City of Highland Park

Public Notice
Housing Commission Regular Meeting

In accordance with the Statutes of the State of Illinois and the Ordinances of the City of Highland Park, the next regular meeting of the City of Highland Park Housing Commission, the Peers Housing Association, Ravinia Housing Association, and Sunset Woods Association is scheduled to be held at the hour of **6:30 P.M. on Wednesday, July 1, 2026** and will take place at City Hall, 1707 St Johns Avenue, Highland Park, Illinois inside the Council Chambers. Individuals with questions or feedback about an agenda item can address the Commission in the following ways:

1. **EMAILS FOR THE RECORD.** Email the Housing Commission staff liaison, Planner Zubin Coleman at zcoleman@cityhpil.com. If you wish to have your comments read into the record, limit your communication to 200 words or less. Public comments received by 4:30 PM the day of the meeting will be read under Business from the Public. Public comments should contain the following information:
   - In the subject line, identify, "Housing Commission Meeting – Read into the Record"
   - Name
   - City
   - Address (optional)
   - Phone (optional)
   - Organization, agency representing, if applicable.
   - Topic or agenda item number of interest
2. **EMAILS WITH UNLIMITED INFORMATION**. Individuals who do not wish to have their comments read into the record can email Senior Planner, Zubin Coleman an unlimited number of words. Emails will be forwarded to the Housing Commission if requested.
3. **TELEPHONE.** Individuals with no access to email may leave a message with Senior Planner Zubin Coleman at 847.926.1853.
4. **LIVE COMMENTS.** Individuals are able to address the Commission during the meeting. Questions/comments are limited to written testimony into the record or spoken comments, not both. Business from the Public is only listed on the Housing Commission Meeting Agenda. Comments should be limited to three minutes or less.

All emails received will be acknowledged at the meeting. Individuals may also leave a voice message with Senior Planner, Zubin Coleman at 847.926.1853 or at zcoleman@cityhpil.com with any questions.

The City encourages individuals to sign-up for its enews for important information from the City and its government partners. The City updates its website daily and also posts on social media daily. To sign-up for the enews, visit www.cityhpil.com.

The City, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this hearing, or who have questions about the accessibility of the meeting facilities, contact the City's ADA coordinator Emily Taub at etaub@cityhpil.com or 847.926.1005.

AGENDA

City of Highland Park
Housing Commission Regular Meeting
July 1, 2026 - 6:30 pm

I. Call to order

II. Roll Call

III. Business from the Public

IV. Approval of Regular Meeting Minutes – June 3, 2026

V. Scheduled Business

1. Items for Omnibus Vote Consideration
   - Payment of Invoices
   - Ratification of Payments
     - Sunset Woods Annual Report Filing to the State
2. Peers, Ravinia, Sunset Woods Associations, and HTF
   - Consideration of ERES Management Report and Financials
   - Sunset Woods Financials
   - Housing Trust Fund (HTF) Financials
   - Other Association Business
     - Peers Pipe Replacement Update
     - Peers Housing Association Fund Account Management

VI. Old Business

1. CCHI Grant Agreement – Update
2. Payment-In-Lieu Fee Analysis

VII. New Business

1. CPAH 2027 Grant Requests

VIII. Other Business

1. Commissioner Update
2. Next Housing Commission Meeting, Wednesday, August 5, 2026

IX. Adjournment

MINUTES OF A REGULAR MEETING OF
HOUSING COMMISSION
OF THE CITY OF HIGHLAND PARK, ILLINOIS

MEETING DATE: Wednesday, June 3, 2026

MEETING LOCATION: Council Chambers, City Hall, 1707 St. Johns Avenue, Highland Park, IL

CALL TO ORDER

At 6:30 p.m., Chairperson Fernandez Sykes called an on-site meeting of the Highland Park Housing Commission, Peers Housing Association, Ravinia Housing Association, and the Sunset Woods Association to order. Each of the Commissioners also serves as Directors of each of the Housing Associations. Public comments may be emailed to city@hpil.com or phoned into at 847.432.0867. The City web site is www.cityhpil.com. Staff was asked to call the roll.

ROLL CALL

Commissioners Present: Chairperson Fernandez Sykes; Commissioners Farris, Rachman, Adland, Beasley, & Shapiro Kopin

Commissioners Absent: Commissioner Rosen

Councilmember Present: Tapia

Student Council Present: Sydney Jones

Student Council Absent:

Staff declared that a quorum was present.

Staff Present: Coleman and Markle

Guests Present: Zack Zalar, Zachary Kenitzer, David Goldman, and Michael Ezgur

Others Present:

BUSINESS FROM THE PUBLIC

There was no Business from the Public.

Commissioner Adland arrived at 6:32 pm.

APPROVAL OF MINUTES

Regular Meeting of the Housing Commission – May 6, 2026

Commissioner Beasley moved to approve the April 6, 2026, regular meeting minutes. Commissioner Rachman seconded the motion.

On a voice vote:
Voting Yea: Chairperson Fernandez Sykes; Commissioners Farris, Rachman, Adland, Beasley & Shapiro Kopin

Voting Nay: None

Chairperson Fernandez Sykes declared that the motion passed unanimously.

SCHEDULED BUSINESS

1. Items for Omnibus Vote Consideration
    - Payment of Invoices
    - Ratification of Payments
      Attorney General 990 Filings for Housing association.

Senior Planner Coleman advised payments have been made to the State for the Attorney General 900 filings. Planner Markle passed around a copy of the checks.

Senior Planner Coleman advised this item is an FYI and no action needs to be taken at this time.

2. Peers, Ravinia, Sunset Woods Associations, & Housing Trust Fund
    - Consideration of ERES Management Report and Financials

Senior Planner Coleman advised that no ERES financials have been submitted this month as ERES Regional Supervisor, Irina Leykin, is out on maternity leave.

Peers Pipe Replacement Update

Senior Planner Coleman updated that the City inspector is scheduled to meet with the property management team and contractor on June 4, 2026 to determine how best to approach this issue.

- Sunset Woods Financials

Senior Planner Coleman advised there is nothing outstanding.

- Housing Trust Fund (HTF) Financials

Senior Planner Coleman advised there is nothing outstanding.

- IHDA-Peers Housing Association Loan Maturation Update

Senior Planner Coleman updated that the IHDA-Peers Housing Association Loan matured in April of this year. IHDA will send the Commission a refund. This refund may not go directly to the HTF since this fund this fund did not exist when the loan was established.

- Other Association Business

Senior Planner Coleman advised there is nothing outstanding.

OLD BUSINESS

DRAFT

1. Consideration of an Amendment to the Final Inclusionary Plan Approval for the Townhome Development at 1700 Old Deerfield Road.

Senior Planner Coleman presented

- Amendment to Inclusionary Plan previously amended in October of 2025
- Number of inclusionary units and fee-in-lieu will not change
- Applicant proposes all market rate and inclusionary units be 3-bedroom
- Previously approved bedroom mix departure will be resolved
- HC is still required to consider a departure for the location of units.

Commissioner Adland questioned why the inclusionary units are not dispersed throughout the site.

The applicant responded that the units could not be dispersed due to financial reasons.

There were no further questions.

There was no comment from the public.

Commissioner Beasley moved to approve the amendment to the Final Inclusionary Plan approval for the townhome development at 1700 Old Deerfield Road. Commissioner Farris seconded the motion.

On a roll call vote:
Voting Yea: Chairperson Fernandez Sykes; Commissioners Farris, Rachman, Adland, Beasley & Shapiro Kopin
Voting Nay: None

NEW BUSINESS

1. Consideration of a Preliminary Housing Application for a Condominium Development at 1696 McGovern and 793 Laurel Avenue

Planner Markle presented

- Two 5-story multifamily buildings. For-sale condominiums
- Applicant proposes 3 inclusionary units on-site out of the 5.8 units required by Code
- Difference between total proportion of affordable units and effective rate of affordability

Commissioner Adland asked for clarification on rate of affordability metrics. Planner Markle and Senior Planner Coleman clarified and referred to the inclusionary calculator.

Planner Markle continued presentation

- The following Departures from code are required based on the Applicant's proposal:
  - Location of units
  - Bedroom mix
- Planner Markle showed elevations and renderings in the presentation.

Some HC comments are…

- Commissioner Beasley asked how many projects the applicant has completed in Highland Park, and Applicant DavidGoldman responded:
  - He has not completed any projects in Highland Park.
  - Mr. Goldman lived in Highland Park but never completed a project in Highland Park.
- Commissioner Shapiro-Kopin communicated that the Housing Commission's purpose is to oversee the inclusionary ordinance and promote the creation of affordable units. Can the applicant address why 2 inclusionary units on-site are omitted from the proposal? Mr. Goldman said:
  - The project has economic constraints.
  - This project is larger than others. There is a significantly higher cost burden to subsidize the creation of on-site inclusionary units.
- Commissioner Adland asked what the rational is for stacking units, and Mr. Goldman said:
  - The building was designed to be efficient.
  - At the time, the applicant was not aware stacking units was a departure from Code.
  - The applicant has seen that the Commission has approved stacked units in the past and did not realize this was a departure.
  - Vertical stacking is somewhat of a dispersion.
- Commissioner Rachman asked staff to confirm that stacked units are a departure from code. Staff confirmed it is a departure based on the Commission's consideration of prior approved inclusionary plans.
- Commissioner Shapiro-Kopin said she is struggling with allowing two whole on-site units being omitted via a payment-in-lieu fee. Mr. Goldman responded that the 8.8% total proportion of on-site units metric does not factor in the large payment-in-lieu.
  - Commissioner Shapiro-Kopin acknowledged that the proposed payment-in-lieu is a part of the proposal but this is not the HC's only consideration.
- Commissioner Farris said departures from code are not common. There needs to be a really compelling reason for departures. She is hesitant to recommend approval of the preliminary plan as-is.

Commissioner Beasley moved to continue the item to the next Regular Meeting.

- Mr. Goldman requested guidance from the Commission and Commissioner Beasley responded that the proposal should be brought closer to the Code standards.
- Commissioner Shapiro-Kopin asked staff if there is any precedent for omitting 2.8 units and Senior Planner Coleman responded that there is not in recent memory.
- Commissioner Beasley clarified to the applicant that the Commission wants another inclusionary unit provided on-site.
- Chair Fernandez Sykes said all 3-bedroom inclusionary units would be closer to the Code requirement. That is closer to what the Commission is looking for and would be a step in the right direction.

Commissioner Rachman seconded Commissioner Beasley's motion.

On a roll call vote:
Voting Yea: Chairperson Fernandez Sykes; Commissioners Farris, Rachman, Beasley, Adland & Shapiro Kopin

Voting Nay: None

Senior Planner Coleman declared that the motion passed unanimously.

2. <u>Payment in-Lieu Fee Analysis</u>

Senior Planner Coleman updated that the City's budgeting process has begun. Staff will follow up next month with an analysis of the payment-in-lieu.

Some HC comments are:

- Commissioner Adland questioned what methodology is used for the analysis and Senior Planner Coleman explained it takes into account Multiple Listing Service (MLS) real estate data in Highland Park, as well as Community Partners for Affordable Housing (CPAH) subsidy data.
- Chair Fernandez Sykes asked if there is a possibility of revising the Inclusionary Ordinance.
    - Councilmember Tapia claimed that there is a hypothesis that the ratio of required inclusionary units to market rate units could work against the HC's goals. The current discussion is preliminary at this stage.
    - Councilmember Tapia also claimed that Highland Park is not trending in a positive direction. There may be evidence the City is running counter to the Code's purpose.
- Commissioner Rachman requested staff perform a land-use analysis and identify possible sites for affordable housing.
- Commissioner Farris asked if the City is optimizing affordable housing production and Councilmember Tapia responded the HC has leverage in two ways: the percentage of required affordable units and payment-in-lieu.
    - Luxury condos do not create many units, overall.
    - Is 20% of units the right way to go, or should the code require 20% of square footage?
- Michael Ezgur, attorney representing applicant David Goldman, said:
    - Rental is different from condominium units. Providing on-site development is difficult for condominium developments.
    - The City's zoning code is anti-density. The Highland Park theatre project was shot down.
    - The Highland Park Property Owner's Association is just one group of people.
    - Thoughtful developers would be willing to collaborate with the City.
- Commissioner Adland questions if focus groups have been held to evaluate the City's current housing policy.
- Planner Markle shared that the Comprehensive Plan update is an opportunity for reaching stakeholders and performing housing analysis.

OTHER BUSINESS

Commissioner Beasley left the meeting at 7:28pm.

The next regularly scheduled meeting will be held July 3, 2026.

Commissioner Shapiro-Kopin shared a meeting of the Sunset Woods Condominium Board occurred.

ADJOURNMENT

MINUTES OF A REGULAR MEETING OF
HOUSING COMMISSION
OF THE CITY OF HIGHLAND PARK, ILLINOIS

Commissioner Farris moved to adjourn at
7:33 p.m. Chairperson Fernandez Sykes seconded the motion.

On a roll call vote
Voting Yea: Chairperson Fernandez Sykes; Commissioners Adland, Farris, Rachman, & Shapiro Kopin
Voting Nay: None

Chairperson Fernandez Sykes declared that the motion passed unanimously.

Respectfully Submitted,

Planner Markle
Recorder

MINUTES OF A REGULAR MEETING ON May 6, 2026, WERE APPROVED WITHOUT CORRECTIONS.

DRAFT

SWA 2 Rental
Income Statement
Compared with Budget
For the Five Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget
Revenues					
Rents	$ 2,300.00	$ 2,300.00	0.00	$ 11,500.00	$ 11,500.00
Interest Income	0.63	0.00	0.63	3.26	0.00
Vacancy	0.00	(115.00)	115.00	0.00	(575.00)
Total Revenues	2,300.63	2,185.00	115.63	11,503.26	10,925.00
Expenses					
Office Supplies	0.00	25.00	(25.00)	0.00	125.00
Management Fee	221.00	142.00	79.00	1,040.00	710.00
Audit Expense	0.00	125.00	(125.00)	2,057.14	625.00
Software/Data Processing	7.06	5.00	2.06	28.24	25.00
Painting & Decorating	0.00	125.00	(125.00)	0.00	625.00
Appliance Repairs/replace	0.00	25.00	(25.00)	0.00	125.00
Supplies	0.00	8.00	(8.00)	0.00	40.00
Maintenance	0.00	42.00	(42.00)	0.00	210.00
Condo Asst Rental Units	1,202.70	819.00	383.70	5,979.76	4,095.00
Cable TV	0.00	133.00	(133.00)	283.72	665.00
Bldg Insurance	0.00	42.00	(42.00)	0.00	210.00
Total Expenses	1,430.76	1,491.00	(60.24)	9,388.86	7,455.00
Net Income	$ 869.87	$ 694.00	175.87	$ 2,114.40	$ 3,470.00

Year to Date Variance
0.00
3.26
575.00
578.26
(125.00)
330.00
1,432.14
3.24
(625.00)
(125.00)
(40.00)
(210.00)
1,884.76
(381.28)
(210.00)
1,933.86
(1,355.60)

Sunset Woods Housing 12
Balance Sheet
May 31, 2026

ASSETS

Current Assets		
Assn FBHP Checking	$ 10,377.00	
FBHP General Checking X3522	21,090.35	
FBHP Sec Dep. Savings x5723	10,972.14	
Assn FBHP Savings	109,626.00	
FBHP Savings x5731	9,524.03	
Tax Reserve	(0.57)	
Accounts Receivable	(2,385.50)	
Total Current Assets		159,203.45
Property and Equipment		
Building	1,552,988.40	
Building Improvements	20,532.96	
Appliances	422.64	
Accum Dep Furn & Fixtures	(399.37)	
Accum Dep Equipment	(403.85)	
Accum Dep Building	(869,413.47)	
Debt issuance costs - accum am	(2,582.00)	
Total Property and Equipment		701,145.31
Other Assets		
Total Other Assets		0.00
Total Assets		$ 860,348.76

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	$ 3,134.67	
Accrued Management Fee	662.94	
Security Deposits	10,051.00	
Total Current Liabilities		13,848.61
Long-Term Liabilities		
Notes Payable, Lake Co	116,760.18	
Notes Payable, FBHP	(46,441.59)	
Current Portion of FBHP Mortga	359,388.00	
Current Portion of IHDA Mortga	1,200.00	
Debt issuance costs	(4,842.00)	
Notes Payable, IHDA	205,162.60	
Total Long-Term Liabilities		631,227.19
Total Liabilities		645,075.80
Capital		
Beginning Balance Equity	(85,000.00)	
Equity-Retained Earnings	299,979.81	
Net Income	293.15	
Total Capital		215,272.96
Total Liabilities & Capital		$ 860,348.76

Sunset Woods Housing 12
Income Statement
Compared with Budget
For the Five Months Ending May 31, 2026

