

Eureka Multifamily Group, L.P

SECURITY MEMORANDUM

TO: DWAN WALKER, MAYOR
DON COUCH, CHIEF OF POLICE
JOSEPH PERCIAVALLE, ASSISTANT CHIEF OF POLICE
MIKE DEMCAK, CODE ENFORCEMENT OFFICER

FROM: STEPHANIE INGRAM, REGIONAL PROPERTY MANAGER

SUBJECT: VALLEY TERRACE & TOWNE TOWERS

DATE: FEBRUARY 1, 2015

CC: MIKE WALLIS, EUREKA MULTIFAMILY GROUP
JIMMY ARNOLD, EUREKA MULTIFAMILY GROUP
PROPERTY STAFF, VALLEY TERRACE & TOWNE TOWERS
KELLINGTON PROTECTION SERVICE

It is the mission of the Valley Terrace and Towne Towers Management Team to build a mutually beneficial relationship with the Aliquippa Police Department, City of Aliquippa, and Code Enforcement Department for the safety and security of the residents at both communities. The following outlines the anticipated improvements throughout the property that are expected to improve the conditions and environmental surroundings to assist in cultivating a safe, clean, and affordable community for the citizens within the City of Aliquippa to reside.

LIGHTING: Lighting retrofit to brighter LED bulbs in all four residential buildings starting week of Feb. 9, 2015. Installation is expected to take 30-days for the stairwells and breezeways. The common area light fixtures in the breezeways and stairwells of the four residential buildings will be upgraded with a retrofit LED bulb or replacement fixture. The hallway lighting will be part of a second phase of lighting improvements to be assessed mid-June. On-going lighting assessments have begun and are scheduled to be completed weekly by Kellington Protection to allow two-way communication between Management and Security to advise of areas needing immediate attention such as crossings with higher traffic, damaged/broken fixtures, or where bulbs may need replaced.

SANITATION: A Spring cleaning will begin the first week of March (weather permitting) to address any sanitation concerns within the common hallways, stairwells, and breezeways of each of the buildings as well as the general parking and grounds throughout the community. This Spring cleaning will include power washing and painting where needed. The winter months do not permit for this type of labor to be completed due to the freezing temperatures. Additionally, as part of a larger capital project, the metal stairs in each of the three stair towers per building will be sandblasted, resurfaced, and painted with a new sand-grit tread. The stairs in Building 'B' have already been completed. The additional three buildings are expected to be completed on a schedule of one per month starting in March. Lastly, an on-going preventative cleaning/grounds schedule has been put in place with on-site maintenance to maintain specific sections of the community daily with a specific area of concentration on an as needed basis weekly.

SECURITY CAMERAS: Management is meeting with two security camera companies to obtain proposals for recommended solutions for wireless security cameras at Valley Terrace. These proposals are expected to be in hand by the end of February. Once the proposals are obtained they will go under review for budgetary approval. A security camera assessment was completed by Kellington Protection to provide recommendation on additional locations to add to the existing security camera system at Towne Towers. Five additional camera locations were recommended. These improvements are currently out for bid by Reliant Systems who services our existing security camera equipment. This proposal will go under review for budgetary approval in February.

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COMMUNICATION: Improved communication is expected to assist in addressing any material non-compliance with the residential lease in a more timely fashion. A protocol of proper communication between Kellington Protection and Management has been set in place. Daily Activity Reports (DARs) are now distributed electronically at the end of every shift by a Kellington Security Officer. All DARs are reviewed the next business day by Management and proper steps taken to address any lease violations, eviction notices, etc. Management is also providing Kellington Protection with any daily updates that create change within the community such as upcoming move-ins/outs, lease violations, eviction hearings, household composition changes, maintenance emergencies, etc. This two-way communication has allowed both parties to respond quicker to any on-going issues that need to be brought in front of the District Magistrate to remove any troubled households from the properties.

TENANT LISTING: Updated Tenant Listings have been distributed to all parties on the distribution of this memorandum and an updated Tenant Listings will be circulated the first Monday of every month unless special circumstances require an updated listing between the designated timeframe. A request for this information can be made at any point and Management will supply the updated listing within a 24-hour period.

THREE STRIKE RULE/ENFORCEMENT NOTICES: All Enforcement Notices received for either Valley Terrace or Towne Towers will be addressed and responded to in writing as to ensure all parties are fully abreast any action taken by the Landlord as a result of any violations of 'Ordinance 3 of 2014 Section A'. We ask that all Notices of Violation for either property be sent via US Postal Service to the below addresses or via electronic correspondence to singram@arnoldgrounds.com. We also ask for your assistance in ensuring that the District Magistrate is fully aware of the guidelines of 'Ordinance 3 of 2014' to assist the Landlord/Management representative in Tenant/Landlord court with any eviction proceedings as a result of material non-compliance with the residential lease for anything other than non-payment of rent in line with the Three Strike Rule.

Please mail Enforcement Notices to:

Eureka Multifamily Group
Valley Terrace Apartments
Attn: Stephanie Ingram, Regional Mgr.
400 Superior Ave.
Aliquippa, PA 15001

And

Eureka Multifamily Group
2012 Pennsylvania Aliquippa Valley LLC
920 South Main Street, Suite #200
Grapevine, TX 76051

RESIDENT MEETINGS: In an effort to ensure all parties are seen as one unified group, it was the recommendation of Mayor Walker to host community meetings to distribute key information to the tenant population. Management has begun gathering the necessary documentation such as House Rules, Residential Lease, HUD 4250 Handbook, as well as the Federal Fair Housing Act to cross reference with the City's regulatory documentation in preparation for these meetings. We suggest that these meetings be held early-Spring once the weather breaks to allow for the tenants in each building to gather in a common place not far from their residential dwelling due to transportation limitations. We look forward to working together on this project and will look to both Mayor Walker and Chief Couch to advise when might be best in their schedules to accommodate another preparatory meeting on this topic, at which time it is our hope that we can formalize the agenda as well as the timeline for each of the meetings.

We thank you for your continued partnership and value your feedback as we strive to provide clean, safe, and affordable housing for citizens within the City of Aliquippa.

Sincerely,

Stephanie Ingram
Regional Property Manager