



Board of Director - Agenda

9/17/2019

1. Call to order /Establish Quorum/ Introductions	Jan Martin	Process
2. Changes to the agenda	Jan Martin	
3. Consent Items	Jan Martin	Vote
A. Agenda 9/17/2019		
B. Minutes 8/20/2019		
4. CEO Report	Jason DeaBueno	Discussion
A. September report		
B. Additional Matters for approval		
5. Committee Reports		
A. Finance Committee	Val Anders/Dave Bunkers	Information
Financial Packet Review	Dave Bunkers	Vote
Additional Matters for Approval		Vote
B. Building Committee	Jason DeaBueno	Information
Additional Matters for Approval		
6. Old Business		
A.		
7. New Business	Jason DeaBueno	Information
A. Silver Key Corporate Security Policies	Jason DeaBueno	vote
8. Related Board Reports		
A. Foundation	Jason DeaBueno	no report
Matters for Approval		
B. Silver Key Enterprise	Jason DeaBueno	no report
Matters for Approval		
C. Senior Heritage Plaza	Jason DeaBueno	no report
Matters for Approval		
9. Next Board Meeting		
Tuesday, October 15, 9a-2p		Penrose House Cripple Creek Room

<https://www.silverkey.org/wp-login.php>

Board Member Login: skboard@silverkey.org

Password: sk-board@1625\$



Board of Director - Meeting Minutes 8/20/2019

Scribe: Paula Humber

<u>Board Members:</u>	<u>Present</u>	<u>Absent</u>
Jan Martin, Chair	X	
Lynne Jones, Vice Chair	X	
Greg Broeckelman, Secretary		X
Dave Bunkers, Treasurer	X	
Carla Hartsell, Imd. Past Chair	X	
Becky Hurley		X
David Lord	X	
Steve Hunsinger	X	
Cmdr. Scott Whittington	X	
Mike Rowe	X	
Gary Geiser	X	
Cari Karns	X	

<u>Leadership Team:</u>	<u>Present</u>	<u>Absent</u>
Jason DeaBueno	X	
Paula Humber	X	
Valerie Anders	X	
Derek Wilson	X	
Dayton Romero	X	
Peggy Leidel	X	
Victoria Salser	X	

	<u>Yes</u>	<u>No</u>	<u>Additional notes</u>	<u>Action required</u>
1. Call to order				called to order @4:02 pm
A. Establish Quorum	X			
B. Introductions	X		Claire & Jack from El Pomar	El Pomar Fellows presented the 2019-20 Empty Stocking Fund Pitch to include board & agency support
2. Changes to the agenda				
3. Consent Items				agenda unanimously approved in conjunciton with the minutes
A. Agenda 8/20/2019	X			David Lord moved to approve the agenda and minutes; Cari Karns seconded; motion was unanimously approved.
B. Minutes 7/23/2019	X			
4. CEO Report				Jason recognized each member of Leadership Team and thanked the board for their continued support.
A. August			Jason DeaBueno reviewed report	
5. Committee Reports				
A. Finance Committee				
Financial Packet Review			Valerie Anders reviewed the Executive Summary	Carla Hartsell moved to approve the financials as presented; Lynne Jones econded motion; unanimously passed.
B. Building Committee				

Building Committee

additional \$48K needed to re-zone lot in order to move forward with LIHTC 9% application process (\$20K from SK thru a grant; \$28K from Developer

Steve Hunsinger moved to approve moving forward with application process using the \$20K grant on the contingency that Developer will pay the \$28K balance and work done on time; Carla Hartsell seconded the motion; motion passed unanimously.

6. Old Business

A. Board Retreat -
October 15 9a-2p

Penrose House in
Cripple Creek Room

7. New Business

A. IT security policies
(ready to send
8/23/19 for e-vote

Jason DeaBueno

Information for electronic vote; vote will be ratified at September board meeting

8. Related Board Reports

A. Foundation

none

Foundation did not meet due lack of quorum status

B. Silver Key Enterprise

none

did not meet; no new information

C. Senior Heritage Plaza

none

no meeting until next year; no new information to report

10. Next meeting

Tuesday, September 17, 2019

Adjourned:

5:08 PM

Secretary/Chair :



September 2019

CEO Report

Dear Board Members,

Good news! We have been notified that we have been conditionally approved for the City Development Block Grant fund that will provide the funds to update our facility and the signage and make the access for seniors to be improved. There is also funds included in the application for bathroom updates and other sundry areas of the campus to be updated or replaced. The largest expense will be the stripping and re-paving of the parking lot. The grant is \$455,000 and does not address our operational shortfalls but does add equity to the buildings. The grant is a cost-reimbursement arrangement.

Please do let me know if you have questions.

Respectfully submitted,
Jason DeaBueno

Governance Decisions, Monitoring & Accountability

1. Current Significant Issues & Opportunities

a. Nutrition Program

- i. As a follow-up to last month's board meeting, Peggy Leidel has assumed the role of food risk management officer. Gary has provided a linkage to an expert in the field that may be able to help us implement strategies to mitigate risk while created efficiencies in process.

Board Dialogue/Consultation

- There have been some challenges with the routes and ensuring that the capacity of volunteers is being fully utilized. This has caused some attrition of drivers and strategies are being implemented to ensure we do not experience additional attrition.

b. Transportation

- i. A combined, collaborative, multi-year grant has been submitted to the Colorado Springs Health Foundation to explore an On-Demand model of transportation from the support of three partner agencies: Silver Key, Fountain Valley Senior Center and Envida (Lead organization).

Board Dialogue/Consultation

- The board may recall that CSHF funded the evaluation of the Reserve and Ride Plus effort and that the results were we would not move forward. However, one benefit of the evaluation was that we identified the need for on demand service. This application helps to address that issue. Please let us know if there are questions or concerns about this effort. The overall application is \$295,000 with ~\$48,000 for Silver Key. No additional expense will occur by Silver Key to accept these funds. Are there questions about this effort?

c. Volunteers

- i. The alignment of the volunteer department alongside the Active Living initiative and VA Choose Home has been in process. The challenge is that much of the requirements of the volunteer area has been either unattended to or was destroyed in transitions between one leader to another. Reconstructing the process and updating the forms for compliance has proven to be a major challenge.

