYLINK | 8/23-9/23/21 CHGS | 9/10/2021 | 336677 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.26 | CENTURYLINK | 8/25-9/25/21 CHGS | 9/10/2021 | 336677 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.28 | INTRADO LIFE & SAFETY INC | MONTHLY MAINT | 9/24/2021 | 336960 |
| 450100 | Comm-Long Distance Charges | 0.34 | CENTURYLINK | 7/12-8/12/21 CHGS | 8/27/2021 | 336536 |
| 491000 | Admin Exp-Criminal/Background Checks | 7.43 | NATIONAL CREDIT REPORTING | CREDIT CHECK | 8/13/2021 | 336299 |
| 491000 | Admin Exp-Criminal/Background Checks | 29.19 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 2.75 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 10.32 | WASHINGTON STATE PATROL | BACKGROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 10.73 | WASHINGTON STATE PATROL | BACKGROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 7.84 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 8/20/2021 | 336378 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2021 TO 9/30/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|-------------|---|----------|------------------------------|-------------------------------------|-----------|--------------|
| 491000 | Admin Exp-Criminal/Background Checks | 11.11 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 8/27/2021 | 336478 |
| 491000 | Admin Exp-Criminal/Background Checks | 28.63 | WASHINGTON STATE PATROL | BACKGROUND CHECK | 9/3/2021 | 336556 |
| 491000 | Admin Exp-Criminal/Background Checks | 22.00 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 9/10/2021 | 336668 |
| 491000 | Admin Exp-Criminal/Background Checks | 9.52 | NATIONAL CREDIT REPORTING | BACKGROUND CHECK | 9/24/2021 | 336895 |
| 493000 | Other Admin Exp-Postage | 9.53 | MAIL ADVERTISING BUREAU INC | AUGUST STATEMENTS | 8/6/2021 | 336192 |
| 493000 | Other Admin Exp-Postage | 5.06 | MAIL ADVERTISING BUREAU INC | REOPENING LETTER TO RESIDENTS | 8/6/2021 | 336192 |
| 493000 | Other Admin Exp-Postage | 0.10 | CANON SOLUTIONS AMERICA INC | MAINT | 8/20/2021 | 336441 |
| 493000 | Other Admin Exp-Postage | 13.33 | QUADIENT FINANCE USA INC | POSTAGE | 8/27/2021 | 336531 |
| 493000 | Other Admin Exp-Postage | 9.51 | MAIL ADVERTISING BUREAU INC | SEPT 2021 STATEMENTS | 9/3/2021 | 336545 |
| 493000 | Other Admin Exp-Postage | 6.67 | QUADIENT FINANCE USA INC | POSTAGE | 9/17/2021 | 336838 |
| 493000 | Other Admin Exp-Postage | 9.33 | MAIL ADVERTISING BUREAU INC | MAY 2021 STATEMENTS | 9/24/2021 | 336873 |
| 493100 | Other Admin Exp-Mail Handling | 2.86 | MAIL ADVERTISING BUREAU INC | REOPENING LETTER TO RESIDENTS | 8/6/2021 | 336192 |
| 493100 | Other Admin Exp-Mail Handling | 2.63 | MAIL ADVERTISING BUREAU INC | AUGUST STATEMENTS | 8/6/2021 | 336192 |
| 493100 | Other Admin Exp-Mail Handling | 10.09 | MAIL ADVERTISING BUREAU INC | SEPT 2021 STATEMENTS | 9/3/2021 | 336545 |
| 493100 | Other Admin Exp-Mail Handling | 2.63 | MAIL ADVERTISING BUREAU INC | MAY 2021 STATEMENTS | 9/24/2021 | 336873 |
| 494000 | Other Admin Exp-Membership Dues | 31.20 | NAHRO | SWHA NAHRO MEMBERSHIP | 9/24/2021 | 336871 |
| 520104 | Social Svc Contracts-Interpretation | 4.51 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 8/20/2021 | 336367 |
| 520104 | Social Svc Contracts-Interpretation | 7.07 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 9/10/2021 | 336657 |
| 610004 | Occup Exp-Materials-Cabinetry | 2,346.66 | THE HOME DEPOT | MAINT SUPPLIES | 8/6/2021 | 336193 |
| 610007 | Occup Exp-Materials-Paint | 351.95 | SHERWIN WILLIAMS CO | PAINT SUPPLIES | 9/17/2021 | 336785 |
| 620006 | Occup Exp--Floor Covering | 4,254.97 | GREAT FLOORS LLC | CEDAR GROVE UNIT 17 | 8/13/2021 | 336327 |
| 620006 | Occup Exp--Floor Covering | (714.94) | SIGNATURE INTERIORS & DESIGN | CREDIT for revised invoice PO 78147 | 9/10/2021 | 336679 |
| 620011 | Occup Exp--Fire/Safety | 11.16 | SMITH FIRE SYSTEMS INC | SVC CALL | 9/10/2021 | 336728 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 2,270.00 | SKAGIT LANDSCAPING LLC | YARD CARE | 8/27/2021 | 336534 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 2,270.00 | SKAGIT LANDSCAPING LLC | YAR CARE | 9/24/2021 | 336980 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 3,825.00 | SKAGIT LANDSCAPING LLC | YARD CARE | 9/24/2021 | 336980 |
| 620021 | Occup Exp--HVAC Heating, Ventilation & AC | 156.00 | HANDY'S HEATING INC | HOT WATER TANK | 9/17/2021 | 336842 |
| 660000 | Occup Exp-Utilities-Water | 111.00 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 134.38 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 71.22 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 99.32 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 216.21 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 198.67 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 181.14 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 111.00 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 157.76 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2021 TO 9/30/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|-------------|--|--------|----------------------------|---------------------|-----------|--------------|
| 660000 | Occup Exp-Utilities-Water | 146.07 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660000 | Occup Exp-Utilities-Water | 153.10 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 79.26 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 176.67 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 100.09 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 75.52 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 153.10 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 90.47 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 111.87 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 147.21 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 71.78 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660000 | Occup Exp-Utilities-Water | 79.26 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/24/2021 | 336925 |
| 660100 | Occup Exp-Utilities-Sewer | 295.49 | CITY OF SEDRO WOOLLEY | SEWER | 8/13/2021 | 336322 |
| 660100 | Occup Exp-Utilities-Sewer | 442.70 | CITY OF SEDRO WOOLLEY | SEWER | 8/13/2021 | 336322 |
| 660100 | Occup Exp-Utilities-Sewer | 748.95 | CITY OF SEDRO WOOLLEY | SEWER | 8/13/2021 | 336322 |
| 660100 | Occup Exp-Utilities-Sewer | 805.27 | CITY OF SEDRO WOOLLEY | SEWER | 9/24/2021 | 336933 |
| 660100 | Occup Exp-Utilities-Sewer | 444.25 | CITY OF SEDRO WOOLLEY | SEWER | 9/24/2021 | 336933 |
| 660100 | Occup Exp-Utilities-Sewer | 295.49 | CITY OF SEDRO WOOLLEY | SEWER | 9/24/2021 | 336933 |
| 660200 | Occup Exp-Utilities-Electricity | 25.68 | PUGET SOUND ENERGY-BOT-01H | ELECT | 9/3/2021 | 336592 |
| 660200 | Occup Exp-Utilities-Electricity | 70.69 | PUGET SOUND ENERGY-BOT-01H | ELECT | 9/3/2021 | 336592 |
| 660200 | Occup Exp-Utilities-Electricity | 38.74 | PUGET SOUND ENERGY-BOT-01H | ELECT | 9/3/2021 | 336592 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 15.94 | PUGET SOUND ENERGY-BOT-01H | ELECT | 9/3/2021 | 336592 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 10.27 | PUGET SOUND ENERGY-BOT-01H | ELECT | 9/3/2021 | 336592 |
| 660201 | Occup Exp-Utilities-Electricity-Closing Bill | 14.94 | PUGET SOUND ENERGY-BOT-01H | ELECT | 9/3/2021 | 336592 |
| 660300 | Occup Exp-Utilities-Natural Gas | 5.32 | CASCADE NATURAL GAS CO | GAS | 8/20/2021 | 336406 |
| 660300 | Occup Exp-Utilities-Natural Gas | 34.41 | CASCADE NATURAL GAS CO | GAS | 8/20/2021 | 336406 |
| 660300 | Occup Exp-Utilities-Natural Gas | 14.05 | CASCADE NATURAL GAS CO | GAS | 8/20/2021 | 336406 |
| 660300 | Occup Exp-Utilities-Natural Gas | 9.19 | CASCADE NATURAL GAS CO | GAS | 8/20/2021 | 336406 |
| 660300 | Occup Exp-Utilities-Natural Gas | 21.90 | CASCADE NATURAL GAS CO | GAS | 8/20/2021 | 336406 |
| 660300 | Occup Exp-Utilities-Natural Gas | 8.23 | CASCADE NATURAL GAS CO | GAS | 9/17/2021 | 336792 |
| 660300 | Occup Exp-Utilities-Natural Gas | 13.07 | CASCADE NATURAL GAS CO | GAS | 9/17/2021 | 336792 |
| 660300 | Occup Exp-Utilities-Natural Gas | 5.32 | CASCADE NATURAL GAS CO | GAS | 9/17/2021 | 336792 |
| 660300 | Occup Exp-Utilities-Natural Gas | 32.48 | CASCADE NATURAL GAS CO | GAS | 9/17/2021 | 336792 |
