

NOB HILL REDEVELOPMENT

SUPPORTING INFORMATION

SEPTEMBER 12, 2012

Contents

- I. Executive Summary**
- II. Zilber Ltd.**
 - a. History and Company Profile
 - b. Affordable Housing Experience and Madison, WI. Developments
 - c. Financial Capabilities
- III. Royal Capital Group**
 - a. Company Profile
 - b. Kevin Newell's Resume
- IV. ACC Management Group**
 - a. Corporate Resume
 - b. Management Plan
 - c. Section 42 Housing Resident Selection Criteria
 - d. Safety Plan
- V. Onsite Services Plan**
 - a. Services Description: Executive Summary
 - b. UW Credit Union Seminar Description
 - c. Community Coordinator Job Description

NOB HILL REDEVELOPMENT

EXECUTIVE SUMMARY

SEPTEMBER 12, 2012

NOB HILL APARTMENTS
Proposed 254 Residential Unit Redevelopment
1108 Moorland Road, Madison, WI 53713

The proposed redevelopment of Nob Hill Apartments is a joint effort led by the development team of Royal Capital Group and Zilber Ltd. Together this team brings a rich history of real estate development expertise, including experience in all facets of the development of:

- Section 42, Section 8 and Conventional Multi-family housing;
- single family homes;
- industrial;
- retail;
- resort and commercial properties; and
- vacant land development.

As part of the Section 42 application submitted to the Wisconsin Housing and Economic Development Authority (WHEDA), the Royal Capital/Zilber team has proposed important and substantial rehabilitation of the entire Nob Hill property, including the following major renovations:

1. Conversion of a portion of the 1-bedroom units to larger 3-bedroom units. This will reduce the number of units from the current 272 to 254.
2. Rehabilitation of all residential unit interiors (new cabinets, appliances, flooring, paint and washer/dryers).
3. Construction of resident garages
4. Creation of accessible units
5. Construction of a Community Clubhouse, which will include:
 - a. Business Center (Desktop computers, fax machine, copier and scanner)
 - b. Fitness Facility (treadmill, free weights, etc.)
 - c. Management sponsored enrichment activities
 - i. English as a second language
 - ii. Tutoring
 - iii. Financial Awareness
 - iv. Fitness Classes (yoga, Zumba etc.)
 - v. Arts & crafts sessions
6. Installation of enhanced security systems and fire detection systems
7. Creation of a community garden

8. Creation of outdoor recreational space, including a tot lot and basketball courts.

Nob Hill Apartments as originally constructed in the 1970's, is long over due for much needed rehabilitation. The residents it serves and the surrounding community will be enriched by the significant work proposed by the Royal Capital/Zilber team. The team is confident that the rehabilitation will lead to a vastly improved community for the current residents and for new residents for many years to come.

Zilber Ltd. – Company Profile

Partner and Controlling Member

Nob Hill Redevelopment

ZILBER LTD.


[HOME](#)
[OUR BRANDS](#)
[ABOUT US](#)
[IN THE NEWS](#)
[CONTACT US](#)

ABOUT US



If you are interested in learning about Joseph Zilber's philanthropic interests, please visit the Joseph and Vera Zilber Family Foundation at www.zilberfamilyfoundation.org



In 1949, Joseph J. Zilber founded Towne Realty, Inc. in Milwaukee, Wisconsin. Since that time, and with the emergence of Homes by Towne®, Zilber Property GroupSM (formerly Towne Investments), Resorts by Towne® and Towne Island Homes®, Zilber Ltd. has grown to become a widely respected, diversified real estate and asset management company.

Joe Zilber's philosophy remains the same today as it was over 60 years ago when he founded the company: provide outstanding quality and value to the consumer. This holds true whether the consumer leases or acquires a new home, condominium, apartment, timeshare unit, office space, warehouse space, light industrial space, specialized commercial space or undeveloped land.

Mr. Zilber's leadership, experience and vision have guided the organization to national prominence. By recruiting and retaining superior employees at all levels, he has built a company with a solid financial base and strong management team that will build on its tradition of excellence for the next 60 years.

[History](#)
[Management Team](#)
[Careers](#)

[Home](#) | [Our Brands](#) | [About Us](#) | [In the News](#) | [Contact Us](#) | [Privacy Policy](#)

ZILBER LTD.


[HOME](#)
[OUR BRANDS](#)
[ABOUT US](#)
[IN THE NEWS](#)
[CONTACT US](#)

ABOUT US: HISTORY



1949 Milwaukeean Joseph J. Zilber having served in World War II and working for a small real estate firm, wanting to marry his college sweetheart and being denied a raise by his employer, decides to establish his own real estate brokerage office – Towne Realty.

1950's To fill the need of returning GIs for housing throughout Wisconsin, Towne Realty expanded from a residential brokerage firm into a full-fledged real estate company that develops, designs, builds and sells a wide range of homes starting at \$9,995.



1960's Towne Realty continues to grow and expand into ownership of commercial real estate by purchasing major office buildings in downtown Milwaukee. Mortgage servicing and financial services were added as well. To meet private and public housing needs, Towne Realty expands outside of Wisconsin into apartment buildings and student dormitories and successfully bids on major government construction projects. A public company was formed which would become one of the largest health care companies in America.

1970's Towne Realty undertakes a major geographic expansion of its activities including the design and construction of a number of large condominium projects on the Florida Space Coast and in the Phoenix Metroplex. To help meet the high demand for quality healthcare, Towne constructs nursing, subacute, assisted and senior living centers for itself and non-related clients.



1980's Zilber Ltd. is formed as a holding company for Towne Realty and other Zilber family interests. The 1980's marked the expansion of Towne Realty's development activities into California and Hawaii. Projects included single-family residential, condominium communities, office buildings and medical clinics. In response to the high demand for interval vacation ownership, Towne Realty created its first interval ownership resort in Cocoa Beach, Florida. These properties would later be marketed under the Resorts by Towne® brand name.

1990's Taking advantage of decades of experience, a strong financial base and a deep management team, Towne Realty

[History](#)
[Management Team](#)
[Careers](#)



directed its focus on the planning, design, development, construction and marketing of a full range of residential, commercial and light industrial real estate products, as well as managing its own extensive real estate portfolio. By the end of the decade, Towne Realty, with its Homes by Towne® brand name, conducts operations in Arizona, California, Florida, Hawaii, Illinois, Indiana, Nevada, Texas and Wisconsin.



2000's Zilber Ltd., through its Zilber Property GroupSM (formerly Towne Investments) division, has continued to expand and enhance its portfolio of office buildings, warehouses and light industrial space. These properties have been acquired through the sale or trade of older buildings or the construction or purchase of newer properties in Southeastern Wisconsin, Illinois and Western Florida. Homes by Towne® and Towne Island Homes® have expanded their design, construction and sales activities nationwide with land acquisitions in California, Arizona, Florida, Texas and Hawaii. Towne is also developing, in phases, the 525-unit Ron Jon®** Cape Caribe Resort, its newest timeshare project in Cape Canaveral, Florida.

**Registered trade mark of Homes by Towne,
A Zilber Company LLC*

*** Used under license from Ron Jon Resort One, Inc.*

[Home](#) | [Our Brands](#) | [About Us](#) | [In the News](#) | [Contact Us](#) | [Privacy Policy](#)

Zilber Ltd.

Affordable Housing Experience and
Madison, WI. Developments

Zilber Ltd. and Affiliates

1. Affordable Housing Resume – Throughout its history, Zilber has been involved either through direct ownership or construction manager in 15 projects (1,325 units) with a total construction value of approximately \$32,000,000.

Currently, Zilber has ownership interest in the following projects:

- a. Winchester Village – A 56-unit section 8 HUD project in Milwaukee, Wisconsin. This project was developed in 1983. Zilber has recently been offered a 20-year contract renewal by HUD.
 - b. Euclid Arms – An 89-unit development in Milwaukee. This project has been owned by Zilber for over 35 years.
 - c. Grand Avenue Apartments – A 32-unit project currently under construction located west of the Marquette campus in Milwaukee.
 - d. Maple Lawn Apartments – An 81-unit project in Fitchburg with renovation to begin in January 2013.
2. Madison Real Estate Owned – Haase Tower, 116 East Gilman Street – A 48-unit apartment building with access on Lake Mendota.
 3. Madison real estate developed and sold:
 - a. The Statesider – 505 North Francis
 - b. The Tower – 602 East State Street
 - c. The Regent – 1402 West Regent Street
 - d. Carroll Hall – Carroll Street
 - e. Kent Hall – Carroll Street

Zilber Ltd.

