

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2011 - 452**

**A RESOLUTION OF THE CITY OF SAMMAMISH CITY
COUNCIL APPROVING THE 2011 WORK PROGRAM AND
BUDGET FOR A REGIONAL COALITION FOR HOUSING**

WHEREAS, the City of Sammamish has adopted a comprehensive plan containing a housing element which meets the requirements of the State Growth Management Act (GMA); and

WHEREAS, A Regional Coalition for Housing (ARCH) has assisted the City in meeting its GMA objectives in the development and implementation of the housing element of the comprehensive plan; and

WHEREAS, the City of Sammamish, has entered into an Interlocal Agreement with ARCH to be a member of the coalition and receive the benefits of membership; and

WHEREAS, ARCH has submitted to the City Council a work-program and budget for 2011 which requires the City's concurrence; and

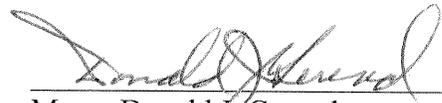
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, DO RESOLVE AS FOLLOWS:**

The City of Sammamish City Council hereby:

Approves the ARCH 2011 work program and budget as set forth in
Attachment A and Attachment B.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 21st DAY OF MARCH, 2011.**

CITY OF SAMMAMISH

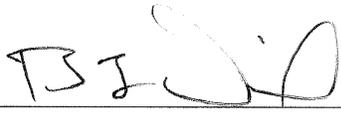


Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:


Melonie Anderson, City Clerk

Approved as to form:


Bruce L. Disend, City Attorney

Filed with the City Clerk: February 8, 2011
Passed by the City Council: March 21, 2011
Resolution No. R2011-452

Final 12/9/10

ARCH WORK PROGRAM: 2011

I. PROJECT ASSISTANCE

A. Oversight of Local Monetary Assistance

ARCH Trust Fund. Review applications and make recommendations for requests of local monetary funds through the ARCH Housing Trust Fund process. Includes helping to coordinate the application process and use of funds for various programs.

Objective: Allocation of \$1,000,000 or more through the ARCH Housing Trust Fund Process, and create or preserve a minimum of 50 units.

For the 'Parity Program', provide updated annual information to members, and achieve the base line goal for levels of direct assistance.

Provide a variety of types of affordable housing and that meet other funding priorities as specified in the ARCH Trust Fund Criteria.

Evaluation of ARCH Trust Fund: Dedicated Funding Source. As follow up to the ARCH Workshops in 2007, explore and evaluate the feasibility of a dedicated funding source.

Objective: Develop a sustainable strategy for the HTF to meet local housing goals.

Centralized Trust Fund System. Monitor centralized trust fund process including:

- Produce regular monitoring reports for the ARCH Trust Fund account.
- Work with Administrating Agency (Bellevue) to prepare contracts and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments.

King County / State Funding Programs. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, etc) and State (Tax Credit, DOC) funds. Includes providing input to the King County Home Consortium on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing. Advise city staff as needed regarding analysis of Redmond's and Kirkland's participation in the King County consortium governing the Community Development Block Grant.

Objective: In consultation with County, local staff and housing providers, seek to have funds allocated on a countywide basis by the County and State allocated proportionately throughout the County including the ARCH Sphere of Influence.

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B. Special Initiatives This includes a range of activities where ARCH staff assist local staff with specific projects. Activities can range from feasibility analysis, assisting with requests for proposals, to preparation of legal documents (e.g. contracts, covenants). Following are either existing initiatives or examples of initiatives likely to emerge:

Eastside Homebuyer Assistance Program. In late 2005 the House Key Plus ARCH down payment assistance program was launched with funding from many East King County cities, King County and the Washington Housing Commission. In 2006 a second round of funding was received from the same initial funders. In 2011, the goal is to finalize contracting of a third round of funding awards received in 2010 and to implement updates to the program resulting from a review of the program.

Objective: Maintain operation of the Homebuyer Assistance Program and implement updates.

