
Housing Authority Meeting Agenda

Thursday, March 20, 2014

1:00 p.m.

City Hall Council Chambers at
44-950 Eldorado Drive, Indian Wells



Indian Wells Villas

WELCOME TO A REGULAR MEETING OF THE HOUSING AUTHORITY. ALL PERSONS WISHING TO ADDRESS THE HOUSING AUTHORITY SHOULD FILL OUT A BLUE PUBLIC COMMENT FORM BEFORE THE MEETING BEGINS, AND GIVE IT TO THE AUTHORITY SECRETARY. WHEN THE CHAIR HAS RECOGNIZED YOU, PLEASE COME FORWARD TO THE PODIUM AND STATE YOUR NAME FOR THE RECORD. A 3-MINUTE TIME LIMIT IS CUSTOMARY. PLEASE NOTE THAT YOU MAY ADDRESS THE HOUSING AUTHORITY ON AN AGENDA ITEM AT THE TIME IT IS DISCUSSED, BUT ONLY AFTER BEING RECOGNIZED BY THE CHAIR. ANY PUBLIC RECORD, RELATING TO AN OPEN SESSION AGENDA ITEM, THAT IS DISTRIBUTED WITHIN 72 HOURS PRIOR TO THE MEETING IS AVAILABLE FOR PUBLIC INSPECTION AT CITY HALL RECEPTION AREA 44-950 ELDORADO DRIVE, INDIAN WELLS DURING NORMAL BUSINESS HOURS.

1. CONVENE THE HOUSING AUTHORITY, PLEDGE OF ALLEGIANCE AND ROLL CALL

CHAIR TED J. MERTENS
VICE CHAIR TY PEABODY
COMMISSIONER PATRICK MULLANY
COMMISSIONER DOUGLAS HANSON
COMMISSIONER MARY T. ROCHE
COMMISSIONER BOBBI FLETCHER
COMMISSIONER BOB MITCHELL

2. APPROVAL OF THE FINAL AGENDA**3. APPROVAL OF THE MEETING MINUTES.**

- A. January 16, 2014 Special Meeting Minutes. Page 24.
- B. January 29, 2014 Housing Authority/Successor Agency Special Meeting Minutes. Page 29.

4. PUBLIC COMMENTS

ALL PERSONS WISHING TO ADDRESS THE HOUSING AUTHORITY SHOULD FILL OUT A BLUE PUBLIC COMMENT FORM IN ADVANCE AND HAND IT TO THE AUTHORITY SECRETARY. AT THE APPROPRIATE TIME, PLEASE COME FORWARD TO THE PODIUM AND STATE YOUR NAME FOR THE RECORD. SPEAKERS ARE LIMITED TO THREE MINUTES. PARTIES ARE ENCOURAGED TO SUBMIT THEIR COMMENTS IN WRITING WITH ANY ATTACHMENTS OR EXHIBITS THEY WISH FOR THE HOUSING AUTHORITY TO REVIEW, PREFERABLY 24 HOURS PRIOR TO THE MEETING. SPEAKERS CAN THEN USE THEIR THREE-MINUTES TO SUMMARIZE THE KEY POINTS OF THEIR COMMENTS. PLEASE NOTE THAT YOU MAY ADDRESS THE HOUSING AUTHORITY ON AN AGENDA ITEM AT THE TIME IT IS DISCUSSED, BUT ONLY AFTER BEING RECOGNIZED BY THE MAYOR.

UNDER THE BROWN ACT, THE HOUSING AUTHORITY SHOULD NOT TAKE ACTION ON OR DISCUSS MATTERS RAISED DURING THE PUBLIC COMMENT PORTION OF THE AGENDA WHICH ARE NOT LISTED ON THE AGENDA. AUTHORITY MEMBERS MAY REFER SUCH MATTERS TO STAFF FOR FACTUAL INFORMATION OR TO BE PLACED ON A SUBSEQUENT AGENDA FOR CONSIDERATION. NOTWITHSTANDING THE FOREGOING, HOUSING AUTHORITY AND STAFF MAY BRIEFLY RESPOND TO STATEMENTS MADE OR QUESTIONS POSED DURING PUBLIC COMMENT, AS LONG AS SUCH RESPONSES DO NOT CONSTITUTE ANY DELIBERATION OF THE ITEM.

- A. Public Comments
- B. Response to Prior Public Comments

5. GENERAL BUSINESS

- A. Receive and File Quarterly City Affordable Housing Inspection Reports. Page 35.

RECOMMENDED ACTION:

HOUSING AUTHORITY **RECEIVES** AND **FILES** QUARTERLY CITY AFFORDABLE HOUSING INSPECTION REPORTS.

- B. Presentation by National Community Renaissance on Status Updates for Indian Wells Villas and Mountain View Villas.

6. EXECUTIVE DIRECTOR'S REPORT/COMMENTS AND MATTERS FROM STAFF

7. COMMISSIONERS' REPORTS AND COMMENTS

- A. COMMISSIONER BOB MITCHELL
- B. COMMISSIONER BOBBI FLETCHER
- C. COMMISSIONER MARY T. ROCHE
- D. COMMISSIONER DOUGLAS HANSON
- E. COMMISSIONER PATRICK MULLANY
- F. VICE CHAIR TY PEABODY
- G. CHAIR TED J. MERTENS

8. ADJOURNMENT

TO A REGULARLY SCHEDULED MEETING OF THE INDIAN WELLS HOUSING AUTHORITY TO BE HELD AT 1:00 P.M. ON JUNE 19, 2014 IN THE CITY HALL COUNCIL CHAMBERS.

