

CAPITAL NEEDS ASSESSMENT

for

***WOODPARK APTS.
1 Woodpark Lane
Hoosick Falls, NY 12090***



Prepared by:

RIGHT-TRAK DESIGN, INC.

58 Beaver Pond Road
Weare, New Hampshire 03281-5800

(603) 529-2022

www.rightrakdesign.com

Project: Woodpark Apartments, Hoosick Falls, NY 12090

Date: 19 April 2010

Capital Needs Summary

On 17 September 2009 a property inspection was conducted for Woodpark Apartments in Hoosick Falls, NY. The property was completed in 1982 and contains a total of 28 one-bedroom and 2 two-bedroom apartments contained in a single building. There are two fully accessible units at the property. The inspection was conducted to help evaluate the overall condition of the structures and site and to identify possible deficiencies involving life safety, replacement, and maintenance issues. The information obtained was used to help forecast the long-term capital needs of the property. For purposes of this report the property is shown as being 24 years old.

Generally, the property is in good condition. Several major building system components are nearing the end of their expected useful life. Specifically, parking lots, the remaining roof coverings, sections of siding and trim, window frames, and kitchen cabinetry will need replacing in the near term (years 1-5). For planning purposes her, Year 1 of the report is shown as 2010. Total twenty-year capital needs are projected at **\$0000000 in inflated dollars** (or \$0000000 in current dollars), which is **\$000000/unit in inflated dollars** (or \$000000 in current dollars). Given some of the unique needs that Woodpark Apartments requires, this level of capital needs is viewed to be in line with comparable projects.

Health and Safety

There are several issues concerning health and safety that should be addressed. For the common areas, there is 468 lf of wood post and rail fence along the west side of the property. The fence does not provide adequate safety from the change in grade on the other side. Several of the posts have rotted out and some sections are leaning. Secondly, at least two sets of fire doors in the hallways have appeared to have warped. These doors do not provide a complete fire-resistant seal when closed in their frames. Third, several emergency light fixtures date to the original construction of the building. Although operational, the lights should be replaced to ensure ongoing functionality. Fourth, the units do not appear to have ground fault circuit interrupter (GFCI) outlets in the kitchens. This applies to all power receptacles within 6 feet of a water source. And finally, the accessible units need adequate horn and strobe warning devices.

Site

Paved Surfaces

The parking lot has a capacity of 36 parking spaces (including 4 accessible spaces). The parking surface exhibits surface cracking and areas of settlement. The road entrance was resurfaced in 2003 (\$5,000) and the parking lot was sealed in 2002. The parking spaces including the accessibility markings will need to be resriped. There is a 5-foot wide concrete walkway along the west side of the property. Several slabs have cracked, displaced, and heaved.

- Budget costs to resurface the lot in Year 1.
- Costs are shown every five years starting in year 5 to crackfill and sealcoat the paved parking areas.
- Budget in year 2 for sectional walkway replacement.

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Retaining Walls and Fences

There is 468 lf of wood post and rail fence along the west side of the property, adjacent to the walkway. Several of the posts have rotted out and some sections are leaning. Surrounding trees include Pines and Hemlocks. Shrubs include little leaf lindens, Scotch Pines, Junipers and Ivy. The terrain is rocky and sloped to the front and side of the property and graded at the rear. There is a six-foot high concrete retaining wall that shores the land at the east side of the property. The concrete wall is in good condition. There is a low pressure-treated wood retaining wall at the east side of the property.

- Budget to repair and make safe the fence (H&S).
- Budget to replace the pressure-treated sections in year 10.

Site Amenities

There is a wood development sign that displays equal housing and accessibility markings. There is also a flagpole and wood picnic table at the south side of the property. Twelve pole-mounted fixtures provide site lighting. There is a four cubic yard dumpster located on the south side of the property. The dumpster is leased.

- Repaint the sign as needed through routine operations.
- Budget in year 2 for light fixture replacement.

Utilities

Electrical service enters the property by underground wire. There is a pad-mounted transformer at the rear of the building approximately 130 feet from the building. The transformer is owned and maintained by the local utility company. The building is connected to the municipal sewer system and the sewer line is comprised of a 6-inch PVC pipe that exits the building. The incoming water line is a 4-inch cast iron pipe. The potable water line has a gate valve and Badger meter. There are approximately 340 feet of storm water lines with 4 catch basins. No problems were observed with regard to site drainage.

Architectural

Appurtenant Structures

There is a storage shed located on the entrance to the building. The shed has T1-11 siding and an asphalt shingle roof covering. There is a second storage shed with a metal roof covering that houses the generator. The lower edges of the T1-11 are water damaged. Re-siding is included with exterior walls below.

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Building Envelope

The perimeter foundations of the main building are concrete and have 2 inches of Styrofoam insulation applied. The slab is 4-inches thick. The exterior walls are constructed of 2x6 stud walls at 16-inch o.c., with 1/2" exterior plywood, building paper and wood siding. The inside faces are lined with vapor barrier and 5/8" drywall. The exterior walls have 6 inches of fiberglass insulation. The exteriors are clad with 1x6-inch tongue and groove with fixed wood panels. The soffits are two-foot wide. Areas of water damage were observed around the building footprint, rake boards, and at the splashback areas of the gable walls. The upper floor is framed with 2x10 joists with 2.5-inches of fiberglass insulation. There is a wood deck at the rear of the building. 6x6 posts support the deck.

- Budget in year 2 to re-side the first three feet of the building with a non-porous material, other siding repairs and paint.
- Budget in years 10 and 20 for a second paint cycle.
- Budget in year 8 to re-seal/paint the wood deck.

Roof Structure

The roof structure has a 5 in 12 slope and includes 2x12 rafters at 16 inches o.c. The roof is covered with asphalt shingles. The original shingles are 240# on 15# felt. The roof above the office and north end of the building was replaced in 2009. The shingles at the south side are curled and deteriorated. This area is planned to be sealed in 2009. Ridge vents have been installed. There is 12 inches of fiberglass batt insulation in the attics. Rainwater drainage is provided by limited sections of aluminum gutters at the south side of the building. Maintain as needed through routine operations.

- Budget to replace the remaining roof covering in year 1.

Doors and Windows

Window frames are wood with single glazed lites typically arranged with a center picture window flanked on each side by an operable awning window. The window lites have an insert storm window. Other configurations include the crank out awning type. The windows that were tested operated properly, however several lites did not close properly in their frames. The main entrance door has a 34-inch clear opening with a 49-inch clear space between the inner and outer vestibule doors when opened. The main door locks were replaced in 2007. There are several exterior steel doors with a glazed half lite located around the building that provides additional means of egress from the building.

- Budget in year 2 to replace the windows.
- Budget in year 7 to replace the entrance doors.
- Budget to replace the solid exterior doors in year 7.

Exterior Lighting

The entrance and deck has ceiling incandescent canister fixtures. There are also wall mounted halide fixtures.

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Interior Common Spaces

Common area walls have a painted finish and a mix of painted mopboard. There is a rounded wood handrail on one side of the hallway. Areas of water staining were observed on the upper floors. The ceilings have a texture painted finish. Some water staining was observed on the finishes of the upper floor. The hallways, community room floor and kitchen have carpet flooring. The carpet was replaced around 2000. Isolated areas of staining were observed. The hallways have a wall-mounted railing. Maintain as needed through routine maintenance. Hallway fire doors are by Warnock Hersey and are rated at 1.5-hours. The doors have closers, wired vision panels, and are held back on magnetic releases. Several of the fire doors have warped and do not close properly. The doors to the laundry have a 33-inch clear opening with lever hardware. The door to the main office has a 34-inch clear opening. There is a recessed wall-mounted mail facility located in the hallway. The accessible boxes are at 51" and 46" high. The mailbox has a 57-inch high outgoing letter slot. Interior common area lighting is provided by 2x4-foot T12 fluorescent 40W tubes. All fixtures were replaced in 2000. Electric fan coil panels are located in the stair ways. Maintain as needed through routine maintenance.

- Budget in years 6 and 16 for hallway painting.
- Budget in year 1 to repaint the ceilings.
- Budget to replace the damaged doors (H&S).
- Budget in years 2 and 12 to replace the carpet.

Common Area Laundry

The downstairs laundry has a front-loading washing machine (Frigidaire) and a dryer (Whirlpool). The upstairs laundry has a commercial grade Continental washing machine and a Whirlpool dryer. The appliances are coin-operated, owned by the development and range between 1 and 10 years old. The door to the laundry has a 33-inch clear opening with lever hardware. Both laundries have VCT floors.

- Budget costs every five years to replace a laundry appliance, starting in year 2.
- Budget to replace the VCT flooring in years 2 and 17.

Community Kitchen

The community room kitchen cabinets are located adjacent to the community room. The cabinets have solid wood face frames. The cabinets do not meet ADA. The community room kitchen countertop is a rounded edged laminate particleboard fixed at 36-inches high. There is a single bowl stainless steel sink with a single handled faucet, aerator, and spray attachment. The countertop does not meet ADA requirements. There is a 30-inch wide General Electric range with controls located at the front (Model# JBS03C003AD), a 30-inch wide recirculating rangehood by Broan, and a 14.cu.ft refrigerator by GE (model# TBX14SPGLWH).

- Budget to replace the cabinets in year 1.
- Budget in year 1 to replace the countertop in conjunction with cabinet replacement.
- Budget in year 10 to replace the range.
- Budget in year 1 to replace the rangehood concurrent with cabinet replacement.
- Budget to replace the refrigerator in year 7.

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Public Restroom

The restroom doors have a 34-inch clear door opening and the restrooms have a 60-inch turning radius. Fixtures include a UPC toilet with a seat height of 19-inches. Lavatories are wall-mounted with a single handled faucet, aerator, and pipewrap. The fixtures are in good condition. Maintain as needed through operations. The toilet paper holder is fixed at 25-inches high and is not in-line with the toilet. The grab bars are 1.5-inches dia., 1.5-inches from the wall, and 24-inches long. The grab bars are not in compliant positions. The mirror is located at 53-inches, the soap holder at 42-inches, and the paper-towel holder is located at 46-inches.

- Budget in year 1 to relocate the medicine cabinets and toilet paper holder, and install grab bars in compliant positions.

Mechanical and Electric

Electrical Systems

There is a Square D 1200-amp main disconnect panel with two 400-amp sub-panels. Electrical service is 3-phase, 4-wire. The units are individually metered for electricity. The hallways have hardwired smoke alarms and heat detectors. Emergency lighting is provided by wall-mounted, twin-lamped battery packs. Nine units are original. There is an emergency propane-fired generator located in an exterior shed. The generator is by Winco and supplies 3-phase power to the building. The engine has 372 hours of run time and is rated at 35 KW, 1-Amp (43KVA). Power surge protectors were installed to the generator in 2004. The generator was overhauled in 2009 (including replacement of the monitor). The propane tank is located on the exterior. There is also a 6KW mobile generator as back-up.

- Budget to replace the smoke detectors in years 5 and 15.
- Budget to replace the emergency wall lights.
- Budget in year 7 to perform additional generator overhaul and repairs.

Control Panels

There is a central intercom panel in the vestibule at the front of the building. The highest button is located at 65-inches and the office call button is at 45-inches. There is a central fire alarm control panel by ESL (1500 Series) with the common area devices being hardwired. The panel was replaced in 2004. Discuss installing a fire department notifier at client review.

- Budget in year 10 to replace the intercom panel.
- Budget in year 15 to replace the fire alarm panel.

Chairlift

The property has a chairlift by Easylift (Model# EZ850) installed on one of the stairways.

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Common Area HVAC and DHW (Domestic Hot Water)

The stairways have supplemental electric fan coil radiation. The community room has two ceiling fans. There are two direct-drive powered roof exhausts at the south side of the property that provide ventilation to the building. Maintain the fans through routine operations. There is a single 80-gallon Bradford White electric hot water tank that serves the laundry and community room. The tank was last replaced in 2002.

- Budget in year 7 to replace the DHW tank.

Distribution Systems

Distribution pipes include 3-inch and 4-inch main sewer lines that branch to a 6-inch PVC pipe that exits the building. Unit distribution pipes are 1.5-2-inch lines for the tubs and sinks and 3-4-inch pipes for the toilets. Vent stacks are 3-4-inches and vent through to the roof line. Interior copper piping is a mix of .75-inch and 1-inch diameter. There were no observed or reported problems.

