

**CITY OF MADISON  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Community Development Authority  
**FROM:** Percy Brown, CDA Deputy Executive Director  
**DATE:** May 2, 2013  
**SUBJECT:** Economic Development Status Report for the month of  
April 2013

**WEST BROADWAY REDEVELOPMENT AREA**

Lake Point Condominium Project: Attached please find the real estate marketing and monthly project report.

**RESERVOIR AND DUPLEXES**

There are two vacancies at the Reservoir and the Duplex is fully occupied.

**MONONA SHORES**

The occupancy at Monona Shores increased to 98%. Of the 3 vacant units, 2 were market rate and 1 was an affordable unit. Please see the attached Monthly Owner's Report for more details.

**REVIVAL RIDGE APARTMENTS**

Revival Ridge was fully occupied during the month of April.

**LOAN STATUS REPORT**

**See attached.**

Percy Brown, Manager  
Office of Economic Revitalization

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# PROJECT REPORT

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Prepared for: Community Development Authority of Madison, WI

Prepared by: SPL Beverly, LLC

Date: May 4, 2013

Report #:



# May 4, 2013-Lake Point Condominiums Monthly Report

## Inventory

- 3 Townhomes
- 3 Conversion Unit Apartments

## Contracts

- 1 Townhome contract
- 2 Conversion contracts

## PROJECT OVERVIEW

Keller Williams has seen a nice volume of calls inquiring about Lake Point. Website activity is great. There are a few interested parties looking at the remaining unfinished townhome, as the ability to select their own finishes has made an unfinished townhomes attractive. The finished model unit is the only other available townhome. The last conversion unit has been completed and will be available for a fast paced sale. Closings are set this month for 5353, 5351 and 1805. Lender commitment is confirmed and the construction work finishing the units is progressing well. It is wonderful to say with the next closing, we are 90% sold.

As part of the conversion unit contracts, we will be expanding the laundry facilities and thus the electrical service in the Garden View basement. The plumbing portion is near completion and the electrical work (*as referenced in prior reports "Site Work #4"*) needs to commence. There is limited amperage available on the basement's existing service, therefore we need to connect to the individual unit's panel's capacity to expand power capacity in the basement.

The deck leak issues to repair (again) are completed by the HOA's roofing contractor selection. They can now observe and warranty the work going forward. Our previous correction efforts have proven to hold and I'm sure these corrections will follow suit.

## Site Work

- 1) Epoxy injections for the Garden View basement cracks are being monitored by HOA during rains.
- 2) ~~The stairway deck repair is complete.~~

3) The drainage issue on Garden View court was reviewed at the end of July. We have no plan to proceed on work in or around this situation at this juncture.

4) Per the electrician's review, the common electrical panel servicing the basement is overloaded with the 20+ washers and dryers. Several electricians are bidding expansion and upgrade of the basement service. Bids are being sourced at this time

5) The Garden View Building water softener is original (1960s) and not functioning. Two alternative options to remedy this issue are being reviewed. Bids will be sent to CDA for approval.



### Conversion Units

The inventory is sound and diminishing. All units are finished as of this month.

### Townhomes

One unit remains unfinished.

**Monthly Owner's Report for the Month of April, 2013**  
*The New Monona Shores Apartment Homes*

*Operations and Marketing:*

**Occupancy:**

The property increased occupancy to 97%. There were 101 occupied and 3 vacant units, of which 2 were market rate and 1 was an affordable. There is one approved family who wanted to move in immediately. It is pending Section 8 approval.

During the month of April, 6 households were denied housing, bringing the year to date total to 16. Poor credit and unacceptable housing history were the determining factors.

**Resident Functions:**

We are currently trying to locate a meeting place for the MSA and the Waunona Woods condominium home owners to have a Neighborhood watch meeting. We hope to meet at one of the nearby restaurants.

**New Resident Services:**

Nothing new to report.

**Cost/Time Savings Ideas:**

Nothing new to report.

**Street Rent Changes:**

No changes

**Capital Improvements:**

During the month of April, we replaced 1 stove and 2 carpets.

**Security/Crime Incidents:**

Our local contact at the MPD continues to work on our written reports. None provided thus far. Staff has been in contact and they're still working on it.

There were two incidents of fighting, one of which involved a resident's guest and the issue has been handled by the management. The other incident involved older teens from a neighboring property.

**Marketing:**

We are focusing our efforts in leasing the remaining 2 vacant and 5 on-notice units with primarily web based advertising because it's very effective and affordable. Including notices to vacate, we have 7 apartments to lease.

Traffic is picking up as the weather begins to get nice.

New apartment web sites are popping up all the time and we have found that Zillow is bringing us some leads. Our web presence has been enhanced with the Monona Chamber of Commerce.

Staff continues to regularly check Craig's List and follow up on people who list their needs when searching for housing. This generates some traffic for the site. Despite the junk mail, it's worth the time and effort.

Both the administrative and maintenance staff completes marketing and outreach calls to businesses and agencies in the areas. In the coming months, our goal is to market to 12 new groups.