Financial Capabilities



September 11, 2012

Ms. Natalie Erdman
Executive Director
Community Development Authority
City of Madison
215 MLK Jr. Boulevard
Madison, WI 53703

RE: Zilber Ltd. Background and Financial Capacity

Dear Ms. Erdman:

Jim Borris, President and CEO of Zilber Ltd. (the "Company"), asked me to provide you information about Zilber Ltd.'s background and its financial capacity.

The Company has a long and successful history. Towne Realty was founded by Joseph Zilber in the late 1940's as a real estate brokerage. During the ensuing years Towne's operations grew to include real estate investment, development, construction and management; and Mr. Zilber invested in, formed and/or acquired numerous non-real estate businesses. In the early 1980's Zilber Ltd. was created to own Mr. Zilber's various businesses which, among other things, provided consolidated financial reporting. Beginning in the mid 1980's the Company initiated a strategy to exit its non-real estate businesses while continuing to expand its real estate operations. Today the Company's primary business activities include: residential and commercial land acquisition, design, development, construction and sales; investment in and management of office, warehouse, light industrial and multi-family residential real estate; vacation ownership property design, development, construction, marketing, sales and management; and construction management for third parties. The Company is headquartered in Milwaukee, WI, has business interests in 10 states and regional offices in seven states.

Because the Company is private the information summarized herein is confidential and is to be used only for the intended purpose. Mr. Zilber died in March 2010. The Company's stock is currently owned by various trusts established for the benefit of Mr. Zilber when he was living, and will be transferred to the Joseph and Vera Zilber Charitable Foundation, Inc., a private charitable foundation, when probate of his estate is completed shortly. There are eight directors of the Foundation consisting of four Zilber family members and four current or former officers of the Company.

The Company is well capitalized, has excellent, long-term relationships with numerous financial institutions, and is audited annually by Deloitte Touche. It has successfully navigated the challenging economy, particularly in the real estate industry, during the past few years because of the diversity of its product type and the regions it operates in; its very strong balance sheet; its banking relationships; and its qualified and long-tenured management team and support staff. The Company's employment totals about 230 people and management is very proud of its low employee turnover rate.

Ms. Natalie Erdman
9/11/2012
Page 2

As of February 29, 2012, the Company's assets totaled approximately \$360 million and net worth was \$118 million. Because its assets include long-term investments in appreciated income properties, management believes the Company's net worth at market value is considerably higher. Currently the Company has financing relationships with more than 10 lenders including unsecured line of credit arrangements totaling \$48 million with seven banks. As of August 31, 2012, the Company had approximately \$42 million of unused borrowing capacity on its unsecured and secured revolving lines of credit; and over \$5 million of liquid assets. In addition, the Company maintains a pool of unencumbered assets that could provide approximately \$90 million of additional financing capacity, if necessary. This capital base provides more than adequate resources to meet current and foreseeable requirements under the Company's five year business plan. Capital sources to redevelop Nob Hill Apartments include PNC Real Estate (tax credit equity), PNC Bank (bridge construction loan) and HUD (long term financing).

Please call me at 414-274-2469 if you have any questions or need additional information.

Sincerely,



Robert E. Braun
Executive Vice President and Chief Financial Officer

REB:kmc

Royal Capital – Partner

Company Profile

Nob Hill Redevelopment

ROYAL

Capital Group

Mission statement:

Royal Capital Group is Real Estate Development and Venture firm focused primarily on the development and rehabilitation of affordable housing.

Profile:

Royal Capital Group LLC, established in September of 2010 primary business includes creating joint venture opportunities with fellow investors, developers, and capital partners that employ the use of both public and/or private sector funds. The most popular programs include but are not limited to:

- Section 42 Tax Credits
- Tax Exempt Bonds
- HUD Insured Financing

Royal's technical acumen and understanding of these core industry programs allows for a competitive advantage that clients and partners find beneficial in the navigation and development process. Since its 2010/11 inaugural fiscal year, Royal has led joint-venture efforts as Owner/Developer on over \$50million in scheduled developments cost. These developments total 419-units across four (4) developments and are projected to create several hundred construction jobs in 2011-2013 according to the National Association of Home Builders (NAHB).

Key Principal:

Kevin Newell is a MBA graduate of the University of Wisconsin-Whitewater with an emphasis in Finance and Management, and a 2007 Graduate of the Marquette University Associates in Commercial Real Estate Program (ACRE). As President/CEO of Royal Capital Group, Newell leads the company's efforts in obtaining new business and developing professional relationships while also serving as the primary Developer. Newell brings public sector experience to Royal as both a former Senior Underwriter and as a former Asset Manager of the risk-based portfolio with the Wisconsin Housing and Economic Development Authority (WHEDA). In his 3-year stay in public banking, Newell led efforts to allocate over \$200 million in Federal Tax Credits including the West Lawn Revitalization Development which received the highest single allocation of Tax Credits in the State's history, in addition to the Villard Square Library Development which creatively was the first development in the nation to receive both a Section 42 and New Market Tax Credits allocation. As the Asset Manager for the risk based portfolio at WHEDA Newell was successful in managing over \$100 million in loan assets while decreasing the amount of developments on the company's "watch list".

*For more information contact Royal Capital at 414.847.6275 or President Newell at
Kevin.Newell@Royal-CG.com*

Kevin L. Newell

500 W Silver Spring Drive Suite K-200
Glendale, WI 53217
Kevin.Newell@Royal-CG.com

Profile

Versatile young professional/entrepreneur with a strong understanding of real estate and business development combined with a strong financial background and excellent leadership skills.

Education

University of Wisconsin-Whitewater

Master's of Business Administration
Major: Finance/Management

Graduation Date: May 2009

University of Wisconsin-Whitewater

Bachelor of Business Administration
Major: Management

Graduation Date: May 2007

Marquette University

Graduate of the Associates in Commercial Real Estate Program (ACRE)
Emphasis: Commercial Real Estate and Development

Graduation Date: April 2007

Experience

Royal Capital Group

September 2010-Present

President/CEO

- Partake in joint venture and opportunities related to the development of commercial and multifamily real estate
- Currently leading joint-venture efforts as Co-Developer and Managing Member on closed deals totaling \$9.5 million in scheduled development cost; creating 97 Construction Jobs (NAHB)
- Currently leading joint-venture efforts as Co-Developer and Co-Managing Member on scheduled deals totaling over \$49 million in scheduled development cost.

Wisconsin Housing and Economic Development Authority (WHEDA)

January 2009-September 2010

Senior Underwriter-Multifamily Lending and Credit

- Approved Federal Tax Credit development request of over \$200 million in a 24-month period.
- Senior Underwriter for the nation's first combination of Section 42 and New Market Tax Credit Housing/Commercial Development
- Senior Underwriter of Wisconsin's highest tax credit allocation for a single development at \$76 million
- Performed presentations both locally and nationally related to the organization's progress and forecast
- Worked with local municipalities in efforts to achieve cohesion through the development process
- Chief Editor of the department's monthly external news-letter
- Interdepartmental Diversity Council-Lead Member
- Recipient of the Annual Outstanding Customer Service Award (2010)
- Youngest Person to hold title of Senior Underwriter of Multifamily Lending and Credit, at 24

Wisconsin Housing and Economic Development Authority (WHEDA)

April 2008-January 2009

Asset Manager-Risk Based Portfolio

- Managed assets of over \$100 million
- Completed Certified Tax Credit Monitoring Specialist Training with a 97% pass rating
- Directed property managers and owners through efforts to improve the performance and compliance of properties deemed high risk.
- Conducted workouts and payoffs for troubled multifamily properties
- Proposed and implemented key changes in the management of the organization's financed properties

Wisconsin Housing and Economic Development Authority (WHEDA)

June 2007-April 2008

ACRE Intern

- Conducted successful research of national best practices and proposed changes to Senior staff
- Underwrote loan applications which included reviewing financials, market studies, procedures/guidelines while proposing recommendation to other staff members
- Performed asset management of properties in the company's existing portfolio
- Developed Standard Operating Procedures for the Emerging Business Program

Activities and Accomplishments

Graduated Top of Class from Marquette University's ACRE Program c/o 2007

UWW Business School-Advisory Board Member (Current)

Travel Study to Brazil (2007)

Travel Study to South Africa (2006)

State Director, Alpha Phi Alpha Fraternity, Inc.

