

CHFA Capital Needs Assessment and Replacement Reserve Analysis

Prepared for:

Connecticut Housing Finance Authority
999 West Street
Rocky Hill, CT 06067

and

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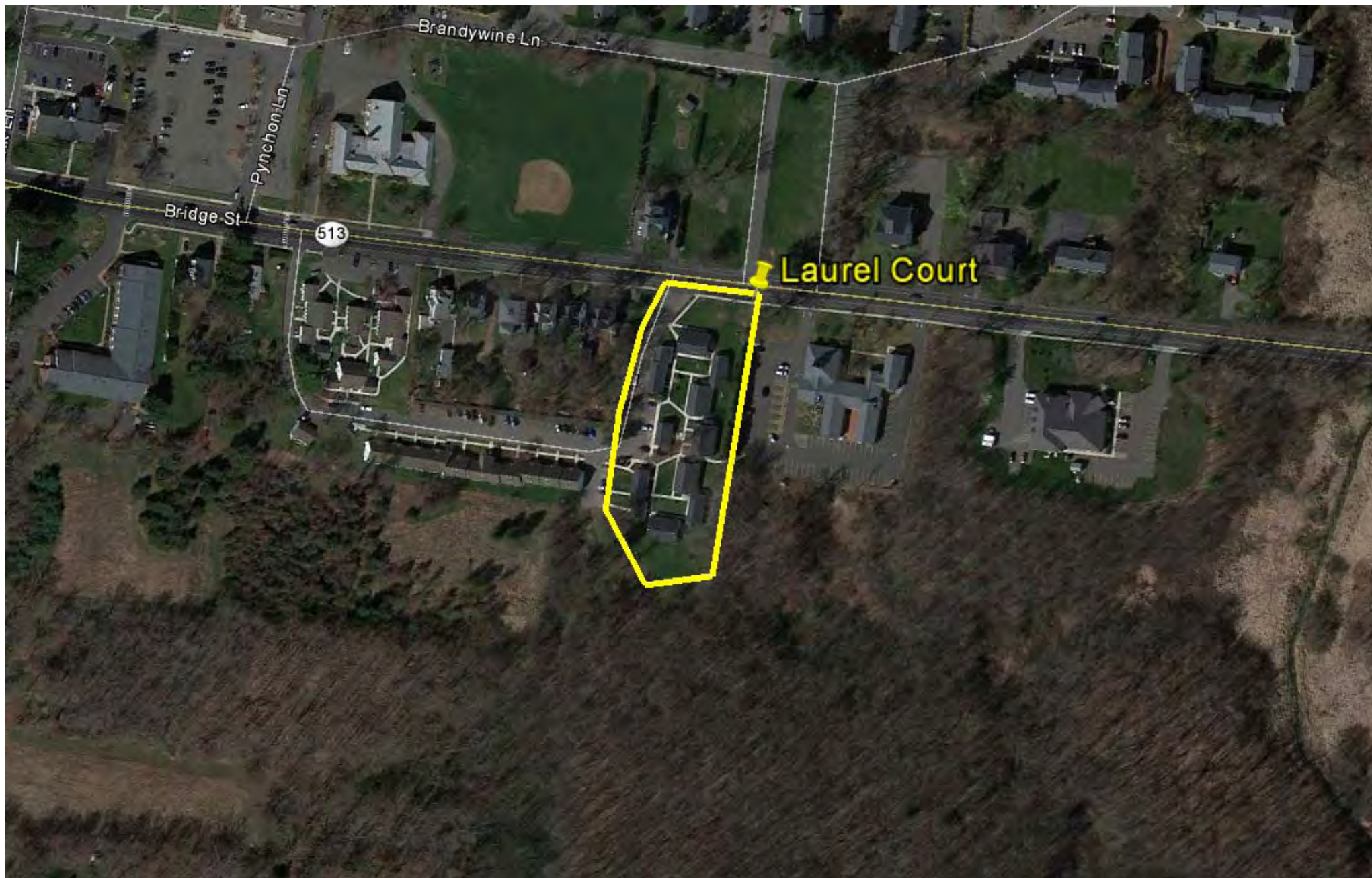
Laurel Court