Surplus Property/Underdeveloped Property. Assist as needed member cities' evaluation of potentially surplus public property or underutilized private property (e.g. church properties) for suitability of affordable housing. For example, Kirkland and King County (Metro) are currently evaluating using the South Kirkland Park n Ride site for a mix of market rate and affordable housing. One potential use of surplus property is for the HomeChoice Way ownership initiative. This task is consistent with one of the priority strategies identified at the ARCH Workshops in 2007.

Objective: Identify one or more specific sites in East King County to be made available for housing.

HUD Assisted Housing. Continue to monitor and actively pursue efforts to preserve existing HUD assisted affordable housing.

Objective: Preserve existing federally assisted affordable housing in East King County and prevent from converting to market rate housing.

II. HOUSING POLICY PLANNING

Work items in this section group into the following basic areas of activity:

- Work with individual members on local planning efforts.
- Efforts coordinated through ARCH that benefit multiple members of ARCH.
- Track legislation that increases tools available to cities to create affordable housing.
- Participation in regional workgroups that impact local housing efforts.

A. Local Planning Activities

ARCH Housing Strategy Program. ARCH members have identified a number of Priority Housing Strategies as well as an ongoing education program for members, several of which can impact local planning efforts, including:

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- Ongoing education of staffs and officials through Housing 101 Workshops for staffs and new local officials; updating information in the Housing 101 Workbook, annual study sessions with member councils to review current issues and activities and materials profiling current programs and housing trends.
- Assist cities that incorporate priority strategies into their local work program (e.g. property tax exemption program in mixed use zones, regulatory incentive programs, regulations to increase housing diversity (mixed use, innovative housing, housing emphasis zones). (Note: See Local Housing Efforts below for specific activities by members.)

Housing Background Information. Historically, ARCH has provided a range of housing and demographic information for its members. On an annual basis, ARCH will continue to provide updated housing data information as available. This updated housing information will be incorporated into the education fliers and Housing 101 report used as part of the ongoing Housing Education Program. In 2011, this will include doing a tour for local officials of local affordable housing.

Housing Needs Assessment In 2011 and 2012 members will need Housing Needs Assessments as part of their updates to their Comprehensive Plans. Working with ARCH members, ARCH will develop a needs assessment on behalf of all members of ARCH that will be completed toward the beginning of the updates to local Comprehensive Plans. Work on this began in 2010 and will continue into 2011. **Work on this is not listed separately for each city, but is assumed will be for all members.**

Objective: Assist with preparation of Housing Needs Assessment for all members, and to do so through a coordinated effort in behalf of all members.

On a regular basis, conduct education sessions for new local officials and staffs on local housing conditions and programs (Housing 101 East King County, East King County Plan to End Homelessness), and hold annual discussion with member councils on recent housing trends and efforts.

Continue to keep member jurisdictions and the broader community aware of local housing conditions to assist in their efforts to evaluate current and future efforts to meet local housing objectives.

Include research on recent housing trends, and responses to these trends, in order to inform members of potential issues and local responses (e.g. foreclosure activity).

Local Housing Efforts: ARCH jurisdictions are updating land use, zoning and other codes in order to implement policies identified in their Comprehensive Plans. ARCH staff will continue to assist local staffs in these efforts. Following are specifically identified areas that ARCH will assist local staff with accomplishing. For the coming year, ARCH staff

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expects to spend considerable time assisting members in two broad areas:

- Over the next two years, updating local Housing Elements, with initial efforts focused on developing needs assessments for members.
- Developing administrative procedures and initial implementation of new land use incentive programs adopted by cities.

Objective: Assist local staff with completion of the following updates of local codes and specific plans:

Bellevue

Assist City staff as needed with Bellevue's planning initiatives included in the Two-Phase Housing Work Program identified by the Council. (e.g. updates to ADU regulations, update city-wide housing incentives, more innovative forms of housing, MF tax exemption.)

Assist City staff with developing and implementing administrative procedures for the Bel-Red land use incentive program.

Assist with Council evaluation of a MF Tax exemption program in Bel-Red and potentially other areas of the City. In the event Council provides direction to develop a program, assist City Staff to develop code language for a program.

Assist in identifying opportunities for affordable housing and implementation of affordable housing strategies in identified ST2 corridors where transit oriented housing and mixed income housing development is an important component of the initial planning work.

Assist City staff to evaluate long term options for the Landmark property or other properties identified by the City.