| 660300 | Occup Exp-Utilities-Natural Gas | 9.19 | CASCADE NATURAL GAS CO | GAS | 9/17/2021 | 336792 |
| 660300 | Occup Exp-Utilities-Natural Gas | 27.30 | CASCADE NATURAL GAS CO | GAS | 9/17/2021 | 336792 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 26.50 | CITY OF SEDRO WOOLLEY | STORM | 8/13/2021 | 336322 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2021 TO 9/30/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|------------------|--|------------------|----------------------------------|----------------------------------|-----------|--------------|
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 39.70 | CITY OF SEDRO WOOLLEY | STORM | 8/13/2021 | 336322 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 67.16 | CITY OF SEDRO WOOLLEY | STORM | 8/13/2021 | 336322 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 72.22 | CITY OF SEDRO WOOLLEY | STORM | 9/24/2021 | 336933 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 39.84 | CITY OF SEDRO WOOLLEY | STORM | 9/24/2021 | 336933 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 26.50 | CITY OF SEDRO WOOLLEY | STORM | 9/24/2021 | 336933 |
| 660700 | Occup Exp-Utilities-Garbage | 185.51 | CITY OF SEDRO WOOLLEY | GARBAGE | 8/13/2021 | 336322 |
| 660700 | Occup Exp-Utilities-Garbage | 276.40 | CITY OF SEDRO WOOLLEY | GARBAGE | 8/13/2021 | 336322 |
| 660700 | Occup Exp-Utilities-Garbage | 642.65 | CITY OF SEDRO WOOLLEY | GARBAGE | 8/13/2021 | 336322 |
| 660700 | Occup Exp-Utilities-Garbage | 185.51 | CITY OF SEDRO WOOLLEY | GARBAGE | 9/24/2021 | 336933 |
| 660700 | Occup Exp-Utilities-Garbage | 1,588.52 | CITY OF SEDRO WOOLLEY | GARBAGE | 9/24/2021 | 336933 |
| 660700 | Occup Exp-Utilities-Garbage | 302.33 | CITY OF SEDRO WOOLLEY | GARBAGE | 9/24/2021 | 336933 |
| | SUBTOTAL CEDAR GROVE | 26,339.71 | | | | |
| | CEDAR GROVE VOIDS | 0 | | | | |
| | TOTAL CEDAR GROVE | 26,339.71 | | | | |
| HILLSVIEW | | | | | | |
| Account | Account(T) | Amount | Vendor(T) | Voucher Description | Pay Date | Check No |
| 410000 | Admin Supplies | 17.57 | CRYSTAL & SIERRA SPRINGS | WATER | 8/13/2021 | 336287 |
| 410000 | Admin Supplies | 78.58 | HD SUPPLY FACILITIES MAINTENANCE | MAINT SUPPLIES | 8/13/2021 | 336285 |
| 410000 | Admin Supplies | 13.23 | OLYMPIC PRINTERS INC | ENEVELOPES | 9/3/2021 | 336543 |
| 410000 | Admin Supplies | 0.30 | CANON SOLUTIONS AMERICA INC | SN RZJ27626 | 9/17/2021 | 336826 |
| 411100 | Comp Equip-Hardware | 0.83 | CDW/COMPUTER CENTERS INC | COMPUTER SUPPLIES | 9/3/2021 | 336554 |
| 411101 | Comp Equip-Software | 4.73 | CDW/COMPUTER CENTERS INC | COMPUTER SUPPLIES | 9/3/2021 | 336554 |
| 411103 | Comp Equip-Software Maint | 15.15 | CDW/COMPUTER CENTERS INC | COMPUTER SUPPLIES | 8/13/2021 | 336289 |
| 411901 | Equip-Other-Leased/Rented | 3.98 | CANON FINANCIAL | SN 2LP03248 | 8/27/2021 | 336519 |
| 411901 | Equip-Other-Leased/Rented | 4.25 | QUADIENT LEASING USA INC | SN 30215010 | 9/10/2021 | 336727 |
| 411901 | Equip-Other-Leased/Rented | 3.98 | CANON FINANCIAL | SN 2LP03248 | 9/24/2021 | 336945 |
| 420000 | Prof Svcs-Legal | 164.61 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 8/27/2021 | 336468 |
| 420000 | Prof Svcs-Legal | 6.96 | MONTGOMERY PURDUE BLANKINSHIP | LEGAL SVCS | 9/17/2021 | 336737 |
| 420101 | Prof Svcs-Auditing | 1,483.12 | STATE AUDITOR S OFFICE | AUDIT PERIOD 20-20 SEDRO WOOLLEY | 8/27/2021 | 336469 |
| 420101 | Prof Svcs-Auditing | 2,415.37 | STATE AUDITOR S OFFICE | AUDIT PERIOD 20-20 | 9/24/2021 | 336868 |
| 420908 | Prof Svcs-Comps | 41.80 | RIGHT! SYSTEMS INC | HUNTRESS LABS | 9/24/2021 | 336946 |
| 420908 | Prof Svcs-Comps | 2.93 | AFFIRMA CONSULTING LLC | SHAREPOINT DEVELOPER 6/14-6/27 | 9/24/2021 | 336977 |
| 421904 | Admin Contracts- Cloud Recovery Svcs | 35.66 | NET2VAULT LLC | MANAGED VAULTING | 8/6/2021 | 336250 |
| 421904 | Admin Contracts- Cloud Recovery Svcs | 36.52 | NET2VAULT LLC | MANAGED VAULT | 9/17/2021 | 336818 |
| 450001 | Comm-Phones Lines-Svc-Voice | 50.62 | CONSOLIDATED TECH SVCS | JULY 2021 CHGS | 8/20/2021 | 336423 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2021 TO 9/30/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|-------------|--------------------------------------|--------|-----------------------------|-------------------------------|-----------|--------------|
| 450001 | Comm-Phones Lines-Svc-Voice | 50.62 | CONSOLIDATED TECH SVCS | AUGUST 2021 CHGS | 9/17/2021 | 336808 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 1.11 | CENTURYLINK | 7/23-8/23/21 CHGS | 8/6/2021 | 336214 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 1.11 | CENTURYLINK | 7/23-8/23/21 CHGS | 8/6/2021 | 336214 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.83 | CENTURYLINK | 7/25-8/25/21 CHGS | 8/20/2021 | 336394 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.88 | INTRADO LIFE & SAFETY INC | MONTHLY MAINT | 8/27/2021 | 336526 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 1.11 | CENTURYLINK | 8/23-9/23/21 CHGS | 9/10/2021 | 336677 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 1.11 | CENTURYLINK | 8/23-9/23/21 CHGS | 9/10/2021 | 336677 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.83 | CENTURYLINK | 8/25-9/25/21 CHGS | 9/10/2021 | 336677 |
| 450002 | Comm-Phones Lines-Svc-Digital Voice | 0.88 | INTRADO LIFE & SAFETY INC | MONTHLY MAINT | 9/24/2021 | 336960 |
| 450003 | Comm-Phones Lines-Security | 101.25 | CONSOLIDATED TECH SVCS | JULY 2021 CHGS | 8/20/2021 | 336423 |
| 450003 | Comm-Phones Lines-Security | 101.25 | CONSOLIDATED TECH SVCS | AUGUST 2021 CHGS | 9/17/2021 | 336808 |
| 450100 | Comm-Long Distance Charges | 5.95 | LINGO | MONTHLY CHGS | 8/6/2021 | 336229 |
| 450100 | Comm-Long Distance Charges | 1.06 | CENTURYLINK | 7/12-8/12/21 CHGS | 8/27/2021 | 336536 |
| 450100 | Comm-Long Distance Charges | 5.95 | LINGO | MONTHLY CHGS | 9/10/2021 | 336692 |
| 491000 | Admin Exp-Criminal/Background Checks | 22.29 | NATIONAL CREDIT REPORTING | CREDIT CHECK | 8/13/2021 | 336299 |
| 491000 | Admin Exp-Criminal/Background Checks | 87.56 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 8.25 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 30.95 | WASHINGTON STATE PATROL | BACKGROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 32.20 | WASHINGTON STATE PATROL | BACKGROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 23.53 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 8/20/2021 | 336378 |
| 491000 | Admin Exp-Criminal/Background Checks | 33.32 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 8/27/2021 | 336478 |
| 491000 | Admin Exp-Criminal/Background Checks | 85.87 | WASHINGTON STATE PATROL | BACKGROUND CHECK | 9/3/2021 | 336556 |
| 491000 | Admin Exp-Criminal/Background Checks | 66.00 | WASHINGTON STATE PATROL | BACK GROUND CHECK | 9/10/2021 | 336668 |
| 491000 | Admin Exp-Criminal/Background Checks | 28.55 | NATIONAL CREDIT REPORTING | BACKGROUND CHECK | 9/24/2021 | 336895 |
| 493000 | Other Admin Exp-Postage | 28.58 | MAIL ADVERTISING BUREAU INC | AUGUST STATEMENTS | 8/6/2021 | 336192 |
| 493000 | Other Admin Exp-Postage | 15.19 | MAIL ADVERTISING BUREAU INC | REOPENING LETTER TO RESIDENTS | 8/6/2021 | 336192 |
| 493000 | Other Admin Exp-Postage | 0.29 | CANON SOLUTIONS AMERICA INC | MAINT | 8/20/2021 | 336441 |
| 493000 | Other Admin Exp-Postage | 40.00 | QUADIENT FINANCE USA INC | POSTAGE | 8/27/2021 | 336531 |
| 493000 | Other Admin Exp-Postage | 28.52 | MAIL ADVERTISING BUREAU INC | SEPT 2021 STATEMENTS | 9/3/2021 | 336545 |
| 493000 | Other Admin Exp-Postage | 20.00 | QUADIENT FINANCE USA INC | POSTAGE | 9/17/2021 | 336838 |
| 493000 | Other Admin Exp-Postage | 28.00 | MAIL ADVERTISING BUREAU INC | MAY 2021 STATEMENTS | 9/24/2021 | 336873 |
| 493100 | Other Admin Exp-Mail Handling | 8.59 | MAIL ADVERTISING BUREAU INC | REOPENING LETTER TO RESIDENTS | 8/6/2021 | 336192 |
| 493100 | Other Admin Exp-Mail Handling | 7.88 | MAIL ADVERTISING BUREAU INC | AUGUST STATEMENTS | 8/6/2021 | 336192 |
| 493100 | Other Admin Exp-Mail Handling | 30.27 | MAIL ADVERTISING BUREAU INC | SEPT 2021 STATEMENTS | 9/3/2021 | 336545 |
| 493100 | Other Admin Exp-Mail Handling | 7.88 | MAIL ADVERTISING BUREAU INC | MAY 2021 STATEMENTS | 9/24/2021 | 336873 |
| 494000 | Other Admin Exp-Membership Dues | 93.60 | NAHRO | SWHA NAHRO MEMBERSHIP | 9/24/2021 | 336871 |