Revenues					
Rents	$ 8,657.60	$ 8,414.00	243.60	$ 43,302.00	$ 42,070.00
Subsidy Income	1,602.00	1,796.00	(194.00)	7,807.00	8,980.00
Interest Income	10.27	0.00	10.27	25.40	0.00
Vacancy	0.00	(511.00)	511.00	0.00	(2,555.00)
Total Revenues	10,269.87	9,699.00	570.87	51,134.40	48,495.00
Expenses					
Office Supplies	37.00	25.00	12.00	37.00	125.00
Management Fee	663.65	630.00	33.65	3,257.85	3,150.00
Audit Expense	0.00	667.00	(667.00)	12,342.86	3,335.00
Exterminating	0.00	75.00	(75.00)	0.00	375.00
Credit Ck Fees	0.00	4.00	(4.00)	0.00	20.00
Government Fees	0.00	96.00	(96.00)	0.00	480.00
Software/Data Processing	42.34	32.00	10.34	211.70	160.00
Carpet Cleaning	0.00	83.00	(83.00)	0.00	415.00
Heating & Air	0.00	42.00	(42.00)	0.00	210.00
Electrical & Plumbing Maint	0.00	42.00	(42.00)	0.00	210.00
Painting & Decorating	0.00	108.00	(108.00)	0.00	540.00
Appliance Repairs/Replace	0.00	83.00	(83.00)	510.00	415.00
Supplies	15.43	125.00	(109.57)	15.43	625.00
Maintenance	0.00	167.00	(167.00)	17.99	835.00
Condo Assessment Rental Units	5,197.74	3,356.00	1,841.74	25,666.20	16,780.00
Cable TV	0.00	800.00	(800.00)	851.16	4,000.00
Real Estate tax expense	0.00	3.00	(3.00)	463.33	15.00
Loan Interest	1,384.10	2,349.00	(964.90)	7,012.73	11,745.00
Professional Services	455.00	0.00	455.00	455.00	0.00
Bldg Insurance	0.00	250.00	(250.00)	0.00	1,250.00
Total Expenses	7,795.26	8,937.00	(1,141.74)	50,841.25	44,685.00
Net Income	$ 2,474.61	$ 762.00	1,712.61	$ 293.15	$ 3,810.00

1,232.00
(1,173.00)
25.40
2,555.00
2,639.40
(88.00)
107.85
9,007.86
(375.00)
(20.00)
(480.00)
51.70
(415.00)
(210.00)
(210.00)
(540.00)
95.00
(609.57)
(817.01)
8,886.20
(3,148.84)
448.33
(4,732.27)
455.00
(1,250.00)
6,156.25
(3,516.85)

Sunset Woods Housing 12
Statement of Cash Flow
For the five Months Ended May 31, 2026

		Current Month		Year to Date
Cash Flows from operating activities				
Net Income	$	2,474.61	$	293.15
Adjustments to reconcile net income to net cash provided by operating activities				
Tax Reserve		(2.23)		(11.15)
Accounts Receivable		(371.33)		1,159.50
Subsidy Accounts Receivable		(59.00)		(59.00)
Accounts Payable		545.00		(7,749.77)
Accrued Management Fee		0.00		(224.21)
Accrued Expenses		0.00		5,244.36
Total Adjustments		112.44		(1,640.27)
Net Cash provided by Operations		2,587.05		(1,347.12)
Cash Flows from investing activities				
Used For				
Net cash used in investing		0.00		0.00
Cash Flows from financing activities				
Proceeds From				
Used For				
Notes Payable, FBHP		(1,067.67)		(7,700.12)
Notes Payable, IHDA		0.00		(400.00)
Net cash used in financing		(1,067.67)		(8,100.12)
Net increase <decrease> in cash	$	1,519.38	($	9,447.24)
Summary				
Cash Balance at End of Period	$	161,589.52	$	161,589.52
Cash Balance at Beg of Period		(160,070.14)		(171,036.76)
Net Increase <Decrease> in Cash	$	1,519.38	($	9,447.24)

Sunset Woods Housing 12
Account Register
For the Period From May 1, 2026 to May 31, 2026
1103M13 - FBHP General Checking X3522

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			19,581.24
5/1/26	2284V	Withdrawal	LCHA c/o HODC		-460.60	20,041.84
5/1/26	2291	Withdrawal	Housing Opportunity Dev. Corp.		716.08	19,325.76
5/1/26	Autopay 2605	Withdrawal	Illinois Housing Development A		100.00	19,225.76
5/1/26	HAP_5.1.26	Other	HAP_5.1.26	1,543.00		20,768.76
5/2/26	RP_5.2.26	Other	RP_5.2.26	950.00		21,718.76
5/5/26	RP_5.5.26	Other	RP_5.5.26	680.00		22,398.76
5/8/26	2287	Withdrawal	Lake County Housing Authority		463.33	21,935.43
5/8/26	DEP_5.8.26	Other	DEP_5.8.26	4,277.00		26,212.43
5/15/26	2287V	Withdrawal	Lake County Housing Authority		-463.33	26,675.76
5/15/26	2288	Withdrawal	LCHA c/o HODC		463.33	26,212.43
5/17/26	Autopay 2605	Withdrawal	Real Page, Inc.		42.34	26,170.09
5/22/26	2289	Withdrawal	Westward360		5,197.74	20,972.35
5/22/26	2290	Withdrawal	Apex Window Werks USA Corp.		455.00	20,517.35
5/22/26	DEP_5.22.26	Other	DEP_5.22.26	1,100.00		21,617.35
5/26/26	Autopay 2605	Withdrawal	First Bank Chicago		2,454.00	19,163.35
5/27/26	RP_5.27.26	Other	RP_5.27.26	910.50		20,073.85
5/29/26	DEP_5.29.26	Other	DEP_5.29.26	750.00		20,823.85
5/29/26	RP_5.29.26	Other	RP_5.29.26	95.00		20,918.85
5/31/26	2269V	Withdrawal	LCHA c/o HODC		-171.50	21,090.35
			Total	10,305.50	8,796.39	

HOUSING TRUST FUND

Schedule of Changes in Fund Balance

	Actual Through May 2026	Estimated Jun - Dec 2026	Total[3] 2026 Budget
Beginning Fund Balance (Audited)	**1,933,509**	**1,524,265**	**1,524,265**
Demolition Tax	30,000	50,000	80,000
Demolition Permits	5,843	6,158	12,000
Reimbursements and Grants	-	-	-
Interest Revenue	27,163	56,537	83,700
Contributions/Donations/Transfers[4]	-	-	-
Payment in lieu of Affordable Housing[1]	74,160	333,720	407,880
Proceeds of Ceding Volume Cap	-	-	-
Total Revenue	**137,165**	**446,415**	**583,580**
Contractual Services (Obligations)[2]	527,750	566,100	1,093,850
Employment Expenses	4,613	7,982	12,595
Salaries	14,047	22,311	36,358
Personnel Expenditures	18,660	30,293	48,953
Total Expenditures	**546,410**	**596,393**	**1,142,803**
Ending Fund Balance	**1,524,265**	**1,374,286**	**965,042**
Fund Balance at 150% target		1,714,205	1,714,205
Fund Balance less Obligations and Target		**(339,918)**	**(749,163)**

Notes:

1. Anticipated Revenue:

2026 Payment in lieu	407,880
2026 Demolition Tax	300,000
2026 Demolition Permits	15,000
Total	722,880

2. Obligations:

Scattered Site Grant Budgeted for 2026	1,175,000
Operating Grant Budgeted for 2026	111,000
Temporary Housing Assistance	10,000
Total	1,296,000

3. Adopted Budget

Housing Trust Fund

Balance Sheet and Schedule of Revenues, Expenditures, and Changes in Fund Balance Per City General Ledger

	Adopted	Estimated						Actual																	
	Annual 2026	Jun - Dec 2026	May YTD 2026	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003
Balance Sheet																										
Cash & Investments	965,042	1,374,286	1,524,265	1,933,509	1,968,422	1,908,458	1,634,854	2,386,240	1,522,923	1,329,104	709,596	555,762	634,659	808,800	866,008	834,576	1,001,264	1,091,569	1,254,767	1,282,048	1,517,934	1,873,748	245,714	1,148,435	704,498	229,405
Accounts Receivable													250,000									(10,500)				
Due from Other Funds																							1,700,000			
Other Assets																				(169)		378	539			
Total Assets	**965,042**	**1,374,286**	**1,524,265**	**1,933,509**	**1,968,422**	**1,908,458**	**1,634,854**	**2,386,240**	**1,522,923**	**1,329,104**	**709,596**	**555,762**	**884,659**	**808,800**	**866,008**	**834,576**	**1,001,264**	**1,091,569**	**1,254,767**	**1,281,879**	**1,517,934**	**1,863,625**	**1,946,254**	**1,148,435**	**704,498**	**229,405**
Accounts Payable										67,500											1,000					
Accrued Salaries Payable											1,011		1,009	627	789	720	175	308	233		395	596	218			
Refundable Deposits														61,000												
Total Liabilities	**-**	**-**				**-**	**-**	**-**	**-**	**67,500**	**1,011**	**-**	**1,009**	**61,627**	**789**	**720**	**175**	**308**	**233**	**-**	**1,395**	**596**	**218**	**-**	**-**	**-**
Fund Balance Actual	**965,042**	**1,374,286**	**1,524,265**	**1,933,509**	**1,968,422**	**1,908,458**	**1,634,854**	**2,386,240**	**1,522,923**	**1,261,604**	**708,584**	**555,762**	**883,651**	**747,173**	**865,220**	**833,856**	**1,001,088**	**1,091,261**	**1,254,534**	**1,281,879**	**1,516,540**	**1,863,029**	**1,946,036**	**1,148,435**	**704,498**	**229,405**
Fund Balance Reported[1]	**N/A**	**N/A**	**1,524,265**	**1,933,509**	**TRUE**	**1,908,458**	**1,634,854**	**2,445,490**	**1,522,923**	**1,262,614**	**709,595**	**556,762**	**884,658**	**808,800**	**866,008**	**833,856**	**1,001,088**	**1,091,261**	**1,254,535**	**1,281,879**	**1,516,539**	**1,863,030**	**1,946,036**	**1,148,435**	**704,498**	**229,405**
Actual Over/(Under) Rptd[3]	**N/A**	**N/A**				**-**	**-**	**(59,250)**	**-**	**(1,010)**	**(1,011)**	**(1,000)**	**(1,007)**	**(61,627)**	**(788)**	**0**	**0**	**(0)**	**(1)**	**(0)**	**1**	**(1)**	**(0)**	**0**	**0**	**-**
Changes in Fund Balance																										
Revenues[4]	583,580	446,415	137,165	465,611	324,094	471,340	644,681	1,179,417	485,162	749,266	260,096	240,152	458,750	453,650	365,518	170,586	129,890	60,828	107,181	265,857	584,267	1,557,629	942,598	798,678	645,094	229,405
Expenditures[5]	1,142,803	596,393	546,410	500,523	307,256	197,735	1,396,067	316,100	223,842	196,246	107,273	568,041	322,273	571,697	334,155	337,818	220,063	224,101	134,526	500,518	930,757	1,640,635	144,997	354,742	170,000	
Change in Fund Balance	**(559,223)**	**(149,979)**	**(409,244)**	**(34,912)**	**16,838**	**273,605**	**(751,386)**	**863,317**	**261,319**	**553,019**	**152,822**	**(327,889)**	**136,478**	**(118,047)**	**31,363**	**(167,232)**	**(90,172)**	**(163,273)**	**(27,344)**	**(234,661)**	**(346,489)**	**(83,007)**	**797,600**	**443,937**	**475,094**	**229,405**
Beginning Fund Balance (Audited)	1,524,265	1,524,265	1,933,509	1,968,422	1,951,583	1,634,854	2,386,240	1,522,923	1,261,604	708,584	555,762	883,651	747,173	865,220	833,856	1,001,088	1,091,261	1,254,534	1,281,879	1,516,540	1,863,029	1,946,036	1,148,435	704,498	229,405	-
Ending Fund Balance	**965,042**	**1,374,286**	**1,524,265**	**1,933,509**	**1,968,422**	**1,908,458**	**1,634,854**	**2,386,240**	**1,522,923**	**1,261,604**	**708,584**	**555,762**	**883,651**	**747,173**	**865,220**	**833,856**	**1,001,088**	**1,091,261**	**1,254,534**	**1,281,879**	**1,516,540**	**1,863,029**	**1,946,036**	**1,148,435**	**704,498**	**229,405**
Due to Others[2] per City Accounts	-	-	-	-		-		-	-	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405	229,405
Fund Balance per City Accounts	965,042	1,374,286	1,524,265	1,933,509	1,968,422	1,908,458	1,634,854	2,386,240	1,522,923	1,032,199	479,180	326,357	654,246	517,768	635,815	604,452	771,684	861,856	1,025,130	1,052,474	1,287,135	1,633,624	1,716,631	919,031	475,094	-
Fund Balance Actual	**965,042**	**1,374,286**	**1,524,265**	**1,933,509**	**1,968,422**	**1,908,458**	**1,634,854**	**2,386,240**	**1,522,923**	**1,261,604**	**708,584**	**555,762**	**883,651**	**747,173**	**865,220**	**833,856**	**1,001,088**	**1,091,261**	**1,254,534**	**1,281,879**	**1,516,540**	**1,863,029**	**1,946,036**	**1,148,435**	**704,498**	**229,405**

Notes:

1. Reported to the Housing Commission.
2. Equals the 2003 Fund Balance which was incorrectly recorded in 2003 to the account Due to Others. Since there were no expenditures in 2003, it is equal to 100% of 2003 Demolition Tax Revenue recorded to HTF in 2003.
3. Reporting errors.
4. Anticipated Revenue:

2026 Payment in lieu	407,880
2026 Demolition Tax	300,000
2026 Demolition Permits	15,000
Total	722,880

5. Obligations:

Scattered Site Grant Budgeted for 2026	1,175,000
Operating Grant Budgeted for 2026	111,000
Temporary Housing Assistance	10,000
Total	1,296,000

\\sweepea\Dept_FAS_Finance Director\HTF, Peers, Sunset Woods, Ravinia, 1974 Green Bay\Housing Trust Fund\Housing Trust Fund - Fund Balance 2003 - 2026

MEMORANDUM

TO: Highland Park Housing Commission
FROM: Harold Eich on behalf of Irina Leykin
RE: June 2026 Management Report and May 2026 Financials
DATE: June 24, 2026

FRANK B. PEERS

Operations

- A meeting was held on site June 24th to discuss the proposed pipe project. Specifically to define the scope of plumbing and electrical work, and address the safety issues regarding the building and residents. Inspectors from the City of Highland Park are recommending temporary relocation of up to 32 residents during the work phase. It is estimated that work will take 3-4 to complete in its entirety. At present we are putting together and estimate of total cost based on the revised scope and potential for longer term relocation or a greater number of residents.
- • Kitchen waste pipe rodded at a cost of $425.
- • IHDA physical inspection completed and passed on Monday, June 15th.

Occupancy

- At present, there are no vacancies.

Financial

- Net Operating Income (NOI) in May was positive to budget by $31,245.40 MTD and YTD NOI was positive to budget by $67,013.82. Cash carry over was at $1,516,911.82 Debt Service Coverage Ratio for May was 2.61.

Income

- Income was positive to budget by $915.66 MTD and positive by $861.22 YTD.

Expense

- Expense line items which were significantly over budget (more than $1,000 YTD) include:
    - Audit expense – MTD timing variance as the expense was budgeted in May.
    - Exterminating contract – MTD variance due to additional roach treatment service needed in the building.
    - Union benefits – December 2025 invoice was processed in January.
    - Capital expenditures – Deposit for pipe replacement on the first floor. The expense will be covered from operations due to insufficient funds on replacement reserve account as the property is saving for replacement of roofs in 2027.

RAVINIA HOUSING

Operations

- Replaced one refrigerator at a cost of $715 and one dishwasher at a cost of $400.
- Replaced one entry door at a cost of $3,274.
- Pump pits at Pleasant Ave were cleaned and inspected at a cost of $571.
- The eviction which was granted in March, moved out as ordered by the court in May without issue.
- NHC MOR scheduled for June 25th

Occupancy

- At present, there is one vacancy which stems from the eviction that occurred In May. A new resident is scheduled to move in July1, 2026.

Financial

- Net Operating Income (NOI) in May was positive to budget by $15,113.12 MTD and positive to budget by $23,479.33 YTD. Cash carry over was at $19,698.13.
- Debt Service Coverage Ratio for May was 2.73.

Income

- Income was negative to budget by ($298.10) MTD and positive to budget by $3,630.39 YTD.

Expense

- Expense line items which were significantly over budget (more than $1,000 YTD) include:
  - Audit – timing variance as the expense was budgeted in May.
  - Decorating – Variance due to higher turn costs than anticipated, for the turnover of the unit that was recently evicted. This was a longer term tenant and the unit had far greater than average wear and tear.
  - Appliances - Variance due to replacing 2 refrigerators in preparation to HUD NSPIRE inspection.
  - Cap Ex –
  - Door Replacements – Variance due to replacements and repairs completed in the recently evicted unit
  - Carpet and Tile - Variance due to replacements and repairs completed in the recently evicted unit

Accounts Receivable Update May 2026

Frank B. Peers (68 units)

Tenant A/R increased from $.02 at the end of April to $4.00 at the end of May.

Subsidy A/R decreased from $2,371 at the end of April to $606 at the end of May.

Tenant delinquency includes:

Current delinquency: $0

Ravinia Housing (17 units)

Tenant A/R decreased from $2875.65 at the end of April to $2,709.88 at the end of May.

Subsidy A/R was flat from $87 at the end of April to $87 at the end of May.

Tenant delinquency includes:

Current delinquency: $ 560 (3 tenants)
30-day delinquency: $ 1 (1 tenant)
60-day delinquency: $ 0
90+ days delinquency: $ 0

Two residents are on repayment plans. One resident's rent was adjusted creating the delinquency.

****Note****
These charges fluctuate from month to month. If a resident pays rent late or not at all, it causes the Tenant A/R to increase the following month.

With regard to the subsidy A/R, we request the rent from HUD, 1 month in advance. For Example: On July 1st, we send our HAP/Voucher subsidy request to HUD, for the month of June. Because of this, activities like move-ins, move-outs or certifications, will affect the subsidy A/R balance; causing it to increase or decrease. Tenants that have entered into repayment agreements would create A/R balances for either the tenant or subsidy ledgers as well, as the property is required to pay back the incorrect amount received by HUD due to the error, and then collect that amount directly from the resident as part of their repayment agreement.