Bothell

Assist City staff with implementation of any housing strategies identified by City Council as part of the 2011 Docket process.

Work with City staff to explore opportunities for housing and affordable housing on city owned properties in the downtown revitalization area.

Clyde Hill

Assist City staff with a general review of housing regulations.

Assist City with rental of City's affordable rental unit.

Issaquah

Central Issaquah Plan: Continue work with City staff to refine housing parts

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of the Central Issaquah Plan as well as the related development standards and incentives. Participate in related presentations to the Planning Policy Commission and/or City Council at key milestones for assistance on affordable housing.

Issaquah Highlands: Monitor the implementation of the Issaquah Highlands affordable housing development agreement. This includes monitoring individual projects by private developers, and completion of the YWCA Family Village and Habitat Housing.

Kenmore

TOD Regulations: Assist City staff with developing administrative procedures for the affordable housing provisions within the TOD incentive zoning.

Downtown Plan: Assist, as needed, City staff to implement the requirement to provide affordable units in the downtown area.

Kirkland

Continue to assist staff with exploring the feasibility of mixed-use transit oriented development on a portion of the South Kirkland Park & Ride property, including community outreach, development of RFP and evaluation of responses, and developing documentation to secure affordability requirements.

Assist City staff with Council Housing Committee and resulting initiatives.

Assist City staff with the Housing portion of Neighborhood Plan updates (currently Houghton and Lakeview, potentially followed by Bridle Trails and South Rose Hill).

Assist City staff with an examination of existing non-conforming multifamily densities and how that might relate to the preservation of existing affordable housing.

Mercer Island

Assist City staff with completion of council review of tax exemption program for Town Center, and based on council action, set up administrative procedures and documents.

Assist City Staff and Planning Commission with updating the Housing Strategy Plan, and with initial implementation of high priority strategies.

Newcastle

Assist City staff with Council's review of affordable housing provisions for

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Community Business Center and other areas of the city. Assist with updating administrative procedures based on any final revisions by Council. Assist with agreements for any project that would include an affordable housing requirement, including those related to the Community Business Center.

Assist Planning Commission and Council with a review and potential update of current ADU regulations.

Redmond

Assist with further update of housing regulations as needed as follow up to the rewrite of the City's zoning code.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations.

Assist with the promotion of affordable housing programs available to Redmond residents and developers, e.g., Accessory Dwelling Units (ADUs).

Assist City staff and Council with evaluating and, if appropriate, implementing a tax incentive program for affordable housing, as allowed under RCW 84.14.

Provide assistance as needed in updating neighborhood plans (e.g. Southeast Redmond) with respect to housing, including periodic attendance at Citizen Academy and CAC meetings to help identify housing issues within the neighborhood and develop policy and regulatory responses.

Assist with the development of administrative guidelines for existing incentive programs to create affordable housing.

Sammamish

Assist City staff with developing administrative procedures for affordable housing incentives related to the Town Center regulations.

Assist with initial implementation of high priority strategies identified in the Housing Strategy Plan, including efforts to encourage Accessory Dwelling Units (ADUs), and processes and standards for homeless encampments.

Evaluate Strategy Plan to assess if work should commence on any median priority strategies (e.g. Senior Housing opportunities).

Woodinville

Review and strengthening of affordable housing and accessory dwelling unit programs and regulations.

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Assist City staff and Planning Commission with evaluating and developing incentives for affordable housing as provided for in the Downtown/Little Bear Creek Master Plan area.

Yarrow Point

Assist Planning Commission and Council with a review and potential update of current ADU regulations, and assist with effort to increase public awareness of local provisions.

King County See Regional/Planning Activities below.

Complete standard covenants, and monitor the implementation of the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements. This includes monitoring annual progress toward achieving affordability goals; and providing information to developers on details about how the program is implemented.