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2021 TO 9/30/2021

| Account No. | Major Account Description | Amount | Vendor Name | Voucher Description | Date | Check Number |
|-------------|---|------------------|-----------------------------------|---------------------|-----------|--------------|
| 520104 | Social Svc Contracts-Interpretation | 13.54 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 8/20/2021 | 336367 |
| 520104 | Social Svc Contracts-Interpretation | 21.22 | LANGUAGE LINE SVCS, INC | INTERPRETATION | 9/10/2021 | 336657 |
| 620006 | Occup Exp--Floor Covering | 2,211.29 | GREAT FLOORS LLC | CARPET | 8/6/2021 | 336245 |
| 620006 | Occup Exp--Floor Covering | 2,010.00 | GREAT FLOORS LLC | FLOORING | 8/13/2021 | 336327 |
| 620006 | Occup Exp--Floor Covering | 2,286.10 | GREAT FLOORS LLC | FLOORING | 9/24/2021 | 336950 |
| 620007 | Occup Exp--Elevator | 576.00 | SCHINDLER ELEVATOR CORPORATION | LESS 48.96 TAX | 9/17/2021 | 336822 |
| 620008 | Occup Exp--Alarm Testing/Monitoring | 5,001.50 | SMITH FIRE SYSTEMS INC | SVC CALL | 9/17/2021 | 336840 |
| 620011 | Occup Exp--Fire/Safety | 1,389.00 | SMITH FIRE SYSTEMS INC | SVC CALL | 8/6/2021 | 336268 |
| 620011 | Occup Exp--Fire/Safety | 1,152.50 | SMITH FIRE SYSTEMS INC | SVC CALL | 8/6/2021 | 336268 |
| 620011 | Occup Exp--Fire/Safety | 26.04 | SMITH FIRE SYSTEMS INC | SVC CALL | 9/10/2021 | 336728 |
| 620012 | Occup Exp--Pest Control | 28.99 | STOP BUGGING ME PEST CONTROL | PEST CONTROL | 9/24/2021 | 336955 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 1,080.00 | SKAGIT LANDSCAPING LLC | YARD CARE | 8/27/2021 | 336534 |
| 620013 | Occup Exp--Yard/Garden/Landscaping | 1,080.00 | SKAGIT LANDSCAPING LLC | YAR CARE | 9/24/2021 | 336980 |
| 620016 | Occup Exp--Hazardous Material | 13,932.96 | SUPERIOR CLEANING AND RESTORATION | MOLD REMEDIATION | 9/3/2021 | 336560 |
| 620021 | Occup Exp--HVAC Heating, Ventilation & AC | 364.00 | HANDY'S HEATING INC | HOT WATER TANK | 9/17/2021 | 336842 |
| 660000 | Occup Exp-Utilities-Water | 1,920.65 | PUBLIC UTILITY DISTRICT #1 | WATER | 9/17/2021 | 336798 |
| 660100 | Occup Exp-Utilities-Sewer | 4,319.59 | CITY OF SEDRO WOOLLEY | SEWER | 8/13/2021 | 336322 |
| 660100 | Occup Exp-Utilities-Sewer | 4,319.59 | CITY OF SEDRO WOOLLEY | SEWER | 9/24/2021 | 336933 |
| 660200 | Occup Exp-Utilities-Electricity | 1,096.43 | PUGET SOUND ENERGY-BOT-01H | ELECT | 9/3/2021 | 336592 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 387.34 | CITY OF SEDRO WOOLLEY | STORM | 8/13/2021 | 336322 |
| 660500 | Occup Exp-Utilities-Surface Water Mgmt | 387.34 | CITY OF SEDRO WOOLLEY | STORM | 9/24/2021 | 336933 |
| 660700 | Occup Exp-Utilities-Garbage | 1,073.59 | CITY OF SEDRO WOOLLEY | GARBAGE | 8/13/2021 | 336322 |
| 660700 | Occup Exp-Utilities-Garbage | 1,073.59 | CITY OF SEDRO WOOLLEY | GARBAGE | 9/24/2021 | 336933 |
| | SUBTOTAL HILLSVIEW | 51,132.71 | | | | |
| | VOIDS | 0 | | | | |
| | TOTAL HILLSVIEW | 51,132.71 | | | | |
| | | | | | | |
| | TOTAL SEDRO WOOLLEY | 77,472.42 | | | | |

T
A
B

N
U
M
B
E
R

4

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 2021 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintains records reflecting these analyses and actions.

Housing Authority of the City of Sedro-Woolley
PHA Name

WA030
PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | | | |
|--|------|---|------|
| Name of Executive Director: Stephen J. Norman | | Name of Chairperson: Laure Fellers | |
| Signature | Date | Signature | Date |

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Certifications of Compliance with
PHA Plan and Related Regulations
(Small PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning **2021** in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

903.7a Housing Needs

903.7b De-concentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies

903.7c Financial Resources

903.7d Rent Determination Policies

903.7h Demolition and Disposition

903.7k Homeownership Programs

903.7r Additional Information

A. Progress in meeting 5-year mission and goals

B. Criteria for substantial deviation and significant amendments

C. Other information requested by HUD

1. Resident Advisory Board consultation process

2. Membership of Resident Advisory Board

3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
 6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101

et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.

19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Sedro-Woolley
 PHA Name

WA030
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2021 - 2026

Annual PHA Plan for Fiscal Year 2021

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | | | |
|---|------|------------------------------------|------|
| Name of Executive Director: Stephen J. Norman | | Name of Chairperson: Laure Fellers | |
| Signature | Date | Signature | Date |

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 04/15/2021

Approved By: KING-DUNBAR, JANICE

| Part I: Summary | | | | | | |
|-------------------------------------|-----------------------------|--|-----------------------------------|--|-----------------------------------|-----------------------------------|
| PHA Name : HA City of Sedro Woolley | | Locality (City/County & State) | | | | |
| PHA Number: WA030 | | <input checked="" type="checkbox"/> Original 5-Year Plan | | <input type="checkbox"/> Revised 5-Year Plan (Revision No:) | | |
| A. | Development Number and Name | Work Statement for Year 1 2021 | Work Statement for Year 2 2022 | Work Statement for Year 3 2023 | Work Statement for Year 4 2024 | Work Statement for Year 5 2025 |
| | CEDAR GROVE I (WA030000103) | \$204,292.30 | \$204,292.30 | \$204,292.30 | \$204,292.30 | \$204,292.50 |
| | HILLSVIEW (WA030000155) | \$44,711.70 | \$44,711.70 | \$44,711.70 | \$44,711.70 | \$44,711.50 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|---|--|---|-----------------|-----------------------|
| Work Statement for Year | | | | |
| 1 | 2021 | | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| | CEDAR GROVE I (WA030000103) | | | \$204,292.30 |
| ID0001 | Cedar Grove Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$86,111.20 |
| ID0002 | Cedar Grove Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0003 | Cedar Grove Building Systems(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Electrical) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0004 | Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | \$118,181.10 |
| ID0005 | Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| | HILLSVIEW (WA030000155) | | | \$44,711.70 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|---|---|---|-----------------|-----------------------|
| Work Statement for Year | | | | |
| 1 | 2021 | | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| ID0027 | Hillsview Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$44,711.70 |
| ID0028 | Hillsview Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0029 | Hillsview Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0030 | Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | |
| ID0031 | Hillsview Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| ID0054 | Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking) | Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs. | | |
| | Subtotal of Estimated Cost | | | \$249,004.00 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|--|---|---|----------|----------------|
| Work Statement for Year | | 2022 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| | CEDAR GROVE I (WA030000103) | | | \$204,292.30 |
| ID0006 | Cedar Grove Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Appliances) | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$86,111.20 |
| ID0007 | Cedar Grove Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0008 | Cedar Grove Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0009 | Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | \$118,181.10 |
| ID0010 | Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| | HILLSVIEW (WA030000155) | | | \$44,711.70 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|--|---|---|----------|----------------|
| Work Statement for Year | | 2022 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| ID0033 | Hillsview Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$44,711.70 |
| ID0034 | Hillsview Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0035 | Hillsview Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0036 | Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | |
| ID0037 | Hillsview Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| ID0055 | Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking) | Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs. | | |
| | Subtotal of Estimated Cost | | | \$249,004.00 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|---|---|---|-----------------|-----------------------|
| Work Statement for Year | | 3 | 2023 | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| | CEDAR GROVE I (WA030000103) | | | \$204,292.30 |
| ID0011 | Cedar Grove Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$86,111.20 |
| ID0012 | Cedar Grove Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0013 | Cedar Grove Building Systems(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0014 | Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | \$118,181.10 |
| ID0015 | Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| | HILLSVIEW (WA030000155) | | | \$44,711.70 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|---|---|---|-----------------|-----------------------|
| Work Statement for Year | | | | |
| | 3 | 2023 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| ID0038 | Hillsview Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$44,711.70 |
| ID0039 | Hillsview Common Area Upgrade(Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Interior (1480)-Appliances) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0040 | Hillsview Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0041 | Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | |
| ID0042 | Hillsview Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| ID0056 | Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking) | Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs. | | |
| | Subtotal of Estimated Cost | | | \$249,004.00 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|--|--|---|----------|----------------|
| Work Statement for Year | | 2024 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| | CEDAR GROVE I (WA030000103) | | | \$204,292.30 |
| ID0017 | Cedar Grove Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$86,111.20 |
| ID0018 | Cedar Grove Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0019 | Cedar Grove Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0020 | Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | \$118,181.10 |
| ID0021 | Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| | HILLSVIEW (WA030000155) | | | \$44,711.70 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|---|---|---|-----------------|-----------------------|
| Work Statement for Year 4 | | 2024 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| ID0043 | Hillsview Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$44,711.70 |
| ID0044 | Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking) | Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs. | | |
| ID0045 | Hillsview Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0046 | Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | |
| ID0047 | Hillsview Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| ID0053 | Hillsview Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| | Subtotal of Estimated Cost | | | \$249,004.00 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|---|---|---|-----------------|-----------------------|
| Work Statement for Year 5 | | 2025 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| | CEDAR GROVE I (WA030000103) | | | \$204,292.50 |
| ID0022 | Cedar Grove Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing) | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$86,111.30 |
| ID0023 | Cedar Grove Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0024 | Cedar Grove Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0025 | Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | \$118,181.20 |
| ID0026 | Cedar Grove Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| | HILLSVIEW (WA030000155) | | | \$44,711.50 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|---|---|---|-----------------|-----------------------|
| Work Statement for Year 5 | | 2025 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| ID0048 | Hillsview Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) | Replacement of plumbing, mechanical, & electrical systems; also finishes, insulation, cabinetry & lighting fixtures. | | \$44,711.50 |
| ID0049 | Hillsview Common Area Upgrade(Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Storage Area) | Replacement of electrical, plumbing & mechanical systems; replacement of lighting fixtures, controls, finishes and appliances. | | |
| ID0050 | Hillsview Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows) | Building envelope upgrade to remove and dispose of existing vinyl siding and install new hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room.(Assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (IE: windows , doors, WRB, demo, ext. trim and paint.) | | |
| ID0051 | Hillsview Building Systems(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security) | Not associated w/ Unit or Common Area Upgrade. Replace furnaces, install DHPs, replace exhaust vent fans, install ERVs, lighting fixtures and water conservation plumbing fixtures | | |
| ID0052 | Hillsview Site Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage) | Replace lighting fixtures at yard and paved areas, replace concrete walkways and patios; resurface parking lot; signage and fencing. | | |
| ID0057 | Hillsview Unit Window Replacement(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Lighting) | Remove & replace the existing aluminum windows & SGD located at units. Includes disposal, caulking, exterior & interior paint & stucco repairs. | | |
| | Subtotal of Estimated Cost | | | \$249,004.00 |

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-

WOOLLEY RESOLUTION NO. 475

**A RESOLUTION ADOPTING THE ANNUAL CIVIL RIGHTS CERTIFICATION
REQUIRED IN CONJUNCTION WITH THE RECEIPT OF THE FEDERAL FISCAL
YEAR 2021 ALLOCATION OF FUNDS FROM THE HUD CAPITAL FUND PROGRAM**

WHEREAS, the 24 CFR 905.300 establishes the HUD requirements for the Housing Authority's annual receipt of Capital Fund Program (CFP) funds; and

WHEREAS, the Housing Authority has been awarded \$249,004 in CFP funds for 2021; and

WHEREAS, one of the requirements are that the Housing Authority Board of Commissioners certify that the Authority will carry out the public housing program in compliance with various federal acts listed in the attached Civil Rights Certification (HUD-50077-CR); and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY, THAT:**

SECTION 1. In 2021, the public housing program will continue to be carried out in conformance with the requirements of the attached "Civil Rights Certification."

