



Board of Commissioners Regular Meeting
 Tuesday, April 23, 2024, 12 pm
 Pagedale City Hall
 1420 Ferguson Avenue
 Pagedale, Missouri 63133

AGENDA

Item	Individual	Action
1. Call to Order	Chairman	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Approval of Minutes Regular Meeting February 13, 2024	Chairman	Motion, 2 nd , Vote
4. Public Comments	Chairman	Informational
5. Reports of Commissioners	Chairman	Informational
6. Executive Director’s Report	Shannon Koenig	Informational
7. Reports of Officers and Employees		
A. Financial Reports	Carolyn Riddle	Motion, 2 nd , Vote
B. Pagedale Public Housing Write-Offs Resolution No. 1437	Carolyn Riddle	Motion, 2 nd , Vote
C. Housing Administration Report	Kawanna Tate	Informational
D. Facilities and Maintenance Report	William Barry	Informational
8. Unfinished Business	Chairman	Informational
9. New Business	Chairman	Informational
10. Executive Session	Chairman	Motion, 2 nd , Vote
<p>Subject to an affirmative vote of the Board of Commissioners, an Executive Session may be held to discuss personnel issues, real estate, or litigation matters pursuant to RSMo Sections 610.021 to 610.022.</p>		
11. Announcements Next Meeting June 11, 2024	Chairman	Informational
12. Adjournment	Chairman	Motion, 2 nd , Vote

**PAGEDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, FEBRUARY 13, 2024
MEETING MINUTES**

ATTENDANCE:

COMMISSIONERS:

Dr. Keith Mosby, Sr., Chairman
Robert Smith, Jr., Vice Chairman
Verna Belton, Commissioner
Erica Edwards, Commissioner
Lorraine Mosby, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Judy Ricks, Chief Administrative Officer
Katrina Sommer, Chief Operating Officer
Kawanna Tate, Director, Housing Administration
Anna Holyan, Director, Strategic Initiatives
Carrie Odneal, Assistant Property Manager

PUBLIC:

Gloria Williams, Alderwoman, Ward 3

Approval of Minutes of Regular Board Meeting Wednesday, December 13, 2023:

Chairman Keith Mosby asked for a motion to approve the minutes of the regular board meeting held Wednesday, December 13, 2023. Commissioner Lorraine Mosby motioned for approval; Vice Chairman Robert Smith seconded the motion. Upon roll call, "Ayes" and "Nays" were as follows:

AYES

K. Mosby
R. Smith
E. Edwards
L. Mosby

NAYS

None

The Chairman declared the motion passed.

PUBLIC COMMENTS:

Alderwoman Williams stated that after watching a news report on the previous management company for Pagedale public housing, she wanted to thank the agency for bringing the management of Pagedale public housing back to the Housing Authority of St. Louis County.

Alderwoman Williams inquired about the lawn maintenance along Pagedale fence lines.

Ms. Koenig responded by stating work had been started. She stated maintenance supervisor is actively checking all Pagedale fence lines and will have the lawncare service finish all work that has not yet been completed.

REPORTS OF COMMISSIONERS:

Commissioner Edwards asked housing authority management to explore the option of providing fire extinguishers for all the units and educate the residents on extinguishing fires in their homes. Chairman Mosby concurred with Commissioner Edwards comment on fire extinguishers. Chairman Mosby and Vice Chairman Smith both suggested some fire extinguishing options to consider.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig greeted everyone and thanked them for attending the meeting.

Ms. Koenig updated the board on the new County Housing brand and website launch. She stated a draft version of the website, which includes a page dedicated to the Pagedale Housing Authority, had been sent to Commissioners requesting assistance testing the website and providing feedback. Ms. Koenig said the plan is to launch the site to the public in March.

Ms. Koenig discussed the 2023 customer service survey results, which were part of February’s board packet. She stated the results show that overall, resident satisfaction in the public housing and voucher programs was down in 2023. She also stated that landlord satisfaction has remained consistent with last year. Ms. Koenig said the survey results reflect changes that took place in 2023, including the transition to in-house management of public housing and process improvements in HCV. Ms. Koenig informed the board that in 2024, the Agency will incorporate customer feedback into operational decisions, while maintaining the goal of providing excellent customer service as a priority.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports:

Ms. Ricks reviewed the Financial Reports for the period ending December 31, 2023. Vice Chairman Robert Smith moved to approve the December 31, 2023 Financial Reports as read and discussed which motion was seconded by Commissioner Lorraine Mosby. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith V. Belton E. Edwards L. Mosby	None

The Chairman declared the motion passed.

B. Housing Authority of the City of Pagedale Write-Offs – Resolution No. 1434

Ms. Riddle presented the board with the quarterly write-offs of uncollectable rents.

After discussion, Chairman Keith Mosby asked for a motion to approve Resolution No. 1434, Housing Authority of the City of Pagedale Write-Offs. Vice Chairman Robert Smith motioned for approval, Commissioner Lorraine Mosby seconded the motion and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith V. Belton E. Edwards L. Mosby	None

The Chairman declared the motion passed.

C. Agency Performance Report:

Ms. Holyan reviewed the Agency Performance Report.

D. Housing Administration Report:

Ms. Tate reviewed the Housing Administration Report.

E. Facilities and Maintenance Report:

Ms. Sommer reviewed the monthly maintenance and supply costs for Pagedale public housing from December 1, 2023 through January 31, 2024.

F. Customer Service Survey Report:

Ms. Holyan presented an overview of the second annual Customer Service Survey Report.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

Chairman Keith Mosby asked for a motion to end the Regular Session and enter into an Executive Session. Commissioner Lorraine Mosby motioned to enter, Vice Chairman Robert Smith seconded the motion, and upon roll call the "Ayes" and "Nays" were as follows:

AYES

K. Mosby
R. Smith
V. Belton
E. Edwards
L. Mosby

NAYS

None

The Chairman declared the motion passed.