Invited guest speaker for local organizations including Inroads, UW-Whitewater, Marquette University,

National Black Student Union, and Boys & Girls Club of Milwaukee

Co-Founder and Chairman of the Intergenerational Mentoring Initiative (IMI)

ACC Documentation

Nob Hill Redevelopment

Property Management Summary

Company Overview

Submitted By:



**ACC Management Group, Inc.
State Highway 44, Suite A
Oshkosh, WI 54904
(920) 966-9905**



ACC Management Group is a full service property management firm dedicated to providing professional results-oriented services to its clients operating since 1976. We specialize in government-assisted housing including Section 8, Rural Development, Section 42 Tax Credit properties, along with Market Rate property management and Condominium management. ACC presently manages more than 1800 residential apartments. ACC offers onsite management and maintenance to include 24 hour emergency maintenance. The corporate office includes accounting, marketing, and program compliance as part of our management services in addition to our Portfolio Manager and Regional Managers who regularly visit each property we manage.

ACC represents the leading edge of property management systems and controls. Our system has evolved out of years of experience from managing properties representing all the distinctive real estate product types.

Rose Andler, President and Owner of ACC Management Group, and the Portfolio Manager in conjunction with the Regional Managers, continually develop, refine and implement all systems and controls. They are also responsible for reviewing the annual business plans and budgets for each managed property and will participate in ownership meetings as needed.

Rose Andler receives regular reports from each department, outlining conformance with control policies and timelines of financial statement generation. She routinely audits all properties' respective offices and completes in depth financial and operational reports.

ACC believes in education and training. At the time of hire, employees take part in a training program to familiarize them with policies, procedures, current management practices, fair housing, application and screening process, and everything else relevant to their job function. Annually, all management staff receives a 2-day refresher training session covering any changes in compliance, company policies, landlord tenant law and fair housing. Quarterly Regional Managers hold area training sessions reviewing overall operations with their team members.

ACC has developed comprehensive policies, procedures and forms as a tool for the management of the properties. The policies and procedures for the on-site operations cover product preparation, fair housing, marketing, resident retention, move-ins, move-outs, evictions, rent collection, maintenance, safety and security. ACC closely monitors building and property management performance through the use of weekly reports.

ACC is committed to professionalism in the property management industry. Our commitment to professional training is exemplified through the fact that management employees and onsite managers are encouraged to obtain continuing education through NCHM, TheoPro, WHEDA, and other sessions that are available in our area.

ACC is proud of its Resident Selection Criteria and Point System. Each applicant must meet a required number of points to qualify for housing, therefore, taking the guess work out of the manager's hands. All files are reviewed and approved or denied by the corporate office.

Rose M. Andler, President

- Oversees fiscal and operations for all managed properties
- HCCP; COS designations
- Started with ACC in 2001

Dewayne Pohl, Portfolio Manager

- Oversees operations for all managed properties
 - Licensed Real Estate Broker
 - Started with ACC in 2003
-

Satisfied Clients include:

- Aegon
- Boston Capital
- Brinshore Development, LLC
- Crown Court Properties
- Enterprise Community Investment
- Great Lakes Capital
- Guardian Property Management
- Jewish Family Services
- Maures Development, LLC
- Movin' Out, Inc.
- NEF

- PNC
- Redstone Equity Partners
- Sun America
- WHEDA
- Wisconsin Partnership for Housing Development
- WISPARK

Current Portfolio:

- Over 1800 units managed
- Over 40 Apartment Projects
- Active States: IL, IA, and WI



ACC Staffing

Rose M. Andler, HCCP, COS

President/Owner

Rose Andler purchased ACC Management Group, Inc. on 1/1/07 after serving as the Director of Operations since 2001. She has over 25 years experience in Business Management, which includes 10 years on-site property management and 15+ years at the corporate level in Regional Management. She brings a wealth of knowledge from both the Property Management Industry and the Hotel Industry and has achieved industry distinction. Rose oversees all management office functions and personnel in the local management office, as well as oversees all aspects of site operations, including, but not limited to, financial operations and reporting, personnel, and physical management of the ACC Management portfolio. Her focus is on the "Affordable Housing" properties throughout the portfolio including, Mixed Income, Section 42, Section 8, Rural Development, Market Rate and Condominiums. She is responsible to investor reporting of our multi-site portfolio. Rose also specializes in accounting and acts as the ACC Management Controller, refining systems and assists with implementation of operational procedures.

Dewayne Pohl

Portfolio Manager

Dewayne Pohl has over 29 years of management experience, with over 19 years in the real estate industry, including 17 as a Wisconsin licensed real estate broker. He has eleven years experience dedicated exclusively to multi-family property management with ten years as a multi-family regional manager at a national level and prior experience as an on-site property manager. He holds the GRI (Graduate Realtor Institute) designation from the National Realtors Association and has received the TCS (Tax Credit Specialist) certification from the National Center for Housing Management. Currently his portfolio contains Section 42, Section 8 and market rate managed properties.

As part of the executive management team, Dewayne oversees all operational management aspects of the ACC Management Group's portfolio, including site inspections, capital expenditure coordination, personnel, budget control, and vendor negotiation. He is involved with investor and state inspections, compliance and correspondence. Additionally, Dewayne is part of the special projects team involved in management consulting focused on company growth.

Rose M. Andler, HCCP, COS

N4575 Tenth Avenue
Montello, WI 53949
(608) 589-5480 (home)
(608) 444-3862 (cell phone)

**Summary of
Qualifications**

- Twenty-five years of successful management experience in positions of growing responsibility in hotels, apartment complexes, and management companies.
- Strong computer skills with thorough knowledge of various software programs and property management systems.
- Skilled in motivating and interacting with employees and co-workers; believe in training and building a strong team.
- History of developing and retaining major business accounts through an emphasis on exceptional customer service and a quality product.
- Experience with developing and authorizing budgets including projection of total revenue, estimation of staff, and all other related expenses.
- Dedicated to "Customer Service" in all areas of business.

**Professional
Experience**

1/01/07 – Current – President/Owner of ACC Management Group, Oshkosh, WI
9/01 to 12/31/07 – Director of Operations, ACC Management Group, Milwaukee, WI
Responsibilities include overall responsibility for ACC Management Group operations including the accounting department, compliance, office staff, field support, and community managers for 30 plus apartment complexes and condominiums throughout Wisconsin and Illinois. Oversee the hiring of all staff. Direct and train regional managers and field supervisors. Routinely visit each property reviewing all areas of operation checking for Section 8 and Section 42 Compliance; operating procedures and standards; review all sales efforts, advertising and marketing; property inspections including maintenance, physical plant, safety, etc. I am fully responsible for reviewing and approving monthly statements to investors, variance reports, and completing annual budgets. Report to WHEDA and IHDA according to the required schedule for all needed compliance forms/reports and budgets.

10/00 to 8/01 – Regional Property Manager, Gorman & Co., Inc., Madison, WI
Oversee the daily operations of two Section 42 apartment complexes, 256 units. Responsible for tenant relations, collecting rents, reconciling accounts, collection of accounts, expenses, building and grounds. Additionally responsible for all Section 42 compliance for new residents and recertification of residents reviewing the applications, income certification, and file approvals. Work with the newspaper and rental magazines on site advertising and marketing. Coordinate maintenance, cleaning, painting and unit turns on vacant apartments. Develop operating and capital improvement budget. Assist with other complexes as needed training other property managers.

**Professional
Experience**
(cont.)

7/97 to 10/00– Regional Manager of Operation, The Summit Group, Inc., Sioux Falls, SD
Assist the Director of Operations in opening and overseeing properties throughout the United States. The hotels range in size from 48 to 161 rooms, limited facility to all suite. Responsible for nine property openings the past three years, one acquisition, and two renovations. Supervise and train the general manager supporting him/her with hiring management staff, organization, and training throughout the opening process as needed. Analyze the market and set the rates so the hotel is positioned correctly for the market and brand. Involved in the budgeting process for all properties ultimately helping the general manager to achieve budget. Routinely visit each property in region reviewing all areas of hotel operation checking for compliance of operating procedures and standards, sales and marketing, property tour including housekeeping, maintenance, physical plant, etc.