SECTION 2. Stephen J. Norman, Secretary/Treasurer of the Board of Commissioners is authorized to sign the attached "Civil Rights Certification" and submit it to HUD in compliance with the requirements for receipt of CFP funds for federal fiscal year 2021.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING
THIS 21st DAY OF OCTOBER, 2021.**

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON

Laurie Fellers, Chair
Board of Commissioners

Stephen J. Norman
Secretary-Treasurer

T
A
B

N
U
M
B
E
R



SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Interim Director of Finance
DATE: August 10, 2021
RE: June 2021 Financial Report

Attached for your review is the unaudited year-to-date financial report as of June 30, 2021. This report shows year-to-date actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating revenues and expenses, net non-operating revenue or expense, and changes in assets and liabilities. Reports in this format will reconcile the year-to-date changes in cash and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

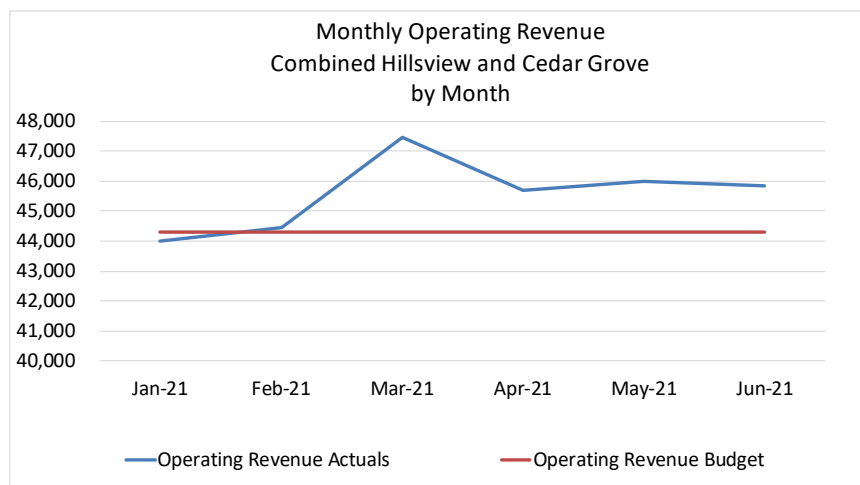
Year-to-date operating revenues are 2.8% over budget and operating expenses are 33.3% over budget.

| Operating Revenue | Favorable (Unfavorable) | | | Operating Expenses | Favorable (Unfavorable) | | |
|--------------------------------|----------------------------|-------------|---|--|----------------------------|---------------|---|
| | \$ Variance | % Variance | | | \$ Variance | % Variance | |
| Tenant Revenue | (\$3,270) | -3.1% | ● | Salaries and Benefits | (\$46,570) | -54.0% | ● |
| Federal Operating Support | 11,136 | 7.0% | ● | Administrative Expenses | 6,294 | 9.9% | ● |
| Other Revenue | (308) | -19.4% | ● | Maintenance Expenses, Utilities, Taxes | (43,959) | -39.7% | ● |
| | | | | Other Programmatic Expenses | (1,435) | -637.8% | ● |
| | | | | Other Expenses | (952) | n/a | ● |
| Total Operating Revenue | \$7,558 | 2.8% | ● | Total Operating Expenses | (86,622) | -33.3% | ● |

- Green are positive variances
- Yellow are negative variances less than 5%
- Red are negative variances greater than 5%

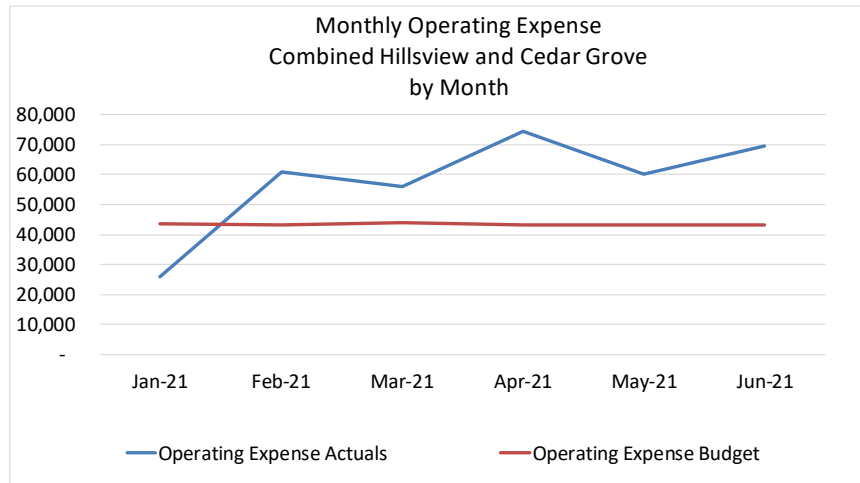
OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$273,399 were close to budget expectations, coming in over budget by \$7,558 or 2.8%. The reason for this variance is due to better than expected prorate for the operating fund subsidy. The budget assumed a 90% prorate, whereas the actual prorate through June was 96.29%.



Year-to-date operating expenses in the amount of \$347,089 came in over budget by \$86,622 or 33.3%. Salaries and benefits and maintenance expenses were the primary drivers for this variance. Salaries and benefits were \$46,570 greater than budget due to several reasons. Hillsview and Cedar Grove were previously supported by 10% of a property manager (PM) and assistant property manager (APM). As part of the Property Management restructure that occurred last year, the support was increased to a quarter of a PM and APM. As a result, the payroll cost allocation was unintentionally increased to reflect this change. Additionally, there was a delay in processing the payroll cost allocation updates for the previous PM and APM. Correcting entries reducing payroll expenses by approximately \$20,000 for Hillsview and Cedar Grove will be completed in the third quarter. Lastly, COVID-19 cleaning and disinfecting as well as emergency fire watch activities during the recent heat wave caused an increase of about \$26,000 in payroll costs over budget projections.

Maintenance expenses were also greater than planned by \$43,959 due to a number of reasons. The camera installation project at Hillsview costing \$13,000 was budgeted in 2020. Unbudgeted fire and flood repairs in two units at Hillsview amounted to \$13,000. The landscaping contract was greater than planned by about \$9,000 due to the management decision to change vendors. Lastly, Cedar Grove and Hillsview both incurred carpet expenses that were \$5,000 higher than anticipated.



CAPITAL ACTIVITY

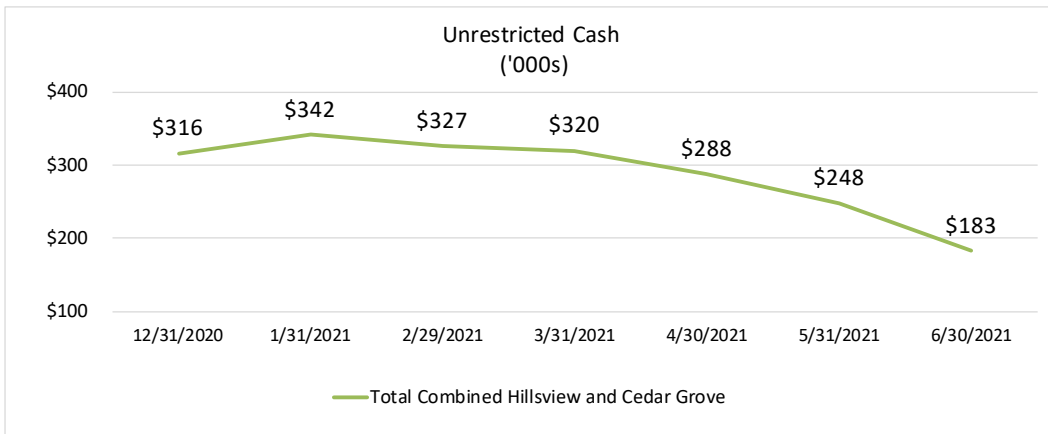
Capital project expenditures were under budget by 9.5%. The main drivers for this variance include the timing of the envelope and roof project at Cedar Grove, which is expected to start in August. This is partially offset as three unit upgrades were budgeted evenly throughout the year, but two have been completed as of the end of June. Actual timing of unit upgrades is dependent on unit availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$182,804 has decreased by \$133,381 since the beginning of the year. The primary reason for the decrease is due the timing of \$82,000 of CFP grant reimbursements for capital and unit upgrade projects, which will be received in the third quarter. Also due to the payment of short-term liabilities, including carpet at Hillsview, and architecture fees for the envelope and roof project at Cedar Grove.