Chairman Keith Mosby asked for a motion to exit Executive Session. Commissioner Lorraine Mosby motioned to exit. Vice Chairman Robert Smith seconded the motion to exit and upon roll call the "Ayes" and "Nays" were as follows:

AYES

K. Mosby
R. Smith
V. Belton
E. Edwards
L. Mosby

NAYS

None

The Chairman thereupon declared said motion passed.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, April 23, 2024.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chairman Keith Mosby asked for a motion to adjourn. Vice Chairman Robert Smith moved for adjournment, which motion was seconded by Commissioner Lorraine Mosby. Upon roll call, "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby R. Smith V. Belton E. Edwards L. Mosby	None

The Chairman thereupon declared said motion passed.

Secretary

Date

Chairman

DRAFT



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

Date: April 23, 2024

Subject: *Executive Director's Report*

This memo provides information about select Housing Authority activities.

I. Compliance Monitoring Review

Staff from the U.S. Department of Housing and Urban Development were onsite at the Housing Authority main office January 16-18, 2024. County Housing Board Chairman Nehrt-Flores and staff participated in entrance and exit conferences with HUD staff.

Overall, the visit was very positive, and the HUD team was very enthusiastic about our agency's performance. HUD's report from their visit indicated that we are performing well in the areas of governance, public housing, and certain voucher programs. We also have areas for improvement, which include the Housing Choice Voucher program generally and Section 3.

Staff have already begun working to address specific findings and we reported our progress to HUD in mid-March.

II. Staff Training

In February, the Authority's leadership team attended Crossroads Anti-Racism training. Discussions are underway about how and when to provide this training for the rest of the staff.

Staff have also implemented a process for selecting team members to attend conferences and training courses throughout the year. This is a new activity for the Authority.

III. New Website and Brand Launched March 11

The new County Housing website (countyhousing.org), which includes a page for the Pagedale Housing Authority, launched Monday, March 11. Staff mailed letters and sent emails to residents notifying them of the change. Staff also emailed landlords and partners about the change.



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Carolyn Riddle, Interim Finance Director

Date: April 23, 2024

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending January 31, 2024 financial reports.

I. Recommendation

Staff recommend the Board approve the financial statements and accompanying narrative, as prepared.

II. Highlights

A. Revenue

The total operating income is under budget by 8% which is primarily due to the operating subsidy being under budget. The year-to-date operating subsidy is under the projected amount by 27%.

B. Expense

The total operating expense is under budget by 55% which is mostly due to total salaries and benefits, and contract costs being under budget due to timing.

C. Net Income

The total operating net income is \$24,668.

D. Cash

As of January 31, 2024 the cash balance in the operating bank account was \$365,530. The operating subsidy received for the month was \$18,149 and operating expenses paid were \$103,758. In January 2024, \$47,382 was transferred from the Pagedale bank account to County Housing AP disbursing account for prior month shared expenses.

III. Attachments

- A. Budgeted Income Statement
- B. Cash Report
- C. Tenant Rents

Pagedale Housing Authority
Budgeted Income Statement
As of January 31, 2024

	Pagedale HA							
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	18,149	24,983	(6,835)	-27%	18,149	24,983	(6,835)	
Capital Fund Grants	-	-	-		-	-	-	
Total Tenant Charges	28,996	26,191	2,805	11%	28,996	26,191	2,805	
Total Investment Income	36	56	(20)	-36%	36	56	(20)	
Total Miscellaneous Other Income	-	-	-		-	-	-	
Total Income	47,180	51,230	(4,050)	-8%	47,180	51,230	(4,050)	-8%
Total Rents and Utility Reimbursemer	1,752	1,338	414	31%	1,752	1,338	414	
Total Salaries	4,785	14,391	(9,606)	-67%	4,785	14,391	(9,606)	
Total Benefits and Taxes	1,875	3,610	(1,735)	-48%	1,875	3,610	(1,735)	
Total Training, Seminars, Conference:	-	2,291	(2,291)		-	2,291	(2,291)	
Total Admin	8,412	21,630	(13,218)	-61%	8,412	21,630	(13,218)	-61%
Total Utilities	-	4,708	(4,708)		-	4,708	(4,708)	
Total Materials	-	1,919	(1,919)		-	1,919	(1,919)	
Total Contract Costs	198	5,851	(5,653)	-97%	198	5,851	(5,653)	
Total Tenant Services Expense	1,057	228	829	364%	1,057	228	829	
Total Other Maintenance Expenses	-	622	(622)		-	622	(622)	
Total Outside Services	-	-	-		-	-	-	
Total Other Occupancy Expenses	890	2,265	(1,375)	-61%	890	2,265	(1,375)	
Total Occupancy Expense	2,145	15,594	(13,449)	-86%	2,145	15,594	(13,449)	-86%
Total Insurance	5,877	3,990	1,886	47%	5,877	3,990	1,886	
Total Outside Services	-	85	(85)		-	85	(85)	
Total Professional Fees	-	307	(307)		-	307	(307)	
Total Other Fees	4,343	4,324	20	0%	4,343	4,324	20	
Total Telephone and Technology	164	1,633	(1,469)	-90%	164	1,633	(1,469)	
Total Other Administrative Expenses	170	873	(703)	-81%	170	873	(703)	
Total Internal Charges	1,403	1,405	(3)	0%	1,403	1,405	(3)	
Total Other General	11,956	12,617	(661)	-5%	11,956	12,617	(661)	-5%
Total Expenses	22,513	49,840	(27,328)	-55%	22,513	49,840	(27,328)	-55%
Total Net Operating Income	24,668	1,390	23,278		24,668	1,390	23,278	