Board Dialogue/Consultation

- While we have done our best to grandfather some volunteer people without the required documents, others are not able to be waived or grandfather such as drivers needing a drug test. Unfortunately, in requesting this to be complete some volunteers have resigned and one did not pass the drug test and was needed to stop driving.

2. Matters for Approval

- i. None.

3. Risk and Compliance – Issues that Board needs visibility to and expected updates to conclusion.

3.1. Risk and Compliance Management

Issue	Level of Risk (1 Low; 2 Medium; 3 High)	Comments
1. Forms for both Volunteer and HR areas are missing or incomplete.	1	There are actions being implemented in both areas to cure the files.
2. Audit was finished and we are waiting for the final report – do not forecast any	?	Will have additional details upon receiving final audit.

<p>significant findings. There was one element that required paper charts to match paylocity charts for staff salary adjustments. This was in the management notes prior and may have been a miss this time.</p>		
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3.2. Risk and Compliance Updates or Incidents

LT will be formalizing a plan to address 3.1.1 – food safety designee – this has been accomplished and is Peggy Leidel.

3.3. Funder Obligation Concerns

Funder	Level of Risk (1 Low; 2 Medium; 3 High)	Details & Comments
1. AAA	1	The revenues are not sufficient to meet the needs of the year-long operations. Strategies from various revenues streams are being explored including carryover funds, CDBG, CSHF and others are being applied to help address needs.

2.3. Funder Obligation Concerns Updates

1. None		
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Informational

4. Update on Operational Activities

(Four Focus Areas)

Medicaid:

Case Management supports will begin by the end of September for Medicaid billing.

Transportation: The PUC application was rejected and was guided toward a new designation under a new licensing category.

Call Center:

Several phone numbers exist and centralizing the process and protocols are being evaluated.

Volunteering:

The Volunteer Impact Program (VIP) program has begun implementation as part of an alignment across all volunteer initiatives.

Contract Compliance:

The challenges remain regarding One Ride but new contracts are being initiated. At this point, we are unable to draw down the entirety of the City contract due to limitations within the existing contract. This should be remedied in the near future.

Key Accomplishments

- a. CDBG Grant
- b. Metro/City Adjustment
- c. Consolidation of Volunteer Efforts

5. Matters for Noting

- a. New Staff (None)
 - i. 2 resignations – Graphics Design and Marketing Manager and Accountant
- b. Vacancy still exists at Silver Key with RMHC leaving the location.



**Financial Package
FY 2018 - 2019
Two Months Ending August 31, 2019**

Board of Directors



Executive Summary

CURRENT:

Two months ending August 2019 Results: net loss of (\$55,572) vs. (\$33,938) budgeted net loss...Net Operating income before depreciation (7k) vs. \$10k budgeted income.

LAG-OPERATING RESULTS:

>**Donations and Support** - donations, bequest, and foundation support \$55k vs. \$53k, total year to date donations exceed budget by 1,640.

>**Government Grants** - \$226k, under budget by (\$3k). Billed PPACG-AAA services provided exceeding monthly contract by \$5k. City of Colorado transportation contract under billed by \$9k (371 rides). Received City-CDBG Public Facilities award notice of \$455k for building improvements.

>**Other Grants** - Received \$6k.

>**Program Revenues** - \$35k vs budget of \$25k exceeded budget by 48% = \$10k, Reserve & Ride donations \$4k and Home Delivered Meals exceeded projection by \$8k = 917 meals and \$6k Connection Café donations collected, received on average .64 per meal.

>**Other Revenue** - net loss of (\$15k); current value of Operating Reserve account \$1,113,806 with an unrealized loss of \$18k) for the month of August; Murray property behind budget (\$21k) caused by property insurance increase exceeding budget and 1645 S Murray space vacated as of 7-1-2019.

>**Payroll & Related Expenses** - Salaries and benefits under budget by \$16k. Current number of employees 67, received two resignations with notice - current open positions; marketing manager and full charge bookkeeper.

>**Operating Expenses:** \$331k vs \$358k budget, under budget by \$26k.

>**YTD Program Overview:** Reserve and Ride revenue \$187k, expenses \$139k, net income \$48k; Nutrition & Wellness revenue \$283k, expenses \$224k, net income \$59k; Senior Assistance & Pantry revenue \$108k, expenses \$117k, net loss (\$9k); Active Living revenue of \$250k booked fiscal year, 2018-19 expenses to date \$13k; Thrift Store revenue \$22k, expenses \$12k, net income \$10k; General & Administrative net (\$212k); Development & Marketing revenue \$59k, expenses (\$47k), net income \$11k.

>**Cash Flow** - Silver Key Foundation advanced \$90k during August 2019. Ent Line of Credit paid down by of \$129k, balance as of August 31, 2019 \$225k. Ent line of credit increased to \$750k during June 2019, predict continued cash challenges during fiscal year unless additional sustainable funding sources are located and implemented.

>**LEAD - PROJECTED 2019-20 FISCAL YEAR:** - estimate annual revenue \$4.5m, expenses projected at \$4.3m with net income before depreciation \$24k. Projecting a negative cash flow through out the year with the continued use of the Ent Line of Credit. Implementation of Medicaid funding for senior assistance (case management services) with the goal to be operational by October 2019. Original estimated Medicaid net income for nine months \$482k received notice that rates reduced by 45% effective 7-1-2019, this means \$218k less revenue than approved budget. Currently projecting net loss of (\$287k) during 2019-20. Other unknown 2019-20 factors: Home Delivered Meals numbers - budgeted a 75% decrease and currently only 45%, PPACG-AAA carryover funds normally release RFP in November (2018-19 received \$141k), City CDBG funding for the Connection Cafe program and Medicaid Non-emergent Medical Transportation.

