



*Thank you for attending this public meeting and for your support of affordable housing.*

**Date:** Monday, May 23, 2016

**Time:** 8:30 a.m.

**Chairperson:** JP Crowley

**Meeting Location:**  
Red Lion Hotel Kalispell  
20 N Man Street  
Kalispell, MT 59701

**Board Offices:**  
301 S Park Ave., Room 240  
Helena MT 59601  
(406) 841-2840

**Remote Attendance Information:**  
You may join our meetings from your office or home via webinar and phone.

Dial (877) 273-4202  
Access Code: 7233056#  
Webinar: [Click here to register](#)

## AGENDA ITEMS

### Finance Program (Manager: Ginger Pfankuch)

- ❏ Finance Update

### Homeownership Program (Manager: Vicki Bauer)

- ❏ Homeownership Program Update

#### ❏ Mortgage Servicing Update (Mary Palkovich)

- ❏ Updates

### ❏ Multifamily Program (Manager: Mary Bair)

- ❏ Reverse Annuity Mortgage interest rates
- ❏ Reverse Annuity Mortgage (RAM) Exception
- ❏ Multifamily Program Update

### Executive Director (Bruce Brensda)

- ❏ Ex Parte Communication Policy – Draft
- ❏ Information Request Policy - Draft

### ❏ Operations Update (Stacy Collette)

- Strategic Planning

*The Board of Housing's mission is to create affordable housing opportunities for Montanans whose needs are not met by the market. We value people, families, communities, fairness, teamwork, mutual respect, integrity. We are committed and passionate about collaborating with our partners to make sure Montana's families and communities have attainable, affordable, accessible and sustainable homes.*

- o Updates

### Marketing Update (Penny Cope)

- o Updates

### Miscellaneous

#### Meeting Adjourns

#### Training Session – 4% Tax Credit Training

\*All agenda items are subject to Board action after public comment requirements are fulfilled.

\*We make every effort to hold our meetings at fully accessible facilities. Any person needing reasonable accommodation must notify the Housing Division at (406) 841-2840 or TDD (406) 841-2702 before the scheduled meeting to allow for arrangements.

#### Future Meeting Dates and Locations (subject to change)

June 6, 2016: Webinar	June 20, 2016, TBD	July 11, 2016: No meeting
August 8, 2016: unknown	September 12, 2016: Helena	October 11, 2016: No meeting
November 14, 2016: Helena	December 12, 2016: No meeting	

# BOARD AGENDA ITEM

---

## PROGRAM

Accounting and Finance

## AGENDA ITEM

Financial update

## BACKGROUND

### **Investment Diversification**

As of March 31, 2016, we had 26% of our investments in Money Market accounts earning from 10 basis points (0.10%) to 16 basis points (0.16%). 45% of our investments were in Federal Home Loan Bank discount notes earning from 28 basis points (0.28%) to 65 basis points (0.65%). The remaining 29% is invested in various other investments as listed on the dashboard.

### **Weighted Average Yield Trend**

The weighted average yield has leveled out for the month of March with the Money Market rates remaining steady and few new investments being made with the upcoming bond calls.

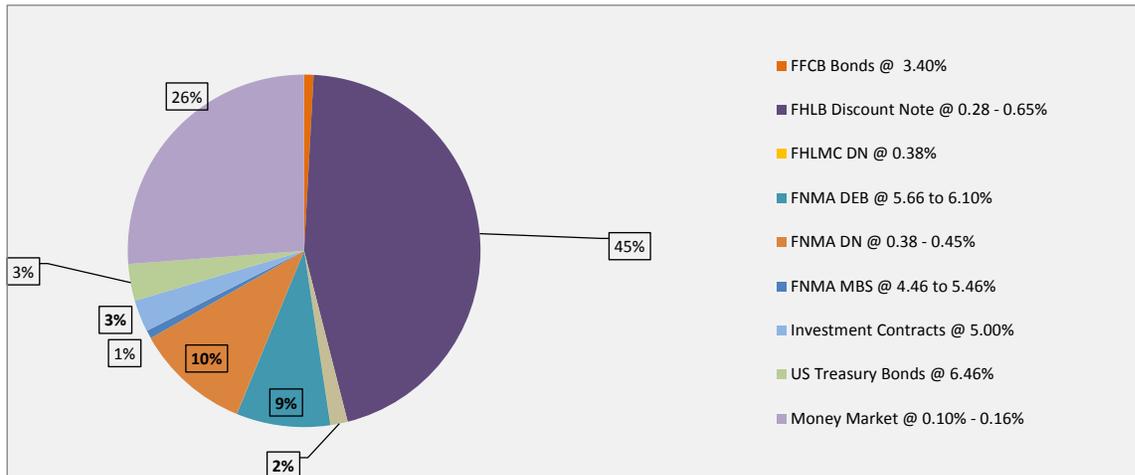
### **Portfolio Maturity**

26% of our portfolio is currently available and 56% will be available within the next year. We are anticipating over \$6 million in principal payments for bonds that are maturing and over \$8 million in interest payments. We are also anticipating bond calls in excess of \$20 million. The amounts that are currently available and those that will mature in May will be used, in part, for the June bond calls.

## Accounting & Finance Dashboard

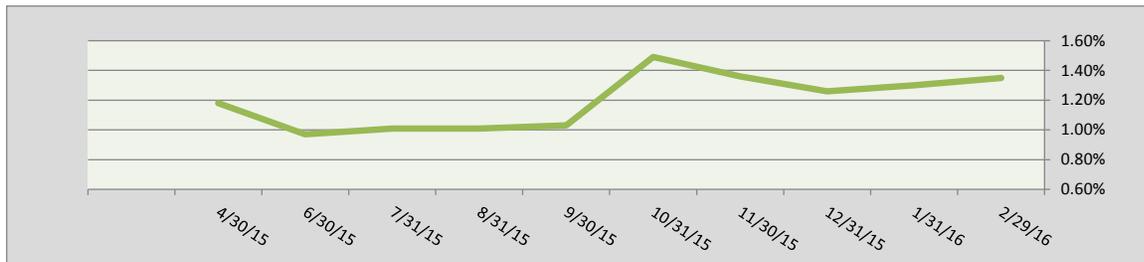
Data as of March 31, 2016

### Investment Diversification



FNMA = Federal National Mortgage Association  
 FHLC = Federal Home Loan Bank  
 FHLMC = Federal Home Loan Mortgage Corporation  
 FFCB = Federal Farm Credit Bank

### Weighted Average Yield Trend



NOTE: Weight Average Yield in December should have been 1.29% not 0.79% as state in previous month.

### Portfolio Maturity

For December 31, 2015

Available Now	Less than 1 year	1 to 5 years	6 to 10 years	11 to 15 years	16 to 20 years	21 to 25 years	Grand Total
\$ 37,490,647	\$ 79,735,000	\$ 1,230,000	\$ 9,409,000	\$ 7,705,000	\$ 2,577,305	\$ 4,922,783	\$ 143,069,734

**Montana Board of Housing  
Accounting and Finance  
Investment Maturity Schedule  
March 31, 2016**

<b>Maturity Date</b>	<b>Investment Type</b>	<b>Trustee Bank</b>	<b>Par Value</b>
03/31/2016	US BANK MONEY M	US Bank Corporate Tr	3,095,998.41
03/31/2016	WELLS FARGO MON	Wells Fargo Bank Wes	34,394,648.63
05/31/2016	FHLB DN	Wells Fargo Bank Wes	26,015,000.00
05/31/2016	FNMA DN	Wells Fargo Bank Wes	11,478,000.00
06/28/2016	FHLMC DN	Wells Fargo Bank Wes	43,000.00
08/01/2016	FNMA DN	US Bank Corporate Tr	3,492,000.00
12/15/2016	FHLB DN	Wells Fargo Bank Wes	36,656,000.00
12/28/2016	FHLB DN	Wells Fargo Bank Wes	1,961,000.00
12/30/2016	FNMA DN	Wells Fargo Bank Wes	90,000.00
05/24/2021	FFCB	Wells Fargo Bank Wes	1,230,000.00
08/15/2025	T-NOTES & BONDS	Wells Fargo Bank Wes	4,796,000.00
04/30/2026	FNMA DEB	Wells Fargo Bank Wes	4,613,000.00
09/27/2027	FNMA DEB	Wells Fargo Bank Wes	4,070,000.00
11/26/2027	FNMA DEB	Wells Fargo Bank Wes	3,635,000.00
07/15/2032	FHLMC BOND	Wells Fargo Bank Wes	2,225,000.00
02/01/2036	FNMA MBS	Wells Fargo Bank Wes	78,592.16
05/01/2036	FNMA MBS	Wells Fargo Bank Wes	31,636.67
07/01/2036	FNMA MBS	Wells Fargo Bank Wes	87,083.66
03/01/2037	FNMA MBS	Wells Fargo Bank Wes	154,992.11
06/01/2037	SOCIETE - REPO	Wells Fargo Bank Wes	4,200,000.00
08/01/2037	FNMA MBS	Wells Fargo Bank Wes	43,063.72
08/01/2038	FNMA MBS	Wells Fargo Bank Wes	73,974.54
12/01/2038	FNMA MBS	Wells Fargo Bank Wes	494,546.56
			143,069,734.44

FNMA = Federal National Mortgage Association

FHLB = Federal Home Loan Bank

FHLMC = Federal Home Loan Mortgage Corporation

FFCB = Federal Farm Credit Bank

# Homeownership Program Dashboard

May 1, 2016

## Rates

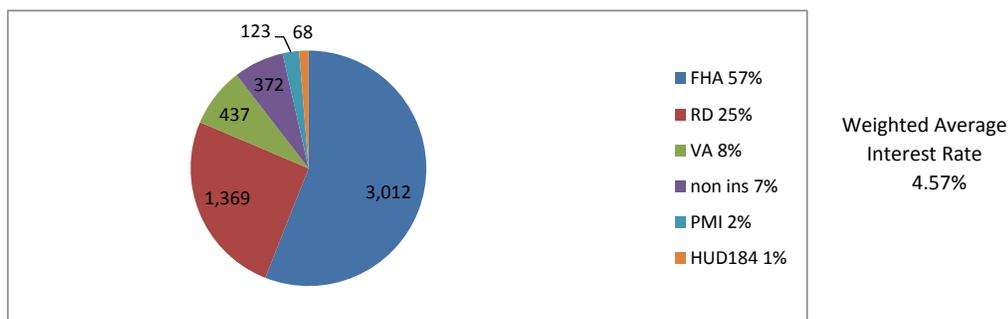
	Current	Last Month	Last Year
MBOH	3.25	3.25	3.25
Market	3.53	3.43	3.56
10 yr treasury	1.88	1.79	2.12
30 yr Fannie Mae	3.17	3.14	3.39