Pagedale Housing Authority
Cash Report
January 2024

Pagedale - US Bank

BEGINNING BOOK CASH BALANCE 1/1/2024	\$	474,969.86
ADD:		
Tenant Rent		23,516.15
Security Deposits		-
FSS Deposits		-
Other Deposits		-
Operating Subsidy		18,148.50
Interest		35.81
Transfer		
Other Revenue		-
TOTAL DEPOSITS		41,700.46
LESS:		
Transfers to 4405 for shared expenses		(47,381.99)
Manual Checks		-
Checks		(17,870.56)
NSF		-
Withdraws/Other Deductions		(85,887.32)
Operating Subsidy Out		-
TOTAL PAYMENTS		(151,139.87)
ENDING BOOK CASH BALANCE 1/31/2024	\$	365,530.45
<i>Pagedale - US Bank</i>		
Ending Bank Balance 1/31/2024	\$	365,530.45
Outstanding Checks		-
ACH in Transit		-
Unearned Revenue		-
Adjusted Bank Balance 1/31/2024	\$	365,530.45
Variance		-

Tenant Rents

For Period = Jan 2024

Period	Date	Person	Account	Amount	Reference	Notes
01/2024	12/1/2023	(t0034583)	(rent) Tenant Rent	671.00	:TRC :12/23	:Rent 12/23
01/2024	1/1/2024	(t0034583)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0012812)	(rent) Tenant Rent	229.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000435)	(rent) Tenant Rent	312.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000398)	(rent) Tenant Rent	700.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000385)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000434)	(rent) Tenant Rent	585.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0035496)	(rent) Tenant Rent	107.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000412)	(rent) Tenant Rent	104.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000394)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034159)	(rent) Tenant Rent	297.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0012771)	(rent) Tenant Rent	333.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000382)	(rent) Tenant Rent	1,036.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0033887)	(rent) Tenant Rent	96.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0035415)	(rent) Tenant Rent	428.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000413)	(rent) Tenant Rent	98.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0033690)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034140)	(rent) Tenant Rent	168.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000392)	(rent) Tenant Rent	472.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0015506)	(rent) Tenant Rent	747.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000387)	(rent) Tenant Rent	1,036.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034421)	(rent) Tenant Rent	269.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0011184)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034260)	(rent) Tenant Rent	112.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000536)	(rent) Tenant Rent	212.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0009706)	(rent) Tenant Rent	217.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0019204)	(rent) Tenant Rent	386.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000340)	(rent) Tenant Rent	131.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000518)	(rent) Tenant Rent	481.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(b0022408)	(rent) Tenant Rent	245.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000456)	(rent) Tenant Rent	1,036.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000462)	(rent) Tenant Rent	104.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0011506)	(rent) Tenant Rent	132.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000355)	(rent) Tenant Rent	1,036.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000527)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0037201)	(rent) Tenant Rent	1,036.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000334)	(rent) Tenant Rent	305.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0023157)	(rent) Tenant Rent	135.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034658)	(rent) Tenant Rent	634.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034650)	(rent) Tenant Rent	887.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034470)	(rent) Tenant Rent	515.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000378)	(rent) Tenant Rent	745.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000240)	(rent) Tenant Rent	378.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034258)	(rent) Tenant Rent	346.00	:TRC :01/24	:Rent 01/24
01/2024	12/1/2023	(b0034258)	(rent) Tenant Rent	-280.00	:TRC :12/23	:RENT ADJ 12/23
01/2024	12/1/2023	(t0034258)	(rent) Tenant Rent	346.00	:TRC :12/23	:Rent 12/23

Pagedale Housing Authority (1218bpag)

Tenant Rents

For Period = Jan 2024

Period	Date	Person	Account	Amount	Reference	Notes
01/2024	1/1/2024	(t0035506)	(rent) Tenant Rent	692.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0019139)	(rent) Tenant Rent	550.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000537)	(rent) Tenant Rent	700.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034189)	(rent) Tenant Rent	98.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000399)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034509)	(rent) Tenant Rent	157.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034563)	(rent) Tenant Rent	184.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0035270)	(rent) Tenant Rent	130.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000422)	(rent) Tenant Rent	131.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0034307)	(rent) Tenant Rent	473.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0035185)	(rent) Tenant Rent	7.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0010574)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000388)	(rent) Tenant Rent	601.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000410)	(rent) Tenant Rent	194.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000383)	(rent) Tenant Rent	800.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0035334)	(rent) Tenant Rent	351.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0019097)	(rent) Tenant Rent	125.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(t0000377)	(rent) Tenant Rent	92.00	:TRC :01/24	:Rent 01/24
01/2024	1/1/2024	(d0033933)	(rent) Tenant Rent	484.00	:TRC :01/24	:Rent 01/24
				28,996.00		



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Carolyn Riddle, Interim Finance Director

Date: April 23, 2024

Subject: *Resolution No. 1437, Write-Offs of Uncollectable Rents*

Attached are the write-offs for uncollectable rents for the quarter ending March 31, 2024.

I. Recommendation

Staff recommend the Board approve write-offs for the 1st quarter of 2024.



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director of Housing Administration

Date: April 23, 2024

Subject: *Housing Administration Report*

At our last meeting, we discussed our performance projections for the Management Assessment Sub-System (MASS) of the Public Housing Assessment System (PHAS). Today, I will cover our current projections.

I. Current MASS Performance

Below is a snapshot of our current performance for each of the sub-indicators of the MASS.