Silver Key Senior Services

Statement of Revenues and Expenditures

FY 2019-2020 (Summary)

	Actual Mo Aug-19	Budget Mo Aug-19	\$ Variance	Actual 2 Months Aug-19	Budget 2 Months Aug-19	\$ Variance	% Variance	Annual Budget
OPERATING REVENUE								
DONATIONS	11,541	8,134	3,407	24,458	13,922	10,536	75.7%	375,600
BEQUESTS	227	5,000	(4,773)	227	10,000	(9,773)	-97.7%	60,000
SPONSORSHIPS - OTHER	4,767	3,667	1,100	7,183	7,334	(151)	-2.1%	44,000
SPECIAL EVENTS/SPONSORSHIPS, NET	1,248	-	1,248	1,248	-	1,248	n/a	85,000
FOUNDATION SUPPORT	25,702	24,591	1,111	48,562	49,182	(620)	-1.3%	295,089
DISTRIBUTIONS FROM TRUSTS	11,800	11,667	133	23,733	23,334	399	1.7%	140,000
IN-KIND DONATIONS	-	-	-	-	-	-	n/a	-
TOTAL DONATIONS/SUPPORT	55,285	53,059	2,226	105,412	103,772	1,640	1.6%	999,689
GOVERNMENT GRANTS	236,768	239,484	(2,716)	459,950	478,968	(19,018)	-4.0%	2,178,312
OTHER GRANTS	6,724	24,650	(17,926)	20,732	49,300	(28,568)	-57.9%	295,800
TOTAL GRANTS	243,492	264,134	(20,642)	480,682	528,268	(47,586)	-9.0%	2,474,112
PROGRAM FEES	35,728	25,510	10,218	75,691	51,020	24,671	48.4%	788,100
THRIFT STORE SALES	10,702	10,729	(27)	22,195	21,458	737	3.4%	128,754
TOTAL PROGRAM REVENUE	46,430	36,239	10,191	97,886	72,478	25,408	35.1%	916,854
OTHER REVENUE								
BENEFICIAL INT IN TRUSTS - CHANGE	-	-	-	-	-	-	n/a	-
INVESTMENT INC - OPER INV, NET OF FEES	(15,266)	5,600	(20,866)	(14,806)	9,450	(24,256)	-256.7%	60,200
INVESTMENT INC - OTHER (Social Enterprise)	-	-	-	-	-	-	n/a	-
MURRAY LEASE INCOME, NET	(5,568)	10,118	(15,686)	(847)	20,236	(21,083)	-104.2%	121,423
DISPOSAL OF FIXED ASSETS	-	-	-	-	-	-	n/a	-
MISCELLANEOUS INCOME	-	-	-	-	-	-	n/a	-
TOTAL OTHER REVENUE	(20,834)	15,718	(36,552)	(15,653)	29,686	(45,339)	-152.7%	181,623
TOTAL OPERATING REVENUE	324,372	369,150	(44,778)	668,327	734,204	(65,878)	-9.0%	4,572,278
OPERATING EXPENSES								
SALARIES, TAXES AND BENEFITS	206,868	223,502	(16,634)	432,701	452,005	(19,304)	-4.3%	2,704,929
SENIOR ASSISTANCE	14,158	9,064	5,094	16,921	18,128	(1,207)	-6.7%	108,770
TRANSPORTATION	23,202	28,814	(5,611)	41,356	57,627	(16,272)	-28.2%	345,765
NUTRITION	38,464	33,059	5,405	89,706	66,118	23,588	35.7%	396,708
DEVELOPMENT & MARKETING	601	5,401	(4,800)	4,505	10,803	(6,297)	-58.3%	64,815
PROGRAM SUPPLIES	1,298	6,433	(5,135)	4,125	12,866	(8,742)	-67.9%	77,197
OFFICE EXPENSES/SUPPLIES	3,776	4,986	(1,209)	8,277	9,972	(1,694)	-17.0%	59,831
OCCUPANCY EXPENSES	16,042	23,431	(7,388)	35,105	46,861	(11,756)	-25.1%	281,166
OTHER GENERAL AND ADMINISTRATIVE	27,412	23,891	3,521	45,068	47,783	(2,715)	-5.7%	286,695
TOTAL OPERATING EXPENSES	331,823	358,581	(26,758)	677,763	722,163	(44,400)	-6.1%	4,325,876
NET OPERATING INCOME (LOSS) BEFORE DEPRECIATION	(7,451)	10,569	(18,020)	(9,437)	12,041	(21,478)	-178.4%	246,401
DEPRECIATION AND AMORITIZATION	48,121	44,507	3,614	96,242	89,014	7,228	8.1%	534,081
NET OPERATING INCOME/(LOSS)	(55,572)	(33,938)	(21,635)	(105,679)	(76,972)	(28,706)	37.3%	(287,680)

Silver Key Senior Services
Balance Sheet

	as of 8/31/2019 Current Year	7/31/2019 Previous Month	6/30/2019 Prior Year	6/30/2018 Previous Year
ASSETS				
CURRENT				
CASH - OPERATING	76,901	106,049	120,851	155,356
CASH - CAPITAL CAMPAIGN	0	0	0	156,515
OPERATING RESERVE	113	121	129	110,153
Total CASH	77,015	106,170	120,981	422,024
ACCOUNTS RECEIVABLE	390,921	490,171	660,979	582,508
PLEDGES RECEIVABLE	4,990	4,890	5,940	11,352
PREPAID EXPENSES	82,708	90,361	72,658	105,322
OTHER CURRENT ASSETS (Estate/Bequests)	115,000	186,784	186,784	37,571
Total Receivables	593,619	772,207	926,360	736,753
Total CURRENT	670,634	878,377	1,047,341	1,158,777
FIXED				
LAND & BUILDINGS	5,244,040	5,235,540	5,239,040	5,114,284
FURNITURE, FIXTURES & EQUIPMENT	1,061,247	1,061,247	1,052,148	1,303,188
VEHICLES	1,479,239	1,479,239	1,417,696	1,347,879
ACCUMULATED DEPR & AMORT	(2,398,587)	(2,350,466)	(2,302,345)	(2,203,925)
Total FIXED	5,385,940	5,425,561	5,406,539	5,561,426
OTHER ASSETS				
BENEFICIAL INTEREST IN TRUSTS	4,431,255	4,431,255	4,431,255	4,422,540
INVESTMENTS (OPER RESERVE)	1,113,806	1,129,072	1,128,613	1,098,144
OTHER ASSETS	22,495	20,311	19,973	43,894
Total OTHER ASSETS	5,567,557	5,580,639	5,579,841	5,564,578
Total ASSETS	11,624,131	11,884,577	12,033,722	12,284,781
LIABILITIES				
CURRENT LIABILITIES				
ACCOUNTS PAYABLE	113,804	180,528	215,040	213,013
SALARIES PAYABLE	104,898	111,736	108,987	101,001
ENT CREDIT UNION - RLOC	225,000	354,000	420,000	0
NOTE PAYABLE CURRENT - ENT CREDIT UNION	16,064	16,064	16,064	54,461
SECURITY DEPOSITS - MURRAY TENANTS	9,869	9,869	13,425	13,420
DEFERRED REVENUE	2,267	4,533	0	53,100
OTHER LIABILITIES	392	438	0	0
Total CURRENT LIABILITIES	472,293	677,167	773,517	434,995
LONG-TERM LIABILITIES				
N/P - ENT CREDIT UNION	256,262	256,262	258,951	633,696
LOC - ENT CREDIT UNION			0	
Total LONG-TERM LIABILITIES	256,262	256,262	258,951	633,696
Total LIABILITIES	728,555	933,429	1,032,467	1,068,691
NET ASSETS				
NET ASSETS BEGINNING BALANCE	11,001,254	11,001,254	11,216,090	10,316,732
REVENUE OVER (UNDER) EXPENSES	(105,679)	(50,106)	(214,835)	899,358
Total NET ASSETS	10,895,576	10,951,148	11,001,254	11,216,090
TOTAL LIABILITIES & NET ASSETS	11,624,131	11,884,577	12,033,722	12,284,781