Sedro-Woolley Housing Authority

August 10, 2021



Sedro-Woolley Housing Authority
Statements of Financial Position
As of June 30,2021

| | <u>Cedar Grove</u> | <u>Hillsview</u> | <u>Combined</u> |
|-------------------------------|-------------------------|---------------------------|---------------------------|
| Assets | | | |
| Cash-Unrestricted | \$56,109 | \$126,694 | \$182,803 |
| Cash-Restricted | 3,128 | 5,200 | 8,328 |
| Accounts Receivable | 80,418 | 49,749 | 130,167 |
| Other Short-term Assets | 2,890 | 7,117 | 10,007 |
| Capital Assets | <u>522,145</u> | <u>1,239,361</u> | <u>1,761,506</u> |
| Total Assets | <u><u>\$664,690</u></u> | <u><u>\$1,428,121</u></u> | <u><u>\$2,092,811</u></u> |
| Liabilities and Equity | | | |
| Short-term Liabilities | <u>\$9,329</u> | <u>\$23,386</u> | <u>\$32,715</u> |
| Total Liabilities | 9,329 | 23,386 | 32,715 |
| Equity | 655,361 | 1,404,735 | 2,060,096 |
| Total Liabilities and Equity | <u><u>\$664,690</u></u> | <u><u>\$1,428,121</u></u> | <u><u>\$2,092,811</u></u> |

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through June 30,2021

| | Combined | | | |
|---|------------------|-----------|---|--|
| | Actual | Budget | Favorable (Unfavorable) \$ Variance | Favorable (Unfavorable) % Variance |
| BEGINNING UNRESTRICTED/PROGRAM CASH | \$316,183 | | | |
| <i>Rental Revenue and Subsidy</i> | | | | |
| Tenant Revenue | \$102,702 | \$105,972 | (\$3,270) | -3.1% |
| Federal Operating Support | 169,420 | 158,284 | 11,136 | 7.0% |
| <i>Total Rental Revenue and Federal Support</i> | 272,122 | 264,256 | 7,866 | 3.0% |
| <i>Other Operating Revenue</i> | | | | |
| Other Revenue | 1,277 | 1,585 | (308) | -19.4% |
| <i>Total Other Operating Revenue</i> | 1,277 | 1,585 | (308) | -19.4% |
| <i>Total Operating Revenue</i> | 273,399 | 265,841 | 7,558 | 2.8% |
| <i>Operating Expenses</i> | | | | |
| Salaries and Benefits | (132,802) | (86,232) | (46,570) | -54.0% |
| Administrative Expenses | (56,978) | (63,272) | 6,294 | 9.9% |
| Maintenance Expenses and Utilities | (154,697) | (110,738) | (43,959) | -39.7% |
| Other Programmatic Expenses | (1,660) | (225) | (1,435) | -637.8% |
| Other Expenses | (952) | 0 | (952) | n/a |
| <i>Total Operating Expenses</i> | (347,089) | (260,467) | (86,622) | -33.3% |
| <i>Net Operating Income</i> | (73,690) | 5,374 | (79,064) | -1471.2% |
| <i>Non Operating Income/(Expense)</i> | | | | |
| Other Non-operating Income/(Expense) | - | 0 | 0 | n/a |
| <i>Total Non Operating Income/(Expense)</i> | - | - | - | n/a |
| <i>Capital Activity</i> | | | | |
| Capital Project Funding, Excluding Debt Issuance | 82,757 | 91,413 | (8,656) | -9.5% |
| Capital Project Expenditures | (82,757) | (91,413) | 8,656 | 9.5% |
| <i>Total Change in Capital Assets, net of Direct Funding and Debt</i> | 0 | (0) | 0 | 191.7% |
| <i>Change in Other Assets/Liabilities</i> | | | | |
| Change in Designated/Restricted Cash | 822 | - | 822 | n/a |
| Change in Short-term Assets | (45,136) | - | (45,136) | n/a |
| Change in Short-term Liabilities | (15,377) | - | (15,377) | n/a |
| <i>Change in Other Assets/Liabilities</i> | (59,691) | - | (59,691) | n/a |
| <i>Change in Unrestricted/Program Cash</i> | (133,381) | 5,374 | (\$138,754) | -2582.1% |
| ENDING UNRESTRICTED/PROGRAM CASH | \$182,804 | | | |

| | | | | |
|---|----------------|------|----------|-----|
| BEGINNING DESIGNATED/RESTRICTED CASH | \$9,150 | | | |
| Change in Replacement Reserves | - | - | - | n/a |
| Change in Debt Service Reserves | - | - | - | n/a |
| Change in Other Reserves | (822) | - | (822) | n/a |
| <i>Change in Designated/Restricted Cash</i> | \$ (822) | \$ - | \$ (822) | n/a |
| ENDING DESIGNATED/RESTRICTED CASH | \$8,328 | | | |

- Operating subsidy exceeded target due to higher than anticipated interim prorated. The budgeted assumed 90 percent while the actual interim prorated was 96.29 percent.
- Salaries and benefits are high partially due to the restructuring of the North Region resulting in a higher allocation to Sedro-Woolley. Also, due to increases from COVID-related cleaning and disinfecting activities. Lastly, overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- Camera expense in the amount of \$13K for Hillsview was not included in the 2021 budget. The project was approved in 2020, but due to the high number of camera installs at the agency, it was delayed until this year when funding and contract renewal was approved. Also, due to unbudgeted fire and flood repair done on two Hillsview units totaling \$13K. Additionally, the monthly landscaping service contract exceeded target by \$9K as a management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted. Finally, Cedar Grove and Hillsview had a higher than budgeted carpet expense totaling \$10K.
- The Envelope and roof project at Cedar Grove was budgeted over the whole year, but it is not slated to start until August, which has resulted in less than budgeted capital expenses and draw from the capital fund grant. This is partially offset as three unit upgrades were budgeted evenly throughout the year, however two have been completed as of the end of June. Unit upgrades depend on availability.
- The change in short-term assets is due to increases in grant receivables, offset by decreases in tenant receivables and prepaid insurance.
- The change in short-term liabilities is due to decreases in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through June 30,2021

| | Hillsview | | | |
|---|-------------------------|------------------|---|--|
| | Actual | Budget | Favorable (Unfavorable) \$ Variance | Favorable (Unfavorable) % Variance |
| BEGINNING UNRESTRICTED/PROGRAM CASH | \$193,427 | | | |
| <i>Rental Revenue and Subsidy</i> | | | | |
| Tenant Revenue | \$87,786 | \$86,594 | \$1,192 | 1.4% |
| Federal Operating Support | 107,107 | 92,957 | 14,150 | 15.2% |
| <i>Total Rental Revenue and Federal Support</i> | 194,893 | 179,552 | 15,341 | 8.5% |
| <i>Other Operating Revenue</i> | | | | |
| Other Revenue | 970 | 1,206 | (237) | -19.6% |
| <i>Total Other Operating Revenue</i> | 970 | 1,206 | (237) | -19.6% |
| Total Operating Revenue | 195,863 | 180,758 | 15,105 | 8.4% |
| <i>Operating Expenses</i> | | | | |
| Salaries and Benefits | (98,099) | (64,387) | (33,711) | -52.4% |
| Administrative Expenses | (43,526) | (47,947) | 4,422 | 9.2% |
| Maintenance Expenses, Utilities, Taxes | (100,567) | (71,142) | (29,425) | -41.4% |
| Other Programmatic Expenses | (1,645) | (200) | (1,445) | -722.0% |
| Other Expenses | (714) | 0 | (714) | n/a |
| <i>Total Operating Expenses</i> | <i>(244,550)</i> | <i>(183,677)</i> | <i>(60,873)</i> | <i>-33.1%</i> |
| Net Operating Income | (48,687) | (2,918) | (45,769) | -1568.3% |
| <i>Non Operating Income/(Expense)</i> | | | | |
| Other Non-operating Income/(Expense) | 0 | 0 | 0 | n/a |
| <i>Total Non Operating Income/(Expense)</i> | <i>-</i> | <i>-</i> | <i>-</i> | <i>n/a</i> |
| <i>Capital Activity</i> | | | | |
| Capital Project Funding, Excluding Debt Issuance | 23,134 | 28,337 | (5,202) | -18.4% |
| Capital Project Expenditures | (23,134) | (28,337) | 5,202 | 18.4% |
| <i>Total Change in Capital Assets, net of Direct Funding and Debt</i> | <i>-</i> | <i>-</i> | <i>-</i> | <i>n/a</i> |
| <i>Change in Other Assets/Liabilities</i> | | | | |
| Change in Designated/Restricted Cash | 250 | - | 250 | n/a |
| Change in Short-term Assets | (7,793) | - | (7,793) | n/a |
| Change in Short-term Liabilities | (10,503) | - | (10,503) | n/a |
| <i>Change in Other Assets/Liabilities</i> | <i>(18,046)</i> | <i>-</i> | <i>(18,046)</i> | <i>n/a</i> |
| Change in Unrestricted/Program Cash | (66,733) | (\$2,918) | (\$63,814) | -2186.6% |
| ENDING UNRESTRICTED/PROGRAM CASH | <u>\$126,694</u> | | | |

| | | | | |
|---|-----------------------|-------------|-----------------|------------|
| BEGINNING DESIGNATED/RESTRICTED CASH | \$5,450 | | | |
| Change in Replacement Reserves | - | - | - | n/a |
| Change in Debt Service Reserves | - | - | - | n/a |
| Change in Other Reserves | (250) | - | (250) | n/a |
| Change in Designated/Restricted Cash | \$ (250) | \$ - | \$ (250) | n/a |
| ENDING DESIGNATED/RESTRICTED CASH | <u>\$5,200</u> | | | |