Sub-Indicator	Performance	Projected Points	Max Points
Occupancy	98.75	16	16
Accounts Payable Ratio	0.02	4	4
Tenant Accounts Receivable	0.934	0	5
Current Snapshot	Standard Performer	20	25

II. Public Housing Updates

A. Staffing Update

We have hired a new staff member for our Pagedale property management team. As the onboarding process commences, Carrie Odneal will remain the primary point of contact for property management matters.

B. Tenant Repayment Agreements

Tenant repayment agreement letters have been sent out. We are currently in the second round of letters.



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: William Barry, Director Facilities and Property Management

Date: April 23, 2024

Subject: *Maintenance Report*

This memo summarizes the monthly maintenance and supply costs for Pagedale public housing from February 1 through March 31, 2024.

I. Maintenance Supply Costs

The following are repair and replacement costs for plumbing, electrical, appliance, window, and furnace repair supplies.

February	\$ 162.00
March	<u>\$ 1,027.00</u>
Total	\$ 1,189.00

A. Attachment: List of Work Orders from February – March 2024

II. Contracted Repair Costs

These costs include plumbing services, trash services, and one-unit rehab.

February	\$ 48.00
March	<u>\$ 17,490.00</u>
Total	\$ 17,538.00

III. Other Maintenance Cost

This cost covers vehicle fuel.

February	\$ 254.00
March	<u>\$ 378.00</u>
Total	\$ 632.00

Work Order Detail

Pagedale Housing Authority (1218bpag)
Work Orders active between 02/01/2024 and 03/31/2024

Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Completed	Days to Complete	Days open in Period Reported
AR6901	36623	Inspection		Entire unit grounds yard provide	11/14/2023	02/12/2024		90 11
AR6901	36624	Inspection		overgrown vegetation	11/14/2023	02/12/2024		90 11
AR6901	36625	Inspection		Basement door knob to be repaired o	11/14/2023	02/12/2024		90 11
AR6901	36626	Inspection		Front bathroom and kitchen tile buc	11/14/2023	02/12/2024		90 11
AR6901	36627	Inspection		Install co2 in basement	11/14/2023	02/12/2024		90 11
AR6901	36628	Inspection		Repair and paint holes in interior	11/14/2023	02/12/2024		90 11
AR6901	36629	Inspection		Remove mold from front bedroom wind	11/14/2023	02/12/2024		90 11
AR6901	36630	Inspection		Replace or repair front bedroom win	11/14/2023	02/09/2024		87 8
AR6903	36631	Inspection		Recaulk front bathroom tub	11/14/2023	02/09/2024		87 8
AR6903	36632	Inspection		Replace GFCI in rear bathroom	11/14/2023	02/09/2024		87 8
AR6903	36633	Inspection		Replace broken floor tiles through	11/14/2023	02/09/2024		87 8
AR6903	36634	Inspection		Install co2 detector in basement	11/14/2023	02/09/2024		87 8
AR6903	36635	Inspection		Repair loose handrail in basement	11/14/2023	02/09/2024		87 8
AR6903	36636	Inspection		Patch and paint holes in bedroom an	11/14/2023	02/09/2024		87 8
AR6903	36637	Inspection		Remove overgrown vegetation from ya	11/14/2023	02/09/2024		87 8
AR6903	36638	Inspection		Remove tree limbs and cut grass	11/14/2023	02/09/2024		87 8
AR6904	36639	Inspection		Secure dryer vent cover	11/14/2023	02/12/2024		90 11
AR6904	36640	Inspection		Secure toilet seat in rear bathroom	11/14/2023	02/09/2024		87 8
AR6904	36641	Inspection		Rehang all closets doors	11/14/2023	02/09/2024		87 8
AR6904	36642	Inspection		missing or inoperable smoke and co2	11/14/2023	02/09/2024		87 8
AR6904	36643	Inspection		entire unit interior repair all wi	11/14/2023	02/09/2024		87 8
AR6905	36645	Inspection		Recaulk tub walls	11/14/2023	02/05/2024		83 4
AR6905	36646	Inspection		bathroom replace broken floor tiles	11/14/2023	02/12/2024		90 11
AR6905	36647	Inspection		entire unit interior eliminate mold	11/14/2023	02/05/2024		83 4
AR6907	36649	Inspection		entire unit exterior power wash sid	11/14/2023	02/09/2024		87 8
AR6907	36650	Inspection		basement install co2 detector	11/14/2023	02/05/2024		83 4
AR6907	36651	Inspection		basement install furnace filter	11/14/2023	02/05/2024		83 4
AR6909	36652	Inspection		rear grounds yard repair/replace do	11/14/2023	02/09/2024		87 8
AR6909	36653	Inspection		entire unit grounds yard remove veg	11/14/2023	02/09/2024		87 8
AR6909	36654	Inspection		rear bathroom secure sink faucet	11/14/2023	02/09/2024		87 8
AR6909	36655	Inspection		front bathroom recaulk around tub 2	11/14/2023	02/09/2024		87 8
AR6909	36656	Inspection		rear bathroom secure/replace toilet	11/14/2023	02/09/2024		87 8
AR6909	36657	Inspection		kitchen repair/replace cabinet door	11/14/2023	02/09/2024		87 8
AR6909	36658	Inspection		kitchen repair/replace cabinet doo	11/14/2023	02/09/2024		87 8
AR6909	36659	Inspection		check operation of refrigerator(mak	11/14/2023	02/12/2024		90 11
AR6909	36660	Inspection		basement install co2 detector	11/14/2023	02/09/2024		87 8
AR6909	36661	Inspection		entire unit interior eliminate mold	11/14/2023	02/09/2024		87 8
AR6911	36662	Inspection		interior hallway repair/replace lig	11/14/2023	02/09/2024		87 8
AR6911	36663	Inspection		1. front bathroom recaulk around tu	11/14/2023	02/07/2024		85 6
AR6911	36664	Inspection		front bathroom secure/replace toile	11/14/2023	02/07/2024		85 6
AR6911	36665	Inspection		entire unit interior rehang/remove	11/14/2023	02/07/2024		85 6
AR6911	36666	Inspection			11/14/2023	02/09/2024		87 8
AR6911	36667	Inspection		kitchen repair all range burners to	11/14/2023	02/09/2024		87 8
AR6911	36668	Inspection		entire unit interior repair all smo	11/14/2023	02/07/2024		85 6
AR6911	36669	Inspection		entire unit interior repair all smo	11/14/2023	02/09/2024		87 8
AR6911	36670	Inspection		rear bathroom repair/replace towel	11/14/2023	02/09/2024		87 8
AR6911	36671	Inspection		entire unit interior repair/replac	11/14/2023	02/09/2024		87 8
AR6912	36672	Inspection		side exterior replace leaking fauce	11/14/2023	02/07/2024		85 6
AR6912	36673	Inspection		bathroom install faucet aerator	11/14/2023	02/07/2024		85 6
AR6912	36674	Inspection		bathroom repair/replace loose tub f	11/14/2023	02/07/2024		85 6
AR6913	36675	Inspection		Leaking faucets or pipes	11/14/2023	02/05/2024		83 4
AR6913	36676	Inspection		basement install co2 detector	11/14/2023	02/05/2024		83 4
AR6913	36677	Inspection		entire unit interior repair all win	11/14/2023	02/05/2024		83 4
AR6915	36678	Inspection		Damaged or Missing Storm Door	11/14/2023	02/12/2024		90 11
AR6915	36679	Inspection		Damaged Fence, Gates, posts	11/14/2023	02/12/2024		90 11
AR6915	36680	Inspection		toiets not flushing	11/14/2023	02/12/2024		90 11
AR6915	36681	Inspection		Recaulk tub walls	11/14/2023	02/12/2024		90 11
AR6915	36682	Inspection		Inoperable bath fan falling down	11/14/2023	02/09/2024		87 8
AR6915	36683	Inspection		Missing Interior Door	11/14/2023	02/12/2024		90 11
AR6915	36684	Inspection		Missing Floor or Tiles kitchen and	11/14/2023	02/12/2024		90 11
AR6915	36685	Inspection		Hot Water Heater Leaking Valves or	11/14/2023	02/12/2024		90 11
AR6915	36686	Inspection		kitchen and bathroom Missing Floor	11/14/2023	02/12/2024		90 11
AR6915	36687	Inspection		Repair or paint damaged surfaces da	11/14/2023	02/12/2024		90 11
AR6917	36689	Inspection		caulk cabinet and tub walls in bot	11/14/2023	02/05/2024		83 4
AR6917	36690	Inspection		repair shower faucet to work correc	11/14/2023	02/06/2024		84 5
AR6917	36691	Inspection		Floor Covering Damaged	11/14/2023	02/12/2024		90 11
AR6917	36692	Inspection		burners will not ignite	11/14/2023	02/06/2024		84 5
AR6917	36693	Inspection		bedroom. INSTALL CO2 MONITOR	11/14/2023	02/05/2024		83 4
AR6917	36694	Inspection		Damaged door Frames or Theshold or	11/14/2023	02/05/2024		83 4
AR6917	36695	Inspection		Damaged roof soffits or fascia	11/14/2023	02/05/2024		83 4
AR6917	36696	Inspection		Damaged Fence, Gates, posts	11/14/2023	02/12/2024		90 11
AR6918	36697	Inspection		replace broken stripping in kitchen	11/14/2023	02/05/2024		83 4
AR6919	36698	Inspection		Bath sink constant drip	11/14/2023	02/05/2024		83 4
AR6919	36699	Inspection		Inoperable bath fan	11/14/2023	02/05/2024		83 4
AR6919	36700	Inspection		Repair flush mechanism bathroom 2	11/14/2023	02/05/2024		83 4
AR6919	36701	Inspection		Damaged door Surfaces or (holes or	11/14/2023	02/12/2024		90 11
AR6919	36702	Inspection		place door on track	11/14/2023	02/07/2024		85 6