## Loan Programs

	Apr 2016 reservations	Amount	Total: Number	Amount	Original Amount	Balance
<b>Regular Program</b>						
Series 2016A	21	2,937,087	146	22,477,152	40,000,000	17,522,848
<b>Set-asides:</b>						
Veterans (Orig)	3	591,360	212	31,886,043	40,000,000	8,113,957
Score Advantage	9	47,652	138	721,764	1,500,000	778,236
80% Combined (20+)	1	164,000	59	7,149,849	9,500,000	2,350,151
Set-aside Pool	4	488,878	4	488,878	13,299,551	12,810,673
Foreclosure Prevent	0	-	1	4,365	50,000	45,635
Disabled Accessible	0	-	226	16,358,432	Ongoing	1,001,568
Lot Refi	0	-	12	1,273,560	2,000,000	726,440
Habitat	1	97,698	1	97,698	880,000	782,302

## MBOH Portfolio as of March 2016

5,381 Loans\* (4,234 serviced by MBOH)



\*This a 4.01% decrease in portfolio size from March 2015 when we had 5,606 loans

## Delinquency and Foreclosure Rates

Montana Board of Housing

Mortgage Bankers Assoc. 12/2015

(most recent available)

	Mar-16	Feb-16	Mar-15	Montana	Region	Nation
30 Days	1.63	1.83	2.27	1.48	1.92	2.50
60 Days	0.91	0.93	1.00	0.45	0.64	0.88
90 Days	2.19	2.2	1.52	0.72	1.09	1.66
Total Delinquencies	4.72	4.96	4.79	2.65	3.65	5.04
In Foreclosure	0.61	0.84	0.91	0.74	1.00	1.77

**Production Numbers**

**LOAN PROGRAMS**

<b>Number of Loans</b>							
	<b>FHA</b>	<b>VA</b>	<b>RD</b>	<b>HUD-184</b>	<b>Special Program Non Insured</b>	<b>Score Adv (2nd loan)</b>	<b>total</b>
<b>FY2015</b>	92	30	99	7	19	27	274
<b>FY2016(as of 4/30)</b>	172	45	134	2	29	43	425

<b>Loan Amount</b>							
	<b>FHA</b>	<b>VA</b>	<b>RD</b>	<b>HUD-184</b>	<b>Special Program Non Insured</b>	<b>Score Adv (2nd loan)</b>	<b>total</b>
<b>FY2015</b>	12,466,858.00	4,686,971.00	13,798,906.00	495,780.00	1,977,715.00	141,304.00	33,567,534.00
<b>2016(as of 4/30)</b>	25,017,852.00	8,425,564.00	20,531,850.00	197,316.00	3,169,981.00	238,537.00	57,581,100.00

**MCC PROGRAM**

	<b># Issued</b>	<b>Loan Amount</b>
<b>FY2015</b>	149	27,301,065.00
<b>FY2016(as of 4/30)</b>	108	20,751,079.00

**BY LENDER**

<b><u>Lender Code</u></b>	<b><u>Company</u></b>	<b><u>No. Loans</u></b>	<b><u>No. MCC</u></b>
61*	First Security Bank		
86*	The Bank of Commerce		
95	First Community Bank	27	
110	State Bank of Townsend	1	
114*	First Boulder Valley Bank		
121	Rocky Mountain Bank	13	28
127*	Flathead Bank of Bigfork		
133	First Security Bank	1	2
134*	Independence Bank		
138	Bank of the Rockies	3	
141	Three Rivers Bank	6	
149*	Valley Bank of Glasgow		
151*	Valley Bank of Helena		
154*	American Bank Center		
159	Valley Bank of Ronan	3	
161	Yellowstone Bank	9	
164*	Valley Bank of Belgrade		
165	Big Sky Western Bank	7	3
172	First Montana Bank	2	
213*	Manhattan Bank		
229*	Valley Bank of Kalispell		
239*	Farmers State Bank		
524	Stockman Bank	59	8
547*	Eagle Bank		
601	First Interstate BancSystems, Inc	111	4
617*	US Bank		
700	Opportunity Bank	43	19
710*	Pioneer Federal Savings and Loan		
735	Glacier Bank	39	1
785	Western Security Bank	5	
835	Mann Mortgage	41	28
842	Guild Mortgage Company	24	9
843	Universal Lending Corporation	7	
846	eagle Home Mortgage/UAMC	10	1
847	Fairway Independent Mortgage Corp.		4
848	Prime Mortgage Lending Inc		1
901	Missoula Federal Credit Union	14	

\*As part of our lender outreach we will be in contact with participating lenders not actively using Board programs and encourage their return

**MORTGAGE SERVICING PROGRAM DASHBOARD**  
Effective 04/30/16

MONTH		JULY 2014	JANUARY 2015	APRIL 2016
PORTFOLIO TOTAL LOANS		3430	3524	4573
MBOH		3291	3222	4261
BOI		139	285	294
MULTI FAMILY		0	17	18
PRINCIPAL (all loans)	<b>Transferred 19 loans from State Bank of Townsend</b>	\$ 292,679,423.59	\$ 308,711,975.90	\$ 408,768,415.00
ESCROW (all loans)		\$ 2,072,523.39	\$ 3,842,073.26	\$ 6,321,370.00
LOSS DRAFT (all loans)		\$ 389,982.22	\$ 590,091.11	\$ 669,809.00
LOANS DELINQUENT (60+ days)		385	412	224
FORECLOSURES COMPLETED 2016		0	0	14
FORECLOSURE SALES SCHEDULED		3	8	11
DELQUENT CALLS MADE		1133	1191	951
LATE FEES - NUMBER OF LOANS		615	572	646
LATE FEES - TOTAL AMOUNT		\$ 16,967.20	\$ 15,909.65	\$ 18,533.78
PAYOFFS		34	23	40
NEW LOANS/TRANSFERS		36	3	53

LOSS MITIGATION	APRIL 2016	<b>FHA/HUD Default Servicing Guidelines and Regulations</b> Tier 1 - 2016 FYQ1 Score 10/1/2015 – 12/31/2015 Foreclosure Prevention 81.54% Redefaults 100.00% SFDMS Reporting 93.30% Loss Mitigation Engagement 100.00% Score 93.71% (Paperless Credit) <b>Quarter Score 93.81%</b>
FINANCIALS	29	
REPAYMENT/FORBEARANCE	66	
HAMPS - PARTIAL CLAIMS & MODS	13	
PRESERVATION	19	
REAL ESTATE OWNED	6	
CHAPTER 13 BANKRUPTCY	13	

# BOARD AGENDA ITEM

---

## PROGRAM

RAM Reverse Annuity Mortgage

## AGENDA ITEM

Lower interest rate on RAM loans

## BACKGROUND

The RAM program in the past has typically closed 10 – 12 loans a year. In the last 18 months we have closed only 2 loans. The interest rate is currently 5% and has been for the history of the program. The RAM funds are recycled from previous payoffs, and are not attached to any bond indentures.

## PROPOSAL

Lower the interest rate and attach it to the Home Ownership 80/20 (the 80% combined with Neighborworks Community Second rate currently 4%, to change as that rate changes but not to exceed 5%.

# Multifamily & RAM Program Dashboard

May 23, 2016

## Loan Programs

	Applications		Active Loans:		Set-aside	Balance
	##	\$\$	##	\$\$	\$\$	\$\$
<b><u>Reverse Annuity (RAM)</u></b>						
RAM	1	150,000	58	4,698,179	6,000,000	1,301,821
<b><u>Housing Montana Fund</u></b>						
TANF						
Standard Program						
<b><u>Bond Programs</u></b>						
Regular Program	-	-	13	2,406,375		
Conduit	2	41,000,000	10	62,628,046		
Risk Share	-	-	6	8,402,564		

## Housing Credits (HCs) Allocation

	City	Award	HC Year	Status
Fort Peck Sust Village	Poplar	13-Apr	2013	House complete
Sunset Village	Sidney	13-Dec	2014	ribbon cutting pictures attached
Voyageur Apartments	Great Falls	13-Dec	2014	close to completion
Cedar View	Malta	13-Dec	2014	rehab complete
Chippewa Cree Homes I	Box Elder	13-Dec	2014	rehab underway on about 10 homes
Antelope Court	Havre	14-Nov	2015	construction underway
Cascade Ridge II	Great Falls	14-Nov	2015	framed sided and insulated
Gallatin Forks	Manhattan	14-Nov	2015	rehab near completeion
Guardian Apartments	Helena	14-Nov	2015	rehab underway, applying for HOME funds
Stoneridge Apartments	Bozeman	14-Nov	2015	under construction/pictures attached
Sweet Grass Commons	Missoula	14-Nov	2015	received HOME funds; construction underway
River Ridge	Missoula	14-Mar	2015	closed with investor
Big Sky Villas	Belgrade	16-Jan	2016	working through financials & HOME app
Valley Villas	Hamilton	16-Jan		Received reservation agreement
NorthStar	Wolf Point	16-Jan	2016	Additional \$350,000 HOME ask
Larkspur	Bozeman	15-Dec	bond deal	construction underway/picutres attached

**Housing Credits (HCs) Compliance**

	<b>Year to Date</b>	<b>Last Year</b>
Project Site Visits	86	93
Units Inspected	1,526	1,141

<b>Projects w/Comp</b>	<b>Owner</b>	<b>Management</b>	<b>audit done</b>	<b>Explanation</b>
Holland Park/MF loan	Gt Falls Housing Authority	Gt Falls Hous Auth	10/10/14	currently working on concrete repairs
Southern Lights	Homeword	Tamarack Property Management	12/31/14	received settlement have started on repair of 2nd building
Ptarmigan Residences	RMDC	RMDC	10/15/15	Northside fencing to be repainted/stained due to sprinklers creating water damage. Weather now interrupts completion to be done Spring 2016.
Westwind Village Apts	John Casper	CBM	Apr-16	attached
Little Jon Apartments	Mary Frantz	Nationwide	Mar-16	attached
Teakettle Vista	CAP	Infinity	Mar-16	no findings
Big Sky Manor	John Grady	Monfric	Mar-16	housekeeping issues one unit
Glacier Manor	John Grady	Monfric	Mar-16	no findings
Meridian Pointe II	Vincent Reiger	Tamarack	Apr-16	no findings
Fraser Tower Apts	Chris Downs	Tamarack	Apr-16	no findings
Southern Lights	Homeword	Tamarack	Apr-16	attached
Castlebarll	Rod Emery	Sparrow	Mar-16	attached
Haggerty Lane	Dab Dabney	Alliance	Mar-16	no findings
Shoulderblade	Northern Cheyenne Housing	N C Housing Auth	Apr-16	no findings
Mile Building	HRDC 9	HRDC Mgmt	Mar-16	attached
Whitetail Run	Housing Authority Billings	Hous Auth Billings	Apr-16	no findings
Bridger Apts I	Dab Dabney	Alliance	Mar-16	no findings
Darlinton Manor	John Grady	Monfric	Mar-16	elevator not functioning
Fireweed	Homeword	Tamarack	Mar-16	attached
Garden District	Missoula Housing Auth	Missoula Hous Auth	Mar-16	attached
Georgetown Commons	CDI/Fred Cornforth	Somerset Pacific	Apr-16	attached
Butte Mountain View	Butte Affordable Housing	Butte Afford Hous	Mar-16	attached
Palace Apartments	Missoula Housing Auth	Missoula Hous Auth	Mar-16	attached
Parkside Village Apts	Missoula Housing Auth	Missoula Hous Auth	Mar-16	housekeeping issues one unit
Pebblestone	John Grady	Monfric	Mar-16	no findings
River Ridge Apts	Missoula Housing Auth	Missoula Hous Auth	Mar-16	no findings
Fort Peck Housing	Integrated Solutions	Fort Peck Housing	May-16	attached
Russell Square	Missoula Housing Auth	Missoula Hous Auth	Mar-16	attached
Snowcrest Apartments	CDI/Fred Cornforth	Somerset Pacific	Mar-16	attached
Solstice	Homeword	Tamarack	Mar-16	attached