**Local Market Conditions:** The rental market remains strong, with record low vacancy rates.

**Local Development:** Rehabilitation work has commenced at Knob Hill. We have rented to one family from that property thus far.

**60 day Objectives**

- The main focus for the staff remains obtaining qualified rentals and maintaining occupancy 95% or higher. Including notices to vacate, and providing pending applications work out, we currently have 6 units to lease.
- Staff will be concentrating their efforts in finishing the majority of recertifications and/or renewals in the coming months. They will also continue their efforts working on accounts receivable.
- Write offs are now being completed on a quarterly basis rather than at the end of the fiscal year.
- The property insurance renewal quote came in with an increase of 5% over what we budgeted. The independent insurance agent has bid out the property and no bids have come in under the current renewal.

**Maintenance:**

- Staff will begin bidding out several capital projects in the coming months.
- We will be getting bids to complete a long term capital improvement plan. We've met and toured the site with one contractor thus far. We're waiting for an approval to move ahead.
- Spring clean-up has begun and the curb appeal is looking good considering all the rain we've had thus far this spring.

**Personnel:** Staff is attending annual Fair Housing training.

**Other Misc. Administration:** Nothing new to report.

**HOUSING REHABILITATION LOAN  
STATUS FOR THE MONTH OF APRIL,  
2013**

<u>Program:</u>	<u>No:</u>	<u>Unit:</u>
<b>New Applications</b>		
Deferred Payment/HOME	3	2
<b>TOTALS:</b>	3	2
<b>Applications in Initial Processing</b>		
Deferred Payment/HOME	5	5
<b>TOTALS:</b>	5	5
<b>Applications in Bidding Stage</b>		
Deferred Payment/HOME	2	2
Installment Loan (City)	2	2
<b>TOTALS:</b>	4	4
<b>Projects Under Construction</b>		
Deferred Payment/HOME	7	6
Homebuyers Assistance Loan	3	4
Installment Loan (City)	5	5
<b>TOTALS:</b>	15	15
<b>Projects Completed this Year</b>		
Homebuyers Assistance Loan	3	3
Installment Loan (City)	1	1
<b>TOTALS:</b>	4	4

**STATUS REPORT FOR THE MONTH OF APRIL 2013  
HOUSING REHABILITATION LOANS**

PROGRAM	FUNDS AVAILABLE BEGINNING IN 2013	SOURCE OF REMAINING FUNDS AVAILABLE		ADJUSTED TOTAL FUNDS FOR 2013	LOANS CLOSED THIS MONTH		LOANS CLOSED YEAR TO DATE		REMAINING 2013 FUNDS AVAILABLE	LOANS APPROVED BUT NOT CLOSED		ADJUSTED TOTAL AVAILABLE	ADDITIONAL LOANS COMMITTED BUT NOT CLOSED		UNCOMMITTED LOAN FUNDS AVAILABLE		
		TRANSFERRED YEAR TO DATE	LOAN FUNDS TRANSFERRED THIS MONTH		NO. UNITS	DOLLAR AMOUNT	NO. UNITS	DOLLAR AMOUNT		NO. UNITS	DOLLAR AMOUNT		NO. UNITS	DOLLAR AMOUNT		NO. UNITS	DOLLAR AMOUNT
Installment (City)sr-56	\$314,114			\$314,114					\$314,114			\$314,114	3/3	\$57,000	\$257,114		
Deferred (City)																	
Deferred (CDBG)	\$55,000			\$55,000			1/1	\$17,000	\$38,000			\$38,000			\$38,000		
Deferred (HOME)	\$412,370			\$412,370			1/1	\$16,250	\$396,120			\$396,120	2/2	\$38,000	\$358,120		
Homebuyer (HBA)sr-61	\$61,994			\$61,994					\$61,994			\$61,994			\$61,994		
TOTAL	\$843,478			\$843,478			2/2	\$33,250	\$810,228			\$810,228	5/5	\$95,000	\$715,228		

**DOWN PAYMENT ASSISTANCE LOANS**

PROGRAM	BEGINNING FUNDS AVAILABLE IN 2013	SOURCE OF REMAINING FUNDS AVAILABLE		ADJUSTED FUNDS AVAILABLE	LOANS CLOSED THIS MONTH		LOANS CLOSED YTD		REMAINING FUNDS AVAILABLE	LOANS COMMITTED BUT NOT CLOSED		UNCOMMITTED LOAN FUNDS AVAILABLE		
		TRANSFERRED YEAR TO DATE	LOAN FUNDS TRANSFERRED THIS MONTH		Home-Buy		Home-Buy			Home-Buy			Home-Buy	
					Number	\$ Amount	Number	\$ Amount		Number	\$ Amount		Number	\$ Amount
Home-Buy	Home-Buy	\$17,925	\$17,925											
	\$84,140	\$8964	\$8964	\$111,031	2	\$10,000	6	\$35,000	\$76,031	4	\$25,000	\$51,031		
					Number	\$ Amount	Number	\$ Amount		Number	\$ Amount			
				\$111,031	2	\$10,000	6	\$35,000	\$76,031	4	\$25,000	\$51,031		