

CHFA Capital Needs Assessment and Replacement Reserve Analysis

Prepared for:

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and

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Prospect House

CHFA # 88882H

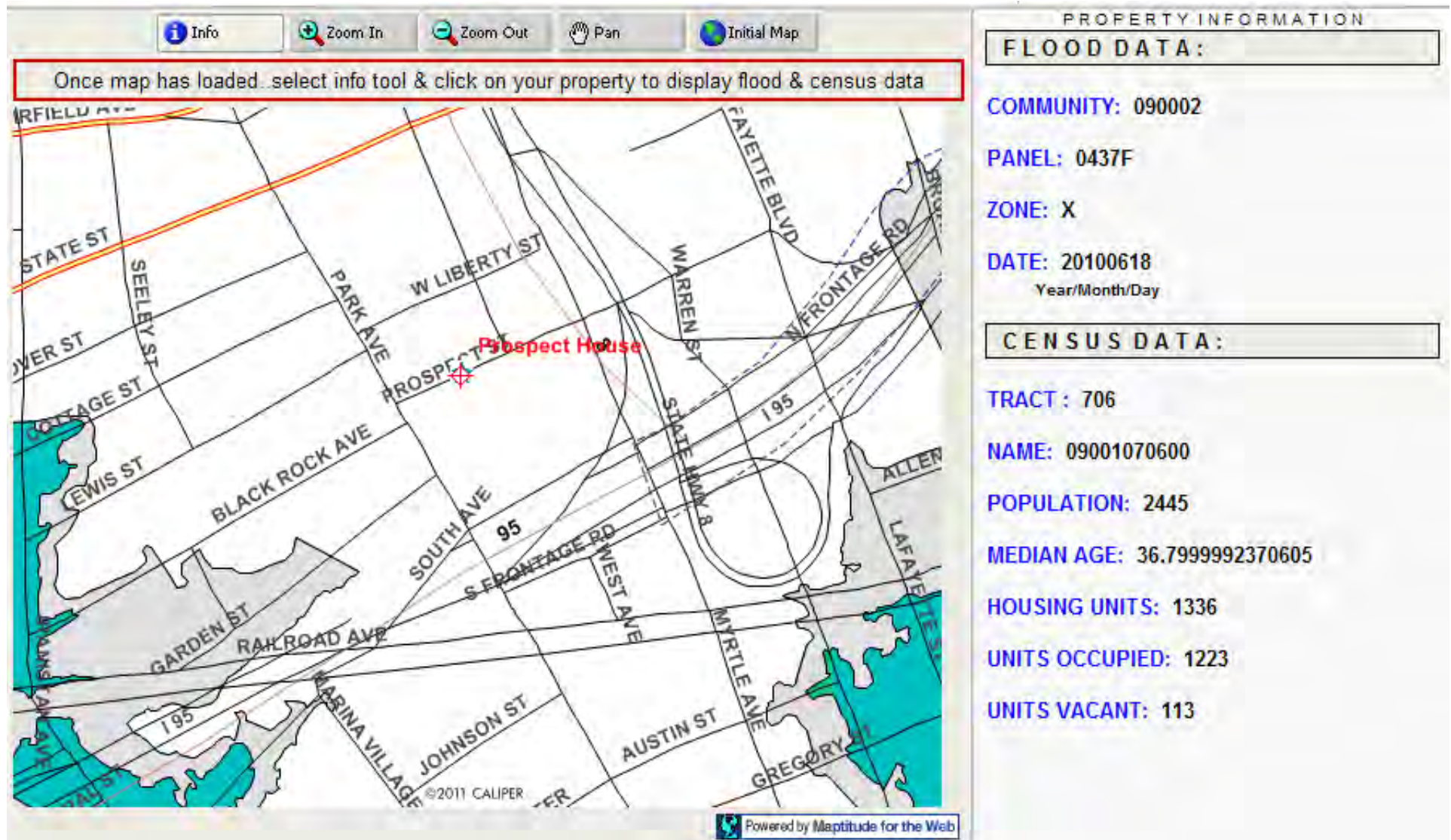
Recovery Network of Programs, Inc
Bridgeport, CT

