



## Memorandum

To: Mayor Schreiber and City Council Members

From: Edward B. Koryzno, City Manager

Date: March 10, 2011

Subject: Council Information Letter

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### CURRENT PROJECTS:

Assessing Position Update: Ms. McGrath is currently in communication with local jurisdictions as well as looking at figures for contracting out assessing. At this time, both the County and Ypsilanti Township have agreed that due to time and staffing levels, contracting with them would not be feasible for this position. Ms. McGrath is still seeking quotes for contracting the position. In the meantime, we will be posting the position for 24 hours a week. The intent is to keep the process going so that when we make the final decision, we can get a new assessor on board as soon as possible.

\*\*Ypsilanti Housing Commission Inspections: As a reminder, in 2008, City Council had a series of meetings regarding the Housing Commission. The end result of these meetings was that the City would inspect the Housing Commission properties every two years. Staff began the inspections in November and was able to complete them and the report the beginning of March. Attached is a copy of the report from Ms. McGrath. Staff was unable to secure copies of any inspections done by HUD or the Housing Commission per the resolution.

### GENERAL INFORMATION:

DTE Illegal Utility Connections: As Council is aware, we had an issue with some illegal utility connections. Mr. Daniels was able to address the situation within hours of finding the illegal connection (thanks to the help of DPW who assisted us in contacting the right people at DTE). Since then, Mr. Daniels has been working with DTE to help address some further concerns regarding these illegal hook-ups. We are currently trying to find a way to confirm during rental inspections that the gas is properly connected. We are still working with DTE to secure that information.

Snow Removal List: Below is the tally for snow enforcement to date. Because the snow ordinance requires a notice for abatements, all violators must be issued a notice so that we can abate the issue as well as give a ticket where appropriate. At this time, staff gives first time offenders a notice and then abates the snow. Second offenses and further offenses are given a notice, ticket and abatement. With the large

accumulation of snow this year, we noticed some holes in our ordinance and how it “jives” with the AHB. Council can expect some ordinance changes to the snow ordinance in the next couple of council meetings. Staff has been pleased with the compliance of first time offenders and the notice to abate.

Noticed	142
Citations	19
Abatements	48

Thompson Block, 400 N River Street - The City and Historic Equities Fund I, LLC entered into a consent agreement on August 30, 2010. That agreement contains a number of requirements and deadlines. A significant deadline that is near is April 25, 2011, which is when the shoring located on Cross Street is to be removed. In accordance with City Council's goal to have an action plan, I have engaged Hafeli, Staran, Hallahan and Christ, P.C. to represent the City in this matter. HSHC has extensive experience in municipal litigation and has an expertise in the areas of property taxation, zoning, historical preservation, and land use. Dan Christ has been assigned to this case. We have asked to meet with representatives of Historic Equities Fund I, to discuss their plans for meeting the April deadline. As you know, Cross Street from River to Prospect is schedule to be reconstructed this spring.

Former Smith Furniture Building – On Friday march 04, 2011 Fire Services requested and received entry of the Smith Building. We found the building to be in a condition unsafe to occupy due to water infiltration. Water from melting snow on the roof entered electrical fixtures requiring disconnect of service at the electrical panel. Constant moisture combined with the lack of heat and air circulation prevented actuation of electrical panel main switch requiring termination at the utility pole. DTE terminated the natural gas service as well. The walking surface was covered with water with visible mold staining on some windows and walls. The building is placarded as unsafe and unfit for occupancy and therefore condemned.

\*\*Park Application Fees: The Recreation Commission has requested information regarding the amount received by the Jaycees for application fees in 2010. The attached memo from Ms. McGrath outlines the process and total fees paid to the Jaycees.

\*\*City of Ypsilanti Investment Reports: Attached are the quarterly investment reports for October through December, 2010, and a memorandum of explanation from Ms. Uy. Ms. Uy has secured interest earnings which have outpaced six month U.S. Treasury Bills, which is used as a bench mark.



# Memorandum

**To:** April McGrath, Administrative Service Director  
**From:** Frank Daniels, Building Department Manager  
**Date:** March 9, 2011  
**Subject:** Ypsilanti Housing Commission inspections

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Pursuant to City Council Resolution 2009-039A passed February 17, 2009, (see pg. 2); I have inspected all rental units managed by the Ypsilanti Housing Commission. The inspections were conducted between November 2010 and March 2011 in accordance with the 2006 International Property Maintenance Code.

Please note that during the inspections, items such as missing or inoperable smoke detectors and missing or discharged fire extinguishers were addressed within 24 hours of the inspection, however a re-inspection was not performed.

Attached, is the report from the Housing Commission properties consisting of the following:

Towner St.	26 Apartments	Pages 3-5
Maus St.	10 Apartments	Pages 5-7
S. Washington St.	2 Apartments	Page 8
Bell St.	8 Apartments	Pages 9-10
Monroe St.	4 Apartments	Page 11
First Ave.	2 Apartments	Page 12
Madison St.	4 Apartments	Pages 13-14
S. Adams St.	2 Apartments	Pages 15-16
S. Grove (Hollow Creek)	24 Apartments	Pages 17-22
Armstrong	52 Apartments	Pages 23-33
First Ct.	26 Apartments	Pages 34-39
Michigan Ave. (Paradise Manor)	36 Apartments*	Pages 40-46

\* 6 apartments are in building 936, which was not fully constructed at the time of inspections

Resolution No. 2009-039A, regarding Ypsilanti Housing Commission rental housing inspections. (Added per Council's request)

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the City Council forgoes all uncollected rental inspection fees owed by the Ypsilanti Housing Commission (YHC) to the City; and

FURTHER, resolved that the YHC shall provide the City Council with all housing inspection reports, including, but not limited to, those done by HUD, YHC and REAC on YHC units at the time they are received by the YHC; and

FURTHER, resolved that commencing in 2010 the City will continue to inspect YHC units every two years and provide a status report to Council and the YHC, however, the City will not charge the Ypsilanti Housing Commission rental inspection fees and will not re-inspect the property; and

FURTHER, resolved that the YHC will adopt as a goal that all of their 191 units will meet the same standards of a certificate of occupancy as the average rental in the City of Ypsilanti and will make every attempt to correct all deficiencies indicated in the City inspection reports in a timely manner; and

FURTHER, resolved that the YHC shall provide City Council with quarterly reports on the corrective action taken on any and all of the deficiencies indicated in any housing inspection report; and

FURTHER, resolved that the request from the Director of the Ypsilanti Housing Commission to return the PILOT payments to the YHC as a grant is denied; and

FURTHER, resolved that a payment schedule be developed to pay the City the PILOT amounts for years 2006-2010 in the amount of \$67,780 and that the total amount be paid by June 30, 2010; and

FURTHER, resolved that the City utilize the YHC PILOT payments of \$67,780 to increase the City Budgeted amount for AATA in Fiscal Year 2009-2010 by \$67,780 to \$226,746; and

FURTHER, resolved that the YHC give an update presentation to the City Council about the Parkview Apartment Development project within 45 days.

## Towner St.

### 711 Towner – 2 Apartments

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#### Apt. #1

1. Properly vent dryer to exterior.
2. Stain kill/repaint smoke stained ceiling and walls throughout unit.
3. Repair improper drain connections under kitchen sink.
4. Furnish unit with a 1A-10:BC (ABC type) fire extinguisher and mount to be visible in kitchen.
5. Install security rod in bedroom window.

#### Apt. #2

6. Repair/repaint damaged ceiling and wall in kitchen.
7. Install security rod in bedroom window.

### 713 Towner – 6 Apartments

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#### Apt. #1

8. Repair damaged aluminum wrap on porch posts.
9. Install security rods in sliding windows.
10. Secure loose sink in bathroom and re-caulk backsplash.

#### Apt. #2

11. Repair damaged aluminum wrap on porch posts.
12. Install security rods in sliding windows.

#### Apt. #3

13. Install a wide-angled peephole on north entry door.
14. Install security rods in sliding windows.

#### Apt. #4

15. Properly vent mechanical closet for combustion air.
16. Install security rods in sliding windows.

#### Apt. #5

17. Replace missing globe on south exterior light.
18. Install a wide-angled peephole on south entry door.

#### Apt. #6

19. Repair damaged sidewalk adjacent to south entry.

#### Common Areas

20. Repair damaged and uneven sections of sidewalk and parking area.

21. Repair damaged exterior light bracket at northeast corner.

### **715 Towner – 2 Apartments**

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#### **Apt. #1**

22. Install security rods in sliding windows.
23. Repair uneven concrete on approach sidewalk.

#### **Apt. #2**

24. Stain kill/repaint grease covered areas of kitchen.
25. Repair inoperable exhaust fan in bathroom.
26. Install security rods in sliding windows.
27. Repair damaged siding on south gable.

### **731 Towner – 8 Apartments**

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#### **Common areas**

28. Secure loose wheel blocks in parking areas.
29. Replace damaged door jamb on mechanical room.
30. Repair damaged floor covering in laundry room, (if reopened).

#### **Apt. #1**

31. Replace damaged base cabinet doors in kitchen.
32. Clear/maintain 36" aisle throughout kitchen and entryway.

#### **Apt. #2**

33. Install security rods in all ground level sliding windows.

#### **Apt. #3**

34. Repair uneven concrete on approach sidewalk.
35. Install security rods in all ground level sliding windows.

**Apt. #4** – No apparent violations.

#### **Apt. #5**

36. Stain kill and repaint soiled ceiling and walls throughout unit.
37. Install a minimum 5 year non-rechargeable battery in smoke detector.

#### **Apt. #6**

38. Stain kill and repaint soiled ceiling and walls throughout unit.

#### **Apt. #7**

39. Repair/re-grout damaged tile in tub enclosure.

**Apt. #8**

40. Install security rods in all ground level sliding windows.
41. Replace missing bulb and globe at entry door.
42. Repair uneven concrete adjacent to west entry.

**741 Towner – 8 Apartments**

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**Apt. #9**

43. Install a minimum 5 year non-rechargeable battery in smoke detector.
44. Repair drain leak under kitchen sink.
45. Advise tenant to remove covering from cold air returns throughout unit due to risk of carbon monoxide poisoning.

**Apt. #10**

46. Install security rods in all ground level sliding windows.

**Apt. #11**

47. Install security rods in all ground level sliding windows.

**Apt. #12**

48. No apparent violations.

**Apt. #13**

49. Replace defective smoke detector.

**Apt. #14**

50. Replace damaged aluminum wrap on porch posts.
51. Replace broken switch cover in bedroom.

**Apt. #15**

52. Replace bulb and globe on exterior light at east entry.
53. Replace damaged closer on entry door.
54. Repair weather strip on entry door.
55. Replace missing drain cover in shower.