Dwelling Units

Finishes

Hallway entry doors are solid wood with an aluminum frame. The hallway doors are rated at 1-hour and are manufactured by Warnock Hersey. The doors have turnstyle door hardware and a peepsight. The accessible units have a 33-inch clear opening, lever hardware, and a peepsight at 44-inches high (not lowered at unit 107). Hallway doors have been replaced with Brockway Smith 1-hour rated doors at units 102, 103, 110, 114, and 211 within the last five years. Interior doors are hollow-core and have lever door hardware. Unit closet doors are hollow-core wood and the bi-fold type. The closets have light fixtures. The accessible units have the closet shelf height within acceptable reach ranges and a rail set at 62-inches high. Living area walls have 5/8-inch drywall with a smooth, painted finish. The walls have painted mopboards. Unit painting is shown as an operating expense. Living area ceilings have 5/8-inch drywall with a texture painted finish. Carpet finishes were observed in the living rooms and bedrooms. Slight stains were observed although the carpets have light traffic. New carpet is reported to have been installed in units 102, 104, 106, 110, 114, and 201 within the last five years. Vinyl resilient flooring is located in the kitchens. New vinyl floors were reported in units 104, 106, 108, 110, 114, 201, and 209. The bathrooms have a ceramic tiled floor with a tiled mopboard.

- Costs are shown every five years starting in year 2 to replace other doors as needed.
- Budget costs throughout the plan for carpet replacement.
- Budget in years 1-10 to replace the vinyl floors.

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Bathroom Fixtures and Accessories

Bathroom accessories include a semi-recessed mirrored medicine cabinet (38-inches), soap dish, toothbrush holder, toilet paper holder, and a towel bar. The accessible units have floor/wall mounted grab bars. Accessories are in good condition; replace as needed through routine operations. The units have an American Standard vitreous china lavatory set in a rounded edge laminated particleboard countertop. The accessible units have a wall-mounted lavatory with a Moen single handled faucet with aerator. Vanities are laminated particleboard frames with laminated particleboard doors. Approximately 2 vanities have been replaced to date. The toilets are a mix of UPC, Eljer and American Standard. Approximately 33% of the toilets have been replaced to date. The accessible toilets have a seat height of 18-inches from the floor. The units have an enameled cast iron tub and ceramic tiled surround. The enclosures have grab bars and a remote shower wand on a sliding bar. The tubs have a Symmons/Temptrol mixing and diverter valve. The accessible units have a roll-in shower stall with grab bars (1.5-inches in diameter, 1.5-inches away from the wall, and 33-inches high). Bathrooms do not have a 60-inch clear turning radius. There is no tub seat provided. The tiled surrounds are dated but functional.

- Budget in years 1-5 to replace the bathroom lavatories.
- Budget costs in years 1-5 to replace the vanities concurrent with kitchen cabinets.
- Budget in years 1-5 to replace the remaining toilets.
- Budget costs at a slow rate to replace the ceramic tile surrounds.

Kitchen Cabinets and Appliances

Cabinets are plywood with solid wood face-frames with veneered door and drawer fronts. The cabinets have loop handles and particleboard shelves. The accessible kitchens have a 60-inch turning radius, however there are no knee spaces. The countertops are laminated particleboard with a rounded edge and backsplash. The single bowl sinks are stainless steel and have a single handled faucet by Moen. Gate valves are under the sink. The accessible unit countertop is set at 36-inches high and has a shallow bowl sink and lever faucet. Ranges are 21-inch wide electric models by General Electric (Model# JASO5002AD) and are 10KW models. New stoves were reported in units 115 and 209 within the last five years. Rangehoods are by Broan, are 24-inches wide and are the recirculating type (model# 40.000-C). Refrigerators are by General Electric (Model# TBX14SASJRWH). Accessible refrigerators have the controls at the front and have over 50% of the shelving area within accessible reach ranges. New refrigerators were reported in units 114 and 202 within the last five years. An old Westinghouse refrigerator was observed in unit 214.

- Budget in years 2-6 for cabinet replacement.
- Budget costs in years 2-6 to replace the countertops.
- Budget in years 2-6 to change over to ball valves during kitchen renovations.
- Budget costs in years 1-5 to replace the remaining ranges.
- Budget costs in years 1-6 to replace the newer ranges.
- Budget costs in years 2-6 to replace the rangehoods.
- Budget to replace the refrigerators in years 9-11.
- Budget in year 1 to replace three refrigerators.

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HVAC and DHW

The units are heated by electric baseboards. Isolated strip boards have been replaced to date. The bathrooms have a Broan mechanical fan/light unit with heat lamp. Many of the fans were noisy. Approximately 50% of the fans are scheduled to be replaced. Through-wall AC units are owned by the tenant. The dwelling units have individual 20-gallon electric hot water tanks by A.O. Smith (2500W). Twenty-two tanks are older and need to be replaced. The newer DHW tanks are 30 gallon and are typically manufactured by Bradford-White.

- Costs are shown in years 5-14 for fan replacement.
- DHW tank costs are shown in years 1-7.
- Replacement of the newer DHW tanks is shown in years 7-11.

Electrical

Each unit has a circuit breaker panel by Square-D. The panels do not have a main breaker. The panels in the accessible units have not been lowered and the highest breaker is at 64-inches. There are no light fixtures in the living areas and bedrooms. These spaces have switched outlets. The hallways have an incandescent globe fixture in the hallway and a ceiling fan unit with an incandescent lamp in the dining area. The bathrooms have a 1x4' fluorescent tube light fixture and an electric heat lamp on a timer switch. The kitchens have 2x4 T12 fluorescent lamps with old ballasts. Honeywell wall-mounted thermostats are fixed at 56-inches high and are located in the bedrooms, bathrooms, and living areas. The accessible units do not have horn and strobe devices. The units have GFCI outlets in the bathrooms. All GFCIs were replaced in 2004. The light switches are located at 49-inches high. The power receptacles are centered at 25-inches from the floor level. Each unit has an ECAS system with pull chords in the bedrooms and bathrooms. Kidde smoke detectors were installed in all of the bedrooms in 2005. Living area smoke detectors are hardwired to the central fire alarm panel. The intercom panels are located at 60-inches high and have push buttons for communication/door release. The intercom panel has not been lowered in the accessible units. Maintain as needed through operations.

- Budget to install GFCIs in the kitchens.
- Budget costs in years 6 and 16 to replace the smoke detectors.

Accessibility

Site

There is a wood development sign that displays equal housing and accessibility markings. The parking lot has a capacity of 36 parking spaces (including 4 accessible spaces). The designated accessible parking spaces have an acceptable width (9-feet) and an access aisle of at least 60-inches wide. The cross hatching of the access aisle should be restriped at a 45-degree angle when the parking lot is resurfaced. There is proper parking space signage. The main entrance door has a 34-inch clear opening with a 49-inch clear space between the inner and outer vestibule doors when opened.

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Interior Common Areas

There is a central intercom panel in the vestibule at the front of the building. The highest button is located at 65-inches and the office call button is at 45-inches. The doors to the laundry have a 33-inch clear opening with lever hardware. The downstairs laundry has a front-loading washing machine (Frigidaire) and a dryer (Whirlpool). The door to the main office has a 34-inch clear opening. There is a recessed wall mounted mail facility located in the hallway. The accessible boxes are at 51 and 46-inches high. The mailbox has a 57-inch high outgoing letter slot.

Community Kitchen

The community room kitchen cabinets are located adjacent to the community room. The cabinets have solid wood face frames. The cabinets do not meet ADA in that there is no knee space. The community room kitchen non-compliant countertop is a rounded edged laminate particleboard fixed at 36-inches high. There is a compliant single bowl stainless steel sink with a single handled faucet, aerator, and spray attachment. The kitchen appliances are compliant in that the controls are located at the front and have clear accessible approaches.

- Budget to replace the cabinets in year 1.
- Budget in year 1 to replace the countertop in conjunction with cabinet replacement.

Public Restroom

The restroom doors have a 34-inch clear door opening and the restrooms have a 60-inch turning radius. Fixtures include a UPC toilet with a seat height of 19-inches. Lavatories are wall-mounted with a single handled faucet, aerator, and pipewrap. The fixtures are in good condition. Maintain as needed through operations. The toilet paper holder is fixed at 25-inches high and is not in-line with the toilet. The grab bars are 1.5-inches dia., 1.5-inches from the wall, and 24-inches long. The grab bars are not in compliant positions. The mirror is located at 53-inches, the soap holder is at 42-inches, and the paper-towel holder is located at 46-inches.

- Budget in year 1 to relocate the medicine cabinets and toilet paper holder, and install grab bars in compliant positions.

Future Elevator

The Town of Hoosick Housing Authority (THA) is active in enhancing universal access throughout the building. The Authority commissioned a feasibility study to construct an elevator shaft with a single cab to the property. The report completed by Architecture Plus in 2005 estimated the cost of the improvement in the region of \$300,000. For purposes of this report no costs are shown with regard to this project. The property currently has a chairlift by Easylift (Model # EZ850) installed on one of the stairways.

Accessible Units

There are two accessible units (1 one-bedroom unit and 1 two-bedroom unit). The accessible units have a 33-inch clear entry, lever hardware, and a peepsight at 44-inches high (not powered at unit 107). Interior doors are hollow-core and have lever door hardware. The accessible units have the closet shelf height within acceptable reach ranges and a rail set at 62-inches high.

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Bathroom Fixtures and Accessories

Bathrooms do not have a 60-inch clear turning radius. Bathroom accessories include a semi-recessed mirrored medicine cabinet (38-inches), soap dish, toothbrush holder, toilet paper holder, and a towel bar. The accessible units have floor/wall mounted grab bars both sides of the toilet. The toilets have a seat height of 18-inches from the floor. The grab bars restrict the clear approach to the toilet. The accessible units have a wall-mounted lavatory with a Moen single handled faucet with aerator. Pipe wrap was observed under the lavatory. The accessible units have a roll-in shower stall with grab bars (1.5-inches in diameter, 1.5-inches away from the wall, and 33-inches high). There is no shower seat provided.

Kitchen Cabinets and Appliances

The accessible kitchens have a 60-inch turning radius, however there are no knee spaces. The countertops are laminated particleboard with a rounded edge and backsplash. The single bowl sinks are stainless steel and have a single handled faucet by Moen. Gate valves are under the sink. The accessible countertop is set at 36-inches high and has a shallow bowl sink and lever faucet. The kitchen appliances are compliant in that the controls are located at the front and have clear accessible approaches. Accessible refrigerators have the controls at the front and have over 50% of the shelving area within accessible reach ranges.

Electrical Panel and Wiring

The electrical panels in the accessible units have not been lowered and the highest breaker is at 64-inches. Honeywell wall-mounted thermostats are fixed at 56-inches high and are located in the bedrooms, bathrooms, and living areas. The accessible units do not have horn and strobe devices. The intercom panels are located at 60-inches high and have push buttons for communication/door release.

- Relocate the closet rail to acceptable reach ranges (operating budget).
- Provide a management procedure for resetting electrical circuit breakers.
- Provide a shower seat (operating budget).
- Relocate the intercom panel.
- Install horn/strobe devices to the accessible units.

Environmental

The property was built in 1982. There are no signs of the property being constructed with any hazardous material including regulated asbestos containing material (RACM) or lead based paint (LBP). There are no abandoned underground storage tanks. There is a pad-mounted transformer located close to the building. The transformer is owned and maintained by the local utility company. The transformer does not have a PCB (polychlorinated biphenyls) free sticker.

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How Replacement Costs are Determined

Replacement costs used in this report are determined by several factors. Component replacement prices are based upon industry norms and historical data for similar properties. Estimates for capital work are also developed with the use of industry-wide estimating sources such as RS Means and Marshall and Swift to estimate the cost for the various work items. Additional sources include engineering estimates, and cross-referencing with management accounting.

Recommendations

Site

- Budget costs to resurface the lot in Year 1.
- Costs shown every five years starting in year 5 to crack-fill and seal coat the paved parking areas.
- Budget in year 2 for sectional walkway replacement.
- Budget to repair and make safe the fence (H&S)
- Budget to replace the pressure-treated sections in year 10.
- Repaint the sign as needed through routine operations.
- Budget in year 2 for light fixture replacement.

