

February 2019

Lodge Resident Activity	Del-Air	Homesteader	* Heritage	Harvest	Total
Total Number of Units	49	27	82	66	224
Total Number of Residents for Month	30	20	77	68	195
Total Number of Residents for Previous Month	30	18	77	68	193
Change from Previous Month	0	2	0	0	2
Total Occupied Units for Month	29	19	74	66	188
Total Occupied Units Previous Month	29	18	74	66	187
Change from Previous Month	0	1	0	0	1
Move-Ins	2	1	2	0	5
Move-Outs	2	0	2	0	4
Vacant Rooms	20	8	8	0	36
Waitlist	0	0	0	0	0

Staff Summary	Del-Air	Homesteader	Heritage	Harvest
Total Productive Hours	1339.50	1194.50	2484.00	2277.00
Number of Residents	30	20	77	68
Staff Hours per Resident	44.65	59.73	32.26	33.49

Personnel	Del-Air	Homesteader	Heritage	Harvest	Admin.
Total Commencements	0	0	0	1	0
Food Services					
Resident Services					
Activities Attendant					
Students				1	
Administrative/Maintenance					

Total Resignations/Terminations	0	0	0	0	0
Food Services					
Resident Services					
Activities Attendant					
Students					
Administrative/Maintenance					

Vacant Positions	0	0	0	0	0
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Affordable Housing	Cadotte	Garden Court	Total
Total Units	8	63	71
Total Units Occupied for Month	5	50	55
Total Units Occupied Previous Month	5	47	52
Change from Previous Month	0	3	3
Move-Ins	0	4	4
Move-Outs	0	1	1
Vacant Units	3	13	16
Waitlist	0	0	0

Administration
Tammy Menssa - Human Resource/Operations Manager - February 6 - Board Meeting, Central Office; February 7 - Retirement Planning/Announcements; February 8 - Scheduled Day Off; February 11 - Tenant/Resident Meetings in Manning; February 12 - Tenant/Resident Meetings in Grimshaw; February 13 - Tenant/Resident Meetings in Peace River; February 13 - Lunch meeting with Matthew Foster, Complete Purchasing; February 14 - Tenant/Resident Meetings in Peace River; February 15 - Scheduled Day Off; February 22 - Managers' Meeting, Central Office.

* Heritage Tower Apartment Conversion to Lodge

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Senior Self-Contained	Autumn Villa	Legion Court	Legion Place	Manning Seniors	Heritage Tower	Greene Valley	Nampa Seniors	Garrison Manor	Pioneer Village	Total
Number of Units	8	16	8	16	C o n v e r s i o n	20	12	46	4	130
Occupied for Month	7	16	8	15		20	12	43	2	123
Occupied Prev. Month	7	16	8	15		20	12	42	2	122
Change from Prev. Month	0	0	0	0		0	0	1	0	1
Move-Ins	0	0	0	0		0	0	1	0	1
Move-Outs	0	0	0	0		0	0	0	0	0
Vacant Units	1	0	0	1		0	0	3	2	7
Waitlist	0	0	0	0		0	0	0	0	0

Community Housing	Peace River	Grimshaw	Manning	Total
Number of Units	81	21	21	123
Occupied for Month	51	13	15	79
Occupied Prev. Month	52	13	15	80
Change from Prev. Month	-1	0	0	-1
Move-Ins	1	1	0	2
Move-Outs	2	1	0	3
Vacant Units	30	8	6	44
Waitlist	0	0	0	0

Rural & Native Housing	St. Isidore	Grimshaw	Manning	Nampa	Fairview	Total
Number of Units	2	20	3	3	12	40
Occupied for Month	1	14	2	2	6	25
Occupied Prev. Month	1	14	2	2	7	26
Change from Prev. Month	0	0	0	0	-1	-1
Move-Ins	0	0	0	0	0	0
Move-Outs	0	0	0	0	1	1
Vacant Units	1	6	1	1	6	15
Waitlist	0	0	0	0	0	0

Rent Supplement	Private Landlord	Direct to Tenant	Total
Occupied for Month	14	26	40
Occupied Prev. Month	15	27	42
Change from Prev. Month	-1	-1	-2
Move-Ins	0	0	0
Move-Outs	1	1	2

Comments

See attached for Vacancy Report.