**Apt. #16**

56. Replace bulb and globe on exterior light at east entry.

## Maus St.

### 719 Maus – 2 Apartments

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#### Common areas

57. Remove tire and battery from exterior premises.

#### Apt. #1

58. Repair splintered veneer on entry door.
59. Re-caulk bathtub enclosure.
60. Install security rods in ground level sliding windows.

#### Apt. #2

61. Secure loose treads on steps to east entry door.
62. Replace warped treads on steps to east entry door.
63. Repair damaged window in southwest bedroom.
64. Repair damaged wall in mechanical closet.
65. Repair damaged concrete on south porch slab.
66. Replace uneven support post on south porch covering.

### 723 Maus – 2 Apartments

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#### Common areas

67. Replace missing downspout extension at southeast corner.
68. Repair potholes and low areas of driveway and parking area.

#### Apt. #1

69. Secure loose outlet box on north kitchen wall.
70. Reattach hanging light fixture in mechanical closet.
71. Repair damaged wall and corner bead in kitchen doorway.
72. Re-caulk bathtub enclosure.
73. Repair inoperable crank handle on south window in southeast bedroom.
74. Install wide-angled peephole on south entry door.

#### Apt. #2

75. Install a wide-angled peephole in north entry door.
76. Replace inoperable smoke detector in hall.
77. Re-caulk bathtub enclosure.
78. Install a wide-angled peephole in south entry door.
79. Replace missing balusters on north stairway.

### 727 Maus – 2 Apartments

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#### Apt. #1

80. Replace missing crank handle on east window of southeast bedroom.

**Apt. #2**

81. Caulk backsplash on west kitchen wall.
82. Eliminate storage in mechanical closet.
83. Re-caulk bathtub enclosure.
84. Replace missing strike plates on south entry door.
85. Eliminate storage in south stairwell.
86. Replace damaged facing on interior of south entry door.
87. Repair inoperable window crank in southwest bedroom.

**729 Maus – 2 Apartments**

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**Apt. #1**

88. Repair damaged roof and flashing above north entry to apt. #1.
89. Repair damaged bathroom window frame for apt. #1.
90. Replace missing cap on retaining wall in lower stairwell.
91. Secure loose end cap on sink base countertop.
92. Repair damaged ceiling and wall in mechanical closet.
93. Repair damaged countertop on bathroom vanity.
94. Replace missing window crank handle in southwest bedroom.
95. Replace missing window crank handle in southeast bedroom.
96. Replace missing light globe in hall.

**Apt. #2**

97. Remove washing machine from kitchen.
98. Repair damaged floor covering in kitchen.
99. Bathroom GFCI outlet shows an open ground – please make necessary repairs.
100. Repair running faucet in bathtub.
101. Re-caulk bathtub enclosure.

**733 Maus – 2 Apartments**

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**Common areas**

102. Repair damaged sections of south public sidewalk.

**Apt. #1**

103. Restore power and gas prior to occupancy.
104. Replace missing light globe above kitchen sink.
105. Install security rods in all ground level sliding windows.
106. Replace missing window crank assembly in southeast bedroom.

**Apt. #2**

107. Re-caulk bathtub enclosure.

108. Eliminate storage in south stairwell.
109. Replace missing crank handle in south window of southeast bedroom.
110. Repair damaged retaining wall around north stairwell.

## **South Washington St. – 2 Apartments**

### **425 S. Washington**

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- 111. Repair damaged gutter on west porch.
- 112. Repair damaged aluminum wrap on west porch posts.
- 113. Repair damaged
- 114. Replace broken outlet cover in southeast bedroom.
- 115. Re-caulk bathtub enclosure.
- 116. Replace damaged sub-floor and tile in kitchen.
- 117. Replace discharged fire extinguisher.

### **427 S. Washington – No apparent interior violations**

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- 118. Repair damaged gutter on west porch.

## Bell Street

### **103/105 Bell – 2 Apartments**

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#### **#101**

- 119. Properly vent dryer exhaust to exterior.
- 120. Replace outdated smoke detector.

#### **#103**

- 121. Re-caulk bathtub enclosure.
- 122. Replace outdated smoke detector.
- 123. Repair inoperable GFCI outlet in kitchen.
- 124. Repair damaged north entry door.
- 125. Repair damaged stoop at south entry door.

#### **Exterior**

- 126. Repair uneven concrete on east sidewalk.
- 127. Clean branches and debris from gutters.

### **105A/105B Bell – 2 Apartments**

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#### **#105-A – No apparent interior violations**

#### **#105-B**

- 128. Stain kill and repaint soiled ceiling and walls throughout unit due to heavy smoke staining.
- 129. Reconnect bathroom exhaust fan.
- 130. Re-caulk bathtub enclosure.

#### **Exterior**

- 131. Repair uneven concrete on south sidewalk.
- 132. Clean branches and debris from gutters.

### **107/109 Bell – 2 Apartments**

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#### **#107 – No apparent violations**

#### **#109**

- 133. Eliminate plug adaptors and extension cords in kitchen.

### **111/113 Bell – 2 Apartments**

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#### **#111**

- 134. Repair damaged aluminum wrap on west porch posts.
- 135. Replace missing closer on west screen door.

136. Repair/repaint damaged ceiling and walls throughout unit.
137. Replace damaged thermostat.
138. Replace damaged louvered door on mechanical closet.
139. Replace damaged register covers on cold air returns.
140. Replace inoperable 1<sup>st</sup> level smoke detector.
141. Have unit professionally exterminated for roaches.
142. Secure loose hinges on closet under 2<sup>nd</sup> level stairwell.
143. Replace missing pilot access cover on water heater.
144. Replace damaged doors and drawers on kitchen cabinets.
145. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
146. Replace inoperable GFCI outlet in kitchen.
147. Caulk kitchen counter backsplash.
148. Replace missing light globes throughout unit.
149. Secure loose handrail in 2<sup>nd</sup> level stairwell.
150. Re-caulk bathtub enclosure.
151. Stain kill/repaint mildewed areas of 2<sup>nd</sup> level bathrooms.
152. Replace damaged/missing closet doors in bedrooms and 2<sup>nd</sup> level hall.
153. Thoroughly clean/replace soiled floor covering throughout unit.

### **#113**

154. Thoroughly clean grease from walls and ceiling in kitchen.
155. Repair damaged floor covering in 2<sup>nd</sup> level bathrooms.
156. Re-caulk bathtub enclosure.
157. Repair damaged floor covering in southwest bedroom.
158. Repair uneven concrete on south side of structure.

## **Monroe St.**

### **1004/1008 Monroe – 2 Apartments**

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#### **#1004**

- 159. Repair damaged/uneven on sidewalks.
- 160. Replaced damaged screen on south entry door.
- 161. Thoroughly clean/or replace carpet throughout unit.
- 162. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 163. Stain kill/re-paint soiled ceiling and walls throughout unit.
- 164. Install security rods on all ground level sliding windows.
- 165. Replace broken outlet on north kitchen wall.
- 166. Replace damages aluminum wrap on porch posts.
- 167. Secure hanging light fixture on north exterior wall.

**#1008** – No apparent interior violations

### **1012/1016 Monroe – 2 Apartments**

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**#1012** – No apparent interior violations

#### **#1016**

- 168. Stain kill/re-paint ceiling and walls throughout unit
- 169. Clean dust build-up from cold air return

## First Ave.

### **610/614 First – 2 Apartments**

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#### **#610**

- 170. Install security rods on all ground level sliding windows.
- 171. Obtain permit and final inspection for water heater installed after June 2009.
- 172. Secure loose outlet on east wall of southwest bedroom.
- 173. Re-caulk bathtub enclosure.

#### **#614**

- 174. Replace damaged aluminum wrap on porch posts.
- 175. Replace damaged/uneven sections of south sidewalk.
- 176. Replace missing sections of cove base adjacent to furnace closet.
- 177. Replace missing light globe adjacent to 1<sup>st</sup> level bathroom.
- 178. Re-caulk bathtub enclosure.
- 179. Stain kill/re-paint mildewed ceiling in bathroom.

## Madison St.

### 881/885 Madison – 2 Apartments

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#### #881

180. Replace damaged door on first level bedroom.
181. Replace fogged window glass in 1<sup>st</sup> level bedroom.
182. Replace damaged sub-floor/tile in tub room.
183. Paint peeling areas of ceiling in tub room.
184. Re-caulk bathtub enclosure.
185. Replace broken switch cover adjacent to north entry door.
186. Seal large opening around hose bib on north exterior wall.

#### #885

187. Repair damaged aluminum wrap on north porch posts.
188. Replace missing/globe on north exterior light.
189. Replace damaged weatherseal around north entry door.
190. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
191. Repair/repaint damaged wall in living room.
192. Replace damaged heat register in 1<sup>st</sup> level bathroom.
193. Replace damaged counter top in kitchen.
194. Repair/replace damaged cupboard doors in kitchen.
195. Repair damaged wall around GFCI outlet in kitchen.
196. Have unit professionally exterminated for mice.
197. Replace damaged/missing sections of floor covering throughout unit.
198. Eliminate excessive storage in pantry/dining area.
199. Secure loose outlet in toilet room.
200. Replace damaged sub-floor/tile in toilet room.
201. Replace damaged doors/jambes throughout all 2<sup>nd</sup> level rooms.
202. Repair/repaint walls throughout 2<sup>nd</sup> level rooms and hall.
203. Secure loose stair tread skids in 2<sup>nd</sup> level stairwell.
204. Eliminate storage in 2<sup>nd</sup> level hall.
205. Replace missing globe on south exterior light.
206. Remove trash/appliances in south yard.

### 951/955 Madison – 2 Apartments

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#### Exterior

207. Paint faded areas of aluminum siding.

#### #951

208. Replace damaged aluminum wrap on north porch posts.
209. Thoroughly clean furnace closet.
210. Repair damages ceiling in furnace closet adjacent to chimney.

- 211. Properly secure loose television cable in 1<sup>st</sup> level bedroom.
- 212. Install security rods in all ground level sliding windows.
- 213. Replace damaged door on 1<sup>st</sup> level bedroom.
- 214. Clean grease from walls in kitchen area.
- 215. Properly vent dryer to exterior.
- 216. Repair/repaint damaged walls throughout 2<sup>nd</sup> level.
- 217. Replaced damaged floor tile in toilet room.
- 218. Replace missing bulb/light globe in southwest bedroom.
- 219. Replace missing bulb/light globe in northeast bedroom.
- 220. Repair damaged doorjamb on northeast bedroom.