April 25, 2013

Final Report



Prospect House
392 Prospect Street
Bridgeport, CT 06604



Prospect House

392 Prospect Street
Bridgeport, CT 06604

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

Executive Summary

Prospect House

Bridgeport, CT

Prospect House is an emergency shelter for adults that is comprised of one residential four-story building. The development includes 47 studio-style units. Original construction of the development dates to 1908, and it was renovated in 1994.

Overall the development is in good condition. As shown on the attached capital needs worksheets, the development faces significant capital needs in the near term. Based on these projections, and available information from the client regarding existing reserves and annual reserve deposits, the development is seen as requiring an adjustment to its current funding scenario and/or an infusion of additional capital.

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

- Many of the exterior building components and systems are at the end of their expected useful lives. Allowances for replacement and/or repair of the entry and roof access doors, windows, window lintels, and building mounted light fixtures are shown in Year 1.
- Replacement of the main entrance wood columns, roof railings, and ceiling components are shown in Year 1. Repairs and painting of the bay window components are shown in Year 1. Brick pointing, waterproofing, and caulking are also shown in Year 1.
- An allowance for replacement of the build-up roof and parapet walls with a single ply membrane roof system is shown in Year 7.
- Common area lobbies, hallways, stairways, kitchen, offices, and lounge/community rooms receive ongoing use and are shown for upgrades and improvements beginning in Year 1 and throughout the plan.

- An allowance for the replacement of the laundry room appliances, which receive heavy daily use, is shown in Years 5 and 10.
- Due to the high volume of use in the common area bathrooms and restrooms, allowances for replacement of fixtures, partitions, floor coverings, and accessories is shown in Years 1, 8, and 15.
- Replacement of the boiler is shown in Year 18. The domestic hot water system was installed in 2011, and no problems were reported or observed in regard to these components. Management expressed problems with the heating distribution piping leaking. An allowance for upgrades and repairs to the heating risers and distribution piping is shown in Year 1.
- An allowance for upgrades and refurbishing of the elevator cab is shown in Years 1 and 11. Replacement of the elevator controls and machinery equipment is shown in Year 11.
- Upgrades and/or replacement of the zoned smoke and fire detection panel and components is shown in Year 7, and upgrades to the closed circuit security camera system are shown in Year 6. No problems were reported or observed with regard to the building electrical switchgear and wiring system, and no capital costs are shown in the plan.
- In-unit flooring replacement is shown beginning in Year 1 and throughout the plan. An allowance for unit hallway and interior door repairs and/or replacement is shown in every year of the plan.
- Due to the urban setting of the property, parking is limited to on-street only. No problems were observed or reported concerning the site fencing, walkways, or retaining walls.
- No problems related to the site or building accessibility standards were observed, and no deferred costs are shown.

Additional Notes:

1. The Physical Assessment of the property was conducted on April 1st, 2013. Additional information was provided to ON-SITE INSIGHT by site staff and others. OSI was represented on this assignment by Jerome Hagerty. We would like to thank Matt Belcourt and Jim Castro 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. Building front elevation



2. Building rear elevation



3. Main entry doors



4. Roof access door



5. Typical vinyl double hung window



6. Damaged exterior light fixture



7. Damaged entrance pillar



8. Decorative roof railing deteriorated



9. Bay window components damaged



10. Build-up roof system



11. Common area lobby and doors



12. Common area kitchen



13. Typical stairway



14. Typical hallway



15. Common area bathroom



16. Common area accessible shower



17. DHW system installed 2011



18. Central boiler system



19. Elevator machine equipment



20. Elevator cab interior



21. Zoned fire detection panel



22. Typical unit hallway door



23. Typical unit interior door



24. Typical studio unit

Comprehensive Capital Needs Assessment Schedule

Summary

Owner Sponsor Name:	Recovery Network of Progrms, Inc.
Project Name:	Prospect House
Project City / Town:	Bridgeport, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	April 12, 2013