CHFA # 85185D

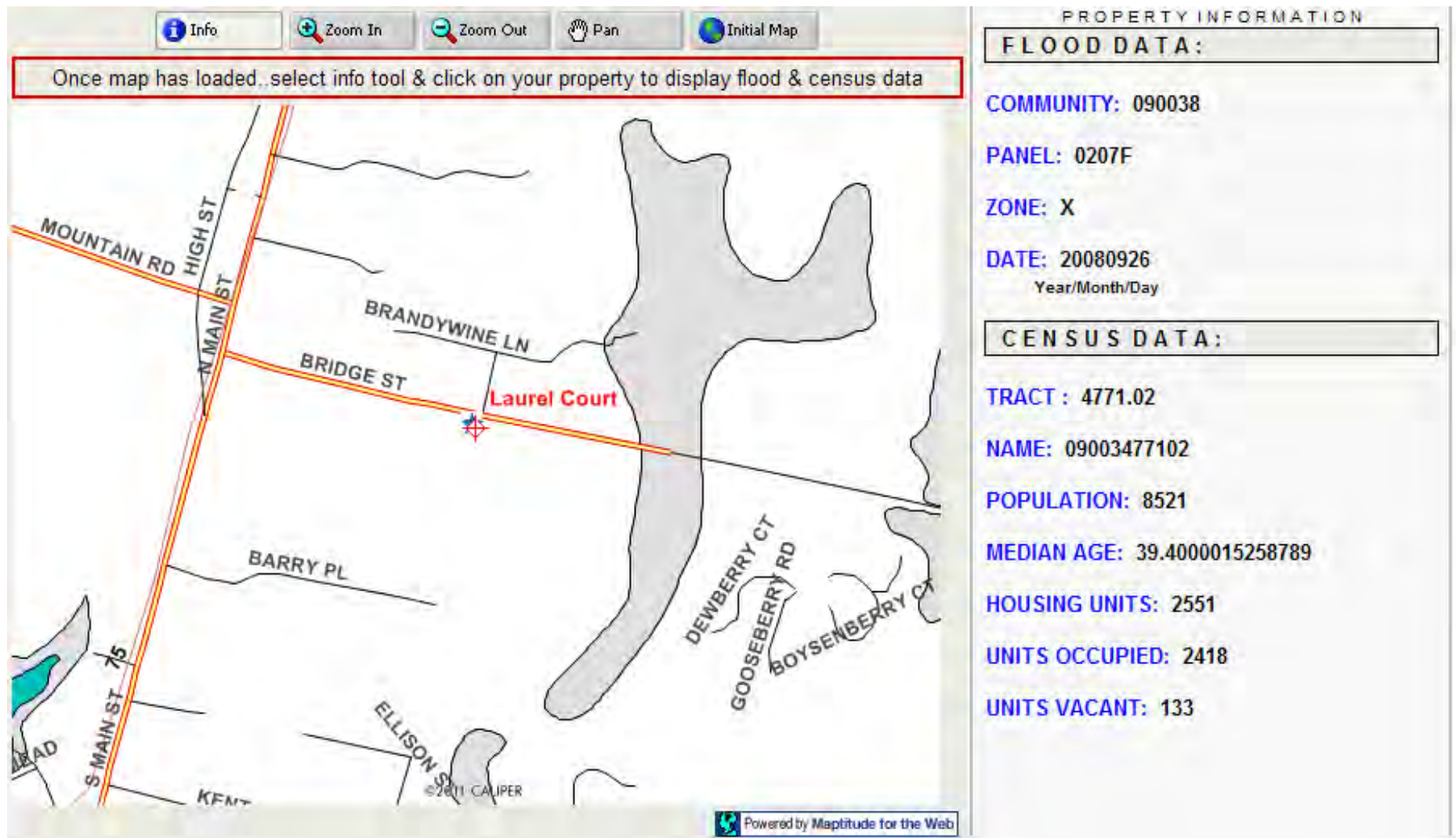
Suffield Housing Authority
Suffield, CT

May 8, 2013

Final Report



Laurel Court
133 Bridge Street
Suffield, CT 06078



Laurel Court
133 Bridge Street
Suffield, CT 06078

Zone X = Outside the 500-year floodplain and
Outside the 1% and 0.2% annual chance floodplains

Executive Summary

Laurel Court

Suffield, CT

Laurel Court Apartments is a residential development for seniors which is comprised of 7 residential buildings and a community building. There is a separate community building located at the Maple Court development, at the other side of the site. A maintenance garage is located adjacent to the Broder Place development, also part of this same site. The Laurel Court development includes 20 studio and 10 one-bedroom unit layouts (total of 30 apartments). There are no handicap accessible apartment layouts associated with this development. Original construction of the property dates to 1971.

Overall, the development is in good condition. As shown on the attached capital needs worksheets, the development faces significant capital expenditures in the near term and over the course of the plan. There is reportedly no Capital Reserve Funding in place for this or the adjacent developments. Costs associated with the site, maintenance building, and community buildings (at both Laurel Court and Maple Court) are shared with the adjacent Broder Place and Maple Court developments (costs in this report shown proportional with respect to the unit counts at the two other properties – 42%). Based on projections, the development is seen as requiring the establishment of Capital Reserve Funding and/or an infusion of additional capital.

Key findings identified as part of this assessment include the following:

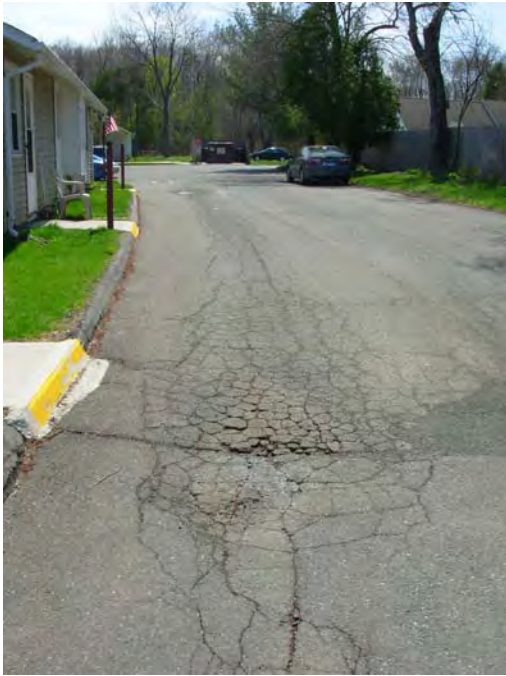
- All three properties share the same site and associated features. Site parking and roadway paving displays sporadic cracking and settlement. Periodic repair, crackfilling, and sealcoating allowances are shown in the plan. Resurfacing costs are shown in Year 4. Recently paved concrete walks exhibit minimal cracking. Repair allowances are shown periodically in the plan. Site signage is shown to be updated in Year 12. Site representatives noted some problems with site lighting fixtures, and upgrades are shown by Year 4.