2017-18 Notes:
Estates \$470,826
Capital Campaign \$426,649
NextFifty Grant \$250,000

SILVER KEY

BUDGET FY 2019-2020

CASH FLOW PROJECTIONS

	2019-20 BUDGET	8/31/2019 ACTUAL
Net Income (loss)	(287,680)	(105,679)
Depreciation and Amortization	534,081	96,242
Other Revenue - non cash (Murray rental & Investment)	(181,623)	15,653
PPACG-AAA funds exhausted 3/2019 (4 months = \$726k)		
Medicaid expected revenue \$264k		
Capital Expenditures (1700-1770)		
Murray Building & Grounds	(40,000)	
Senior Housing Project	(42,000)	(5,000)
Technology Assets	(170,000)	
2019 Elkhart Coach ECII Bus (CDOT Awarded...SK portion 20% = 12,309)	(61,543)	(61,543)
Invertors (PPACG-AAA funded)	(10,321)	(10,321)
4 Vehicles (CDOT awarded) - SK portion 20% = 40,843	(204,211)	
Active Living - Community Rooms furniture	(5,000)	(2,708)
Misc. Capital Expenditures	(24,000)	
Ent Principal Payment on mortgage	(16,100)	(2,689)
Estimated Net increase (decrease) in cash	(508,396)	(70,647)
Operating Cash on Hand	120,981	77,015
Investment Operating Reserves -		
Board Reserved \$400k Capital, balance operating	1,128,613	1,113,806
Outstanding Ent Line of Credit Balance		225,000
Estimated Ent Line of Credit balance at end of year	580,000	



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PROJECT DESCRIPTION



- LOCATION:** Southeast corner of East Fountain Boulevard and South Murray Boulevard in Colorado Springs, Colorado
- PROPERTY SIZE:** 3.22 acres
- PROJECT DENSITY:** 22 units per acre
- NUMBER OF UNITS:** 71 units
- PARKING:** 81 total surface spaces
- BUILDING TYPES:** Three-story wood frame, fire-sprinkled structure.
- QUALITY:** Good Class "A"
- PROJECT AMENITIES:** The three-story, wood-framed building will be constructed on post-tensioned concrete slab and is designed around a central courtyard with views from the individual apartment units directed toward the courtyard or adjacent creek. The entry lobby area will include elevator access, management and service provision offices and a centralized mail area. The second and third floors will have common gathering areas with views of the mountains and courtyard. Outdoor spaces will include raised bed planters, a gazebo, grills, dining tables, benches, a fitness circuit and trail connections to the adjacent Silver Key facility containing a café, food pantry, thrift store and community rooms for seniors. The site will have 81 parking spaces, (one per unit plus ten visitor spaces). All community space is designed to promote tenant activity and interaction.
- UNIT AMENITIES:** All units will have a full kitchen appliance package, washers and dryers, 9' ceilings, walk-in closets, dead-bolt locks, window blinds, and individually-controlled, through-wall heating and air conditioning systems.
- GROSS SQUARE FOOTAGE:** 65,217 s.f.*
**Square footages are calculated using HUD's definition of "gross building area" and are based on schematic level designs*
- UNIT MIX:**

No.	Type	Description	Size/SF	Total SF
56	A	1 Bedroom/1 Bath	630	35,280
15	B	2 Bedroom/1 Bath	840	12,600
71		Average/Total Size	674*	47,880*

**Square footages are calculated using HUD's definition of "net rentable living area" and are based on schematic level designs*

SUSTAINABILITY



DESIGNED TO BE SUSTAINABLE, USE FEWER NATURAL RESOURCES, LESS ENERGY, AND, THROUGH DESIGN, ENCOURAGE HEALTHY LIVING.

A SUSTAINABLE SITE:

Community Connectivity

The site design will incorporate pedestrian greenways and connections to the surrounding neighborhood and adjacent Silver Key senior services to enhance connectivity and encourage physical activity.

Access to Transportation and Services

The site is located immediately adjacent to transit services including a public bus stop and Silver Key's door-to-door ADA-accessible transportation service. A supermarket, convenience store, nail and hair salons, laundromat, restaurants, places of worship, and Silver Key's senior services facility are located within a 1/4 mile walking distance from the site.

Landscaping

Potable water consumption will be reduced through xeriscaping.

ENERGY AND AIR QUALITY:

Energy Performance

The building envelope, HVAC systems, and lighting will be designed to maximize energy performance through the integration of: advanced framing techniques, fully aligned air barriers and reduced thermal bridging, specification of Energy Star rated appliances, LED lighting and high-performing, low-E fiberglass windows.

Energy Star Compliance

Unit energy modeling, Energy Star consultant coordination, field rating and HERS Certification will be provided to ensure compliance with the EPA's Energy Star for Homes program.

Energy Star Portfolio Manager Scoring

The project will be designed to ensure that modeling (through the EPA's Portfolio Manager program) will result in a score of 75 or better on the program's 100-point scale.