Building Architectural

- Budget in year 2 to re-side the first three feet of the building with a non-porous material, other siding repairs and paint.
- Budget in years 10 and 20 for a second paint cycle.
- Budget to replace the remaining roof covering in year 1.
- Budget in year 2 to replace the windows.
- Budget in year 8 to re-seal/paint the wood deck.
- Budget in year 7 to replace the entrance doors.
- Budget to replace the solid exterior doors in year 7.
- Budget in years 6 and 16 for hallway painting.

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- Budget in year 1 to repaint the ceilings.
- Budget to replace the damaged doors (H&S)
- Budget to replace all of the ceiling tiles in year 1
- Budget in years 2 and 12 to replace the carpet.
- Budget costs every five years, starting in year 2 to replace a laundry appliance.
- Budget to replace the VCT in years 2 and 17.
- Budget to replace the cabinets in year 1.
- Budget in year 1 to replace the countertop in conjunction with cabinet replacement.
- Budget in year 10 to replace the range.
- Budget in year 1 to replace the rangehood concurrent with cabinet replacement.
- Budget to replace the refrigerator in year 7.
- Budget in year 1 to relocate the medicine cabinets and toilet paper holder, and install grab bars in compliant positions.

Mechanical & Electrical

- Budget to replace the smoke detectors in years 5 and 10.
- Budget to replace the emergency wall lights.
- Budget in year 7 to perform additional overhaul and repairs.
- Budget in year 10 to replace the intercom panel.
- Budget in year 19 to replace the fire alarm panel.
- Budget in year 7 to replace the DHW tank.

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Dwelling Units

- Budget costs throughout the plan for carpet replacement.
- Costs are shown every five years starting in 2 to replace other doors as needed.
- Budget costs throughout the plan for carpet replacement.
- Budget in years 1-10 to replace the vinyl floors.
- Budget in years 1-5 to replace the bathroom lavatories.
- Budget costs in years 1-5 to replace the vanities concurrent with kitchen cabinets.
- Budget in years 1-5 to replace the remaining toilets.
- Budget costs at a slow rate to replace the ceramic tile surrounds.
- Budget in years 2-6 for cabinet replacement.
- Budget costs in years 2-6 to replace the countertops.
- Budget in years 2-6 to change over to ball valves during kitchen renovations.
- Budget costs in years 1-5 to replace the remaining ranges.
- Budget costs in years 16 to replace the newer ranges.
- Budget costs in years 2-6 to replace the rangehoods.
- Budget to replace the refrigerators in years 5-11.
- Budget in year 1 to replace three refrigerators.
- Costs are shown in years 5-14 for fan replacement.
- DHW tank costs shown in years 1-7.
- Replacement of the newer DHW tanks is shown in years 7-11.
- Budget to install GFCIs to the kitchens.
- Budget costs in years 6 and 16 to replace the smoke detectors.

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Accessibility – Common Areas

- Budget to replace the community room kitchen cabinets in year 1.
- Budget in year 1 to replace the countertop in conjunction with cabinet replacement.
- Budget in year 1 to relocate the medicine cabinets and toilet paper holder, and install grab bars in compliant positions.

Accessibility – Dwelling Units

- Relocate the closet rail to acceptable reach ranges (operating budget).
- Provide a management procedure for resetting electrical circuit breakers
- Provide a shower seat (operating budget).
- Relocate the intercom panel
- Install horn/strobe devices to the accessible units.

Needs Funded by Third Party

There are currently no third party funds allocated to meet any of the capital needs described in this report. Per direction of the USDA, no replacement reserve analysis is included in this report.

Acknowledgements

Right-Trak Design would like to thank Ms Zedalis (property manager) and the maintenance staff for their assistance.

**Capital Needs Assessment
Project Summary**

Project: Woodpark Apartments

Date: 7/28/2010

Provider

Name: Right-Trak Design, Inc.
Addr1: 58 Beaver Pond Road
Addr2:
City: Weare
State: NH **Zip Code:** 03281
Phone: 603-529-2022
Email: info@righttrakdesign.com

Owner

Name: Town of Hoosick Housing Authority
Addr1: PO Box 149
Addr2:
City: Hoosick Falls
State: NY **Zip Code:** 12090
Phone: (518)-686-5408
Email: mpzedalis@gmail.com

Site Information / Unit Mix

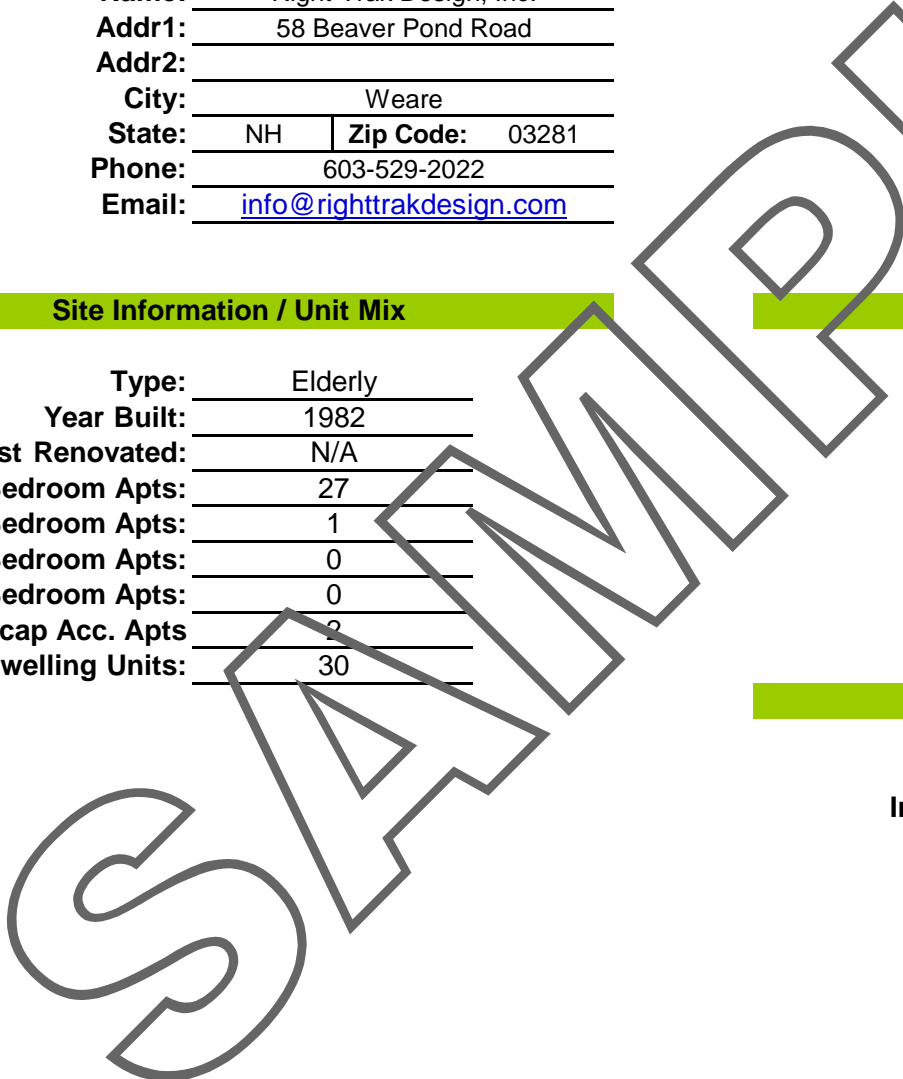
Type: Elderly
Year Built: 1982
Last Renovated: N/A
1 Bedroom Apts: 27
2 Bedroom Apts: 1
3 Bedroom Apts: 0
4 Bedroom Apts: 0
Handicap Acc. Apts: 2
Total Dwelling Units: 30

Project

Name: Woodpark Apartments
Addr1: 1 Woodpark Lane
Addr2:
City: Hoosick Falls
State: NY **Zip Code:** 12090
County: Renssealer
Phone: (518)-686-5408
Email: mpzedalis@gmail.com

Inspection Report

Date: 11/19/2009
Inspector: Karl Atkinson

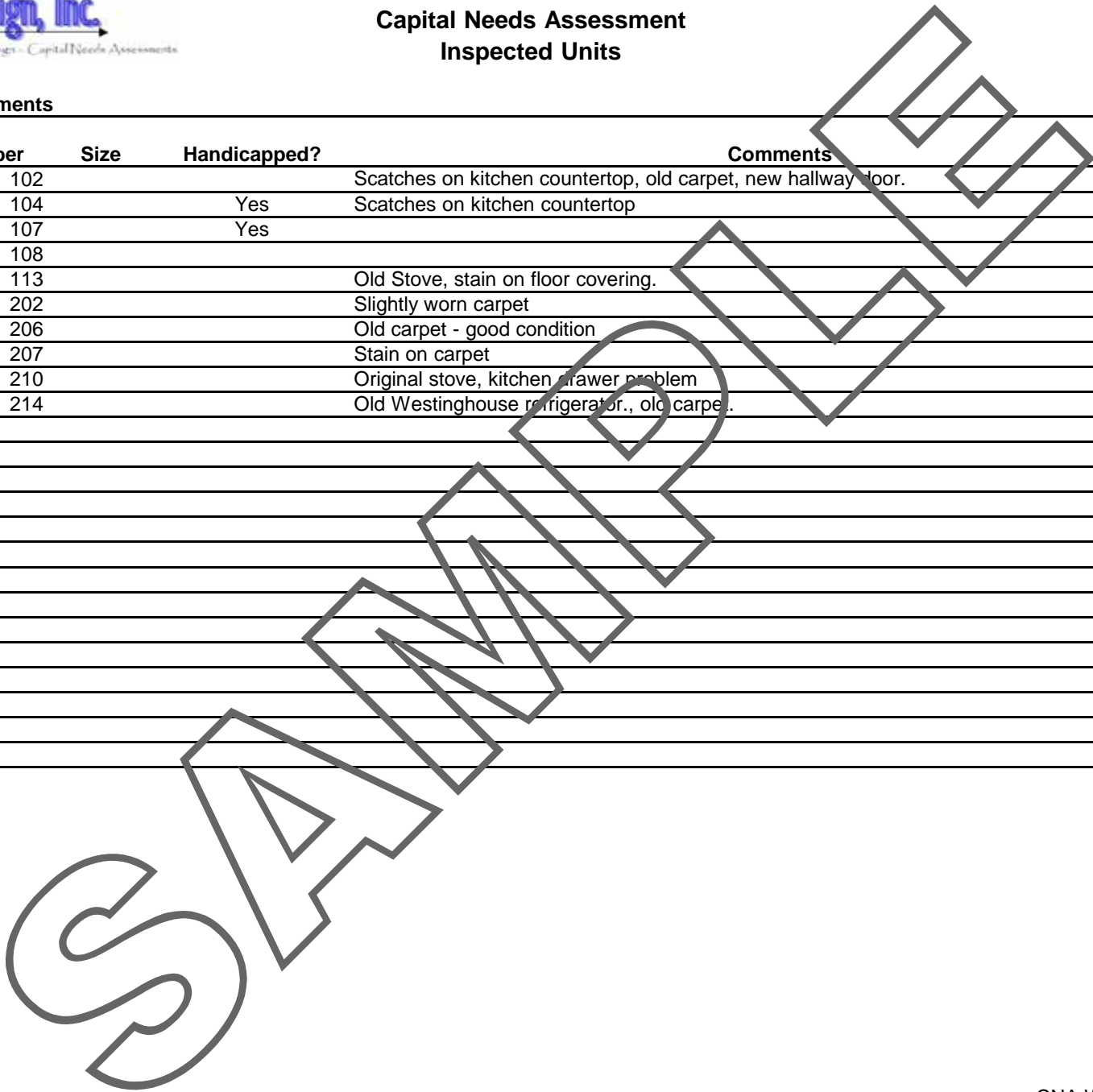


**Capital Needs Assessment
Inspected Units**

Project: Woodpark Apartments

Date: 7/28/2010

	Unit Number	Size	Handicapped?	Comments	Occupied?
1	102			Scatches on kitchen countertop, old carpet, new hallway floor.	Yes
2	104		Yes	Scatches on kitchen countertop	Yes
3	107		Yes		Yes
4	108				Yes
5	113			Old Stove, stain on floor covering.	Yes
6	202			Slightly worn carpet	Yes
7	206			Old carpet - good condition	Yes
8	207			Stain on carpet	Yes
9	210			Original stove, kitchen drawer problem	Yes
10	214			Old Westinghouse refrigerator., old carpe.	Yes
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					