4/92 to 7/97 – Area Manager, The North Central Group, Inc., Middleton, WI
Responsible for the general operations of ten franchise hotels, (1,244 Guest Rooms), and one restaurant in Wisconsin, Illinois, and Iowa. Thorough knowledge of Hampton Inn, Promus Hotel Corp. (now Hilton), Fairfield Inn by Marriott, Clarion and Comfort Inn, Choice International. Assisted in the planning, development, and opening of four properties and one restaurant. Responsible for overall property performance, recruitment and training of all management staff. Formulate and follow marketing programs while directing general managers and sales managers. Approved annual budgets and capital expenditures for each property. Maintained property compliance with established standards of The North Central Group and franchise by quarterly quality assurance inspections and operational evaluations. Researched new products to either reduce cost or improve overall guest service, sales, or physical plant.

4/89 to 4/92 – General Manager, Hampton Inn East, Madison, WI
Managed the total operations of this 116 room limited facility hotel. Maintained stability and a positive attitude toward quality accommodations and exceptional guest service. Proven track record for property performance in sales, quality control, controlled expenses, and overall operations. Maintained low turnover in all departments with an unemployment rate in Dane County less than 1%. The hotel ranked in the “Top 25” out of 250 Hampton Inns nationwide throughout my tenure.

Education 1978 to 1982 – University of Nevada, Las Vegas – Accounting
1994 – Dale Carnegie Course, Dale Carnegie & Associates, Inc.
Franchise Training and Management Seminars throughout the years
2003 – HCCP Designation
2004 – Certified Occupancy Specialist (COS) Training

Awards North Central Group, Inc.:

- General Manager of the Year - 1991
- Housekeeping Property of the Year – 1990
- Sales Property of the Year – 1990

Hampton Inn Presidents Award – Third Quarter 1989

Achievements 1992 President – Wisconsin Innkeepers Association, Madison Chapter

References Available upon request.

Dewayne M Pohl

dewaynep@charter.net

5218 Ridge Oak Drive
Madison, WI 53704

Home (608) 242-9965
Cell (262) 684-1168

QUALIFICATIONS PROFILE

Experience:

REGIONAL PROPERTY AND ASSET MANGEMENT

Comprehensive professional experience includes...

- Supervising the daily and long term operations of large multi-family communities on a multi state level
- Preparing annual budgets and financial plans
- Developing successful marketing strategies based on varying market structures
- Negotiating construction and rehabilitation contracts with vendors
- Conducting property inspections
- Communicating with owners and investors
- Qualified in Section 42 Tax Credit structures

Supervision

- Developing employee teams and building relationships
- Creating employee incentive structures
- Performing daily management functions
- Hiring and training employees
- Conducting annual performance evaluations
- Proficient in handling all aspects of capital projects
- Identifying problems, diagnosing cause and initiating corrective actions

Sales and Leasing

- Researching property markets and opportunities
- Negotiating and developing leases
- Marketing portfolio assets
- Conducting effective sales presentations

Accomplishments/ Capabilities:

Decreased delinquencies by 60%
Improved occupancy rate by up to 15%
Received 1999 Marketing of the Year Award
Excellent communication skills
Proficient computer skills including Rent Roll 2000, Microsoft Word, Excel,
Publisher and Outlook

Education/ Training:

National Center for Housing Management, Arlington Virginia
Certified Tax Credit Specialist 2000
Chippewa Valley Technical College, Eau Claire, Wisconsin
All appraisal courses necessary for state licensure 1996
Realtors Institute, Madison, Wisconsin
Graduate, Realtors Institute (GRI) 1995
Wisconsin School of Real Estate, Eau Claire, Wisconsin
Real Estate Broker 1990

PROFESSIONAL EXPERIENCE

- September 2003**
To
Present
- ACC Management Group, Inc, Oshkosh, WI
Portfolio Manager
 Responsible for all aspects of operations for the ACC portfolio... Manage portfolio assets... Analyze and coordinate capital expenditures... Create and implement marketing strategies... Monitor tax credit compliance... Staffing and training... Physical asset inspection and reporting... Development of asset business plans...
- December 1997**
To
May 2003
- BH Management Services, Inc., Dallas, TX
Regional Property Manager
 Responsible for all property management and leasing operations of properties in Midwest portfolio... Direct all aspects of community performance, maintenance and rehab... Manage property assets... Maintain property records... Create marketing plans... Resolve Resident problems and concerns...

 Performed all financial aspects of property management including annual budgeting, cost control and recommendations for capital improvements... Analyze local markets to determine rent structures...

 Manage on-site property personnel... Involved in staff hiring and termination... Negotiate leases and rental addendums... Collection of rents and fees... assisted with evictions... Directed alteration, maintenance and upkeep of the property...
- June 1990**
To
December 1997
- | | |
|---|-----------------------------|
| Burnet Realty | March 1997 – December 1997 |
| Real Estate Broker | |
| Donnellen Real Estate | August 1991 – March 1996 |
| Real Estate Salesperson | |
| The Prudential Benrud Realty | February 1990 – August 1991 |
| Real Estate Salesperson | |
| Researched and recommended sale pricing based on competitive market analysis... Solicitation of listings... Writing and negotiating offers to purchase... Preparation of real estate documents... Coordinated closing activities... | |
| Al Finseth and Associates | June 1990 – June 1995 |
| General Manager | |
| Administered all aspects of commercial and residential real estate, including the entertainment industry... Organized inventory control, staffing, payroll, customer service and general operations... | |