AR6919	36703	Inspection	Floor Covering Damaged	11/14/2023	02/12/2024	90	11
AR6919	36704	Inspection	all burners are not igniting	11/14/2023	02/05/2024	83	4
AR6919	36705	Inspection	Overgrown or Penetrating Vegetati	11/14/2023	02/05/2024	83	4
AR6919	36706	Inspection	Garbage and Debris-Outdoors	11/14/2023	02/05/2024	83	4
AR6921	36707	Inspection	two right burner will not ignite	11/14/2023	02/05/2024	83	4
AR6921	36708	Inspection	Missing or Inoperable CO detector	11/14/2023	02/05/2024	83	4
AR6921	36709	Inspection	Garbage and Debris-Outdoors	11/14/2023	02/05/2024	83	4
EC1461	36711	Inspection	need aerator both bathrooms	11/14/2023	02/09/2024	87	8
EC1461	36712	Inspection	Repair or replace tub walls	11/14/2023	02/09/2024	87	8
EC1461	36713	Inspection	Damaged Interior walls Repair or pa	11/14/2023	02/09/2024	87	8
EC1469	36714	Inspection	reglaze tub	11/14/2023	02/09/2024	87	8
EC1469	36715	Inspection	Missing or Inoperable smoke alarm	11/14/2023	02/09/2024	87	8
EC1473	36720	Inspection	Secure or replace toilet seat	11/14/2023	02/12/2024	90	11
EC1473	36721	Inspection	Replace missing Outlet or Switch Co	11/14/2023	02/12/2024	90	11
EC1473	36722	Inspection	Repair or Replace Mechanism on bedr	11/14/2023	02/12/2024	90	11
EH1547	36723	Inspection	Missing or damaged cabinet door(s)	11/14/2023	02/12/2024	90	11
EH1547	36724	Inspection	Bathroom Leaking Drain into basemen	11/14/2023	02/12/2024	90	11
EH1547	36725	Inspection	Stairs Broken or missing hand raili	11/14/2023	02/12/2024	90	11
EH1547	36726	Inspection	Overgrown or Penetrating Vegetation	11/14/2023	02/12/2024	90	11
EH7056	36727	Inspection	Damaged Interior walls	11/14/2023	03/18/2024	125	46
EH7076	36730	Inspection	Damaged Door Hardware	11/14/2023	02/14/2024	92	13
EH7076	36731	Inspection	Damaged Interior walls	11/14/2023	02/14/2024	92	13
FE1522	36732	Inspection	door off track	11/14/2023	02/12/2024	90	11
FE1524	36735	Inspection	provide access to shed	11/14/2023	02/20/2024	98	19
FE1524	36736	Inspection	remove vegation from fencelines and	11/14/2023	02/20/2024	98	19
FE1524	36737	Inspection	Missing or Inoperable CO detector	11/14/2023	02/14/2024	92	13
GD7350	36738	Inspection	provide access to shed	11/14/2023	02/20/2024	98	19
GD7350	36739	Inspection	remove vegetation from fenceline an	11/14/2023	02/20/2024	98	19
GD7350	36740	Inspection	all burners not igniting	11/14/2023	02/20/2024	98	19
GD7350	36741	Inspection	Missing or Inoperable CO detector	11/14/2023	02/20/2024	98	19
H65172	36742	Inspection	Damaged Frames or Theshold or Linte	11/14/2023	02/20/2024	98	19
H65172	36743	Inspection	Damaged roof soffits or fascia	11/14/2023	02/20/2024	98	19
H65172	36744	Inspection		11/14/2023	02/20/2024	98	19
H65172	36745	Inspection	Missing or Inoperable smoke alarm	11/14/2023	02/20/2024	98	19
H65172	36746	Inspection	Overgrown or Penetrating Vegetation	11/14/2023	02/20/2024	98	19
H65172	36747	Inspection	Repair flush mechanism	11/14/2023	02/20/2024	98	19
H65172	36748	Inspection	Ceiling Peeling or Needs Paint	11/14/2023	02/20/2024	98	19
H65172	36749	Inspection	Ceiling Water Stains or Water Damag	11/14/2023	02/20/2024	98	19
H65172	36750	Inspection	Kitchen Exhaust Fans-Inoperable	11/14/2023	02/20/2024	98	19
H65172	36751	Inspection	Repair fridge or replace door handl	11/14/2023	02/16/2024	94	15
H65172	36752	Inspection	Repair or replace kitchen door gask	11/14/2023	02/16/2024	94	15
H65172	36753	Inspection	Missing/Broken Outlet or switch	11/14/2023	02/16/2024	94	15