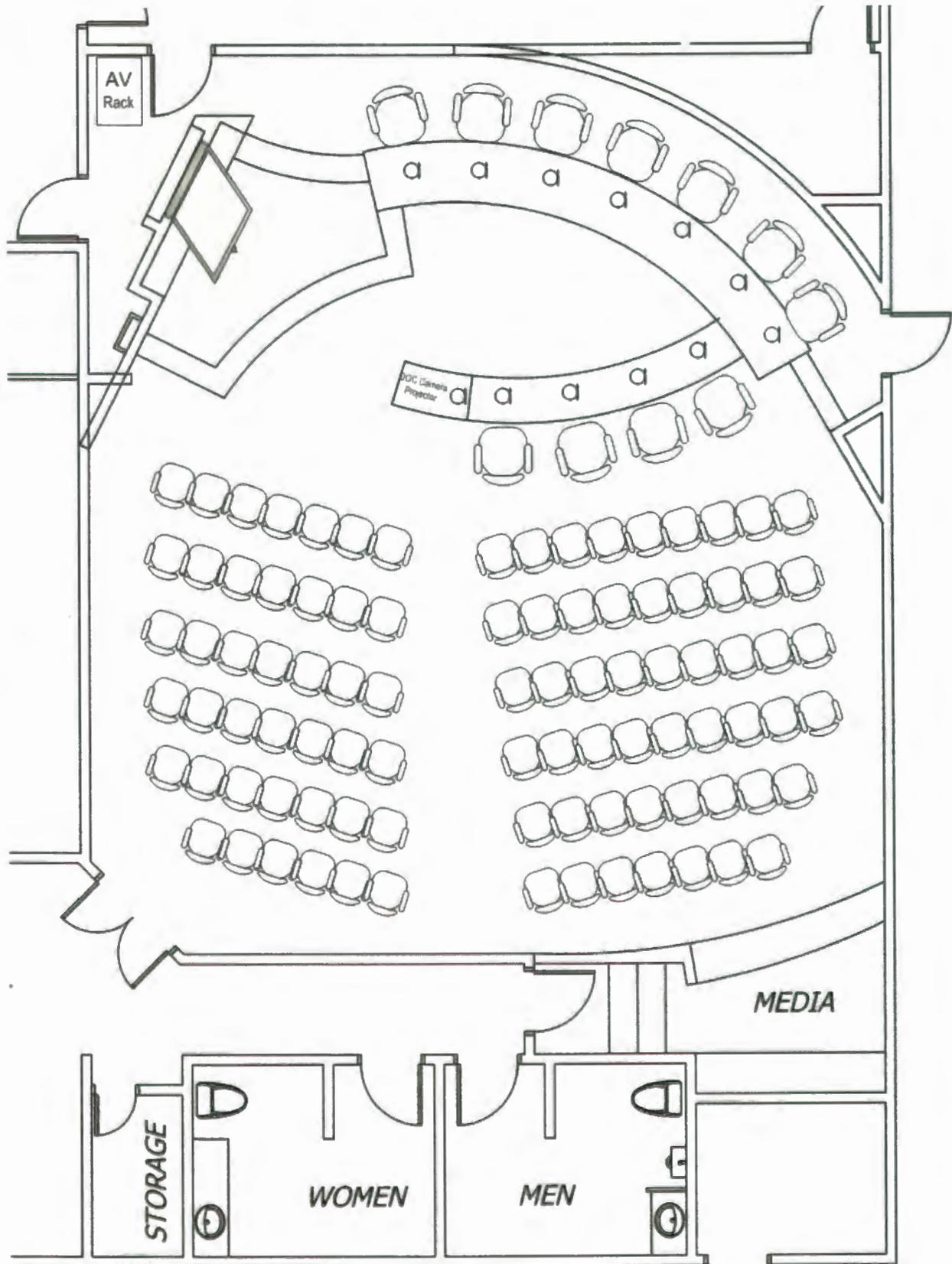
IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CITY CLERK AT (760) 346-2489. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING. 128 CFR 35.102.35.104 ADA TITLE III

AFFIDAVIT OF POSTING

I, Anna Grandys, certify that on March 14, 2014, I caused to be posted and served upon all members of the Housing Authority, a notice of a Housing Authority Meeting to be held on Thursday, March 20, 2014 at 1:00 p.m. in the City Hall Council Chambers.

Notices were posted at Indian Wells Civic Center, Village 1 [Ralph's], and Indian Wells Plaza [Indian Wells Chamber of Commerce].


Anna Grandys
Chief Deputy City Clerk



Housing Authority Special Meeting Minutes

Thursday, January 16, 2014

1:00 p.m.