MATERIALS AND RESOURCES:

Storage and Collection of Recyclables

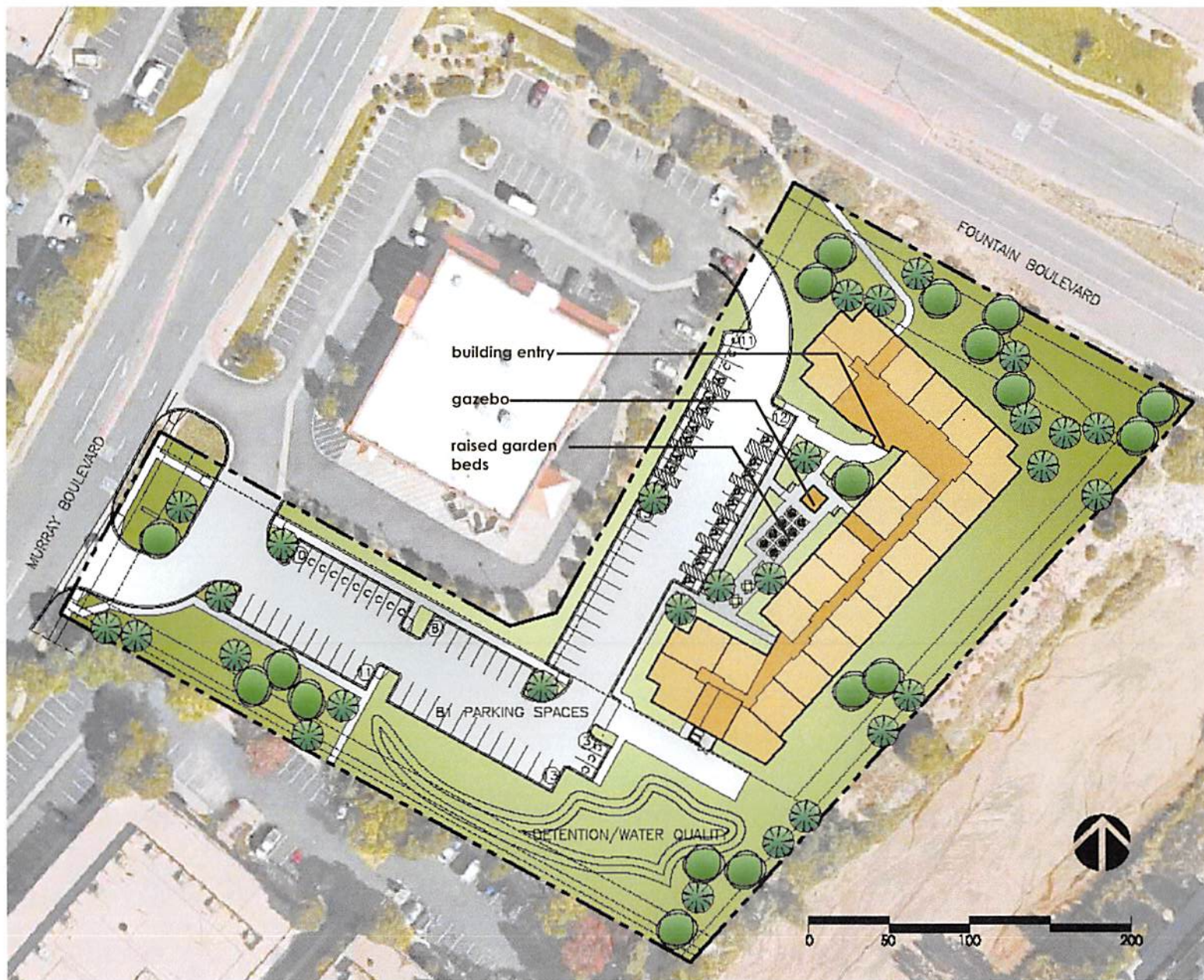
Disposal areas for recyclables will be provided to reduce the amount of waste sent to local landfills. Management staff will promote recycling programs, provide information regarding sustainable practices, and encourage residents to participate.

Building Systems

The building will incorporate low-flow plumbing fixtures, high efficiency heating and cooling equipment and meters configured to individually measure electric usage.

Low Emitting Materials

In order to reduce the quantity of indoor air contaminants, low-VOC (volatile organic compounds) paints, adhesives and carpet systems will be specified.