**#955**

- 221. Repair damaged/uneven concrete on west sidewalk.
- 222. Replace missing globe on northwest exterior light.
- 223. Replace missing globe on light adjacent to the mechanical closet.
- 224. Secure loose toilet in 1<sup>st</sup> level bathroom.
- 225. Thoroughly clean furnace closet.
- 226. Repair damaged ceiling in mechanical closet.
- 227. Install security rods in all ground level sliding windows.
- 228. Replace missing light globe in 1<sup>st</sup> level bedroom.
- 229. Properly vent dryer to exterior.
- 230. Replace improper gas line connections on dryer.
- 231. Properly secure loose television cable throughout 2<sup>nd</sup> level.
- 232. Replace missing light globe in southeast 2<sup>nd</sup> level bedroom.

## S. Adams

### 314/318 S. Adams – 2 Apartments

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#### Exterior

- 233. Repair damaged/uneven sidewalk on north side.
- 234. Repair uneven areas of driveway.

#### #314

- 235. Repair inoperable lighting in living room.
- 236. Eliminate use of extension cords throughout 1<sup>st</sup> and 2<sup>nd</sup> level.
- 237. Eliminate storage in stairwells and hallways.
- 238. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 239. Stain kill/repaint soiled ceiling and walls throughout unit.
- 240. Repair/repaint damaged east wall of laundry area.
- 241. Install security rods in all ground level sliding windows.
- 242. Install sealed light fixture in 1<sup>st</sup> level closet.
- 243. Replaced damaged door on bathroom.
- 244. Replace inoperable smoke detector in 2<sup>nd</sup> level.
- 245. Repair inoperable outlets throughout 2<sup>nd</sup> level.
- 246. Replace damaged sub-floor/tile in bathroom.
- 247. Replace missing outlet cover on north wall in southeast bedroom.
- 248. Replace damaged weather strip in east entry door.

#### #318

- 249. Advise tenants to discontinue covering 1<sup>st</sup> level smoke detector.
- 250. Repair damaged wall/cove base in living room adjacent to furnace closet.
- 251. Eliminate storage from furnace closet.
- 252. Install security rods in all ground level sliding windows.
- 253. Properly vent dryer to exterior.
- 254. Repair/repaint damaged north wall of laundry area.
- 255. Replace missing light globe in southwest bedroom.
- 256. Replace missing light globe in northeast bedroom.
- 257. Re-caulk bathtub enclosure.
- 258. Stain kill/repaint bathroom ceiling.
- 259. Repair inoperable smoke detector in 2<sup>nd</sup> level.
- 260. Repair damaged floor covering in southwest bedroom.
- 261. Replace missing light globe on west exterior light.
- 262. Replace missing downspout extensions at southeast & northeast corner.
- 263. Swimming pool in west yard must meet the following requirements:

*Private swimming pools containing more than 24" of water shall be completely surrounded by a fence or barrier at least 48" in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such areas shall be self-closing and self-latching. Where the self-latching device is less than 54*

*inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6" from the gatepost.*

## Hollow Creek (S. Grove)

### 118 S. Grove – 6 Apartments

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#### Apt. #1

- 264. Secure hanging exterior light fixture at west entry door.
- 265. Repair GFCI outlet in kitchen showing reversed polarity.
- 266. Replace damaged exhaust duct on dryer.
- 267. Repair or replace leaking water heater. If replacement is needed, a permit is required.
- 268. Inform tenant that basement is not to be used for sleeping and shall be discontinued immediately.
- 269. Install security rods in all ground level sliding windows.
- 270. Re-caulk bathtub enclosure.

#### Apt. #2

- 271. Replace damaged exterior dryer exhaust outlet on west exterior wall.
- 272. Replace missing bulb and globe on east exterior light.
- 273. Repair inoperable GFCI outlet on right side of kitchen sink.
- 274. Replace missing light bulb at bottom of basement stairwell.
- 275. Install proper gas line on dryer. Flexible connectors cannot exceed 6 feet.
- 276. Re-caulk bathtub enclosure.
- 277. Secure hanging smoke detector in 2<sup>nd</sup> level hall.

#### Apt. #3

- 278. Eliminate all plug adaptors and strip plugs in kitchen.
- 279. Mount fire extinguisher to be visible in the kitchen area.
- 280. Replace missing light globe at bottom of stairwell.
- 281. Repair/repaint damaged ceiling in living room.
- 282. Install security rods in all ground level sliding windows.
- 283. Reverse passage hardware on bathroom door to prevent someone from being locked in.
- 284. Re-caulk bathtub enclosure.
- 285. Secure loose toilet.
- 286. Reattach bi-fold door in 2<sup>nd</sup> level hall.
- 287. Replace missing knockout in distribution panel.
- 288. Repair damaged floor covering in kitchen.

#### Apt. #4

- 289. Replace missing globe on west exterior light.
- 290. Install security rods in all ground level sliding windows.
- 291. Repair/repaint damaged walls and unfinished baseboards in half bath.
- 292. Re-caulk bathtub enclosure.
- 293. Eliminate use of extension cords throughout basement.
- 294. Reconnect and properly support dryer exhaust duct.

**Apt. #5**

- 295. Repair damaged floor covering in kitchen.
- 296. Replace missing drawer fronts in kitchen.
- 297. Replace improper drain trap configuration in kitchen base cabinet.
- 298. Install security rods in all ground level sliding windows.
- 299. Replace missing outlet cover(s) in living room.
- 300. Repair inoperable smoke detectors
- 301. Replace damaged door on bathroom.
- 302. Repair/repaint damaged wall adjacent to bathtub.
- 303. Re-caulk bathtub enclosure.
- 304. Repair damaged floor covering in bathroom.
- 305. Secure loose toilet.
- 306. Replace passage hardware on east bedroom.
- 307. Replace missing sliding window in west bedroom.
- 308. Replace damaged door on west bedroom.
- 309. Inform tenant that basement is not to be used for sleeping and shall be discontinued immediately.
- 310. Eliminate storage in basement stairwell.
- 311. Replace damaged exhaust duct on dryer.
- 312. Send tenant a housekeeping notice to clean/maintain their portion of the structure.

**Apt. #6**

- 313. Replace missing/damaged downspout at southwest corner and divert away from porch slab and foundation.
- 314. Repair/repaint damaged ceiling in living room.
- 315. Eliminate refrigerator and extension cord in west bedroom.
- 316. Re-caulk bathtub enclosure.
- 317. Repair/repaint damaged wall adjacent to toilet.
- 318. Replace damaged exhaust duct on dryer.
- 319. Replace broken glass in basement window.

**Common/Exterior**

- 320. Repair damaged/uneven areas of public and accessory sidewalks.
- 321. Repair damaged fence on north lot line.

**120 S. Grove – 6 Apartments**

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**Apt. #1** – No apparent violations.

**Apt. #2**

- 322. Replace damaged drawer front(s) in kitchen.
- 323. Reattach door at top of basement stairwell.

324. Repair uneven treads in basement stairwell.
325. Repair landing supports in basement stairwell.
326. Provide adequate lighting throughout basement and stairwell.
327. Obtain permit and final inspection for newly installed water heater.
328. Install security rods in all ground level sliding windows.
329. Replace damaged door on bathroom.
330. Re-caulk bathtub enclosure.
331. Repair/repaint damaged wall in north bedroom.
332. Repair hanging light fixture in south bedroom.
333. Replace missing light globe in south bedroom.

### **Apt. #3**

334. Install security rods in all ground level sliding windows.
335. Replace damaged hinges on base cabinet adjacent to stove.
336. Label distribution and sub panel with respective circuits.
337. Eliminate combustible storage under basement stairwell.
338. Repair/repaint damaged ceiling in living room.
339. Properly configure drain trap in 2<sup>nd</sup> level bathroom.
340. Replace outdated smoke detector in 2<sup>nd</sup> level.
341. Secure loose outlet in north bedroom.
342. Repaint soiled ceiling and walls throughout unit.
343. Have stove checked for proper operation.

### **Apt. #4**

344. Replace missing closer on south screen door.
345. Install security rods in all ground level sliding windows.
346. Stain kill/repaint entire unit.
347. Secure hanging light fixture in kitchen.
348. Secure loose outlet on north wall of kitchen.
349. Repair damaged floor covering in kitchen.
350. Caulk kitchen counter backsplash.
351. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
352. Replace damaged cabinet door above stove.
353. Secure loose countertop in kitchen.
354. Eliminate storage of gas cans in unit.
355. Replace missing globe/bulb in ceiling light adjacent to half-bath.
356. Reattach cove base in half-bath.
357. Repair damaged floor covering in half-bath.
358. Replace missing light globe in half-bath.
359. Repair/repaint damaged wall in half-bath.
360. Repaint worn treads in 2<sup>nd</sup> level stairwell or install rubber or textured skids.
361. Replace missing light globe in southwest bedroom.
362. Secure loose passage hardware on southwest bedroom door.

- 363. Repair damaged walls in tub enclosure and re-caulk.
- 364. Replace missing light bulb and globe in northwest bedroom.
- 365. Replace damaged light switch in northwest bedroom.
- 366. Reattach various bi-fold doors throughout unit.
- 367. Repair damaged wall adjacent to door in northeast bedroom.
- 368. Reattach hanging register cover in basement ceiling.
- 369. Secure loose cross-bridging in various areas of basement ceiling.
- 370. Eliminate storage of combustible items under basement stairwell.
- 371. Replace missing light globe in basement stairwell.

**Apt. #5 – Learning Center**

**Apt. #6**

- 372. Replace missing globe on south exterior light.
- 373. Re-caulk bathtub enclosure.
- 374. Properly secure loose television cable throughout unit.
- 375. Eliminate storage of combustible items under basement stairwell.
- 376. Clear/maintain a 30" aisle around furnace and water heater.
- 377. Eliminate extension cords throughout basement.

**Common Areas/Exterior**

- 378. Repair damaged/uneven areas of accessory sidewalks.

**122 S. Grove – 6 Apartments**

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**Apt. #1**

- 379. Repair leaking kitchen sink drain.
- 380. Send tenant a housekeeping notice to clean/maintain their portion of the structure, (primarily for basement).
- 381. Provide adequate lighting in 2<sup>nd</sup> level stairwell.
- 382. Secure loose light switch in north bedroom.
- 383. Re-caulk bathtub enclosure.
- 384. Eliminate use of space heater.

**Apt. #2**

- 385. Repair damaged vinyl siding on north exterior wall.
- 386. Caulk kitchen counter backsplash.
- 387. Replace missing sliding window in living room.
- 388. Repair damaged walls in tub enclosure and re-caulk.
- 389. Replace damaged sub-floor and tile adjacent to bathtub.

**Apt. #3**

- 390. Install security rods in all ground level sliding windows.
- 391. Properly support dryer exhaust duct.