- 1) Operating subsidy exceeded target due to higher than anticipated interim prorata. The budgeted assumed 90 percent while the actual interim prorata was 96.29 percent.
- 2) Salaries and benefits are high partially due to the restructuring of the North Region resulting in a higher allocation to Sedro-Woolley. Also, due to increases from COVID-related cleaning and disinfecting activities. Lastly, overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- 3) Unbudgeted security camera installation expense. The project was approved in 2020, but due to the high number of camera installs at the agency, this was delayed until this year when funding and contract renewal was approved. Also, due to unbudgeted fire and flood repair done on two Hillsview units. Finally, the monthly landscaping service contract exceeded target as management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted.
- 4) Two unit upgrades were budgeted for the year. One has been completed under budget as of the end of June.. Unit upgrades depend on availability.
- 5) The change in short-term assets is due to an increase in grant receivables, offset by a decrease in prepaid insurance.
- 6) The change in short-term liabilities is due to a decrease in accounts payable and deferred rent revenue.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through June 30,2021

| | Cedar Grove | | | |
|---|------------------------|-----------------|---|--|
| | Actual | Budget | Favorable (Unfavorable) \$ Variance | Favorable (Unfavorable) % Variance |
| BEGINNING UNRESTRICTED/PROGRAM CASH | \$122,755 | | | |
| <i>Rental Revenue and Subsidy</i> | | | | |
| Tenant Revenue | \$14,916 | \$19,378 | (\$4,462) | -23.0% (1) |
| Federal Operating Support | 62,313 | 65,326 | (3,013) | -4.6% |
| <i>Total Rental Revenue and Federal Support</i> | <u>77,229</u> | <u>84,704</u> | <u>(7,475)</u> | <u>-8.8%</u> |
| <i>Other Operating Revenue</i> | | | | |
| Other Revenue | 307 | 378 | (71) | -18.7% |
| <i>Total Other Operating Revenue</i> | <u>307</u> | <u>378</u> | <u>(71)</u> | <u>-18.7%</u> |
| <i>Total Operating Revenue</i> | <u>77,537</u> | <u>85,083</u> | <u>(7,546)</u> | <u>-8.9%</u> |
| <i>Operating Expenses</i> | | | | |
| Salaries and Benefits | (34,704) | (21,845) | (12,859) | -58.9% (2) |
| Administrative Expenses | (13,452) | (15,324) | 1,872 | 12.2% |
| Maintenance Expenses, Utilities, Taxes | (54,130) | (39,596) | (14,534) | -36.7% (3) |
| Other Programmatic Expenses | (14) | (25) | 11 | 42.9% |
| <i>Total Operating Expenses</i> | <u>(102,538)</u> | <u>(76,791)</u> | <u>(25,748)</u> | <u>-33.5%</u> |
| <i>Net Operating Income</i> | <u>(25,001)</u> | <u>8,292</u> | <u>(33,293)</u> | <u>-401.5%</u> |
| <i>Non Operating Income/(Expense)</i> | | | | |
| Other Non-operating Income/(Expense) | - | - | - | n/a |
| <i>Total Non Operating Income/(Expense)</i> | <u>-</u> | <u>-</u> | <u>-</u> | <u>n/a</u> |
| <i>Capital Activity</i> | | | | |
| Capital Project Funding, Excluding Debt Issuance | 59,623 | 63,076 | (3,453) | -5.5% (4) |
| Capital Project Expenditures | (59,623) | (63,076) | 3,453 | 5.5% (4) |
| <i>Total Change in Capital Assets, net of Direct Funding and Debt</i> | <u>-</u> | <u>-</u> | <u>-</u> | <u>n/a</u> |
| <i>Change in Other Assets/Liabilities</i> | | | | |
| Change in Short-term Assets | (37,343) | - | (37,343) | n/a (5) |
| Change in Short-term Liabilities | (4,874) | - | (4,874) | n/a (6) |
| <i>Change in Other Assets/Liabilities</i> | <u>(41,645)</u> | <u>-</u> | <u>(41,645)</u> | <u>n/a</u> |
| <i>Change in Unrestricted/Program Cash</i> | <u>(66,646)</u> | <u>\$8,292</u> | <u>(\$74,938)</u> | <u>-903.7%</u> |
| ENDING UNRESTRICTED/PROGRAM CASH | <u>\$56,109</u> | | | |
| BEGINNING DESIGNATED/RESTRICTED CASH | | | | |
| \$3,700 | | | | |
| Change in Replacement Reserves | - | - | - | n/a |
| Change in Debt Service Reserves | - | - | - | n/a |
| Change in Other Reserves | (572) | - | (572) | n/a |
| ENDING DESIGNATED/RESTRICTED CASH | <u>\$3,128</u> | | | |

- 1) Tenant rental income was lower than budgeted due to higher than normal vacancies.
- 2) Salaries and benefits are high partially due to the restructuring of the North Region resulting in a higher allocation to Sedro-Woolley. Also, due to increases from COVID-related cleaning and disinfecting activities. Lastly, overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- 3) Mainly due to higher than budgeted carpet expense. Also, due to additional playground work done for safety purpose. Finally, the monthly landscaping service contract exceeded target as management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted.
- 4) Envelope and roof project at the site was budgeted over the whole year, but it is not slated to start until August, which resulted in less than budgeted capital expenses and draw from the capital fund grant. This is partially offset as one unit upgrade was budgeted evenly throughout the year, which was completed in June.
- 5) The change in short-term assets is due to an increase in grant receivable, partially offset by decreases in prepaid insurance and tenant receivables.

T
A
B

N
U
M
B
E
R

6



SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Interim Director of Finance
DATE: October 12, 2021
RE: August 2021 Financial Report

Attached for your review is the unaudited year-to-date financial report as of August 31, 2021. This report shows year-to-date actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating revenues and expenses, net non-operating revenue or expense, and changes in assets and liabilities. Reports in this format will reconcile the year-to-date changes in cash and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

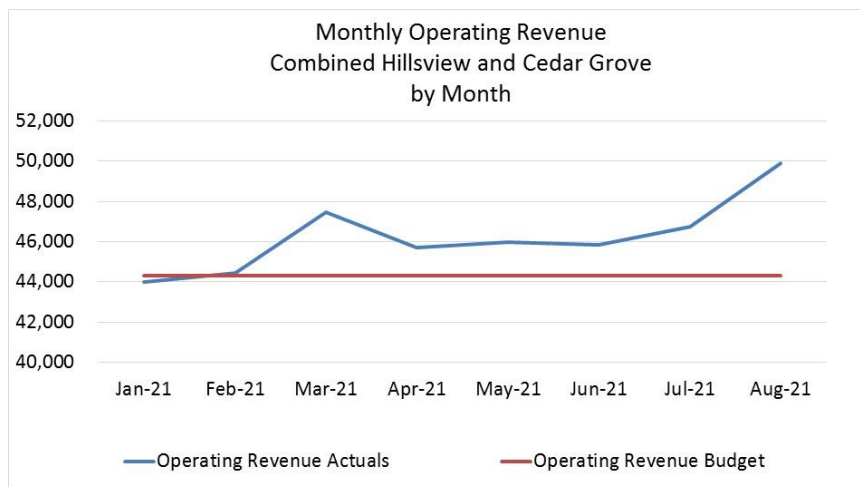
Year-to-date operating revenues are 4.4% over budget and operating expenses are 30.4% over budget.

| Operating Revenue | Favorable (Unfavorable) | | | Operating Expenses | Favorable (Unfavorable) | | |
|--------------------------------|----------------------------|-------------|---|--|----------------------------|---------------|---|
| | \$ Variance | % Variance | | | \$ Variance | % Variance | |
| Tenant Revenue | \$1,768 | 1.3% | ● | Salaries and Benefits | (\$30,350) | -26.4% | ● |
| Federal Operating Support | 14,130 | 6.7% | ● | Administrative Expenses | 6,406 | 7.6% | ● |
| Other Revenue | (307) | -14.5% | ● | Maintenance Expenses, Utilities, Taxes | (79,047) | -53.5% | ● |
| | | | | Other Programmatic Expenses | (1,403) | -467.7% | ● |
| | | | | Other Expenses | (952) | n/a | ● |
| Total Operating Revenue | \$15,591 | 4.4% | ● | Total Operating Expenses | (105,346) | -30.4% | ● |

- Green are positive variances
- Yellow are negative variances less than 5%
- Red are negative variances greater than 5%

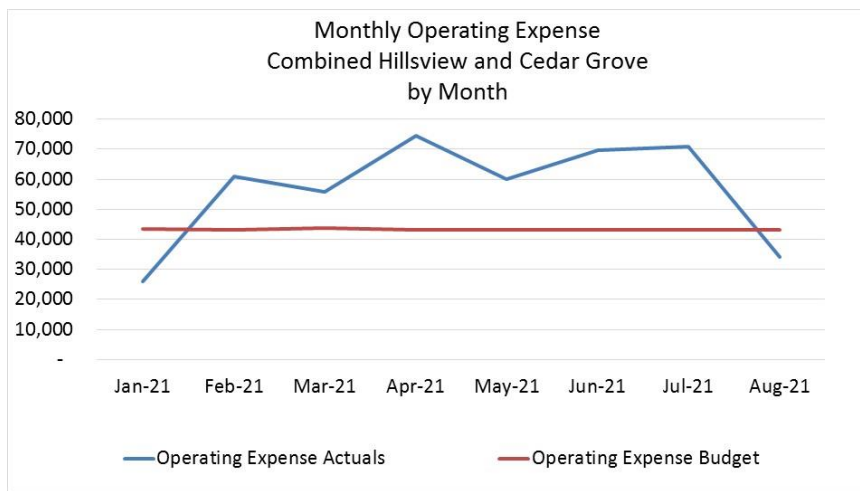
OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$370,045 exceeded budget expectations by \$15,591 or 4.4%. The primary reason for this variance is due to better than expected prorate for the operating fund subsidy. The budget assumed a 90% prorate, whereas the actual interim prorate through August was 95.88%. The spike in July and August was caused by an increase in tenant revenues.



Year-to-date operating expenses in the amount of \$452,382 came in over budget by \$105,346 or 30.4%. Salaries and benefits and maintenance expenses were the primary drivers for this variance. Salaries and benefits were \$30,350 greater than budget. Although adjustments were made to correct the payroll cost allocation for the property manager (PM) and assistant property manager (APM) as previously reported, COVID-19 cleaning and disinfecting as well as emergency fire watch activities during the recent heat wave caused an increase in payroll costs over budget projections.

Maintenance expenses were also greater than planned by \$79,047 due to a number of reasons. The camera installation project at Hillview costing \$13,000 was budgeted in 2020. An unbudgeted painting project for three vacated units at Cedar Grove totaled \$16,000. Fire and flood repairs were required in two units at Hillview, which amounted to \$15,000. The landscaping contract was greater than planned by about \$11,000 due to the management decision to change vendors. Lastly, Cedar Grove and Hillview both incurred carpet expenses that were \$20,000 higher than anticipated.

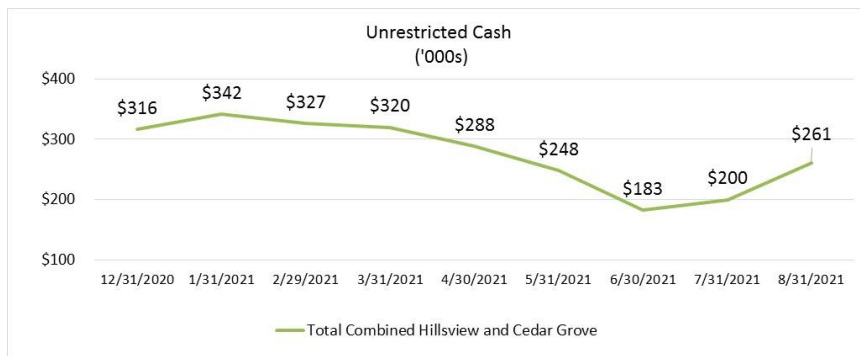


CAPITAL ACTIVITY

Capital project expenditures were under budget by 67.8%. The main drivers for this variance include the timing of the envelope and roof project at Cedar Grove, which is now expected to start in October. This is partially offset as three unit upgrades that were budgeted evenly throughout the year, but all three have been completed as of the end of August. Actual timing of unit upgrades is dependent on unit availability.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$261,078 has decreased by \$55,105 since the beginning of the year. The primary reason for the decrease is due the timing of \$37,000 of CFP grant reimbursements for capital and unit upgrade projects, which will be received in October.