H65172	36754	Inspection	Missing or Inoperable CO and smoke	11/14/2023	02/16/2024	94	15
H65172	36756	Inspection	Repair or Replace window Mechanism	11/14/2023	02/16/2024	94	15
H65172	36757	Inspection	Provide extermination services for	11/14/2023	02/16/2024	94	15
HH6525	36758	Inspection	Overgrown or Penetrating Vegetation	11/14/2023	02/20/2024	98	19
HH6525	36759	Inspection	Mailbox damaged	11/14/2023	02/20/2024	98	19
HH6525	36760	Inspection	Roof Damaged or clogged drains	11/14/2023	02/20/2024	98	19
HH6525	36761	Inspection	Exterior Electrical Hazards Secure	11/14/2023	02/20/2024	98	19
HH6525	36762	Inspection	Bathroom sink damaged	11/14/2023	02/20/2024	98	19
HH6525	36763	Inspection	Inoperable bath fan	11/14/2023	02/20/2024	98	19
HH6525	36764	Inspection	Damaged or missing door knob or str	11/14/2023	02/20/2024	98	19
HH6525	36765	Inspection	Entry Door-Deteriorated Seals or Ga	11/14/2023	02/20/2024	98	19
HH6525	36766	Inspection	Floor Covering Damaged	11/14/2023	02/20/2024	98	19
HH6525	36767	Inspection	Fridge: Repair or replace door hand	11/14/2023	02/20/2024	98	19
HH6525	36768	Inspection	Missing or inoperable light fixture	11/14/2023	02/20/2024	98	19
HH6525	36769	Inspection	Missing or Broken Outlet	11/14/2023	02/20/2024	98	19
HH6525	36770	Inspection	Missing or Inoperable smoke alarm	11/14/2023	02/20/2024	98	19
HH6525	36771	Inspection	Damaged Interior walls	11/14/2023	02/20/2024	98	19
HH6525	36772	Inspection	Damaged or deteriorated trim	11/14/2023	02/20/2024	98	19
HH6537	36789	Inspection	Evidence of frayed wiring	11/14/2023	02/20/2024	98	19
HH6537	36790	Inspection	Recaulk tub walls	11/14/2023	02/20/2024	98	19
HH6537	36791	Inspection	Install GFCI outlets in kitchen	11/14/2023	02/20/2024	98	19
HH6537	36792	Inspection	Repair or replace fridge door gaske	11/14/2023	02/20/2024	98	19
HH6537	36793	Inspection	Missing or Inoperable CO detector	11/14/2023	02/20/2024	98	19
HH6547	36794	Inspection	An unprotected outlet is present wi	11/14/2023	02/20/2024	98	19
HH6547	36795	Inspection	A burner does not produce heat, but	11/14/2023	02/20/2024	98	19
K11205	36796	Inspection	Overgrown or Penetrating Vegetation	11/14/2023	02/20/2024	98	19
K11205	36797	Inspection	Replace bathroom faucet.	11/14/2023	02/20/2024	98	19
K11205	36798	Inspection	Inoperable bath fan	11/14/2023	02/20/2024	98	19
K11205	36799	Inspection	Damaged door Frames or Theshold or	11/14/2023	02/20/2024	98	19
K11205	36800	Inspection	Entry Door-Missing Seals or Gasket	11/14/2023	02/20/2024	98	19
K11205	36802	Inspection	Floor Covering Damaged	11/14/2023	03/18/2024	125	46
K11205	36803	Inspection	Replace range hood.	11/14/2023	02/20/2024	98	19
K11205	36804	Inspection	Repair or replace faucet or faucet	11/14/2023	02/20/2024	98	19
K11205	36805	Inspection	Repair or paint damaged surfaces	11/14/2023	02/20/2024	98	19
K11205	36806	Inspection	Repair/replace window mechanism	11/14/2023	02/23/2024	101	22
K11260	36807	Inspection	foundation Level 2 - Cracks noted >	11/14/2023	02/14/2024	92	13
K11260	36808	Inspection	Spalling or exposed rebar in founda	11/14/2023	02/22/2024	100	21
K11260	36809	Inspection	Damaged roof soffits or fascia	11/14/2023	02/22/2024	100	21
K11260	36810	Inspection	Install GFCI in kitchen.	11/14/2023	02/14/2024	92	13
K11260	36811	Inspection	Missing or inoperable light fixture	11/14/2023	02/22/2024	100	21
K11260	36812	Inspection	Missing or Inoperable smoke alarm	11/14/2023	02/20/2024	98	19
K11260	36813	Inspection	Broken or missing hand railing Note	11/14/2023	02/20/2024	98	19