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 05/31/26 Actual	Budget	Variance	Year To Date 05/31/26 Actual	Budget	Variance	Year Ending 12/31/26 Annual Budget
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	22,040.00	125,549.00	(103,509.00)	113,690.00	627,745.00	(514,055.00)	1,506,588.00
5121-0000 - Tenant assistant payments	103,509.00	(0.00)	103,509.00	514,055.00	(0.00)	514,055.00	(0.00)
5140-0000 - Commercial base rent	60.00	60.00	0.00	300.00	300.00	0.00	720.00
TOTAL RESIDENTIAL RENTAL INCOME	125,609.00	125,609.00	0.00	628,045.00	628,045.00	0.00	1,507,308.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	483.00	(751.00)	1,234.00	(3,096.00)	(3,755.00)	659.00	(9,012.00)
TOTAL VACANCIES & ADJUSTMENTS	483.00	(751.00)	1,234.00	(3,096.00)	(3,755.00)	659.00	(9,012.00)
OTHER INCOME & ADJUSTMENTS							
5910-0000 - Laundry income	0.00	166.67	(166.67)	1,723.05	833.35	889.70	2,000.04
5920-0000 - Nsf check fee	0.00	(0.00)	0.00	25.00	25.00	0.00	75.00
5990-0000 - Misc other income	37.00	186.67	(149.67)	(356.65)	933.35	(1,290.00)	2,240.04
5410-0000 - Interest Income Project Operations	1.00	3.00	(2.00)	5.13	15.00	(9.87)	36.00
5413-0000 - Interest income - escrow	0.00	(0.00)	0.00	9,112.39	8,500.00	612.39	18,100.00
TOTAL OTHER INCOME	38.00	356.34	(318.34)	10,508.92	10,306.70	202.22	22,451.08
GROSS OPERATING INCOME	126,130.00	125,214.34	915.66	635,457.92	634,596.70	861.22	1,520,747.08
ADVERTISING & RENTING EXPENSE							
6211-0000 - Marketing/Promotions/Advertising	0.00	0.00	0.00	0.00	453.00	453.00	453.00
6253-0000 - Credit Report Fees	0.00	34.00	34.00	68.00	170.00	102.00	408.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	34.00	34.00	68.00	623.00	555.00	861.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	96.69	334.17	237.48	1,015.48	1,670.85	655.37	4,010.04
6316-0000 - Office Equipment	0.00	410.00	410.00	1,565.19	2,050.00	484.81	4,920.00
6320-0000 - Management fee	6,676.75	6,553.42	(123.33)	32,505.01	32,767.10	262.09	78,641.04
6340-0000 - Legal Expense - Project	0.00	0.00	0.00	0.00	500.00	500.00	1,000.00
6350-0000 - Audit Expense	0.00	9,800.00	9,800.00	17,400.00	12,070.00	(5,330.00)	12,070.00
6360-0000 - Telephone/Internet/Cable/Cellphones	821.30	733.00	(88.30)	4,082.99	3,665.00	(417.99)	8,796.00
6360-0001 - Answering Service/ Pagers	0.00	76.00	76.00	213.75	380.00	166.25	912.00
6365-0000 - Training & Education Expense	0.00	0.00	0.00	156.44	140.00	(16.44)	2,488.00
6370-0000 - Bad debts	0.00	0.00	0.00	(5,512.00)	500.00	6,012.00	1,000.00
6371-0000 - Fees Dues & Contributions	370.00	0.00	(370.00)	1,937.90	1,100.00	(837.90)	1,800.00
6380-0000 - Consulting/study costs	87.00	360.00	273.00	261.00	360.00	99.00	3,360.00
6390-0000 - Misc administrative expenses	373.37	313.00	(60.37)	2,549.66	1,765.00	(784.66)	4,256.00
6391-0000 - Property Management Software Fees	254.61	371.00	116.39	1,640.57	1,819.00	178.43	4,416.00
6392-0000 - Computer Supplies/Data Processing	69.96	56.08	(13.88)	367.47	280.40	(87.07)	672.96
6395-0000 - Tenant Retention	0.00	400.00	400.00	(1,134.14)	2,000.00	3,134.14	4,800.00
6431-0000 - Travel & Expense Reimbursement	0.00	50.00	50.00	36.83	250.00	213.17	600.00
6851-0000 - Bank Service Fees	0.00	17.00	17.00	5.35	85.00	79.65	204.00
6860-0000 - Security Deposit Interest	0.12	6.00	5.88	0.39	30.00	29.61	68.00
TOTAL ADMINISTRATIVE EXPENSE	8,749.80	19,479.67	10,729.87	57,091.89	61,432.35	4,340.46	134,014.04
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	10,888.92	11,220.00	331.08	40,050.18	40,632.00	581.82	96,726.00

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 05/31/26			Year To Date 05/31/26			Year Ending 12/31/26
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6510-0000 - Janitor and cleaning payroll	4,584.19	4,246.00	(338.19)	16,790.38	15,570.00	(1,220.38)	36,802.00
6540-0000 - Repairs payroll	5,488.16	5,606.00	117.84	23,026.47	20,558.00	(2,468.47)	48,592.00
6900-0000 - Social Service Coordinator	2,451.68	2,846.61	394.93	6,672.27	14,233.05	7,560.78	34,159.32
6715-0000 - Payroll Taxes	1,660.86	1,623.00	(37.86)	8,637.91	8,197.00	(440.91)	16,348.00
6722-0000 - Workers compensation	293.33	314.00	20.67	1,474.15	1,516.00	41.85	3,714.00
6723-0000 - Employee Health Ins/Other Benefits	671.99	1,834.00	1,162.01	1,253.22	8,212.00	6,958.78	20,156.00
6724-0000 - Union Benefits	167.44	2,458.67	2,291.23	14,373.60	12,293.35	(2,080.25)	29,504.04
6726-0001 - Contingency	0.00	0.00	0.00	5,208.00	5,208.00	0.00	5,688.00
TOTAL PAYROLL & RELATED COSTS	26,206.57	30,148.28	3,941.71	117,486.18	126,419.40	8,933.22	291,689.36
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	338.98	250.00	(88.98)	1,296.34	1,250.00	(46.34)	3,000.00
6518-0000 - Uniforms	0.00	500.00	500.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	97.00	146.00	49.00	2,378.00	730.00	(1,648.00)	1,752.00
6520-0000 - Miscellaneous Repair Contractors	517.30	1,350.00	832.70	6,928.66	6,750.00	(178.66)	16,200.00
6525-0000 - Rubbish removal	1,043.34	700.00	(343.34)	4,124.01	3,500.00	(624.01)	8,400.00
TOTAL OPERATING EXPENSES	1,996.62	2,946.00	949.38	14,727.01	12,730.00	(1,997.01)	29,852.00
UTILITIES							
6450-0000 - Electricity	1,019.35	1,714.00	694.65	7,439.13	7,178.00	(261.13)	17,575.00
6451-0000 - Water & Sewer	2,124.59	1,850.00	(274.59)	12,542.41	15,977.00	3,434.59	35,956.00
6452-0000 - Gas	1,280.62	2,224.00	943.38	16,253.49	16,877.00	623.51	24,859.00
TOTAL UTILITIES	4,424.56	5,788.00	1,363.44	36,235.03	40,032.00	3,796.97	78,390.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies & Equipment Repairs	167.94	500.00	332.06	167.94	500.00	332.06	1,000.00
6537-0000 - Grounds Contractor (Landscaper)	752.00	750.00	(2.00)	752.00	4,750.00	3,998.00	11,000.00
6541-0000 - Repair & Maintenance Supplies	723.21	1,483.33	760.12	5,390.55	7,416.65	2,026.10	17,799.96
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	930.42	1,450.00	519.58	2,326.05	3,250.00	923.95	7,400.00
6546-0000 - Heating/Cooling/Boiler Contract Repair & Supplies	0.00	2,375.00	2,375.00	4,602.72	11,875.00	7,272.28	28,500.00
6548-0000 - Snow removal	0.00	0.00	0.00	2,966.25	5,934.00	2,967.75	12,368.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	0.00	700.00	700.00	2,600.00	3,500.00	900.00	8,400.00
6560-0001 - Decorating (Common areas - by Contractor)	0.00	0.00	0.00	500.00	3,000.00	2,500.00	6,000.00
6563-0000 - Window Covering	0.00	0.00	0.00	304.85	150.00	(154.85)	600.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00
6582-0000 - Fire Protection & Fire Equipment	0.00	4,650.00	4,650.00	4,569.61	15,380.00	10,810.39	18,490.00
6595-0000 - Plumbing Repairs	626.00	2,225.00	1,599.00	2,094.50	11,125.00	9,030.50	26,700.00
6596-0000 - Floor Repairs/Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00
6598-0000 - Roof Repairs	0.00	0.00	0.00	0.00	0.00	0.00	250.00
TOTAL MAINTENANCE EXPENSES	3,199.57	14,133.33	10,933.76	26,274.47	66,880.65	40,606.18	142,507.96
TAXES AND INSURANCE							
6720-0000 - Property and liability insurance	9,601.74	11,505.42	1,903.68	48,008.70	57,527.10	9,518.40	143,592.20
TOTAL TAXES AND INSURANCE	9,601.74	11,505.42	1,903.68	48,008.70	57,527.10	9,518.40	143,592.20
TOTAL OPERATING EXPENSES	54,178.86	84,034.70	29,855.84	299,891.28	365,644.50	65,753.22	820,906.56
NET OPERATING INCOME (LOSS)	71,951.14	41,179.64	30,771.50	335,566.64	268,952.20	66,614.44	699,840.52

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 05/31/26			Year To Date 05/31/26			Year Ending 12/31/26
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	10,940.52	10,940.52	0.00	55,502.22	55,428.88	(73.34)	129,969.63
6850-0000 - Mortgage Service Fee	3.10	477.00	473.90	1,942.28	2,415.00	472.72	5,667.00
TOTAL FINANCIAL EXPENSES	10,943.62	11,417.52	473.90	57,444.50	57,843.88	399.38	135,636.63
NET OPER INC/(LOSS) BEFORE CAP. EXP.	61,007.52	29,762.12	31,245.40	278,122.14	211,108.32	67,013.82	564,203.89
Partnership Income							
8005-0000 - Mortgagor Entity Income	70.84	0.00	70.84	3,198.16	0.00	3,198.16	0.00
8010-0000 - Other Entity Expense	0.00	(0.00)	0.00	(10.00)	(0.00)	(10.00)	(0.00)
Total Partnership Activity	70.84	(0.00)	70.84	3,188.16	(0.00)	3,188.16	(0.00)
NET INCOME (LOSS)	61,078.36	29,762.12	31,316.24	281,310.30	211,108.32	70,201.98	564,203.89
Cash Flow - Financing Activities							
7104-0000 - Replacement Reserve	1,773.55	2,000.00	226.45	8,867.75	10,000.00	1,132.25	24,000.00
7108-0000 - Mortgage Payable (long term)	14,894.19	14,958.00	63.81	73,998.19	74,062.00	63.81	180,804.00
Total Cash Flow - Financing Activities	16,667.74	16,958.00	290.26	82,865.94	84,062.00	1,196.06	204,804.00
CAPITAL EXPENDITURES & ESCROWS							
6991-0000 - Capital expenditures	0.00	0.00	0.00	13,250.00	0.00	(13,250.00)	0.00
6991-0005 - Bath - Rehab	0.00	0.00	0.00	6,000.00	6,000.00	0.00	12,000.00
6991-0006 - Kitchen - Rehab	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
6993-0001 - Appliances	0.00	0.00	0.00	1,730.00	3,400.00	1,670.00	6,400.00
6993-0003 - A/C Replacements	668.38	0.00	(668.38)	668.38	750.00	81.62	1,500.00
6994-0000 - Carpet & tile	0.00	2,000.00	2,000.00	3,522.37	6,000.00	2,477.63	12,000.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	668.38	2,000.00	1,331.62	25,170.75	26,150.00	979.25	41,900.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	43,742.24	10,804.12	32,938.12	173,273.61	100,896.32	72,377.29	317,499.89
Debt Service Coverage Ratio	2.61	1.48	1.13	2.43	1.93	0.50	2.09

FRANK B. PEERS HOUSING
Balance Sheet

	Month Ending 03/31/26	Month Ending 04/30/26 Actual	Month Ending 05/31/26 Actual
ASSETS			
Current Assets			
1110-0000 - Petty Cash	200.00	200.00	200.00
1121-0000 - Cash - Operating	1,454,479.35	1,486,649.63	1,516,911.82
1130-0000 - Tenant/member accounts receivable	0.02	0.02	4.00
1131-0000 - Accounts receivable - subsidy	810.00	2,371.00	606.00
1240-0000 - Prepaid property and liability insurance	38,753.95	29,152.21	19,550.47
Total Current Assets	1,494,243.32	1,518,372.86	1,537,272.29
Other Assets			
1290-0000 - Misc Prepaid Expenses	(0.12)	90.91	15,095.31
1192-0000 - Tenant Sec Dep	24,642.10	25,209.33	25,220.33
1310-0000 - Real estate tax escrow	21,927.78	22,124.24	22,124.24
1311-0000 - Insurance escrow	59,113.76	69,451.61	79,460.54
1330-0000 - Debt Service Escrow	169,105.09	170,620.00	170,620.00
1320 - Replacement Reserve	237,983.85	241,852.92	243,626.47
1340 - Residual Receipt	15,843.57	15,985.50	15,985.50
Total Other Assets	528,616.03	545,334.51	572,132.39
Fixed Assets			
1420-0000 - Building	1,796,875.15	1,796,875.15	1,796,875.15
1420-0001 - Building Improvements	2,354,041.52	2,354,041.52	2,354,041.52
1430-0000 - Land Improvements	1,535,414.79	1,535,414.79	1,535,414.79
1440-0000 - Building Equipment Portable	189,686.00	189,686.00	189,686.00
1450-0000 - Furniture for project/tenant use	768,491.60	768,491.60	768,491.60
1497-0000 - Site improvements	363,370.04	363,370.04	363,370.04
4120-0000 - Accum depr - buildings	(5,090,033.03)	(5,090,033.03)	(5,090,033.03)
1498-0000 - Current F/A	18,502.37	24,502.37	25,170.75
Total Fixed Assets	1,936,348.44	1,942,348.44	1,943,016.82
Financing Costs			
1900-0001 - Deferred Financing Costs	192,398.85	192,398.85	192,398.85
1999-0000 - Accum Amort - Bond Costs	(161,592.22)	(161,592.22)	(161,592.22)
Total Financing Costs	30,806.63	30,806.63	30,806.63
Partnership Assets			
1701-0000 - Cash - Partnership	14,829.86	14,829.86	14,829.86
1703-0000 - Partnership Receivable	45,681.19	45,681.19	45,681.19
Total Partnership Assets	60,511.05	60,511.05	60,511.05
1702 Partnership MM			

FRANK B. PEERS HOUSING
Balance Sheet

	Month Ending 03/31/26	Month Ending 04/30/26 Actual	Month Ending 05/31/26 Actual
1702-0000 - Partnership MM	2,924.01	68.54	70.84
Total 1702 Partnership MM	1,081,369.48	1,081,438.02	1,081,508.86
Total Assets	**5,131,894.95**	**5,178,811.51**	**5,225,248.04**

FRANK B. PEERS HOUSING
Balance Sheet

	Month Ending 03/31/26	Month Ending 04/30/26 Actual	Month Ending 05/31/26 Actual
Liabilities & Equity			
Current Liabilities			
2110-0000 - Accounts payable	2,963.29	7,301.59	169.92
2114-0000 - 401K Payable	280.67	280.67	280.67
2120-0000 - Accrued wages and p/r taxes payable	6,818.56	6,818.56	14,082.12
2130-0000 - Accrued interest - mortgage	11,085.79	11,085.79	10,940.52
2180-0000 - Misc current liabilities	21,682.68	17,486.39	17,233.10
Total Current Liabilities	42,830.99	42,973.00	42,706.33
Non-Current Liabilities			
2320-0000 - Mortgage Payable (long term)	14,885.35	0.24	(14,893.95)
2191-0000 - Security deposits-residential	22,691.00	22,701.00	22,711.00
2191-0001 - Pet Deposit	950.00	950.00	950.00
2210-0000 - Prepaid Rent	1,452.46	1,138.21	1,498.24
2211-0000 - Prepaid HUD	9,270.00	6,715.00	6,864.00
2320-1000 - Mortgage payable - 2nd note	2,290,000.00	2,290,000.00	2,290,000.00
Total Non-Current Liabilities	2,339,248.81	2,321,504.45	2,307,129.29
Owner's Equity			
3100-0000 - Limited Partners Equity	2,370,665.90	2,370,665.90	2,370,665.90
3209-0000 - Prior Year Retained Earnings	223,436.22	223,436.22	223,436.22
3210-0000 - Retained earnings	121,515.88	155,713.03	220,231.94
Current Month Earnings	34,197.15	64,518.91	61,078.36
Total Owner's Equity	2,749,815.15	2,814,334.06	2,875,412.42
Total Liability & Owner Equity	**5,131,894.95**	**5,178,811.51**	**5,225,248.04**