City Hall Council Chambers at
44-950 Eldorado Drive, Indian Wells

UNOFFICIAL



Indian Wells Villas

WELCOME TO A SPECIAL MEETING OF THE HOUSING AUTHORITY. ALL PERSONS WISHING TO ADDRESS THE HOUSING AUTHORITY SHOULD FILL OUT A BLUE PUBLIC COMMENT FORM BEFORE THE MEETING BEGINS, AND GIVE IT TO THE AUTHORITY SECRETARY. WHEN THE CHAIR HAS RECOGNIZED YOU, PLEASE COME FORWARD TO THE PODIUM AND STATE YOUR NAME FOR THE RECORD. A 3-MINUTE TIME LIMIT IS CUSTOMARY. PLEASE NOTE THAT YOU MAY ADDRESS THE HOUSING AUTHORITY ON AN AGENDA ITEM AT THE TIME IT IS DISCUSSED, BUT ONLY AFTER BEING RECOGNIZED BY THE CHAIR. ANY PUBLIC RECORD, RELATING TO AN OPEN SESSION AGENDA ITEM, THAT IS DISTRIBUTED WITHIN 72 HOURS PRIOR TO THE MEETING IS AVAILABLE FOR PUBLIC INSPECTION AT CITY HALL RECEPTION AREA 44-950 ELDORADO DRIVE, INDIAN WELLS DURING NORMAL BUSINESS HOURS.

1. CONVENE THE SPECIAL MEETING OF THE HOUSING AUTHORITY AND ROLL CALL

Chair Mertens convened the Special Meeting of the Housing Authority of the City of Indian Wells at 1:00 p.m. on January 16, 2014 in the City Hall Council Chambers.

A motion was made to excuse Commission Fletcher from today's meeting.

A motion was made by Commission Mitchell, seconded by Commission Roche, to Approve the Excusal. The motion carried by the following vote 6-0-1:

AYES: 6 – Mertens, Peabody, Mullany, Hanson, Roche, Mitchell

NOES: 0 – None

EXCUSED: 1 – Fletcher

PRESENT: 6 – Chair Ted Mertens, Vice Chair Ty Peabody, Commissioner Patrick Mullany, Commissioner Douglas Hanson, Commissioner Mary T. Roche, and Commissioner Bob Mitchell

EXCUSED: 1 – Commissioner Bobbi Fletcher

2. APPROVAL OF THE FINAL AGENDA

[1:00:22]

A motion was made by Commission Mullany, seconded by Vice Chair Peabody, to Approve the Agenda as Submitted. The motion carried by the following vote 6-0-1:

AYES: 6 – Mertens, Peabody, Mullany, Hanson, Roche, Mitchell

NOES: 0 – None

EXCUSED: 1 – Fletcher

3. APPROVAL OF THE MEETING MINUTES.

[1:00:35]

- A. December 19, 2013 Special Meeting Minutes. Page 5.
- B. December 19, 2013 Regular Meeting Minutes. Page 11.

A motion was made by Commissioner Hanson, seconded by Commission Mullany, to Approve the Minutes as Submitted. The motion carried by the following vote 6-0-1:

AYES: 6 – Mertens, Peabody, Mullany, Hanson, Roche, Mitchell
 NOES: 0 – None
 EXCUSED: 1 – Fletcher

4. PUBLIC COMMENTS

[1:01:13] None.

5. GENERAL BUSINESS

- A. Approve Amendment No. 4 to the South of Miles Indemnification Agreement. Page 18.

[1:01:35] Commissioner Hanson stated that he questioned the need to enter into this Amendment No. 4 to the South of Miles Indemnification Agreement stating while he fully supports having the Indemnification Agreement, he strongly believes the City should be compensated for the Tennis Garden’s use of that property.

It was determined to **APPROVE** Amendment No. 4 to the South of Miles Indemnification Agreement; and

to **AUTHORIZE** and **DIRECT** the Mayor to execute the amendment on behalf of the City.

A motion was made by Vice Chair Peabody, seconded by Council Member Roche that this matter be APPROVED. The motion carried by the following vote 5-1-1:

AYES: 5 – Mertens, Peabody, Mullany, Roche, Mitchell

NOES: 1 – Hanson

EXCUSED: 1 – Fletcher

6. EXECUTIVE DIRECTOR’S REPORT/COMMENTS AND MATTERS FROM STAFF

None.

7. COMMISSIONERS’ REPORTS AND COMMENTS

None

8. CLOSED SESSION

At 1:15 p.m. Chair Mertens stated the Housing Authority would hold a Closed Session to discuss the following items:

- A. Conference with Legal Counsel Regarding Anticipated Litigation. Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2). Number of Potential Cases: 1.

At 1:36 p.m., City Attorney Stephen Deitsch stated there was no reportable action taken on this item.

- B. Conference with Legal Counsel Regarding Anticipated Litigation. Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4). Number of Potential Cases: 1.

At 1:36 p.m. City Attorney Stephen Deitsch stated there was no reportable action taken on this item.

9. ADJOURNMENT

At 1:37 p.m. Chair Mertens ADJOURNED to a regularly scheduled meeting of the Indian Wells Housing Authority to be held at 1:00 p.m. on March 20, 2014 in the City Hall Council Chambers.

Respectfully submitted,

Wade G. McKinney, Executive Director

UNOFFICIAL

Housing Authority/Successor Agency Special Meeting Minutes

Wednesday, January 29, 2014

1:30 p.m.