392. Properly repair crack in north basement wall.

**Apt. #4**

- 393. Cut excess length from dryer exhaust duct and properly support.
- 394. Replace missing light globe in basement stairwell.
- 395. Replace cracked tread in basement stairwell.
- 396. Repair/repaint damaged wall in basement stairwell.
- 397. Clear/maintain a 36" clearance in front of distribution panel.
- 398. Re-caulk bathtub enclosure.
- 399. Replace missing light globe in southeast bedroom.
- 400. Replace missing light globe in northwest bedroom.

**Apt. #5**

- 401. Replace missing louvers on dryer exhaust outlet.
- 402. Replace damaged interior facing at north entry door.
- 403. Replace damaged light on north exterior wall.
- 404. Replace missing closer on north screen door.
- 405. Secure loose handrail in basement stairwell.
- 406. Replace outdated smoke detector in basement.
- 407. Clear/maintain 36" aisle in front of distribution panel.
- 408. Repair uneven treads in basement stairwell.
- 409. Eliminate storage of combustibles under basement stairwell.
- 410. Replace missing sliding window in south bedroom.
- 411. Re-caulk bathtub enclosure.
- 412. Re-glaze bathtub due to peeling finish.
- 413. Replace damaged floor register in bathroom.
- 414. Repair/repaint damaged wall in north bedroom.
- 415. Replace damaged door jamb in north bedroom.
- 416. Replace missing light globe in north bedroom.
- 417. Replace missing thermostat in living room.

**Apt. #6 - Vacant**

- 418. Replace damaged dryer exhaust outlet.
- 419. Repair damaged cabinet frames, doors and countertop.
- 420. Replace soiled/damaged floor covering throughout unit.
- 421. Install security rods in all ground level sliding windows.
- 422. Reattach hanging 1<sup>st</sup> level smoke detector.
- 423. Replace damaged thermostat in living room.
- 424. Replace missing light globes throughout unit.
- 425. Secure loose outlet in north bedroom.
- 426. Secure loose outlet in west bedroom.
- 427. Replace broken outlet on south wall of southeast bedroom.
- 428. Repair damaged windows.

## **124 S. Grove – 6 Apartments**

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### **Apt. #1 – Vacant (rehab in progress)**

#### **Apt. #2**

- 429. Clear/maintain a 36" aisle in front of distribution panel.
- 430. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 431. Clear/maintain 36" aisle throughout all portions of the unit.
- 432. Eliminate storage of combustibles under basement stairwell.
- 433. Re-caulk bathtub enclosure.
- 434. Replace missing sliding windows in west bedroom.

#### **Apt. #3**

- 435. Replace missing 1<sup>st</sup> level smoke detector.
- 436. Replace missing drawer front in kitchen base cabinet.
- 437. Obtain permit and final inspection for newly installed water heater.

#### **Apt. #4**

- 438. Remove excessive webs and debris from flood light on east exterior wall.
- 439. Reattach hanging light fixture on east exterior wall.
- 440. Replace missing louver on exterior dryer exhaust outlet.
- 441. Repair damaged vinyl siding adjacent to entry door.
- 442. Reconnect neutral wire on smoke detector.
- 443. Inform tenant that basement is not to be used for sleeping and shall be discontinued immediately.
- 444. Replace missing 2<sup>nd</sup> level smoke detector.
- 445. Re-caulk bathtub enclosure.
- 446. Replace missing light globe in 2<sup>nd</sup> level hall.

#### **Apt. #5**

- 447. Replace missing globe on west exterior light.
- 448. Eliminate storage in 2<sup>nd</sup> level hall and stairwell.
- 449. Re-caulk bathtub enclosure.
- 450. Secure loose light switch in east bedroom.
- 451. Repair damaged landing in basement stairwell.
- 452. Cut excess length from dryer hose.
- 453. Eliminate excessive storage in basement and maintain a 36" aisle throughout.

#### **Apt. #6**

- 454. Secure loose transition strip in 2<sup>nd</sup> level stairwell.
- 455. Re-caulk bathtub enclosure.
- 456. Repair inoperable exhaust fan in bathroom.
- 457. Replace missing light globe in north bedroom.

## Armstrong

### Building A – 4 Apartments

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#### 610 Armstrong

- 458. Install wide-angled peepholes on entry doors.
- 459. Replace damaged door on mechanical closet.
- 460. Remove items blocking cold air return in living room.
- 461. Paint peeling areas of ceiling and walls in mechanical closet.

#### 612 Armstrong

- 462. Install wide-angled peepholes on entry doors.
- 463. Eliminate storage of combustibles in mechanical closet.
- 464. Label distribution panel with respective circuits.
- 465. Re-caulk bathtub enclosure.
- 466. Replace broken outlet on west living room wall.

#### 614 Armstrong

- 467. Install wide-angled peepholes on entry doors.
- 468. Eliminate storage at bottom of second level stairwell.

#### 616 Armstrong

- 469. Install wide-angled peepholes on entry doors.
- 470. Replace damaged screen on south entry door.
- 471. Clean excessive grease on kitchen wall adjacent to stove.
- 472. Re-caulk bathtub enclosure.
- 473. Stain kill/repaint ceiling and walls in bathroom.
- 474. Replace damaged door and missing hardware on north bedroom.

### Building B – 4 Apartments

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#### 608 Armstrong

- 475. Install wide-angled peepholes on entry doors.
- 476. Outlet above kitchen sink shows open neutral; please make necessary repairs.
- 477. Reconnect power wire on 1<sup>st</sup> level smoke detector.
- 478. Re-caulk bathtub enclosure.
- 479. Repair splintered handrail in 2<sup>nd</sup> level stairwell.

#### 606 Armstrong

- 480. Install wide-angled peepholes on entry doors.
- 481. Unit damaged by fire. Pull necessary permits prior to occupancy.

#### 604 Armstrong

- 482. Install wide-angled peepholes on entry doors.
- 483. Remove items blocking cold air return in living room.

- 484. Repair damaged ceiling in kitchen caused from 2<sup>nd</sup> level water leak.
- 485. Repair damaged door on mechanical closet.
- 486. Seal opening in cove base in bathroom.
- 487. Relocate bunk beds to eliminate blocked egress in west bedroom.

### **602 Armstrong**

- 488. Install wide-angled peepholes on entry doors.
- 489. Replace missing closer on west screen door.
- 490. Repair/repaint damaged ceiling in kitchen.
- 491. Re-attach access panel on water heater.
- 492. Replace defective thermostat.
- 493. Install new smoke detector in 1<sup>st</sup> level.

## **Building C – 4 Apartments**

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### **618 Armstrong**

- 494. Install wide-angled peepholes on entry doors.
- 495. Remove items blocking cold air return in living room.
- 496. Replace broken handrail bracket in 2<sup>nd</sup> level stairwell.
- 497. Re-caulk bathtub enclosure.

### **620 Armstrong**

- 498. Install wide-angled peepholes on entry doors.
- 499. Re-caulk kitchen counter backsplash.
- 500. Repair/repaint damaged wall in kitchen.
- 501. Seal opening around plumbing access in kitchen ceiling.
- 502. Install combustion air vent in mechanical closet door.
- 503. Secure loose toilet.
- 504. Re-caulk bathtub enclosure.
- 505. Remove items blocking cold air return in living room.

### **622 Armstrong – vacant/under rehab**

- 506. Install wide-angled peepholes on entry doors.
- 507. Replace missing closer on each screen door.
- 508. Replace broken handle on east screen door.
- 509. Replace damaged or missing base cabinet doors.
- 510. Thoroughly clean entire unit prior to occupancy.

### **624 Armstrong**

- 511. Install wide-angled peepholes on entry doors.
- 512. Replace damaged base cabinet doors/drawers.
- 513. Repair/repaint damaged ceiling/walls in kitchen.
- 514. Replace damaged toe kick on sink base cabinet.
- 515. Replace discharged fire extinguisher.

- 516. Replace damaged door on mechanical closet.
- 517. Replace missing outlet cover on south living room wall.
- 518. Remove items blocking cold air return in living room.
- 519. Replace broken switch cover adjacent to west entry door.
- 520. Repair/repaint damaged wall at bottom of 2<sup>nd</sup> level stairwell.
- 521. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 522. Repair damaged floor covering in 2<sup>nd</sup> level hall.
- 523. Repair damaged floor covering in bathroom.
- 524. Re-caulk bathtub enclosure.
- 525. Properly secure bathroom sink.
- 526. Replace missing door on east bedroom.
- 527. Replace damaged door and jamb on west bedroom.
- 528. Repair damaged east wall of west bedroom.
- 529. Replace broken switch cover in west bedroom.

## **Building D – 6 Apartments**

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### **625 Armstrong**

- 530. Repair uneven concrete slab and step at west entry.
- 531. Install wide-angled peepholes on entry doors.
- 532. Repair inoperable GFCI in kitchen.
- 533. Eliminate storage of combustibles in mechanical closet.
- 534. Stain kill/repaint bathroom ceiling and walls.
- 535. Re-caulk bathtub enclosure.
- 536. Repair damaged floor covering in 2<sup>nd</sup> level hall.
- 537. Eliminate blocked egress window in center bedroom.

### **627 Armstrong**

- 538. Install wide-angled peepholes on entry doors.
- 539. Repair/repaint damaged north wall of kitchen.
- 540. Re-caulk bathtub enclosure.
- 541. Repair damaged sub floor and tile in bathroom.

### **629 Armstrong – Vacant/no power**

- 542. Install wide-angled peepholes on entry doors.
- 543. Ensure proper operation of all smoke detectors when power is restored.
- 544. Repair/repaint damaged wall adjacent to mechanical closet.
- 545. Re-caulk bathtub enclosure.

### **631 Armstrong – Vacant/no power**

- 546. Install wide-angled peepholes on entry doors.
- 547. Thoroughly clean entire unit prior to occupancy.
- 548. Ensure proper operation of all smoke detectors when power is restored.

- 549. Replace missing deadbolt lock on east entry door.
- 550. Repair damaged treads in 2<sup>nd</sup> level stairwell.
- 551. Re-caulk bathtub enclosure.

### **633 Armstrong**

- 552. Install wide-angled peepholes on entry doors.
- 553. Secure loose wall cabinets above stove.
- 554. Re-caulk bathtub enclosure.
- 555. Reattach door on southeast bedroom.
- 556. Repair/repaint damaged wall in southeast bedroom.
- 557. Repair/repaint damaged ceiling in northwest bedroom.