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

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

	Component	Total Planned Expenditures by Year																						Revitalization
		Emergency	Deferred	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
				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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Building Exterior	0	0	127,681	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	131,848	0
3	Roofing	0	0	0	0	0	0	0	0	83,489	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Lobby - Mail Area	0	0	1,856	0	0	0	0	0	0	0	4,049	0	599	0	0	0	0	0	0	0	0	0	0
5	Community Room	0	0	17,332	0	0	0	0	0	0	5,965	0	0	13,226	0	0	0	0	5,104	0	0	0	0	0
6	Common Hallways	0	0	14,988	1,017	1,047	1,079	1,111	1,144	1,179	1,214	1,250	1,288	10,552	1,366	1,407	1,449	1,493	1,538	1,584	1,631	1,680	1,731	0
7	Common Stairways	0	0	2,515	0	0	0	0	4,463	0	0	0	0	3,380	0	0	0	0	0	0	0	0	0	0
8	Common Laundry	0	0	981	0	0	0	6,190	0	0	0	0	8,351	1,318	0	0	0	0	0	8,826	0	0	11,222	0
9	Common Area Restrooms	0	0	11,288	0	0	0	0	0	0	13,953	0	0	0	0	0	0	17,074	0	0	0	0	0	0
10	Building Boilers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47,106	0	11,398	0
11	Building Mechanical	0	0	10,000	0	0	0	0	0	2,090	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	Building Electrical	0	0	0	0	0	0	0	8,695	14,926	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	Building Elevator	0	0	7,500	0	0	0	0	0	0	0	0	0	77,275	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	18,755	14,446	14,879	574	591	609	627	646	665	685	706	727	19,997	20,596	21,214	818	842	868	894	921	0
16	Unit Kitchens	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	Unit Bathrooms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	Unit Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	Unit Mechanical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	Annual Planned Expenditures	0	0	212,896	15,463	15,926	1,653	7,892	14,911	102,311	21,778	5,964	10,324	107,056	2,093	21,404	22,045	39,781	7,460	11,252	49,605	2,574	157,120	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			965,000																				
23	Cumulative Reserve Balance	0	0	752,104	736,641	720,715	719,062	711,170	696,259	593,949	572,171	566,207	555,884	448,828	446,735	425,331	403,286	363,505	356,045	344,793	295,188	292,614	135,493	

Site Improvements

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

13215 - Prospect House _ FINAL SS 4/25/2013

Building Exterior

Number of Units:	47
Total Square Feet:	23,712
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	Exterior Doors	3,196		19	19	2013				3,196	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,604						
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	71,995		19	19	2013				71,995	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	126,244						
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	750		40	25	2013				750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
12	Window Lintels	15,400		108	50	2013				15,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
13	Wood Bay Window Frames-Repairs and Painting	1,650		40	20	2013				1,650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
14	Entrance Wood Work-Repairs and Replacement	1,250		40	20	2013				1,250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
15	Roof Access Door	650		40	20	2013				650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
16	Brick Walls-Pointing and Waterproofing	32,340		40	20	2013				32,340	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
17	Bulding Mounted Light Fixtures	450		19	19	2013				450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
18																																			
19																																			
20																																			
21																																			
22																																			
23																																			
24																																			
25																																			
26																																			
27	Annual Planned Expenditures						0	0	127,681	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	131,848	0						
28	Cumulative Reserve Balance						0	0	752,104	736,641	720,715	719,062	711,170	696,259	593,949	572,171	566,207	555,884	448,828	446,735	425,331	403,286	363,505	356,045	344,793	295,188	292,614	135,493							

Roofing

Owner Sponsor Name:	Recovery Network of Progrms, Inc.
Project Name:	Prospect House
Project City / Town:	Bridgeport, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	April 12, 2013