Capital Needs Assessment
Materials and Conditions - Site

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Built Improvements (playgrounds/site furniture)	20	28	0	Good	No Action	0	0	0	•	•	There is a wood development sign that displays equal housing and accessibility markings. There is also a flagpole and wood picnic table at the south side of the property. • Repaint the sign as needed through routine operations.
Dumpsters	10	5	5	Good	No Action	0	0	0	•	•	There is a four cubic yard and a four cubic yard dumpster located on the south side of the property. The dumpster is leased.
Electrical Main and Distribution	40	28	12	Good	No Action	0	0	0	•	•	Electrical service enters the property by underground wire. There is 130 feet of cable to the pad mounted transformer.
Electrical Transformer	30	28	2	Good	No Action	0	0	0	•	•	There is a pad mounted transformer at the rear of the building.
Fencing: Post and Rail	25	10	0	Good	Replace	1	177 lf		•	••••	There is 468lf of wood post and rail fence along the west side of the property. Several of the posts have rotted out and some sections are leaning. Budget to repair and make safe the fence.
Landscaping	50	28	22	Good	No Action	0	0	0	•	•	Surrounding trees include Pines and Hemlocks. Shrubs include Little leaf lindens, Scotch Pines, Junipers and Ivy. The terrain is rocky and sloped to the front and side of the property and graded at the rear.
Parking and Roadway Pavement, asphalt	25	28	1	Poor	Replace	1	21000 sf		••••	••••	The parking lot has a capacity of 36 parking spaces (including 4 accessible spaces). The parking surface exhibit surface cracking and areas of settlement. The road entrance was resurfaced in 2003 (\$5,000). Budget costs to resurface the lot in Year 1. The parking spaces including the accessibility markings will need to be restriped.
Parking and Roadways, Asphalt (Sealing)	5	0	5	Good	Repair	1	21000 sf		••••	••••	The parking lot was sealed in 2002. Costs shown every five years starting in year 5 to crackfill and sealcoat the paved parking areas.
Pedestrian Walkway Paving: Concrete	30	28	2	Fair	Replace	1	413 sf		•	••••	There is a 5-foot wide concrete walkway along the west side of the property. Several slabs have displaced and heaved. •••• Budget in year 2 for sectional walkway replacement.
Retaining Walls:Concrete	30	28	22	Good	No Action	0	0	0	•	•	There is an six-foot high concrete retaining wall that shores the land at the east side of the property. The concrete wall is in good condition.

**Capital Needs Assessment
Materials and Conditions - Site**

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Retaining Walls:Wood	15	5	10	Good	Replace	1	115	lf			There is a low pressure-treated wood retaining wall at the east side of the property. Budget to replace the pressure-treated sections in year 10.
Site Lighting	30	28	2	Good	Replace	1	12	ea	Site lighting is provided by twelve pole mounted fixtures. Budget in year 2 for light fixture replacement.
Site Sewer Main / Lines	50	28	22	Good	No Action	0	0	0	.	.	The building is connected to the municipal sewer system. The site sewer line is comprised of a 6-inch PVC pipe that exits the building.
Site Water Main / Lines	40	28	12	Good	No Action	0	0	0	.	.	The building is connected to the municipal water system. The incoming water line is a 4-inch cast iron pipe. The potable water line has a gate valve and Badger meter.
Storm Drain Catch Basin	40	28	12	Good	No Action	0	0	0	.	.	There are 4 storm catch basins.
Storm Drain Lines	50	28	22	Good	No Action	0	0	0	.	.	There is approximately 340 feet of storm lines. No observed or reported problems.

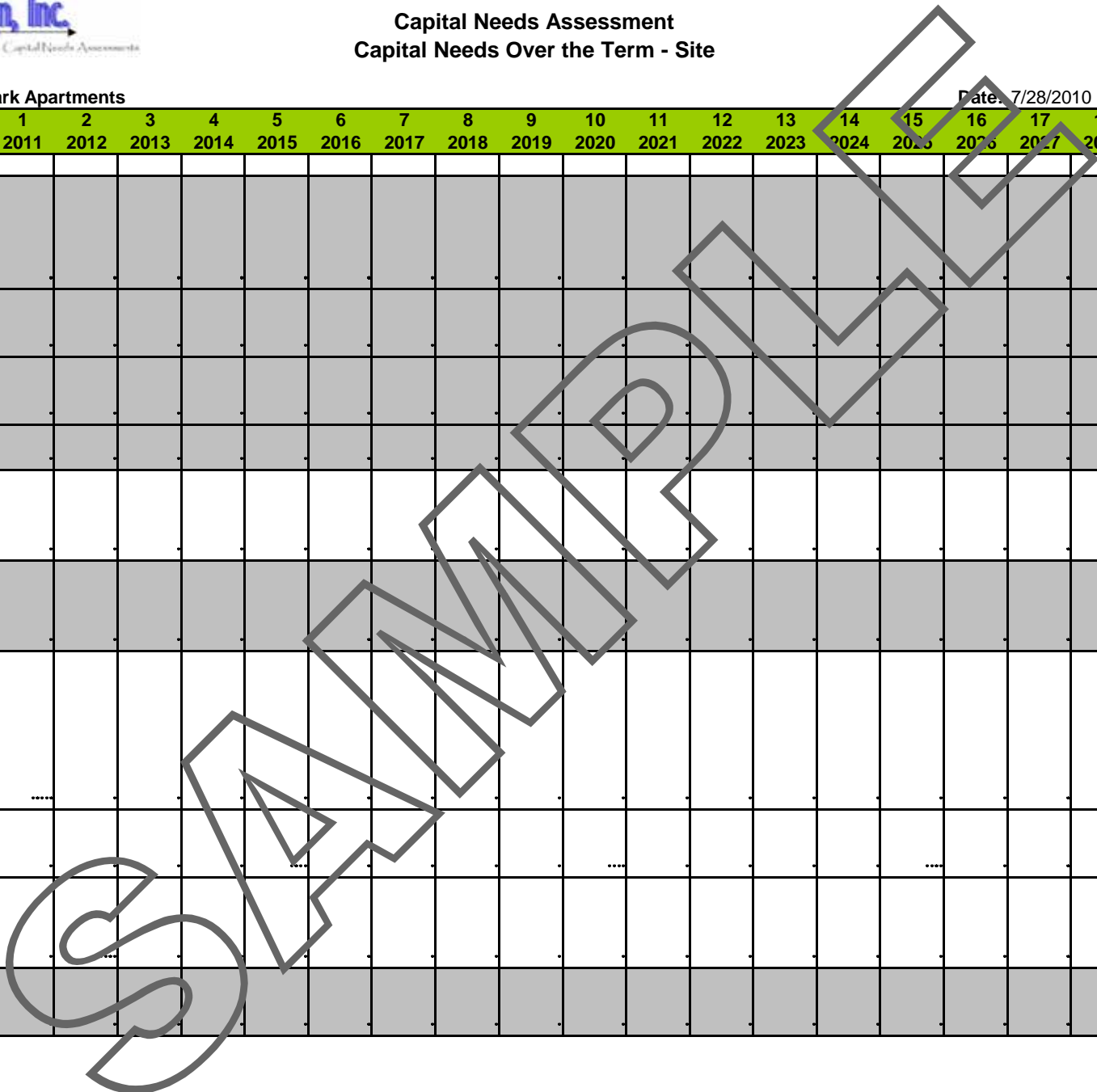
SAMPLE

**Capital Needs Assessment
Capital Needs Over the Term - Site**

Project: Woodpark Apartments

Date: 7/28/2010

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total		
Built Improvements (playgrounds/site furniture)																								
Dumpsters																								
Electrical Main and Distribution																								
Electrical Transformer																								
Fencing: Post and Rail
Landscaping																								
Parking and Roadway Pavement, asphalt	
Parking and Roadways, Asphalt (Sealing)					
Pedestrian Walkway Paving: Concrete			
Retaining Walls:Concrete																								



**Capital Needs Assessment
Capital Needs Over the Term - Site**

Project: Woodpark Apartments

Date: 7/28/2010

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total
Retaining Walls:Wood
Site Lighting
Site Sewer Main / Lines
Site Water Main / Lines
Storm Drain Catch Basin
Storm Drain Lines
Uninflated Totals
Inflation Factor (3%)
Inflated Totals

SAMPLE

Capital Needs Assessment
Materials and Conditions - Architectural

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Appurtenant Structures: Storage Sheds	30	28	2	Poor	No Action	0	0	0	-	-	There is a storage shed located on the entrance to the building. The shed has T1-11 siding and an asphalt shingle roof covering. There is a second storage shed with a metal roof covering that houses the generator. The lower edges of the T1-11 are water damaged. Residing is included with exterior walls below.
Appurtenant Structures: Wood Decks	15	7	8	Good	Repair	1	345	sf	There is a wood deck at the rear of the building. The deck is supported by 6x6 posts. Budget in year 8 to re-sea/paint the wood deck.
Ceilings: Concrete/Drywall/Plaster	20	19	1	Poor	Refinish	1	4459	sf	The ceilings have a texture painted finish. Some water staining was observed on the finishes of the upper floor. Budget in year 1 to repaint the ceilings.
Common Area Floors: Carpet	10	8	2	Fair	Replace	1	6061	sf	The hallways, community room floor, and kitchen has carpet flooring. The carpet was replaced around 2000. Isolated areas of staining was observed. Budget in years 2 and 12 to replace the carpet.
Common Area Floors: Resilient Flooring (tile or sheet)	15	13	2	Fair	Replace	1	124	sf	The laundries have VCT floors. Budget to replace the VCT in years 2 and 17.
Common Area Kitchen: Cabinets	30	28	1	Fair	Replace	1	1	ea	The community room kitchen cabinets are located adjacent to the community room. The cabinets have solid wood face frames. The cabinets do not meet ADA. Budget to replace the cabinets in year 1.
Common Area Kitchen: Countertop & Sink	15	14	1	Fair	Replace	1	1	ea	The community room kitchen countertop is a rounded edged laminate particleboard fixed at 36-inches high. There is a single bowl stainless steel sink with a single handled faucet, aerator, and spray attachment. The countertop does not meet ADA requirements. Budget in year 1 to replace the countertop in conjunction with cabinet replacement.
Common Area Kitchen: Range	20	10	10	Good	Replace	1	1	ea	There is a 30-inch wide General Electric range with controls located at the front (Model# JBS03C003AD). Budget in year 10 to replace the range.
Common Area Kitchen: Rangehood	15	28	1	Fair	Replace	1	1	ea	There is a 30-inch wide recirculating rangehood by Broan. Budget in year 1 to replace the rangehood concurrent with cabinet replacement.

Capital Needs Assessment
Materials and Conditions - Architectural

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Common Area Kitchen: Refrigerator	15	8	7	Good	Replace	1	1	ea			There is a 14.cu.ft refrigerator by GE (model# TBXY11SPGLWH). Budget to replace the refrigerator in year 7.
Common Area Laundry Fixtures	5	5	2	Fair	Replace	1	1	ea			The down stairs laundry has a front loading washing machine (Frigidaire) and a dryer (Whirlpool). The upstairs laundry has a commercial grade Continental washing machine and a Whirlpool dryer. The appliances are coin-operated, are owned by the development and range between 1 and 10 years old. The door to the laundry has a 33-inch clear opening with lever hardware. Budget costs every five years, starting in year 2 to replace a laundry appliance.
Common Area Walls	10	9	1	Fair	Refinish	1	9328	sf			Common area walls have a painted finish and a mix of painted mop board. There is a rounded wood handrail on one side of the hallway. Areas of water staining was observed on the upper floors. Budget in years 6 and 16 for hallway painting.
Doors (fire/hall/closet/etc.)	24	24	0	Good	Replace	1	3	ea			Hallway fire doors are by Warnock Hersey and are rated at 1.5-hours. The doors are have closers, wired vision panels, and are held back on magnetic releases. Several of the fire doors have warped and do not close properly. Budget to replace the damaged doors. The doors to the laundry have a 33-inch clear opening with lever hardware. The door to the main office has a 34-inch clear opening.
Doors: Aluminum and Glass	35	28	7	Good	Replace	1	2	ea			The main entrance door has a 34-inch clear opening with a 49-inch clear space between the inner and outer vestibule doors when opened. The main door locks were replaced in 2007. Budget in year 7 to replace the entrance doors.
Doors: Solid Core (wood or metal)	25	29	7	Good	Replace	1	5	ea			There are exterior steel doors with a glazed half lite. Budget to replace the solid exterior doors in year 7.