Larkspur Bozeman



gallatin Forks Manhattan  
Accessible unit adaptation



Stoneridge Bozeman

# **Quarterly Report to the Montana Board of Housing**

## **Cascade Ridge Phase II**

(16 Senior Apartments)

**3001 15<sup>th</sup> Avenue South**

**Great Falls, Montana**

Quarter Ending: March 31, 2016



**Cascade Ridge Residences, LLC**

**2825 3<sup>rd</sup> Avenue N., Suite 600**

**Billings, MT 59101**

3/14/2016 (site visit with Andrew Chanania, MDOC):



3/16/2016:



3/30/2016:



Voyager Great Falls





Fort Peck Sustainable Village

REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

REPORT # COR4  
DATE RUN 04/28/20

PROJECT 94010 Westwind Village Apartments MANAGER [REDACTED] CBM Group Inc  
OWNER [REDACTED] John Casper C Westwind Village, a Montana LP CONTACT John Kammerer  
CONTACT John C Casper [REDACTED] ON-SITE Mr. Connie Hurford  
BLDG PIS 5 LAST BUILDING PIS DATE 05/19/1995

AUDIT DATE 04/01/2016 BY ROBERT VANEK OWNER RESPONSE DATE 00/00/0000 CLOSE OUT LETTER DATE 04/28/2016

PROJECT LEVEL FINDINGS No Finding - Just a Note - Exterior paint beginning to show signs of weathering/age

BUILDING ID MT-94-00001 BLDG A 206 COOPER LN (486 No Findings  
CRD START 1995 KALISPELL, MT 59901

UNIT 06 File - No Findings  
Unit - No Findings

BUILDING ID MT-94-00002 BLD B 206 COOPER LN (486 2 No Findings  
CRD START 1995 KALISPELL, MT 59901

UNIT 17 File - N/A  
Unit - No Findings - Vacant

BUILDING ID MT-94-00003 BLDG C 206 COOPER LN (486 No Findings  
CRD START 1995 KALISPELL, MT 59901

UNIT 22 File - No Findings  
Unit - No Findings

UNIT 25 File - No Findings  
Unit - No Findings

BUILDING ID MT-94-00004 BLDG D 206 COOPER LN (486 No Findings  
CRD START 1995 KALISPELL, MT 59901

UNIT 27 File - No Findings  
Unit - Management to keep an eye on excessive tenant personal items (clutter) - no finding at this time

UNIT 28 File - No Findings  
Unit - No Findings

UNIT 31 File - No Findings  
Unit - No Findings

BUILDING ID MT-94-00005 BLDG E 206 COOPER LN (486 No Findings  
CRD START 1995 KALISPELL, MT 59901

INSPECTION RATINGS HISTORY: TYPE DATE RATING

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

REPORT OF ANNUAL AUDIT FINDINGS  
 AUDIT DATES LAST AUDIT/REVIEW ONLY

REPORT # COR:  
 DATE RUN 03/25/

PROJECT 94020 Little Jon Apartments MANAGER [REDACTED] NATIONWIDE PROPERTY MANAGEMENT, INC.  
 OPER [REDACTED] BIG FORK ASSOCIATES CONTACT John Bell [REDACTED]  
 CONTACT MARTY D FRANTZ ON-SITE Patricia Henderson?? [REDACTED]  
 BLDGS PIS 4 LAST BUILDING PIS DATE 08/15/1994

AUDIT DATE 03/18/2016 BY ROBERT VANEK OWNER RESPONSE DATE 04/15/2016 CLOSE OUT LETTER DATE 04/15/2016

- PROJECT LEVEL FINDINGS
- 1) Property Wide - exterior fascia flashing damage-Completed
  - 2) Property Wide - exterior siding damaged/separating-Completed
  - 3) Property Wide - Exterior decks/stairways (especially in the rear) in need of repair/painting-Completed
  - 4) Property Wide - Parking lot asphalt in need of repair/sealing-Completed

BUILDING ID MT-94-00006 1150 GRAND AVENUE BUILDING See Project Level Findings  
 CRD START 1994 BIGFORK, MT 59911

UNIT 3 File - No Findings  
 Unit - No Findings

UNIT 7 File - No Findings  
 Unit - No Findings

BUILDING ID MT-94-00007 1152 GRAND DRIVE BUILDING See Project Level Findings  
 CRD START 1994 BIGFORK, MT 59911

UNIT 13 File - No Findings  
 Unit - No Findings

UNIT 16 File - No Findings  
 Unit - No Findings

BUILDING ID MT-94-00008 1154 GRAND DRIVE BUILDING See Project Level Findings  
 CRD START 1994 BIGFORK, MT

UNIT 19 File - No Findings  
 Unit - No Findings

UNIT 21 File - No Findings  
 Unit - No Findings

BUILDING ID MT-94-00009 1156 GRAND DRIVE BUILDING See Project Level Findings  
 CRD START 1994 BIGFORK, MT 59911

UNIT 28 File - No Findings  
 Unit - No Findings

UNIT 29 File - No Findings  
 Unit - No Findings

INSPECTION RATINGS HISTORY: TYPE DATE RATING

REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

REPORT # COR4  
DATE RUN 04/22/

OBJECT 06020 Southern Lights MANAGER [REDACTED] TAMARACK PROPERTY MANAGEMENT CO.  
NER [REDACTED] Southern Lights Limited Partnership C/o homeWord CONTACT Laurie Mitchell [REDACTED]  
CONTACT Jennifer Betz [REDACTED] ON-SITE Tami Kelling [REDACTED]  
BLDGS PIS 2 LAST BUILDING PIS DATE 11/23/2007

AUDIT DATE 04/19/2016 BY TODD JACKSON OWNER RESPONSE DATE 04/29/2016 CLOSE OUT LETTER DATE 00/00/00

BUILDING ID MT-06-00003 801 S 28th ST  
CRD START 2007

UNIT 1A File-No issue found  
Site-No issue found

UNIT 1B File-No issue found  
Site-Repair loose kitchen faucet handle-Completed

UNIT 1C File-No issue found  
Site-No issue found

UNIT 1D File-No issue found  
Site-Repair closet doors off tracks-Completed

UNIT 1E File-No issue found  
Site-Repair toilet running into bowl  
Remove bike blocking access to upstairs hall-Completed

UNIT 1F File-No issue found  
Site-Deck must be  
repaired by 6-1-  
2016

INSPECTION RATINGS HISTORY: TYPE DATE RATING

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

REPORT # COR  
DATE RUN 03/16/

PROJECT 01050 Castlebar II Apartments MANAGER [REDACTED] Sparrow Management Inc  
OWNER [REDACTED] Castlebar I Limited Partnership CONTACT Nathan Batchelor [REDACTED]  
CONTACT [REDACTED] Rod Emery ON-SITE Jude Durney [REDACTED]  
BLDGS PIS 6 LAST BUILDING PIS DATE 12/19/2003

AUDIT DATE 03/10/2016 BY TODD JACKSON OWNER RESPONSE DATE 04/15/2016 CLOSE OUT LETTER DATE 04/21/2016

PROJECT LEVEL FINDINGS Repair all sidewalk cracks that are over 3/4" high in elevation difference. -Completed

BUILDING ID MT-01-00024 1237 North 25th Street  
CRD START 2004

UNIT 37102 File-No issue found  
Site-No issue found

UNIT 37104 File-No issue found  
Site-No issue found

BUILDING ID MT-01-00025 1253 North 25th Avenue  
CRD START 2004

UNIT 53102 File-No issue found  
Site-No issue found

UNIT 53104 File-No issue found  
Site-Repair bedroom door hole.  
-Completed  
Repair bedroom wall hole. -  
Completed  
Master bathroom tub needs caulking. -Completed

BUILDING ID MT-01-00026 1265 North 25th Avenue  
CRD START 2004

UNIT 65102 File-No issue found  
Site-No issue found

UNIT 65202 File-No issue found  
Site-No issue found

BUILDING ID MT-01-00027 1279 North 25th Avenue  
CRD START 2004

UNIT 79103 File-No issue found  
Site-Repair porch door blinds. -Completed

UNIT 79104 File-No issue found  
Site-No issue found

BUILDING ID MT-01-00028 1271 North 25th Avenue  
CRD START 2004

UNIT 71201 File-No issue found  
Site-Replace missing kitchen cabinet door.  
-Completed  
Replace missing kitchen drawer. -  
Completed

REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

REPORT # COR:  
DATE RUN 03/16,

PROJECT 01040 Miles Building MANAGER [REDACTED] HRDC/Resource Property Mgmt  
OWNER [REDACTED] Miles Limited Partnership C/o HRDC IX CONTACT Mary Martin [REDACTED]  
CONTACT Jeffrey K Rupp [REDACTED] ON-SITE Karen Blevins [REDACTED]  
BLDGS PIS 1 LAST BUILDING PIS DATE 12/17/2002

AUDIT DATE 03/09/2016 BY TODD JACKSON OWNER RESPONSE DATE 04/15/2016 CLOSE OUT LETTER DATE 04/12/2016

PROJECT LEVEL FINDINGS Building-Please send in the elevator inspection after you receive it. -Completed

BUILDING ID MT-01-00023 105-123 South Main  
CRD START 2003

UNIT 101	Site-No issue found
UNIT 204	Site-No issue found
UNIT 208	Site-No issue found
UNIT 209	Site-No issue found
UNIT 212	Site-No issue found
UNIT 214	Site-Tub needs caulking-Completed
UNIT 216	Site-No issue found
UNIT 217	Site-No issue found
UNIT 221	Site-No issue found
UNIT 224	Site-Repair bathroom wall hole. -Completed
UNIT 228	Site-No issue found
UNIT 330	Site-No issue found
UNIT 332	Site-No issue found
UNIT 339	Site-No issue found

INSPECTION RATINGS HISTORY: TYPE DATE RATING

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE #  
REPORT # COR4  
DATE RUN 04/12/

PROJECT 97050 Fireweed Court MANAGER [REDACTED] TAMARACK PROPERTY MANAGEMENT CO.  
OWNER [REDACTED] Homewood CONTACT Laurie Mitchell [REDACTED]  
CONTACT Jennifer Betz [REDACTED] ON-SITE Naomi Hartung [REDACTED]  
BLDGS PIS 5 LAST BUILDING PIS DATE 11/30/1998

AUDIT DATE 03/25/2016 BY RENA OLIPHANT OWNER RESPONSE DATE 04/25/2016 CLOSE OUT LETTER DATE 00/00/00

PROJECT LEVEL FINDINGS No issues noted.