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

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Lobby / Mail Area

Owner Sponsor Name:	Recovery Network of Progrms, Inc.
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Project City / Town:	Bridgeport, CT

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Number of Units:	47
Total Square Feet:	23,712
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Community Room

Number of Units:	47
Total Square Feet:	23,712
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	Floor					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
2	Kitchen Cabinets / Sink	4,850		33	40	2020				0	0	0	0	0	0	0	5,965	0	0	0	0	0	0	0	0	0	0	0							
3	Kitchen Appliances	7,491		33	25	2013				7,491	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
4	Furnishings					2013				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
5	Refrigerator	3,276		5	20	2028				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,104	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	0						
7	Other					2013				0	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	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	Conference/Lounges-Walls and Ceilings-Paint Cycles	1,190		19	10	2013				1,190	0	0	0	0	0	0	0	0	1,599	0	0	0	0	0	0	0	0	0	0						
18	Offices-Walls and Ceilings-Paint Cycles	3,174		19	10	2013				3,174	0	0	0	0	0	0	0	0	4,266	0	0	0	0	0	0	0	0	0	0						
19	Kitchen-Walls and Ceilings-Paint Cycles	477		19	10	2013				477	0	0	0	0	0	0	0	0	641	0	0	0	0	0	0	0	0	0	0						
20	Conference/Lounges-Furniture	5,000		19	10	2013				5,000	0	0	0	0	0	0	0	0	6,720	0	0	0	0	0	0	0	0	0	0						
21																																			
22																																			
23																																			
24																																			
25																																			
26																																			
27	Annual Planned Expenditures						0	0	17,332	0	0	0	0	0	0	5,965	0	0	13,226	0	0	0	0	5,104	0	0	0	0	0	0					
28	Cumulative Reserve Balance						0	0	752,104	736,641	720,715	719,062	711,170	696,259	593,949	572,171	566,207	555,884	448,828	446,735	425,331	403,286	363,505	356,045	344,793	295,188	292,614	135,493							

Common Hallways

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

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Common Stairways

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

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Common Laundry

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

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Common Area Restrooms

Number of Units:	47
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Building Boilers

Owner Sponsor Name:	Recovery Network of Progrms, Inc.
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Project City / Town:	Bridgeport, CT

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Number of Units:	47
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Building Mechanical

Number of Units:	47
Total Square Feet:	23,712
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13215 - Prospect House _ FINAL SS 4/25/2013

Building Electrical

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

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Building Elevator

Owner Sponsor Name:	Recovery Network of Progrms, Inc.
Project Name:	Prospect House
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Number of Units:	47
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Building Structural

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

13215 - Prospect House _ FINAL SS 4/25/2013

Unit Living

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

[illegible]

Comprehensive Capital Needs Assessment Schedule

Unit Bathrooms

Owner Sponsor Name:	Recovery Network of Progrms, Inc.
Project Name:	Prospect House
Project City / Town:	Bridgeport, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	April 12, 2013

Number of Units:	47
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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	Walls					2013					0	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	0						
3	Lavatory / Vanity					2013					0	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	0						
5	Tub / Surround					2013					0	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	0						
7	Accessories					2013					0	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	0						
9	Exhaust Fan					2013					0	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	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						
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27	Annual Planned Expenditures							0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
28	Cumulative Reserve Balance							0		0	752,104	736,641	720,715	719,062	711,170	696,259	593,949	572,171	566,207	555,884	448,828	446,735	425,331	403,286	363,505	356,045	344,793	295,188	292,614	135,493						

Unit Kitchens

Owner Sponsor Name:	Recovery Network of Progrms, Inc.
Project Name:	Prospect House
Project City / Town:	Bridgeport, CT

Current Year:	2013
Budget Effective Date:	January 1, 2013
Report Date:	April 12, 2013

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

[illegible]

Unit Electrical

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

[illegible]

Unit Mechanical

Number of Units:	47
Total Square Feet:	23,712
Default Inflation Rate:	3.0%

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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.