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 05/31/26			Year To Date 05/31/26			Year Ending 12/31/26
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	8,829.00	31,296.00	(22,467.00)	42,833.00	155,303.00	(112,470.00)	374,375.00
5121-0000 - Tenant assistant payments	22,467.00	(0.00)	22,467.00	112,470.00	(0.00)	112,470.00	(0.00)
TOTAL RESIDENTIAL RENTAL INCOME	31,296.00	31,296.00	0.00	155,303.00	155,303.00	0.00	374,375.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(1,459.00)	(0.00)	(1,459.00)	(1,459.00)	(3,628.00)	2,169.00	(9,070.00)
TOTAL VACANCIES & ADJUSTMENTS	(1,459.00)	(0.00)	(1,459.00)	(1,459.00)	(3,628.00)	2,169.00	(9,070.00)
OTHER INCOME & ADJUSTMENTS							
5920-0000 - Nsf check fee	0.00	(0.00)	0.00	25.00	(0.00)	25.00	(0.00)
5922-0000 - Late fees	16.00	5.00	11.00	68.00	25.00	43.00	60.00
5990-0000 - Misc other income	1,153.35	(0.00)	1,153.35	1,418.35	(0.00)	1,418.35	(0.00)
5410-0000 - Interest Income Project Operations	0.37	1.00	(0.63)	1.90	5.00	(3.10)	12.00
5413-0000 - Interest income - escrow	17.18	20.00	(2.82)	78.14	100.00	(21.86)	240.00
TOTAL OTHER INCOME	1,186.90	26.00	1,160.90	1,591.39	130.00	1,461.39	312.00
GROSS OPERATING INCOME	31,023.90	31,322.00	(298.10)	155,435.39	151,805.00	3,630.39	365,617.00
ADVERTISING & RENTING EXPENSE							
6211-0000 - Marketing/Promotions/Advertising	0.00	0.00	0.00	0.00	213.00	213.00	263.00
6253-0000 - Credit Report Fees	34.00	20.83	(13.17)	231.00	104.15	(126.85)	249.96
TOTAL ADVERTISING & RENTING EXPENSE	34.00	20.83	(13.17)	231.00	317.15	86.15	512.96
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	73.84	150.00	76.16	529.61	750.00	220.39	1,800.00
6316-0000 - Office Equipment	0.00	80.00	80.00	391.30	400.00	8.70	960.00
6320-0000 - Management fee	1,178.05	1,147.92	(30.13)	5,710.04	5,739.60	29.56	13,775.04
6340-0000 - Legal Expense - Project	250.00	0.00	(250.00)	250.00	1,000.00	750.00	1,700.00
6350-0000 - Audit Expense	0.00	13,500.00	13,500.00	18,400.00	15,600.00	(2,800.00)	15,600.00
6360-0000 - Telephone/Internet/Cable/Cellphones	598.51	512.00	(86.51)	3,168.36	2,560.00	(608.36)	6,144.00
6360-0001 - Answering Service/ Pagers	0.00	19.00	19.00	53.44	95.00	41.56	228.00
6365-0000 - Training & Education Expense	0.00	0.00	0.00	46.22	35.00	(11.22)	577.00
6370-0000 - Bad debts	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
6371-0000 - Fees Dues & Contributions	30.00	0.00	(30.00)	30.00	510.00	480.00	510.00
6380-0000 - Consulting/study costs	0.00	0.00	0.00	1,274.00	1,500.00	226.00	3,000.00
6390-0000 - Misc administrative expenses	203.13	275.00	71.87	1,549.73	1,375.00	(174.73)	3,300.00
6391-0000 - Property Management Software Fees	114.00	167.00	53.00	666.91	819.00	152.09	1,988.00
6392-0000 - Computer Supplies/Data Processing	43.45	35.00	(8.45)	406.25	175.00	(231.25)	420.00
6431-0000 - Travel & Expense Reimbursement	0.00	0.00	0.00	0.00	100.00	100.00	400.00
6851-0000 - Bank Service Fees	85.00	85.00	0.00	430.35	425.00	(5.35)	1,020.00
6860-0000 - Security Deposit Interest	0.12	2.00	1.88	0.22	10.00	9.78	24.00
TOTAL ADMINISTRATIVE EXPENSE	2,576.10	15,972.92	13,396.82	32,906.43	36,093.60	3,187.17	56,446.04
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	2,722.23	2,805.00	82.77	10,012.55	10,159.00	146.45	24,184.00
6510-0000 - Janitor and cleaning payroll	1,146.05	1,061.00	(85.05)	4,197.58	3,889.00	(308.58)	9,192.00
6540-0000 - Repairs payroll	1,372.05	1,402.00	29.95	5,756.64	5,138.00	(618.64)	12,144.00

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 05/31/26 Actual	Budget	Variance	Year To Date 05/31/26 Actual	Budget	Variance	Year Ending 12/31/26 Annual Budget
6715-0000 - Payroll Taxes	390.10	405.00	14.90	2,071.99	2,051.00	(20.99)	4,086.00
6722-0000 - Workers compensation	73.33	76.00	2.67	364.02	365.00	0.98	897.00
6723-0000 - Employee Health Ins/Other Benefits	199.56	459.00	259.44	462.94	2,050.00	1,587.06	5,035.00
6724-0000 - Union Benefits	41.86	602.50	560.64	3,593.40	3,012.50	(580.90)	7,230.00
6726-0001 - Contingency	0.00	0.00	0.00	1,302.00	1,302.00	0.00	1,422.00
TOTAL PAYROLL & RELATED COSTS	5,945.18	6,810.50	865.32	27,761.12	27,966.50	205.38	64,190.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	35.82	16.67	(19.15)	43.38	83.35	39.97	200.04
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6519-0000 - Exterminating Contract	0.00	150.00	150.00	0.00	250.00	250.00	500.00
6520-0000 - Miscellaneous Repair Contractors	0.00	883.33	883.33	1,024.16	4,416.65	3,392.49	10,599.96
6525-0000 - Rubbish removal	1,015.79	700.00	(315.79)	3,455.29	3,500.00	44.71	8,400.00
TOTAL OPERATING EXPENSES	1,051.61	1,750.00	698.39	4,522.83	8,250.00	3,727.17	20,200.00
UTILITIES							
6450-0000 - Electricity	0.00	284.00	284.00	1,167.47	1,425.00	257.53	2,881.00
6451-0000 - Water & Sewer	59.72	250.00	190.28	194.12	666.37	472.25	2,062.79
6452-0000 - Gas	0.00	33.33	33.33	0.00	166.65	166.65	399.96
TOTAL UTILITIES	59.72	567.33	507.61	1,361.59	2,258.02	896.43	5,343.75
MAINTENANCE EXPENSES							
6530-0200 - Security Services	0.00	0.00	0.00	1,419.64	600.00	(819.64)	1,400.00
6536-0000 - Ground supplies & Equipment Repairs	0.00	200.00	200.00	0.00	200.00	200.00	200.00
6537-0000 - Grounds Contractor (Landscaper)	1,571.60	1,556.00	(15.60)	3,133.60	4,668.00	1,534.40	15,560.00
6541-0000 - Repair & Maintenance Supplies	924.17	825.00	(99.17)	2,284.23	4,125.00	1,840.77	10,000.00
6546-0000 - Heating/Cooling/Boiler Contract Repair & Supplies	0.00	666.67	666.67	1,213.31	3,333.35	2,120.04	8,000.04
6548-0000 - Snow removal	0.00	0.00	0.00	6,987.30	6,988.00	0.70	27,952.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	4,500.00	2,250.00	(2,250.00)	4,500.00	2,250.00	(2,250.00)	4,500.00
6563-0000 - Window Covering	192.58	0.00	(192.58)	332.49	0.00	(332.49)	0.00
6582-0000 - Fire Protection & Fire Equipment	0.00	0.00	0.00	2,608.14	5,260.00	2,651.86	8,200.00
6595-0000 - Plumbing Repairs	0.00	856.00	856.00	1,421.00	4,280.00	2,859.00	10,272.00
6598-0000 - Roof Repairs	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
TOTAL MAINTENANCE EXPENSES	7,188.35	6,353.67	(834.68)	23,899.71	31,704.35	7,804.64	90,084.04
TAXES AND INSURANCE							
6720-0000 - Property and liability insurance	3,424.90	4,206.59	781.69	17,124.50	21,032.95	3,908.45	52,299.83
TOTAL TAXES AND INSURANCE	3,424.90	4,206.59	781.69	17,124.50	21,032.95	3,908.45	52,299.83
TOTAL OPERATING EXPENSES	20,279.86	35,681.84	15,401.98	107,807.18	127,622.57	19,815.39	289,076.62
NET OPERATING INCOME (LOSS)	10,744.04	(4,359.84)	15,103.88	47,628.21	24,182.43	23,445.78	76,540.38
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	1,070.13	1,070.00	(0.13)	5,389.38	5,390.00	0.62	12,770.00
6850-0000 - Mortgage Service Fee	105.63	115.00	9.37	542.07	575.00	32.93	1,380.00
TOTAL FINANCIAL EXPENSES	1,175.76	1,185.00	9.24	5,931.45	5,965.00	33.55	14,150.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	9,568.28	(5,544.84)	15,113.12	41,696.76	18,217.43	23,479.33	62,390.38

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 05/31/26			Year To Date 05/31/26			Year Ending 12/31/26
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Partnership Income							
8005-0000 - Mortgagor Entity Income	0.00	0.00	0.00	27.99	0.00	27.99	0.00
Total Partnership Activity	0.00	(0.00)	0.00	27.99	(0.00)	27.99	(0.00)
NET INCOME (LOSS)	9,568.28	(5,544.84)	15,113.12	41,724.75	18,217.43	23,507.32	62,390.38
Cash Flow - Financing Activities							
7104-0000 - Replacement Reserve	1,828.79	1,761.00	(67.79)	9,076.51	8,805.00	(271.51)	21,132.00
7108-0000 - Mortgage Payable (long term)	1,036.32	1,036.00	(0.32)	5,143.03	5,143.00	(0.03)	12,507.00
Total Cash Flow - Financing Activities	2,865.11	2,797.00	(68.11)	14,219.54	13,948.00	(271.54)	33,639.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	(10,000.00)	(10,000.00)	(10,000.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	6,195.00	0.00	(6,195.00)	0.00
6991-0005 - Bath - Rehab	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
6991-0016 - Concrete Repairs	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
6991-0018 - Entry/Exterior Door Replacement	3,274.16	0.00	(3,274.16)	3,274.16	0.00	(3,274.16)	0.00
6993-0001 - Appliances	0.00	0.00	0.00	1,347.73	0.00	(1,347.73)	2,000.00
6993-0002 - Water Heaters	0.00	2,600.00	2,600.00	0.00	2,600.00	2,600.00	2,600.00
6994-0000 - Carpet & tile	4,574.70	0.00	(4,574.70)	4,574.70	0.00	(4,574.70)	10,000.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	7,848.86	2,600.00	(5,248.86)	15,391.59	(7,400.00)	(22,791.59)	16,600.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	(1,145.69)	(10,941.84)	9,796.15	12,113.62	11,669.43	444.19	12,151.38
Debt Service Coverage Ratio	2.73	(1.13)	3.86	2.43	1.25	1.18	1.65

RAVINIA HOUSING
Balance Sheet

	Month Ending 03/31/26	Month Ending 04/30/26 Actual	Month Ending 05/31/26 Actual
ASSETS			
Current Assets			
1110-0000 - Petty Cash	200.00	200.00	200.00
1121-0000 - Cash - Operating	6,492.06	18,032.04	19,698.13
1130-0000 - Tenant/member accounts receivable	1,812.66	2,875.65	2,709.88
1131-0000 - Accounts receivable - subsidy	158.00	87.00	87.00
1240-0000 - Prepaid property and liability insurance	13,834.79	10,409.89	6,984.99
1250-0000 - Prepaid Mortgage Insurance	1,267.59	1,161.96	1,056.33
Total Current Assets	23,765.10	32,766.54	30,736.33
Other Assets			
1290-0000 - Misc Prepaid Expenses	0.00	22.72	36.45
1192-0000 - Tenant Sec Dep	9,271.30	9,261.68	9,252.05
1311-0000 - Insurance escrow	31,803.12	35,570.58	39,338.04
1312-0000 - Mortgage Insurance Escrow	348.00	458.27	568.54
1320 - Replacement Reserve	35,500.96	37,346.50	39,192.47
Total Other Assets	76,923.38	82,659.75	88,387.55
Fixed Assets			
1420-0000 - Building	1,048,224.20	1,048,224.20	1,048,224.20
1420-0001 - Building Improvements	358,188.56	358,188.56	358,188.56
1430-0000 - Land Improvements	327,439.75	327,439.75	327,439.75
1450-0000 - Furniture for project/tenant use	483,247.58	483,247.58	483,247.58
1497-0000 - Site improvements	278,198.79	278,198.79	278,198.79
1499-0000 - Accumulated Depreciation	13,201.56	13,201.56	13,201.56
4120-0000 - Accum depr - buildings	(2,295,191.46)	(2,295,191.46)	(2,295,191.46)
1498-0000 - Current F/A	1,348.63	7,542.73	15,391.59
Total Fixed Assets	214,657.61	220,851.71	228,700.57
Financing Costs			
1900-0001 - Deferred Financing Costs	62,658.71	62,658.71	62,658.71
1999-0000 - Accum Amort - Bond Costs	(29,072.30)	(29,072.30)	(29,072.30)
Total Financing Costs	33,586.41	33,586.41	33,586.41
Partnership Assets			
1701-0000 - Cash - Partnership	176,153.51	176,153.51	176,153.51
Total Partnership Assets	176,153.51	176,153.51	176,153.51
Total Assets	**525,086.01**	**546,017.92**	**557,564.37**

RAVINIA HOUSING
Balance Sheet

	Month Ending 03/31/26	Month Ending 04/30/26 Actual	Month Ending 05/31/26 Actual
Liabilities & Equity			
Current Liabilities			
2110-0000 - Accounts payable	3,384.63	10,472.84	13,886.28
2120-0000 - Accrued wages and p/r taxes payable	1,601.74	1,601.74	3,428.12
2130-0000 - Accrued interest - mortgage	1,077.89	1,074.02	1,070.13
2131-0000 - Accrued Interest Bank Loans	1,165.11	1,165.11	1,165.11
2131-0001 - Accrued Interest - 2nd Note	21,980.21	21,980.21	21,980.21
2180-0000 - Misc current liabilities	1,113.78	1,191.60	1,178.05
Total Current Liabilities	30,323.36	37,485.52	42,707.90
Non-Current Liabilities			
2320-0000 - Mortgage Payable (long term)	287,437.73	286,405.28	285,368.96
2191-0000 - Security deposits-residential	8,400.00	8,400.00	7,518.00
2191-0001 - Pet Deposit	300.00	300.00	300.00
2210-0000 - Prepaid Rent	415.03	2,874.08	1,065.19
2211-0000 - Prepaid HUD	2,608.00	2,296.00	2,779.00
2320-1000 - Mortgage payable - 2nd note	459,322.72	459,322.72	459,322.72
Total Non-Current Liabilities	758,483.48	759,598.08	756,353.87
Partnership Liabilities			
2901-0000 - Partnership Payable	37,428.48	37,428.48	37,428.48
Total Partnership Liabilities	37,428.48	37,428.48	37,428.48
Owner's Equity			
3100-0000 - Limited Partners Equity	25,462.78	25,462.78	25,462.78
3209-0000 - Prior Year Retained Earnings	(346,113.41)	(346,113.41)	(346,113.41)
3210-0000 - Retained earnings	23,439.18	19,501.32	32,156.47
Current Month Earnings	(3,937.86)	12,655.15	9,568.28
Total Owner's Equity	(301,149.31)	(288,494.16)	(278,925.88)
Total Liability & Owner Equity	**525,086.01**	**546,017.92**	**557,564.37**

			Frank B. Peers Capital Improvements Up-Date May 2026							
Task			Date for Bids	Date for Work	Estimated $ Use of Operating	Estimated $ Use of Reserves	Comments		$ Actual Cost	Replacment Reserve Request Date
	Pipe Replacement 1st installment		Jan-26			**$ 13,250.00**				
	Appliances		Jan-26			$ 1,730.00				
	Floor Replacements 311 and 315		Jan-26			$ 2,771.00				
	Floor Replacement 208		Mar-26			$ 725.00				
	Tub Replacement Deposit and Payment 211		Apr-26			$ 6,000.00				
	AC Replacement		May-26			$ 668.38				
	Total				$ -	$ 25,144.38				
	Reserves 2021 Cash Flow									
May-26	$ 243,626.47									
2026 Remaining Escrow Deposit	$ 12,000.00									
Expected Use of Reserves $ in 2026	$ -									
Balance expected at end of 2026	$ 255,626.47									
IHDA Minimum @$1500/unit	$ 102,000.00									

			Ravinia Capital Improvements Up-Date May 2026						
	Task		**Date for Work**	**Planned $ Use of** R&R	**$ Use of Construction**	**Planned $ Use of Operating**	**Comments**	**Date Complete**	**$ Actual Complete Operations**
	Appliance Replacement		Feb-26			$ 657.40			
	Pleasant 747 Refrigerator Replacement		Mar-26			$ 690.33			
	Fire Panel Replacement/Repair		Apr-26			$ 6,195.00			
	2755 Door Replacement		May-26			$ 3,274.16			
	2755 Flooring Replacement		May-26			$ 4,574.70			
	Totals			$ -		$ 15,391.59			
	Reserves Cash Flow								
May-26	$ 39,192.47								
2026 Remaining Escrow Deposit	$ 10,972.74								
Expected Use of Reserves $ in 2026	$ 5.00								
Balance expected at end of 2026	$ 50,170.21								
IHDA Minimum @$1500/unit	$ 25,500.00								

Highland Park Housing Commission - Cash Fund Balance as of 05/2026

	Frank B. Peers	Ravinia Housing	Sunset Woods Association			
Management Funds:			**12 Rental Units**	**2 Rental Units**	**Total**	**Funds Entity Totals**
Checking	$1,516,911.82	19,698.13				$1,536,609.95
Security Deposit	25,220.33	9,252.05				$34,472.38
Replacement Reserve	243,626.47	39,192.47				$282,818.94
Residual Receipts	15,985.50	-				$15,985.50
Operating Reserve	-	-				$0.00
Tax Reserve						
Construction Escrow						
Total Management Funds	1,801,744.12	68,142.65	-	-	-	$1,869,886.77
			Sunset Woods			
Association Funds:						
Assn Money Mkt Ckg 1305		176,153.51	112,518.84			288,672.35
Assn MaxSafe Money Market 4382	556,123.49					556,123.49
Assn Small Business Ckg 1321	14,819.86		10,211.98			25,031.84
Association CDs						
CD #1 - matures 1/7/2020	525,395.37					525,395.37
	-					
Total Association Funds	1,096,338.72	176,153.51	122,730.82		-	1,395,223.05
Total Mgmt & Assn Funds	2,898,082.84	244,296.16		-	-	3,142,379.00
Association Receivables (Liability)						
1) Due from Hsg. Trst. Fd 277 GB	7,491.85					7,491.85
2) Due from Hsg. Trst Fd. Emerg.	689.44					689.44
3) Due from Ravinia	37,500.00					
3) Due from Sunset Woods / (Due to Peers)	(0.10)					(0.10)
Total	45,681.19					45,681.19

Memorandum

Date: July 1, 2026

To: Chair Fernandez-Sykes & Housing Commission

From: Zubin Coleman, Senior Planner

Subject: Peers Pipe Replacement Repairs

Background

The City-owned Frank B. Peers building, a senior-housing affordable housing property located at 400 Central Avenue, required repairs to the pipe and electrical conduits located beneath the first floor in the west wing of the building.