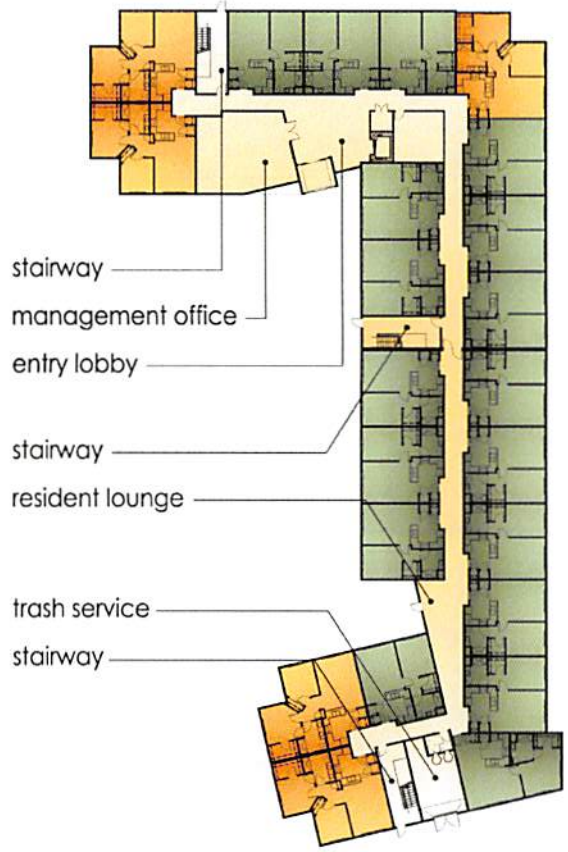


SITE PLAN
71 Units
81 parking spaces

BUILDING PLAN

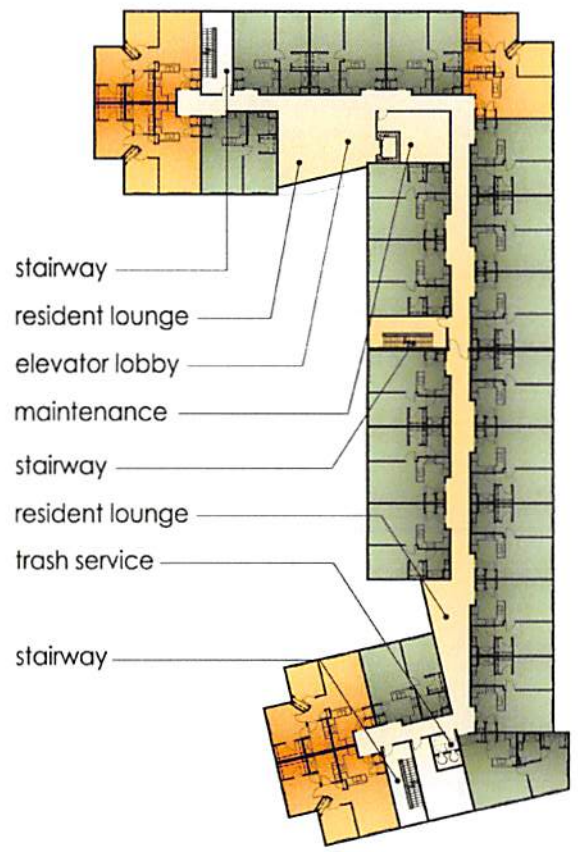
Ground Floor

- common areas
- unit type A x 18 units
- unit type B x 5 units



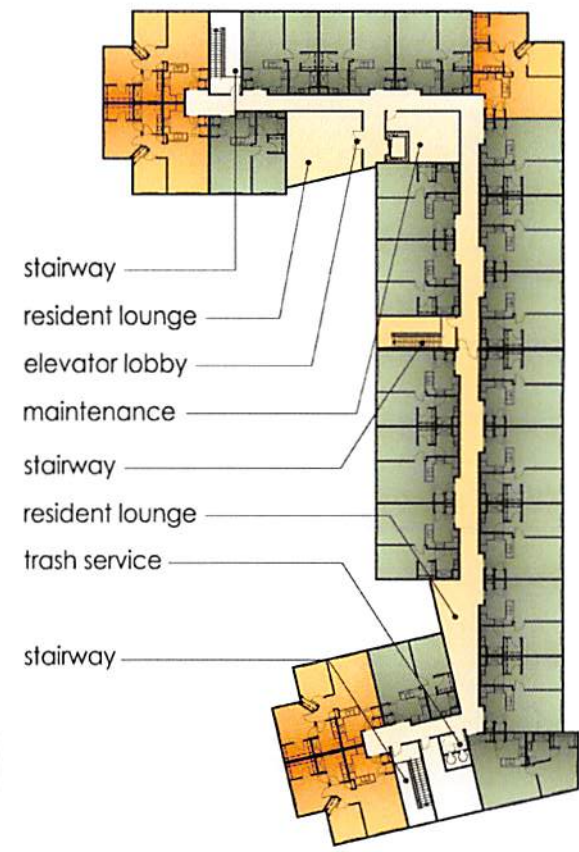
Second Floor

- common areas
- unit type A x 19 units
- unit type B x 5 units