**Lodge and Senior Apartments
Vacancy Status Report February 2019**

<i>Lodges</i>		<i>Vacant Units #'s</i>	<i>Vacancy Date</i>	<i>Comments</i>	<i>Tentative ready date</i>
Del-Air Lodge					
	1	W06	October 31, 2018	Vacant	Ready
	2	W12	August 31, 2018	Vacant	Ready
	3	W14	May 17, 2017	Vacant	Ready
	4	W17	February 4, 2019	Painting and Maintenance Issue	In Progress
	5	W19	September 1, 2013	Flooring/Patching/Painting	Unknown
	6	W20	July 1, 2014	Flooring/Patching/Painting	Unknown
	7	W21	May 24, 2013	Flooring	Unknown
	8	W22	April 1, 2014	Flooring/Patching/Painting	Unknown
	9	W23	December 31, 2013	Painting	Unknown
	10	W25	September 1, 2013	Flooring	Unknown
	11	W26	September 1, 2011	Vacant	Ready
	12	W27	July 10, 2017	Vacant	Ready
	13	W29	May 24, 2017	Renovation Required	Unknown
	14	W30	March 1, 2011	Vacant	Ready
	15	W31		Storage	
	16	N10	December 31, 2018	Vacant	Ready
	17	N13	December 31, 2018	vacant	Ready
	18	N16	February 28, 2019	Vacant	Ready
	19	N19	February 28, 2018	Vacant	Ready
	20	N21	January 31, 2018	Vacant	Ready
Homesteader Lodge					
	1	4	September 20, 2018	Vacant	Ready
	2	6	September 8, 2018	Vacant	Ready
	3	8	August 15, 2018	Vacant	Ready
	4	10	August 16, 2018	Vacant	Ready
	5	21	January 29, 2017	Vacant	Ready
	6	23	August 20, 2018	Vacant	Ready
	7	24	December 21, 2017	Vacant	Ready
	8	28	September 8, 2018	Vacant	Ready
Heritage Tower Lodge					
	1	101	July 26, 2018	Minor Repairs	Office Conversion
	2	114	June 29, 2018	Vacant	Ready
	3	118	February 28, 2019	Painting	In Progress
	4	211	July 31, 2018	Flooring Required	In Progress
	5	217	January 21, 2019	Vacant	Ready
	6	225	July 31, 2018	Vacant	Ready
	7	226	July 23, 2018	Vacant	Ready
	8	405	February 28, 2019	Painting Required	In Progress
Harvest Lodge				No Vacancy	
Legion Court				No Vacancy	
Legion Place				No Vacancy	
Autumn Villa	1	7	February 28, 2018	Vacant	Assigned March 1, 2019
Manning Senior Apt.					
	1	201	January 23, 2019	Renovation Required (Fire)	In Progress

Garrison Manor					
	1	104	January 31, 2019	Cleaning Required	In Progress
	2	201A	October 31, 2018	Vacant	Ready
	3	212A	March 6, 2018	Major Renovations Required	In Progress
Pioneer Village	1	1	February 29, 2016	Renovation Required	Unknown
	2	3	December 31, 2017	Renovation Required	Unknown
Greene Valley				No Vacancy	
Nampa Legion Manor				No Vacancy	
Garden Court					
	1	105	September 30, 2018	Minor Renovation Required	In Progress
	2	201	January 31, 2018	Vacant	Ready
	3	208	July 31, 2017	Vacant	Ready
	4	209	December 31, 2018	Vacant	Ready
	5	212	January 31, 2019	Vacant	Ready
	6	301	December 1, 2017	Vacant	Ready
	7	302	February 28, 2019	Minor Renovation Required	In Progress
	8	307	November 30, 2018	Vacant	Ready
	9	308	October 1, 2018	Vacant	Ready
	10	401	May 31, 2018	Vacant	Ready
	11	404	September 30, 2018	Vacant	Ready
	12	410	June 30, 2017	Vacant	Ready
	13	414	October 10, 2018	Vacant	Ready