BUILDING ID MT-97-00007 1437 S 1st ST West Replace missing downspout elbow  
CRD START 1999

UNIT B

UNIT  
Repair Dishwasher Leak  
Replace upper bathroom exhaust fan  
FILE  
No issues noted.

BUILDING ID MT-97-00008 1439 South 1st Street West No issues noted.  
CRD START 1999

UNIT B

UNIT  
DONE - 24 Hour - Upper break panel has bad  
switch.  
Repair door bell  
Upper bathroom tub needs caulking  
FILE  
No issues noted.

BUILDING ID MT-97-00009 1441 South 1st Street West No issues noted.  
CRD START 1999

UNIT B

UNIT  
DONE - 24 Hour - 2 Smoke Detectors upstairs non-  
working correctly.  
FILE  
No issues noted.

BUILDING ID MT-97-00010 1443 South 1st Street West No issues noted.  
CRD START 1999

UNIT B

UNIT  
DONE - 24 Hour - Outside outlet cover needs  
replaced.  
Front door needs new weather stripping.  
FILE  
No issues noted.

BUILDING ID MT-97-00011 1444 South 1st Street West Repair shingles on west end of roof building  
CRD START 1999

UNIT B

UNIT  
DONE - 24 Hour - CO2 & Smoke Detectors not  
working correctly.  
Toilets not working properly. Needs  
repaired/replaced.  
Replace upper bathroom exhaust fan. Needs

REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

REPORT # COR4  
DATE RUN 04/12/

OBJECT 97050 Fireweed Court  
ADDRESS [REDACTED] Homewood  
CONTACT Jennifer Betz  
LDGS PIS 5 LAST BUILDING PIS DATE

MANAGER [REDACTED] TAMARACK PROPERTY MANAGEMENT CO.  
CONTACT Laurie Mitchell  
ON-SITE Naomi Hartung

[REDACTED]  
11/30/1998

repaired/replaced.  
Repair lock on patio door and re-adjust the door.  
FILE  
No issues noted.

INSPECTION RATINGS HISTORY:    TYPE                    DATE                    RATING

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE # 1  
REPORT # COR408  
DATE RUN 04/08/16

PROJECT 08060 Garden District MANAGER [REDACTED] MSLA HSG AUTH MHA MANAGEMENT  
OWNER [REDACTED] Garden District ILP CONTACT Mary Melton [REDACTED]  
CONTACT Lori Davidson [REDACTED] ON-SITE Matthew Reed [REDACTED]  
# BLDGS PIS 3 LAST BUILDING PIS DATE 01/05/2010

AUDIT DATE 03/23/2016 BY RENA OLIPHANT OWNER RESPONSE DATE 04/29/2016 CLOSE OUT LETTER DATE 00/00/0000

PROJECT LEVEL FINDINGS Sprinkler heads have paint on majority of them. Any with paint may pose risk of not functioning or working properly. Need to be cleaned of paint or replaced. If Fire Marshall &/or Fire Company has inspected & cleared as is, need to have, in writing, from them that paint on the sprinklers is not a hazard & does not pose a risk of improper functionality.

BUILDING ID MT-08-00010 230 S Catlin  
CRD START 2010  
Verify that all drains on roof are clear of leaves & debris. Needs to be clean & kept open to drain at all times.

UNIT 201  
UNIT  
vacant-Turning

UNIT 202  
Bedroom on right has door that does not stop at lock. Jam is missing on side to stop. Needs repaired/replaced  
Oven drawer on bottom not closing or opening correctly. Needs repaired/replaced.  
Tenant states that oven broiler not working.  
Needs checked.  
Stove top front right burner had plastic melted all over it. Needs replaced.  
FILE  
No issues noted.  
Main bathroom has sink stopper missing. Needs replaced.  
Flooring has cracks at tub base. Needs repaired/ replaced.  
Bathtub has crack going completely thru. Need to check to ensure no leaking has caused damage &/or mold underneath. Tub needs repaired/replaced along with trim all along outside bottom.

BUILDING ID MT-08-00011 220 S Catlin  
CRD START 2010  
Verify that all drains on roof are clear of leaves & debris. Needs to be clean & kept open to drain at all times.

UNIT 101  
UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 202  
UNIT  
No issues noted.  
FILE  
No issues noted.

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE # 2  
REPORT # COR408  
DATE RUN 04/08/16

PROJECT 08060  
OWNER [REDACTED]  
CONTACT [REDACTED]  
# BLDGS PIS 3

Garden District  
Garden District I LP  
Lori Davidson  
LAST BUILDING PIS DATE [REDACTED]

MANAGER [REDACTED] MSLA HSG AUTH MHA MANAGEMENT  
CONTACT Mary Melton  
ON-SITE Matthew Reed

	UNIT 204	UNIT
BUILDING ID	MT-08-00012 226 S Catlin	1st floor emergency light middle of hallway not working. Needs repaired/replaced.
CRD START	2009	Drain on west side on roof is blocked with leaves & debris. Water pooling, not draining correctly. Needs cleaned & kept open to drain at all times.
		Sprinkler box cover broken. Needs repaired/replaced.
	UNIT 101	UNIT Vacant-Turning
	UNIT 102	UNIT Outside screen taken off. Needs replaced/repared.
	UNIT 107	UNIT Bathroom towel bar broken. Needs repaired/replaced Furnace filter dirty. Needs cleaned / replaced. FILE No issues noted.
	UNIT 205	UNIT No issues noted. FILE No issues noted.
	UNIT 208	UNIT vacant-Turning
	UNIT 209	UNIT Hallway light not working. Needs repaired/replaced FILE No issues noted.
	UNIT 302	UNIT No issues noted FILE No issues noted.
	UNIT 305	UNIT No issues noted.

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE # 1  
REPORT # COR408  
DATE RUN 04/21/16

JECT 04020  
ER [REDACTED]  
TACT [REDACTED]  
LDGS PIS 1  
Georgetown Commons  
Snowcrest Associates LLC  
C. Fred Cornforth  
MANAGER 00-0000013  
CONTACT Ed Cornforth  
ON-SITE Rudolpho (Ruddy) Serna  
Somerset Pacific LLC  
[REDACTED]  
[REDACTED]  
LAST BUILDING PIS DATE 12/31/2006

AUDIT DATE 04/15/2016 BY RENA OLIPHANT  
OWNER RESPONSE DATE 05/06/2016  
CLOSE OUT LETTER DATE 00/00/0000

PROJECT LEVEL FINDINGS  
DONE - 24 HOUR REPAIR - ensure concrete blocks are not inside the play apparatus.  
24 HOUR REPAIR - open hole behind the building on the east side is filled in or covered well to ensure cannot be opened or moved easily.  
Check all foundation vents to ensure they are open & free of anything covering them to ensure proper airflow underneath the building.  
Play area needs to have soft material surrounding it for safety purposes

BUILDING ID MT-04-00003 215 E Pennsylvania Ave  
CRD START 2007  
Roof has missing shingles (many on the ground).  
Need to have Professional Roof Inspector check it out & determine the status of the roof & if any repairs/replacement is needed.  
Animal feces are in grass areas right outside the building. Needs to be all cleaned up & Tenants notified to clean up after their animals immediately around the

UNIT 1  
UNIT  
Vacant - Turning  
Outside front door has downspout missing Damaged blinds in Livingroom.  
Needs repaired/replaced.  
Paint throughout Unit has spots multiple colors of paint on walls. Needs repainted.

UNIT 10  
UNIT  
DONE - 24 HOUR REPAIR - Tenant using hot water heater closet as storage/coat closet.  
Cannot have anything stored up against & surrounding the hot water heater. Need to clear all around the heater.  
FILE  
No proof of Income(s) &/or documentation(s).  
At this time Tenant(s) are Unqualified Tenants making this Unit Out of Compliance

UNIT 2  
UNIT  
No issues noted. FILE  
No issues noted.

UNIT 3

UNIT

Patio screen door is damaged & bent. Not working properly. Needs repaired/replaced. FILE  
No issues noted.

REPORT OF ANNUAL AUDIT  
FINDINGS

REPORT COR408  
# DATE 04/21/16

JECT 04020  
ER [REDACTED]  
TACT [REDACTED]  
LDGS PIS 1

Georgetown Commons  
Snowcrest Associates LLC  
C. Fred Cornforth  
LAST BUILDING PIS DATE

MANAGER 00-0000013 Somerset Pacific LLC  
CONTACT Ed Cornforth  
ON-SITE Rudolpho (Ruddy)

[REDACTED]  
[REDACTED]

[REDACTED]  
Serna 12/31/2006

UNIT 4

UNIT  
Bedroom door locked. Tenants cannot have  
locked doors that Management does not have key  
& access to.  
FILE  
No issues noted

UNIT 5

UNIT  
Kitchen/laundry area has signs of water  
leakage. Tenant reports they have to use  
buckets to catch water when rains. . Need to  
investigate and determine source. Repair  
leak  
(s) & repair damage to walls/ceilings.  
Need to have Professional company verify leak  
(s) are repaired & no mold has developed  
in attic or anywhere due to leakage.  
FILE

UNIT 6

UNIT  
48 HOUR REPAIR - Housekeeping letter issued  
April 18, 2016. Maintenance re-inspect &  
report on progress within 24 hours of re-  
inspection. FILE  
No issues noted.

UNIT 7

UNIT  
No issues  
noted. FILE  
No proof of Social Security or Child Support  
Income stated on TIC & Mgmt worksheet. Need  
copy of Social Security Letter & State Child  
Support Div documentation or letter from  
person paying child support if not paid thru  
State Child Support Div.  
At this time Tenant(s) are Unqualified  
Tenants making this Unit Out of Compliance

UNIT 8

UNIT  
24 HOUR REPAIR - Tenant & Property Manager  
notified that in Master Bedroom a dresser is  
blocking the window egress. Needs to be  
cleared permanently.  
Bathroom sink cupboard drawer front is  
broken off/missing. Needs repaired/replaced.  
Bathroom door handle not working  
properly. Needs repaired/replaced.  
Tenant states that the dishwasher does  
not clean properly. Needs  
repaired/replaced. Over the stove  
Microwave does not work properly. Needs

REPORT OF ANNUAL AUDIT  
FINDINGS

REPORT # DATE GOR408 04/21/16

JECT 04020  
ER  
TACT  
LDGS PIS 1

Georgetown Commons  
Snowcrest Associates LLC  
C. Fred Cornforth  
LAST BUILDING PIS DATE

[REDACTED]  
12/31/2006

MANAGER 00-0000013 Somerset Pacific LLC  
CONTACT Ed Cornforth  
ON-SITE Rudolpho (Ruddy) Serna

[REDACTED]  
[REDACTED]

repaired/replaced.  
IMMEDIATE ACTION TO BE STARTED - Tenant had rags inside gas hot water heater vent pipes. Claimed they continued to have a "rotten egg" smell. They had contacted Northwestern Energy & were told to put rags in the vent pipes. Told them they could not do that. Warned them they could cause Carbon Monoxide issues. Northwestern Energy was called. They contacted the local Fire Dept. also. Fire Dept. Marshall & personnel & I entered the crawl space underneath the unit. We found standing water & black colored mold on walls. Need to have Professional Cleanup Company to locate source(s) & do full remediation cleanup. Need to investigate all crawl spaces under every unit also. Northwestern Energy submitted in writing that they did not detect any gas leakage(s) in Unit. Smell is caused by issue in crawl space(s).