Earlier this year, tenants and staff began noticing issues with the pipe's water flow and signs sewer pipe backup within Peers. The on-site property management company, Evergreen Real Estate Services (ERES), requested that the Housing Commission approve their recommended contractor's quote of $26,500 to perform the necessary work of excavating the floor for access and replace the pipe[1].

On February 16, 2026, the approved Contractor, Kelsey Mechanical Plumbing, and their subcontractors, Diamond Coring (cutting) and Ground Penetrating Radar Service (scanning for exact utility locations) began their work. GPRS scanned the first floor hallway and designated the areas for Diamond Coring to penetrate the floor and access the pipe. When Diamond Coring began cutting, a resident informed the Property Manager, Jim Hennigan, that they had lost power in their unit. Units 115, 215, 315 & 415 all had lost electrical power, as the cutting hit an electrical line. The pipe was also nicked, as there was water damage and leaking through the cut. Diamond Coring stopped cutting, and GPRS verbally admitted fault with their scans prior to the cutting. Kelsey Mechanical contracted Electrical Options to restore service to the units without power. The project was paused pending permanent repairs. Only one unit lost permanent power, but is utilizing a temporary power supply instead.

June 4th On-Site Meeting

ERES[2], Kelsey Mechanical, and the City[3] met June 4th on-site to discuss the extent of cutting and repairs that need to occur. The location of the cutting begins in the middle of the West wing's first-floor hallway and extends east in front of the elevators. When work commences in the elevator area, it'll need to be staged to ensure there is at least one operable elevator at all times.

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[1] ERES' Request was approved by the Commission at the January 7, 2026 HC Meeting
[2] Jim Hennigan – On-site Property Manager & Brad Schmidt – ERES Regional Maintenance Supervisor
[3] Zubin Coleman – Housing Planner, Jim Ferber – Senior Inspector, Steven Smith – Plumbing Inspector, & Michael Bill – Electrical Inspector were all on-site

The floor still requires extensive excavation, so that the electric conduits remain intact and so the entire pipe is accessible for replacement repairs. An electrician is also required to repair the damaged conduits, while also preventing any further electrical conduit damage.

Relocation is likely required for at least three tenants residing in the first-floor units in the west-wing hallway. The area designated for repairs is right outside their doors and too extensive for temporary walkways to be installed while work is occurring. The other tenants in that hallway will not have access to the front lobby area via the hallway during the repairs, and will instead need to exit and enter through the west-side exit/entry door. ERES will accommodate those tenants to the best of their ability while work is ongoing. ERES will also ensure all Peers tenants are properly notified of potential electric and plumbing outages while work commences. The contractors will attempt to minimize the duration of the outages.

Photos of the February work are attached to this memo. The first photo accurately depicts the current hallway condition.

July 4th On-Site Meeting

ERES, Kelsey Mechanical, and their electric subcontractor, and Staff met on-site at Peers to rehash details about the construction plan. This meeting had Kelsey Mechanical's electric subcontractor present to discuss their portion of the plan as well.

Kelsey Mechanical will utilize Diamond Coring (or another cutting subcontractor) to carefully cut the floor open to access the electrical conduits. There are conduits that connect to all 31 units in the west wing of the building. The electrical work required will result in a loss of power for that wing that could last 12-48 hours – relocation necessary for 2nd, 3rd, and 4th floor tenants likely required during that time. Relocation for those tenants may not be necessary, if there is a way to minimize the temporary loss of powers for specific unit groups of those 31 units[4].

All 7 units on the first floor will need to be relocated for the duration of the project. It was initially believed that only 3 of 7 first floor tenants in that wing would require relocation. But with live wires, excavation & moving of concrete, and open air plumbing & sewer work occurring, it will be easiest for all first floor tenants to be off-site for the duration of this project. Relocation expense will be provided to the Commission once received by Staff.

ERES will obtain proper plumbing and electrical permits for the work. The electrical work will take an estimated 4-5 days to complete. Kelsey Mechanical Plumbing estimates 5-7 days of work for the pipe repair work. Overall, a conservative estimate of 13 business days is needed for this project. Although all parties estimate 3 weeks' worth of work, there's a possibility of the project requiring 4 weeks.

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[4] Each unit connected via a conduit that are grouped in bunches beneath the floor. Not all 31 units may lose power at the same time, but this won't be known until cutting begins.

Next Steps

The initial $26,500 cost of the pipe replacement was to be paid from ERES' Net Operating Income. With electrical work also required now, the cost is set to increase three-fold. ERES is still waiting finalized quotes, but the total cost is believed to increase to roughly $90,000[5]. This estimate does not include relocation expenses.

ERES will provide the City with a temporary relocation plan, finalized quotes, and a construction plan. ERES is still working on finalizing details of the plan ahead of the July 1st Housing Commission meeting for consideration. Harold Eich, Director of Community Relations and Business Development, and Brad Schmidt, Regional Maintenance Supervisor, of ERES will be present at the July 1st meeting to inform the Commission with a project overview and to discuss relocation and costs.

[5] ERES will send finalized quote ahead of Wednesday, July 1st Housing Commission meeting. The $89,820 price has not been finalized yet.


CUT AREA
CONDUIT PIPE
ACROSS FLOOR
WATER LINE
WATER

ESTIMATE

Kelsey Mechanical Inc.
958 Concord Dr
Island Lake, IL 60042-9756

kelseysmechanical@gmail.com
+1 (847) 347-1847
kelseysplumbing.com

Bill to
Evergreen - Frank Peers Apartments
400 Central Ave
Highland Park IL 60035

Estimate details
Estimate no.: 1198
Estimate date: 05/29/2026

#	Product or service	Description	Qty	Rate	Amount
1.	**TASK**	Labor and Material for the following: -Disconnect power to all units affected by concrete cutting in hallway -Run temporary wiring across the affected work area to connect power -Replace all cut pipes with new conduit and run new wire through them Note: Work area must be blocked off for safety	1	$63,320.00	$63,320.00
2.	**TASK**	Floor break and sewer repair Perform interior underground locates with hallway of building approximately 35'-40' in length. Sawcut for repair in hallway. Break floor in hallway hauling away spoils from repair. Excavate to pipe under floor. Remove and replace approximately 30'-35' of building drain and tie ins throughout. Bed and support all new pipe in gravel. Backfill with gravel and restore concrete. All labor material and discounts applied All work done to code 10 year warranty on pipework installed Job requires upfront deposit of 50% before scheduling and 50% upon completion	1	$26,500.00	$26,500.00

Total **$89,820.00**

Accepted date	Accepted by

City of Highland Park

Memorandum

Date: July 1, 2026

To: Housing Commission

From: Zubin Coleman, Senior Planner

Subject: Peers Housing Association CD Maturity

Background

The Peers Housing Association (PHA) has several banking accounts. One of which (account #6619) is a 6-month Certificate of Deposit (CD) that will mature on July 7, 2026 and requires action from the Housing Commission (HC).

At the January 7th, 2026 HC meeting, the Commission voted to move Peers account #6619 into a 6-month CD to take advantage of a higher yielding interest rate[1]. Account #6619 was only yielding 0.5% interest at the time of consideration. After the Commission's consideration, account #6619 was moved to the 6-month MaxSafe CD that yields 3.15% interest. Account# 6619 has yielded $6,982.49 of interest since the Commission's decision to move the fund into a 6-month CD in January. With the 6-month CD set to mature on July 7th, the Commission must take action within a ten-day grace period and direct Staff on how to proceed.

The current 6-month CD is automatically renewable, meaning if no action is taken then the 6-month CD will rollover into another 6-month CD. The current 6-month CD interest rate for retention[2] accounts is 3.15%[3]. Below is a table depicting the current housing association entity fund accounts with Highland Park Bank & Trust (HPBT).

Peers & Ravinia Housing Association Accounts as of June 26, 2026

Housing Assoc.	Account Type	Account #	Balance	Interest
Peers	Checking	1321	$14,819.86	0%
Peers	Savings CD	6619	$529,524.67	3.15%
Peers	Savings MaxSafe MMA	4382	$556,123.49	0.2%
Ravinia	Checking	1291	$1,000	0%
Ravinia	Savings CD	4182	$176,092.35	2.2%

[1] Account #6619 was set to mature on January 7, 2026 with a ten-day grace period to act on the account before auto-renewal with the same 0.5% interest rate.
[2] Retention accounts provide more favorable rates for pre-existing accounts with Highland Park Bank and Trust. Account #6619, among the other housing association accounts, qualify for retention rates.
[3] Confirmed by Tom Groth, Vice President of Highland Park Bank & Trust. Mr. Groth is the direct contact for the Housing Association Entity Fund Accounts.

The advantage of letting the CD roll over into an auto-renewed 6-month CD is the guarantee of interest that'll accrue. Another 6-months of interest at 3.15% will guarantee over $12,000 in interest accrued over the course of 2026[4].

Moving Account #6619 CD into a Money Market Account (MMA) is also an option. The current interest rates are listed in **Attachment A**. Although, the only MMA option eligible for this account's balance is the '$250k - $2,499,999.99' range with a 2.8% interest rate. Staff has recommended that the Commission prioritize accruing interest over the course of this year, which why the MMA option might not be suitable for this consideration.

Further, Peers already has a MMA, Account #4382, with a similarly large balance. Account #4382 may be considered to potentially cover the pipe repair expenses that are ongoing at Peers building[5]. Also, to prep for the 5-year Capital Improvement Plan, Peers will need access to the funds for roof and other capital repairs occurring in 2027-28, which is why longer-term CD options might not be best suitable, given the early withdrawal penalty fees of 3-months interest accrued. Early withdrawal penalty fees are listed in **Attachment B**.

Recommendation. Staff recommend the Commission direct staff to do the following:

- **Regarding Peers Association Accounts.**
  - Given that Account #6619 account[6] matures on July 7, 2026, with a ten-day grace period for reinvestment, let the proceeds in the account auto-renew 6-month MaxSafe CD with an Annual Percentage Yield (APY) of approximately 3.15%.

[4] Account #6619 yielded $2,605.54 in interest over the course of 2025.
5 Expenses for the Peers pipe replacement project will also be considered at the July 1, 2026 HC meeting.
[6] This is the only PHA account with a maturity date; the other accounts are liquid.

Attachment A

Below are interest rates for various CD terms[7] as of June 25, 2026. “New Money” specials refer to new money coming into the bank. Existing or New Special refers to existing money already within the bank or additional “new” money an existing client is bringing to the bank. All Housing Association accounts are eligible for the below Retention rates.

Interest rates (as of June 25, 2026)

MaxSafe CD

Retention:	
6 Month	3.15%
12 Month	2.95%
24 Month	2.90%

Bank CD’s (Non-MaxSafe)

Retention:	
6 Month	3.15%
12 Month	2.95%
24 Month	2.90%

HPBT also offers a new Money Market called Premium Plus Money Market. This product requires a minimum of $250K minimum to earn interest.

Premium Plus Money Market	
$0-$249,999.99	0.00%
$250k-$2,499,999.99	2.80%
$2.5M-$9,999,999.99	3.20%
$10M+	3.31%

[7] All CDs have a 10-day grace period after the maturity date. During this 10-day grace period, the HC /PHA can choose to: cash in, rollover the CD with the same term at the then interest rate, or choose to invest in a different investment option.

Attachment B

EARLY WITHDRAWAL PROVISIONS.

(a penalty may be imposed for withdrawals before maturity) –

* If your account has an original maturity of less than or equal to 12 months:
  The fee we may impose will equal three (3) months interest on the amount withdrawn subject to penalty.
*If your account has an original maturity of more than 12 months but less than or equal to 36 months:
  The fee we may impose will equal twelve (12) months interest on the amount withdrawn subject to penalty.
*If your account has an original maturity of more than 36 months but less than or equal to 60 months:
  The fee we may impose will equal eighteen (18) months interest on the amount withdrawn subject to penalty.
*If your account has an original maturity of greater than 60 months:
  The fee we may impose will equal twenty four (24) months interest on the amount withdrawn subject to penalty.

Notes:

*Interest can be withdrawn penalty free at any time
  -Highland Park Bank & Trust pays interest up to date of the withdrawal
*Partial withdrawals allowed
  -Penalty would be calculated on interest earned on the principal partial withdrawal.

Receipt of Business Certificate of Deposit

Non-Negotiable and Non-Transferable

[redacted] [redacted]

Account Number [redacted]6619

Amount of Deposit: $ 522,764.08

Written Amount: Five Hundred Twenty Two Thousand Seven Hundred Sixty Four Dollars and Eight Cents

This Certificate is Issued To:

Peers Housing Association

C/O Charmain Later
1150 Half Day Rd
Highland Park IL 60035-1740

This Certificate is Issued By:

Wintrust Private Trust Company, N.A.
MaxSafe TM
727 North Bank Lane
Lake Forest, IL 60045
(847) 234-2882

Term: 6 Months

Issue Date: 01/07/2026

Maturity Date: 07/07/2026

Renewal: ☒ Automatically Renewable
☐ Single Maturity

The deposit evidenced by this Fixed Rate Certificate will earn an interest rate of 3.110 % with an Annual Percentage Yield of 3.15 %. Interest will be compounded monthly

The interest payment frequency on this Certificate is monthly which will be:

☒ added to the principal of this Certificate.
☐ paid to you by check
☐ credited to account number with routing number

This is a receipt of transaction only and is non-negotiable, non-transferable, and non-assignable, except upon the books of this financial institution.

See the Account Agreement provided to you prior to, or at the time of, account opening for additional Terms and Conditions concerning the account.

GRANT AGREEMENT

Between

COLLABORATIVE COMMUNITY HOUSING INITIATIVE

and

CITY OF HIGHLAND PARK HOUSING COMMISSION

This **GRANT AGREEMENT** (the **"Agreement"**) is entered into as of October 8, 2025, between **COLLABORATIVE COMMUNITY HOUSING INITIATIVE**, a 50l(c)(3) nonprofit corporation, with offices at 833 Central Ave Unit 1371, H.P., IL 600 35, and the **CITY OF HIGHLAND PARK HOUSING COMMISSION**, an Illinois municipal corporation, with offices at 1150 Half Day Road, Highland Park, IL 60035.

SECTION 1. RECITALS.

A. The Housing Commission was created by the City of Highland Park, Illinois (**"City"**) for purposes of promoting the development and preservation of decent, affordable housing in the City.

B. The Housing Commission administers the Highland Park Affordable Housing Trust Fund (**"Fund"**), which Fund was established pursuant to ordinance of the City in May 2002.

C. On October 8, 2025, the Housing Commission considered and approved a motion to approve a grant in the amount of $500,000 **("Grant")** to assist Extremely Low-Income, disabled, income-qualified buyers with down payments towards the purchase of four affordable housing units (each a ***"Housing Unit"***), subject to, among other things, the Housing Commission and Grantee entering into this Agreement and certain other documents and agreements evidencing, securing and/or pertaining to the Grant (collectively, the **"Grant Documents"**).

NOW, THEREFORE, in consideration of the mutual agreements herein contained, the Parties agree as follows:

SECTION 2. DEFINITIONS. Whenever used in this Agreement, the following terms have the following meanings, unless a different meaning is required by the context:

"Effective Date": The date set forth in the first paragraph of Page 1 of this Agreement.

"Extremely Low-Income": Households earning less than 30% of the area median income of the Chicago-Naperville-Elgin, IL-IN-WI Metropolitan Statistical Area, as defined by the United States Housing and Urban Department.

"Grant": The funds that the Housing Commission has agreed to provide to Grantee pursuant to the terms of this Agreement.

"Grantee": Collaborative Community Housing Initiative, a 50l(c)(3) nonprofit corporation.

"**Housing Commission**": The City of Highland Park Housing Commission, an Illinois municipal corporation, and its authorized designees.

"**Parties**": The Housing Commission and the Grantee, collectively.

"**Schedule of Construction**": The schedule for commencement and completion of construction of the Project, as set forth in **Exhibit C** which is attached to and incorporated herein by reference.

SECTION 3. PURPOSE AND SCOPE.