SAVED

Capital Needs Assessment
Materials and Conditions - Architectural

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Exterior Walls: Wood shingle, Clapboard, Plywood, Stucco	30	28	2	Fair	Replace	1	11952	sf	The exterior walls are constructed of 2x6 stud walls at 16-inch o.c., with 1/2 exterior plywood, building paper and wood siding. The inside faces are lined with vapor barrier and 5/8 drywall. The exteriors are clad with 1x6-inch tongue and groove with fixed wood panels. Areas of water damage were observed around the building footprint, rake boards, and at the splashback areas of the gable walls. Budget in year 2 to re-side the first three feet of the building with a non-porous material, other siding repairs and paint.
Exterior Walls: Wood shingle, Clapboard, Plywood, Stucco	10	0	10	Fair	Refinish	1	11952	sf	Budget in years 10 and 20 for a second paint cycle.
Floor Frame: Wood	50	28	22	Good	No Action	0	0	0	•	•	The floor is framed with 2x10 joists with 2.5-inches of fiberglass insulation.
Foundations	50	28	22	Good	No Action	0	0	0	•	•	The perimeter foundations are concrete and have 2 inches of Styrofoam insulation applied.
Insulation: Basement/Foundation Walls	50	28	22	Good	No Action	0	0	0	•	•	The foundation walls have 2 inches of Styrofoam rigid insulation applied to the inside face.
Insulation: Ceilings/Attic	50	28	22	Good	No Action	0	0	0	•	•	There is 12 inches of fiberglass batt insulation in the attics
Insulation: Exterior Walls	50	28	22	Good	No Action	0	0	0	•	•	The exterior walls have 6 inches of fiberglass insulation
Lighting: Building Mounted Exterior	10	6	4	Good	No Action	0	0	0	•	•	The entrance and deck has ceiling incandescent canister fixtures. There is also wall mounted halide fixtures.
Lighting: Interior	25	9	16	Good	No Action	0	0	0	•	•	Interior common area lighting is provided by 2x4-foot T12 fluorescent 40W tubes. All fixtures were replaced in 2000.
Mail Facilities	30	28	2	Good	No Action	0	0	0	•	•	There is a recessed wall mounted mail facility located in the hallway. The accessible boxes are at 51 and 46-inches high. The mailbox has a 57-inch high outgoing letter slot.

Capital Needs Assessment
Materials and Conditions - Architectural

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Public Bathroom Accessories	20	19	1	Fair	Replace	1	1 ea		---	---	The toilet paper holder is fixed at 25-inches high and is not in-line with the toilet. The grab bars are 1.5-inches dia., 1.5-inches from the wall, 24-inches long. The grab bars are not in compliant positions. The mirror is located at 53-inches, soap holder at 49 inches, and the paper-towel holder is located at 46 inches. Budget in year 1 to relocate the medicine cabinets and toilet paper holder, and install grab bars in compliant positions.
Public Bathroom Fixtures	15	14	1	Fair	No Action	0	0	0	•	•	The restroom doors have a 34-inch clear door opening and the restrooms have a 60-inch turning radius. Fixtures include an UPC toilet with a seat height of 19-inches. Lavatories are wall mounted with a single handled faucet, aerator, and pipewrap. The fixtures are in good condition. Maintain as needed through operations.
Radiation: Electric Panel	40	28	12	Good	No Action	0	0	0	•	•	Electric fan coil panels are located in the stairways. Maintain as needed through routine maintenance.
Railings: Stairs/Hallways	50	28	22	Good	No Action	0	0	0	•	•	The hallways have a wall mounted railing. Maintain as needed through routine maintenance.
Roof Covering: Asphalt Shingles	24	28	1	Fair	Replace	1	8240 sf		----	-----	The roof is covered with asphalt shingles. The original shingles are 240# on 15# felt. The roof above the office and North end of the building was replaced in 2009. The shingles at the south side are curled and deteriorated. This area is planned to be sealed in 2009. Ridge vents have been installed. Budget to replace the remaining roof covering in year 1.
Roof Drainage Exterior (gutter and fascia)	24	4	20	Good	No Action	0	0	0	•	•	Rainwater drainage is provided by limited sections of aluminum gutters at the south side of the building. Maintain as needed through routine operations.
Roof Structure	50	28	22	Good	No Action	0	0	0	•	•	The roof structure has a 5 in 12 slope and includes 2x12 rafters at 16-inches o.c.
Slab: Concrete	50	29	22	Good	No Action	0	0	0	•	•	The floor slab is 4 inches thick with a vapor barrier.
Soffits: Aluminum or Vinyl	25	24	1	Good	No Action	0	0	0	•	•	The soffits are two-foot wide. Painting is included with exterior walls above.

**Capital Needs Assessment
Materials and Conditions - Architectural**

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Windows: Frames and Glazing	30	28	2	Good	Replace	1	74 ea		Window frames are wood with single glazed lites typically arranged with a center picture window flanked on each side by an operable awning window. The window lites have an insert storm window. Other configurations include the crank out awning type. The windows that were tested operated properly, however several lites did not close properly in their frames. Budget in year 2 to replace the windows.

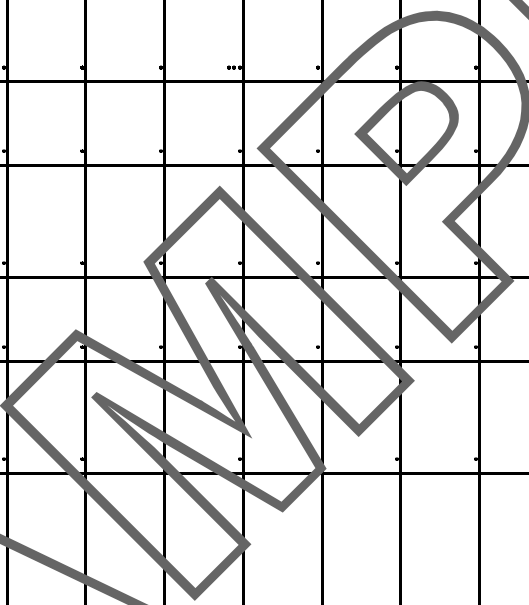
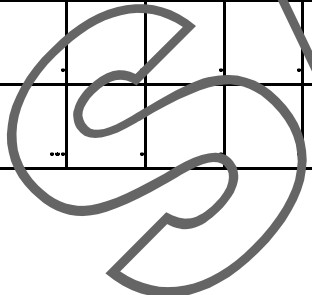
SAMPLE

**Capital Needs Assessment
Capital Needs Over the Term - Architectural**

Project: Woodpark Apartments

Date: 7/28/2010

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total
Appurtenant Structures: Storage Sheds
Appurtenant Structures: Wood Decks
Ceilings: Concrete/Drywall/Plaster
Common Area Floors: Carpet
Common Area Floors: Resilient Flooring (tile or sheet)
Common Area Kitchen: Cabinets
Common Area Kitchen: Countertop & Sink
Common Area Kitchen: Range
Common Area Kitchen: Rangehood



**Capital Needs Assessment
Capital Needs Over the Term - Architectural**

Project: Woodpark Apartments

Date: 7/28/2010

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total
Common Area Kitchen: Refrigerator							
Common Area Laundry Fixtures		
Common Area Walls	
Doors (fire/hall/closet/etc.)	
Doors: Aluminum and Glass							
Doors: Solid Core (wood or metal)							

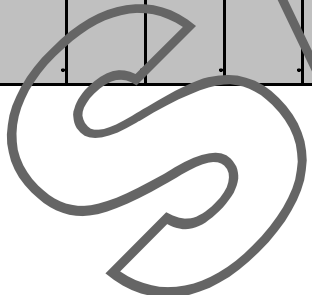
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**Capital Needs Assessment
Capital Needs Over the Term - Architectural**

Project: Woodpark Apartments

Date: 7/28/2010

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total	
Exterior Walls: Wood shingle, Clapboard, Plywood, Stucco			
Exterior Walls: Wood shingle, Clapboard, Plywood, Stucco										
Floor Frame: Wood																							
Foundations																							
Insulation: Basement/Foundation Walls																							
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Insulation: Exterior Walls																							
Lighting: Building Mounted Exterior																							
Lighting: Interior																							
Mail Facilities																							

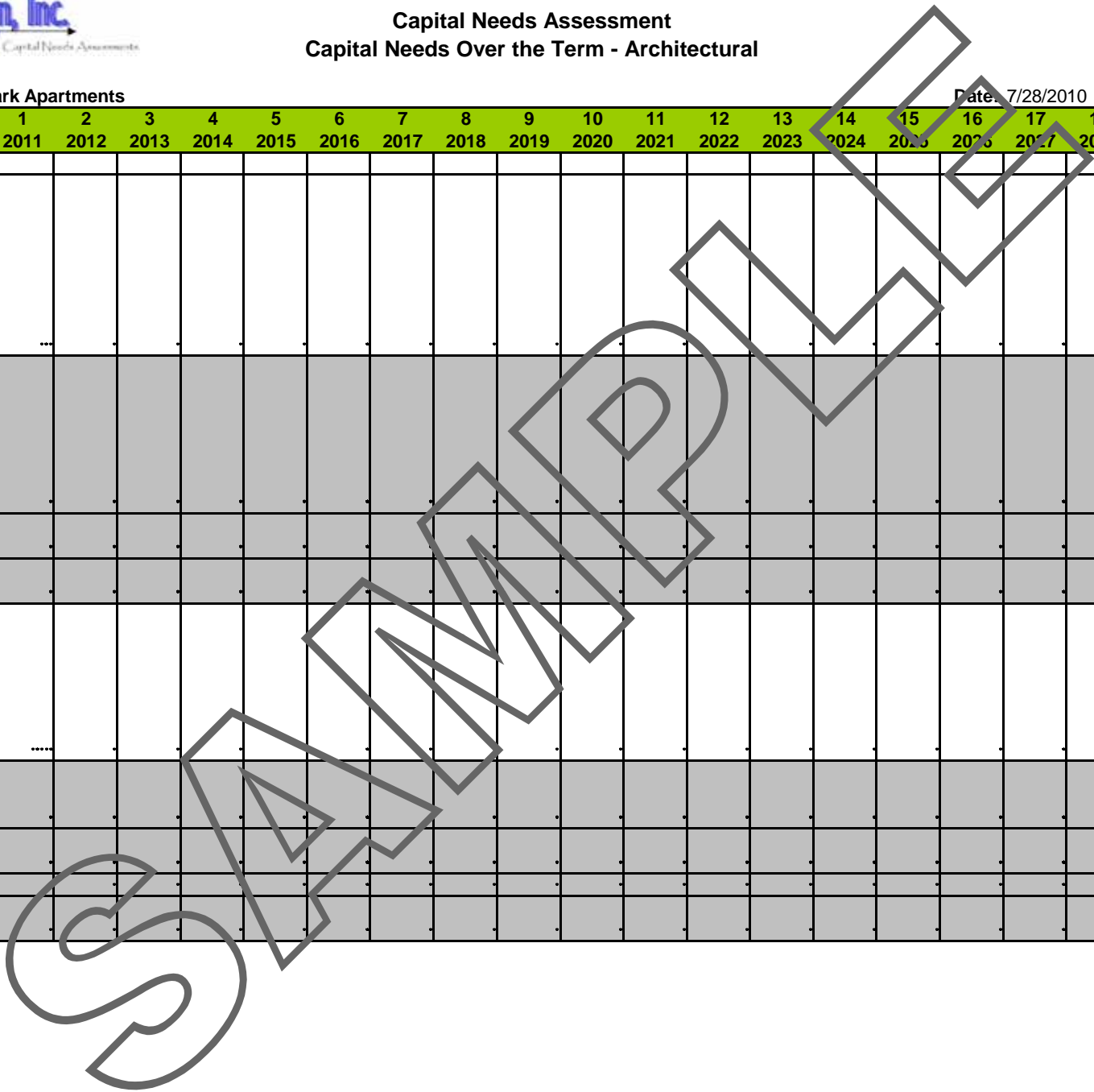


**Capital Needs Assessment
Capital Needs Over the Term - Architectural**

Project: Woodpark Apartments

Date: 7/28/2010

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total		
Public Bathroom Accessories			••••																				••••	
Public Bathroom Fixtures																								
Radiation: Electric Panel																								
Railings: Stairs/Hallways																								
Roof Covering: Asphalt Shingles		•••••																						•••••
Roof Drainage Exterior (gutter and fascia)																								
Roof Structure																								
Slab: Concrete																								
Soffits: Aluminum or Vinyl																								