FILE  
No issues noted.

UNIT 9

UNIT  
Light over stove/microwave not working properly. Needs repaired/replaced.  
FILE  
No issues noted.

INSPECTION RATINGS HISTORY: TYPE DATE RATING

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Montana Board of Housing  
 REPORT OF ANNUAL AUDIT FINDINGS  
 AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE #  
 REPORT # COR:  
 DATE RUN 04/18,

PROJECT 09040 Butte MountainView MANAGER [REDACTED] Butte Affordable Housing II LLC  
 OWNER [REDACTED] Butte Affordable Housing II LLC CONTACT Revonda Stordahl  
 CONTACT Revonda Stordahl [REDACTED] ON-SITE Erica Lasher [REDACTED]  
 BLDGS PIS 4 LAST BUILDING PIS DATE 02/22/2011

AUDIT DATE 03/18/2016 BY RENA OLIPHANT OWNER RESPONSE DATE 05/06/2016 CLOSE OUT LETTER DATE 05/09/2016

PROJECT LEVEL FINDINGS No issues noted.

BUILDING ID MT-09-00017 202-204 Ohio No issues noted.  
 CRD START 2010

UNIT 202  
 FILE  
 No issues noted.  
 UNIT  
 No issues noted

UNIT 204  
 FILE  
 No issues noted.  
 UNIT  
 No issues noted

BUILDING ID MT-09-00018 206-208 Ohio No Findings  
 CRD START 2010

UNIT 206  
 Turning

UNIT 208  
 FILE  
 No issues noted.  
 UNIT  
 No issues noted

BUILDING ID MT-09-00019 241-245 Curtis No Findings  
 CRD START 2010

UNIT 241  
 FILE  
 No issues noted.  
 UNIT  
 No issues noted.

UNIT 243  
 FILE  
 No issues noted  
 UNIT  
 Dishwasher top rack not able to use. Rollers missing, needs repaired/replaced.  
 Carpets badly stained & worn over approximately 90%. Was cleaned prior to current Tenant's Move in but was not effective. Needs replaced.  
 Bedroom on right of hall has closet doors not on the track. Broken needs repaired/replaced.

UNIT 245  
 FILE  
 No issues noted  
 UNIT  
 No issues noted

BUILDING ID MT-09-00020 230-236 Mercury No Findings  
 CRD START 2011

REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

REPORT # COR:  
DATE RUN 04/18,

PROJECT 09040 Butte MountainView MANAGER [REDACTED] Butte Affordable Housing II LLC  
OWNER [REDACTED] Butte Affordable Housing II LLC CONTACT Revonda Stordahl [REDACTED]  
CONTACT Revonda Stordahl [REDACTED] ON-SITE Erica Lasher [REDACTED]  
BLDGS PIS 4 LAST BUILDING PIS DATE 02/22/2011

UNIT 230 FILE  
No issues noted.  
UNIT  
Hall closet door knob pulls off & will not stay  
on. Needs repaired/replaced.

UNIT 232 FILE  
No issues noted  
UNIT  
Dishwasher not cleaning/rinsing per Tenant.  
Needs repaired/replaced.

UNIT 234 FILE  
No issues noted.  
UNIT  
No issues noted

UNIT 236 FILE  
No issues noted.  
UNIT  
No issues noted

INSPECTION RATINGS HISTORY: TYPE DATE RATING

NAME: \_\_\_\_\_  
\_\_\_\_\_

NAME:

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE #  
REPORT # COR:  
DATE RUN 04/11,

PROJECT 11030      Palace Apartments      MANAGER [REDACTED]      MSLA HSGAUTH MHA MANAGEMENT  
OWNER [REDACTED]      Palace Apartment LP      CONTACT      Mary Melton  
CONTACT      Lori Davidson      [REDACTED]      ON-SITE      Elizabeth Marshall  
BLDGS PIS      1      LAST BUILDING PIS DATE      01/05/2013

AUDIT DATE      03/24/2016 BYRENA OLIPHANT      OWNER RESPONSEDATE 04/29/2016      EXTENSION DATE 06/01/2016

CLOSE OUT LETTER DATE 00/00/0000

PROJECT LEVEL FINDINGS      PROPERTY - No issues noted.  
FILES - Always use same year when using Income  
/ Rent Limits. Cannot use 1 year for Income &  
another for Rents.

BUILDING ID	MT-94-00036	149West Broadway	Roof area on the 2nd floor outside the Community Room had water ponding. The drain was clear of debris but too high (or roof too low) to allow draining. Needs to be repaired. 5th floor Boiler Room has a gauge with water inside. Needs to be checked out.
CRD START	2013		
	UNIT 201		UNIT No issues noted. FILE No issues noted.
	UNIT 210		UNIT No issues noted. FILE No issues noted.
	UNIT 212		UNIT Vacant - Turning
	UNIT 215		UNIT No issues noted. FILE No issues noted.
	UNIT 218		UNIT Cracked ceiling tile above shower. Needs repaired/replaced FILE No issues noted.
	UNIT 303		UNIT Bathroom towel & toilet paper holders broken. Needs repaired/replaced. Housekeeping letter April 11, 2016. Housekeeping issues need to be taken care of within 48 hours of being notified. We reserve the right to re-inspect the unit with a 24 hour notice. FILE No issues noted.
	UNIT 314		UNIT No issues noted. FILE

REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

REPORT # COR:  
DATE RUN 04/11,

PROJECT 11030  
PROPERTY [REDACTED]  
CONTACT [REDACTED]  
LDGS PIS 1

Palace Apartments  
Palace Apartment LP  
Lori Davidson  
LAST BUILDING PIS DATE 01/05/2013

MANAGER [REDACTED]  
CONTACT Mary Melton  
ON-SITE Elizabeth Marshall

MSLA HSG AUTH MHA MANAGEMENT  
[REDACTED]

No issues noted.

UNIT 401

UNIT  
No issues noted.  
FILE  
No issues

UNIT 410

UNIT  
Breaker box cover bent & screws missing. Needs repaired/replaced  
FILE  
No issues noted.

UNIT 411

UNIT  
Vacant-Turning

UNIT 413

UNIT  
Vacant-Turning

UNIT 414

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 513

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 514

UNIT  
No issues noted.  
FILE  
No issues noted.

INSPECTION RATINGS HISTORY: TYPE DATE RATING

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Montana Board of Housing (MBOH)  
Fort Peck Housing III (Sustainable)  
Initial Audit/Site Visit – May 3 and 4, 2016  
Conducted By: Bob Vanek, MBOH

Files: Twelve (12) initial move-in files have been reviewed to date – No Findings

Physical Aspect of Site Visit – Summary:

Property Wide: Decks need to be sealed; Units in need of pressure washing; Roads/driveways/landscaping needs to be completed; Units A/C system yet to be completed/installed; Ensure no units experience hot water shortages; Clothes dryers to be replaced by electric units (remove gas units); Check bathroom exhaust fans for running continuously; Check bathtub downspouts for proper installation

Units (referenced by lot number and/or physical address):

- 0002: Some indication of settling inside (minor drywall cracks)
- 0001: Kitchen countertop needs caulking @ seams; exterior fascia board in need of paint (some sections); rear door boarded-up/missing
- 0005: Doorbell missing (button outside); roof in process of being repaired; some exterior trim boards in need of paint
- 0004: Front window cracked
- 0003 (1002 Washington): Kitchen stove hood inop – this was a promo unit that no other unit has; kitchen track lighting missing some bulbs; hot water heater may have some issues – runs out of hot water rapidly; refrigerator ice dispenser inop; clothes dryer may have some issues – shuts off prematurely (slated to be replaced)
- 0017: Roof repair almost completed; some drywall settling cracks inside (minor); some exterior siding panels in need of paint
- 0016: Some indication of settling inside – minor drywall cracks; master bedroom bathroom door off track (pocket door); clothes dryer issue (redundant issue as noted in unit 0003 above); bathroom tub needs sealing where meets the floor
- 0020: No issues noted - household members just moving in
- 0018: Outside porch light inop
- 0006: Clothes washer/dryer to be replaced; one portion of kitchen track lighting inop
- 0010: As noted above (property-wide) – A/C system to be installed
- 0009: Master bath window has a small crack @ bottom/exterior pane
- 0008: Master bath exhaust fan runs continuous (as noted above property-wide); second bathtub downspout appears to have not secure mount (as noted above property wide); some exterior trim board in need of paint

### Units – Continued

- 0007: Bathroom exhaust fans appear to run continuously; check bathtub downspouts for proper/secure installation
- 0014: Some exterior trim board in need of paint; hallway smoker detector hanging down
- 0012: Some exterior trim board in need of paint; roof repair being completed; rear/exterior GFI outlet has evidence of damage
- 905 7<sup>th</sup> Ave. (0013): Strong natural gas odor (unit is empty/vacant) – maintenance was contacted immediately by housing personnel during the audit
- 904 7<sup>th</sup> Ave. (0015): Front door extremely difficult to open/close – binds on frame
- 902 7<sup>th</sup> Ave: No issues noted
- 1002 8<sup>th</sup> Ave: Master bathroom bathtub drain inop

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE # 1  
REPORT # COR408  
DATE RUN 04/05/16

PROJECT 00060 Russell Square Apartments MANAGER [REDACTED] MSLA HSG AUTH MHA MANAGEMENT  
OWNER [REDACTED] Russell Square Housing Limited Partnership CONTACT Mary Melton [REDACTED]  
CONTACT Lori Davidson [REDACTED] ON-SITE Matthew Reed [REDACTED]  
# BLDGS PIS 3 LAST BUILDING PIS DATE 03/05/2002

AUDIT DATE 03/22/2016 BY RENA OLIPHANT OWNER RESPONSE DATE 04/29/2016 EXTENSION TO 06/01/2016  
CLOSE OUT LETTER DATE 00/00/0000

PROJECT LEVEL FINDINGS Sidewalks with over 3/4" lips on them need to be repaired. Tripping hazards.  
Leaning Fence NE side of Building 23  
Broken Gate and hardware on East side of property fence  
Leaning and broken fence SW parking lot of Building 22

BUILDING ID MT-00-00022 1145 34th St Need to replace second stack on North side of Building  
CRD START 2002 Moss on roof of North side of Building  
Small siding hole on the back of Building  
Missing downspout in front of Unit 104

UNIT 101 UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 102 UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 103 UNIT  
Repair or replace bathroom vent  
Tub needs caulking  
FILE  
No issues noted.

UNIT 104 UNIT  
No issues noted.  
FILE  
Original Move In TIC 1st page reprinted but not signed by Tenant. Tenant out of town for emergency. Must be signed within 24 hrs of returning. Date when signed with :True & correct as of Move In Date (7-22-09)

UNIT 105 UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 106 UNIT  
No issues noted.  
FILE  
No issues noted.