KI1260	36814	Inspection		Window not lockable	11/14/2023	02/20/2024	98	19
KI1350	36815	Inspection		AC system not working	11/14/2023	02/20/2024	98	19
KI1350	36816	Inspection		Ceiling Bulging or Buckling	11/14/2023	02/14/2024	92	13
KI1350	36817	Inspection		Damaged or missing door knob or str	11/14/2023	02/14/2024	92	13
KI1350	36818	Inspection		Notes: missing door and shelf	11/14/2023	02/14/2024	92	13
KI1350	36819	Inspection		Missing Floor or Tiles	11/14/2023	02/22/2024	100	21
KI1350	36820	Inspection		Missing or damaged cabinet	11/14/2023	02/14/2024	92	13
KI1350	36821	Inspection		Stove Missing or damaged or Inopera	11/14/2023	02/14/2024	92	13
KI1350	36822	Inspection		Missing or Inoperable CO detector	11/14/2023	02/14/2024	92	13
KI1350	36823	Inspection		Repair or paint wall damaged surfac	11/14/2023	02/14/2024	92	13
MI1325	36835	Inspection		Hazards - Other (see notes) siding	11/16/2023	02/16/2024	92	15
MI1325	36836	Inspection		Lavatory Sink Damaged	11/16/2023	02/16/2024	92	15
MI1325	36837	Inspection		Shower/Tub Damaged or missing	11/16/2023	02/16/2024	92	15
MI1325	36838	Inspection		Damaged decking	11/16/2023	02/16/2024	92	15
MI1345	36839	Inspection		Overgrown or Penetrating Vegetati	11/16/2023	02/14/2024	90	13
MI1345	36840	Inspection		water spigot broken	11/16/2023	02/14/2024	90	13
MI1345	36841	Inspection		Shower/Tub Damaged or missing	11/16/2023	02/14/2024	90	13
MI1345	36842	Inspection		Missing or damaged cabinet door(s)	11/16/2023	02/14/2024	90	13
NX1519	36843	Inspection		Inoperable bath fan	11/16/2023	02/05/2024	81	4
NX1519	36844	Inspection		Missing/Broken Cover Plates Missing	11/16/2023	02/05/2024	81	4
NX1519	36845	Inspection		Damaged Interior walls	11/16/2023	02/14/2024	90	13
WO1319	37312	Routine	Appliance	Water in the bottom bin of refriger	01/31/2024	02/06/2024	6	5
SC7209	37325	Routine		ceiling light cover falling	02/01/2024	02/05/2024	4	4
FE1524	37332	Routine	Electrical	No carbon monoxide detector in unit	02/02/2024	02/02/2024	1	1
KI1205	37338	Routine	Plumbing	Needing a new faucet for sink	02/05/2024	02/13/2024	8	8
KI1205	37339	Routine	Flooring-Steps	Replace damaged tile in kitchen	02/05/2024	02/14/2024	9	9
AR6917	37349	Routine	Doors	Replace door knob	02/05/2024	02/06/2024	1	1
AR6917	37350	Routine	HVAC	Check thermostat	02/05/2024	02/06/2024	1	1
EC1469	37354	Routine	Electrical	Front porch light fixture	02/06/2024	02/07/2024	1	1
WH6514	37361	Routine	General	Needing a exhaust fan/kitchen	02/07/2024	02/07/2024	1	1
WH6514	37362	Routine	Plumbing	Both toilets are running.	02/07/2024	02/07/2024	1	1
SD1418	37364	Routine	Appliance	Used oven/smell gas	02/07/2024	02/08/2024	1	1
SD1418	37365	Routine	Doors	Front screen door is jamming.	02/07/2024	02/08/2024	1	1
AR6917	37366	Routine	General	Faucet in bathtub is leaking	02/07/2024	02/07/2024	1	1
JU6523	37374	Routine	HVAC	Thermostat not working..	02/07/2024	02/14/2024	7	7
KI1347	37379	Routine	Plumbing	Vanity is stopped up.	02/08/2024	02/13/2024	5	5
FE1524	37381	Routine	HVAC	Heat not coming on.	02/09/2024	02/09/2024	1	1
FE1524	37382	Routine	General	Exhaust fan in the hallbath is not	02/09/2024	02/09/2024	1	1
EH7072	37389	Routine	Doors	Closet door/	02/12/2024	02/14/2024	2	2
AR6917	37394	Routine	HVAC	Blowing out cold air.	02/12/2024	02/14/2024	2	2
AR6917	37395	Routine	General	Vanity faucet still leaking	02/12/2024	02/20/2024	8	8
HH6537	37409	Routine	Electrical	GFI not working in kitchen	02/15/2024	02/16/2024	1	1
EC1461	37416	Routine	HVAC	No heat	02/16/2024	02/16/2024	1	1
EC1461	37418	Routine	Plumbing	Kitchen sink spray	02/16/2024	02/16/2024	1	1
AR6911	37419	Routine	Plumbing	Pipe under the kitchen sink is leak	02/16/2024	02/20/2024	4	4
AR6909	37424	Routine	General	Wall tile in bathroom came apart	02/20/2024	02/23/2024	3	3
EC1461	37425	Routine	Doors	Garage door will not go up.	02/20/2024	02/20/2024	1	1
EC1461	37426	Routine	HVAC	Heat not warming up.	02/20/2024	02/20/2024	1	1
EC1461	37427	Routine	Plumbing	Sprayer on kitchen faucet.	02/20/2024	02/20/2024	1	1
WH6514	37434	Routine	Plumbing	When using the shower, water runs	02/20/2024	02/22/2024	2	2
WH6514	37435	Routine	Doors	All closet doors are off track	02/20/2024	02/22/2024	2	2
WH6514	37436	Routine	General	Replace exhaust fan over stove	02/20/2024	02/22/2024	2	2
SF6703	37441	Routine	Electrical	Detector is going off in daughter b	02/21/2024	02/22/2024	1	1
FE1524	37450	Routine	HVAC	No Heat	02/21/2024	02/22/2024	1	1
RT6716	37453	Routine	Plumbing	Leaking under the sink	02/21/2024	02/22/2024	1	1
SC7225	37458	Routine	Appliance	Refrigerator is making noise	02/22/2024	02/23/2024	1	1
GD7350	37459	Routine	Appliance	Check ut stove and refrigerator	02/22/2024	02/22/2024	1	1
GD7350	37460	Routine	Doors	Wanting locks changed	02/22/2024	03/11/2024	18	18
EC1461	37486	Routine	HVAC	NO heat	02/28/2024	02/28/2024	1	1
SC7213	37489	Routine	HVAC	No Heat	02/28/2024	02/28/2024	1	1
MI1325	37493	Routine	Plumbing	Tub faucet came apart	02/29/2024	03/06/2024	6	6
SC7209	37495	Routine	Appliance	When using the detector goes off.	02/29/2024	03/12/2024	12	12
SC7209	37496	Routine	Electrical	shortage in light in living room	02/29/2024	03/08/2024	8	8
MI1331	37497	Routine	Doors	Replaced door knob	02/29/2024	03/06/2024	6	6
MI1331	37498	Routine	Plumbing	toilet in master bathroom	02/29/2024	03/06/2024	6	6
MI1331	37499	Routine	Appliance	Oven door is not working	02/29/2024	03/06/2024	6	6
KI1260	37510	Routine	Doors	Bathroom door off hinge	03/04/2024	03/06/2024	2	2
AR6905	37515	Routine	Windows	Window in the kitchen will not stay	03/04/2024	03/06/2024	2	2
EC1469	37527	Routine	Doors	Hard to turn key in lock	03/05/2024	03/06/2024	1	1
SF6707	37534	Routine	Electrical	Sparks/outlet	03/06/2024	03/06/2024	1	1
SF6707	37535	Routine	Doors	All closet door off trap	03/06/2024	03/08/2024	2	2
SF6707	37536	Routine	Plumbing	Toilet running	03/06/2024	03/07/2024	1	1
SF6707	37537	Routine	General	Replace ehaust fan	03/06/2024	03/06/2024	1	1
JU6523	37538	Routine	Flooring-Steps	Rail/front porch	03/06/2024	03/08/2024	2	2
JU6523	37539	Routine	Building Exterior	Side of house/left side	03/06/2024	03/06/2024	1	1
EC1473	37544	Routine	Plumbing	No water comng from shower	03/07/2024	03/08/2024	1	1
EC1473	37545	Routine	General	Vent in basement has rusted	03/07/2024	03/27/2024	20	20
AR6911	37565	Routine	Appliance	Check pilot light	03/12/2024	03/13/2024	1	1
AR6909	37582	Routine	Electrical	Front porch light is out.	03/13/2024	03/14/2024	1	1
AR6915	37597	Routine	Grounds	Tree branches	03/15/2024	03/18/2024	3	3

243

Total number of work orders: 243
Average completion days: 10.25
Average completion days for reporting period 2 years prior: 1.00
Reduction in average completion days over the past three years: -9.25