City Hall Council Chambers/Executive Conference Room
at 44-950 Eldorado Drive, Indian Wells

UNOFFICIAL



WELCOME TO A SPECIAL MEETING OF THE HOUSING AUTHORITY/SUCCESSOR AGENCY. ALL PERSONS WISHING TO ADDRESS THE HOUSING AUTHORITY/SUCCESSOR AGENCY SHOULD FILL OUT A BLUE PUBLIC COMMENT FORM BEFORE THE MEETING BEGINS AND GIVE IT TO THE SECRETARY. WHEN THE CHAIR HAS RECOGNIZED YOU, PLEASE COME FORWARD TO THE PODIUM AND STATE YOUR NAME FOR THE RECORD. A 3-MINUTE TIME LIMIT IS CUSTOMARY. PLEASE NOTE THAT YOU MAY ADDRESS THE HOUSING AUTHORITY/SUCCESSOR AGENCY ON AN AGENDA ITEM AT THE TIME IT IS DISCUSSED, BUT ONLY AFTER BEING RECOGNIZED BY THE CHAIR. ANY PUBLIC RECORD, RELATING TO AN OPEN SESSION AGENDA ITEM, THAT IS DISTRIBUTED WITHIN 72 HOURS PRIOR TO THE MEETING IS AVAILABLE FOR PUBLIC INSPECTION AT CITY HALL RECEPTION AREA 44-950 ELDORADO DRIVE, INDIAN WELLS DURING NORMAL BUSINESS HOURS.

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1. CONVENE THE SPECIAL MEETING OF THE HOUSING AUTHORITY AND ROLL CALL

[1:33:16] Chair Mertens convened the Special Meeting of the Housing Authority of the City of Indian Wells at 1:33 p.m. on January 16, 2014 in the City Hall Council Chambers. Chair Mertens stated Commissioner Mullany is on his way and will be late, and Commissioner Roche will not be attending due to illness.

A motion was made to excuse Commission Roche from today's meeting.

A motion was made by Commission Hanson, seconded by Commission Peabody, to Approve the Excusal. The motion carried by the following vote 5-0-1-1:

AYES: 5 – Mertens, Peabody, Hanson, Fletcher, Mitchell

NOES: 0 – None

EXCUSED: 1 – Roche

ABSENT: 1 - Mullany

PRESENT: 5 – Chair Ted Mertens, Vice Chair Ty Peabody, Commissioner Douglas Hanson, Commissioner Bobbi Fletcher, and Commissioner Bob Mitchell

EXCUSED: 1 – Commissioner Mary T. Roche

ABSENT: 1 – Commissioner Patrick Mullany

2. APPROVAL OF THE FINAL AGENDA

[1:34:11] Executive Director Wade McKinney requested item #5A - Approve Revised Excel Purchase Election Agreement be pulled from the agenda and from consideration.

The Agenda was Approved as Amended. The motion carried by the following vote 5-0-1-1:

AYES: 5 – Mertens, Peabody, Hanson, Fletcher, Mitchell

NOES: 0 – None

EXCUSED: 1 – Roche

ABSENT: 1 – Mullany

3. PUBLIC COMMENTS

[1:34:36] Michael Kiner, developer of Indian Wells Crossing project, stated Excel Trust has decided not to move forward with the project. Mr. Kiner stated he has been in discussions with Travis King with Brixton Capital, a private investment company headquartered in San Diego, and Brixton has expressed interest in the Indian Wells Crossing project. Mr. Kiner stated Brixton has placed \$2.9 million in an escrow as of today, and that the City is verifying that information. Mr. Kiner requested a 90-day extension of the foreclosure proceedings to allow Brixton to complete their due diligence review.

Commissioner Mullany entered the Chambers at 1:38 p.m.

PRESENT: 6 – Chair Ted Mertens, Vice Chair Ty Peabody, Commissioner Patrick Mullany, Commissioner Douglas Hanson, Commissioner Bobbi Fletcher, and Commissioner Bob Mitchell

EXCUSED: 1 – Commissioner Mary T. Roche

4. HOUSING AUTHORITY CLOSED SESSION

At 1:57 p.m. Chair Mertens stated the Housing Authority would hold a Closed Session to discuss the following items:

- A. Conference with Legal Counsel Regarding Anticipated Litigation. Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2). Number of Potential Cases: 1.

At 3:23 p.m., City Attorney Stephen Deitsch stated there was no reportable action taken on this item.

- B. Conference with Agency's Real Property Negotiator Pursuant to Government Code Section 54956.8. Real Property: Property Generally Located on the Northeast Corner of Miles Avenue and Highway 111 Known as Miles Crossing, Also Known as APNs 633-310-005, 633-310-006, 633-310-011, 633-310-015, 633-310-016, 633-310-017, 633-310-020, 633-310-023, 633-410-036, 633-410-037, 633-410-041, 633-410-045 and 633-410-046. Agency Negotiator: Negotiating Parties: On Behalf of City of Indian Wells: Wade G. McKinney, City Manager. Other Negotiating Party: Miles Retail Crossing, LLC and Michael

Kiner, and Excel Indian Wells LLC. Under Negotiation: Price and Terms of Payment.