Sedro-Woolley Housing Authority
Statements of Financial Position
As of August 31, 2021

| | <u>Cedar Grove</u> | <u>Hillsview</u> | <u>Combined</u> |
|-------------------------------|--------------------|--------------------|--------------------|
| Assets | | | |
| Cash-Unrestricted | \$74,505 | \$186,573 | \$261,078 |
| Cash-Restricted | 3,128 | 5,200 | 8,328 |
| Accounts Receivable | 6,050 | (481) | 5,569 |
| Other Short-term Assets | 1,262 | 3,618 | 4,880 |
| Capital Assets | 528,750 | 1,221,217 | 1,749,967 |
| Total Assets | <u>\$613,695</u> | <u>\$1,416,127</u> | <u>\$2,029,822</u> |
| Liabilities and Equity | | | |
| Short-term Liabilities | <u>\$9,330</u> | <u>\$23,638</u> | <u>\$32,968</u> |
| Total Liabilities | 9,330 | 23,638 | 32,968 |
| Equity | 604,365 | 1,392,489 | 1,996,854 |
| Total Liabilities and Equity | <u>\$613,695</u> | <u>\$1,416,127</u> | <u>\$2,029,822</u> |

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through August 31, 2021

| | Combined | | | |
|---|------------------|-----------|---|--|
| | Actual | Budget | Favorable (Unfavorable) \$ Variance | Favorable (Unfavorable) % Variance |
| BEGINNING UNRESTRICTED/PROGRAM CASH | \$316,183 | | | |
| <i>Rental Revenue and Subsidy</i> | | | | |
| Tenant Revenue | \$143,064 | \$141,296 | \$1,768 | 1.3% |
| Federal Operating Support | 225,175 | 211,045 | 14,130 | 6.7% |
| <i>Total Rental Revenue and Federal Support</i> | 368,239 | 352,341 | 15,898 | 4.5% |
| <i>Other Operating Revenue</i> | | | | |
| Other Revenue | 1,806 | 2,113 | (307) | -14.5% |
| <i>Total Other Operating Revenue</i> | 1,806 | 2,113 | (307) | -14.5% |
| <i>Total Operating Revenue</i> | 370,045 | 354,454 | 15,591 | 4.4% |
| <i>Operating Expenses</i> | | | | |
| Salaries and Benefits | (145,326) | (114,976) | (30,350) | -26.4% (1) |
| Administrative Expenses | (77,706) | (84,112) | 6,406 | 7.6% |
| Maintenance Expenses and Utilities | (226,695) | (147,648) | (79,047) | -53.5% (2) |
| Other Programmatic Expenses | (1,703) | (300) | (1,403) | -467.7% |
| Other Expenses | (952) | 0 | (952) | n/a |
| <i>Total Operating Expenses</i> | (452,382) | (347,036) | (105,346) | -30.4% |
| <i>Net Operating Income</i> | (82,337) | 7,418 | (89,755) | -1210.0% |
| <i>Non Operating Income/(Expense)</i> | | | | |
| Other Non-operating Income/(Expense) | - | 0 | 0 | n/a |
| <i>Total Non Operating Income/(Expense)</i> | - | - | - | n/a |
| <i>Capital Activity</i> | | | | |
| Capital Project Funding, Excluding Debt Issuance | 97,216 | 435,884 | (338,667) | -77.7% (3) |
| Capital Project Expenditures | (140,273) | (435,884) | 295,611 | 67.8% (3) |
| <i>Total Change in Capital Assets, net of Direct Funding and Debt</i> | (43,057) | (0) | (43,056) | -13455071.9% |
| <i>Change in Other Assets/Liabilities</i> | | | | |
| Change in Designated/Restricted Cash | 822 | - | 822 | n/a |
| Change in Short-term Assets | 84,589 | - | 84,589 | n/a (4) |
| Change in Short-term Liabilities | (15,123) | - | (15,123) | n/a (5) |
| <i>Change in Other Assets/Liabilities</i> | 70,288 | - | 70,288 | n/a |
| <i>Change in Unrestricted/Program Cash</i> | (55,105) | 7,418 | (\$62,523) | -842.9% |
| ENDING UNRESTRICTED/PROGRAM CASH | \$261,078 | | | |

| | | | | |
|---|----------------|------|----------|-----|
| BEGINNING DESIGNATED/RESTRICTED CASH | \$9,150 | | | |
| Change in Replacement Reserves | - | - | - | n/a |
| Change in Debt Service Reserves | - | - | - | n/a |
| Change in Other Reserves | (822) | - | (822) | n/a |
| <i>Change in Designated/Restricted Cash</i> | \$ (822) | \$ - | \$ (822) | n/a |
| ENDING DESIGNATED/RESTRICTED CASH | \$8,328 | | | |

- Salaries and benefits are high partially due to increases from COVID-related cleaning and disinfecting activities. Also, overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- Camera expense in the amount of \$13K for Hillsvie was not included in the 2021 budget. The project was approved in 2020, but due to the high number of camera installs at the agency, it was delayed until this year when funding and contract renewal was approved. Secondly, unbudgeted painting project at three Cedar Grove vacated units totaling \$16K. Thirdly, due to unbudgeted fire and flood repair done on two Hillsvie units totaling \$15K. Fourthly, the monthly landscaping service contract exceeded target by \$11K as a management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted. Finally, Cedar Grove and Hillsvie had a higher than budgeted carpet expense totaling \$20K.
- The Envelope and roof project at Cedar Grove was budgeted over the whole year, but it is not slated to start until October, which has resulted in less than budgeted capital expenses and draw from the capital fund grant. This is partially offset by unit upgrades being higher than budgeted. Unit upgrades depend on availability.
- The change in short-term assets is due to decreases in grant receivables and prepaid insurance.
- The change in short-term liabilities is due to decreases in accounts payable and deferred rent revenue.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through August 31, 2021

| | Cedar Grove | | | |
|---|------------------------|------------------|---|--|
| | Actual | Budget | Favorable (Unfavorable) \$ Variance | Favorable (Unfavorable) % Variance |
| BEGINNING UNRESTRICTED/PROGRAM CASH | \$122,755 | | | |
| <i>Rental Revenue and Subsidy</i> | | | | |
| Tenant Revenue | \$25,017 | \$25,837 | (\$820) | -3.2% |
| Federal Operating Support | 82,820 | 87,102 | (4,282) | -4.9% |
| <i>Total Rental Revenue and Federal Support</i> | <u>107,837</u> | <u>112,939</u> | <u>(5,102)</u> | <u>-4.5%</u> |
| <i>Other Operating Revenue</i> | | | | |
| Other Revenue | 446 | 504 | (58) | -11.5% |
| <i>Total Other Operating Revenue</i> | <u>446</u> | <u>504</u> | <u>(58)</u> | <u>-11.5%</u> |
| <i>Total Operating Revenue</i> | <u>108,284</u> | <u>113,443</u> | <u>(5,160)</u> | <u>-4.5%</u> |
| <i>Operating Expenses</i> | | | | |
| Salaries and Benefits | (37,540) | (29,126) | (8,413) | -28.9% (1) |
| Administrative Expenses | (18,347) | (20,370) | 2,023 | 9.9% |
| Maintenance Expenses, Utilities, Taxes | (91,681) | (52,794) | (38,887) | -73.7% (2) |
| Other Programmatic Expenses | (23) | (33) | 10 | 30.0% |
| <i>Total Operating Expenses</i> | <u>(147,829)</u> | <u>(102,324)</u> | <u>(45,505)</u> | <u>-44.5%</u> |
| <i>Net Operating Income</i> | <u>(39,546)</u> | <u>11,119</u> | <u>(50,665)</u> | <u>-455.7%</u> |
| <i>Non Operating Income/(Expense)</i> | | | | |
| Other Non-operating Income/(Expense) | - | - | - | n/a |
| <i>Total Non Operating Income/(Expense)</i> | <u>-</u> | <u>-</u> | <u>-</u> | <u>n/a</u> |
| <i>Capital Activity</i> | | | | |
| Capital Project Funding, Excluding Debt Issuance | 71,313 | 398,102 | (326,789) | -82.1% (3) |
| Capital Project Expenditures | (114,369) | (398,102) | 283,733 | 71.3% (3) |
| <i>Total Change in Capital Assets, net of Direct Funding and Debt</i> | <u>(43,056)</u> | <u>-</u> | <u>(43,056)</u> | <u>n/a</u> |
| <i>Change in Other Assets/Liabilities</i> | | | | |
| Change in Short-term Assets | 38,652 | - | 38,652 | n/a (4) |
| Change in Short-term Liabilities | (4,873) | - | (4,873) | n/a (5) |
| <i>Change in Other Assets/Liabilities</i> | <u>34,352</u> | <u>-</u> | <u>34,352</u> | <u>n/a</u> |
| <i>Change in Unrestricted/Program Cash</i> | <u>(48,250)</u> | <u>\$11,119</u> | <u>(\$59,370)</u> | <u>-533.9%</u> |
| ENDING UNRESTRICTED/PROGRAM CASH | <u>\$74,505</u> | | | |
| BEGINNING DESIGNATED/RESTRICTED CASH | | | | |
| | \$3,700 | | | |
| Change in Replacement Reserves | - | - | - | n/a |
| Change in Debt Service Reserves | - | - | - | n/a |
| Change in Other Reserves | (572) | - | (572) | n/a |
| ENDING DESIGNATED/RESTRICTED CASH | <u>\$3,128</u> | | | |