**Capital Needs Assessment
Capital Needs Over the Term - Architectural**

Project: Woodpark Apartments

Date: 7/28/2010

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total
Windows: Frames and Glazing
Uninflated Totals
Inflation Factor (3%)
Inflated Totals

SAMPLE

Capital Needs Assessment
Materials and Conditions - Dwelling Units

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Bath Accessories	15	14	1	Good	No Action	0	0	0	0	0	Bathroom accessories include a semi-recessed mirrored medicine cabinet (38-inches), soap dish, toothbrush holder, toilet paper holder, and a towel bar. The accessible units have floor/wall mounted grab bars. Accessories in good condition, replace as needed through routine operations.
Bath Fixtures: Lavatory	25	28	1	Fair	Replace	5	30 ea		The units have an American Standard vitreous china lavatory set in a rounded edged laminated particleboard countertop. The accessible units have a wall mounted lavatory with a Moen single handled faucet with aerator.
Bath Fixtures: Toilet	25	28	1	Fair	Replace	5	20 ea		The toilets are a mix of either UPC, Eljer or American Standard. Approximately 33% of the toilets have been replaced to date. The accessible toilets have a set height of 18-inches from the floor. Budget in years 1-5 to replace the remaining toilets.
Bath Fixtures: Tub/Shower	35	28	1	Good	Replace	20	20 ea		The units have an enameled cast iron tub and ceramic tiled surround. The bathrooms have grab bars and a shower wand on a sliding bar. The tubs have a Symmons/Temptrol mixing and diverter valve. The accessible units have a roll-in shower stall with grab bars (1.5-inches in diameter, 1.5-inches away from the wall, and 33-inches high). Bathrooms do not have a 60-inch clear turning radius. There is no seat provided. The tiled surrounds are dated but functional. Budget costs at a slow rate to replace the ceramic tile surrounds.
Bathroom Vanities	25	28	1	Fair	Replace	5	28 ea		Vanities are laminated particleboard frames with laminated particleboard doors. Approximately 2 vanities have been replaced to date. Budget costs in years 1-5 to replace the vanities concurrent with kitchen cabinets.
Detectors: Smoke/Fire/Carbon Monoxide	10	4	6	Fair	Replace	1	60 ea		Kidde smoke detectors were installed in all of the bedrooms in 2005. Living area smoke detectors are hardwired to the central fire alarm panel. Budget costs in years 6 and 16 to replace the smoke detectors.
Doors: Closet	40	28	12	Good	No Action	0	0	0	0	0	Unit closet doors are hollow-core wood and the bi-fold type. The closets have light fixtures. The accessible units have the closet shelf height within acceptable reach ranges and a rail set at 62-inches high.

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Doors: Hallway	5	28	2	Fair	Replace	1	2	ea	Hallway doors are solid wood with an aluminum frame. The hallway doors are rated at 1-hour and are manufactured by Warnock Hersey. The doors have turnstyle door hardware and peepsight. The accessible units have a 33-inch opening lever hardware, and a peepsight at 44-inches high (not lowered at unit 107). Hallway doors have been replaced with Brockway Smith 1-hour rated doors at units 102, 103, 110, 114, 211 within the last five years. Costs are shown every five years starting in 2 to replace other doors as needed.
Doors: Interior	50	28	22	Good	No Action	0	0	0	0	0	Interior doors are hollow-core and have lever door hardware. All door clearances are 30-inches wide.
Electric Breaker Panel	50	28	22	Good	No Action	0	0	0	0	0	Each unit has a circuit breaker panel by QO. The panels do not have a main breaker. The panels in the accessible units have not been lowered and the highest breaker is at 64-inches.
Electric Fixtures	20	24	0	N/A	Construct	1	2	ea	There are no light fixtures in the living areas and bedrooms. These spaces have switched outlets. The hallways have an incandescent globe fixture in the hallway and a ceiling fan unit with an incandescent lamp in the dining area. The bathrooms have a 1x4' fluorescent tube light fixture and an electric heat lamp on a timer switch. The kitchens have 2x4 T12 fluorescent lamps with old ballasts. Honeywell wall mounted thermostats are fixed at 56-inches high and are located in the bedrooms, bathrooms, and living areas. The accessible units do not have horn and strobe devices.
Electrical Wiring	99	24	0	N/A	Construct	1	30	ea	The units have GFCI outlets in the bathrooms. All GFCIs were replaced in 2004. The light switches are located at 49-inches high. The power receptacles are centered at 25-inches from the floor level. Each unit has an ECAS system with pull chords in the bedrooms and bathrooms. Budget to install GFCIs to the kitchens.

Capital Needs Assessment
Materials and Conditions - Dwelling Units

Project: Woodpark Apartments

Date: 7/28/2010

Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Kitchen Appliances: Range	20	24	1	Fair	Replace	5	28	ea	Ranges are 21-inch wide electric models by General Electric (Model# JASO3002AD) and are 10KW models. New stoves were reported in units 115 and 209 within last five years. Budget costs in years 1-5 to replace the remaining ranges.
Kitchen Appliances: Range	20	4	16	Good	Replace	1	2	ea	Budget costs in years 16 to replace the newer ranges.
Kitchen Appliances: Rangehood	15	28	2	Fair	Replace	5	20	ea	Rangehoods are by Broan and are 24-inches wide and the recirculating type (model# 40.000-C). Budget costs in years 2-6 to replace the rangehoods.
Kitchen Appliances: Refrigerator	15	6	9	Good	Replace	3	27	ea	Refrigerators are by General Electric (Model# TBX14SASJRWH). Accessible refrigerators have the controls at the front and have over 50% of the shelving area within accessible reach ranges. New refrigerators were reported in units 114 and 202 within the last five years. Budget to replace the refrigerators in years 9-11.
Kitchen Appliances: Refrigerator	15	28	1	Poor	Replace	1	3	ea	Old Westinghouse refrigerator observed in unit 214. Budget in year 1 to replace three refrigerators.
Kitchen Cabinets	30	28	2	Poor	Replace	5	30	ea	Cabinets are plywood with solid wood face-frames with veneered door and drawer fronts. The cabinets have loop handles and particleboard shelves. The accessible kitchens have a 60-inch turning radius however there are no knee spaces. Budget in years 2-6 for cabinet replacement.
Kitchen Countertop and Sink	20	15	2	Fair	Replace	5	30	ea	The countertops are laminated particleboard with a rounded edge and backsplash. The single bowl sinks are stainless steel and have a single handled faucet by Moen. Gate valves are under the sink. The accessible countertop is set at 36-inches high and has a shallow bowl sink and lever faucet. Budget costs in years 2-6 to replace the countertops.
Living Area Ceilings: Concrete/Drywall/Plaster	50	28	22	Good	No Action	0	0	0	0	0	Living area ceilings have 5/8-inch drywall with a texture painted finish.
Living Area Floors: Carpet	15	14	1	Fair	Replace	15	15149	sf	Carpet finishes were observed in the living rooms and bedrooms. Slight stains were observed although the carpets have light traffic. New carpet is reported in units 102, 104, 106, 110, 114, 201 within the last five years. Budget costs throughout the plan for carpet replacement. Price per management.

Capital Needs Assessment
Materials and Conditions - Dwelling Units

Project: Woodpark Apartments

Date: 7/28/2010

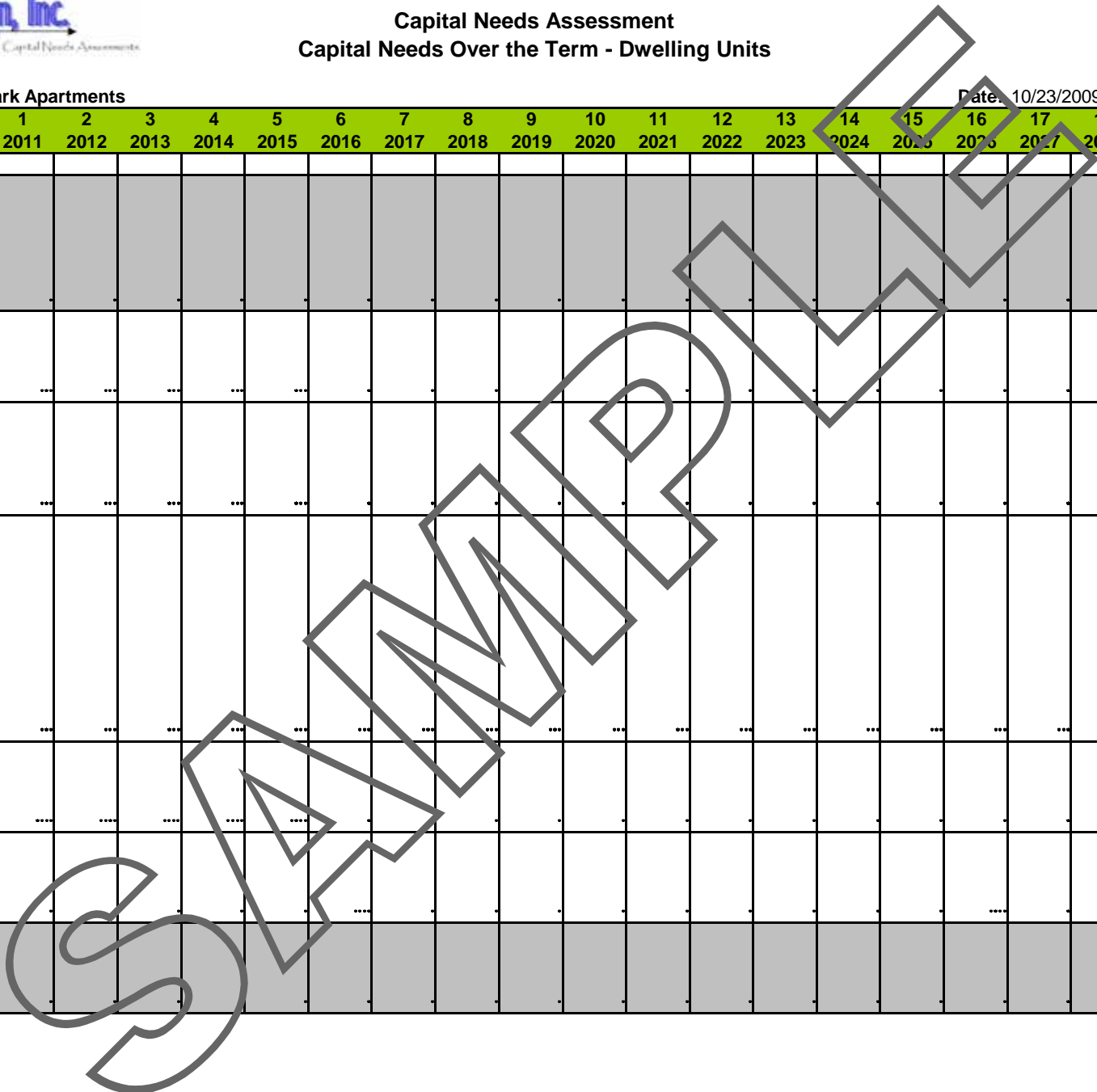
Item	EUL	AGE	RUL	Cond	Action	DUR	QTY	Unit	Unit Cost	Total Cost	Comments
Living Area Floors: Ceramic/Quarry Tile/Terrazzo	50	28	22	Good	No Action	0	0	0			The bathrooms have a ceramic tiled floor with a tiled mopboard.
Living Area Floors: Resilient Flooring (tile or sheet)	20	24	1	Fair	Replace	10	2160	sf	Vinyl resilient flooring is located in the kitchens. New vinyl floors were reported in units 104, 106, 108, 110, 114, 201, and 209. Budget in years 1-10 to replace the vinyl floors. Price per management.
Living Area Walls	50	28	22	Good	No Action	0	0	0			Living area walls have 5/8-inch drywall with a smooth painted finish. The walls have painted mop-boards. Unit painting is shown as an operating expense.
Local HVAC: Air Conditioning (Window)	15	5	10	N/A	No Action	0	0	0			Through wall AC units are owned by the tenant.
Plumbing Valves: Kitchen and Bathroom	20	28	2	Good	Replace	5	30	ea	All bathroom and kitchen valves are the gate type. Budget in years 2-6 to change over to ball valves during kitchen renovations.
Unit Buzzer/Intercom	30	24	1	Good	Construct	1	2	ea	The intercom panels are located at 60-inches high and has push buttons for communication/door release. The intercom panel has not been lowered in the accessible units. Maintain as needed through operations. Lower the intercom panels in the accessible units.
Unit Level DHW	15	24	1	Fair	Replace	7	22	ea	The units have individual 20-gallon electric hot water tanks by AO Smith (2500W). Twenty-two tanks are older and need to be replaced. DHW tank costs shown in years 1-7.
Unit Level DHW	15	8	7	Good	Replace	5	8	ea	The newer DHW tanks are 30 gallon and are typically by Bradford-White. Replacement is shown in years 7-11.
Unit Radiation : Electric Baseboard	50	24	26	Good	No Action	0	0	0			The units are heated by electric baseboards. Isolated strip boards have been replaced to date.
Unit Vent/Exhaust	15	10	5	Fair	Replace	10	30	ea	The bathrooms have a Broan mechanical fan/light unit with heat lamp. Many of the fans were noisy. Approximately 50% of the fans are to be replaced. Costs are shown in years 5-14 for fan replacement.

