



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

November 4, 2021

Oliver Gardens LDHA LP
419 Cherry Street
Lansing, MI 48933

RE: **2022 Budget Acceptance with a Deficit**
Oliver Gardens, MSHDA #3007

Dear Owner:

The following adjustments have been made to the 2022 budget submission for the above-mentioned development. These budget changes must be recorded on the appropriate line items of the Monthly Income and Expenditure Report:

- Line item #1b – Vacancy Loss: Increased by \$4,782
- Line item #1d – Bad Debt/Former Residents: Increased by \$1,031

The enclosed budget form for Fiscal Year 2022 has been reviewed and accepted by the Authority. This budget will be incorporated into the Authority's files for the above-referenced development. The accepted utility allowances are included on the enclosed Rent Schedule.

Per earlier e-mail correspondence and conversations with the management agent, the Authority identified that the 2022 budget has a **deficit** balance. As the year progresses and the anticipated deficits create funding issues for the development, the shortfalls will need to be addressed at that time by management and ownership.

Please be advised that this budget acceptance does not represent pre-approved use of Replacement Reserve funds. A review of the requested items and status of the development's financial position must be conducted when receipts for the replacement work are submitted to the Authority.

The management fee and the employee positions listed in the budget are the maximums acceptable for 2022.

If you have any questions regarding this budget, please contact me.

Sincerely,

Shaun Prince

Shaun Prince
Asset Manager

c: Management agent

735 EAST MICHIGAN AVENUE • P.O. BOX 30044 • LANSING, MICHIGAN 48909
Michigan.gov/MSHDA • FAX 517-335-4797 • TOLL-FREE 855-MI-MSHDA (855-646-7432)



MSHDA Mgmt. 455J (9/21)

Enc.: Budget Review Form #450A
Rent Schedule

735 EAST MICHIGAN AVENUE • P.O. BOX 30044 • LANSING, MICHIGAN 48909
Michigan.gov/MSHDA • FAX 517-335-4797 • TOLL-FREE 855-MI-MSHDA (855-646-7432)



Asset Manager Review Sheet

Score 3

Development:	OLIVER GARDENS		
MSHDA #:	3007	Budget	2022

INCOME

1. Gross Rent Potential-GRP Deductions

- a. Loss to Lease:
- b. Vacancy Loss:
- c. Non-Rental Unit:
- d. Bad Debt/Former Residents:
- e. Marketing Rent Concessions:
- Gross Rent Potential Minus Total Deductions:**
- Economic Vacancy**

2021 BUDGET	PREVIOUS YEARS EXPENSES	PROPOSED 2022 BUDGET	MSHDA Adjustments	APPROVED BUDGET	Variance %	Variance Amount	Var Req Detail	Is detail acceptable	Line Item Acceptable
1	291,120	291,120	291,120		0%	0	YES	YES	ACCEPTABLE
1a	0	-195	0		-100%	195	NO		ACCEPTABLE
1b	9,792	23,905	11,000	4,782	-34%	(8,123)	YES	YES	ACCEPTABLE
1c	0	0	0		0%	0	NO		ACCEPTABLE
1d	2,244	2,739	583	1,031	-41%	(1,125)	NO		ACCEPTABLE
1e	0	200	0		-100%	(200)	NO		ACCEPTABLE
	279,084	264,471	279,537	(5,813)					
	4.13%	9.22%	3.98%	#DIV/0!					

2. Other Income

- a. Late Charges:
- b. Laundry and Carport Income:
- c. Commercial Income:
- d. Subsidies/Grants:
- e. Interest Income:
- g. Excess Rental Income:
- h. Bad Debt Recovery:
- i. Interest Reduction Subsidy:
- j. Other:

2a	1,200	50	1,200		2300%	1,150	NO		ACCEPTABLE
2b	0	0	0		0%	0	NO		ACCEPTABLE
2c	0	0	0		0%	0	NO		ACCEPTABLE
2d	0	0	0		0%	0	NO		ACCEPTABLE
2e	0	0	0		0%	0	NO		ACCEPTABLE
2g	0	0	0		0%	0	NO		ACCEPTABLE
2h	0	0	0		0%	0	NO		ACCEPTABLE
2i	0	0	0		0%	0	NO		ACCEPTABLE
2j	0	9,858	100		-99%	(9,758)	YES	YES	ACCEPTABLE