Mailboxes at unit entrance doors are shown for updating by Year 8 of the plan. Wood stockade fencing along property lines is to be replaced in Year 2. Clothesline enclosure fencing (chain link and wood stockade) is shown being replaced, as needed, later in the plan.

- The community buildings are located at the Maple Court and Laurel Court developments. The maintenance building is located adjacent to the Broder Place residential building. Costs associated with these facilities' exteriors and roofs are shared, and apportioned costs are shown accordingly. The residential buildings are clad with vinyl siding and aluminum wrap trim. Siding powerwashing and repair allowances are shown throughout the plan. Siding/trim replacement costs are shown in Year 6. Mostly original unit entrance doors are to be replaced. Future storm door replacements are shown starting in Year 14. Windows have recently been replaced (except for the maintenance building). These are maintained from operations. Exterior lighting upgrades are shown concurrent with the siding work. Most roofing shingles display lifting, some curling, and organic material growth. Roofs on two buildings and a portion of a third building have been replaced. Costs to continue with roofing replacement work are shown in Year 2. Roofing gutters and downspouts, some sections observed to be sagging and with seam separation, are shown for replacement concurrent with the roofing work.
- The community buildings are located at the Maple Court and Laurel Court developments. Costs associated with these facilities' interior finishes and mechanicals are shared, and apportioned costs are shown accordingly. Painting allowances and flooring replacement costs are shown in the plan. The kitchen spaces in both buildings are to be updated to meet accessibility requirements. Laundry equipment is maintained under a leasing agreement. Accessibility improvements would include widening entrance doors to laundry and restroom facilities and upgrades to fixtures in restrooms.
- Anticipated accessibility improvement costs for three apartments are shown accordingly in the plan. Wall and ceiling painting allowances are carried, usually upon unit turnover. Living area flooring is mostly carpeting. Kitchens and baths have primarily vinyl tile (some older tile possible ACMs). Variable conditions were observed. Replacement costs are shown throughout the plan. Unit baths have original tubs/showers and surrounds. Upgrade costs are shown for this work starting in Year 1. Wall hung sinks, vanities, and toilets are shown being upgraded as well. Unit kitchen cabinetry is mostly original. Some damage and deterioration was observed, as cabinetry is exceeding its overall useful life. Upgrades are shown in Years 1-3. Refrigerators have recently been replaced, and stoves vary in age. Appliance replacements are shown, as needed, throughout the plan. Electrical circuit breaker panels are mostly original, and updates are shown, over time, starting in Year 6. Allowances are shown starting in Year 6 for domestic hot water tank replacements. Heat pump HVAC systems are shown for future replacement in Years 13-14 of the plan.

Additional Notes:

1. The Physical Assessment of the property was conducted on Monday, April 22nd, 2013. Additional information was provided to ON-SITE INSIGHT by site staff and others. OSI was represented on this assignment by Craig Torres. We would like to thank Ms. Debra Krut and Ms. Sally O’Sullivan from the Suffield Housing Authority for their assistance.
2. Cost estimates used in this assessment are based on data from *RS Means Facilities and Construction Cost Data*. These cost estimates have been applied uniformly across the entire study portfolio to help ensure consistency of future projections. Actual owner and/or site pricing could vary significantly.
3. Unless required by fire, safety, or accessibility codes, items are typically shown being replaced in kind and do not include any planned upgrades or potential upgrade opportunities.
4. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.
5. This report is delivered subject to the conditions on Appendix A, *Statement of Delivery*.



1. Deteriorating site roadway-parking paving



2. Typical building elevations, note newer concrete walks



3. Typical building side elevation



4. Spot vinyl siding damage



5. Organic material growth on siding



6. Spot rake board trim damage



7. Typical original unit entrance doors, to update
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8. Lifting and curling of older roofing shingles



9. Gutter seam separation



10. View of the community room



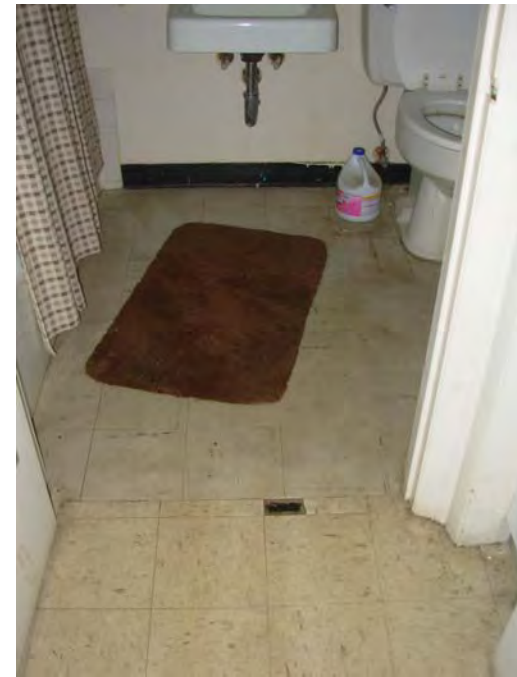
11. Community kitchen to upgrade for accessibility
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12. Fire detection - monitoring panel system