Vacancy Status Report
February 28, 2019

	Unit	Vacancy Date	Address	Comments	Please type in the status of each unit - what's been done so far, what's left to do, what items have been purchased or ordered for the unit and are waiting to be installed	Tentative Ready Date	
Peace River							
	1	12-101	2019/Feb	9726 78 Avenue	4 BR Move Out	Renovations Required	Next
	2	12-110	2012/Jun	9708 Spruce Court	3 BR Eviction	Complete Redo	Down
	3	12-111	2010/Jun	9706 Spruce Court	3 BR	Removed old kitchen cabinets, removed existing subfloor in kitchen and back entrance, purchased new kitchen cabinets	Down
	4	12-112	2015/Sept	9704-78 Avenue	3 BR Abandonment	Complete Redo	Down
	5	12-114	2014/July	9701-78 Avenue	3 BR Eviction	Complete Redo	Down
	6	12-118	2017/Dec	9709-78 Avenue	3 BR Move Out	Renovations Required	In Progress
	7	12-122	2018/Jul	9717 Spruce Court	3 BR Eviction	Complete Renovation Required	Unknown
	8	12-129	2017/Sep	7713-98 Street	3 BR Move Out	Renovations Required	In Progress
	9	12-130	2017/Jul	7711-98 Street	3 BR Move Out	Renovations Required	Unknown
	10	12-302	2019/Jan	9906-90 Avenue	2 BR Move Out	Renovations Required	Next
	11	12-303	2018/May	9906-90 Avenue	3 BR Eviction	Renovations Required	Unknown
	12	12-305	2017/Apr	9906-90 Avenue	3 BR Move Out	Renovations Required	In Progress
	13	12-307	2018/Dec	9906-90 Avenue	3 BR Eviction	Renovations Required	Unknown
	14	12-308	2018/Jun	9906-90 Avenue	2 BR Move Out	Renovations Required	In Progress
	15	12-309	2018/Jun	9906-90 Avenue	2 BR Move Out	Ready	Ready
	16	12-313	2018/Jun	9906-90 Avenue	2 BR Move Out	Renovations Required	Unknown
	17	12-314	2017/Nov	10002-90 Avenue	3 BR Move Out	Ready	Ready
	18	12-316	2018/May	10002-90 Avenue	2 BR Eviction	Ready	Ready
	19	12-403	2015/ May	8114-103 Avenue	3 BR Move Out	Painting, Flooring, Minor Repairs	Unknown
	20	12-501	2017/May	8409-101 Avenue	2 BR Move Out	Partial Painting	Unknown
	21	12-502	2017/Jan	10510-81 Street	3 BR Move Out	Ready	Ready
	22	12-604	2018/Nov	10017 82 Street	3 BR Move Out	Ready	Ready
	23	12-605	2018/Oct	10019 82 Street	3 BR Move Out	Garbage Removal, Cleaning and Minor Repairs	Unknown
	24	12-606	2019/Feb	10021 82 Street	3 BR Move Out	Minor Renovations Required	Unknown
	25	12-614	2018/Jun	10037-82 Street	3 BR Move Out	Assigned March 1, 2019	Ready
	26	12-616	2018/Nov	10041 82 Street	3 BR Move Out	Minor Repairs Required	As Required
	27	12-617	2018/Jul	10101 - 82 Street	3 BR Move Out	Ready	Ready
	28	12-621	2018/Feb	10109-82 Street	3 BR Move Out	Ready	Ready
	29	12-622	2017/Dec	10111-82 Street	3 BR Eviction	Renovations Required	In Progress
	30	12-801	2015/ Oct	10122-82 Street	3 BR Move Out	Cleaning Required	Next
	31	12-901	2016/Oct	6 Lavoie Street, St. Isidore	3 BR Move Out	Complete Renovation Required	Unknown
Grimshaw							
	1	13-101	2019/Jan	4520 47A Street	3 BR Move Out	Minor Repairs Required	Next
	2	13-105	2018/Dec	4510 47A Street	3 BR Eviction	Renovations Required	Unknown
	3	13-202	2011/Oct	4213 - 52 Street	3 BR Handicapped Unit Move Out	Complete Renovation Required	Unknown
	4	13-208	2013/March	4514-55th Street	3 BR Transfer	Ready	Ready
	5	13-209	2013/Aug	4510-55 Street	3 BR Abandonment	Renovations Required	Unknown
	6	13-213	2018/Sep	4410-55 Street	3 BR Move Out	Ready	Ready
	7	13-401	2015/ May	5405-50 Avenue	3 BR Abandonment	Cleaning, Garbage Removal, Major repairs	Unknown
	8	13-402	2015/ June	4518-47A street	3 BR Move Out	Renovations Required	Unknown
	9	13-702	2019/Feb	5422 51 Street, Berwyn	3 BR Move Out	Renovations Required	Unknown
	10	13-703	2018/Mar	4716-44 Avenue	2 BR Eviction	Complete Renovation Required	Unknown