Grantee intends to enter into contracts for the development of a former long-term care facility located at 1651 Richfield Avenue (***"Project Site"***) in order to permit the construction of a community living facility comprised of 50 dwelling units, eight of which will be sold to low-income households and four of which will be sold to Extremely Low-Income households, as depicted on **Exhibit A**, attached to and, by this reference, incorporated with this Agreement. Subject to final zoning approvals to be issued by the City: each Housing Unit will be comprised of approximately __365__ square feet; and Grantee will also develop approximately 1,000 square feet of common area for every Housing Unit. Grantee proposes to acquire, and make available for purchase by Extremely Low-Income households, the Housing Units, in accordance with this Agreement, and as more specifically described in the project summary set forth in **Exhibit B** attached hereto and incorporated herein by reference (**"*Project Summary*"**). The development and sale activity, and all related undertakings by Grantee, are referred to in this Agreement as the **"Project"**.

SECTION 4. PERFORMANCE OF PROJECT.

A. Project Schedule. Grantee must undertake the Project pursuant to the Project Summary and the Schedule of Construction, and must notify and consult with the Housing Commission whenever any event prevents the timely completion of the Project.

B. Project Construction. Grantee must construct the Project, or use reasonable efforts to ensure that the Project is constructed, in the manner contemplated by the Project Summary. Neither the Project Summary nor the Schedule of Construction may be modified or amended except upon the prior written approval of the Housing Commission.

SECTION 5. DISBURSEMENT AND USE OF GRANT.

A. Draw Requests. Subject to the terms and conditions of this Agreement and the other Grant Documents, the Housing Commission will provide the Grant to the Grantee upon the Grantee's written submission of a draw request to the Housing Commission (**"Draw Request"**) and the Housing Commission's approval of the Draw Request; provided, however, that the Housing Commission has no obligation to disburse any portion of the Grant to the Grantee except upon delivery by the Grantee to the Housing Commission of the following documents and information, in form and substance satisfactory to the Housing Commission and its counsel in their sole discretion:

1. Compliance with Housing Commission's Requirements. A certification from Grantee that Grantee, to its best knowledge, has complied with the Housing Commission's requirements set forth in Grantee's grant application, as approved by the Housing Commission.

2. Evidence Regarding Funding for Project. Evidence (a) of all of Grantee's funding commitments, and (b) that Grantee's sources and applications of funds for the Project, including all equity, debt and grant funds, have not materially changed in any way that would adversely affect Grantee's ability to perform under this Agreement.

3. Marketing Plan and Resident Selection Plan. A marketing plan and resident selection plan for the Housing Units.

4. Pricing of Units. Documentation on the pricing of the Housing Units, as well as documentation on the down payment amount for the Housing Units, as stated in the Project Summary.

5. Compliance with Uniform Relocation Act. Evidence of its compliance with the relocation noticing provisions and a copy of its relocation plan, to the extent applicable, as required by the Uniform Relocation Act, 42 U.S.C. 61 *et seq*.

6. Zoning and Land Use Approvals. Evidence that Grantee has obtained all zoning and land use approvals necessary under all applicable laws and regulations for construction of the Project.

7. Additional Documents. Such other documents as the Housing Commission, its designees, or its counsel may reasonably request as a condition precedent to disbursement of any portion of the Grant.

B. Use of the Grant. The Grant may only be used to provide assistance with down payments for the Housing Units, in accordance with Grantee's grant application as approved by the Housing Commission.

C. Segregation of Funds. Upon receipt of the Grant, Grantee must retain all Grant funds in a separate bank account, segregated from all other funds or sources of income.

D. Deadline for Submittal of Draw Requests. Grantee must submit all Draw Requests on or before the date that is 18 months after the execution of this Agreement; provided, however, that Grantee may request an extension of such date, which request will be reviewed by and is subject to approval by the Housing Commission, in its sole discretion. The Parties acknowledge and agree that the granting of any such extension will not require an amendment to this Agreement. Grantee acknowledges and agrees that it will have no right or claim to any portion of the Grant for which a Draw Request is not timely submitted in accordance with the requirements of this Section 5.C.

SECTION 6. TRANSFERS OF HOUSING UNITS.

To protect and maintain the goals of Grantee and the Housing Commission, at no time may title to any portion of any Housing Unit be leased, transferred, or encumbered except in compliance with the requirements set forth in this Section 6. For purposes hereof, "transfer or encumbrance" includes (a) any sale, lease, sublease, conveyance, assignment, pledge, or mortgage of any portion of, or interest in, any Housing Unit, and (b) any transfer, encumbrance, or pledge of any ownership or controlling interest in (i) Grantee; (ii) any other entity that owns or occupies any of the Housing Units or any part thereof; or (iii) any constituent (e.g. shareholders, partners, or members) of Grantee or any such owning or occupying entity.

A. Execution and Recordation of Restrictive Covenant. Prior to transferring, or encumbering any Housing Unit, Grantee must execute and record a restrictive covenant against the Housing Unit to preserve the affordability of the Housing Unit (***"Restrictive Covenant"***). In connection therewith:

1. The Restrictive Covenant must contain, without limitation, the following provisions:

a. The Housing Unit must be used to house intellectually or developmentally disabled individuals.

b. The seller of the Housing Unit must provide written notice to the Housing Commission of any transfer of ownership of any portion of the Housing Unit, which notice must include the full contact information of the new owner(s) of the Housing Unit;

c. The Housing Unit must be maintained, operated, marketed, and used as affordable housing in strict compliance with the then-applicable marketing plan, resident selection plan, and pricing documentation submitted by Grantee pursuant to Sections 5.A.4 and 5.A.5 of this Agreement, except as may be approved by the Housing Commission, by resolution duly adopted, in its sole and absolute discretion;

d. The Housing Commission may enforce the Restrictive Covenant, which enforcement may include specific performance, the filing and foreclosure of liens, and reimbursement of the Grant; and

e. In the event of a change in law that affects the existence or organization of the Housing Commission, the City of Highland Park may exercise all rights granted to the Housing Commission pursuant to the Restrictive Covenant.

2. In the event that Grantee has granted any mortgage or other security interest in any Housing Unit prior to recordation of the Restrictive Covenant, the mortgagee or holder of the security interest must either: (a) release its mortgage or security interest prior to recordation of the Restrictive Covenant; or (b) agree in writing to subordinate its interest in the Housing Unit to the Housing Commission.

B. Marketing, Resident Selection, and Unit Pricing. All Housing Units for which a Draw Request has been submitted by the Grantee and approved by the Housing Commission must be maintained, operated, marketed, and used in strict compliance with the then-applicable marketing plan, resident selection plan, and pricing documentation submitted by Grantee pursuant to Sections 5.A.4 and 5.A.5 of this Agreement, except as may be approved by the Housing Commission, by resolution duly adopted, in its sole and absolute discretion.

C. **Transfers and Encumbrances.** No Housing Unit or any portion thereof may be leased, transferred, or encumbered without the prior written consent of the Housing Commission in each instance.

SECTION 7. REPORTING AND NOTICES. So long as this Agreement is in effect, Grantee must promptly give written notice to the Housing Commission as soon as reasonably possible of:

A. Any condition, event or act which constitutes an Event of Default (as defined in Section 11 of this Agreement) or which, with the giving of notice or lapse of time, or both, could constitute an Event of Default under this Agreement;

B. Any pending material litigation or any government order specifically and materially affecting Grantee or the Project;

C. Any change of name, address, identity, or ownership of Grantee;

D. Any other event or fact which may reasonably be deemed by the Housing Commission to adversely affect the financial or operating conditions of either Grantee or the Project; and

E. Any other event or fact for which notice is required by this Agreement or other applicable law or regulation.

SECTION 8. RECORDKEEPING, MONITORING, EVALUATION AND AUDIT.

A. **Retention of Records.** Keep such beneficiary and other demographic records and financial information as the Housing Commission may require. Such records will include information pertaining to: (1) authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income as applicable, and (2) Project performance and efforts to comply with the provisions of the Agreement. All such records, and all other records pertinent to the Grant and work undertaken as part of this Agreement, must be retained by Grantee for the duration of the Agreement. Grantee must furnish the Housing Commission with any periodic reports it may request pertaining to the activities undertaken under this Agreement, and certify the accuracy of the information contained in the periodic reports, including any close-out reports, the costs and obligations incurred in connection with the Project and any other matters covered by this Agreement. Grantee must furnish the Housing Commission with operating statements, if any, and other such financial and Project information which it requires. Failure to submit requested reports or records within a reasonable time after request may result in termination of this Agreement. If any claim, litigation, or audit is started before expiration of this Agreement, the records must be retained by Grantee until all litigation, claims, or audit findings involving the records or the Agreement have been fully resolved or terminated.

B. **Access to Housing Units.** During the Project, Grantee must grant representatives and designees of the Housing Commission access to the Housing Units on a monthly basis, or such other time as reasonably requested by the Housing Commission, for the purpose of inspecting Grantee's progress in completing the Project and for review of Grantee's and the Project's books and records, all at Grantee's cost and expense.

SECTION 9. OTHER TERMS AND CONDITIONS.

A. Recognition of Housing Commission's Contribution. Give recognition to the Housing Commission for its contribution to the Project in any advertisements (printed or radio and television) that promote the Project, and in any literature, programs, leaflets, flyers and other materials that promote the Project.

B. Compliance with Fair Housing Amendments Act. At all times: (i) manage the Project in compliance with the Fair Housing Amendments Act of 1988 and any similar State of Illinois fair housing laws, and (ii) affirmatively market the Project to all eligible beneficiaries in a non-discriminatory manner.

C. Compliance with Laws. Take all actions necessary to preserve its right to continue business and operate within the limits set forth in its governing corporate or partnership documents, and under the applicable laws, regulations and ordinances of the United States of America, and any state or political subdivision thereof.

SECTION 10. NEGATIVE COVENANTS.

So long as this Agreement remains in effect, Grantee may not, without the prior written consent of the Housing Commission:

A. No Violation of Laws. Permit any violation or notice of violation of any law, ordinance or regulation of any governmental authority, during or after construction of the Project, including all environmental laws, ordinances or regulations.

B. No Change in Nature of Business. Substantially change the nature of Grantee's business from that currently being conducted; or change the nature or scope of the Project.

C. No Religious Service Requirements. Require persons to participate in any religious service as a condition of receiving shelter or any other housing related assistance.

D. No Conflict of Interest. Fail to ensure that Grantee has adequate procedures in place to enable early identification and effective management of any conflicts of interest which it or its staff may have in relation to this Agreement. Upon identification by Grantee of a conflict of interest, Grantee must immediately notify the Housing Commission of the conflict and of its proposed plan for management of the conflict.

SECTION 11. EVENTS OF DEFAULT AND ENFORCEMENT.

A. Event of Default. If Grantee defaults in the performance or observance of any covenant, agreement or obligation under this Agreement, the Restrictive Covenant, or any other Grant Document, or if the Housing Commission at any time reasonably believes after appropriate inquiry that completion of the Project is impaired, or has reason to believe after appropriate inquiry that the Project will not be approved by the appropriate governmental and regulatory authorities (including, without limitation, that the State of Illinois will not grant an Affordable Housing Tax Credit to Grantee in connection with the Project), and if such default or non-performance remains uncured for a period of 60 days after written notice specifying such default and the actions required to correct the same have been given by the Housing Commission to Grantee or other such person, then such uncured breach or default constitutes an **"Event of Default"** hereunder.

B. **<u>Any Action at Law or In Equity.</u>** Upon the occurrence of an Event of Default under this Agreement, the Housing Commission may take whatever action at law or in equity as it deems most effectual to enforce the obligations of Grantee under this Agreement and to abate, prevent or enjoin any violation or attempted violation of the provisions of this Agreement as a result of such Event of Default or violation or attempted violation of the provisions of this Agreement; provided, however, that under no circumstances may the Housing Commission have the right to recover monetary damages against any of Grantee's officers, directors, or shareholders in their personal capacities. Nothing in this Section 11.B may be deemed or interpreted as prohibiting the Housing Commission from recovering monetary damages from Grantee or from any third-party purchaser of any portion of any of the Housing Units.

C. **<u>Specific Performance and Appointment of Receiver.</u>** In addition to any and all other available remedies, Grantee hereby consents and agrees that any one or more of the following remedies are available upon the occurrence of an Event of Default hereunder:

1. <u>Specific Performance.</u> Grantee hereby acknowledges and agrees that specific performance of the covenants and requirements of this Agreement are be necessary to achieve the intent hereof; that no appropriate remedy at law would be available upon an Event of Default hereunder, or if available, any such remedy would be inadequate to implement the public purposes hereof; and that the Housing Commission would be irreparably injured by Grantee's failure specifically to perform the covenants and requirements hereof; and, therefore, that the Housing Commission has the right to seek specific performance of any of the covenants and requirements of this Agreement or an order enjoining any violation of this Agreement, including voiding any rental or leasing arrangement, any contract for sale, or any sale or other transfer or conveyance of any of the Housing Units in violation of the terms of this Agreement.

2. <u>Appointment of Receiver.</u> Grantee hereby agrees that the appointment of a receiver for the Project may be necessary to prevent waste to the Housing Units following an Event of Default under this Agreement and, therefore, that the Housing Commission may require the appointment of a receiver for the Project to ensure the prompt and faithful performance of the terms and conditions of this Agreement.

D. **<u>Reimbursement; Damages.</u>** In addition to any and all applicable remedies, the Housing Commission, in accordance with the ordinance establishing the Fund, may require that Grantee, in the Housing Commission's sole discretion, to:

1. Reimburse the Housing Commission up to 100 percent of the Grant, plus interest thereon at the highest rate allowed by law, allocated by the Housing Commission to the Housing Unit or the applicable parcel or part thereof; or

2. In the case of Grantee's conveyance or other transfer of a Housing Unit in violation of the terms of the Restrictive Covenant, pay damages for the cost of creating or obtaining other comparable dwelling units to replace the Housing Unit in the event such Housing Unit can no longer be affordable housing for a Qualified Purchaser (as defined in the Restrictive Covenant).

E. Cumulative Remedies. Subject to the limitations set forth in this Section 11, no remedy conferred upon or reserved to the Housing Commission by this Agreement is intended to be exclusive of any other available remedy or remedies, but each and every such remedy is cumulative and is in addition to every other remedy given under this Agreement or any related documents, or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any failure to perform under this Agreement impairs any such right or power or may be construed to be a waiver thereof.

SECTION 12. LIMITATION.

Notwithstanding anything to the contrary in this Agreement, in the Restrictive Covenant, or in the other Grant Documents, the Housing Commission are not required hereunder to disburse or obligate any funds to Grantee other than funds made available to the Housing Commission by the City.

SECTION 13. REPRESENTATIONS AND WARRANTIES.

In order to induce the Housing Commission to enter into this Agreement and to make the Grant, Grantee makes the following representations and warranties to the Housing Commission, effective as of the Effective Date of this Agreement, which representations and warranties survive the execution and delivery of the Agreement to the Housing Commission:

A. Organization and Standing of Grantee. Grantee is a 50l(c)(3) nonprofit corporation duly organized and validly existing under the laws of the State of Illinois; it has the power to own its own properties and to carry on its business as now being conducted.

B. Ability to Perform. There is no action or proceeding pending or threatened against Grantee in any court or before any governmental authority, arbitration board, or tribunal which, individually or in the aggregate, could materially adversely affect its financial condition, properties or operations, or its ability to perform under this Agreement.

C. Tax Returns and Payments. Grantee has filed all federal, state and local income tax returns required to be filed, and has paid all taxes shown to be due on said returns, and has made provision for all liabilities not so paid or accrued under returns not yet due. In addition, to the extent required, Grantee has complied with and has paid all premiums or other charges due under applicable workers' compensation and unemployment compensation laws.

D. Execution and Performance of Agreement Authorized, Valid and Binding. The execution and delivery of the Agreement, the applicable Restrictive Covenant, and all other Grant Documents have been or will be fully authorized by Grantee. This Agreement, the applicable Restrictive Covenant, and the other Grant Documents constitute legal, valid and binding obligations of Grantee enforceable in accordance with their respective terms.

E. Conflicts with Other Instruments. Grantee is not a party to any contract or agreement or subject to any restrictions, which materially and adversely affect its business, its properties or assets, or its financial condition. The execution and delivery of this Agreement, the Restrictive Covenants, and the other Grant Documents, and Grantee's performance thereunder, will not be in conflict with the terms of any other contract or agreement to which Grantee is a party or by which Grantee or the Project is bound and will not result in a breach of the terms of or constitute a default under Grantee's corporate documents.

F. Financial Statements. Grantee has delivered to the Housing Commission complete and correct financial statements which present fairly and completely the financial condition of Grantee for the periods covered therein, in accordance with generally accepted accounting principles consistently applied. No material adverse change has occurred in the financial condition of Grantee as reflected in such statements.

G. Project Complies with Laws. To Grantee's best knowledge, the Project will comply in all respects with zoning, building and other applicable federal, state, and local ordinances, laws, rules, and regulations affecting the Project. Compliance with the American Disabilities Act of 1990, 28 C.F.R. Part 35, will be required, if applicable. Grantee has complied, and will continue to comply, with all restrictions and requirements of any other funding sources for the Project.

H. No Governmental Approval Required. The execution and delivery of this Agreement, the Restrictive Covenants, and the other Grant Documents, and Grantee's performance thereunder, do not require any further approval of any government, or any governmental or quasi-governmental agency, or any filing therewith or notice thereto, and any approvals which are required have been obtained (except for required City approvals which Grantee must obtain prior to commencement of construction of the Project). At the time of each Draw Request, Grantee must reaffirm this representation and warranty and must further represent and warrant that all required City approvals have been obtained.

I. No Misleading Statements. No information, exhibit or report furnished by Grantee to the Housing Commission in connection with this Agreement, the applicable Restrictive Covenant, and the other Grant Documents contains any misstatement of fact or omits to state any fact necessary to make the statements contained therein not materially misleading. Grantee has provided all information requested by the Housing Commission, and such information is complete and accurate in all material respects. There is no fact known to Grantee which could materially adversely affect or which might in the future, in Grantee's reasonable judgment, materially adversely affect the assets, properties or financial condition of Grantee.