Total Other Income:

	1,200	9,908	1,300	0	1,300				
--	-------	-------	-------	---	-------	--	--	--	--

3. TOTAL INCOME:

3	280,284	274,379	280,837	(5,813)	275,024				
---	---------	---------	---------	---------	---------	--	--	--	--

EXPENDITURES

Administrative

4. Management Fees

- a. Management Fees:
- b. Premium Management Fees:

4a	16,020	14,135	16,860		16,860	19%	2,725	NO	ACCEPTABLE
4b	2,460	0	2,580		2,580	100%	2,580	NO	ACCEPTABLE

Asset Manager Review Sheet

Score 3

Development:	OLIVER GARDENS		
MSHDA #:	3007	Budget	2022

c. COE Expenses:

Total Management Fees:

5. *Marketing*

a. Advertising:

b. Marketing Payroll:

c. Other:

Total Marketing:

6. *Legal :*

7. *Other Administrative*

a. Administrative Payroll:

b. Temp Administrative Services:

c. Employee Pension Plans:

d. Employer Payroll Taxes:

e. Taxes Other:

f. Telephone:

g. Office:

h. Auditing:

i. Credit Reports:

j. Human Services Program:

k. Miscellaneous:

Total Other Administrative:

Total Administrative:

Utilities

8. Electricity:

9. Water & Sewer:

10. Fuel:

Total Utilities:

	2021 BUDGET	PREVIOUS YEARS EXPENSES	PROPOSED 2022 BUDGET	MSHDA Adjustments	APPROVED BUDGET	Variance %	Variance Amount	Var Req Detail	Is detail acceptable	Line Item Acceptable
4c	0	0	0		0	0%	0	NO		ACCEPTABLE
	18,480	14,135	19,440	0	19,440					
5a	0	0	0		0	0%	0	NO		ACCEPTABLE
5b	0	0	0		0	0%	0	NO		ACCEPTABLE
5c	0	0	0		0	0%	0	NO		ACCEPTABLE
	0	0	0	0	0					
6	0	0	0		0	0%	0	NO		ACCEPTABLE
7a	9,556	6,516	9,556		9,556	47%	3,040	YES	YES	ACCEPTABLE
7b	0	0	0		0	0%	0	NO		ACCEPTABLE
7c	0	0	999		999	100%	999	NO		ACCEPTABLE
7d	1,903	684	1,449		1,449	112%	765	NO		ACCEPTABLE
7e	0	0	0		0	0%	0	NO		ACCEPTABLE
7f	1,897	2,968	4,295		4,295	45%	1,327	NO		ACCEPTABLE
7g	1,548	4,349	1,715		1,715	-61%	(2,634)	YES	YES	ACCEPTABLE
7h	8,000	10,025	4,000		4,000	-60%	(6,025)	NO		ACCEPTABLE
7i	0	45	66		66	47%	21	NO		ACCEPTABLE
7j	0	0	0		0	0%	0	NO		ACCEPTABLE
7k	0	271	668		668	146%	397	NO		ACCEPTABLE
	22,904	24,858	22,748	0	22,748					
	41,384	38,993	42,188	0	42,188					
8	37,400	37,238	38,724		38,724	4%	1,486	NO		ACCEPTABLE
9	33,500	30,072	27,000		27,000	-10%	(3,072)	NO		ACCEPTABLE
10	20,928	13,028	10,000		10,000	-23%	(3,028)	YES	YES	ACCEPTABLE
	91,828	80,338	75,724	0	75,724					

Asset Manager Review Sheet

Score 3

Development:	OLIVER GARDENS		
MSHDA #:	3007	Budget	2022

Operating & Maintenance

11. Maintenance

a. Maintenance Payroll:

11a

b. Temp Maintenance Services:

11b

Total Maintenance:

12. Janitorial

a. Janitorial Payroll:

12a

b. Temporary Janitorial Services:

12b

c. Janitorial Supplies:

12c

Total Janitorial:

13. Grounds

a. Grounds Maintenance Payroll:

13a

b. Temporary Grounds Services:

13b

c. Snow Removal:

13c

d. Lawn Maintenance:

13d

e. Parking Lot/Concrete Repairs:

13e

Total Grounds:

14. Non-Capitalized Repairs & Maint

a. Land Improvements:

14a

b. Building & Components:

14b

c. Maintenance Equipment:

14c

d. Office Furniture:

14d

e. Furniture & Fixtures:

14e

f. Painting Units:

14f

g. Cleaning Units:

14g

h. Heating & Air Conditioning:

14h

i. Plumbing:

14i

2021 BUDGET	PREVIOUS YEARS EXPENSES	PROPOSED 2022 BUDGET	MSHDA Adjustments	APPROVED BUDGET	Variance %	Variance Amount	Var Req Detail	Is detail acceptable	Line Item Acceptable
11,997	2,423	3,606		3,606	49%	1,183	NO		ACCEPTABLE
0	0	0		0	0%	0	NO		ACCEPTABLE
11,997	2,423	3,606	0	3,606					
0	0	0		0	0%	0	NO		ACCEPTABLE
0	0	0		0	0%	0	NO		ACCEPTABLE
360	352	751		751	113%	399	NO		ACCEPTABLE
360	352	751	0	751					
0	0	0		0	0%	0	NO		ACCEPTABLE
0	0	0		0	0%	0	NO		ACCEPTABLE
9,600	4,920	4,920		4,920	0%	0	NO		ACCEPTABLE
3,042	3,115	3,224		3,224	3%	109	NO		ACCEPTABLE
0	0	6,607		6,607	100%	6,607	YES	YES	ACCEPTABLE
12,642	8,035	14,751	0	14,751					
0	0	0		0	0%	0	NO		ACCEPTABLE
745	3,698	891		891	-76%	(2,807)	YES	YES	ACCEPTABLE
0	0	211		211	100%	211	NO		ACCEPTABLE
0	147	0		0	-100%	(147)	NO		ACCEPTABLE
9,792	4,753	3,615		3,615	-24%	(1,138)	NO		ACCEPTABLE
612	1,356	1,096		1,096	-19%	(260)	NO		ACCEPTABLE
2,150	335	1,015		1,015	203%	680	NO		ACCEPTABLE
3,564	2,057	131		131	-94%	(1,926)	NO		ACCEPTABLE
359	973	2,086		2,086	114%	1,113	NO		ACCEPTABLE

Asset Manager Review Sheet

Score 3

Development:	OLIVER GARDENS		
MSHDA #:	3007	Budget	2022

[illegible]