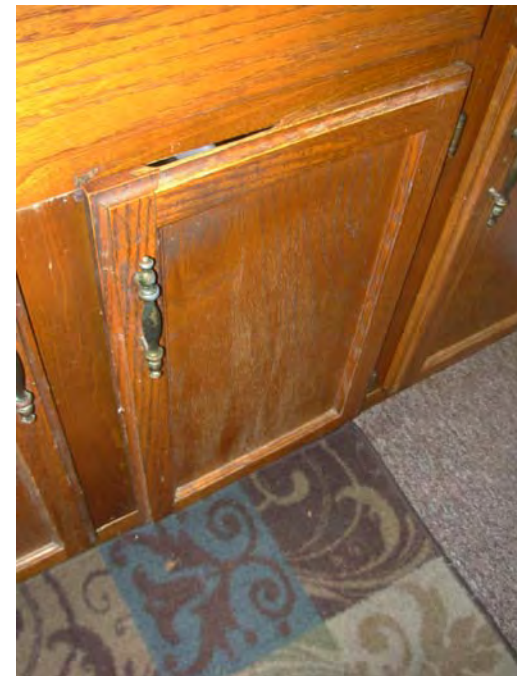
13. Typical unit bath fixtures and finishes



14. Deteriorating vinyl tile flooring in many baths



15. Typical unit cabinetry and appliance layout



16. Most cabinetry exhibits finish wear and some deterioration

Comprehensive Capital Needs Assessment Schedule

Summary

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

Beginning Replacement Reserve Balance:	\$0
Annual Replacement Reserve Contribution:	\$0
Additional Misc. Contribution:	

	Component	Total Planned Expenditures by Year																						
		Emergency	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Revitalization
				2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
1	Site Improvements	0	0	6,563	5,509	0	76,093	993	464	0	1,789	0	9,386	0	4,070	0	7,797	0	618	1,415	9,817	2,134	0	0
2	Building Exterior	0	1,037	4,793	27,044	27,626	0	4,227	110,296	0	0	1,102	0	0	4,867	342	3,109	3,202	12,048	8,511	3,499	3,604	9,878	0
3	Roofing	0	0	0	71,847	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35,116	0
4	Lobby - Mail Area	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Community Room	0	5,074	5,074	1,984	2,596	0	0	0	0	0	0	0	0	562	4,068	597	0	0	3,091	0	0	0	0
6	Common Hallways	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Common Stairways	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Common Laundry	0	1,008	1,554	0	0	0	0	0	193	0	0	0	0	0	231	0	0	599	0	0	276	0	0
9	Common Area Restrooms	0	2,749	2,749	1,089	873	0	0	0	0	0	0	0	0	303	0	0	0	0	728	0	0	0	0
10	Building Boilers	0	0	0	0	0	0	0	1,753	0	0	0	0	0	0	0	0	0	0	0	2,499	0	0	0
11	Building Mechanical	0	0	0	0	0	0	0	777	0	0	0	0	0	0	0	6,538	0	0	0	0	0	0	0
12	Building Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	49,343	0	0	0	0	0	0	0
13	Building Elevator	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	Building Structural	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	Unit Living	0	0	6,912	7,120	7,333	7,553	7,780	8,013	8,254	8,501	8,756	9,019	9,290	9,568	9,855	10,151	10,456	10,769	11,092	11,425	11,768	12,121	0
16	Unit Kitchens	0	10,560	39,963	41,161	42,396	1,366	1,407	1,449	13,493	13,898	1,583	1,631	1,680	1,730	0	0	0	0	2,006	18,677	19,237	2,192	0
17	Unit Bathrooms	0	38,796	45,305	14,244	14,671	12,040	12,402	11,013	11,343	11,684	12,034	0	0	0	0	0	0	2,366	2,437	2,510	2,586	2,663	0
18	Unit Electrical	0	3,675	3,675	0	0	0	0	2,840	2,925	3,013	3,104	3,197	3,293	3,391	3,493	3,598	3,706	3,817	3,932	4,049	4,171	4,296	0
19	Unit Mechanical	0	0	0	0	0	0	0	9,854	10,149	10,454	0	0	0	0	56,674	58,374	0	0	13,640	14,049	14,471	0	0
20	Annual Planned Expenditures	0	62,899	116,588	169,998	95,495	97,053	26,809	146,459	46,358	49,339	26,580	23,232	14,262	24,492	74,664	139,507	17,364	30,217	46,852	66,527	58,247	66,266	0
21	Annual Provision (indexed at 3%)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22	Outside Capital			1,429,500																				
23	Cumulative Reserve Balance	0	(62,899)	1,250,012	1,080,014	984,519	887,467	860,658	714,199	667,841	618,502	591,922	568,690	554,428	529,936	455,272	315,765	298,402	268,184	221,332	154,805	96,558	30,292	