J. No Third-Party Rights. Nothing expressed or implied in this Agreement may be construed to confer upon or to give any person or entity, other than the Parties, any rights or remedies against the Housing Commission.

SECTION 14. INDEMNIFICATION.

Grantee hereby agrees to, and does hereby, hold harmless, indemnify, and, at the election of the Housing Commission defend with counsel of the Housing Commission's choice the Housing Commission and the City, and all elected or appointed officials, officers, directors, commissioners, employees, agents, representative, contractors, consultants, attorneys, engineers, and accountants thereof, from and against any and all loss, cost, damage, expense, claim, liability, or fee, including reasonable attorneys' fees (***"Indemnified Claims"***), in connection with: (i) Grantee's breach of the terms of this Agreement; (ii) its use of the Grant funds in violation of the terms of this Agreement; or (iii) Housing Commission efforts to enforce this Agreement following an Event of Default on the part of Grantee hereunder, whether the same is enforced by suit or otherwise or incurred by the Housing Commission as a result of such Event of Default; provided, however, that this indemnity does not, and will not, apply to willful misconduct or gross negligence on the part of the Housing Commission or the City. This indemnification obligation survives any termination of this Agreement and survives any close-out of the Grant or similar event or circumstance. Grantee, only as to its own acts or omissions, must, and does hereby agree to, pay all expenses, including legal fees and administrative expenses, incurred by the Housing Commission in defending itself with regard to any and all of the Indemnified Claims.

SECTION 15. MISCELLANEOUS PROVISIONS.

A. Amendment, Modification and Waiver. No amendment, modification or alteration of the terms of this Agreement is binding unless the same be in writing, dated subsequent to the date hereof, properly approved in accordance with applicable procedures, and be duly executed by both Parties. No waiver of any condition precedent to the funding of the Grant constitutes a waiver of any of the other conditions of the Housing Commission's obligation to make the Grant. Failure of the Housing Commission to exercise its rights hereunder on any one occasion will not be construed as a waiver of any requirement of this Agreement or a waiver of the Housing Commission's right to take advantage of any subsequent or continued breach by Grantee of any covenant contained herein. No delay or omission on the part of the Housing Commission, or any subsequent holder of the rights under this Agreement, to exercise any right or power arising from any Event of Default will impair any such right or power or be considered to be a waiver of any such default or any acquiescence therein.

B. Successors and Assigns. All covenants and agreements in this Agreement contained by or on behalf of any of the Parties will bind and inure to the benefit of their respective successors and assigns; provided, however, the Agreement and any rights hereunder may not be assigned by Grantee, by operation of law or otherwise, and any purported assignment thereof by Grantee will be null and void, unless either: (1) the assignment is made in compliance with the requirements of this Agreement; or (2) Grantee has first obtained the written consent of the Housing Commission thereto.

C. Notices. All notices required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, or (iii) by first class mail, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. Email notices will be deemed received by the addressee upon explicit or implicit acknowledgment of receipt by the addressee. By notice complying with the requirements of this Section, each Party will have the right to change its address or its addressee, or both, for all future notices to the other Party, but no notice of a change of addressee or address will be effective until actually received.

Notices to the Housing Commission will be addressed to, and delivered at, the following address:

City of Highland Park Housing Commission
Attn: Community Development Director
1150 Half Day Road
Highland Park, IL 60035

with a copy to:

Elrod Friedman LLP
Attn: Hart Passman
350 N. Clark St., Second Floor
Chicago, IL 60654

Notices to the Grantee will be addressed to, and delivered at, the following address:

Collaborative Community Housing Initiative
833 Central Ave Unit 1371 Highland Park, IL 60035
____
Attn: Laurie Williams

with a copy to:

____
____
___________________, Illinois _____
Attention: ___________________

D. **Public Statements.** Grantee will not issue any news releases or other public statements regarding the Housing Commission's role in the Project except upon prior approval from the Chairman of the Housing Commission. In any approved news releases or other public statements regarding the Project, Grantee must clarify that does not represent or speak for the Housing Commission.

E. **Construction; Governing Law; Severability.** The provisions of this Agreement run with and bind the Property and inures to the benefit of, is enforceable by, and obligates the Housing Commission and the Grantee, and any of their respective, grantees, successors, assigns, and transferees, including all successor legal or beneficial owners of all or any portion of the Property, from the date this Agreement is recorded and until this Agreement is terminated or expires. If any of the privileges or rights created by this Agreement would otherwise be unlawful or void for violation of: (i) the rule against perpetuities or some analogous statutory provision; (ii) the rule restricting restraints on alienation; or (iii) any other statutory or common law rules imposing time limits, then the affected privilege or right will continue only until 21 years after the death of the last survivor of the now living lawful descendants of the current President of the United States, or for any shorter period that may be required to sustain the validity of the affected privilege or right.

F. **Counterparts.** This Agreement may be executed in counterparts, each of which is deemed to be an original but all of which will constitute one and the same instrument. Facsimile or electronic counterpart copies of this Agreement will be considered for all purposes, including delivery, as originals.

IN WITNESS WHEREOF, the Parties have hereunto set their hands on the date first above written.

Grantee:

COLLABORATIVE COMMUNITY HOUSING INITIATIVE

By: Laurie Williams ______________________________

Print: Laurie Williams

Title: Executive Director

Housing Commission:

CITY OF HIGHLAND PARK HOUSING COMMISSION

By: ______________________________

Print: ______________________________

Title: Chairman

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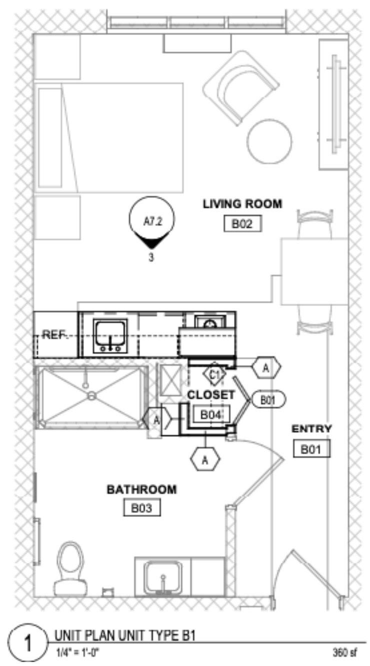
The following Exhibits are attached:

- Exhibit A: Depiction of Extremely Low-Income Housing Units
- Exhibit B: Project Summary
- Exhibit C: Schedule of Construction

Exhibit A: Depiction Small Studio Apartment @ 361-365 Square Feet



CCHI Commons: Building Renovation

THE COMMONS, 1651 RICHFIELD AVENUE, HIGHLAND PARK, ILLINOIS

CCHI is renovating a former memory care facility into a vibrant 48-unit cooperative living community. Each resident will enjoy a private apartment while benefiting from thoughtfully designed shared spaces that foster connection, independence, and personal growth.

Glenkirk: Will operate a branch office on the first floor, providing on-site, optional access to mental health services.

Arts of Life: A vibrant studio space within the building offers creative programming, fostering artistic expression and skill development.

DESIGN

Units are ADA-compliant, and sensory friendly, with kitchenettes and accessible private bathrooms. The building is designed to accommodate walkers and wheelchairs.

We offer a variety of apartments:

Studio A (365 sq. ft.)
Studio B (401 sq. ft.)
Studio C(487 sq. ft.)
One Bedroom (~730 to ~852 sq. ft.)

ADVANCED TECHNOLOGY

CCHI will integrate intuitive technology throughout the building tosupport daily living.

- Cameras for hallway and doorway security monitoring
- Assisted Technology support
- Sensors, auto shut-off for appliances

COMMUNITY SPACE & AMENITIES

- Reception desk, lobby, and mail room
- Secure building access
- Social, T.V. and lounge areas
- Gym for fitness and therapy
- Outdoor courtyard and community garden
- Secure bike storage
- Game room
- Quiet sensory room
- Art and music studios
- Laundry rooms & community kitchens
- Elevator Access
- Commercial kitchen with individual cooking stations for group meals and classes

Exhibit C: Schedule of Construction

Acquisition: Spring 2025

Architect Plans Submitted: September 2025

Contractor Bids Submitted: September 2025

Construction Begins: October 2025

Construction Complete : Spring 2025

4896-6993-9286, v. 3

CCHI Commons Project Update

City of Highland Park Housing Commission

July 1, 2026

Collaborative Community Housing Initiative (CCHI) is pleased to provide the following update regarding the four units receiving City of Highland Park down-payment assistance and the progress of The Commons development at 1651 Richfield Avenue.

Down-Payment Assistance Units

The four cooperative units receiving $125,000 in down-payment assistance have completed the sales process. All closings were completed by mid June 2026.

Construction Schedule Update

Renovation and construction activities continue to progress on schedule. Current projections indicate substantial completion of construction in October 2026. Work remains focused on interior unit completion, common area improvements, accessibility features, building systems, and resident amenity spaces.

Resident Move-In Timeline

Resident move-in is currently anticipated to begin in late October /early November 2026, following completion of construction, occupancy approvals, and final preparations. The four individuals receiving City down-payment assistance are expected to move in as part of the initial occupancy phase.

CCHI will continue to provide updates to the Housing Commission regarding move-in dates and occupancy status for each of the four assisted units as they become occupied.

We appreciate the City of Highland Park's partnership and support in helping create affordable, community-based housing opportunities for adults with disabilities.

Report presented by
Laurie Williams
President CCHI/The CCHI Commons

City of Highland Park

Community Development Department

1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0867
cityhpil.com

Date: **July 1, 2026**

To: **Chair & Housing Commissioners**

From: **Zubin Coleman, Senior Planner**
Charmain Later, Deputy Director
Joel Fontane, Director – Community Development

Subject: **Policy Discussion & Consideration of Payment-In-Lieu Fee**

Recommendation. Staff recommend the Commission consider the following payment in-lieu fee policy discussion to make a recommendation to City Council relative to the FY-27 payment in-lieu fee amount.

Background. Periodically staff recommend changes to various fees and charges to account for changes in costs, market conditions, and City policy as part of the City's yearly budget process.[1] Since establishing an in-lieu fee of $100K per unit in 2003, the City's payment in-lieu fee has been changed three times: in 2008, 2013, and in 2022. In 2008, the in-lieu fee was increased from $100K to $200K per unit, and in 2013, the fee in-lieu was reduced to $125K per unit. Most recently, in 2022, the fee in-lieu was increased to $185.4K per unit, effective January 1, 2023.

The impetus for the 2013 change came from the developer of the proposed Grange Woods residential subdivision project. The developer requested paying a reduced fee-in-lieu amount of $115K rather than the then required amount of $200K per unit. At that time, the Housing Commission recommended the payment in-lieu be reduced to $125K based on the decline in housing sales prices associated with the Great Recession. The payment in-lieu fees stayed the same until coming out of the Covid-19 pandemic in 2022 when staff recommended a reexamination of the fee to account for changes in housing market conditions and inflation.

Through that analysis and consideration process, the payment-in-lieu fee was increased to $185,400 to align with the average subsidy amount that Community Partners for Affordable Housing (CPAH) uses as leverage for obtaining affordable single-family units in Highland Park. The City Council adopted the Housing Commission's recommendation, which is still the City's current in-lieu fee amount[2]. Following the 2022 fee-in-lieu change consideration, per City Council direction, staff analyze the fee-in-lieu amount every 3-5 years so that the fee aligns with the current housing market conditions or programmatic experience as deemed appropriate.

[1] Per Sec. 150.2125(B) [...]"The minimum per unit amount shall be determined by the City Council, based upon an estimate of the cost of providing an affordable housing unit, and shall be reviewed and modified periodically by the City Council."[...] In 2019, at the request of City Council, staff initiated a review of the payment in-lieu fee. Prior to the Commission making a recommendation, the City Council decided not to enact any changes to the payment in-lieu at that time. Thereafter, in response to the Covid-19 pandemic in March of 2020, consideration of this matter was further postponed until preparation for FY-23 budget, which began in May 2022.

[2] Reflected in the City's Annual Fee Resolution.

Policy Discussion.

What the Payment In-Lieu (Fee In-Lieu) amount represents.

The dollar amount of the City's payment in-lieu of affordable housing units represents some portion of the subsidy required to bring an affordable unit on-line assuming leverage of other governmental resources beyond those the Commission grants from the Housing Trust Fund (HTF)[3].

Use of the Fee In-Lieu.

All payment in-lieu dollars go to the City's Housing Trust Fund for the City's affordable housing initiatives per Sec. 150.2125(B) of the City's Code. The City's Housing Trust Fund grants leverage other State and Federal resources to acquire, repair, improve, and make affordable dwelling units through the City's Scattered Site program. Although the primary focus of the Scattered Site Program is to acquire and make permanently affordable single-family units, it also acquires units that are in need of upgrade and repair despite the higher costs of bringing these units on-line.

The rationale for this is programmatic policy approach to acquiring units has three main parts:

1) Preserving a diverse housing stock within Highland Park.

2) Mitigating persistent disrepair or lack of investment that leads to blight and the higher likelihood of demolition; since demolition results in a permanent loss of units that could otherwise reasonably be made permanently affordable.

3) These repairs and upgrades ensure the home is in good working order and free from near term unexpected costs related to key amenities and systems shortly after being occupied. These improvements ensure only high-quality affordable units are made permanently affordable through the Scatter Site Program. Moreover, these types of improvements are consistent with state and federal grant objectives as well as those of the City's Housing Trust Fund.

Method for Deriving the Fee In-Lieu Amount.

When the Housing Commission first recommended a payment in-lieu in 2003 it employed the following overarching criteria:

- The amount should relate to the cost of making a unit of market rate housing affordable to households at the target income level.
- The amount should be meaningful but reasonable so as not to impose an inappropriate burden on developers/landowners; and
- The methodology should be simple, easy to communicate and understand, and based on objective data and verifiable assumptions.

Implementation of this overarching policy led to the development of two methods to derive an appropriate payment in lieu of affordable housing, 1) The Market Price approach, and 2) The

[3] The payment in-lieu is not the entire cost of attaining an affordable unit.

Programmatic Experience approach. The following provides calculations based on both methods for consideration by the Commission and Council.

The City derived the payment in lieu adopted in 2003 and 2008 using The Market Price Approach. In 2022, the City derived the fee in-lieu using the Programmatic Experience Approach, which has been the City's fee in-lieu since Jan. 1, 2023. The following provides an analysis using both using 2025 housing sales price data for Highland Park, and cost per unit date from the Scatter Site Grant program since 2023. Both are further discussed later in this memo.

Fee In-Lieu Amount. Things to consider when developing an appropriate in-lieu fee recommendation:

- *Amount of Fee.* Setting the payment in-lieu too low could encourage more in-lieu fee requests from the development community and result in fewer on-site inclusionary units; setting the fee too high, and the payment in-lieu will no longer serve as a viable exception nor meaningful revenue source for the Housing Trust Fund. Staff suggest both extremes are undesirable from a policy perspective.
  - Setting a low in-lieu fee would not be in keeping with the purpose of the Inclusionary Housing Code, which is to require affordable units be provided on-site and might not adequately cover the costs of providing an affordable unit elsewhere. Setting an in-lieu fee too high could render the payment in-lieu exception moot, which would not be consistent with the intent of establishing an exception in the Code.
- *Leverage.* As is typical for non-profit grant-makers, the Commission seeks to leverage its funds through grantees with the capacity to achieve leverage. Due to its strong capacity in affordable housing, CPAH achieves considerable leverage of the City's Housing Trust Fund grants it receives.
  - Since 2023, CPAH has leveraged about 1.5 times what the Commission provided to it through Scattered Site grant funds[4].
- *The Inclusionary Housing Code's Incentive / Penalty Structure.* In the most extreme example, due to the Inclusionary Housing Code's incentive structure, the City's current payment in-lieu fee of $185.4K is effectively ~$239.2K if no affordable units are provided on-site.[5] However, the more units provided on-site vs. via payment in-lieu the smaller the difference between the nominal dollar value of the payment in-lieu ($185.4K) and the effective value due to the incremental benefit from market rate unit bonuses for each on-site affordable unit.
- *Types of Units Acquired Using Fee In-Lieu.* The payment in-lieu is one source of funds for the City's Housing Trust Fund, which provides resources to acquire and make

[4] This leverage rate has dropped as CPAH's grant request was increased to $125K per unit for FY-26 (approved) and FY-27 (request) due to competition for housing resources and reduced availability of certain housing funds.

[5] When a proposed development does not include any affordable units on-site the number of units by payment in-lieu, either by-right or if approved by Council, as the case may be, is required to be 20%. By way of comparison, if all affordable units were included on-site, the proportion of all units after market rate unit bonuses is ~15.4%. Thus, a requirement that is effectively 1.29 times more for those projects that do not provide any affordable units on-site. This penalty decreases as more of the required number of affordable units are included on-site until it reaches no penalty for developments including all affordable units on-site.

permanently affordable housing throughout the community. These units typically take the form of three bedroom single-family detached homes regardless of whether a development would have otherwise been required to provide another type of unit.[6]

- *Past Payment In-Lieu Fee Amounts Adjusted for Inflation ($2026)*[7]
    - *August 2003:* *$100K adopted is equal to $180K today*
    - *May 2008:* *$200K adopted is equal to $307.4K today*
    - *March 2013:* *$125K adopted is equal to $178.8K today*
    - *January 2023:* *$185.4 adopted is equal to $206.4K today*

Key Policy Question. When evaluating the amount of the in-lieu fee, the Commission should consider whether it is sufficient to cover the estimated cost of providing an affordable unit - meaning bringing an affordable unit on-line ready to be occupied. A key policy question is how the leverage of other governmental funds should be taken into account when deriving a recommended payment in-lieu fee.