### **635 Armstrong**

- 558. Install wide-angled peepholes on entry doors.
- 559. Replace missing globe on west exterior light.
- 560. Replace missing closure on west screen door.
- 561. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 562. Replace damaged countertop in kitchen.
- 563. Clean excessive grease from wall adjacent to stove.
- 564. Clean excessive grease from range top.
- 565. Replace damaged/missing cabinet doors and drawer fronts.
- 566. Repair/repaint damaged ceiling in kitchen along east soffit.
- 567. Repair/repaint damaged kitchen ceiling adjacent to mechanical closet.
- 568. Repair damaged wall covering around chimney in mechanical closet.
- 569. Replace missing drip tube on water heater.
- 570. Replace door handle on mechanical closet.
- 571. Remove items blocking cold air return in living room.
- 572. Stain kill/repaint bathroom ceiling.
- 573. Replace missing tank cover on toilet.
- 574. Re-caulk bathtub enclosure.
- 575. Repair/repaint ceiling in southwest bedroom.
- 576. Replace missing outlet covers in southeast bedroom.
- 577. Repair damaged closet doors in southeast bedroom.
- 578. Replace broken outlet on east living room wall.
- 579. Replace missing outlet covers in living room.

## **Building E – 6 Apartments**

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### **626 Armstrong**

- 580. Repair damaged steps at northeast entry.
- 581. Replace missing handrail at northeast entry.
- 582. Install wide-angled peepholes on entry doors.

### **628 Armstrong**

- 583. Replace missing handrail at east entry.
- 584. Install wide-angled peepholes on entry doors.

### **630 Armstrong**

- 585. Install wide-angled peepholes on entry doors.
- 586. Replace missing light globe in kitchen.
- 587. Repair/repaint damaged ceiling in kitchen above refrigerator.
- 588. Repair inoperable GFCI on left side of kitchen sink.
- 589. Replace damaged door frame on mechanical closet.
- 590. Advise tenant to eliminate use of oven as a supplementary heat source.
- 591. Replace missing light globe in living room.
- 592. Remove items blocking cold air return in living room.
- 593. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 594. Repair/repaint damaged wall in living room.
- 595. Repair damaged floor covering in bathroom.
- 596. Re-caulk bathtub enclosure.
- 597. Replace missing light globes in all bedrooms.
- 598. Replace damaged door on west bedroom.
- 599. Eliminate storage at top and bottom of 2<sup>nd</sup> level stairwell.
- 600. Repair damaged nosing in stairwell.

### **632 Armstrong – Vacant**

- 601. Install wide-angled peepholes on entry doors.
- 602. Repair/repaint damaged wall in kitchen adjacent to mechanical closet.
- 603. Repair damaged nosing in 2<sup>nd</sup> level stairwell.
- 604. Replace damaged door on southwest bedroom.
- 605. Reattach hanging light fixture in southwest bedroom and replace missing globe.
- 606. Re-caulk bathtub enclosure.
- 607. Secure loose toilet.

### **634 Armstrong**

- 608. Install wide-angled peepholes on entry doors.
- 609. Reattach cleanout access cover in kitchen.
- 610. Replace damaged kitchen countertop.
- 611. Eliminate storage from mechanical closet.
- 612. Reconnect smoke detector in living room.
- 613. Re-caulk bathtub enclosure.
- 614. Reconnect smoke detector in north bedroom.
- 615. Eliminate storage in 2<sup>nd</sup> level hall.
- 616. Secure loose handrail in 2<sup>nd</sup> level stairwell.

### **636 Armstrong – Vacant/no power**

- 617. Install wide-angled peepholes on entry doors.
- 618. Ensure proper operation of all smoke detectors when power is restored.
- 619. Replace missing closer on east screen door.

### **Building F – 4 Apartments**

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- 620. Repair damaged/uneven sections of public and accessory sidewalks.

### **653 Armstrong**

- 621. Replace missing closer on west screen door.
- 622. Install wide-angled peepholes on entry doors.
- 623. Have unit professionally exterminated for roaches.
- 624. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 625. Eliminate storage of combustibles from mechanical closet.
- 626. Secure loose cove base in kitchen.
- 627. Secure loose handrail in 2<sup>nd</sup> level stairwell.
- 628. Eliminate storage at top and bottom of 2<sup>nd</sup> level stairwell.
- 629. Re-caulk bathtub enclosure.
- 630. Replace missing smoke detector in 2<sup>nd</sup> level hall.
- 631. Secure loose hinges on bedroom doors.

### **655 Armstrong**

- 632. Install wide-angled peepholes on entry doors.
- 633. Repair/repaint damaged ceiling in kitchen.
- 634. Replace damaged base cabinet floor.
- 635. Clean excessive grease from wall above range top.
- 636. Replace inoperable smoke detector in east bedroom.
- 637. Eliminate use of space heater in east bedroom.
- 638. Replace missing light globe in east bedroom.
- 639. Secure loose toilet.
- 640. Replace missing shut off handles on bathroom supply lines.
- 641. Repair plugged toilet.
- 642. Repair damaged floor tile in bathroom threshold.
- 643. Repair/repaint damaged wall at bottom of 2<sup>nd</sup> level stairwell.
- 644. Eliminate use of space heaters (2) in living room.

### **657 Armstrong**

- 645. Replace missing clamps on service drop cable on west exterior wall.
- 646. Install wide-angled peepholes on entry doors.
- 647. Replace missing outlet covers in east bedroom.
- 648. Properly secure loose television cable in west bedroom.
- 649. Replace damaged floor covering in 2<sup>nd</sup> level hall.

- 650. Secure loose handrail in 2<sup>nd</sup> level stairwell.
- 651. Replace damaged screens on bedroom windows.

### **659 Armstrong**

- 652. Install wide-angled peepholes on entry doors.
- 653. Replace damaged door on mechanical closet.
- 654. Replace discharged fire extinguisher.
- 655. Replace damaged floor covering in west bedroom.
- 656. Re-caulk bathtub enclosure.
- 657. Secure loose toilet.

## **Building G – 4 Apartments**

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### **661 Armstrong**

- 658. Install wide-angled peepholes on entry doors.
- 659. Clean trash and debris from east porch.
- 660. Install GFCI protected outlet over kitchen sink.
- 661. Replace damaged door on mechanical closet.
- 662. Replace missing light globe in kitchen.
- 663. Secure loose handrail in 2<sup>nd</sup> level stairwell.
- 664. Replace missing supply line shut off handles in bathroom.
- 665. Re-caulk bathtub enclosure.
- 666. Repair running toilet.
- 667. Replace missing passage hardware on west bedroom door.
- 668. Eliminate storage at bottom of 2<sup>nd</sup> level stairwell.
- 669. Repair/repaint damaged wall in the mechanical closet.

### **663 Armstrong – vacant**

- 670. Install wide-angled peepholes on entry doors.
- 671. Replaced damaged balance rod in west bedroom window.

### **665 Armstrong**

- 672. Install wide-angled peepholes on entry doors.
- 673. Eliminate use of space heaters.
- 674. Stain kill/repaint bathroom ceiling and walls.
- 675. Re-caulk bathtub enclosure.

### **667 Armstrong**

- 676. Install wide-angled peepholes on entry doors.
- 677. Repair open neutral on GFCI outlet in kitchen.
- 678. Eliminate storage of combustibles in mechanical closet.
- 679. Secure loose toilet.
- 680. Replace missing supply shut off handles in bathroom.
- 681. Re-caulk bathtub enclosure.

## **Building H – 4 Apartments**

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682. Repair damaged/uneven sections of west sidewalk.

### **662 Armstrong**

- 683. Install wide-angled peepholes on entry doors.
- 684. Replace damaged jamb on west entry door.
- 685. Replace inoperable GFCI outlet in kitchen.
- 686. Replace missing cover on thermostat.
- 687. Secure loose handrail in 2<sup>nd</sup> level stairwell.
- 688. Secure hanging smoke detector in 2<sup>nd</sup> level hall.
- 689. Properly terminate or cap exposed wires above medicine cabinet in bathroom.

### **664 Armstrong – No apparent violations**

### **666 Armstrong**

- 690. Install wide-angled peepholes on entry doors.
- 691. Replace damaged sink base cabinet floor.
- 692. Eliminate storage of combustibles in mechanical closet.
- 693. Remove items blocking cold air return in living room.
- 694. Re-caulk bathtub enclosure.
- 695. Properly secure loose television cable throughout 2<sup>nd</sup> level.

### **668 Armstrong**

- 696. Install wide-angled peepholes on entry doors.
- 697. Re-caulk bathtub enclosure.

## **Building J – 4 Apartments**

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### **669 Armstrong**

- 698. Install wide-angled peepholes on entry doors.
- 699. Replace damaged handle on west screen door.
- 700. Replace defective GFCI outlet above kitchen sink.
- 701. Repair/repaint hole in furnace room wall.
- 702. Repair running toilet.
- 703. Re-caulk bathtub enclosure.
- 704. Replace missing supply shut off handles in bathroom.
- 705. Replace missing smoke detector in east bedroom.

### **671 Armstrong – vacant**

- 706. Install wide-angled peepholes on entry doors.
- 707. Obtain permits and final approvals for fire restoration.

### **673 Armstrong**

- 708. Replace missing globe on west exterior light.
- 709. Install wide-angled peepholes on entry doors.
- 710. Replace damaged doorjamb on west entry.
- 711. Remove bicycle from mechanical closet.
- 712. Replace damaged cover on distribution panel.
- 713. Replace damaged door on west kitchen wall cabinet.
- 714. Replace missing switch cover in kitchen.
- 715. Replace damaged door on wall cabinet above stove.
- 716. Repair/repaint damaged wall in living room.
- 717. Re-caulk bathtub enclosure.
- 718. Repair/repaint damaged walls throughout 2<sup>nd</sup> level.
- 719. Secure loose hinge on bathroom door.
- 720. Replace missing light globe in 2<sup>nd</sup> level hall.
- 721. Replace damaged door handle on east bedroom.
- 722. Repair damaged door frame on east bedroom.
- 723. Replace missing light globe in west bedroom.

### **675 Armstrong**

- 724. Repair damaged clean out cover inside yard.
- 725. Caulk knee wall adjacent to west entry door.
- 726. Install wide-angled peepholes on entry doors.
- 727. Re-attach closer on west screen door.
- 728. Repair damaged cabinet door adjacent to refrigerator.
- 729. Repair reverse polarity on kitchen GFCI outlet.
- 730. Have unit professionally exterminated for roaches.
- 731. Replaced damaged door on bathroom.
- 732. Replace missing supply shut off handles in bathroom.