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE # 2  
REPORT # COR408  
DATE RUN 04/05/16

PROJECT 00060  
OWNER [REDACTED]  
CONTACT [REDACTED]  
# BLDGS PIS 3

Russell Square Apartments  
Russell Square Housing Limited Partnership  
Lori Davidson  
LAST BUILDING PIS DATE 03/05/2002

MANAGER [REDACTED] MSLA HSG AUTH MHA MANAGEMENT  
CONTACT Mary Melton  
ON-SITE Matthew Reed  
[REDACTED]

UNIT 107	UNIT No issues noted. FILE No issues noted.
UNIT 108	UNIT No issues noted. FILE No issues noted.
UNIT 109	UNIT No issues noted. FILE No issues noted.
UNIT 110	UNIT Tighten Dishwasher Repair sink sprayer FILE No issues noted.
UNIT 111	UNIT No issues noted. FILE No issues noted.
UNIT 112	UNIT No issues noted. FILE No issues noted.
UNIT 113	UNIT No issues noted. FILE No issues noted.
UNIT 114	UNIT No issues noted. FILE No issues noted.
BUILDING ID MT-00-00023 1155 34th CRD START 2002 st	No issues noted.
UNIT 215	UNIT No issues noted. FILE No issues noted.
UNIT 216	UNIT No issues noted. FILE

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE # 3  
REPORT # COR408  
DATE RUN 04/05/16

PROJECT 00060  
OWNER [REDACTED]  
CONTACT [REDACTED]  
# BLDGS PIS 3

Russell Square Apartments  
Russell Square Housing Limited Partnership  
Lori Davidson [REDACTED]  
LAST BUILDING PIS DATE 03/05/2002

MANAGER [REDACTED] MSLA HSG AUTH MHA MANAGEMENT  
CONTACT Mary Melton [REDACTED]  
ON-SITE Matthew Reed [REDACTED]

No issues noted.

UNIT 217

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 218

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 219

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 220

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 221

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 222

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 223

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 224

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 225

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 226

Vacant - Ready for Occupancy

BUILDING ID MT-00-00024 1225 34th st  
CRD START 2002

No issues noted.

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE # 4  
REPORT # COR408  
DATE RUN 04/05/16

PROJECT 00060  
OWNER [REDACTED]  
CONTACT [REDACTED]  
# BLDGS PIS 3

Russell Square Apartments  
Russell Square Housing Limited Partnership  
Lori Davidson  
LAST BUILDING PIS DATE 03/05/2002

MANAGER [REDACTED] MSLA HSG AUTH MHA MANAGEMENT  
CONTACT Mary Melton  
ON-SITE Matthew Reed  
[REDACTED]

UNIT 327	UNIT No issues noted. FILE
UNIT 328	UNIT No issues noted. FILE No issues noted.
UNIT 329	UNIT No issues noted. FILE No issues noted.
UNIT 334	UNIT No issues noted. FILE TIC shows using one year's Income Limits & a different year's Rent Limits. Tenant still qualified both. Ensure going forward correct limits are used at all times  Vacant - Ready for Occupancy
UNIT 335	UNIT No issues noted. FILE
UNIT 336	No issues noted.
UNIT 338	UNIT No issues noted. FILE No issues noted.
UNIT 339	UNIT No issues noted. FILE No issues noted.
UNIT 345	UNIT No issues noted. FILE No issues noted.
UNIT 346	UNIT No issues noted. FILE No issues noted.

Montana Board of Housing  
REPORT OF ANNUAL AUDIT FINDINGS  
AUDIT DATES LAST AUDIT/REVIEW ONLY

PAGE # 1  
REPORT # COR408  
DATE RUN 04/19/16

JECT 03070 Snowcrest Apartments  
ER [REDACTED] Snowcrest Associates LLC  
TACT [REDACTED] C. Fred Cornforth  
LDGS PIS 4 LAST BUILDING PIS DATE 12/01/2005  
MANAGER [REDACTED] Somerset Pacific LLC  
CONTACT Ed Cornforth  
ON-SITE Rudolpho (Ruddy) Serna [REDACTED]

AUDIT DATE 04/15/2016 BY RENA OLIPHANT OWNER RESPONSE DATE 05/06/2016 CLOSE OUT LETTER DATE 00/00/0000

PROJECT LEVEL FINDINGS Multiple outside window screens missing &/or damaged. Needs repaired/replaced.

BUILDING ID MT-03-00071 124 Skihi Street No  
Findings CRD START 2006

UNIT 101 UNIT  
DONE - 24 HOUR REPAIR - Smoke alarms not working. Needs repaired/replaced.  
Microwave over the stove not working. Needs repaired/replaced.  
Kitchen sink sprayer base loose. Needs repaired/replaced.  
Patio door blinds not working properly, won't open/close. Needs repaired/replaced.  
Upstairs bathroom towel bar broken. Needs repaired/replaced.  
FILE  
Tenant had a trailer not listed on TIC as an asset. Assets totals under \$5000 so did not affect income. Tenant(s) still qualify. Ensure all assets are accounted for & listed at all times when qualifying Applicants.

UNIT 102 UNIT  
DONE - 24 HOUR REPAIR - Water heater/furnace closet needs to be clear of all items/materials.  
Hot water heater has rust around the top. Needs to be checked into for cause & repaired/replaced.  
FILE  
No issues noted.

UNIT 103 UNIT  
Vacant-Ready for Occupancy

UNIT 104 UNIT  
Heating System (furnace) not operable. Out of Compliance  
FILE  
No issues noted.

UNIT 105 UNIT  
DONE - 24 HOUR REPAIR - Breaker box inaccessible due to large cabinet furniture in front of. Cabinet needs to be moved &

Breaker box accessible at all times.  
DONE - Housekeeping letter issued April  
18, 2016. Maintenance re-inspect & report  
on

REPORT OF ANNUAL AUDIT  
FINDINGS

REPORT COR408  
# DATE 04/19/16

JECT 03070 Snowcrest Apartments  
ER [REDACTED] Snowcrest Associates LLC  
2 CONTACT  
Rudolpho (Ruddy) Serna  
LDGS PIS 4 LAST BUILDING PIS DATE

C. Fred Cornforth  
[REDACTED]  
12/01/2005

MANAGER [REDACTED] Somerset Pacific LLC  
CONTACT Ed Cornforth

[REDACTED]  
ON-SITE

progress within 24 hours.

FILE

No issues noted.

UNIT 106

UNIT

No issues noted.

FILE

No issues noted.

BUILDING ID MT-03-00072 124 Skihi Street  
Findings CRD START

No

2006

UNIT 201

UNIT

DONE - 24 HOUR REPAIR - Smoke alarms  
not working. Needs repaired/replaced.

FILE

Move In TIC is using 50% Income Limit & 55%  
Rent Limit. In the future, there are no 55%  
Rent Limits & always must use same limits for  
both Income & Rents. Tenant(s) rent is still  
under limit.

UNIT 202

UNIT

DONE - 24 HOUR REPAIR - Smoke alarms  
not working. Needs repaired/replaced.

Patio blinds heavily damaged. Needs  
repaired/replaced.

Corner inside wall next to patio doors  
damaged. Needs repaired.

FILE

No issues noted.

UNIT 203

UNIT

DONE - 24 HOUR REPAIR - Smoke alarms  
not working. Needs repaired/replaced.

Heating System (furnace) not operable. Out  
of Compliance

FILE

No issues noted.

UNIT 204

UNIT

No issues noted.

FILE

No issues noted.

UNIT 205

UNIT

Bathroom sink cabinet drawer  
missing/broken. Needs repaired/replaced.

FILE

REPORT OF ANNUAL AUDIT  
FINDINGS

REPORT COR408  
# DATE 04/19/16

JECT 03070 Snowcrest Apartments  
ER [REDACTED] Snowcrest Associates LLC  
2 CONTACT  
Rudolpho (Ruddy) Serna  
LDGS PIS 4 LAST BUILDING PIS DATE

MANAGER [REDACTED] Somerset Pacific LLC  
CONTACT [REDACTED] Ed Cornforth  
C. Fred Cornforth  
[REDACTED]  
12/01/2005

[REDACTED]  
ON-SITE

UNIT 206

UNIT  
Manager's Unit.

BUILDING ID MT-03-00073 124 Skihi Street  
Findings CRD START

No  
2006

UNIT 301

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 302

UNIT  
Kitchen sink sprayer not working.  
Needs repaired/replaced.  
FILE  
No issues noted.

UNIT 303

UNIT  
Kitchen sink sprayer not working.  
Needs repaired/replaced.  
FILE  
Move In TIC is using 60% Income Limit & 55%  
Rent Limit. In the future, there are no 55%  
Rent Limits & always must use same limits for  
both Income & Rents. Tenant(s) rent is still  
under limit.

UNIT 304

UNIT  
Vacant - Turning

UNIT 305

UNIT  
DONE - No key to be able to enter Unit. Need  
to have key made, inspected & report on  
results. Out of Compliance.  
FILE  
No issues noted.

UNIT 306

UNIT  
Heating System (furnace) not operable. Out  
of Compliance  
Upstairs bathroom 2 towels broken.  
Needs repaired/replaced.  
FILE  
No issues noted.

BUILDING ID MT-03-00074 124 Skihi Street  
Findings CRD START

No  
2006

UNIT 401

UNIT

REPORT OF ANNUAL AUDIT  
FINDINGS

REPORT # COR408  
DATE 04/19/16

JECT 03070

Snowcrest Apartments

MANAGER 00-000013 Somerset Pacific LLC  
DONE - 24 HOUR REPAIR - Smoke alarms  
not working. Needs repaired/replaced.  
FILE

REPORT OF ANNUAL AUDIT  
FINDINGS

REPORT COR408  
# DATE 04/19/16

JECT 03070 Snowcrest Apartments  
ER [REDACTED] Snowcrest Associates LLC  
2 CONTACT  
Rudolpho (Ruddy) Serna  
LDGS PIS 4 LAST BUILDING PIS DATE

MANAGER [REDACTED] Somerset Pacific LLC  
CONTACT Ed Cornforth  
C. Fred Cornforth  
[REDACTED]  
12/01/2005

[REDACTED]  
ON-SITE

Move In TIC is using 60% Income Limit & 55%  
Rent Limit. In the future, there are no 55%  
Rent Limits & always must use same limits for  
both Income & Rents. Tenant(s) rent is still  
under limit.

UNIT 402

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 403

UNIT  
No issues noted.  
FILE  
No issues noted.

UNIT 404

UNIT  
DONE - 24 HOUR REPAIR - Smoke alarms  
not working. Needs repaired/replaced.  
Kitchen sink sprayer not working.  
Needs repaired/replaced.  
FILE  
No issues noted.

UNIT 405

UNIT  
Bathroom towel bar broken. Needs  
repaired/replaced.  
FILE  
Need proof of National Guard starting date.