Site Improvements

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

	Component	Current Total Replacement Cost	Expected Annual Rate of Inflation	Current Age	Total Expected Useful Life	Initial Replacement Year	Planned Expenditures by Year																												
							Code	Emergency	Code	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Revitalization				
											2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032					
1	Asphalt Parking / Roadways					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
2	Crack Fill / Sealant					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
3	Concrete Sidewalks					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
4	Bituminous Sidewalks					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
5	Fencing					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
6	Landscaping					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
7	Dumpster Enclosures					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
8	Storm Water System					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
9	Site Lighting					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
10	Fencing (Chain Link) - at Maple Clothes Lines - update	400		30	35	2018				0	0	0	0	0	464	0	0	0	0	0	0	0	0	0	0	0	0	0							
11	Fencing (Wood Stockade) - at Laurel Clothes Lines - update	397		5	20	2028				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	618	0	0	0						
12	Fencing (Wood Stockade) - some deterioration / leaning	4,719		25	26	2014				0	4,860	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
13	Accessibility - (Re-stripe Parking at Maple w/ Acc. Asle)					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
14	Site Signage (Street and Directories) - future update	2,940		4	15	2024				0	0	0	0	0	0	0	0	0	0	4,070	0	0	0	0	0	0	0	0							
15	Dumpsters (wood enclosures) - future fencing updates	882		8	12	2017				0	0	0	0	993	0	0	0	0	0	0	0	0	0	0	0	1,415	0	0	0						
16	Site Furnish. (Clothes Lines, Benches, Tables) - Optg.					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
17	Roadways / Parking (Asphalt) - cracking, settlement	31,857		25	20+	2016				0	0	0	34,811	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
18	Crack Fill / Sealant / Spot Repair / Re-striping	5,309		25	4	2013				5,309	0	0	0	0	0	0	0	6,928	0	0	0	7,797	0	0	0	0	8,776	0	0						
19	Site Walkways (Concrete) - recent install, min. cracking.	630		<2	30+	2014				0	649	0	0	0	0	0	0	822	0	0	0	0	0	0	0	0	1,041	0	0						
20	Site Lighting (Tall Pole HIDs)	14,032		25	20+	2016				0	0	0	15,333	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
21	Site Lighting (Carriage Lamps)	23,747		>25	20+	2016				0	0	0	25,949	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
22	Flag Poles (1 down at Laurel) - periodic allowances to replace	1,254		varies	20+	2013				1,254	0	0	0	0	0	0	1,636	0	0	0	0	0	0	0	0	0	2,134	0							
23	Landscaping (lawn areas, mature trees) - maint. Optg.			varies		2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
24	Mailboxes (at Unit Doors) - future replacement / upgrade	1,455		varies	20+	2020				0	0	0	0	0	0	1,789	0	0	0	0	0	0	0	0	0	0	0	0							
25																																			
26																																			
27	Annual Planned Expenditures							0		0	6,563	5,509	0	76,093	993	464	0	1,789	0	9,386	0	4,070	0	7,797	0	618	1,415	9,817	2,134	0	0				
28	Cumulative Reserve Balance							0		(62,899)	1,250,012	1,080,014	984,519	887,467	860,658	714,199	667,841	618,502	591,922	568,690	554,428	529,936	455,272	315,765	298,402	268,184	221,332	154,805	96,558	30,292					