At 3:23 p.m. City Attorney Stephen Deitsch stated the Housing Authority and Successor Agency convened in Closed Session in order to consider Items #4A & B and #11A on the posted agenda. Mr. Deitsch stated the Commission and the Successor Agency wish to report the following. On motion by Council Member Hanson, seconded by Mayor Pro Tem Peabody, the Housing Authority **APPROVED** the following motion: To extend the deadline for payment required to be received from Miles Crossing Retail in order to avoid foreclose sale to March 7, 2014 with notification of the purchaser of the Housing Authority's expectations that the purchaser enter into an agreement with the Housing Authority requiring that the Purchaser commence development of the property by March 10, 2015 and on condition that Miles Crossing Retail LLC provide evidence to the satisfaction of the City Manager of current ownership in full of Miles Crossing LLC, the Miles Crossing Retail project and this subject property on or before January 31, 2014. That motion as seconded was unanimously **APPROVED** by the Housing Authority, six votes to zero with Commissioner Roche having an excused absence.

A motion was made by Commissioner Hanson, seconded by Vice Chair Peabody that this matter be APPROVED. The motion carried by the following vote 6-0-1:

AYES: 6 – Mertens, Peabody, Mullany, Hanson, Fletcher, Mitchell

NOES: 0 – None

EXCUSED: 1 – Roche

Mayor Mertens stated the reason the Housing Authority took the action that it did after due deliberation on the request of Michael Kiner presented in public discussion today, he requested this time be granted for him to further proceed to procure another developer willing to work with Miles Crossing LLC to develop the property and the Housing Authority forward thought that it was in the interest of the community that we afford Mr. Kiner that opportunity.

UNOFFICIAL

5. HOUSING AUTHORITY GENERAL BUSINESS

- A. Approve Revised Excel Purchase Election Agreement. Page 6.

[1:34:11] This item was pulled from the agenda and from consideration.

6. EXECUTIVE DIRECTOR'S REPORT/COMMENTS AND MATTERS FROM STAFF

[3:26:16] None.

7. COMMISSIONERS' REPORTS AND COMMENTS

[3:26:26] None.

8. CONVENE THE SUCCESSOR AGENCY AND ROLL CALL

PRESENT: 5 – Mayor Ted Mertens, Mayor Pro Tem Ty Peabody, Council Member Patrick Mullany, Council Member Douglas Hanson, and Council Member Mary T. Roche.

9. APPROVAL OF THE FINAL AGENDA

The Agenda was Approved as Submitted. The motion carried by the following vote 5-0-1:

AYES: 5 – Mertens, Peabody, Hanson, Fletcher, Mitchell

NOES: 0 – None

EXCUSED: 1 – Roche

10. PUBLIC COMMENTS

None.

11. SUCCESSOR AGENCY CLOSED SESSION

At 1:57 p.m. Mayor Mertens stated the Successor Agency would hold a Closed Session to discuss the following items:

- A. Conference with Legal Counsel Regarding Anticipated Litigation. Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2). Number of Potential Cases: 1.

At 3:23 p.m., City Attorney Stephen Deitsch stated there was no reportable action taken on this item.

12. ADJOURNMENT

At 3:26 p.m. Chair Mertens ADJOURNED to a regularly scheduled meeting of the Indian Wells Housing Authority to be held at 1:00 p.m. on March 20, 2014 in the City Hall Council Chambers.

Respectfully submitted,

Wade G. McKinney, Executive Director

Housing Authority

March 20, 2014

Staff Report – Community Development

Receive and File Quarterly City Affordable Housing Inspection Reports

RECOMMENDATION:

Housing Authority **RECEIVES AND FILES** quarterly City affordable housing inspection reports.

DISCUSSION:

Staff conducted the quarterly site inspection for the Indian Wells Villas and Mountain View Villas senior housing communities on February 25, 2014. The site inspections included the site managers, representatives from NCORE and the Housing Authority member from the Indian Wells Villas community. Overall, both communities appeared in very good condition at the time of the inspections. Following the inspections, staff met with the residents from each community to get their input regarding the properties.

Staff's main focus was to inspect the punch list items identified on the previous inspection cards from the November 19, 2013 site inspections. Many of the items identified during the previous inspections appeared to be addressed. Outlined below are the remaining and added punch list items for each community:

Indian Wells Villas

Remaining Items

- Remove capped sprinklers
- Grind/replace all raised sidewalks
- Add additional plan material throughout community
- Remove soil away from weep screed around all buildings

Mountain View Villas

- Fix broken landscape lighting
- Replace missing landscape material on the west side of the community
- Repair broken curbs as needed

Indian Wells Villas

Added Items

- Update wayfinding signs
- Develop tree replacement program for trees along the exit aisle on the west side of the facility
- Repair sidewalk and bond heater unit in spa area
- Repair aluminum trellis on northern most unit in community
- Repair concrete at Units 74-828 & 74-830
- Remove excess dirt material from planters as needed to ensure proper drainage in the community

Mountain View Villas

- Refresh decomposed granite in all planter areas
- Replace stone veneer at gate on Unit 45-658C
- Fix over watering in landscape area at Unit 77-934A
- Replace FDC covers as needed
- Grind/repair sidewalk between Unit 45-655B and 45-656B
- Repair stucco cracks as needed in all units
- Repair concrete:
 - Driveway column at Unit 77-978A
 - Trash area Unit 77-736A
 - Entry Unit 77-758B
 - Entry light Unit 45-651A

Replacement of the broken lighting in the Mountain View Villas community is planned to start in April 2014. The landscape improvements on the east side of the community requested by the Housing Authority are now complete. See attached photographs showing the areas with new landscaping (Attachment 3). Additional landscape improvements are proposed throughout the rest of the community in the next fiscal year. Additional landscape improvements are also proposed in the Indian Wells Villas community in the next fiscal year.