Third Floor

- common areas
- unit type A x 19 units
- unit type B x 5 units



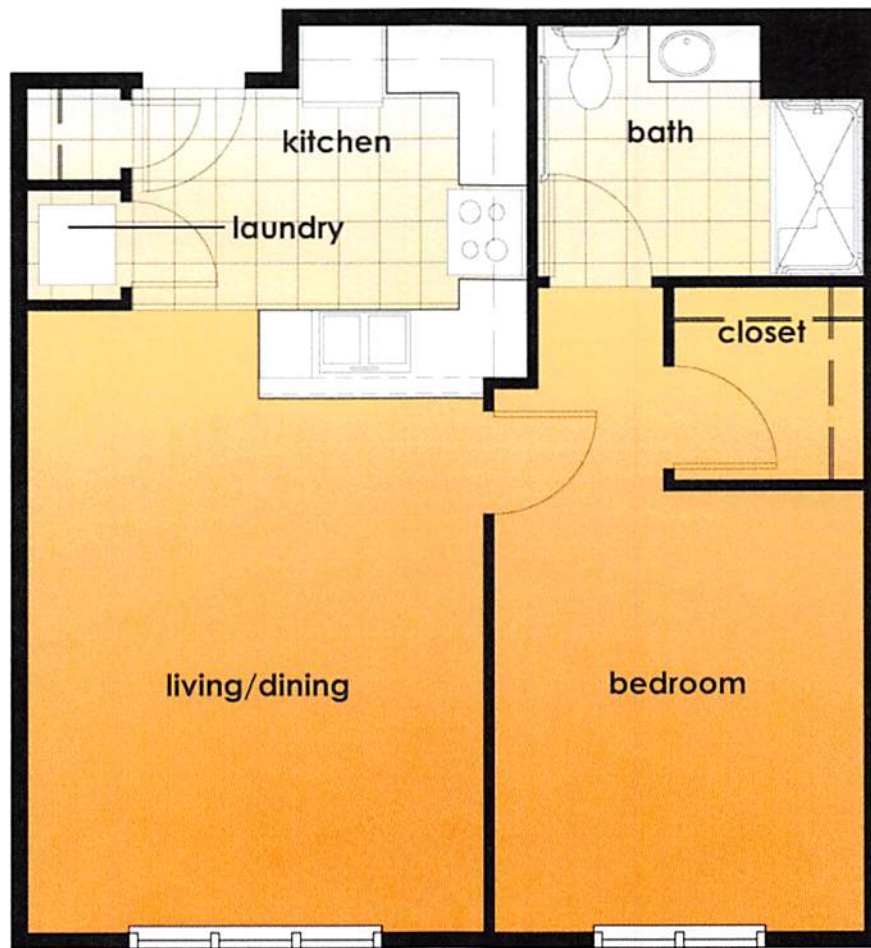


**BUILDING
ELEVATION**



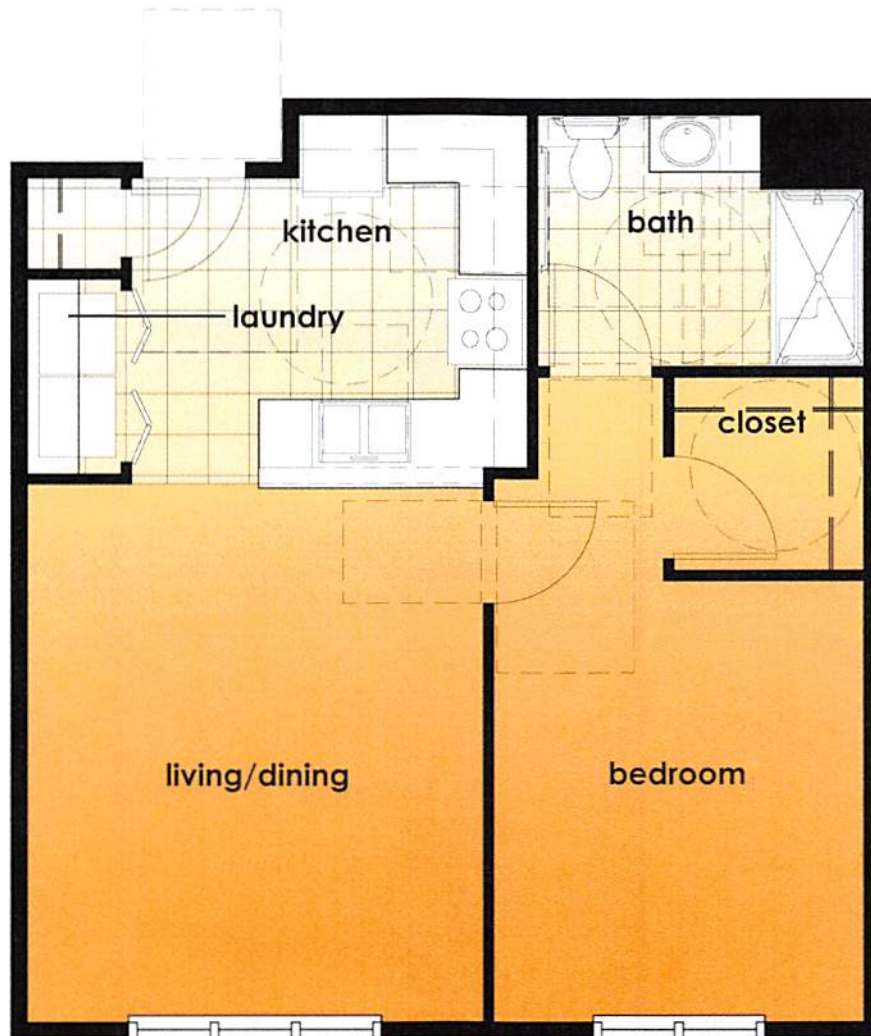
Front Entry Elevation

**UNIT A -
1 BEDROOM 1 BATH UNIT**
630 square feet



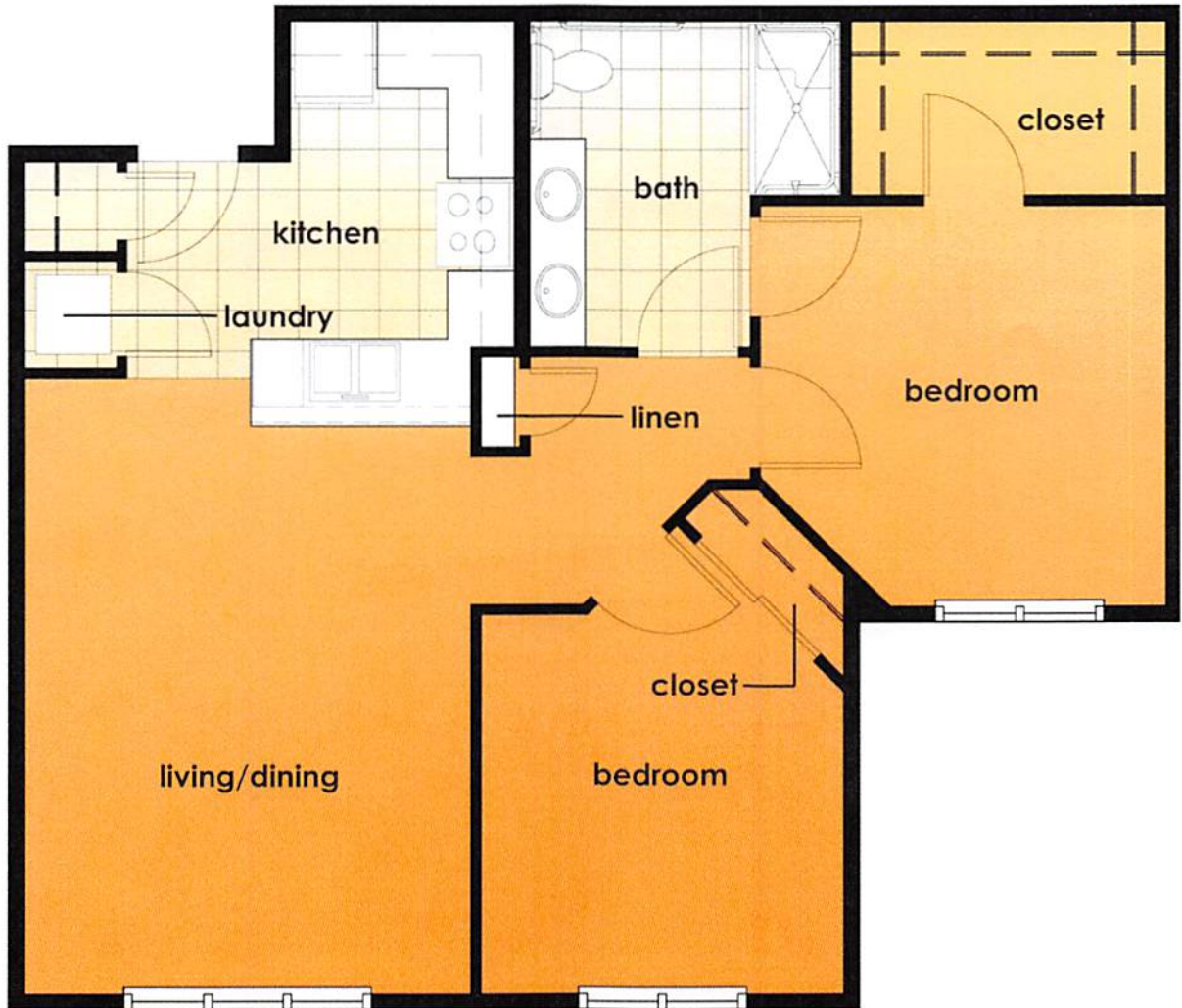
scale: 3/16"=1'-0"