ACC Management Group - Site List

Property	Units	Address	City, State, ZIP	Property Description	Average Occupancy %
Arbor Green	48	6001 55th Street	Kenosha, WI 53142	Section 42/Section 8 Family site - 7 Buildings	95%
Bay Hill	68	613 N 12th Avenue #101	Sturgeon Bay, WI 54235	Rural Development layered with Section 42 - Family/Senior Site. There are 11 Buildings of which one is Senior Apartments remaining are private entrance townhomes.	98%
Bayview Terrace City	36	537 South Neenah Avenue	Sturgeon Bay, WI 54235	Rural Development - Senior Site - 3 Buildings	98%
Bayview Terrace South	20	178 W. Park Street	Forestville, WI 54213	Rural Development - Family Site - 1 Building	90%
Bluff Apartments	40	5202 River Valley Road	Fort Madison, IA 52627	Section 42 - Family Site - 5 Buildings	99%
Century City Lofts	37	N 35th Street	Milwaukee	Under Construction Section 42 - Family Site - 2 Buildings	Under Const
Columbia Square	22	3331 W North Ave	Milwaukee, WI 53208	Section 42 - Family Site - 1 Building	97%
Courtyard Apartments	48	4217 Durand Avenue #6	Racine, WI 53405	Section 42 - Family Site - 3 Buildings	92%
Deerwood Crossing	66	4195 W Bradley Road	Brown Deer, WI 53209	Section 42 - Senior Site - 1 Building	99%
Elven Sted Apartments	33	623 Eighth Street	Stoughton, WI 53589	Section 42 - Family Site - 3 Buildings	98%
Fair Acres	55	1811 N Main Street	Oshkosh, WI 54901	Under Construction Section 42 - Family Site	Under Const
Fairview Crossing	40	728 Pleasantview Road	Plymouth, WI 53073	Rural Development - Family Site - 3 Buildings	94%
Flagship: Dartford Bay-Landing Meadow Creek	70 33 37	504 S Mill Street 1119 Roseland Drive	Green Lake, WI 54941 Kewaskum, WI 53040	Both Sites are Section 8 - Elderly and Family, common entrance. Meadow Creek has 3 Buildings; 1 Senior 2.5 units; 1 Family - 8 units and 1 Family - 4 units Dartford Bay has 2 Buildings; 1 Senior 25 units and the Landing is 1 Family - 8 units	95%
Franklin Square Apartments	37	1432 W Center St	Milwaukee, WI 53206	Section 42 - Family Site - 2 Buildings	95%
Heart and Hope Place Apartments	24	3400 N Dr. Martin Luther King Dr	Milwaukee, WI 53212	Section 42 - Family Site - 1 Building	99%
Hill Crest	29	101 E Vine Street	LeRoy, IL 61752	Rural Development - Family Site - 1 Building	92%
Hollow Tree	60	1351 W Carl Sandburg Dr	Galesburg, IL 61401	Section 42 - Family Site - 9 Buildings	99%
Hollow Tree II	41	1351 W Carl Sandburg Dr	Galesburg, IL 61401	Section 42 - Family Site - 6 Buildings	99%
Hopkins Place	56	5485 N. Hopkins Place	Milwaukee, WI 53209	Section 8 - Senior Site - 1 Building	99%
Jefferson Apartments	64	812 Collins Road	Jefferson, WI 53549	Section 8 - Section 42 - Rural Development - Family Site - 9 Buildings	92%
Kenwood Senior Living	24		Ripon, WI	Section 42 - Senior Site - 1 Building	Under Const
Lakeshore Park	32	1101 Monroe Street #7	Two Rivers, WI 54241	Section 42 - Family Site - 2 Buildings	95%
Lakeside Gardens	80	391A N. Peters Avenue	Fond du Lac, WI 54935	Section 42/Section 8 - Family Site - 17 Buildings	95%
Lindsay NSP	40		Milwaukee	Section 42 Family Site	Under Const
Northwoods	72	2506 N. Martin Luther King Drive	Milwaukee, WI 53212	Section 42/Section 8 - Family Site - 2 Buildings	95%
Oakwood Manor	20	1211 George St	Appleton, WI 54915	Market Rate - Family Site - 1 Building	99%
Paradise Place	64	1600 Vogt Drive	West Bend, WI 53095	Market Rate - Family Site - 8 Buildings	97%
Park Hill Senior Apartments	62	535 W. Concordia Avenue	Milwaukee, WI 53212	Section 8 - Senior Site - 1 Building	95%
Parkview Village	84	2820 S. Kerman Avenue	Appleton, WI 54915	Section 42/Section 8 - Family Site - 23 Buildings	99%
Renaissance/Goldman Lofts	52	1625 2nd Avenue	Rock Island, WI 61201	Rural Development - Family Site - 2 Buildings	95%
River Mill Apartments	24	29 E. Paine Street	Kiel, WI 53042	Rural Development - Family Site - 3 Buildings	98%
Riverview Manor Sr.	24	1403 W. Sixth Street	Racine, WI 53403	Section 42 - Senior Site - 1 Building	94%
Riverworks Lofts, LLC	36	3372 N Hallon Street	Milwaukee, WI 53212	Section 42 Family - 1 Building	In Lease Up
Sala Flats	33	1829 4th Avenue	Rock Island, WI 61201	Section 42 - Family Site - 1 Building	95%
Silvercrest Apartments	36	630 S Cogswell Drive	Silver Lake, WI 53170	Section 42/Section 8 Senior/Family Site - 2 Buildings	95%
Terrace Heights	50	3901 Weston Pines Lane	Schofield, WI 54476	Section 42/Section 8 - Family Site - 9 Buildings	98%
Teutonia Gardens	24	2709 N. Teutonia Avenue	Milwaukee, WI 53206	Section 42 - Family Site - 1 Building	92%
Toussaint Square	23	3331 W North Ave	Milwaukee, WI 53208	Section 42 Family Site - 1 Building	97%
United Homes	24	2801 N 27th Street	Milwaukee, WI 53210	Section 42 - Family Site - 10 Single Family Homes/7 Duplexes	100%
United Townhomes	24	3940 W Lisbon	Milwaukee, WI 53208	Section 42 - Family Site - 3 Bedroom Duplexes	99%
Uplands Homes	40	249 Musket Ridge Drive	Sun Prairie, WI 53590	Section 42 - Family Site - 18 Buildings	98%
Villard Square Apartments	47	3427 W Villard	Milwaukee, WI 53209	Section 42 - Family Site - 1 Building	100%
Willow Heights	64	1460 Wellington Way	Decatur, IL 62526	Section 8 - Senior Site - 1 Building	98%
	1873				

MANAGEMENT PLAN

PROJECT: Nob Hill

EFFECTIVE DATE: At the time of assumption of Management

1. The role and responsibility of the sponsor and his relationship and delegations of authority to the management agent.

- a. The person responsible for managing the project is the Community Manager. The Community Manager is responsible for the day-to-day operation of the project. The Community Manager is accountable to the President on any matters requiring a joint decision.
- b. The Managers must consult with the Sponsor before taking action for any expenditure over \$2,500 except if provided for in the annual budget and/or Maintenance/Capital Improvement Plan, upon any borrowing of extra funds, and anything other than items provided in the Management Agreement, unless an emergency decision would need to be made.
- c. The Managers may take action without consulting the Sponsor as noted in line item b.
- d. Kevin Newell, President of Royal Capital Group and Mike King of Zilber Ltd. are the key contact people for the Management Agent.
- e. The Community Manager is responsible for referring Tenants with problems to the appropriate agency
- f. The responsibilities of the Sponsor and the Management Agent are clearly defined in the Management Agreement and do not overlap.

Individuals responsible for marketing the project are the Community Manager and Portfolio Manager as needed. The Community Manager will oversee maintenance, administer operations of the project on a day-to-day basis, interview and certify tenants, prepare site reports and maintain record keeping, etc. The Community Manager with the assistance of the President/Portfolio Manager will set overall policies of the project.

- g. Any prorate divisions of singularly incurred operating expenses that are common to the Management Agent/Sponsor/Project will be handled as follows: Any divisions of any operating expenses would be fidelity bond coverage (blanket coverage with discounts passed to the Project). Any other bulk or quantity discounts that can be obtained for common products at Projects will be done by the Management Agent and Management Agent will only charge the amount incurred for that expense to the Project as a chargeback which would be on the Expense Detail Sheet. Health Insurance for on-site employees would be approved on the annual budget and will become part of the "Group Plan" that the Management Agent has. Worker's compensation and payroll taxes are for each individual Project employee's only. Any unit singularly incurred operating expenses will be documented by unit, charged and prorated to the appropriate unit and then paid out of operating expenses.

Other Administrative Cost: Project funds may be used for computer hardware/software on site needed to participate in Industry Interface (electronic submission of tenant data). Hardware/software costs for Section 42 monitoring, agent costs, bookkeeping for the agent, etc. are expenses of management not of the project.

2. Personnel policy and staffing arrangements.

- a. All hiring will conform to the Equal Employment Opportunity Regulations, Management Agreement, State and Federal Laws. ACC Management Group is an Equal Opportunity Employer. After initial interviews, ACC will have the applicant interviewed by a third party agency, Personnel Evaluation, Inc. Criminal record checks and drug testing are a part of this process.

The current corporate staffing is 80% female and 10% African American. The position levels held are, President/Owner, Region Managers, Accountant, and Compliance Specialists.

- b. Residents would be considered for available positions based on their qualifications for that position.
- c. The Staffing Plan is as follows: One full-time manager, two full-time leasing assistants, one full-time maintenance supervisor and two to three full-time maintenance technicians. The salary range for these positions will range from \$14 to \$16 per hour. Job descriptions are attached.
- d. ACC personnel policy is:
 1. To provide comprehensive training to all employees as well as whenever possible to promote from within the company.
 2. Fringe benefits include; Group health, dental, short and long term disability insurances are available with employee contributions. Paid time off and holidays.
 3. We have an open door policy allowing all employees' access to the Human Resource Director, Portfolio Manager and/or President for any grievance issues.
 4. All employees are "at will" employees and any terminations will be in accordance with all State and Federal laws.
- e. The lines of Authority are as follows:
 - Community Manager: Responsible for the day-to-day operations of the Project. The ACC Management Group Field Supervisor or Regional Manager will oversee this person. This person is supervised by the Portfolio Manager and the President. Community Managers will be hired as any termination and/or notice is given.
 - Maintenance Supervisor: This position reports to the Community Manager. Responsibilities include supervising the maintenance technicians, unit maintenance, unit turns, snow removal, lawn maintenance, maintaining landscape beds and completing any other minor maintenance on site. We anticipate this being a full-time position.
 - Maintenance Technicians: These position reports to the Maintenance Supervisor. Responsibilities include unit maintenance, unit turns, snow removal, lawn maintenance, maintaining landscape beds and completing any other minor maintenance on site. We anticipate this being two to three full-time positions.