Residents at both communities were generally in agreement with the items identified by Staff during the inspections. The residents did not identify any other significant items and look forward to continuing to be involved in the process. The score cards from the inspections are attached for reference (Attachments 1 & 2).

ATTACHMENTS:

1. Indian Wells Villas Inspection Card
2. Mountain View Villas Inspection Card
3. Mountain View Villas Landscape Installation Photographs

Date: February 25, 2014
 Facility: Indian Wells Villas
 Name: Warren Morelion

Indian Wells Villas Physical Condition Site Visit Score Card

Total Score: **88.24%**

NO	Administration
<input checked="" type="checkbox"/>	1 Monthly meeting with Community Development Director. Comments: Ongoing.
<input checked="" type="checkbox"/>	2 Provide/update NCORE procedure/policy booklet (e.g. Inspection procedures, tenant selection, CIP, etc.). Comments: Pending submittal to the City.
<input checked="" type="checkbox"/>	3 Quarterly physical improvements report. Comments: Provided.
<input checked="" type="checkbox"/>	4 Customer service training program. Comments: Ongoing
<input checked="" type="checkbox"/>	5 Updated employee list and contact information. Comments: Provided.
<input checked="" type="checkbox"/>	6 Quarterly City Council presentation. Comments: Ongoing. Scheduled for next Housing Authority meeting held on September 12, 2013.
<input checked="" type="checkbox"/>	7 Resident Services (Assessments/Care Management, Benefits and Entitlements, Advocacy, Mediation, Emergency Food Vouchers, Fit after Fifty Fitness Program, Water Aerobics and Swim Classes, Bingo, Book Club). Comments: Provided
6	1 85.71% Score

YES	NO	Site Inspection
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Building Exteriors - Buildings are free of stucco cracks. No paint chipping and/or discoloration. Screens are in good condition and nothing is blocking windows. Comments:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2 Community Grounds/Landscaping & Lighting - Grounds are well maintained and free of trash and debris. No missing or dying vegetation. Lighting works and has acceptable appearance/condition. Comments: 1) Remove unused capped sprinklers throughout the facility 2) Grind/replace all raised sidewalks as needed. 3) Add additional plant material as needed throughout the facility. 4) Remove soil away from weep screed around all buildings a minimum of 4". 5) Update wayfinding signs. 6) Develop tree replacement program for trees along the exit aisle on the west side of the facility. 7) Repair sidewalk and bond heater unit in spa area. 8) Repair aluminum trellis on northern most unit in community. 9) Repair concrete at Units 74-828 & 74-830. 10) Remove excess dirt material from planters as needed to ensure proper drainage in the community.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Office/Leasing Center - Office is neat and clean. Lights are working. Furniture is working and in good condition. Resident files are in secure/fire resistant cabinet. Office hours and contact information are posted. Comments: Confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Clubhouse/Pool & Spa - Clubhouse and pool & spa are well maintained. Furniture and equipment have a good appearance and are in working order. Proper signs are posted. Comments: confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Models/Rent Readies - Ensure unit(s) is clean. Appliances are operational and in good condition/appearance. No infestations. Comments: N/A - All units leased.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6 Fitness Center - Equipment is clean and in working order. Comments: Fitness equipment is three years old and in good condition.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7 Community Laundry Rooms - Washer and dryers are operating properly. Dryer vents are clear and operational. Drains are not clogged. Comments: N/A - No community laundry rooms.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8 Entrys/Hallways/Breezeways - Areas are well maintained and free of trash and debris. Free of storage and accessible pathway unobstructed. Comments: Confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9 Fire/Life Safety Common Area - Fire extinguishers are in place and inspections up to date. Flood lights and sprinkler systems appear to be operational and in working order. Comments: Confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 Maintenance Shop/Storage Rooms - Areas are free of flammable items. Items stored properly. Vendor log books are up to date. Comments: Confirmed.
9	1 90.00% Score	5A

Date: 25-Feb-14
Facility: Indian Wells Villas
Name:

Indian Wells Villas Human Resources Site Visit Scorecard

Total Score: 100.00%

YES	NO	Communication/Postings
x		1 Federal Labor Law Posting 5 in 1 Poster- English (Spanish if applicable) by each time clock. Comments: Posted.
x		2 All required State Labor Law Posters by each time clock. Comments: Posted.
x		3 First-aid, OSHA (in the USA) and/or other state, federal or local government legally mandated materials posted. Comments: Posted.
x		4 List of urgent care centers/hospitals posted in English and Spanish. Comments: Posted.
x		5 Employee Assistance Program(EAP) - English (Spanish if applicable). Comments: Confirmed.
x		6 Staff communications posted. Comments: Posted.
6	0	100.00% Score

YES	NO	Safety/Work Comp
x		1 OSHA 300A Report (posted 2/1 - 4/30 ONLY) by each time clock. Comments: Posted.
x		2 MSDS Right to know Binder available near chemicals. Comments: Confirmed.
x		3 Worker's Compensation/Safety Binder available. Comments: Confirmed.
x		4 Personal Protective Equipment provided to Maintenance Staff. Comments: Confirmed.
x		5 Eye Wash Stations accessible and functional. Comments: Confirmed.
x		6 Fire Extinguishers and Ansul System up to date. Comments: Confirmed.
6	0	100.00% Score