**Capital Needs Assessment
Capital Needs Over the Term - Dwelling Units**

Project: Woodpark Apartments

Date: 10/23/2009

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total
Bath Accessories	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bath Fixtures: Lavatory	-
Bath Fixtures: Toilet	-
Bath Fixtures: Tub/Shower	-
Bathroom Vanities	-
Detectors: Smoke/Fire/Carbon Monoxide	-					
Doors: Closet	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

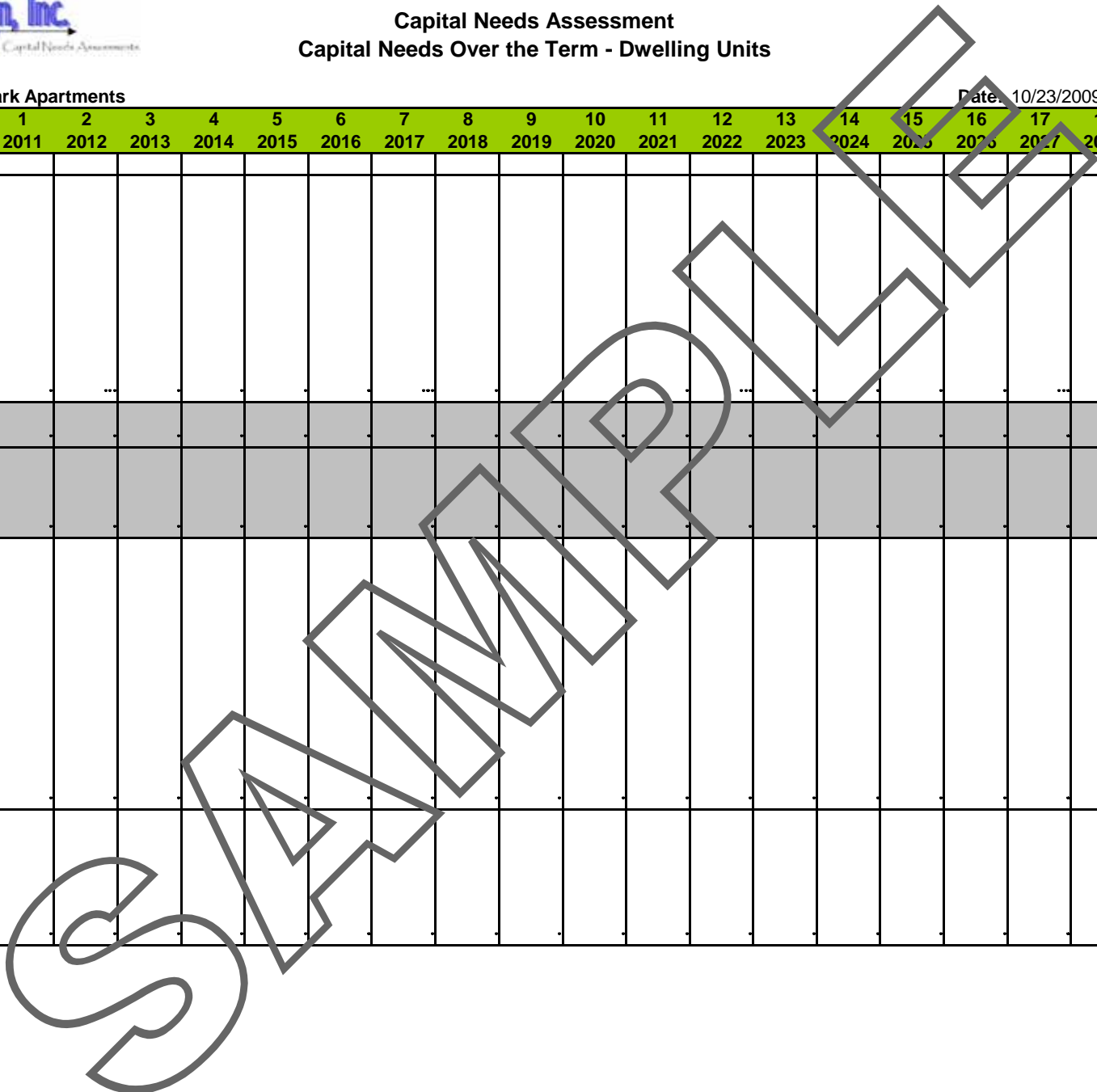


**Capital Needs Assessment
Capital Needs Over the Term - Dwelling Units**

Project: Woodpark Apartments

Date: 10/23/2009

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total
Doors: Hallway
Doors: Interior
Electric Breaker Panel
Electric Fixtures
Electrical Wiring

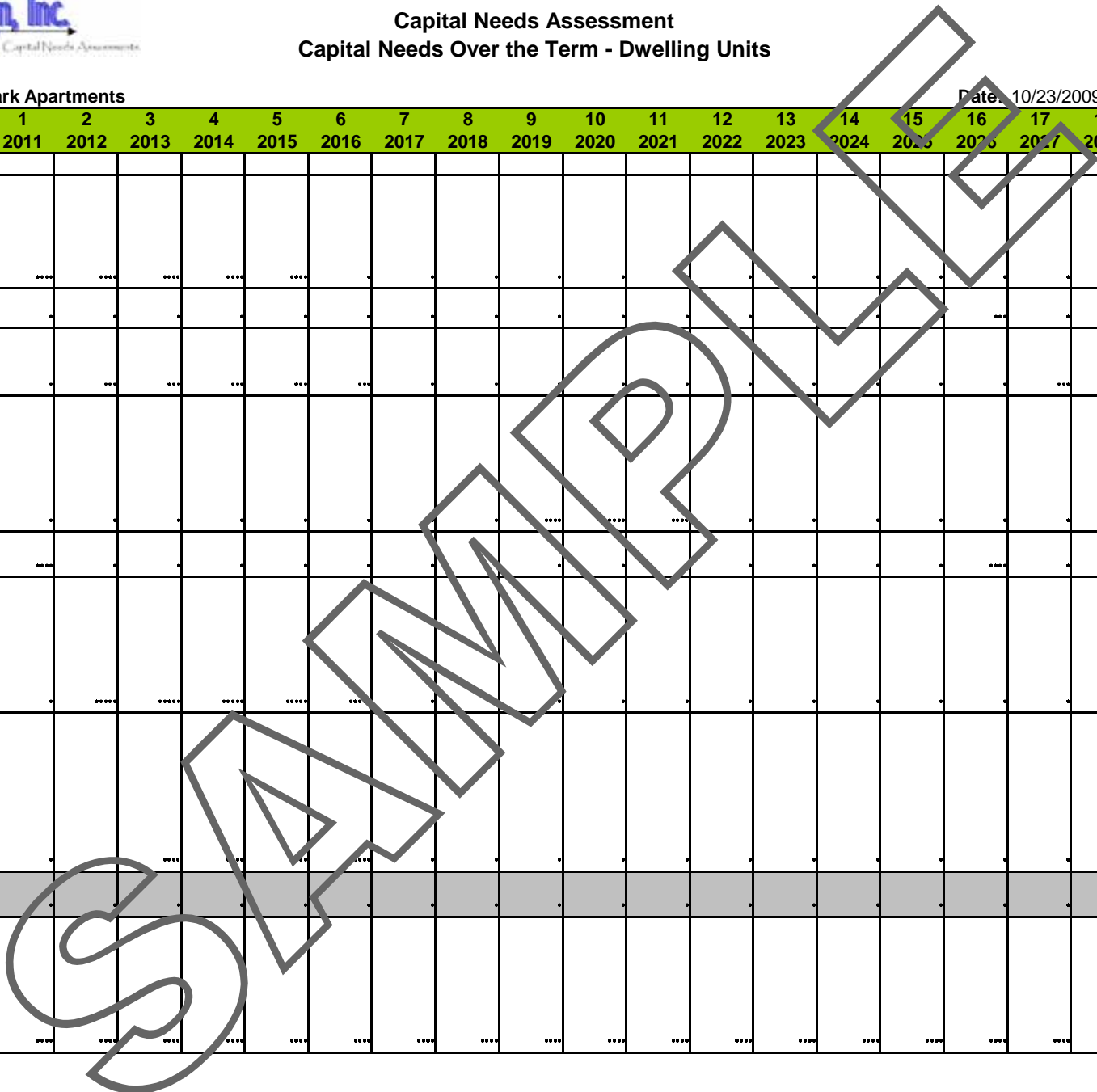


**Capital Needs Assessment
Capital Needs Over the Term - Dwelling Units**

Project: Woodpark Apartments

Date: 10/23/2009

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total	
Kitchen Appliances: Range	
Kitchen Appliances: Range
Kitchen Appliances: Rangehood	
Kitchen Appliances: Refrigerator
Kitchen Appliances: Refrigerator
Kitchen Cabinets
Kitchen Countertop and Sink
Living Area Ceilings: Concrete/Drywall/Plaster
Living Area Floors: Carpet	



**Capital Needs Assessment
Capital Needs Over the Term - Dwelling Units**

Project: Woodpark Apartments

Date: 10/23/2009

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total
Living Area Floors: Ceramic/Quarry Tile/Terrazzo																						
Living Area Floors: Resilient Flooring (tile or sheet)		****	****	****	****	****	****	****	****	****	****	****										****
Living Area Walls																						
Local HVAC: Air Conditioning (Window)																						
Plumbing Valves: Kitchen and Bathroom			***	***	***	***	***															****
Unit Buzzer/Intercom		***																				***
Unit Level DHW		****	****	****	****	****	****	****	****								****	****	****	****	****	****
Unit Level DHW										***	***	***										****
Unit Radiation : Electric Baseboard																						
Unit Vent/Exhaust						***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***
Uninflated Totals	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****
Inflation Factor (3%)																						
Inflated Totals	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****

**Capital Needs Assessment
Executive Summary**

Project: Woodpark Apartments

Date: 7/28/2010

Item	H & S	1 2011	2 2012	3 2013	4 2014	5 2015	6 2016	7 2017	8 2018	9 2019	10 2020	11 2021	12 2022	13 2023	14 2024	15 2025	16 2026	17 2027	18 2028	19 2029	20 2030	Total
Site
Architecture
Mech & Electric
Dwelling Units
Uninflated Totals
Inflation Factor (3%)
Inflated Totals