If a change occurs and more than the stated persons are employed, the Community Manager will hire and supervise these individuals as needed with the consent of the Management Agent.

3. Plans and procedures for marketing units, achieving and maintaining full occupancy, and meeting HUD Form 935.2, "Affirmative Fair Housing Marketing Plan" requirements.

- a. Units will be advertised as prescribed in the AFHMP as vacancies occur and as a minimum annually.
- b. Marketing will be in conformance with the approved Affirmative Fair Housing Marketing Plan (AFHMP). Services will be provided as needed for persons with sight or hearing impairments, such as information regarding the TDD relay system, signers or any other method available to meet the need.
- c. The highest level of occupancy will be achieved and maintained through periodic advertising as described in the AFHMP to assure that the property maintains an economic and racial mix of tenants.
- d. The on-site office will be open Monday – Friday from 8 AM – 5 PM and at other times by appointment to accommodate applicants that cannot make it in during normal business hours.

- e. Applicants will be able to view model units and/or available units prior to their occupancy.
- f. At the time of lease signing all tenants will be provided with the needed orientation to make them familiar with the property. Additionally our on-site staff is available should questions arise.

4. Plans and Procedures for carrying out an effective maintenance, repair and replacement program.

- a. The general plan and Project objective is as follows: Sponsorship's main objective is to ensure that the property can comply with all HUD standards, as well as their own. Items shown are both capital improvement and general maintenance, which will be needed to maintain occupancy at the highest level, as well as maintaining the buildings at the city and local building code specifications. The objective of the Management Agent is to maintain the quality and character of the apartment community by maintaining decent, safe and sanitary housing. Preventative maintenance will be completed on an on-going basis. Items found to be in defect will be corrected when observed, or if parts are needed, as soon as the necessary repair parts are obtained.
- b. Building and equipment inspections will be completed annually. Painting will be completed upon move-out or at Tenant's request as deemed necessary. If it is determined that a unit requires re-decorating before this period, and that this need is not attributable to normal wear and tear, the portion of that cost of re-decoration will be charged to the Resident. Some interior painting may be requested from the reserve account if the Project is over budgeted and unusual circumstances warrant the request (this request will be asked not to affect Return on Investment). At move-out, we make every effort to make a unit rent ready within five (5) days unless there is abnormal wear and tear or damage. Rarely is a unit ever down more than 30 days. The Community Manager is responsible for the day-to-day maintenance and cleaning. All safety checks of common area smoke and fire alarms are done on a monthly basis, which occur at all ACC Management Group Projects. Annually, we have an outside contractor perform the required testing of all fire /smoke alarm/sprinklers systems (if applicable). This contractor is paid by the Project. The Community Manager, during each pre-occupancy inspection, will check out all equipment to be sure it is working properly.

The Resident details the conditions of a unit at the time of occupancy by filling out a move-in/move-out inspection form. Items noted on this report will be subsequently repaired. Upon termination of the occupancy, the Community Manager will compare present apartment conditions to those prior to occupancy as shown on the aforementioned form. Any maintenance problems discovered during the inspection will be repaired prior to another resident occupying the unit. Dryer venting is also addressed and maintained in-house at least twice a year.

- c. Major repairs and ground maintenance will be addressed. Agent will obtain bids for performance of all major repairs and the bid most advantageous to the Project will be accepted. The Sponsor's authorization will be obtained before the work begins on any repairs over \$2,000.

Ice and snow removal for the parking lot area is contracted on an annual basis with vendors who supply proof of insurance for liability purposes. Proof of insurance will be in the minimum amount of \$500,000 or \$1,000,000 depending on the size of the community.

Common area clean-up; including laundry areas and all common areas/community areas are done weekly. Parking lot will be cleaned as needed for safety and marketability. Office organization and cleanliness is completed daily or as needed.

- d. Garbage, trash removal, and/or recycling will be contracted out on an annual basis. The costs associated with recycling will be paid by the Project when instituted by Federal, State or local laws.
- e. Tenant requests for maintenance will be handled as follows: Tenants are required to complete a written service request and submit it to the Community Manager. The Community Manager, whenever possible, will respond to all maintenance requests within two (2) business days from the date the request is made. When parts are ordered it might take as long as two (2) weeks to complete the service request. All service requests will be made part of the tenant's permanent file. The Community Manager is available on a twenty-four (24) hour basis for emergencies. Repairs beyond the abilities of the Community Manager will be contracted out to

an appropriate tradesman at the Project's expense. During the pre-occupancy orientation, the Community Manager will instruct tenants how to report major or minor maintenance repair needs.

All residents will be informed of the availability of maintenance request forms, available at the rental office. In case of an emergency, the key keeper or emergency contact person's phone number will be posted.

Residents will be encouraged to fill out the form completely including a convenient time at which the repair may be completed. After the repair has been completed, a copy of the completed work order request will be maintained in the resident's file.

An inspection of all individual apartment units is made semi-annually. Unreported items identified during this inspection are repaired before they become larger problems. Periodic maintenance and testing of building systems are performed per manufacturer's specifications or standard accepted practice. The Manager is responsible for verifying that all needed maintenance is being performed on the Project and its equipment. This is reviewed during monthly site visits by the Portfolio Manager.

- f. Purchase orders and payments will be handled in a timely manner so as not to incur interest expense to the Project. All invoices are mailed to the project for the signature of the Community Manager, then to the accounts payable. The President reviews and approves for payment.
- g. Major maintenance or replacement items will be evaluated and budgeted for annually. A minimum of two estimates will be obtained. Use of reserve account funds for these items will be requested prior to expenditure on an as needed basis through the use of the Reserve Account Withdrawal Request form. Also, at later dates and time, depending on the use of the reserve funds and increase will be needed for the Reserve Replacement funding which will be requested at the time of the annual budget rent increase.

5. Rent and occupancy charge collection policies and procedures.

- a. The Community Manager will collect rents due on the first of the month. On the fifth of each month, the Community Manager will prepare a delinquent rent list. The Community Manager will personally contact all residents who have not paid their rent by the sixth of the month. There will be a drop box for rent payment after hours.
- b. While partial payment may be accepted, prepayments will always be accepted.
- c. Late charges of \$25.00 will be assessed after the sixth day in accordance with the tenant's lease. Rent payments are to be made at the Community Manager's office. A mail slot may be used when the Community Manager is unavailable or after hours.
- d. On the sixth day of each month, a 5-Day Notice to Pay or quit, will be served upon the resident. On the eleventh day of the month, uncollected accounts may be turned over to an attorney for legal action.
- e. Evictions are processed in accordance with State and Federal laws. Legal actions are commenced for nonpayment of rent and major lease violations.
- f. The Community Manager is responsible for the following: Receiving rent and depositing it into the proper bank account. Acceptable forms of payment are cash, check and money orders. A money order, would be used if the tenant has had personal check returned for non-sufficient funds. Proper recording of all funds received and forwarding duplicate deposits and receipts to the Management Agent within the same day as the deposit. Rent payments are deposited in a separate account. Rent deposit records are kept both on-site and in the Management Agent's office. Rental receipts are provided to each resident paying by cash. When payments are made by check or money order, receipts are provided only at the request of the resident

6. Plans for accounting, recordkeeping and meeting Rural Development reporting requirements.

- a. All chart of accounts are in compliance with HUD Handbook "Financial Operations and Accounting Procedures for Insured Multifamily Projects" 4270.2.

- b. All accounts for the property will be reconciled monthly and documentation provided monthly to Ownership through the monthly financial package.
- c. The Sponsor and HUD will receive the month accounting by the 20th of the month.

