

## Exhibit Q

### Asset Management Reporting Requirements

Except as otherwise provided below (a) monthly submissions shall be delivered to the Authority no more than five (5) days following each calendar month, (b) quarterly submissions shall be delivered to the Authority no more than thirty (30) days following each calendar quarter and (c) annual submissions shall be delivered to the Authority no more than one hundred twenty (120) days following each calendar year.

#	Submission Requirement	Submission Timing and Frequency
<b>Ongoing Periodic Submissions</b>		
1	Notice of emergency situations and expenditures affecting the Operating Budget	Within forty-eight (48) hours of the expenditure
2	Legal Proceedings Report	Monthly
3	Quarterly Operating Budget Report identifying actual expenses and all variances from the approved Operating Budget.	Quarterly
4	Quarterly Reports including: narratives, reports and statements provided to the Approved Mortgage Lenders, a balance sheet, an income statement, a narrative summary describing any significant financial activity that is not captured in the balance sheet and income statement, and the current balance in each account maintained by Owner pursuant to the Control Agreement, including without limitation the Replacement Reserve and any deposit to or withdrawal from such account.	Quarterly within 30 days
5	Quarterly Reasonable Accommodations Reports	Quarterly
6	Proposed annual Operating Budget	Annually, 120 days before the beginning of each calendar year

7	Evidence of required deposits to the Replacement Reserve	Annually
8	Annual Audited financial statements	Annually
9	Supplemental Annual Submission including: (a) rent roll; (b) all required insurance certifications; (c) copies of all required licenses for operating a multifamily development; (d) copies of any property inspection reports; (e) copies of any other third party inspections or other reports by Federal, State, local, or other entities from the completed fiscal year; (f) net deposits to the Replacement Reserve; (g) Net Cash Flow (as defined in the Operating Agreement); (h) the balance at the end of the period of the Replacement Reserve and any other project reserve; (i) aggregate stated lease rents and the amounts thereof uncollected from the Rental Units and other units for which no eviction actions have been commenced; (j) the Grievance Status Report	Annually (with the Annual Audited Financial Statements)
10	Forward Cash Flow Projections (as defined by the Operating Agreement)	Annually
11	Lead reporting consistent with approved Lead O&M Plans, NYC Local Law 1/Local Law 31 (pre- 1960s) and federal HUD Lead Safe requirements	Annually and biennially as required by NYC Local Law 1 and Local Law 31 (pre-1960s) and federal HUD Lead Safe requirements
12	Elevated Blood Lead Level (EBLL) cases summary report in accordance with NYC Health Code, §§ 173.13 & 173.14 24 CFR §	<del>Periodically as required by NYCHA, and DOHMH but no less frequently than Quarterly</del> <u>Monthly</u>

	35.730 (in addition to notifications required by NYC DOHMH, NYCHA or otherwise)	
13	Mold report detailing closed work orders, addressed Ombudsperson Call Center cases, capital repairs, remediation work completed in Rental Units and resident communication and responses to complaints mold issues	<del>Monthly</del> Periodically as required by NYCHA but no less frequently than Quarterly
14	Elevator report providing the number of elevator outages during the reporting period, whether planned or unplanned, the response times to such outages, notification times of residents of such outages, and the repairs or replacement of such elevators; Category 1, 3 and/or 5 Category periodic inspections and tests of elevators as applicable	<del>Monthly</del> Periodically as required by NYCHA but no less frequently than Quarterly
15	Pest report detailing the number of pest complaints by residents, response methods and time and any targeted relief for infestations	<del>Monthly</del> Periodically as required by NYCHA but no less frequently than Quarterly
16	Heating report detailing the number of Heating Failures during such Heating Season, the response times to such Heating Failures, and how residents were notified of such Heating Failures, both planned and unplanned	<del>Monthly</del> Periodically as required by NYCHA but no less frequently than Quarterly
17	Petroleum Bulk Storage (PBS) and Chemical Bulk Storage (CBS) Annual testing reports issued to NYSDEC for PBS and CBS on property as per the New York State [6 NYCRR Part 613 and/or 6 NYCRR 596-599], federal [40 CFR Part 280] and other local, state and federal regulations.	Annually

18	<p>Water and electric</p> <ul style="list-style-type: none"> <li><b>a.</b> Total building emissions intensity (pre, post-audit proposed, and each post-completion year), using the current GHG coefficients of energy consumption listed in LL97 or promulgated under LL97's rules;</li> <li><b>b.</b> Annual water consumption per unit, as measured by the DEP meter;</li> <li><b>c.</b> Tenant electric consumption by quartiles by month;</li> <li><b>d.</b> Indoor temperature feedback with a sampling of no less than 30% of units per building if the development is retaining or replacing a central heating system; and</li> <li><b>e.</b> Data showing any instances of recorded indoor temperature in violation of the City Code minimum temperatures during the heating season, including the recorded date, time, indoor and outdoor temperatures associated with such violations.</li> </ul> <p>Note, an exemption from requirements (d) and (e) applies where the central steam or hydronic system with a central system that provides unit-by-unit temperature controls accessible to the tenants are replacing current heating systems.</p>	Annually
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Construction Period		
18	Construction Reports including percentage of Development Work completed and any certifications made to Approved Mortgage Lenders	Monthly
19	Construction Documentation including 1) Applications and Certificates of Payment, 2) Change Orders, 3) Architects Field Reports, and 4) Certificate of Substantial Completion	Periodically
20	Davis Bacon prevailing wage compliance reports	Monthly
21	General Contractor and subcontractor certification of Davis Bacon Compliance	Construction Completion
22	SBE, MBE and WBE Reports	Monthly
23	REES Job Order Forms	As new hiring opportunities arise, prior to job posting
24	REES Employment Verification Forms	Within 48 hours of new Section 3 employee start date
25	Section 3 and Other Economic Opportunities summary report	Monthly
26	Section 3 Compliance Form and Certification	120 days after substantial completion of the Development Work
27	Mold Open NYCHA Work Order Reporting and Closeout Report	Ongoing and within 90 days of closing
28	Lead Abatement Documentation and Final Report	120 days after substantial completion of the Development Work
29	Accessibility Work - Certificate of Acceptance	120 days after substantial completion of the Development Work

30	ADA Unit Conversion Summary	120 days after substantial completion of the Development Work
31	Enterprise Green Communities Final Checklist and Certification	120 days after substantial completion of the Development Work
32	As built drawings and site surveys of the Development, reflecting all change orders and amendments to the Plans and Specifications in REVIT/DWG, and PDF formats.	120 days after substantial completion of the Development Work
<u>33</u>	<u>Report on Residential Unit Vacancies</u>	<u>Monthly</u>