Comprehensive Capital Needs Assessment Schedule

Building Exterior

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

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	Component	Current Total Replacement Cost	Expected Annual Rate of Inflation	Current Age	Total Expected Useful Life	Initial Replacement Year	Planned Expenditures by Year																												
							Code	Emergency	Code	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Revitalization				
											2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032					
1	Exterior Doors	1,037		42	30	2013			4	1,037	1,037	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
2	Glass Doors (Sliders)					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
3	Exterior Walls - Masonry					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
4	Exterior Walls - EIFS					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
5	Ext. Walls - Vinyl Siding					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
6	Ext. Walls - Wood Siding					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
7	Windows					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
8	Exterior Soffits and Fascia					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
9	Caulking					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
10	Unit Balconies / Decks					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
11	Railings					2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
12	Service Door (Maint. Bldg.)	216		25	26	2014					0	223	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
13	Overhead Garage Doors (Maint. Bldg.)	1,470		25	30	2018					0	0	0	0	0	1,704	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
14	Exterior Walls (Maple Cmnty. / Broder Maint.) - future replace	5,199		25	30	2018					0	0	0	0	0	6,027	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
15	Exterior Walls (Maple Cmnty. / Broder Maint.) - repair / prwsh	240		25	4	2013					240	0	0	0	0	270	0	0	0	304	0	0	0	342	0	0	0	0	385	0	0	0			
16	Exterior Walls (Brick Masonry at Laurel Cmnty.) - future \$\$.	630		42	50	2021					0	0	0	0	0	0	0	0	798	0	0	0	0	0	0	0	0	0	0	0	0				
17	Exterior Siding / Trim (Vinyl) - future replacement	76,180		25	30+	2018					0	0	0	0	0	88,313	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
18	Exterior Siding / Trim (Repair and Powerwash)	3,516		25	4	2013					3,516	0	0	0	3,957	0	0	0	0	0	0	4,867	0	0	0	5,478	0	0	0	0	6,165				
19	Soffits / Fascia (Vinyl / Alum. Clad) - see above			25	30+	2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
20	Windows (Cmnty. & Maint. Bldgs.) - replace at Maint. Gar.	596		6-25	30	2018					0	0	0	0	0	691	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
21	Windows (Vinyl D/H) - maintained Optg.			6	30	2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
22	Service Doors (Elect. Metering Closets)	5,520		25	30	2018					0	0	0	0	0	6,399	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
23	Exterior Unit Doors - mostly original (to upgrade)	37,260		46	25+	2014					0	19,189	19,765	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
24	Storm / Screen Doors	14,820	mostly from 2008		10+	2014					0	7,632	7,861	0	0	0	0	0	0	0	0	0	0	3,109	3,202	3,298	4,756	3,499	3,604	3,712					
25	Exterior Lighting (at Unit Doors, HIDs) - upgrade	6,177		varies	15+	2018					0	0	0	0	0	7,161	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
26	Exterior Common Doors (Auto-Opening) at Cmnty. Bldgs.	4,200		2	15+	2028					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,272	3,370	0	0	0	0				
27	Annual Planned Expenditures							0		1,037	4,793	27,044	27,626	0	4,227	110,296	0	0	1,102	0	0	4,867	342	3,109	3,202	12,048	8,511	3,499	3,604	9,878	0				
28	Cumulative Reserve Balance							0		(62,899)	1,250,012	1,080,014	984,519	887,467	860,658	714,199	667,841	618,502	591,922	568,690	554,428	529,936	455,272	315,765	298,402	268,184	221,332	154,805	96,558	30,292					

Roofing

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Laurel Court • Capital Needs Assessment • © On-Site Insight

Lobby / Mail Area

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Community Room

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

Laurel Court • Capital Needs Assessment • © On-Site Insight

Common Hallways

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Common Stairways

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Common Laundry

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Common Area Restrooms

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

Laurel Court • Capital Needs Assessment • © On-Site Insight

Building Boilers

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Comprehensive Capital Needs Assessment Schedule

Building Mechanical

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

	Component	Current Total Replacement Cost	Expected Annual Rate of Inflation	Current Age	Total Expected Useful Life	Initial Replacement Year	Planned Expenditures by Year																												
							Code	Emergency	Code	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Revitalization				
											2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032					
1	Building Fire Suppression					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
2	Building Heating Distribution					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
3	Domestic Hot / Cold Water Dist.					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
4	Building Sanitary Waste & Vent.					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
5	Make-Up Air Unit					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
6	Ventalation & Exhaust					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
7	Air Handling Units					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
8	Air Conditioning (Maple Office) - future replacement	670		10	15	2018				0	0	0	0	0	777	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
9	Heat Pump / HVAC System (Cmnty. Bldgs.)	4,452		2	15	2026				0	0	0	0	0	0	0	0	0	0	0	0	0	6,538	0	0	0	0	0	0						
10	Electric Baseboard Heat - supplemental - maint. Optg.					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
11	Sanitary Waste Lines (to Jet and Route as needed) Optg.					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
12	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
13	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
14	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
15	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
16	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
17																																			
18																																			
19																																			
20																																			
21																																			
22																																			
23																																			
24																																			
25																																			
26																																			
27	Annual Planned Expenditures							0		0	0	0	0	0	777	0	0	0	0	0	0	0	6,538	0	0	0	0	0	0	0					
28	Cumulative Reserve Balance							0		(62,899)	1,250,012	1,080,014	984,519	887,467	860,658	714,199	667,841	618,502	591,922	568,690	554,428	529,936	455,272	315,765	298,402	268,184	221,332	154,805	96,558	30,292					

Building Electrical

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Building Elevator

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Building Structural

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Comprehensive Capital Needs Assessment Schedule

Unit Living

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

	Component	Current Total Replacement Cost	Expected Annual Rate of Inflation	Current Age	Total Expected Useful Life	Initial Replacement Year	Planned Expenditures by Year																												
							Code	Emergency	Code	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Revitalization				
											2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032					
1	Interior Doors					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
2	Walls					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
3	Ceilings					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
4	Interior Stairs					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
5	Floors					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
6	AC Sleeve					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
7	Electrical Outlets					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
8	Lighting Fixtures					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
9	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
10	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
11	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
12	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
13	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
14	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
15	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
16	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
17	Floors (Carpet) - varies in age, condition.	26,738		varies	10	2013				2,674	2,754	2,837	2,922	3,009	3,100	3,193	3,288	3,387	3,489	3,593	3,701	3,812	3,926	4,044	4,166	4,291	4,419	4,552	4,688						
18	Doors (Closet & Passage) - mostly originals - upgrades	24,048		varies	20+	2013				1,202	1,238	1,276	1,314	1,353	1,394	1,436	1,479	1,523	1,569	1,616	1,664	1,714	1,766	1,819	1,873	1,929	1,987	2,047	2,108						
19	Walls / Ceilings (painted surfaces) - refinishing allows.	18,217		varies	<10	2013				3,036	3,127	3,221	3,318	3,417	3,520	3,625	3,734	3,846	3,962	4,080	4,203	4,329	4,459	4,593	4,730	4,872	5,018	5,169	5,324						
20																																			
21																																			
22																																			
23																																			
24																																			
25																																			
26																																			
27	Annual Planned Expenditures							0		0	6,912	7,120	7,333	7,553	7,780	8,013	8,254	8,501	8,756	9,019	9,290	9,568	9,855	10,151	10,456	10,769	11,092	11,425	11,768	12,121	0				
28	Cumulative Reserve Balance							0		(62,899)	1,250,012	1,080,014	984,519	887,467	860,658	714,199	667,841	618,502	591,922	568,690	554,428	529,936	455,272	315,765	298,402	268,184	221,332	154,805	96,558	30,292					