7. Plans for tenant participation in rural rental housing project operations and tenant's relationship with management.

- a. The Community Manager will be instructed in the HUD "Tenant Grievance and Appeals Procedures" by the President and through HUD seminars. All Grievance and Appeal Procedures will be sent to the on-site staff, who will inform the President who will be responsible for the response for consideration to the tenant. Our community guidelines list a grievance procedure where the ACC Corporate Office can be contacted at any time. The President or Portfolio Manager will listen to any concerns and address accordingly.
- b. Good Tenant relations will be established by exhibiting a friendly, but professional approach. Maintaining a clean, quiet complex and efficiently scheduling maintenance will promote good relations. Tenant group activities will be promoted to establish a good community atmosphere. Promotional activities would involve advertising on community bulletin boards and making available the community building and/or areas, if available and/or applicable, for authorized gatherings. Scheduling of summer picnics and holiday gatherings by the Community Manager will also promote a community atmosphere. (All community activity events scheduled by tenants are individual expenses, not Project expenses.)
- c. Applications are taken and processed by the on-site staff. This includes taking the application, processing all third party verification, imputing the collected information into the property management software and forwarding the completed file to compliance for review. The corporate compliance staff reviews the file for accuracy and compliance and either approves or rejects the application. No file files are approved for move-in by the on-site staff.
- d. The leases are not currently in any foreign languages.
- e. The lease is fair and non-punitive



RESIDENT SELECTION CRITERIA – Section 42 Properties Effective 01/01/2009

The resident selection criteria is used to by ACC Management Group, Inc. (ACC) and the sites managed by ACC to uniformly evaluate all potential residents to protect our communities from negligence and ensure the health, safety and welfare of the other residents. All adult occupants must comply with the following criteria.

The Application Process

1. All rental applications must be in writing and must be completed in the rental office.
2. Falsification on an application is basis for automatic denial.
3. Applications are accepted on a "first come, first serve basis", based on the time & date the deposit is received. A waiting list will be maintained and selection of applicants from that waiting list will happen in chronological order of their application.
4. All applicants must provide proof of ID with a birth certificate, Social Security Card, passport, Green Card, or Visa.
5. All adult applicants must pass our resident selection criteria based on landlord references, credit report and criminal background check including State and Federal sex offender registries. If any of the household members do not pass and are not eligible with a co-signer*, then the entire household will be denied.
6. ACC Management Group, Inc. reserves the right to reject an application for any negative references according to ACC's resident selection criteria.
7. If any applicant is in the process of a court eviction or is contesting a court eviction, the application will be held in abeyance until the final court disposition.
8. If any applicant has 2 or more evictions in the last 7 years, application will automatically be denied.
9. If any applicant owes money for back rent on a previous apartment, the application will be automatically denied unless proof is provided the account has been paid in full or proof of a payment plan with two monthly payments made and all payments current. If an applicant owes money for damages on a previous apartment, the application will automatically be denied.
10. All applicants must sign the "Addendum to Application" form and any payment of earnest money must be made at the time of application in order for management to process the application. Any money received will be disbursed according to this agreement.
11. A resident manager will deny no applicant. All applications are reviewed by ACC Management Group, Inc. corporate office. ACC will provide prompt written notification to any rejected applicant.
12. The security deposit must be paid in full before applicant is given keys to the apartment.

Credit Reports & Co-signer Requirements

13. If collection accounts are listed on your credit report, collections that are paid in full or otherwise closed will not be counted. Medical collections and student loans will not be counted. All other collections will be counted and used to determine selection.
14. If the total amount of collections for the entire household exceeds \$2,000, the applicants will be required to obtain one approved co-signer; or other approved method (*see below) for the household in lieu of a co-signer. If the total amount of collections for the entire household exceeds \$5,000 the application will be denied.



15. All applicants without a credit report are required to obtain one approved co-signer or other approved method (*see below) for the household in lieu of a co-signer.
16. All applicants must provide proof that any Resident paid utilities do not have outstanding balances that would prohibit them from transferring utilities into the Residents name.
17. All first time renters or applicants without a two year rental history are required to obtain one approved co-signer or other approved method (*see below) for the household in lieu of a co-signer.
18. All cosigners are required to meet the terms of the resident selection criteria with total collections under \$500 and pass the cosigner-scoring sheet. Only one co-signer is needed per household and will have liability for the entire household.

*other approved methods in lieu of a co-signer: a) security deposit of \$1,000 prior to final file approval; or b) the rent must be paid under contract by a sponsor or housing authority; or c) the household has \$5,000 or more in verifiable liquid (cash, savings, checking) assets; or d) have six months or longer of current continuous employment with monthly net income two times the monthly rental amount; or e) proof of ability to pay per scoring document.

Criminal Report

19. If an applicant has been charged with more than two non-automotive misdemeanor charges or one felony charge, the application will be held in abeyance until the final court disposition.
20. If an applicant has been convicted of more than two non-automotive misdemeanor charges within 1 year prior to the date of application, or more than three non-automotive misdemeanor charges within 5 years prior to the date of the application, the application will be automatically denied.
21. If an applicant has been convicted of any non-automotive felony charge within 5 years prior to the date of application, the application will be automatically denied.
22. If any applicant has been incarcerated more than 90 days on any non-automotive charge within 2 years prior to the date of application, the application will be automatically denied.
23. A criminal conviction of any member of the household for the illegal possession, use, manufacture or distribution of a controlled substance, or paraphernalia, by any member of the household within the last 5 years, the application will be automatically denied.
24. Criminal history will be checked annually at lease renewal and if any member of the household no longer meets the criteria in #19 through #23 above, that household member will be required to vacate the unit or household's lease will not be renewed.
25. If any applicant in the household is listed on either the state or federal sex offender registry the application will be denied. These registries will be checked annually at lease renewal and if any member of the household is listed on either registry that household member will be required to vacate the unit or household's lease will not be renewed.

IRS Section 42 Program Guidelines – (Co-signers excluded)

26. All applicants applying for a Section 42 apartment must adhere to IRS Section 42 LIHTC income limits to be accepted. Note: We will only allow an employer to fill out an Employment Verification two (2) times. When filling out the Section 42 application, if you do not understand a question, please ask the resident manager for assistance before answering the question.
27. Adherence to the Section 42 incomes limits does not guarantee that the available unit will be made available to the first household who qualifies. Under the Section 42 code, some sites have specific income limits at different percentages of County Median Income (CMI). The first household who qualifies for the unit with a lower CMI income limit will be offered said unit.
28. The household must be income qualified on the day of move-in. If any circumstances change between the original application, prior to or after move-in, the applicant must notify the management office immediately as qualification to the Section 42 income limits may be affected.



29. If the household is entirely comprised of full-time students they must meet one of the student eligibility factors.

Occupancy Issues

30. Maximum occupancy limits are two persons per bedroom unless otherwise specified by local ordinance.

31. A pregnant applicant, at the time of the application, is counted as two people for occupancy limits. For Section 42 income limit calculations, the unborn child or children are counted as household members.

32. Any resident requesting to have a Service Animal in the apartment must provide documentation showing that the animal is a certified Service Animal. Any resident requesting to have a Companion Animal must provide documentation from their doctor stating the need for such animal. Household must sign and adhere to all pet addendums and/or service and companion animal policies.

33. Age restrictions will apply at senior properties. Ask the on-site manager for details.

34. If a rental concession is extended, and the household doesn't fulfill the lease term, the concession will be charged to the household on the security deposit reconciliation.

35. ACC Management Group, Inc. prides itself on non discriminating practices against any applicant and provides ongoing training for all staff members both on site and at the corporate office.

If you any concerns about this criteria, please contact:

ACC Management Group, Inc., Compliance Manager, 2375 State Road 44, Suite A, Oshkosh, WI 54904

Applicant Acknowledgement

I have read the above resident selection criteria, was given a copy of the criteria for my personal records and agree to the terms set forth in this criteria.

Name of applicant

Date

Signature of applicant



Safety Plan-Executive Summary

The proposed Ownership of Nob Hill in conjunction with the proposed management group ACC Management, accepts the challenge of turning this development around through communication and coordination with service agencies (i.e. Police, Fire and Rescue), improved design elements, a resident selection plan that includes criminal background checks among other things and a management plan that includes a “no nonsense” policy that all residents will be made aware of in their lease agreements.

In an effort to better monitor and address the potential concerns of Nob Hill on an ongoing basis, Management and Ownership will meet weekly with the police department and its designated Community Relations Officer to ensure that residents that are creating an environment inconducive for other residents to live in, are addressed and given notice of an action plan to remedy the situation or be faced with an eviction notice. We believe that this proactive manner combined with a stronger selection criteria will aid in the mutual goal of reducing the service calls by 25% in the first year and will help to ensure that issues at Nob Hill are addressed in a timely fashion.