Methodology for Informing In-Lieu Fee. Consistent with the Housing Commission's overarching criteria (see Policy Discussion above), staff provide the following information to inform the consideration of an appropriate in-lieu fee.

1. The estimated subsidy required based on Market Sales Approach.
2. The subsidy needed to obtain an affordable unit based on the Programmatic Experience Approach.[8]

The Market Price Approach.

The following provides the market price approach methodology.

Estimated subsidy needed based on market sales data and target Area Median Income:

1. Identify the 80% of the Area Median Income (AMI) for a family of four in the Chicago metropolitan area[9] ($95,920) and multiply it by three to derive a rough estimate the maximum cost of a unit that would be affordable to that household.
2. Subtract the result above from the highest sales prices of the lowest sixth sales price segment of the Highland Park home sales market[10] (see Table 1 below).

Underlying Assumptions.

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[6] Typically a unit with fewer bedrooms. Moreover, some developments are rental vs. scatter site program units being primarily ownership units.

[7] As of April 2026 based on the Bureau of Labor Statistics [CPI Inflation Calculator (bls.gov)]

[8] The actual program experience through the Commission's Scattered Site Program grant-making to Community Partners for Affordable Housing (CPAH)

[9] U.S. HUD Chicago-Joliet-Naperville HUD Metro Fair Market Rent area as published by the U.S. Department of Housing and Urban Development (HUD). 2025 data used for this analysis.

[10] In 2003, the City Council accepted the Housing Commission's recommendation to tie the fee in lieu payment amount to the top sales price of the lowest sixth pricing segment of the market.

- The top price of the lowest sixth of home sales approximates an appropriate target acquisition price[11] for units acquired.
- Single-family detached homes are the program's main housing type target, not lower cost townhome or condos within multi-family residential buildings, therefore sales data for this type of home should be used to inform the in-lieu fee.[12]
- Acquiring and making units affordable to those households with 80% of Area Median Income is the appropriate level of affordability for programmatic decision-making.[13]

The Programmatic Experience Approach.

Method for deriving payment in-lieu via programmatic experience:

- Staff compares the estimated subsidy above with the actual subsidy need based on programmatic experience from 2023 to 2025 to derive a set of in-lieu fee alternatives for consideration (see Table Two below).

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[11] This subsidy does not include the cost associated with repairs / upgrades that may be needed or desirable before making it an affordable unit available for sale to an eligible household.

[12] The rationale for this is, in part, because there is an insufficient volume of homes sold of other types, and because a policy goal is to include affordable housing throughout the community, which consists of largely single-family detached home neighborhoods.

[13] Per Sec. 150.2155(A) […] "no less than 50 percent of the affordable housing units shall be sold to low-income households at a price, as determined pursuant to Section 150.2155(C) of this Code, that, on average, is affordable to a household with an annual income that is 65 percent of area median income. Any remaining affordable units shall be sold to moderate-income households at a price, as determined pursuant to Section 150.2155(C) of this Code that, on average, is affordable to a household with an annual income that is 100 percent of area median income." […] This requirement yields an average affordability of 82.5% of area median income, thus the use of 80% AMI as the appropriate level of affordability.

Key Findings from 2025 Sales Price & Pgm. Experience Since 2023 (see Tables 1 & 2 below).

- The vast majority (75%[14]) of homes sold citywide are single-family detached homes. There were few sales of non-single-family detached homes – 95 sales, or ~26% of all.
- About $217K per unit is the estimated subsidy required to *acquire*[15] a single-family home at the top price in the lower sixth of all single-family home sales.
- On average, based on Programmatic Experience since 2023, a subsidy of $222.5K per unit was required to bring an affordable unit on-line – including the costs of repairs / upgrades needed or desirable before making it an affordable unit available to an eligible household (see Table 2).
- Based on market sales data the City's in-lieu fee $185.4K is not sufficient to cover the subsidy gap (cost) for a single-family detached type home (see Table 1 & 2), the primary housing type focus of the City's Scattered Site Program.
- Based on Programmatic Experience the average subsidy of $222.5K per unit exceeds the City's fee-in-lieu of $185.4K.
- The City, through its Scattered Site grant-making to CPAH since 2023, has been able to leverage its grant monies sufficient to acquire and bring on-line about 2.11 affordable units at the current in-lieu fee amount of $185.4K.
- **Tables 1 & 2** on the next pages provide a summary of the sales prices for 2025 at various cut-off points, and the Commission's recent cost and subsidy experience through its Scattered Site Program grants to CPAH (2023 to 2025).

[14] Of all sales under $1.5M.

[15] This would not include repairs and upgrades typically pursued.

Table 1
Sales Prices & Subsidy Needs in Highland Park 2025
(All Sales _excluding_ those equal to or greater than $1.5 million)

Number of Sales by Type of Unit with Percent Sales by Type	Sales Price 2025	Per Unit Subsidy Needed (assumes affordable price of $287,760*)
Single-Family Detached – 277 sub-total (75%)		
Median price	$803,000	$515,240
Top price in lowest third	$659,000	$371,240
Top price in lowest quartile	$589,000	$301,240
Top price in lowest quintile	$540,000	$252,240
Top price in lowest sixth	$505,000	$217,240
Condos – 68 sub-total (18%)		
Median price	$434,000	$146,240
Top price in lowest third	$301,000	$13,240
Top price in lowest quartile	$275,000	-$12,760
Top price in lowest quintile	$258,000	($29,760)
Top price in lowest sixth	$235,000	($52,760)
Townhomes – 27 sub-total (7%)		
Median price	$470,000	$182,240
Top price in lowest third	$430,000	$142,240
Top price in lowest quartile	$415,000	$127,240
Top price in lowest quintile	$395,000	$107,240
Top price in lowest sixth	$388,000	$100,240
All Unit Types – 372 sub-total[16]		
Median price	$725,000	$437,240
Top price in lowest third	$560,000	$272,240
Top price in lowest quartile	$475,000	$187,240
Top price in lowest quintile	$440,000	$152,240
Top price in lowest sixth	$425,000	$137,240
*calculated using the median HHLD income at 80% Area Median Income multiplied by three.	Source: MLS Data	Source: Calculated by City

[16] 48 homes sold for $1.5 million or more in Highland Park in 2025 (0 townhomes, 6 Condos & 42 Single-Family detached.) Source: MLS Data 2025.

HP Fiscal Stability Public Safety Community Vibrancy Infrastructure Investment

Table 2
2023-25 Acquisition Costs & Subsidy Needed for Projects w/ City Housing Trust Fund Participation

Program year[17]	Location	Acquisition Cost (Includes rehabilitation & soft and closing costs)	Actual Sale Price	Subsidy Needed per Unit	City Subsidy & as % of Total Subsidy/Unit
2023	1269 Cavell Ave	$400,860	$215,000	$185,860	$85,000 or 45.7%
2023	930 Park Ave	$435,157	$220,000	$215,157	$85,000 or 39.5%
2023	1464 Lincoln Pl	$432,884	$220,000	$212,884	$85,000 or 39.9%
2024	954 Lilac Ln	$427,905	$220,000	$207,905	$85,000 or 40.9%
2024	1024 Ridge Rd	$399,250	$185,000	$214,250	$85,000 or 39.7%
2024	569 Sumac Rd	$468,428	$220,000	$248,428	$85,000 or 34.2%
2025	661 Homewood Ave	$475,589	$220,000	$255,589	$97,850 or 38.3%
2025	1342 Ferndale Ave	$459,800	$220,000	$239,800	$97,850 or 40.8%
2025	1500 McCraren Rd	TBD	TBD	TBD	$97,850

- Average Total Government Subsidy is $222,485 per unit of which ~$89K (40%) came from the City's Housing Trust Fund and the rest from other government sources.

Recent Scattered Site Grant Request Changes. According to CPAH, the competition for other governmental funds is increasing in Lake County as affordable housing is being pursued in more communities, and changes at the Federal level have made housing monies increasingly scarce. Moreover, the cost of units acquired has increased during the past three years. Therefore, CPAH increased its Scattered Site grant request[18] from $85K per unit in 2023 and 2024 to $97.9K per unit for Fiscal Year 2025, and $125K per unit for Fiscal Year 2026.[19] CPAH's Fiscal Year 2027 Scattered Site Grant request is also $125K per unit. Given the average subsidy needs since 2023, the Scattered Site Grant program has achieved a consistent leverage of 1.5 times more than the Commission's grant. However, staff expect, leverage to erode as Housing Trust Fund resources will likely account for a greater proportion of the government subsidy needed to bring an affordable unit online, assuming all else is constant, given the increase per unit subsidy ($125K) approved in Fiscal Year 26 and requested for Fiscal Year 2027.

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[17] Note that in 2022 the Housing Commission made a $1M Scatter Site Grant for the development of Betsy Lassar Pl., an eight-unit Townhouse development.

[18] The use of this anticipated grant request amount to derive the payment in-lieu fee does not obligate the Housing Commission to accept any future grant proposal making such request or proposing any particular leverage rate. The consideration of grant requests, and the leverage they propose, is a separate Commission consideration.

[19] On Mar. 4, 2026 the Commission approved a Scattered Site Grant of $375K for three affordable homes ($125K ea.).

Recommendation to City Council.

- The following motions are sorted from highest fee to lowest fee with no implied rank or preference.

Suggested Motion Alternatives: *"Motion to recommend to City Council that the payment in-lieu of affordable housing fee for fiscal year 2027 be:" (choose one below or state a different motion.)*

… increased from $185.4K to $250K per unit.

- Rationale: to ensure that it can leverage two (2) units for each payment in-lieu through the City's Scattered Site Program at current (FY-26) Housing Trust Fund contribution rate.

…increased from $185.4K to $222.5K per unit.

- Rationale: to reflect the average government subsidy, from all sources[20], needed to acquire, and bring on-line, an affordable unit through the City's Scattered Site Program based on average programmatic leverage obtained since 2023.

…increased from $185.4K to $217K per unit.

- Rationale: to reflect the subsidy needed to make affordable a unit priced at the top of the lowest sixth of the single-family detached units sold in 2025.

…increased from $185.4K to $204.6K per unit.

- Rationale: to adjust for inflation since this fee was last changed in 2023 to ensure that (choose one):
    1. it can leverage more than two units (2.3) for each payment in-lieu through the City's Scattered Site Program at Housing Trust Fund contribution rates since 2023.[21]
    2. it can leverage 1.6 units for each payment in-lieu through the City's Scattered Site Programs at current Housing Trust Fund contribution rate for 2026.[22]

…left unchanged at $185.4K per unit (choose one):

1. Rationale: the current fee in-lieu sufficiently leverages a desirable number of affordable units (2.1) through the City's Scattered Site Program to meet the City's programmatic needs based on the Housing Trust Fund contribution rate since 2023.
2. Rationale: the current fee in-lieu sufficiently leverages a desirable number of affordable units (1.48) through the City's Scattered Site Program to meet the City's programmatic needs at the anticipated Housing Trust Fund contribution rate.

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[20] Based on program information for the period 2023 to 2025.

[21] Since 2023 CPAH has requested and leveraged an average of $88.2K of Housing Trust Fund grant monies acquire and bring on-line affordable units.

[22] CPAH has maintained its $125K per unit request FY-27.

…decreased from $185.4K to $172.5K per unit.

- Rationale: to reflect the average government subsidy, from all sources[23] adjusted for the code's maximum penalty structure[24] for developments with no on-site affordable units[25] through the City's Scattered Site Program at current Housing Trust Fund contribution rates since 2023.[26]

…decreased from $185.4K to $176.4K per unit.

- Rationale: to ensure that it can leverage two (2) units for each payment in-lieu through the City's Scattered Site Program at Housing Trust Fund average contribution rate between 2023-2025.

…decreased from $185.4K to $125K per unit.

- Rationale: the current fee in-lieu is higher than what is anticipated to be needed to leverage Housing Trust Fund grants to bring on-line an affordable unit through the City's Scattered Site Program at current Housing Trust Fund contribution rate (125K per unit).

…decreased from $185.4K to $88.2K per unit.

- Rationale: the current fee in-lieu is higher than what is needed to leverage Housing Trust Fund grants to bring on-line an (1) affordable unit through the City's Scattered Site Program since 2023.

…increased or decreased from $185.4K to [other amount per unit]

- Rationale: the increase/decrease accounts for changes in the economy and market conditions, ensuring an adequate number of units can be leveraged through the City's Scattered Site Program of from a payment in-lieu. Include other rationale if and as appropriate.

[23] $185.4K based on program information for the period 2023 to 2025.

[24] That requires 1.29 times more affordable units be paid in-lieu (~20% of the units) than is otherwise required on-site (~15.4%).

[25] When a proposed development does not include any affordable units on-site the number of units by payment in-lieu, either by-right or if approved by Council as the case may be, is required to be 20%. By way of comparison, if all affordable units were included on-site the proportion of all units after market rate unit bonuses is ~15.4%. The results in a requirement that is 1.29 times more for those projects that do not provide any affordable units on-site.

[26] Since 2023, CPAH has requested and leveraged, on average, $88.2K of Housing Trust Fund grant monies acquire and bring on-line affordable units.

COMMUNITY PARTNERS for AFFORDABLE HOUSING

800 S. Milwaukee Ave., Suite 201
Libertyville, IL 60048

May 15, 2026

Zubin Coleman
Community Development
City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Dear Zubin,

As requested, this letter provides an estimate of our budgeted Inclusionary Housing and Community Land Trust operating expenses for 2027 and a proposed operating request amount from the Highland Park Housing Trust Fund for FY2027 budgeting purposes.

Overall, we are expecting approximately $185,000 in operating costs next year associated with administering Inclusionary Housing Programs in various communities. Approximately 45% of those units/expenses are expected to be in Highland Park. In addition, we are expecting approximately $109,000 in expenses associated with administering Highland Park's Community Land Trust program.

Inclusionary housing expenses include our time to meet with developers, program and policy work, helping to market the units, application management, eligibility screening, income certifications, annual income re-certifications, waitlist management, for-sale closings, and ongoing support to applicants, tenants, and homeowners. Community Land Trust expenses include most of the above items as well as finding and acquiring properties, grant writing to leverage Housing Trust Fund dollars, property and construction management, managing sales and re-sales, pre- and post-purchase services, ground lease management, financial management, corporate administration, compliance, and reporting.

As stated above, we expect $185,000 in operating costs associated with inclusionary housing administration next year, of which 45% or $83,250 is attributed to Highland Park. In addition, we are budgeting $109,000 in expenses associated with administering Highland Park's Community Land Trust program. In total, our budgeted expense associated with administering Highland Park's Inclusionary Housing and Community Land Trust programs is $192,250. We would like to request $125,000 in operating support next year from the Highland Park Housing Trust fund, with the remaining amount to be generated from private support. We believe this contribution reflects excellent value for the services provided, particularly as the inclusionary inventory and workload increases with the Solo Cup site and other inclusionary activity.

www.cpahousing.org
phone 847.263.7478
fax 847.263.9381

We sincerely appreciate all the support and leadership provided by the Housing Commission which has made the City of Highland Park a nationally recognized model and leader throughout the region.

Please don't hesitate to contact me at 847-263-7478 ext 22 or ranthony@cpahousing.org with any questions.

Sincerely,

Robert Anthony

Rob Anthony, President

COMMUNITY PARTNERS for AFFORDABLE HOUSING

800 S. Milwaukee Ave., Suite 201
Libertyville, IL 60048

May 15, 2026

Zubin Coleman
Community Development
City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Dear Zubin,

As requested, this letter provides an estimate of our budgeted Community Land Trust (CLT) project expenses for FY2027 budgeting purposes.

Last year (2025 scattered-site grant), CPAH added three CLT homes to Highland Park's inventory of permanently affordable homes. Total project expenses for acquisition, rehabilitation, carrying costs (i.e. insurance, utilities, property taxes), and closing costs averaged approximately $465,000 per home. The homes were all 3-bedroom, 1–2-bathroom single family homes. These are now fully rehabilitated, energy-efficient homes that meet current building code standards.

This year, we plan to acquire and rehabilitate three homes (2026 grant) that are estimated to cost, on average, approximately $483,000 per home (a 4% increase from last year). The increase represents the continued escalation of home prices and the very limited inventory of homes for sale, particularly homes on the lower end of the housing market. The Highland Park Housing Trust Fund contribution per home is $125,000 this year, with the remaining costs being covered by sales proceeds (approximately $220,000), federal grants (approximately $125,000 per home), and private donations. Although federal grants for 2026 remained relatively stable, we continue to be concerned about proposed cuts for 2027 and are watching federal budget proposals very carefully.

Increased home prices and the lack of available supply continue to make it very difficult to add CLT homes. For 2027 budgeting purposes, we propose a slightly different approach. We typically submit an estimated budget at this time of year and then submit a formal grant request at the beginning of the new year. For 2027, we propose to continue budgeting $125,000 per home for 3 homes ($375,000 total). However, we would like to keep the option open to use those funds towards acquisition/rehab or new construction.

Specifically, CPAH owns land at the rear of 386 and 390 Walker Avenue where we could construct four townhomes or condominium units. Because the inventory of homes remains so low, we would like to use the second half of this year to explore new construction options at this site Vs acquisition-rehabilitation options. The funding request

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for budgeting purposes would remain the same for 2027 ($375,000) and we would specify the details of our project in our formal grant request at the beginning of 2027.

As always, please don't hesitate to contact me at 847-263-7478 ext 22 or ranthony@cpahousing.org if you would like to discuss further.

Sincerely,

Robert Anthony

Rob Anthony, President