Yes	No	Total Property Score
12	0	

5A
38

Date: November 18, 2013
Facility: Mountain View Villas
Name: Warren Morelion

Mountain View Villas Physical Condition Site Visit Score Card

Total Score: **82.35%**

NO	Administration
<input checked="" type="checkbox"/>	1 Monthly meeting with Community Development Director. Comments: Ongoing.
<input checked="" type="checkbox"/>	2 Provide/update NCORE procedure/policy booklet (e.g. Inspection procedures, tenant selection, CIP, etc.). Comments: Pending submittal to the City.
<input checked="" type="checkbox"/>	3 Quarterly physical improvements made report. Comments: Provided.
<input checked="" type="checkbox"/>	4. Customer service training program. Comments: Ongoing.
<input checked="" type="checkbox"/>	5 Updated employee list and contact information. Comments: Provided
<input checked="" type="checkbox"/>	6 Quarterly City Council presentation. Comments: Ongoing.
<input checked="" type="checkbox"/>	7 Resident Services (Assessments/Care Management, Benefits and Entitlements, Advocacy, Mediation, Emergency Food Vouchers, Coffee and Donut Social, Breakfast with PM, Fit after Fifty Fitness Program, Water Aerobics and Swim Classes, Bingo,). Comments: Provided.
6	1 85.71% Score

YES	NO	Site Inspection
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 Building Exteriors - Buildings are free of stucco cracks. No paint chipping and/or discoloration. Screens are in good condition and nothing is blocking windows. Comments: 1) Repair stucco cracks.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2 Community Grounds/Landscaping & Lighting - Grounds are well maintained and free of trash and debris. No missing or dying vegetation. Lighting works and has acceptable appearance/condition. Comments: 1) Repair broken curb damage along south side of the facility. 2) Fix broken landscape lighting throughout the facility. 3) Replace missing plant material on west side of the community. 4) Refresh decomposed granite in all planter areas. 5) Replace stone veneer at gate on Unit 45-658C. 6) Fix over watering in landscape area at Unit 77-934A. 7) Replace FDC covers as needed. 8) Grind/repair sidewalk between Unit 45-655B and 45-656B. 9) Repair stucco cracks as needed in all units. 10) Repair concrete (Driveway column at Unit 77-978A, Trash area Unit 77-736A, Entry Unit 77-758B, Entry light Unit 45-651A).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Office/Leasing Center - Office is neat and clean. Lights are working. Furniture is working and in good condition. Resident files are in secure/fire resistant cabinet. Office hours and contact information are posted. Comments: Confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Clubhouse/Pool & Spa - Clubhouse and pool & spa are well maintained. Furniture and equipment have a good appearance and are in working order. Proper signs are posted. Comments: Confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Models/Rent Readies - Ensure unit(s) is clean. Appliances are operational and in good condition/appearance. No infestations. Comments: N/A - All units leased.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6 Fitness Center - Equipment is clean and in working order. Comments: Confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7 Community Laundry Rooms - Washer and dryers are operating properly. Dryer vents are clear and operational. Drains are not clogged. Comments: N/A - No community laundry rooms.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8 Entrys/Hallways/Breezeways - Areas are well maintained and free of trash and debris. Free of storage and accessible pathway unobstructed. Comments: Confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9 Fire/Life Safety Common Area - Fire extinguishers are in place and inspections up to date. Flood lights and sprinkler systems appear to be operational and in working order. Comments: Confirmed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 Maintenance Shop/Storage Rooms - Areas are free of flammable items. Items stored properly. Vendor log books are up to date. Comments: Confirmed.
8	2 80.00% Score	5A 30

YES NO

Date: 25-Feb-14
Facility: Mountain View Villas
Name:

Mountain View Villas Human Resources Site Visit Scorecard

Total Score: 100.00%

YES	NO	Communication / Postings
x		1 Federal Labor Law Posting 5 in 1 Poster- English (Spanish if applicable) by each time clock. Comments: Posted.
x		2 All required State Labor Law Posters by each time clock. Comments: Posted.
x		3 First-aid, OSHA (in the USA) and/or other state, federal or local government legally mandated materials posted. Comments: Posted.
x		4 List of urgent care centers/hospitals posted in English and Spanish. Comments: Posted.
x		5 Employee Assistance Program(EAP) - English (Spanish if applicable). Comments: Confirmed.
x		6 Staff communications posted. Comments: Posted.
6	0	100.00% Score

YES	NO	Safety / Work Comp
x		1 OSHA 300A Report (posted 2/1 - 4/30 ONLY) by each time clock. Comments: Posted.
x		2 MSDS Right to know Binder available near chemicals. Comments: Confirmed.
x		3 Worker's Compensation/Safety Binder available. Comments: Confirmed.
x		4 Personal Protective Equipment provided to Maintenance Staff. Comments: Confirmed.
x		5 Eye Wash Stations accessible and functional. Comments: Confirmed.
x		6 Fire Extinguishers and Ansul System up to date. Comments: Confirmed.
6	0	100.00% Score