Vacancy Status Report
February 28, 2019

	11	13-706	2018/Sep	4310-54 Street	3 BR Move Out	Ready	Ready
	12	13-802	2012/Oct	4717-44 Avenue	3 BR Move Out	Renovations Required	Unknown
	13	13-803	2017/Nov	5221-55 Avenue, Berwyn	3 BR Move Out	Minor Repairs Required	Unknown
	14	13-805	2018/Nov	4823 45 Street	3 BR Move Out	Minor Repairs Required	Unknown
Manning	1	07-602	2013/Feb	407B - 1st St NE	3 BR Move Out	Ready	Ready
	2	17-609	2018/Aug	406A - 2nd Street NE	4 BR Move Out	Ready	Ready
	3	17-610	2018/Dec	406B 2 ST NE	4 BR Move Out	Complete Renovation Required	In Progress
	4	17-701	2018/Nov	500A 2 ST NW	3 BR Move Out	Minor Repairs Required	Next
	5	17-704	2018/Nov	502B 2 ST NW	3 BR Move Out	Ready	Ready
	6	17-901	2018/Jan	203 6 AVE NW	3 BR Move Out	Major Renovations Required	Unknown
	7	17-001	2018/Nov	120 - 1 AVE SW	3 BR Move Out	Minor Painting Required	Next
Fairview	1	10-001	2017/Feb	11100-107 AVE	3 BR Move Out	Total Redo - Down	Unknown
	2	11-003	2019/Feb	304 10 Street, Bluesky	3 BR Move Out	Minor Renovations and Paint Required	Unknown
	3	11-004	2018/Jan	10912-114 Street	3 BR Eviction	Assigned March 1, 2019	Ready
	4	11-008	2013/Oct	303-10th Street, Bluesky	3 BR Move Out	Total Redo - Down	Down
	5	18-002	2018/Jul	10515-105 Street	3 BR Eviction	Complete Renovation Required	Unknown
	6	18-003	2018/May	10916-114 Street	3 BR Eviction	Complete Renovation Required	In Progress
Nampa	1	17-402	2017/Sep	10205B - 99 Avenue	3 BR Move Out	Ready	Ready
Cadotte							
	1	3	2015/Feb	1085-Cardinal Street	3 BR Eviction	Assigned March 1, 2019	Ready
	2	6	2014/Nov	840 Noskey Ave	3 BR Eviction	Complete Renovation Required	Unknown
	3	8	2018/Mar	790 Noskey Avenue	3 BR Abandonment	Ready	Ready

MAINTENANCE REPORT FEBRUARY 2019

All Projects

Minor repairs and maintenance
Inspect vacant units
Snow removal

Heritage Tower

Unit #217 Work completed/ready for occupancy

- repair damaged walls
- complete interior painting
- removal and disposal of existing flooring
- prep floors for new flooring
- minor repairs

Garrison Manor

Unit #212A Unit renovation in progress:

- install new kitchen cabinets and bathroom vanity
- build and install new countertops
- install new tub/shower faucet
- minor repairs

Manning Apts.

Unit #101 Unit renovation completed/ready for occupancy

- install new shower faucet
- install new shower door
- minor repairs

Unit #201 Unit renovation in progress:

- install new tub/shower faucet
- replace fridge and range
- minor repairs

Manning Community Housing

Unit #07-608 - replace water heater

Unit #07-609 Work completed/ready for occupancy

- repair damaged walls
- interior painting
- minor repairs

Peace River Community Housing

Unit #12-309 Work completed/ready for occupancy

- repair damaged walls
- complete interior painting
- garbage removal and disposal
- minor repairs

Unit #12-308 Unit renovation in progress:

- repair damaged walls
- interior painting
- minor repairs

Unit #12-305 Unit renovation in progress:

- replace kitchen cabinets
- install countertop
- install kitchen sink and new plumbing
- interior painting
- minor repairs

Grimshaw Community Housing

Unit #13-208 Unit renovation completed/ready for occupancy

- install new range hood and venting
- install new ceramic tile backsplash
- paint new interior doors, baseboards and trim
- install new interior doors and trim
- install new baseboards and window trim
- install new curtain rods
- replace switches and receptacles
- install new washer and dryer
- garbage removal and disposal
- minor repairs