## **Building K – 4 Apartments**

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### **677 Armstrong**

- 733. Install wide-angled peepholes on entry doors.
- 734. Replace inoperable GFCI outlet in kitchen.
- 735. Eliminate storage of combustibles in mechanical closet.
- 736. Replace missing supply shut off handles in kitchen.
- 737. Replace missing supply shut off handles in bathroom.
- 738. Repair dripping faucet in bathtub.
- 739. Re-caulk bathtub enclosure.
- 740. Repair running toilet.
- 741. Eliminate storage in 2<sup>nd</sup> level hall.

### **679 Armstrong**

- 742. Install wide-angled peepholes on entry doors.
- 743. Replace missing cover on thermostat.
- 744. Replace damaged weatherstripping on west entry door.
- 745. Re-caulk bathtub enclosure.
- 746. Replace missing supply shut off handles in bathroom.
- 747. Replace damaged sub-floor and tile in bathroom.
- 748. Repair/repaint damaged ceiling in kitchen adjacent to mechanical closet.

### **681 Armstrong**

- 749. Install wide-angled peepholes on entry doors.
- 750. Replace damaged floor covering throughout unit.
- 751. Have unit professionally exterminated for roaches.
- 752. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 753. Replace inoperable GFCI outlet in kitchen.
- 754. Eliminate indoor storage/use of charcoal grill.
- 755. Replace missing test button on 1<sup>st</sup> level smoke detector.
- 756. Replace missing cover on thermostat.
- 757. Repair/repaint damaged ceiling in living room.
- 758. Repair damaged nosing in 2<sup>nd</sup> level stairwell.
- 759. Replace missing light bulbs and globe in 2<sup>nd</sup> level hall.
- 760. Replace damaged sub-floor and tile in bathroom.
- 761. Stain kill/repaint soiled ceiling and walls throughout unit.
- 762. Replace damaged outlet cover in east bedroom.
- 763. Repair/repaint damaged south wall of east bedroom.

### **683 Armstrong**

- 764. Install wide-angled peepholes on entry doors.
- 765. Eliminate storage in 2<sup>nd</sup> level hall.
- 766. Replace missing supply shut off handles in bathroom.
- 767. Replace missing outlet cover on east wall of east bedroom.

## **Building L – 4 Apartments**

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- 768. Repair damaged flashing on chimney to 691 Armstrong.

### **685 Armstrong**

- 769. Install wide-angled peepholes on entry doors.
- 770. Repair running toilet.

### **687 Armstrong**

- 771. Install wide-angled peepholes on entry doors.
- 772. Replace painted outlet on north kitchen wall.

- 773. Repair/repaint damaged north wall of kitchen.
- 774. Eliminate storage of charcoal and lighter fluid in mechanical closet.
- 775. Secure loose toilet.

#### **689 Armstrong**

- 776. Install wide-angled peepholes on entry doors.
- 777. Repair negative rise on kitchen sink drain pipe.
- 778. Re-caulk bathtub enclosure.

#### **691 Armstrong**

- 779. Install wide-angled peepholes on entry doors.
- 780. Mount fire extinguisher to be visible in kitchen area.
- 781. Repair/repaint damaged ceiling in 2<sup>nd</sup> level hall due to chimney flashing.
- 782. Clear/maintain 30" aisle throughout unit.
- 783. Eliminate storage in 2<sup>nd</sup> level stairwell.

### **Building M – 4 Apartments**

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- 784. Repair damaged EFIS on east exterior wall.
- 785. Repair damaged/uneven sections of sidewalk.

#### **693 Armstrong**

- 786. Install wide-angled peepholes on entry doors.
- 787. Secure loose hinges on base cabinet door.
- 788. Clear/maintain a 36" aisle throughout living room.
- 789. Repair/repaint damaged wall above bathroom vanity.
- 790. Re-caulk bathtub enclosure.
- 791. Eliminate use of space heaters.
- 792. Eliminate use of extension cords in west bedroom.
- 793. Eliminate indoor use/storage of charcoal grill.

#### **695 Armstrong**

- 794. Install wide-angled peepholes on entry doors.
- 795. Remove aluminum foil on range top and hood fan.
- 796. Secure loose toilet.

#### **697 Armstrong**

- 797. Install wide-angled peepholes on entry doors.
- 798. Eliminate use of multi-tap outlet in kitchen.
- 799. Stain kill/repaint soiled ceiling and walls throughout unit.
- 800. Reattach scuttle door on attic access.

#### **699 Armstrong**

- 801. Install wide-angled peepholes on entry doors.

- 802. Replace missing bulb and globe at east entry.
- 803. Replace inoperable GFCI outlet in bathroom.
- 804. Secure loose toilet.

### **Building O – 2 Apartments**

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- 805. Cut scrub vegetation from around gas meter on north wall.

#### **575 First Ct.**

- 806. Install wide-angled peepholes on entry doors.
- 807. Replace inoperable GFCI outlets in kitchen.
- 808. Re-caulk bathtub enclosure.
- 809. Repair leak behind toilet.
- 810. Repair/repaint damaged wall behind toilet.
- 811. Replace missing supply shut off handles in bathroom.
- 812. Replace missing light globe in bedroom.
- 813. Replace damaged bedroom door.
- 814. Reattach bi-fold door on bedroom closet.
- 815. Repair/repaint damaged ceiling in bedroom.
- 816. Replace missing outlet cover on south wall of living room.
- 817. Replace damaged door on mechanical closet.
- 818. Send tenants a housekeeping notice to clean/maintain their portion of the structure.

#### **577 First Ct.**

- 819. Install wide-angled peepholes on entry doors.
- 820. Replace dripping faucet in kitchen.
- 821. Stain kill/repaint soiled ceiling and walls throughout unit.

### **Building P – 2 Apartments**

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- 822. Replace damaged/uneven sections of east sidewalk.
- 823. Repair uneven porch slab at east entry.
- 824. Secure loose gas meter and clamps on south exterior wall.

#### **567 First Ct. – Former laundry room**

- 825. Keep vacant until permits and final approvals are obtained for conversion back to apartment.

#### **569 First Ct.**

- 826. Install wide-angled peepholes on entry doors.
- 827. Re-caulk bathtub enclosure.
- 828. Replace missing switch cover in bathroom.

## **Building Q – 2 Apartments**

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- 829. Secure loose service entry cable on north exterior wall. Clamps are required every 24 inches.

### **559 First Ct. – Vacant**

- 830. Install wide-angled peepholes on entry doors.
- 831. Repair water pipe in kitchen ceiling.
- 832. Repair/repaint damaged ceiling in living room.
- 833. Thoroughly clean and paint entire unit prior to occupancy.

### **561 First Ct.**

- 834. Install wide-angled peepholes on entry doors.
- 835. Replace inoperable GFCI outlet in bathroom.

## **Building S – 6 Apartments**

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### **539 First Ct.**

- 836. Install wide-angled peepholes on entry doors.
- 837. Replace damaged concrete on approach sidewalk.
- 838. Re-caulk kitchen counter backsplash.
- 839. Replace inoperable GFCI outlet on right side of kitchen sink.
- 840. Replace damaged door on mechanical closet.
- 841. Replace missing light globe in living room.
- 842. Replace broken switch cover adjacent to mechanical closet.
- 843. Remove items blocking cold air return in living room.
- 844. Repair/repaint damaged wall in 2<sup>nd</sup> level hall.
- 845. Re-caulk bathtub enclosure.
- 846. Replace broken GFCI outlet in bathroom.
- 847. Replace missing outlet cover in east bedroom.

### **541 First Ct. – Vacant**

- 848. Install wide-angled peepholes on entry doors.
- 849. Replace cracked glass in kitchen window.
- 850. Re-caulk bathtub enclosure.
- 851. Thoroughly clean or replace soiled floor covering throughout unit.
- 852. Reattach disconnected smoke detectors throughout unit.
- 853. Replace missing fire extinguisher.

### **543 First Ct.**

- 854. Install wide-angled peepholes on entry doors.
- 855. Replace missing light globe in kitchen.
- 856. Replace damaged hinge on bathroom door.

- 857. Repair running toilet.
- 858. Secure loose vanity sink in bathroom.
- 859. Properly secure loose television cable throughout 2<sup>nd</sup> level.
- 860. Repair damaged nosings in 2<sup>nd</sup> level stairwell.

**545 First Ct.**

- 861. Repair damaged porch slab at north entry.
- 862. Install wide-angled peepholes on entry doors.
- 863. Remove multiple refrigerators and deep freezers to eliminate excessive draw on electrical circuit.
- 864. Send tenants a housekeeping notice to clean/maintain their portion of the structure.

**547 First Ct.**

- 865. Install wide-angled peepholes on entry doors.
- 866. Replace missing closer on north screen door.
- 867. Replace broken interior handle on north screen door.
- 868. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 869. Clean excessive grease buildup on kitchen walls and range top.
- 870. Thoroughly clean/replace soiled floor covering throughout unit.
- 871. Replace inoperable GFCI outlet on right side of kitchen sink.
- 872. Have unit professionally exterminated for roaches.
- 873. Replace broken outlet on east kitchen wall.
- 874. Secure hanging light fixture and replace missing globe in living room.
- 875. Properly secure loose television cable throughout unit.
- 876. Repair damaged nosings in 2<sup>nd</sup> level stairwell.
- 877. Secure loose handrail in 2<sup>nd</sup> level stairwell.
- 878. Repair/repaint damaged and heavily soiled ceiling and walls throughout unit.
- 879. Replace missing door on south bedroom.
- 880. Replace missing outlet covers in south bedroom.
- 881. Secure loose toilet.
- 882. Thoroughly clean bathtub and re-caulk.
- 883. Repair/repaint damaged wall adjacent to bathtub enclosure.

**549 First Ct.**

- 884. Install wide-angled peepholes on entry doors.
- 885. Repair uneven concrete walk at north entry.
- 886. Eliminate storage of trash and car parts on north porch.
- 887. Replace missing door on sink base cabinet.
- 888. Remove items blocking cold air return in living room.
- 889. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 890. Re-glaze peeling bathtub.

- 891. Re-caulk bathtub enclosure.
- 892. Stain kill and repaint entire unit due to staining and damaged caused by markers and crayons.
- 893. Replace broken switch cover in northwest bedroom.
- 894. Eliminate blocked egress window in northwest bedroom.
- 895. Secure loose hinges on northwest bedroom door.
- 896. Replace missing door on south bedroom.
- 897. Replace leaking wax ring on toilet and repair damaged floor.
- 898. Repair damaged nosings in 2<sup>nd</sup> level stairwell.

## **Building T – 6 Apartments**

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### **527 First Ct.**

- 899. Install wide-angled peepholes on entry doors.
- 900. Replace missing closer on west screen door.
- 901. Repair/repaint damaged south wall of kitchen.
- 902. Secure hanging conduit on furnace switch in mechanical closet.
- 903. Re-caulk bathtub enclosure.