General Assistance. In the past, there have been numerous situations where members have had requests for support on issues not explicitly listed in the Work Program. Requests range from technical clarifications, to assisting with negotiating agreements for specific development proposals, to more substantial assistance on unforeseen planning initiatives. ARCH sees this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Regional/Countywide Planning Activities

PSRC – HUD Sustainability Planning Grant. PSRC in a partnership of public and private agencies from the Central Puget Sound region received a \$5 million HUD Sustainable Communities Planning Grant. Coordinated through PSRC, this grant will support sustainable community planning around new transit systems that serve job and housing growth. ARCH staff will assist with several housing components of the planning effort, including developing the East King County corridor planning implementation strategies, with ARCH focusing on housing components of these strategies; and participating in the regional affordable housing work group that will be researching and where feasible implementing new tools to support local efforts for affordable housing (e.g. property acquisition fund).

Affordable Housing Tracking System. The Growth Management Act/Countywide Affordable Housing Policies call for jurisdictions to track the development/preservation of housing affordable to low and moderate income families. This work is being coordinated through the Benchmarks Task Force. ARCH staff will continue to assist cities and the County with collecting data needed for Benchmarks.

Objective: Collection and analysis of data as specified in Benchmark Task Force report.

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Information collected for this will be also be incorporated into the annual updates prepared as part of the ongoing ARCH Housing Education program (see local planning activities).

Legislative Items. ARCH staff will track state and federal legislative items that relate to affordable housing and could impact members' ability to address affordable housing. As needed, staff will report back to the Executive Board and members, and when directed coordinate with other organizations (e.g. AWC, Prosperity Partnership, WLIHA) to contact legislators regarding proposed legislation. Potential pending legislation consistent with the Housing Priorities Strategies include:

- State Housing Trust Fund. This fund source has been a primary funding source for almost all affordable housing created in the last 15 years in East King County.
- Surplus public property. Expand ability of more public agencies to make surplus land available for affordable housing and at a discounted price.
- Waiver of Impact Fees. Provide discretion to cities to waive impact fees without replacing with other public funds.
- The federal government authorizing funds for a new National Housing Trust Fund.

County-Wide Housing Committees. Support local staff by providing staff support as needed to 'regional'/statewide working groups/committees, and disseminating key information back to local staffs. Groups include the Growth Management Planning Council (GMPC) which in 2010 includes updating the countywide planning policies, the McKinney review team, and DOC Housing Trust Fund Policy Advisory Team.

Committee to End Homelessness (CEH)/ Eastside Homeless Advisory Committee (EHAC). Anticipated work of the CEH in the coming year include: continued coordinated allocation of resources; and initiating several specific proposals (e.g. addressing homelessness for veterans and families). Role for ARCH staff is expected to include participating in the CEH Funders group and its efforts to coordinate funding, and inform ARCH members and the general public of CEH/EHAC activities. Also continue to participate in efforts to implement homeless efforts within East King County through EHAC.

Objective: Keep member jurisdictions informed of significant regional issues and pending legislation that could affect providing housing in East King County.

Ensure that perspectives of communities in East King County are addressed in regional housing activities, including the Committee to End Homelessness.

Have one or more specific local programs initiated as part of the 10 Year Plan to End Homelessness.

III. HOUSING PROGRAM IMPLEMENTATION

Monitoring Affordable Rental Housing. Administer ongoing compliance of affordability

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requirements. This includes affordable rental housing created through direct assistance (e.g. Trust Fund allocation, land donations) from member jurisdictions, and through land use incentives. Some Trust Fund projects also require monitoring of project cash flow related to loans made by jurisdictions to projects (see I Project Assistance).

Objective: Ensure projects are in compliance with affordability requirements which involves collecting annual reports from projects, screening information for compliance, and preparing summary reports for local staffs. To the extent possible this work shall:

- Minimize efforts by both owners and public jurisdictions.
- Coordinate ARCH's monitoring efforts with efforts by other funding sources such as using shared monitoring reports.
- Utilize similar documents and methods for monitoring developments throughout East King County.
- Ensure accurate records for affordable ownership units, including audit units for owner occupancy and proper recording of necessary documentation.
- Establish working relationship with other public organizations that can help assess how well properties are maintained and operated (e.g. code compliance, police, and schools).