	Non-Inflated	Inflated
Immediate Capital Needs:
Total Capital Needs Over the Term:
Grand Total Capital Needs:
Units: 30	Capital Needs Per Unit

SAMPLE

**Capital Needs Assessment
ADA Compliance Checklist**

Date:

Project: Woodpark Apartments		7/28/2010
This project was opened in 1982. Therefore, it is subject to the Uniform Federal Accessibility Standard (implements Section 504 of the Rehabilitation Act of 1973) (Implementation date was 6/10/82. Projects funded after that date must have accessible common areas and 5% fully accessible units.)		
SITE - Parking:		
Y	1. Proper number of accessible spaces? (min. 1 / accessible unit + 1 visitor / office space – UFAS 4.1.(5)(d)) (min. 2% of parking – DM 2.23) (must meet both)	
Y	2. Proper width (8' wide min.) and access aisle adjacent? (5' wide min.) (UFAS 4.6.3)	
Y	3. Correct slope of accessible parking / access aisle (1:50 in all directions). (No ramp projecting into access aisle) (UFAS 4.6.3)	
Y	4. Visible designation sign? (not obscured by vehicle due to height of sign post) (UFAS 4.6.4)	
Y	5. Shortest distance (closest space to apt or office) (UFAS 4.6.2)	
Accessible Route:		
NA	1. Curb cuts with flared sides (1:10 max) from parking to sidewalk, and where accessible route crosses pavement (UFAS 4.7.1 and 4.7.5)	
NA	2. Sidewalk adjacent to parking provides minimum 36" width accessible route beyond cars overhang (UFAS 4.3.3)	
Y	3. Accessible route links all elements on site (min. 36" wide, 3% slope max.): accessible units (UFAS), adaptable units (DM), common areas, mailboxes, trash areas, common laundry, amenities, etc. (UFAS 4.1.1, 4.3.2, 4.3.3, 4.34.7.1)	
Y	4. Accessible route includes no changes in level greater than 1/2" unless beveled or ramped (UFAS 4.3.8)	
NA	5. If accessible route slope exceeds 5%, constructed as a ramp (UFAS 4.8)	
NA	6. Ramps provided have max. 8% (1:12) slope, min 36" width, and cross slope max. 1:50? (UFAS 4.8.2, 4.8.6)	
NA	7. Ramps with greater than a 6" rise have handrails on both sides (UFAS 4.8.6)	
NA	8. Ramps with drop-offs have curbs or edge protection min. 2" high (UFAS 4.8.7)	
NA	9. Handrails extend 12" beyond both ends of ramp unless obstructs a path of travel (UFAS 4.8.5)	
NA	10. If open underneath, protect stair bottom below 80" headroom with stair protection up to 27" high max (UFAS 4.4.2)	
Y	11. Exterior stairs or interior common use stairs do not have open risers (at least partially closed) (UFAS 4.9)	
COMMON AREAS (halls, community rooms, laundries, lobby, etc.)		
Y	1. Entrance threshold max. 1/2" at entry (UFAS 4.13.8)	
Y	2. Doorways 32" min. clear width (UFAS 4.13.5)	
Y	3. Lever hardware required (UFAS 4.13.9)	
Y	4. Floorcovering stable, firm, slip resistant. Carpeting, if provided, is low pile (UFAS 4.5.3)	
Y	5. Switches / outlets / thermostats / controls within reach range? (typically 15" - 48") (UFAS 4.27)	
N	6. If provided, toilet fully accessible: 18" clearance pull side of door; maneuvering room (5' circle or T-shape); correct grab bars; mirror 40" above floor or tilt; lavatory: 34" or less high, open beneath, lever faucets, & pipes covered. (UFAS 4.19 & 4.22, fig 28,29 & 30) (DM 2.28-2.30) (NOTE: maneuvering room not required if toilet is one lavatory and one water closet and provides a 30" x 60" clear space outside of door)	
N	7. If common kitchen provided, accessible route into, sink accessible: 34" or less high, open beneath, lever faucets, & pipes covered (UFAS 4.1.1, 4.24)	
Y	8. Laundry - at least one front loading washer and dryer, located in laundry nearest accessible unit(s) (UFAS 4.34.7.2)	
Y	9. Washer / dryer controls within reach, 30' x 48" space at door / washer / dryer / sink (UFAS 4.2, 4.13, 4.24)	
NA	10. Playground - if provided, must be on an accessible route (accessible play equipment not required) (UFAS 4.1.1)	

**Capital Needs Assessment
ADA Compliance Checklist**

Date:

Project: Woodpark Apartments		7/28/2010
Y	11. Mailboxes - 30" X 48" access space, some boxes within 15" - 48" reach range (UFAS 4.1.1, 4.2)	
Y	12. Dumpster / trash areas - on accessible route, opening within reach range (typically 15" - 48") (UFAS 4.1.1)	
PUBLIC AREAS - (onsite office, community room / etc. if open to more than tenants and guests)		
Y	1. Meet all COMMON AREAS requirements (see above)	
NA	2. Van accessible parking space with proper width (8' wide min. or 11' wide universal space) (ADAAG 4.6.3)	
NA	3. Access aisle adjacent to van space (8' wide for 8' space, 5' wide for 11' universal space) (ADAAG 4.6.6) (UFAS 4.6.3)	
NA	4. Visible designation sign and "Van-accessible" sign (not obscured by vehicle) (UFAS 4.6.4) (ADAAG 4.6.4)	
Y	5. Correct slope of accessible parking / access aisle (1:50 in all directions). (No ramp projecting into access aisle.) (ADAAG 4.6.3)	
NA	6. Van accessible parking located on shortest accessible route (closest space to apt or office) (ADAAG 4.6.2)	
ACCESSIBLE UNITS - (5% of total units required if constructed after 3/10/82 per USDA Departmental Regulations at 7 CFR 15b)		
General:		
Y	1. Minimum 5% of total units fully accessible (NOTE: Always round up. A 20 unit project requires 1 fully accessible unit. A 21 unit development requires 2 fully accessible units.) (7 CFR 15b) (UFAS 4.1.4) (UFAS 4.1.4(11)).	
Y	2. Unit mix of accessible units reflects unit mix of all apartments (NOTE: If only one accessible unit provided, it would be the prevalent bedroom mix in the complex, usually a 2-bedroom unit. If a second accessible unit is provided, it would be the next prevalent bedroom size, usually a 1 bedroom unit.) (7 CFR 15b)	
Y	3. Entrance threshold max. 1/2" at entry (UFAS 4.13.8) If sliding glass doors provided, threshold beveled to max. 3/4" (UFAS 4.13.8)	
Y	4. All rooms on an accessible route (min. 32" door openings) (UFAS 4.32.2)	
Y	5. Lever type hardware on entrance door (UFAS 4.13.9)	
Y	6. Switches / outlets / thermostats / controls within reach range? (typically 15" - 48") (UFAS 4.27.3)	
N	7. Clothes closets - rod within reach (max. 54" height) (UFAS 4.2.5, 4.25.3)	
Y	8. Storage (linen, etc.) - some shelving within reach (between 9" and 54" above the floor; for side approach, between 9" and 48" for front approach) (UFAS 4.2.5, 4.25.3)	
Y	9. Floorcovering stable, firm and slip resistant. If carpet provided, low pile (UFAS 4.5.3)	
Kitchen:		
Y	1. Minimum 40" clearance between opposing sides (60" in U-shaped kitchens) (UFAS 4.34.6.1)	
Y	2. 30" X 48" clear space at appliances (UFAS 4.34.6.2)	
N	3. Work surface - counter 30" wide min., no more than 34" above floor (with clear knee space or removable cabinet) (UFAS 4.34.6.4)	
Y	4. Wall cabinet storage above work surface 48" max height for at least one shelf (UFAS 4.34.6.10)	
N	5. Sink space 30" wide min., no more than 34" above floor (with clear knee space or removable cabinet) (UFAS 4.34.6.5)	
Y	6. Accessible sink controls (height and lever type controls) (UFAS 4.34.6.5(4))	
Y	7. Sink pipes insulated / covered (UFAS 4.34.6.5(8))	
Y	8. Cabinet hardware accessible (UFAS 4.34.6.10)	
Y	9. Front mounted range controls (UFAS 4.34.6.6) Oven self cleaning or wall oven. (UFAS 4.34.6.7)	
N	10. Separate switch for range hood / light within reach range (UFAS 4.34.6.3, 4.27,4.1.2(12))	
Y	11. Refrigerator meets requirements (side by side or 50% freezer space in reach range) (UFAS 4.34.6.8)	

**Capital Needs Assessment
ADA Compliance Checklist**

Date:

Project: Woodpark Apartments		7/28/2010
Bathroom:		
Y	1. 30" x 48" clear floor space at door (UFAS 4.34.5.1)	
N	2. Knee / toe clearance under 34" maximum height lavatory (or removable cabinet) (UFAS 4.34.5. and 4.19.2)	
Y	3. Lavatory pipes insulated / covered (UFAS 4.34.5.3, 4.19.4)	
Y	4. Mirror 40" max. off floor or tilt / accessible (UFAS 4.22.6)	
N	5. 30" x 48" clear floor space at toilet (UFAS 4.34.5.2(1))	
N	6. Grab bars in place and anchored securely (at toilet and tub / shower) (UFAS 4.34.5.4(1))	
N	7. 30" x 48" clear floor space at tub / shower (UFAS 4.34.5.4, 4.34.5.5)	
Y	8. Tub controls located properly (UFAS 4.34.5.4(4))	
N	9. Tub seat provided? (if not built in as part of unit) (UFAS 4.34.5.4(2))	
Y	10. Hand held shower nozzle (UFAS 4.34.5.4(5))	
Y	11. Controls operable with one hand (UFAS 4.34.5.5.(4);4.27.4)	
ADAPTABLE UNITS - (Remaining ground level in buildings with 4+ units first occupied after 3/13/91)		
General:		
NA	1. All ground level units on accessible route, or site / building impractical to achieve that accessibility (DM 1.40-1.55)	
NA	2. Low (max 3/4") threshold at primary entry door, max. 4" step other exterior doors (DM 3.10)	
NA	3. Accessible route to all rooms (entry door min. 32" clear opening, passage doors min. 31 5/8" clear opening) (DM 3.3, 3.5, 4.3)	
NA	4. Switches / outlets / thermostats / controls within reach range? (typically 15" - 48") (DM 5.1-5.9)	
Kitchen:		
NA	1. 30" X 48" clear floor space at each fixture and appliance (DM 7.2)	
NA	2. 31 5/8" min. clear opening into kitchen (DM 3.3, 3.5, 4.3)	
NA	3. Min. 40" between facing counters (in "U" kitchen, min. 60" if any fixture at bottom of "U" OR 40" min. if sink has removable front) (DM 7.2, 7.7-7.16)	
Bathroom:		
NA	1. Blocking for grab bars in place (DM 6.1-6.16, 7.33)	
NA	2. 31 5/8" min. clear opening door to bath (DM 7.33)	
NA	3. 30" x 48" clear space for wheelchair to enter, close door, and exit outside of the door swing (DM 7.33)	
NA	4. 30" x 48" clear space for wheelchair at each fixture (DM 7.33)	

STATUS

Capital Needs Assessment
Photos

Project: Woodpark Apartments

Date: 7/28/2010



View looking across the parking lot



View of the accessible parking spaces



View of one of the concrete walkways



View of the 3-phase generator located in the shed

Capital Needs Assessment
Photos

Project: Woodpark Apartments

Date: 7/28/2010



Typical view of the exterior siding



Typical view of the water damaged edges of the siding



View of the two different ages of roof covering



View of the window frames

Project: Woodpark Apartments

Date: 7/28/2010



View of the hallways.



View of the common area restroom



View of the community room kitchen



View of the community room

Project: Woodpark Apartments

Date: 7/28/2010



View of the fire alarm panel



View of the incoming water line



Typical accessible kitchen



Typical accessible bathroom

Capital Needs Assessment
Photos

Project: Woodpark Apartments

Date: 7/28/2010



Typical view of unit doors



Typical view of unit finishes



Typical view of kitchen fixtures



Typical view of bathroom finishes

SAMPLE

END OF REPORT