Unit Bathrooms

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

	Component	Current Total Replacement Cost	Expected Annual Rate of Inflation	Current Age	Total Expected Useful Life	Initial Replacement Year	Planned Expenditures by Year																												
							Code	Emergency	Code	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Revitalization				
											2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032					
1	Walls					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
2	Ceiling					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
3	Lavatory / Vanity					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
4	Toilet					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
5	Tub / Surround					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
6	Floor					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
7	Accessories					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
8	Lighting Features					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
9	Exhaust Fan					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
10	GFI Outlet					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
11	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
12	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
13	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
14	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
15	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
16	Accessibility (Walls/Ceilings) - Reconfigure/Expand	30,000		42	20	2013		4	30,000	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
17	Wall Accessories - maintained / replaced - operating	30 unit baths			2013					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
18	Tubs / Showers / Surrounds - replacing w/ fiberglass	60,600		42	25+	2013		4	6,060	6,733	6,935	7,143	7,358	7,578	7,806	8,040	8,281	8,530	0	0	0	0	0	0	0	0	0	0							
19	Sinks (Wall Hung) / Few Vanities	12,600		varies	20+	2013		4	1,260	1,400	1,442	1,485	1,530	1,576	1,623	1,672	1,722	1,773	0	0	0	0	0	0	0	0	0	0							
20	Toilets (Mix of non low-flow and low-flow models)	12,300		varies	20+	2013				1,367	1,408	1,450	1,493	1,538	1,584	1,632	1,681	1,731	0	0	0	0	0	0	0	0	0	0							
21	Accessibility (Grab Bars, Pipe Insulation)	1,476		ADD	20+	2013		4	1,476	1,476	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
22	Exhaust Fans / Ventilation - to replace all w/ higher CFM	8,430		varies	15+	2013				2,810	2,894	2,981	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
23	Floors (Vinyl Tile) - deterior. - some possible ACM	7,594	premium for ACM abtmtnt	varies	15	2013				1,519	1,564	1,611	1,660	1,709	0	0	0	0	0	0	0	0	0	2,366	2,437	2,510	2,586	2,663							
24	Walls / Ceilings (see refinishing in "Unit Living")			varies	<10	2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
25																																			
26																																			
27	Annual Planned Expenditures						0		38,796	45,305	14,244	14,671	12,040	12,402	11,013	11,343	11,684	12,034	0	0	0	0	0	0	2,366	2,437	2,510	2,586	2,663	0					
28	Cumulative Reserve Balance						0		(62,899)	1,250,012	1,080,014	984,519	887,467	860,658	714,199	667,841	618,502	591,922	568,690	554,428	529,936	455,272	315,765	298,402	268,184	221,332	154,805	96,558	30,292						

Comprehensive Capital Needs Assessment Schedule

Unit Kitchens

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

	Component	Current Total Replacement Cost	Expected Annual Rate of Inflation	Current Age	Total Expected Useful Life	Initial Replacement Year	Planned Expenditures by Year																												
							Code	Emergency	Code	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Revitalization				
											2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032					
1	Walls					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
2	Ceilings					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
3	Floors					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
4	Cabinets					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
5	Countertops					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
6	Sink					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
7	Kitchen Exhaust Fan					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
8	GFI Outlet					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
9	Vent Hood					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
10	Refrigerators					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
11	Stove					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
12	Range					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
13	Dishwasher					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
14	Disposal					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
15	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
16	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
17	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
18	Cabinetry / Counters/ Sinks	105,600		42	20+	2013		4	10,560	35,200	36,256	37,344	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
19	Refrigerators	20,100		5	10+	2013				0	0	0	0	0	0	12,000	12,360	0	0	0	0	0	0	0	0	0	16,611	17,109	0						
20	Stoves (varying in age and condition)	15,000		varies	15+	2013				1,250	1,288	1,326	1,366	1,407	1,449	1,493	1,537	1,583	1,631	1,680	1,730	0	0	0	0	2,006	2,066	2,128	2,192						
21	Ceiling Mount - Ventilation Fans	10,538		ADDING	20	2013				3,513	3,618	3,726	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
22	Countertops - maintained, spot replaced - operating	30 unit kitchens		varies	10+	2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
23	Walls / Ceilings (see refinishing in "Unit Living")			varies	<10	2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
24																																			
25																																			
26																																			
27	Annual Planned Expenditures							0		10,560	39,963	41,161	42,396	1,366	1,407	1,449	13,493	13,898	1,583	1,631	1,680	1,730	0	0	0	0	2,006	18,677	19,237	2,192	0				
28	Cumulative Reserve Balance							0		(62,899)	1,250,012	1,080,014	984,519	887,467	860,658	714,199	667,841	618,502	591,922	568,690	554,428	529,936	455,272	315,765	298,402	268,184	221,332	154,805	96,558	30,292					