Monitoring Affordable Ownership Housing. As more price restricted homes are created, monitoring of affordable ownership housing created through local land use regulations is becoming of increased importance. In addition, will continue to monitor general trends with ownership units, enforcement of covenant provisions (e.g. leasing homes, foreclosure), and as necessary evaluate and if warranted, complete revisions to the ownership covenants in order to better insure long term affordability of ownership units. Also continue to maintain a list of households potentially interested in affordable ownership housing.

Objective: Oversee resale of affordable ownership homes. Address issues related to ongoing compliance with program requirements (e.g. leasing homes, foreclosures).

Complete revisions to the affordability covenant and administrative procedures to better protect against potential loss of long term affordability.

Information for public on Affordable Housing. Maintain lists of affordable housing in East King County (rental and ownership), and making that available as needed to people looking for affordable housing.

Objective: Maximize awareness of affordable housing opportunities in East King County through the ARCH web site and other means to assist persons looking for affordable housing.

Relocation Plans. Assist as necessary with preparing relocation plans and coordinate

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monitoring procedures for developments required to prepare relocation plans pursuant to local or state funding requirements.

Objective: Maximize efforts to ensure that existing households are not unreasonably displaced as a result of the financing or development of new or existing housing.

IV. SUPPORT/EDUCATION/ADMINISTRATIVE ACTIVITIES

Education/Outreach. Education efforts should tie into efforts related to public outreach/input on regional housing issues (see local planning activities). However, much of ARCH's outreach/education work will occur through work with individual members on local housing efforts. In addition to the Housing 101 workbook and related brochures, other outreach methods may include housing tours, a portfolio of successful projects, and short videos to be broadcast on local cable channels on local efforts.

Objective: Consistent with the Education program discussed at the ARCH Workshops, using input from the broader community, develop education tools to inform councils, staffs and the broader community of current housing conditions, and of successful efforts achieved in recent years.

Be a resource for members to assist with outreach and education activities on affordable housing associated with local planning efforts.

Create outreach tools/efforts that inform the broader community of affordable housing resources available to residents.

ARCH Web site. Complete update to ARCH website. Involves organizing content to be better oriented toward different users of the website (e.g. persons looking for affordable housing, private and community based developers, and information for existing residents (e.g. how to create an Accessory Dwelling Unit)). Information to be added to the website include: housing options for seniors and local regulatory incentives for affordable housing.

Objective: Maintain the ARCH web site and update the community outreach portion by incorporating information from Housing 101 East King County, as well as updated annual information, and links to other sites with relevant housing information (e.g. CEH, HDC).

Make presentations, including housing tours, to at least 10 community organizations.

Media coverage on at least six topics related to affordable housing in East King County related to work done by Cities/ARCH and articles in local city newsletters.

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Advice to Interested Groups. Provide short-term technical assistance to community groups, faith communities and developers interested in community housing efforts. Meet with groups and provide suggestions on ways they could become more involved.

Objective: Increase awareness of existing funding programs by potential users.

Increase opportunities of private developers and Realtors working in partnership with local communities on innovative/affordable housing.

Assist community based groups who want to provide housing information to the broader community by assisting with preparing background information.

Administrative Procedures. Maintain administrative procedures that efficiently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Prepare quarterly budget performance and work program progress reports, including Trust Fund monitoring reports. Prepare the Annual Budget and Work Program. Staff the Executive and Citizen Advisory Boards.

Objective: Maintain a cost effective administrative budget for ARCH, and keep expenses within budget. Administrative costs should be equitably allocated among ARCH's members.

Maintain membership on the ARCH Citizen Advisory Board that includes broad geographic representation and wide range of housing and community perspectives.

Attachment "B"