Score 3

Development:	OLIVER GARDENS		
MSHDA #:	3007	Budget	2022

		2021 BUDGET	PREVIOUS YEARS EXPENSES	PROPOSED 2022 BUDGET	MSHDA Adjustments	APPROVED BUDGET	Variance %	Variance Amount	Var Req Detail	Is detail acceptable	Line Item Acceptable
b. Employee Health Benefits:	18b	3,323	2,279	6,520		6,520	186%	4,241	YES	YES	ACCEPTABLE
c. Worker's Compensation:	18c	290	60	180		180	200%	120	NO		ACCEPTABLE
d. Other:	18d	481	652	664		664	2%	12	NO		ACCEPTABLE
Total Insurance:		4,094	2,991	7,364	0	7,364					
Total Other Expenditures:		75,217	94,311	76,624	0	76,624					
19. Excess Income Payment:	19	0	0	0		0	0%	0	NO		ACCEPTABLE
20. Regulatory and Bond Fees:											
a. S8 Pres Pass-Thru Trustee Bond Fees:	20a	0	0	0		0	0%	0	NO		ACCEPTABLE
b. Sec 8 Pres Pass-Thru Reg Fees:	20b	0	0	0		0	0%	0	NO		ACCEPTABLE
c. ARRA Regulatory Fees:	20c	0	0	0		0	0%	0	NO		ACCEPTABLE
Total Regulatory and Bond Exp:		0	0	0	0	0					
21. TOTAL EXPENDITURES:	21	263,220	253,177	232,102	0	232,102					
Subtotal of Income Minus Expenses	22	17,064	21,202	48,735	(5,813)	42,922					
Escrow Activities											
Tax Escrow											
Deposit:	E1-D	19,877	18,830	19,663		19,663	4%	833	NO		ACCEPTABLE
Insurance Escrow											
Deposit:	E2-D	13,141	15,671	14,824		14,824	-5%	(847)	NO		ACCEPTABLE
Replacement Reserve											
Deposit:	E3-D	9,738	10,045	10,214		10,214	2%	169	YES	YES	ACCEPTABLE
Withdrawal:	E3-W	9,836	0	9,496		9,496	100%	9,496	YES	YES	ACCEPTABLE
DCE Principal											
Withdrawal:	E4-W	0	0	0		0	0%	0	NO		ACCEPTABLE
DCE Interest											
Withdrawal:	E5-W	0	0	0		0	0%	0	NO		ACCEPTABLE
ORC											

Asset Manager Review Sheet

Development:	OLIVER GARDENS		
MSHDA #:	3007	Budget	2022

Score 3

		2021 BUDGET	PREVIOUS YEARS EXPENSES	PROPOSED 2022 BUDGET	MSHDA Adjustments	APPROVED BUDGET	Variance %	Variance Amount	Var Req Detail	Is detail acceptable	Line Item Acceptable
Withdrawal:	E6-W	0	0	0		0	0%	0	NO		ACCEPTABLE
Operating Assurance											
Withdrawal:	E7-W	0	0	0		0	0%	0	NO		ACCEPTABLE
Operating Deficit											
Withdrawal:	E8-W	0	0	0		0	0%	0	NO		ACCEPTABLE
Misc. Special Escrow											
Deposit:	E9-D	0	0	0		0	0%	0	NO		ACCEPTABLE
Withdrawal:	E9-W	0	0	0		0	0%	0	NO		ACCEPTABLE
Other Escrow											
Deposit:	E10-D	0	0	0		0	0%	0	NO		ACCEPTABLE
Withdrawal:	E10-W	0	0	0		0	0%	0	NO		ACCEPTABLE
Net Escrow Deposits & Withdrawal		(32,920)	(44,546)	(35,205)	0	(35,205)					
Fixed Assets											
Land Improvements - Additions	FA2	0	0	0		0	0%	0	NO		ACCEPTABLE
Building and Components - Additions	FA3	0	0	0		0	0%	0	NO		ACCEPTABLE
Maintenance Equipment - Additions	FA4	0	0	0		0	0%	0	NO		ACCEPTABLE
Office Equipment - Additions	FA5	0	0	0		0	0%	0	NO		ACCEPTABLE
Furniture and Fixtures - Additions	FA6	0	0	0		0	0%	0	NO		ACCEPTABLE
Other - Additions	FA7	0	0	0		0	0%	0	NO		ACCEPTABLE
Deduct Total Fixed Asset Additions		0	0	0	0	0					
Liability Activities											
Short-Term Related Party Advances/Liabilities	L9	0	-28,492	0		0	-100%	28,492	YES	YES	ACCEPTABLE
Other Short-Term Liabilities	L10	0	-4,703	0		0	-100%	4,703	YES	YES	ACCEPTABLE