Unit Electrical

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

	Component	Current Total Replacement Cost	Expected Annual Rate of Inflation	Current Age	Total Expected Useful Life	Initial Replacement Year	Planned Expenditures by Year																												
							Code	Emergency	Code	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Revitalization				
											2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032					
1	Emergency Call System					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
2	Electrical Panel					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
3	Smoke Detectors					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
4	Intercom					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
5	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
6	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
7	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
8	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
9	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
10	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
11	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
12	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
13	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
14	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
15	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
16	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
17	Other					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
18	Electrical Circuit Breaker Panels (GE)	36,750		42	35+	2018				0	0	0	0	0	2,840	2,925	3,013	3,104	3,197	3,293	3,391	3,493	3,598	3,706	3,817	3,932	4,049	4,171	4,296						
19	Accessibility Improvements (Relocate Electrical Panels)	3,675		42	30+	2013		4	3,675	3,675	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
20	Emergency Call (Bedrooms and Baths) - Optg.	30 units		varies	15+	2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
21	Smoke Detection Devices - Monitor/maintain - Optg.	30 units		varies	<10	2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
22																																			
23																																			
24																																			
25																																			
26																																			
27	Annual Planned Expenditures						0	3,675	3,675	0	0	0	0	0	2,840	2,925	3,013	3,104	3,197	3,293	3,391	3,493	3,598	3,706	3,817	3,932	4,049	4,171	4,296	0					
28	Cumulative Reserve Balance						0	(62,899)	1,250,012	1,080,014	984,519	887,467	860,658	714,199	667,841	618,502	591,922	568,690	554,428	529,936	455,272	315,765	298,402	268,184	221,332	154,805	96,558	30,292							

Unit Mechanical

Owner Sponsor Name:	Suffield Housing Authority
Project Name:	Laurel Court
Project City / Town:	Suffield, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	May 8, 2013

Number of Units:	30
Total Square Feet:	13,155
Default Inflation Rate:	3.0%

[illegible]

Appendix A: Statement of Delivery

Our Capital Needs Assessment (the "CNA" or the "Report") on the subject property is delivered subject to the following terms and conditions:

1. This report and analysis are based upon observations for the visible and apparent condition of the building and its major components on the date of the fieldwork. Although care has been taken in the performance of this assessment, ON-SITE INSIGHT, Inc. (and/or its representatives) makes no representations regarding latent or concealed defects that may exist and no warranty or guarantee is expressed or implied. This report is made only in the best exercise of our ability and judgment.
2. We have undertaken no formal evaluation of environmental concerns, including but not limited to asbestos containing materials (ACMs), lead-based paint, chlorofluorocarbons (CFCs), polychlorinated biphenyls (PCBs), and mildew/mold.
3. Conclusions in this report are based on estimates of the age and normal working life of various items of equipment and/or statistical comparisons. Actual conditions can alter the useful life of any item. When an item needs immediate replacement depends on many factors, including previous use/misuse, irregularity of servicing, faulty manufacture, unfavorable conditions, Acts of God and unforeseen circumstances. Certain components that may be working when we made our inspection might deteriorate or break in the future without notice.
4. To prepare this report, we used historic data on capital activities and costs, blueprints (when available), and current prices for capital actions. We have not independently verified this information, have assumed that it is reliable, but assume no responsibility for its accuracy.
5. Unless otherwise noted in the report, we assume that all building components meet code requirements in force when the property was built.
6. If accessibility issues are referenced in the report, the site elements, common areas, and dwelling units at the development were examined for compliance with the requirements of the Uniform Federal Accessibility Standards (UFAS), and for Massachusetts properties, the Massachusetts Architectural Accessibility Board (AAB). The methodology employed in undertaking this examination is adapted from a Technical Assistance Guide (TAG-88-11) titled "Supplemental Information About the Section 504 Transition Plan Requirements" published by the Coordination and Review section of the U.S. Department of Justice Civil Rights Division, and the AAB Rules and Regulations, 521 CMR effective July 10, 1987. The Guide also incorporates the requirements of UFAS, published April 1, 1988 by the General Services Administration, the Department of Defense, the Department of Housing and Urban Development, and the U.S. Postal Service. Changes in legislation and/or regulations may make some observations moot.
7. Response Actions and estimated costs of responses were developed by ON-SITE INSIGHT, Inc. If additional structural work is necessary, costs for some Response Actions may exceed estimates. Whenever the Response Action is to remove, reposition, or modify walls, a competent structural engineer should be retained before any work is done, because such investigation may disclose that a Response Action is either more costly than estimated, or is not possible.
8. Conclusions reached in this report assume current and continuing responsible ownership and competent property management.
9. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.