Yes	No	Total Property Score
12	0	

5A
40

Date: February 25, 2014
 Facility: Mountain View Villas
 Name: Kevin McCarthy

Mountain View Villas and Indian Wells Fiduciary Oversight Site Visit Score Card

Total Score: **100.00%**

YES	NO	Annual Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 NCORE shall submit an annual budget by April 1 of each year Comments: Begin work on Fiscal Year 2014/15 Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Budget shall include revenues and expense (operations), repairs and replacements, inventory, sales and marketing, etc. Comments: produced as required
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Annual 15 year capital replacement plan Comments: New schedules updated. NCORE is refining I will Review May 2014.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Quarterly review with NCORE of the actual performance vs. budget and capital plan Comments: Next review April 2014.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Quarterly review with NCORE of internal controls and inventory Comments: Next review June 2014.
5	0	100.00% Score

YES	NO	Financial Reports
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Provide monthly financial statements Comments: Provided on time each month.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Quarterly review with NCORE of financial statements Comments: Next review April 2014.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Annual review with NCORE of audited financial statements Comments: Next review at final audit for fee 2014.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Annual review of actual capital expenditures and capital replacement plan Comments: Performing well to the budget. Meeting Plan. Next review April 2014.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Quarterly review with NCORE of aging receivables report Comments: Next review April 2014.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6 Quarterly review of occupancy rates Comments: Next review April 2014.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7 Annual review of capital reserve Comments: Next review June 2014.
7	0	100.00% Score

YES	NO	Total Score
12	0	

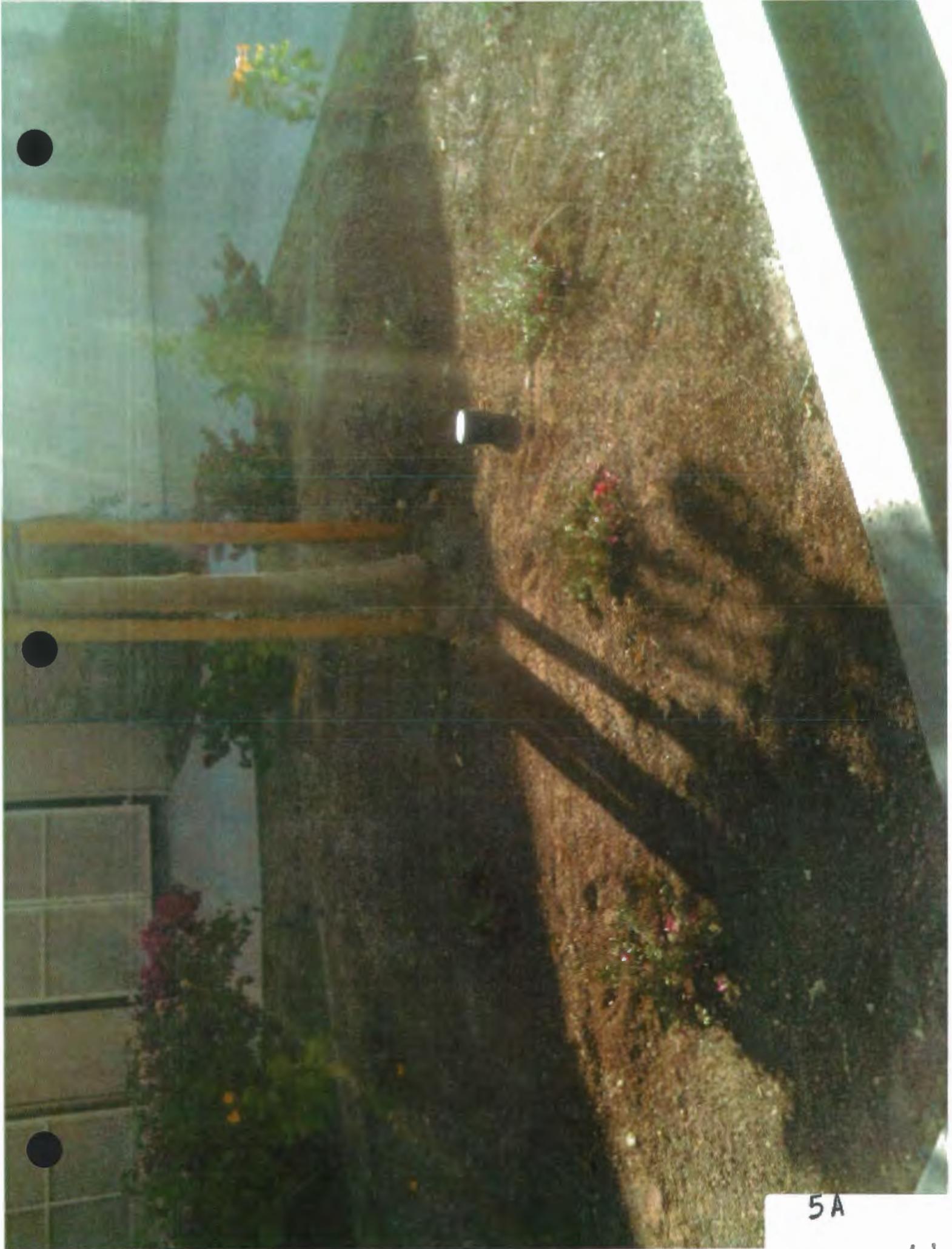
5A
41



5A



5A



5A



5A