**ACCESSIBLE UNIT A -
1 BEDROOM 1 BATH UNIT**
630 square feet



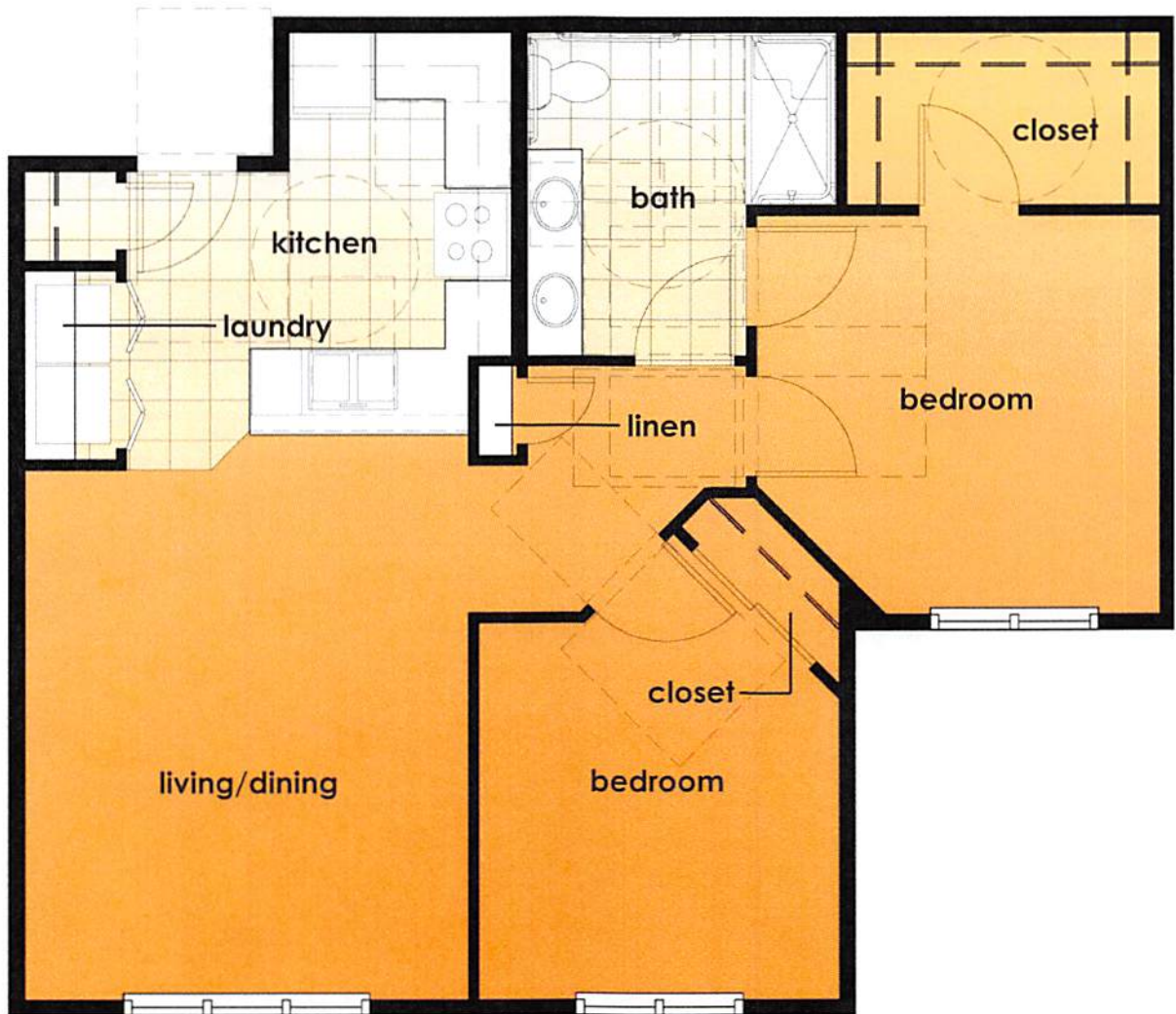
scale: 3/16"=1'-0"

UNIT B -
2 BEDROOM 1 BATH UNIT
840 square feet



scale: 3/16"=1'-0"

**ACCESSIBLE UNIT B -
2 BEDROOM 1 BATH UNIT**
840 square feet



scale: 3/16"=1'-0"

OUTLINE SPECIFICATIONS



- FOUNDATION:** Post Tension foundation as designed by structural engineer.
- FLOORS:** Ground floors consist of concrete slab on grade. Upper floors are pre-engineered wood trusses with plywood underlayment and gypcrete floor topping.
- FRAME:** Advanced wood framing with insulation at exterior and party walls.
- ROOF:** Pre-engineered roof joists with plywood sheathing and class A dimensional composite shingles. All buildings have gutters and down spouts.
- EXTERIOR FINISH:** Exteriors consist of stucco with stone accents. Both fixed and operable windows with vinyl frames are used. All operable windows have screens at the operable sash.
- INTERIOR FINISH:** Living and dining area floors located above other units are carpeted (ground level living/dining areas will have vinyl flooring). Floors at entries, kitchens and baths are vinyl in all units. All bedroom and walk-in closets are carpeted. The kitchens feature a full complement of appliances including electric range, refrigerator, dishwasher and microwave oven with direct-vent range hoods. Laminate countertops and shaker-style cabinetry are provided at all kitchens and baths. All interior walls and ceilings are painted.
- HVAC:** Individual units have self contained heating and cooling systems with temperature control. Individual packaged air terminal systems will be used for HVAC.
- ELECTRICAL:** All electrical and wiring systems meet or exceed applicable national and local codes. All services are underground.
- PLUMBING:** All plumbing and fixtures meet or exceed applicable national and local codes. All bathrooms include a tub or shower, toilet and lavatory.
- INSULATION:** Exterior walls have R-21 insulation. Attics have R-49 insulation. Interior party walls and floors are insulated with R-11 and R-19 batt insulation and resilient channels for fire and soundproofing.
- ACCESSIBILITY:** All units are handicap adaptable (Type B) in accordance with federal and local requirements and 15% of the units are constructed as handicap accessible (Type A).
- SITE:** All parking areas and drives have concrete curbs with asphaltic paving. Walks and paths are constructed of concrete.