To assist with the efforts to reduce crime and provide a safer environment for the residents and the community, the Owners will be incorporating the following design elements as well:

- Eighteen (18) security cameras on the exterior of the buildings/onsite in effort to better assist police when they are responding to service calls.
- An improved intercom system which will not allow for a person to be “buzzed” into the building by tenants but instead will notify residents that a guest or fellow resident is seeking entry, allow for the resident to verbally communicate with the person seeking entry, and the resident will then have the option to leave their unit and proceed to the common entry and grant entry at that time. This prevents unwanted persons from gaining access to the development.
- Improve lighting from the two parking lot lights to a total of 38 lights which provides a safer environment for those residents returning home at night.

Owners and Management will work diligently with Madison Officials, Safety, Police, Rescue and all service providers in an effort to improve the safety at Nob Hill moving forward.

Onsite Services Plan

Nob Hill Redevelopment

Executive Summary

ESL-English as a Second Language

Nob Hill's current resident base includes members of the Spanish speaking population. A portion of these residents do not speak English. In an effort to help those residents who have interest in learning English as a second language, a total of three computers within the community center will be programmed with software that specializes in teaching English as a second language.

Fitness Classes

Fitness classes will be offered throughout the week within the community fitness center for residents ages 18 and older. The offerings will include Zumba, Hip Hop Abs, and Yoga. Each class will range from 30mins to 1-hour. The classes will be organized by the Community Coordinator and residents will be directed by video programming.

Tutoring

In order to encourage academic excellence we will offer on-site tutoring for residents ages 5-18. The tutoring sessions will be administered through a partnership with the 105 year old Alpha Phi Alpha Fraternity Inc. and its local college Chapter Gamma Epsilon at the University of Wisconsin-Madison. The Chapter will make available a minimum of two of its members on Tuesdays and Thursdays from 4:30-7:30pm. The membership base of Alpha Phi Alpha, which at any given time consists of Engineer, English, Math, Business, and Science majors, will focus on assisting students in their areas of need.

Financial Planning

Financial Planning/Awareness will be offered to residents at Nob Hill through a non-exclusive relationship with UW Credit Union. UW Credit Union has eleven (11) Branches in the Madison area and has a Branch within a 7 minute drive of Nob Hill. UW Credit Union will offer residents the opportunity to learn about building personal budgets, credit repair, house buying, financial aid and a host of planning/awareness through their onsite seminars. These seminars will be scheduled throughout the year according to the needs of the residents. *Please see attached listing of seminars offered.

Local Organizations:

The Community Center at Nob Hill will host local organizations that have an interest in developing the educational, health and social activities of our residents. Organizations of interest include but are not limited to: Centro Hispano and Nehemiah Community Development Corp.

Arts & Crafts

Arts and crafts will be offered to provide the children the opportunity to develop and display their artistic abilities. The classes will be offered bi-weekly and parents will be given the opportunity to have their child signed up for the 2-hour session. The session will be offered on a per building basis. The session will be organized by the Community Coordinator and will allow for up to 30 children to participate each session.



UW Credit Union

Seminar Topics and Descriptions

Take Control: Budgeting 101

Do you know where your money goes? Do you have enough to pay all your bills? Pay for emergencies? Take control of your spending by attending this seminar and learning basic budgeting skills – and how to stick to them.

Topics covered include:

- Identify where your money goes
- Track personal spending
- Set realistic short-, medium-, and long-term financial goals
- Develop a personal spending plan to gain control of your finances

Build Your Own Budget Workshop

This invite-only workshop is for those people who have recently attended our Take Control: Budgeting 101 seminar. It is designed to give participants individual attention and help in setting up their own, personalized budget. Participants will need to bring along their monthly purchases, expenses and savings goals to work through their individual spending plan. UW Credit Union experts will show you how to:

- Create a spending plan
- Track personal spending
- Set realistic financial goals
- Stop spending “leaks”
- Save money for the things you want and need

Car Buying 101

If you're in the market to buy a car, this session is for you! Drive away with the knowledge and tools to help you make the right purchase. In addition to financing tips, topics include:

- Buying new or used
- Pros and cons of buying and leasing
- Ways to build your credit history

Credit Repair

Join us for this instructional seminar on how to improve your credit history, despite any past credit challenges. Topics covered include:

- Credit basics
- Common pitfalls
- Steps in the rebuilding process

Participants will leave the seminar with an action plan for improving credit history so they can achieve their long term financial goals.

Financial Aid 101

Wondering how you'll pay for college as tuition costs skyrocket? Confused by the financial aid process? If so, then this free seminar is for you! Our presentation will cover:

- Internet sites for scholarships, schools, and forms
- How to organize your personal info
- Applications timelines and tracking tools

The tips covered during this seminar could save you hundreds of dollars in lower interest payments! Sign up today to get on the right track in financing your college education.

First Time Home Buyer

Looking to buy a home? This seminar covers:

- Is buying a home right for you?
- The overall process of buying a home
- Different loan options
- How to get preapproved so you can start looking for a home in your price range

Introduction to Financial Accounts & Services

Not sure where to start when it comes to banking? This seminar covers:

- Types of financial institutions
- Basic account types
- Credit basics

Reserve your spot at this popular seminar today!

Investing for Retirement

This seminar will cover:

- How the "new normal" of a slow growth economy may affect you
- What strategies to employ in diversifying portfolios
- How small contribution changes can lead to big impacts
- The effect of inflation and interest rates have on portfolios
- How to look at the big picture of retirement planning

Securities offered through Securities America, Inc., a Registered Broker/Dealer, Member FINRA/SIPC, and Financial Planning and Advisory Services offered through Securities America Advisors, Inc., an SEC Registered Investment Advisory Firm, Clint Walkner, Jeremy Marshall, Nate Condon, Jason Sherry, Representative(s). UW Credit Union and the Securities America companies are separate entities.

Not NCUA insured. No Credit Union Guarantee. May Lose Value.

Keys to Financial Success in College

Your college student is busy. That's why managing the financial part of his or her life should be easy. We're here to help. Join us for a free seminar where our financial experts will give you and your student tips on the following topics so financial concerns don't sidetrack them this semester:

- Budgeting
- Building a solid credit history
- How to avoid identity theft and scams

Our experts will also be available to answer your questions and set up one-on-one appointments after the event. Block off some time on your schedule today!

Planning for Your Financial Future

Intended for college students who are preparing to enter their first professional career, this seminar covers:

- Saving and budgeting plans
- Planning for retirement now
- Understanding your student loan debt
- Using and building credit wisely

Financial Crimes: Awareness & Prevention

Fraud and identity theft are serious problems, but there's good news: You can take steps to protect yourself and your accounts! In this educational seminar you'll learn about:

- Credit and debit card fraud, identity theft, phishing scams
- Precautions to take
- Protecting your computer
- Steps to take if you become a victim
- Educational and informational resources

UW Credit Union's fraud experts will also be available to answer your questions.

Score High: Using Credit Wisely

Managing credit can be more complicated than it may seem. Having some credit can help you build a good credit score, but relying on credit too much can cause trouble. UW Credit Union can provide you with the tools and information you need to successfully manage your credit. If you have a good credit history, you'll be rewarded with loans at lower interest rates that save you money.

Come to this session and learn how to:

- Understand why good credit is important
- Build your credit history
- Use credit wisely
- Request and read your credit report
- Close credit accounts

Managing Your Finances During Difficult Economic Times

We've all had unexpected expenses or emergencies that just can't be planned for. This seminar will help you prepare for any unplanned events that have an effect on your finances. Topics covered include:

- Ways to stretch your paycheck further
- Ways to manage credit and debt
- Financial planning and advising resources
- Other community resources

*Custom seminar presentations on a topic of your choice are also available upon request.

Nob Hill Apartments
Community Coordinator Job Description

Job Purpose:

Facilitate community events and activities for the betterment of Nob Hill residents.

Duties:

- Successfully coordinate, advertise, and implement activities that will benefit Nob Hill residents.
- Serve as a technical specialist in order to assist residents with the operation of business center resources.
- Build relationships with local organizations and explore partnership opportunities.
- Work with the Community Manager to develop an action plan that addresses the needs of Nob Hill Residents.
- Create and foster a sense of community.
- Be available to work 12-15 hours per week.

Skills/Qualifications:

- High School Diploma required
- Candidate with excellent interpersonal skills
- Self-starter that takes initiative
- Works well independently and within a team environment
- Computer literate with working knowledge of Microsoft Office products