UNIT 406

UNIT  
Vacant -

Turning INSPECTION RATINGS HISTORY: TYPE DATE  
RATING

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

JECT 09070 Solstice  
ER Homewood  
TACT Jennifer Betz  
LDGS PIS 1 LAST BUILDING PIS DATE 10/31/2011  
MANAGER TAMARACK PROPERTY MANAGEMENT CO.  
CONTACT Laurie Mitchell  
ON-SITE Naomi Hartung

AUDIT DATE 03/25/2016 BY REMA OLIPHANT OWNER RESPONSE DATE 04/29/2016 CLOSE OUT LETTER DATE 00/00/0000

PROJECT LEVEL FINDINGS  
Sprinkler heads in garage area have paint on majority of them. Any with paint may pose risk of not functioning or working properly.  
Contact Missoula Fire Marshall & schedule an inspection to be done ASAP & send us the results of their findings.

BUILDING ID MT-09-00026 1535 Liberty Lane  
CRD START 2012

Ceiling vents in all units need to be clean & clear of dust / debris.  
DONE - 24 Hour - 3rd floor hallway emergency light not working properly. Needs repaired/replaced.

UNIT 201  
No issues noted. FILE  
Need a copy of the Initial Move In TIC & all income documentation.

UNIT 202  
No issues noted. FILE  
No issues noted.

UNIT 203  
No issues noted.  
Replace missing range light bulb. FILE

UNIT 204  
No issues noted. FILE  
No issues noted.

UNIT 205  
No issues noted. FILE  
No issues noted. S

UNIT 206  
No issues noted. FILE  
Bathroom towel & toilet paper holders broken. Needs repaired/replaced. FILE  
No issues noted. S

UNIT 207  
No issues noted. FILE  
No issues noted.

REPORT OF ANNUAL AUDIT FINDINGS

REPORT # DATE 04/13/16

JECT 09070

SR [REDACTED]  
TACT [REDACTED]  
LDGS PIS 1

Solstice  
Homeword  
Jennifer Betz  
LAST BUILDING PIS DATE

[REDACTED]  
Hartung 10/31/2011

MANAGER [REDACTED]  
CONTACT [REDACTED]  
ON-SITE [REDACTED]  
TAMARACK PROPERTY MANAGEMENT CO.  
Laurie Mitchell  
Naomi [REDACTED]

UNIT 208

UNIT  
No issues noted. FILE  
Need a copy of the Initial Move In TIC & all income documentation.

UNIT 209

UNIT  
No issues noted. FILE  
No issues noted. S

UNIT 210

UNIT  
No issues noted. FILE  
No issues noted. S

UNIT 211

UNIT  
No issues noted. FILE  
No issues noted.

UNIT 212

UNIT  
No issues noted. FILE  
No Initial Move In TIC in file. Out of Compliance at this time. Need to have copy of original TIC provided.

UNIT 213

UNIT  
No issues noted. FILE  
Need a copy of the Initial Move In TIC & all income documentation.

UNIT 214

UNIT  
No issues noted. FILE  
No issues noted. S

UNIT 215

UNIT  
Bathroom missing drywall & flooring due to toilet replacement. Needs repaired/replaced. FILE  
No issues noted. S

UNIT 216

UNIT  
No issues noted. FILE  
No issues noted. S

REPORT OF ANNUAL AUDIT FINDINGS

REPORT # DATE 04/13/16

JECT 09070

FACT LAST BUILDING PIS DATE 1

Solstice Homeword Jennifer Betz LAST BUILDING PIS DATE

Hartung 10/31/2011

MANAGER TAMARACK PROPERTY MANAGEMENT CO.

CONTACT ON-SITE Laurie Mitchell Naomi

UNIT 301

UNIT

No issues noted. FILE No Initial Move In TIC in file. Out of Compliance at this time. Need to have copy of original TIC provided.

UNIT 302

UNIT

DONE - 24 Hour - Tenant took smoke alarm off. Needs repaired/replaced. Bathtub badly stained. Needs cleaned Bathtub faucet needs caulked around base. FILE No issues noted.

UNIT 303

UNIT

No issues noted. FILE No issues noted.

UNIT 304

UNIT

No issues noted. FILE No issues noted.

UNIT 305

UNIT

No issues noted. FILE Initial Move In TIC in file is Over Rent. Out of Compliance at this time. Previous information differs from current information. Please review & provide

UNIT 306

UNIT

DONE - 24 Hour - 2nd bedroom has window egress blocked. Needs to be clear at all times. Kitchen sink sprayer not working properly. Needs repaired/replaced. FILE

UNIT 307

UNIT

No issues noted. FILE No Initial Move In TIC in file. Out of Compliance at this time. Need to have copy of original TIC provided.

UNIT 308

UNIT

Vacant - Ready for Occupancy

REPORT OF ANNUAL AUDIT FINDINGS

REPORT # DATE 04/13/16

JECT 09070

RD  
TACT  
LDGS PIS 1

Solstice  
Homewood  
Jennifer Betz  
LAST BUILDING PIS DATE

Hartung 10/31/2011

MANAGER  
CONTACT ON-SITE  
TAMARACK PROPERTY MANAGEMENT CO.  
Laurie Mitchell  
Naomi

UNIT 309

UNIT  
DONE - 24 Hour - Entertainment center blocking breaker box. Needs moved & kept clear at all times.  
FILE  
No issues noted. S

UNIT 310

UNIT  
Patio door handle & lock not working properly. Needs repaired/replaced.  
FILE  
No issues noted.

UNIT 311

UNIT  
No issues noted. FILE  
No issues noted. S

UNIT 312

UNIT  
DONE - 24 Hour - Tenant took smoke alarm off. Needs repaired/replaced. Kitchen cupboards below sink damaged. Needs repaired/replaced. Bathroom sink cracked. Needs repaired/replaced. FILE  
No issues noted. S

UNIT 313

UNIT  
No issues noted. FILE 3  
No issues noted.

UNIT 314

UNIT  
Patio door doesn't close tight. Misaligned. Needs repaired FILE  
No issues noted. S

UNIT 315

UNIT  
DONE - 24 Hour - Tenant took smoke alarm off. Needs repaired/replaced. Bathroom sink cracked. Needs repaired/replaced. FILE  
Need a copy of the Initial Move In TIC & all income documentation

UNIT 316

UNIT  
Bathroom sink cracked. Needs repaired/replaced. FILE  
No issues noted. S

# MONTANA BOARD OF HOUSING

EX PARTE COMMUNICATION POLICY  
BOARD  
MAY 2016

## PURPOSE

MBOH Board members should refrain from ex parte communication with any interested party (or representative of such party) regarding any matter on which the board member may take official board action.

## SCOPE

Ex parte communication is communication to or with a board member that:

- is made with, from or on behalf of an interested party (or less than all interested parties) without notice to or opportunity for other interested parties to respond or comment (e.g., is made other than during a duly noticed meeting or hearing of the board);
- relates to a matter on which the board may take official action to determine the rights or obligations of one or more parties; and
- conveys information, opinions or requests regarding, or influencing or seeking or apparently seeking to influence the Board member's views, opinions, judgment or vote regarding, such matter.

Ex parte communication does not include:

- Communication regarding general matters of housing, funding for low-income housing, or other Board policy;
- Speaking appearances, conferences and meetings, consulting engagements or other events or settings to the extent not involving a specific matter on which the board may take official action to determine to rights or obligations of one or more parties; or
- Communication for purposes of scheduling, administration or procedural matters (but such communications shall be conducted to assure fairness to all parties).

It is the board's policy when performing a quasi-judicial function, as defined in Mont. Code Ann. § 2-12-102, to receive information or evidence regarding the matter, individually or collectively, only as a part of the public record at a publicly noticed meeting or hearing scheduled for that purpose.

Board members should avoid voluntary participation in and terminate as soon as possible any ex parte communication. A party initiating or attempting to initiate an ex parte communication should be advised by the board member that any information the party wants considered by board members should be provided to board staff who, if possible and appropriate, will distribute such information to board members in accordance with applicable requirements.

# MONTANA BOARD OF HOUSING

EX PARTE COMMUNICATION POLICY  
BOARD  
MAY 2016

---

If a board member is involuntarily or inadvertently involved in an ex parte communication, the member must disclose on the record at a public meeting of the board the full content of such communication and the identity of the person making the communication. The intent of this disclosure is to insure that everyone at the public hearing is aware of the content of the communication and is allowed to consider, question, rebut, or respond to such information. In addition, the board member may be disqualified from participating in board action on the matter.

Ex parte communications may violate Montana's open meeting requirements and the right of public participation under the Montana Constitution and laws, and may also subject the board to challenge regarding its action on the matter. Avoidance of ex parte communications is preferred over public disclosure of such communications because an incomplete or inaccurate conveyance of the ex parte communication, even if inadvertent, may bias the outcome and subject the board action to challenge.

# MONTANA BOARD OF HOUSING

## INFORMATION REQUEST AND RELEASE POLICY BOARD MAY 2016

### PURPOSE

Information submitted to MBOH is subject to the public's right to know guaranteed by the Montana Constitution and the provisions of Montana law governing access to public information. Upon request, persons will be provided with an opportunity to examine and obtain a copy of information submitted to MBOH, unless such information falls within one of the narrow exceptions to public disclosure.

### SCOPE

Only information defined by law as "confidential information" may be withheld from public review and disclosure. Public information is any information that is accorded confidential status or protected from disclosure by applicable law.

Confidential information includes only information that is:

- Constitutionally protected from disclosure because an individual privacy interest clearly exceeds the merits of public disclosure (for example, personal financial information, tenant certifications and income information);
- Designated as confidential by statute or through judicial decisions, findings, or orders (e.g., proprietary or trade secret information);
- Required to maintain the security and integrity of secure facilities or information systems owned by or serving the state, if release of the information jeopardizes the safety of facility personnel, the public, students in a public school, or inmates of a facility; and
- Otherwise designated by law as confidential information.

Public information subject to disclosure includes, but is not limited to, program terms and guidelines, income and mortgage limits, funds availability, project lists, housing credit application and award information, compliance file information (subject to withholding of any confidential information contained in these files or sources).

Requests for MBOH public records and information will be handled in accordance with the applicable provisions of Montana Law and the policies and procedures of the Montana Department of Commerce.

# 2016 Calendar

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2016						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## May 2016

- 2-5 – Mountain Plains Housing Summit, Jackson Hole WY (Staff and Board Members)
- 23-25 – Annual Housing Conference/Kalispell
- 23 – Board Meeting, followed by 4% Tax Credit Training - Kalispell

## June 2016

- 12 – Board Training: Housing Credits
- 6 – Board Meeting – Webinar
- 13-16 – Housing Credit Connect (Staff)

## July 2016

- Executive Director's Workshop TBD
- No Board Meeting

## August 2016

- NCSHB Conference (Board Members) TBD
- 15 – Board Meeting – Helena

## September 2016

- No Board Meeting
- 24-27 – Annual Conference & Tradeshow (Staff & Board Members) Miami Beach FL

## October 2016

- 16 – Board Strategic Planning Session
- 17 – Board Meeting - Helena

## November 2016

- No Board Meeting

## December 2016

- No Board Meeting

## January 2017

- 22 – Board Training: Financial Statement
- 23 – Board Meeting - Helena

## Administrative Dashboard

May 11, 2016

### Board Meetings

The next Board meeting will be May 23, 2016 in Kalispell. The Board meeting will start at 8:30 A.M. We will hold a Board training on the use of 4% Housing Credits immediately after the Board meeting which should only take a few minutes. If you are unable to attend this Board Meeting please notify Paula Loving at 841-2824 or [ploving@mt.gov](mailto:ploving@mt.gov).