- Salaries and benefits are high partially due to increases from COVID-related cleaning and disinfecting activities. Also, overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- Mainly due to higher than budgeted carpet expense. Unbudgeted painting project at three Cedar Grove vacated units. Also, due to additional playground work done for safety purposes. Finally, the monthly landscaping service contract exceeded target as management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted.
- Envelope and roof project at the site was budgeted over the whole year, but it is not slated to start until October, resulting in lower than budgeted draw from the capital fund grant. This was partially offset as two units upgrades were completed through August, while one unit was budgeted for the year. August unit upgrade expenses have yet to be reimbursed.
- The change in short-term assets is due to decreases in grant receivable and prepaid insurance.
- The change in short-term liabilities is due to a decrease in accounts payable and deferred rent revenue.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Through August 31, 2021

| | Hillsview | | | |
|---|------------------|-----------|---|--|
| | Actual | Budget | Favorable (Unfavorable) \$ Variance | Favorable (Unfavorable) % Variance |
| BEGINNING UNRESTRICTED/PROGRAM CASH | \$193,427 | | | |
| <i>Rental Revenue and Subsidy</i> | | | | |
| Tenant Revenue | \$118,047 | \$115,459 | \$2,588 | 2.2% |
| Federal Operating Support | 142,355 | 123,943 | 18,412 | 14.9% |
| <i>Total Rental Revenue and Federal Support</i> | 260,402 | 239,402 | 21,000 | 8.8% |
| <i>Other Operating Revenue</i> | | | | |
| Other Revenue | 1,359 | 1,609 | (249) | -15.5% |
| <i>Total Other Operating Revenue</i> | 1,359 | 1,609 | (249) | -15.5% |
| <i>Total Operating Revenue</i> | 261,761 | 241,011 | 20,750 | 8.6% |
| <i>Operating Expenses</i> | | | | |
| Salaries and Benefits | (107,786) | (85,850) | (21,936) | -25.6% |
| Administrative Expenses | (59,359) | (63,742) | 4,383 | 6.9% |
| Maintenance Expenses, Utilities, Taxes | (135,013) | (94,854) | (40,160) | -42.3% |
| Other Programmatic Expenses | (1,680) | (267) | (1,413) | -529.4% |
| Other Expenses | (714) | 0 | (714) | n/a |
| <i>Total Operating Expenses</i> | (304,552) | (244,712) | (59,840) | -24.5% |
| <i>Net Operating Income</i> | (42,791) | (3,702) | (39,089) | -1056.0% |
| <i>Non Operating Income/(Expense)</i> | | | | |
| Other Non-operating Income/(Expense) | 0 | 0 | 0 | n/a |
| <i>Total Non Operating Income/(Expense)</i> | - | - | - | n/a |
| <i>Capital Activity</i> | | | | |
| Capital Project Funding, Excluding Debt Issuance | 25,904 | 37,782 | (11,878) | -31.4% |
| Capital Project Expenditures | (25,904) | (37,782) | 11,878 | 31.4% |
| <i>Total Change in Capital Assets, net of Direct Funding and Debt</i> | - | - | - | n/a |
| <i>Change in Other Assets/Liabilities</i> | | | | |
| Change in Designated/Restricted Cash | 250 | - | 250 | n/a |
| Change in Short-term Assets | 45,936 | - | 45,936 | n/a |
| Change in Short-term Liabilities | (10,250) | - | (10,250) | n/a |
| <i>Change in Other Assets/Liabilities</i> | 35,936 | - | 35,936 | n/a |
| <i>Change in Unrestricted/Program Cash</i> | (6,855) | (\$3,702) | (\$3,153) | -85.2% |
| ENDING UNRESTRICTED/PROGRAM CASH | \$186,573 | | | |

| | | | | |
|---|----------------|------|----------|-----|
| BEGINNING DESIGNATED/RESTRICTED CASH | \$5,450 | | | |
| Change in Replacement Reserves | - | - | - | n/a |
| Change in Debt Service Reserves | - | - | - | n/a |
| Change in Other Reserves | (250) | - | (250) | n/a |
| <i>Change in Designated/Restricted Cash</i> | \$ (250) | \$ - | \$ (250) | n/a |
| ENDING DESIGNATED/RESTRICTED CASH | \$5,200 | | | |

- 1) Operating subsidy exceeded target due to higher than anticipated interim prorated. The budgeted assumed 90 percent while the actual interim prorated was 95.88 percent.
- 2) Salaries and benefits are high partially due to increases from COVID-related cleaning and disinfecting activities. Also, overtime pay for fire watch during the heat wave as the heat caused the alarms to go off repeatedly.
- 3) Unbudgeted security camera installation expense. The project was approved in 2020, but due to the high number of camera installs at the agency, this was delayed until this year when funding and contract renewal was approved. Also, due to unbudgeted fire and flood repair done on two Hillsview units. Finally, the monthly landscaping service contract exceeded target as management decision was made to hire a new vendor with a higher service fee (Skagit Landscaping) after the 2021 budgeted was adopted.
- 4) Two unit upgrades were budgeted for the year. One has been completed under budget as of the end of August. Unit upgrades depend on availability.
- 5) The change in short-term assets is due to a decrease in grant receivables and prepaid insurance.
- 6) The change in short-term liabilities is due to a decrease in accounts payable and deferred rent revenue.

T
A
B

N
U
M
B
E
R

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

June and July 2021

Vacancy Report

| | Vacates | Housings | Completed Upgrades |
|-------------|----------------|-----------------|---------------------------|
| Hillsview | 2 | 4 | 1 |
| Cedar Grove | | | 1 |

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 29.33 days.

- Hillsview
 - 108 – Vacated 3/23, tenant moved to assisted living, unit housed 6/23 (Unit Upgrade)
 - 341 – Vacated 5/17, tenant transferred, unit housed 7/1 (Offline to repair Sprinkler Damage)
 - 104 – Vacated 5/31, tenant moved in with family, unit housed 6/15
 - 106 – Vacated 7/6, tenant moved in with Family, unit housed 7/21
 - 341 – Vacated 7/26, Tenant passed away, move in scheduled for 8/11
- Cedar Grove
 - 001 – Vacated 4/11, tenant transferred, unit housed 7/9 (Unit Upgrade)
 - 017 – Vacated 4/29, tenant passed away, unit housed 6/15 (Excessive Damage)
 - 012 – Vacated 6/21, tenant transferred, (Unit Upgrade in process)
 - 005 – Vacated 7/22, moved to private housing
 - 002 – Vacated 7/29, moved to private housing
 - 007 – On Notice

Current Applications of Wait List as of July 31, 2021

| Hillsview | Applicants Claiming Preference | Elderly/Disabled Claiming Preference | Non-Preference Applicants | Total |
|------------------|---------------------------------------|---|----------------------------------|--------------|
| 1 Bedroom | 78 | 96 | 39 | 117 |

| Cedar Grove | Preference | Non-Preference | Total |
|--------------------|-------------------|-----------------------|--------------|
| 2 Bedrooms | 108 | 20 | 128 |
| 3 Bedrooms | 9 | 4 | 13 |
| 4 Bedrooms | 1 | 1 | 2 |
| Total | 118 | 25 | 143 |

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Work Orders

| | Routine | Inspection | Emergency | Vacate | RA | Total |
|-----------------|----------------|-------------------|------------------|---------------|-----------|--------------|
| Hillsview | 13 | | 9 | | | 22 |
| Cedar Grove I | 2 | | | | | 2 |
| Cedar Grove II | | | | 1 | | 1 |
| Cedar Grove III | 1 | | 2 | | | 3 |
| Total | 16 | | 11 | 1 | | 28 |

Resident Functions

There are no resident functions.

Staffing

The Senior Property Manager, Kimberly Sayavong, is filling the interim position of Director of Housing Initiatives. During this time Caprice Witherspoon will be managing the portfolio; she is a KCHA property manager of 10 years.

Previous Meeting Concerns

- None.

Resident Issues

- Tenants are reporting items being stolen from the laundry room and they would like a camera installed in there.

T
A
B

N
U
M
B
E
R

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

August - September 2021

Vacancy Report

| | Vacates | Housings | Completed Upgrades |
|-------------|----------------|-----------------|---------------------------|
| Hillsview | | 1 | |
| Cedar Grove | 2 | 4 | 1 |

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 25.56 days.

- Hillsview
 - 341 – Vacated 7/26, Tenant passed away, unit housed 8/11
- Cedar Grove
 - 012 – Vacated 6/14, tenant transferred, unit housed 9/22 (Unit Upgrade)
 - 005 – Vacated 7/22, moved to private housing, unit housed 9/9 (unit required excessive work to turn)
 - 002 – Vacated 8/12, moved to private housing, unit housed 10/6 (unit required excessive work to turn)
 - 007 – Vacated 8/5, purchased home, unit housed 8/18

Current Applications of Wait List as of July 31, 2021

| Hillsview | Applicants Claiming Preference | Elderly/Disabled Claiming Preference | Non-Preference Applicants | Total |
|------------------|---------------------------------------|---|----------------------------------|--------------|
| 1 Bedroom | 74 | 94 | 41 | 115 |

| Cedar Grove | Preference | Non-Preference | Total |
|--------------------|-------------------|-----------------------|--------------|
| 2 Bedrooms | 109 | 19 | 128 |
| 3 Bedrooms | 4 | 6 | 10 |
| 4 Bedrooms | 0 | 1 | 1 |
| Total | 113 | 26 | 139 |

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Work Orders

| | Routine | Inspection | Emergency | Vacate | RA | Total |
|-----------------|----------------|-------------------|------------------|---------------|-----------|--------------|
| Hillsview | 13 | | 9 | | | 22 |
| Cedar Grove I | 2 | | | | | 2 |
| Cedar Grove II | | | | 1 | | 1 |
| Cedar Grove III | 1 | | 2 | | | 3 |
| Total | 16 | | 11 | 1 | | 28 |

Resident Functions

There are no resident functions.

Staffing

Caprice Witherspoon is now the permanent Senior Property Manager and Temporary Assistant Regional Manager, Ivy Willis is the Assistant Property Manager. Al Khalaf is the Regional Manager temporarily until Mayra Jacobs's replacement is hired.

Stephen Norman has announced that he will be retiring at the end of the year and KCHA will perform a nation-wide search to find a new Executive Director.

Previous Meeting Concerns

- None.

Resident Issues

- Tenants are reporting items being stolen from the laundry room and they would like a camera installed in there.

Building Issues

- There was a small exterior fire at Hillsview on 10/7/21. Initial inspection shows what seems to be mostly cosmetic damage. No tenants were hurt or displaced. SWFD states that an ashtray from one of the tables outside the community room was emptied into the large garbage can under the patio covering, which later ignited causing the fire. We are in the process of getting repair bids.