Asset Manager Review Sheet

Score 3

Development:	OLIVER GARDENS		
MSHDA #:	3007	Budget	2022

		2021 BUDGET	PREVIOUS YEARS EXPENSES	PROPOSED 2022 BUDGET	MSHDA Adjustments	APPROVED BUDGET	Variance %	Variance Amount	Var Req Detail	Is detail acceptable	Line Item Acceptable
Deduct Liability Activity		0	33,195	0	0	0					
Financing Activities											
1st Mortgage Principal Balance	F1	36,404	34,633	38,267		38,267	10%	3,634	NO		ACCEPTABLE
Delinquent Mortgage Principal	F2	0	0	0		0	0%	0	NO		ACCEPTABLE
Small Size Loan	F5	0	0	0		0	0%	0	NO		ACCEPTABLE
Security Loan	F6	0	0	0		0	0%	0	NO		ACCEPTABLE
Preservation Loan	F7	0	0	0		0	0%	0	NO		ACCEPTABLE
MSHDA HOME Loan	F8	0	0	0		0	0%	0	NO		ACCEPTABLE
TCAP Loan	F9	0	0	0		0	0%	0	NO		ACCEPTABLE
NSP Loan	F10	0	0	0		0	0%	0	NO		ACCEPTABLE
1602 Loan	F11	0	0	0		0	0%	0	NO		ACCEPTABLE
Other MSHDA Loan	F12	0	0	0		0	0%	0	NO		ACCEPTABLE
Other Loan Balance	F13	0	0	0		0	0%	0	NO		ACCEPTABLE
Long-Term Related Party Loans	F14	0	0	0		0	0%	0	NO		ACCEPTABLE
Long-Term Related Party Advances	F15	0	-116,106	0		0	-100%	116,106	YES	YES	ACCEPTABLE
Other Financing	F19	0	0	0		0	0%	0	NO		ACCEPTABLE
Deduct Financing Activities		(36,404)	81,473	(38,267)	0	(38,267)					
Surplus Cash Activities											
Allowable Distributions	OE2	0	0	0		0	0%	0	NO		ACCEPTABLE
Net Surplus or Deficit Budget		(52,260)	91,324	(24,737)	(5,813)	(30,550)					

Asset Manager Review Sheet

Score 3

Development:	OLIVER GARDENS		
MSHDA #:	3007	Budget	2022

2021 BUDGET	PREVIOUS YEARS EXPENSES	PROPOSED 2022 BUDGET	MSHDA Adjustments	APPROVED BUDGET	Variance %	Variance Amount	Var Req Detail	Is detail acceptable	Line Item Acceptable
-------------	-------------------------	----------------------	-------------------	-----------------	------------	-----------------	----------------	----------------------	----------------------

CERTIFICATION: (You must sign here)

I, the undersigned, certify that all information contained herein is true and correct to the best of my knowledge.

AM	Date
<i>Shaun Prince</i>	11/4/2021
Supervisor	Date
<i>Justin Wieber</i>	11/4/2021

2022 RENT SCHEDULE FOR MSHDA PROGRAMS

Development	OLIVER GARDENS
MSHDA #	3007
County	Ingham
MSHDA Asset Mgr.	Prince, Shaun M
# Family Units	
# Elderly Units	30
Total Units	30

Program		Team
Management Co.		MICHIGAN ASSET GROUP
Rent Effective Date		January 1, 2022
Rent Restriction (based on # in household)		No
Rent Restriction (based on 1.5 per bdrm)		Yes
Last Contract Rent Adj Date (PBV only)		
HAP Anniversary Date (PBV only)		

Funding Sources	YES/NO	Expiration Date
MSHDA	Yes	2/1/43
Tax Credits	Yes	12/1/36
HOME		
1602		
TCAP		

Project Based Vouchers	TOTAL	
	0 BR	
	1 BR	
	2 BR	
	3 BR	
	4 BR	

[illegible]

[illegible]

* Maximum Allowable Rent = Maximum County Gross Rent Minus Utility Allowance

Notes:	Placed in service date is 7/12/2007. This development has HOME funds and a HAP contract through the Lansing Housing Commission, not from MSHDA. The only programs through MSHDA for this property are the bond loan and LIHTC. The tenant paid portion of the rent must be below the 30% AMI. The voucher rent payment may exceed the 30% limit as long as the tenant paid portion is below the limit. All utilities for this development are paid by the owner. The tenant does not pay for any utilities.
--------	---

Shaun Prince

Asset Manager

10/29/2021

Date _____