2011 ARCH Administrative Budget

Dec-2010

I. ANNUAL OPERATING EXPENSES

Item	2010 Budget	2011 Budget	Change Budget	Percent Change
Staffing				
Sub-total	\$ 455,586	\$ 452,871	\$ (2,715)	-1%
Rent	\$ 12,750	\$ 13,364	\$ 614	5%
Utilities	Incl^	Incl^	Incl^	Incl^
Telephone	\$ 2,704	\$ 2,704	\$ -	0%
Operating				
Travel/Training	\$ 2,000	\$ 2,000	\$ -	0%
Auto Mileage	\$ 3,650	\$ 3,650	\$ -	0%
Copier Costs	\$ 2,750	\$ 2,750	\$ -	0%
Office Supplies	\$ 2,068	\$ 2,068	\$ -	0%
Office Equipment Service	\$ 3,750	\$ 3,750	\$ -	0%
Fax/Postage	\$ 2,060	\$ 2,060	\$ -	0%
Periodical/Membership	\$ 3,588	\$ 3,588	\$ -	0%
Misc. (e.g. events,etc.)	\$ 1,680	\$ 1,680	\$ -	0%
Insurance	\$ 8,650	\$ 8,741	\$ 91	1%
Reorganization Admin	\$ 650	\$ 650	\$ -	
Sub-total	\$ 30,846	\$ 30,937	\$ 91	0%
TOTAL	\$ 501,886	\$ 499,876	\$ (2,010)	-0.40%

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II. ARCH ADMINISTRATIVE BUDGET: RESOURCE DISTRIBUTION

A. Cash Contributions		2010	2011	Change	Percent Change		
Bellevue	\$	-	\$	-	-		
Bothell	\$	39,191	\$	39,191	\$	-	0.00%
Issaquah	\$	14,698	\$	14,698	\$	-	0.00%
King County	\$	43,466	\$	43,466	\$	-	0.00%
Kirkland	\$	59,768	\$	59,768	\$	-	0.00%
Mercer Island	\$	29,882	\$	29,882	\$	-	0.00%
Newcastle	\$	9,960	\$	9,960	\$	-	0.00%
Redmond	\$	59,768	\$	59,768	\$	-	0.00%
Woodinville	\$	11,898	\$	11,898	\$	-	0.00%
Beaux Arts Village	\$	1,569	\$	1,569	\$	-	0.00%
Clyde Hill	\$	2,660	\$	2,660	\$	-	0.00%
Hunts Point	\$	1,569	\$	1,569	\$	-	0.00%
Medina	\$	2,660	\$	2,660	\$	-	0.00%
Yarrow Point	\$	1,569	\$	1,569	\$	-	0.00%
Sammamish	\$	46,188	\$	46,188	\$	-	0.00%
Kenmore	\$	25,195	\$	25,195	\$	-	0.00%
Other*	\$	11,400	\$	9,500	\$	(1,900.00)	
TOTAL	\$	361,442	\$	359,542	\$	(1,900.00)	
B. In-Kind Contributions		2010	2011	Change	Percent Change		
Bellevue	\$	140,446	\$	140,446	\$	(0)	0.00%
TOTAL	\$	140,446	\$	140,446	\$	(0)	
C. Total Contributions							
Bellevue	\$	140,446	\$	140,446	\$	(0)	0.00%
Bothell	\$	39,191	\$	39,191	\$	-	0.00%
Issaquah	\$	14,698	\$	14,698	\$	-	0.00%
King County	\$	43,466	\$	43,466	\$	-	0.00%
Kirkland	\$	59,768	\$	59,768	\$	-	0.00%
Mercer Island	\$	29,882	\$	29,882	\$	-	0.00%
Newcastle	\$	9,960	\$	9,960	\$	-	0.00%
Redmond	\$	59,768	\$	59,768	\$	-	0.00%
Woodinville	\$	11,898	\$	11,898	\$	-	0.00%
Beaux Arts Village	\$	1,569	\$	1,569	\$	-	0.00%
Clyde Hill	\$	2,660	\$	2,660	\$	-	0.00%
Hunts Point	\$	1,569	\$	1,569	\$	-	0.00%
Medina	\$	2,660	\$	2,660	\$	-	0.00%
Yarrow Point	\$	1,569	\$	1,569	\$	-	0.00%
Sammamish	\$	46,188	\$	46,188	\$	-	0.00%
Kenmore	\$	25,195	\$	25,195	\$	-	0.00%
Other*	\$	11,400	\$	9,500	\$	(1,900.00)	-16.67%
TOTAL	\$	501,888	\$	499,988	\$	(1,900.20)	-0.38%
TOTAL COSTS	\$	501,886	\$	499,876	\$	(2,010.23)	-0.40%
BALANCE	\$	2	\$	112			

* Administrative fee collected from Redmond Ridge East (\$250 / initial sale).