Garden Court

Unit #301 Work completed/ready for occupancy

- repair damaged walls
- complete interior painting
- minor repairs

Unit #307 Work completed/ready for occupancy

- repair damaged walls
- complete interior painting
- minor repairs

Unit #308 Work completed/ready for occupancy

- repair damaged walls
- complete interior painting
- minor repairs

Garden Court

Unit #401 Work completed/ready for occupancy

- repair damaged walls
- complete interior painting
- minor repairs

Unit #404 Work completed/ready for occupancy

- repair damaged walls
- complete interior painting
- minor repairs

Unit #414 Work completed/ready for occupancy

- repair damaged walls
- complete interior painting
- minor repairs

Contract Work

Heritage Tower Unit #217 - supply and install new flooring

Unit #08-003 - supply and install new vinyl flooring

Applications for the month of February 2019

Total applications received	6	
Family Housing <i>(Peace River, Grimshaw, St. Isidore, Nampa, Berwyn, Cadotte Lake)</i>		
Total Applications	6	Comments
Waiting for Documents/ Follow up	4	
Approved for a housing unit	1	
Offered and accepted a housing unit		
Declined Applications (over CNIT's)	0	
Declined Applications (owes Money to Foundation)	0	
Applicants referred to other areas	0	
Referred to Rent Supplement <i>*See below</i>	1	
Rent Supplement All Locations		
Total Applications	1	Comments
Not eligible for a housing unit (no dependants, or under the age of 65)	0	
On waitlist for a housing unit within the foundation (family or senior)	0	
Lack of/or negative references/rental history or determined to be too high risk for a housing unit. <i>* Referred from other programs</i>	1	
Declined Applications (owes Money to Foundation)	0	
Declined Applications (over CNIT's)	0	
Applications on waitlist		
Declined initial offer		
Waiting for contact		
Other Information		
# of Applicants that were no show for their appointment	0	
# of applicants that have no contact or cannot be reached	0	
# of applicants with incomplete application or missing documents.	2	
#of walk in days	2	

Applications for the month of February 2019

Total applications received	0	
Family Housing (Manning)		
Total Applications	0	Comments
Waiting for Documents/ Follow up	0	
Approved for a housing unit	0	
Offered and accepted a housing unit	0	
Declined Applications (over CNIT's)	0	
Declined Applications (owes Money to Foundation)	0	
Applicants refered to other areas	0	
Referred to Rent Supplement <i>*See below</i>	0	
Rent Supplement All Locations		
Total Applications	0	Comments
Not eligible for a housing unit (no dependants, or under the age of 65)	0	
On waitlist for a housing unit within the foundation (family or senior)	0	
Lack of/or negative references/rental history or determined to be too high risk for a housing unit. <i>* Referred from other programs</i>	0	
Declined Applications (owes Money to Foundation)	0	
Declined Applications (over CNIT's)	0	
Applications on waitlist		
Declined initial offer		
Waiting for contact		
Other Information		
# of Applicants that were no show for their appointment	0	
# of applicants that have no contact or cannot be reached	0	
# of applicants with incomplete application or missing documents.	0	
#of walk in days	0	

Applications for the month of February 2019

Total applications received	1	
Family Housing <i>(Fairview, Bluesky, Hines Creek)</i>		
Total Applications	0	Comments
Waiting for Documents/ Follow up	1	Waiting for Employment/Income Documentation
Approved for a housing unit	0	
Offered and accepted a housing unit	0	
Declined Applications (over CNIT's)	0	
Declined Applications (owes Money to Foundation)	0	
Applicants refered to other areas	0	
Refered to Rent Supplement <i>*See below</i>	0	
Rent Supplement All Locations		
Total Applications	0	Comments
Not eligible for a housing unit (no dependants, or under the age of 65)	0	
On waitlist for a housing unit within the foundation (family or senior)	0	
Lack of/or negative references/rental history or determined to be too high risk for a housing unit. <i>* Refered from other programs</i>	0	
Declined Applications (owes Money to Foundation)	0	
Declined Applications (over CNIT's)	0	
Applications on waitlist		
Declined initial offer	0	
Waiting for contact	0	
Other Information		
# of Applicants that were no show for their appointment	0	
# of applicants that have no contact or cannot be reached	0	
# of applicants with incomplete application or missing documents.	0	
#of walk in days	0	