### **529 First Ct.**

- 904. Install wide-angled peephole on east entry door.
- 905. Obtain permit and final inspection for newly installed water heater.
- 906. Replace missing outlet cover on east wall of east bedroom.

### **531 First Ct.**

- 907. Install wide-angled peepholes on entry doors.
- 908. Replace missing light bulb in mechanical closet.
- 909. Replace missing 1<sup>st</sup> level smoke detector.
- 910. Properly vent dryer to exterior.
- 911. Remove items blocking cold air return in living room.
- 912. Eliminate freezer in kitchen doorway.
- 913. Re-caulk bathtub enclosure.
- 914. Repair running toilet.
- 915. Stain kill/repaint bathroom ceiling.
- 916. Seal large gaps around east bedroom door.
- 917. Eliminate storage at top and bottom of 2<sup>nd</sup> level stairwell.

### **533 First Ct.**

- 918. Install wide-angled peepholes on entry doors.
- 919. Properly vent dryer to exterior.
- 920. Repair/repaint damaged south wall of kitchen.
- 921. Re-caulk bathtub enclosure.
- 922. Obtain permit and final inspection for newly installed water heater.

**535 First Ct.**

- 923. Install wide-angled peepholes on entry doors.
- 924. GFCI above kitchen sink shows reversed polarity; please make necessary repairs.
- 925. Replace missing knockout in distribution panel.
- 926. Replace missing light globe in kitchen.
- 927. Re-caulk bathtub enclosure.
- 928. Secure loose faucet assembly on vanity sink.
- 929. Repaint soiled ceiling, walls and doors throughout 2<sup>nd</sup> level.

**537 First Ct.**

- 930. Install wide-angled peepholes on entry doors.
- 931. Secure loose cove base in bathroom and replace missing sections.

**Building V – 6 Apartments**

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**515 First Ct.**

- 932. Install wide-angled peepholes on entry doors.
- 933. Replace inoperable GFCI outlet in kitchen.
- 934. Re-caulk kitchen counter backsplash.
- 935. Repair running faucet in kitchen.
- 936. Properly vent dryer to exterior.
- 937. Repair damaged nosing in stairwell.
- 938. Re-caulk bathtub enclosure.
- 939. Remove items blocking cold air return in living room.

**517 First Ct.**

- 940. Install wide-angled peepholes on entry doors.

**519 First Ct.**

- 941. Install wide-angled peepholes on entry doors.
- 942. Replace missing outlet cover on south wall of living room.
- 943. Remove items blocking cold air return in living room.
- 944. Replace missing thermostat cover.
- 945. Repair damaged tread skids and nosings in 2<sup>nd</sup> level stairwell.
- 946. Secure loose toilet.
- 947. Re-glaze peeling bathtub and re-caulk.
- 948. Replace missing light globe in southwest bedroom.
- 949. Replace inoperable smoke detector in west bedroom.
- 950. Replace missing outlet cover on north wall of northwest bedroom.

**521 First Ct.**

- 951. Install wide-angled peepholes on entry doors.

- 952. Replace missing closer on south screen door.
- 953. Replace damaged door on mechanical closet.
- 954. Replace missing drip tube on water heater.
- 955. Remove items blocking cold air return in living room.
- 956. Replace missing outlet cover on west wall of living room.
- 957. Re-caulk bathtub enclosure.
- 958. Repair/repaint stress crack on north wall of northwest bedroom.
- 959. Replace damaged window sills in northwest bedroom.

**523 First Ct.**

- 960. Install wide-angled peepholes on entry doors.
- 961. Replace missing closer on south screen door.
- 962. Repair inoperable lighting in kitchen.
- 963. Replace broken light switch adjacent to mechanical closet.
- 964. Repair/repaint damaged ceiling and walls in kitchen adjacent to mechanical closet.

**525 First Ct.**

- 965. Install wide-angled peephole on north entry door.
- 966. Eliminate storage in mechanical closet.

**Building W – 2 Apartments**

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**503 First Ct.**

- 967. Install wide-angled peepholes on entry doors.
- 968. Replace damaged concrete on west porch slab.
- 969. Repair running faucet in bathtub.
- 970. Repair running faucet in bathroom sink.

**511 First Ct.**

- 971. Install wide-angled peepholes on entry doors.
- 972. Have furnace checked by a licensed mechanical contractor to assure safe operation.
- 973. Eliminate use of space heater.

## Paradise Manor

### 940 W. Michigan – 6 Apartments

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#### Apt. #1

- 974. Furnish unit with a 1A-10:BC (ABC type) fire extinguisher.
- 975. Install security rods in all ground level sliding windows.
- 976. Eliminate use of space heaters throughout unit.
- 977. Eliminate storage in and under basement stairwell.
- 978. Reattach exhaust duct on dryer.
- 979. Clean excessive lint buildup in basement caused by disconnected dryer duct.
- 980. Replace missing light bulbs in basement and stairwell.

#### Apt. #2

- 981. Replace discharged fire extinguisher.
- 982. Secure loose handrail in lower portion of 2<sup>nd</sup> level stairwell.
- 983. Replace missing handrail in upper portion of 2<sup>nd</sup> level stairwell.
- 984. Reattach plumbing access cover in 2<sup>nd</sup> level stairwell.
- 985. Repair/repaint damaged ceiling in living room.
- 986. Provide adequate lighting throughout basement and basement stairwell.
- 987. Eliminate storage in and under basement stairwell.
- 988. Replace damaged floor drain cover in basement.
- 989. Reconfigure dryer hose to eliminate low areas and maintain rise.

#### Apt. #3

- 990. Replace discharged fire extinguisher.
- 991. Properly secure loose television cable throughout unit.
- 992. Install a wide-angled peephole on north entry door.
- 993. Replace inoperable smoke detector in basement.
- 994. Install security rods in all ground level sliding windows.

#### Apt. #4

- 995. Replace damaged electric meter box on south exterior wall.
- 996. Replace missing globe on east exterior light.
- 997. Re-caulk kitchen counter backsplash.
- 998. Replace discharged fire extinguisher and mount to be visible in kitchen area.
- 999. Repair/repaint damaged corner bead in kitchen doorway.
- 1000. Secure loose toilet in half-bath.
- 1001. Replace damaged sub-floor and tile in half-bath.
- 1002. Replace inoperable GFCI outlet in half-bath.
- 1003. Replace damaged/missing tile in living room.
- 1004. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 1005. Caulk vanity backsplash in 2<sup>nd</sup> level bathroom.
- 1006. Repair damaged walls in tub enclosure and re-caulk.

- 1007. Repair/repaint damaged walls in northwest bedroom.
- 1008. Reattach bi-fold doors in bedrooms.
- 1009. Repair damaged floor covering in northeast bedroom.
- 1010. Repair/repaint damaged walls in northeast bedroom.
- 1011. Eliminate storage under basement stairwell.

**Apt. #5**

- 1012. Install a wide-angled peephole on north entry door.
- 1013. Secure loose outlet on left side of kitchen sink.
- 1014. Re-caulk bathtub enclosure.
- 1015. Eliminate storage in and under basement stairwell.
- 1016. Repair damaged sub-floor throughout kitchen area.

**Apt. #6**

- 1017. Replace missing downspout between apts. 5 and 6.
- 1018. Replace missing light globe in kitchen.
- 1019. Install a wide-angled peephole on east entry door.
- 1020. Secure loose handrail in lower portion of 2<sup>nd</sup> level stairwell.
- 1021. Replace missing handrail in upper portion of 2<sup>nd</sup> level stairwell.
- 1022. Re-caulk bathtub enclosure.
- 1023. Relocate bed in north bedroom to allow door to open completely.
- 1024. Eliminate storage under basement stairwell.

**944 W. Michigan – 6 Apartments**

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**Apt. #1** – Learning Center – No apparent violations.

**Apt. #2**

- 1025. Install a wide-angled peephole on east entry door.
- 1026. Eliminate flexible gas line connections on dryer.

**Apt. #3**

- 1027. Replace missing window crank handle in northwest bedroom.
- 1028. Secure loose handrail in 2<sup>nd</sup> level stairwell.

**Apt. #4**

- 1029. Repair uneven floor tile in kitchen.
- 1030. Re-caulk bathtub enclosure.
- 1031. Secure loose floor drain cover in 2<sup>nd</sup> level bathroom.
- 1032. Properly secure loose television cable in northeast bedroom.

**Apt. #5**

- 1033. Replace damaged floor register in kitchen.
- 1034. Install security rods in all ground level sliding windows.

**Apt. #6**

- 1035. Reattach fascia covering at northeast corner.
- 1036. Replace inoperable GFCI outlet on left side of kitchen sink.
- 1037. Secure loose door hinges on kitchen sink base cabinet.
- 1038. Replace damaged floor covering in kitchen.
- 1039. Replace outdated fire extinguisher.
- 1040. Reattach bi-fold door on linen closet.
- 1041. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 1042. Repair/repaint damaged wall in bathroom.
- 1043. Replace missing light globe in west bedroom.
- 1044. Replace broken light switch at bottom of basement stairwell.
- 1045. Replace broken glass in northwest corner window.

**952 W. Michigan – 6 Apartments**

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- 1046. Secure loose aluminum wrap on north wall extension.
- 1047. Replace missing downspout at northeast corner.
- 1048. Replace missing fascia wrap on south gable.

**Apt. #1**

- 1049. Replace damaged weatherstrip on west entry door.
- 1050. Remove fabric from basement ceiling.
- 1051. Eliminate storage in and under basement stairwell.
- 1052. Re-caulk bathtub enclosure.
- 1053. Replace damaged door on east bedroom.
- 1054. Repair open neutral on north living room outlet.
- 1055. Repair inoperable outlets in living room.
- 1056. Replace damaged floor register in living room adjacent to east wall.

**Apt. #2**

- 1057. Replace missing downspout between apts 1 & 2.
- 1058. Install security rods in all ground level sliding windows.
- 1059. Install a wide-angled peephole on east entry door.

**Apt. #3**

- 1060. Install security rods in all ground level sliding windows.
- 1061. Eliminate use/storage of bed in basement.
- 1062. Eliminate storage of combustibles under basement stairwell.

**Apt. #4 – Vacant**

- 1063. Replace missing globe on east exterior light.
- 1064. Have unit professionally exterminate for roaches.

- 1065. Thoroughly clean entire unit prior to occupancy.
- 1066. Repair uneven treads in basement stairwell.
- 1067. Replace rotten wood on basement landing.