### Board News

The Mountain Plains Regional Housing Summit was held in Jackson Hole WY May 2-4, 2016. The Montana Statewide Housing Conference will begin right after our Board Training on the 23<sup>rd</sup>. For more information regarding the Housing Conference: [2016 Annual Montana Housing Partnership Conference - 2016 Montana Housing Partnership Conference | Online Registration by Cvent](#). There is still time to register, please let Paula Loving know if you would like to attend.

### Executive Update

We continue to work with the Governor's Office on opportunities for him to be more involved in housing issues across the state. There are several opportunities in the next few months that we plan on coordinating and will keep you in the loop as these materialize. The Grand Opening of the Sunset Village Apartments in Sidney was great success. There was BBQ for the community and a great opportunity to recognize the important work being done in Sidney. The Governor will also be a speaker at our conference in Kalispell on Tuesday for lunch. Please stay and join us if possible.

### Office Management

The Housing Division's reconfiguration has been completed. All workspace environments are standardized. Through this process the Division has been able to create an inviting environment for its employees and the clients it serves. Security measures were implemented for personal identifiable information and the safety of our employees.

### Operations Update

We continue to work on updating the job descriptions and are in the process of creating career ladders within the Division.

The Housing and Construction KIN for the Governor's office will present 4 recommendations April 18, 2016. The recommendations are posted at:

<http://mainstreetmontanaproject.com/Portals/44/HC%20Recommendations%20Final.pdf>

The Re-entry housing programs are moving forward. I have been working with a local non-profit and Lewis and Clark County to create a statewide model for accessible housing for former inmates.

Continuity of Government efforts have been successful – and I have completed all of the MBOH and Housing Division plans as well as the Commerce-wide plans this first quarter.

### Marketing Update

On April 21<sup>st</sup>, the MBOH staff collaborated with the Richland County Housing Authority and the Mountain Plains Equity Group to celebrate the Grand Opening of the Sunset Village Apartments in Sidney. The Governor attended and assisted with ribbon-cutting.

This project began with the demolition of 28 units of public housing that was over 60 years old and in serious disrepair. Now replaced with 36 brand new units in three separate 2-story buildings, Sunset Village will address a critical shortage of affordable housing for families in Sidney.

Even though the apartments are designed primarily as a family project, Sunset Village does offer apartments that are specifically designed to meet the needs of individuals with disabilities and seniors. There are also great amenities at Sunset Village, including a community room, playground and community garden.



The economic benefit gained by the development of housing, to towns like Sidney, should not be overlooked. During the development of this housing, Sidney realized a boost of over 40 jobs and approximately \$3 million in added local income. The recurring annual benefit will be 10 jobs and nearly \$900,000, in addition to the increase in revenue for local governments.

The Housing Conference Planning committee continues the hard work of organizing a statewide conference. The tracks, this year, are Community Revitalization, Professional Development, Section 8 Programs, Multifamily Housing and Homeownership. Registration is open and there is a link on the Housing website. Attendees are urged to reserve their lodging before the rooms are full. This year's conference promises to be amazing and will include several national industry experts, plus the Governor.

## Staffing

We are fully staffed, and have had inquiries for openings.

## **Strategic Planning**

The attached pages illustrate the latest developments in the strategic plan process. Please review this and plan to discuss in August.

## **Travel – Training and Tribulations**

The Mountain Plains Housing Summit will be held in Jackson Hole, WY on May 2-4, 2016. This is an excellent opportunity for Board members and Staff to engage with the regional Housing Finance Agencies to discuss issues facing the Agencies of our region. This training is for MBOH Staff and Board members. Please let Paula Loving know as soon as possible if you plan on attending this training.

The Housing Credit Connect for Housing Credits will take place in Seattle, WA on June 13-16, 2016. An MBOH Staff will be in attendance.

# MARCH 2016

## Planning Document

---

MULTI-FAMILY PROGRAM	ACTION STEPS AND ANTICIPATED RESULTS
<p><b>Implement Cost control measures for Housing Credit Projects to put more units on the ground than in prior years.</b></p>	<p>Host a Board and Developer Roundtable to discuss strategy</p> <ul style="list-style-type: none"> <li>Explore ways to contain costs and present that to the Board</li> <li>Review amount spent per unit</li> <li>Decrease professional fees/soft costs</li> <li>How do some developers produce units at lower rates?</li> <li>Cost containment alternative use in other states</li> </ul>
<p><b>Ensuring exit capital reserves exist after the investor exits (years 10-15)</b></p>	<p>Explore and research the viability of requiring reserves to be held through the affordability period and the impact to that and the Board's role in requiring this.</p>
<p><b>Explore the viability of 4% tax credit development in Montana</b></p>	<p>4% Tax Credit Education Session: May 23, 2016</p>

**BOARD GOALS**

Determine long term viability of modern project development

Exclusive Planning session with developers focused on:

**Lifecycle cost savings**

Decrease operating costs

Get DEQ assistance

There are states that commission market studies

Can we develop this in house at MBOH

Establish standards for market studies

QAP Changes to Multifamily Application: March 2016

2 day workshop

Refining the new invitation to apply for 9% Housing Credit Program

Explore other means of ranking applications and adjust for 2018 Award cycle

Improve understanding of MBOH programs and housing activities in the Congressional Delegation.

Enlist development partners to educate constituencies – freedom funds, national housing trust fund, housing block grants – ask developers to participate more actively in a formal manner to support national support and educate Elected Delegation.

HOMEOWNERSHIP PROGRAM	ACTION STEPS AND ANTICIPATED RESULTS
<p><b>Increase and expand lenders including credit unions using MBOH programs</b></p>	<p>Examine current list and identify key targets</p> <p>Increase credit unions by 3 in 2016</p> <p>Increase lenders by X in 2016</p>
<p><b>Engage participating lenders in MBOH programs</b></p>	
<p><b>Determine Housing Market needs to fund through set aside programs</b></p>	<p>Example: Native American coalition</p>
<p><b>Pursue conventional finance programs and products</b></p>	<p>Focus on Fannie Mae application in 2016</p> <p>Evaluate board policies</p>
<p><b>BOARD GOALS</b></p> <p>-Create opportunity for Board to drive the development of set aside program funds for special programs</p> <p>Explore Manufactured Home financing; Resident Owned Communities</p>	<p>At March 2016 meeting voted to loan monies at lower rate.</p> <p>Review New Hampshire ROC financing program and look to expand ROC financing in Montana from 7 communities to X# in 2016 and offer ROC financing</p>

FINANCE PROGRAM	ACTION STEPS AND ANTICIPATED RESULTS
<p><b>Update Investment Policy</b></p> <p>Ensure investments are made according to indenture and state requirements</p>	<p>Target November 2016 Investments – watch monthly</p>

**Pursue more frequent Bond Calls and decrease Bond call timeframes**

**Minimize negative arbitrage**

**Pursue relationship with Cain Mitter**

Investigate options for engaging a third party financial advisor to assist in more frequent bond calls.

**Make monthly investments**

**Shorten period of time money stays in money market and maximizes earning potential and use for programs**

Implement 1<sup>st</sup> Quarter 2016

**BOARD GOALS**

Board Training on Financial Statements

Use FY 16 Financial Statements to train Board in the 1<sup>st</sup> quarter of 2017

- Revenue and Expense (P&L)
- How Color of Money ties to Financial Statements
- State Agency/Reporting Requirements
- Dashboard Review and Use

SECTION 8 PROGRAM	ACTION STEPS AND ANTICIPATED RESULTS
<p><b>Goal #1: Increase utilization of HCV assets (vouchers).</b></p>	<p>Fully integrate CM/FA efforts; complete FA training</p> <p>Raise HCV utilization to 3,400</p> <p>Explore project-basing vouchers</p>
<p><b>Goal #2: Fully implement 811 PRA grant</b></p>	<p>Identify/contract with property owners</p> <p>Utilize all units authorized in grant (82)</p> <p>Explore expansion</p>
<p>BOARD GOALS</p> <p>Congressional Education work to be done</p>	<p>Tie Housing Assistance Bureau Material into whole Division/MBOH Marketing Strategy for Congressional Delegation locally and nationally.</p> <p>Website development</p>

LOAN SERVICING PROGRAM	ACTION STEPS AND ANTICIPATED RESULTS
<p><b>Analyze Servicing Quality and Business Model</b></p>	<p>Build a CMS – Compliance Management System; have plans in place for any and all audits and exams, have policy and procedures completed, an outlined structure of data systems, know our risk areas, a plan to keep up with compliance changes, work with QC staff to have a strong confidence in all data entry and accuracy of complete portfolio.</p>
<p><b>Improve Customer Service by implementing a way to measure CFBP and other resources data to</b></p>	<p>Leverage CFPB resources</p> <p>Customer Service – Create independent resolution logs for all complaints such as credit disputes, loss mitigation &amp; foreclosure appeals and other complaints &amp; escalations. Recognize risks of violating consumer financial laws. Keep up with CFPB rules and results of findings. Continue with departments 2016 planning meeting goals. Reduce percentage of foreclosures and delinquencies. Create periodic monthly statements, analyze escrow after year end, create a communication newsletter on website for customers.</p>
<p><b>Coordinate with Housing Division resources statewide by participating in lender and borrower education.</b></p>	
<p>BOARD GOALS</p> <p>Improve Home Buyer education</p> <p style="padding-left: 40px;">Do community engagement with Community Partners</p> <p>Change legislation to allow Board to service other loans – not just MBOH loans</p>	
<p><b>ADMINISTRATIVE</b></p>	<p><b>ACTION STEPS AND ANTICIPATED RESULTS</b></p>
<p><b>Integration with Economic Development, Tourism and other Industry Sectors</b></p>	<p>Coordinate with Home, CDG, Housing Trust Fund</p> <p>Meeting with CDD and MTOTBD monthly</p> <p>Engaging industry partners regularly</p>

<p><b>MBOH Branding Campaign to increase awareness of programs and gain statewide recognition at a different level</b></p>	<p>Get housing a higher profile</p> <p>Create a Marketing plan by November 1, 2016</p>
<p><b>Board Training and Development</b></p>	<p>4% tax credit training</p> <p>Jackson Hole WY – May 2016</p> <p>Engage board members at projects and events</p> <p>National Conference in Miami, September</p> <p>Housing Legislative Days January 4, 2017</p>
<p><b>BOARD GOALS</b></p> <p>Education of Delegation</p> <p>national staff – develop a cohesive plan for marketing and targeting specific audiences</p>	<p>Staff to provide Housing 101 education to delegation staff</p> <p>Coordinate to get delegation and staff to Projects</p> <p>March 18 Tester to Bozeman Project</p> <p>Governor’s events</p> <p>4/21 Sydney Housing Open House</p> <p>Section 8 events</p> <p>Home Ownership Events</p> <p>Loan Servicing Events</p>