**Apt. #5**

- 1068. Repair/repaint damaged ceiling in living room.
- 1069. Properly secure loose television cable throughout stairwell and 2<sup>nd</sup> level.
- 1070. Re-caulk bathtub enclosure.
- 1071. Replace missing louvered cover on exterior dryer outlet.

**Apt. #6**

- 1072. Send tenant a housekeeping notice to thoroughly clean/maintain their portion of the structure.
- 1073. Have unit professionally exterminated for roaches.
- 1074. Replace broken door on kitchen base cabinet.
- 1075. Install security rods in all ground level sliding windows.
- 1076. Repair/repaint damaged ceiling and walls in living room.
- 1077. Repair/repaint damaged wall in 2<sup>nd</sup> level stairwell.
- 1078. Replace missing handrail in 2<sup>nd</sup> level stairwell.
- 1079. Eliminate storage of combustibles under basement stairwell.

**956 W. Michigan – 6 Apartments**

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- 1080. Reattach downspout at southwest corner.
- 1081. Repair damaged meter box adjacent to apt. #1.

**Apt. #1**

- 1082. Replace missing switch cover adjacent to south entry door.
- 1083. Furnish unit with a 1A-10:BC (ABC) type fire extinguisher mounted visibly in kitchen.
- 1084. Replace inoperable GFCI outlet on left side of kitchen sink.
- 1085. Repair/repaint damaged ceiling in living room.
- 1086. Re-caulk bathtub enclosure.
- 1087. Replace damaged wax ring on 2<sup>nd</sup> level toilet.
- 1088. Replace damaged sub-floor and tile in 2<sup>nd</sup> level bathroom.
- 1089. Repair/repaint peeling walls and window sills in northwest bedroom.
- 1090. Reattach bi-fold door in northwest bedroom.
- 1091. Eliminate use of space heaters.
- 1092. Replace inaudible smoke detector in basement.
- 1093. Eliminate storage of combustibles under basement stairwell.
- 1094. Repair uneven treads in basement stairwell.

**Apt. #2**

- 1095. Secure loose outlet on right side of kitchen sink.

- 1096. Repair damaged cabinet door in kitchen.
- 1097. Repair damaged floor covering adjacent to south entry door.
- 1098. Replace missing switch cover adjacent to basement door.
- 1099. Clear/maintain a 36" aisle throughout 1<sup>st</sup> level and to all points of egress.
- 1100. Repair/repaint damaged ceiling and walls in 2<sup>nd</sup> level stairwell.
- 1101. Re-attach bi-fold door in southwest bedroom.
- 1102. Eliminate use of space heaters.
- 1103. Re-caulk bathtub enclosure.
- 1104. Provide adequate lighting throughout basement and basement stairwell.
- 1105. Eliminate storage in and under basement stairwell.
- 1106. Eliminate storage in 2<sup>nd</sup> level stairwell and hall.

**Apt. #3**

- 1107. Replace broken handle on south screen door.
- 1108. Replace missing globe on north exterior light.
- 1109. Repair/repaint water damaged ceiling in living room.
- 1110. Advise tenant to eliminate use of oven as a supplementary heat source.
- 1111. Reattach handrail in 2<sup>nd</sup> level stairwell.
- 1112. Properly vent dryer to exterior.
- 1113. Obtain final approval for open water heater permit.
- 1114. Repair/repaint damaged wall in 2<sup>nd</sup> level hall.
- 1115. Re-caulk bathtub enclosure.

**Apt. #4 – Vacant**

- 1116. Thoroughly clean entire unit prior to occupancy.
- 1117. Replace broken window glass in south bedroom.

**Apt. #5**

- 1118. Install a wide-angled peephole in south entry door.
- 1119. Replace missing light bulb and globe in kitchen.
- 1120. Eliminate storage of desk and piano in 1<sup>st</sup> level hall.
- 1121. Clear/maintain a 36" aisle throughout unit to all points of egress.
- 1122. Complete and paint unfinished drywall repairs in south bedroom closet.
- 1123. Re-caulk bathtub enclosure.
- 1124. Re-caulk bathroom vanity backsplash.
- 1125. Replace damaged sub-floor and tile in bathroom.
- 1126. Repair/repaint damaged ceiling and wall above north bedroom door.
- 1127. Tenant claimed leaking windows in 2<sup>nd</sup> level bedrooms; make needed repairs.
- 1128. Locate and repair source of water penetration in basement walls.
- 1129. Eliminate excessive storage in basement; clear/maintain 36" aisle.
- 1130. Eliminate storage in and under basement stairwell.

**Apt. #6**

- 1131. Replace damaged floor covering in kitchen.
- 1132. Reattach door on kitchen base cabinet.
- 1133. Reconnect exhaust fan in bathroom.
- 1134. Re-caulk bathtub enclosure.
- 1135. Repair/repaint damaged north wall in bathroom.

**960 W. Michigan – 6 Apartments**

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**Apt. #1**

- 1136. Replace damaged dryer exhaust outlet on east exterior wall.
- 1137. Install wide-angled peepholes on entry doors.
- 1138. Secure loose handrail in upper portion of 2<sup>nd</sup> level stairwell.
- 1139. Secure hanging light fixture in west end of basement.
- 1140. Replace damaged outlet cover on west basement wall.
- 1141. Eliminate storage of combustibles under basement stairwell.

**Apt. #2**

- 1142. Clear/maintain a 36" aisle through living room to stairwell and all points of egress.
- 1143. Replace missing switch and outlet covers throughout unit.
- 1144. Re-caulk bathtub enclosure.
- 1145. Replace missing 1<sup>st</sup> level smoke detector.
- 1146. Repair uneven treads and landing in basement stairwell.
- 1147. Replace missing globe on west exterior light.

**Apt. #3**

- 1148. Repair east screen door dragging on overhang.
- 1149. Repair inoperable 1<sup>st</sup> level smoke detector.
- 1150. Replace missing light bulb in 2<sup>nd</sup> level stairwell.
- 1151. Reattach handrail in 2<sup>nd</sup> level stairwell.
- 1152. Replace missing light globe in 2<sup>nd</sup> level hall.
- 1153. Re-caulk bathtub enclosure.
- 1154. Replace damaged door on bathroom.
- 1155. Reattach bi-fold door in southwest bedroom.
- 1156. Provide adequate lighting in basement and stairwell.
- 1157. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 1158. Replace missing handrail in basement stairwell.
- 1159. Clean dog urine and feces from basement floor.

**Apt. #4**

- 1160. Install wide-angled peepholes on entry doors.
- 1161. Re-caulk bathtub enclosure.

- 1162. Reconnect exhaust fan in 2<sup>nd</sup> level bathroom.
- 1163. Reattach bi-fold door in southwest bedroom.

**Apt. #5**

- 1164. Re-caulk bathtub enclosure.
- 1165. Replace missing light globe in 2<sup>nd</sup> level stairwell.
- 1166. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 1167. Provide adequate lighting in basement and stairwell.
- 1168. Replace rotten wood on basement landing.
- 1169. Clear/maintain a 36" aisle to west entry door.
- 1170. Replace missing globe on west exterior light.

**Apt. #6**

- 1171. Replace damaged interior handle on east screen door.
- 1172. Replace damaged floor covering in kitchen.
- 1173. Replace inoperable GFCI outlet on left side of kitchen sink.
- 1174. Reattach bi-fold door in northwest bedroom.
- 1175. Reattach hanging smoke detector in 1<sup>st</sup> level.
- 1176. Replace damaged door and jamb at top of basement stairwell.
- 1177. Repair/repaint damaged wall in basement stairwell.
- 1178. Provide adequate lighting in basement and stairwell.
- 1179. Replace rotten wood on basement landing.
- 1180. Send tenants a housekeeping notice to clean/maintain their portion of the structure.
- 1181. Replace inoperable smoke detector in basement.
- 1182. Replace broken switch cover at bottom of basement stairwell.



City of Ypsilanti  
City Manager's Office

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# Memorandum

To: Recreation Commission

From: April L. McGrath, Director of Administrative Services

Date: March 9, 2011

Subject: Park Application Fees

The City of Ypsilanti selected the Jaycees to assist in organizing special events in 2006 in an effort to provide support as the City continued to see budget cuts and decreased staffing levels. The Jaycees have organized and ensured that special events operated smoothly within the City by coordinating City departments and the event sponsors to ensure that the required services were delivered. In return for providing this service, the Jaycees received the application fee as a fundraiser for their chapter and the City received payment for any City services that were provided such as, barricades, garbage cans, police services, street closures etc. In 2008 the City contracted with the Depot Town Community Development Corporation (DTCDC) to become responsible for Frog Island and Riverside Park. During that time the application fee was raised for both of these parks as the DTCDC was focusing on sustainability and potential park improvements. In late 2009 the City took back Frog Island and Riverside Park for special events and maintenance and we asked the Jaycees to again run special events for all our parks.

The Jaycees decided rather than to reduce the park fees for Riverside Park and Frog Island back to the amount prior to the DTCDC changes they designated a park fund the help with some capital improvements. In summary, for 2010 the Jaycees collected \$3,346.25 for their chapter (from application fees) and have \$2,118.75 in separate fund to use for a capital improvement project for the parks. All security deposits and invoices for City Services are paid directly to the City.

During 2011, the Jaycees will only be coordinating Class 1 and 2 events and the City has taken on the responsibility of coordinating Class 3 & 4 due to the continued increase in events. Please contact me if you have any further questions.



## MEMORANDUM

To: Edward B. Koryzno Jr., City Manager  
From: Marilou T. Uy, Fiscal Services Director  
Date: 3/9/2011  
Re: Investment Report 2nd Quarter and FY 2010-2011

The investment of surplus monies by Michigan local governments is controlled by Public Act 20 of 1943; the Act previously required investment reporting annually. Public Act 213 of 2007 now requires local governments to perform their investment reporting quarterly to the governing body. The Michigan Committee on Governmental Accounting and Auditing (MCGAA) suggests that each required quarterly report be much more concise than the annual report. The City of Ypsilanti is authorized to invest surplus monies of non-pension funds in U.S. bonds and notes, certain commercial paper, U.S. government re-purchase agreements, bankers' acceptances and mutual funds and investment pools that are composed of authorized investment vehicles.

The City of Ypsilanti funds were invested in various instrument such as Certificate of Deposits, Commercial Money Market Savings and Checking accounts, Money Market investment accounts, Treasury Securities, Certificate of Deposit Account Registry Service (CDARS) and Federal Agencies during the second quarter of the 2010/2011 Fiscal Year. Total interest earnings for the quarter were \$148,880.93 on investments ending the second quarter at \$27,543,490.10. 2010-2011 year to date interest at the end of the second quarter is \$268,197.93 compared to \$275,576.04 on investments ending the second quarter of 2009-2010 at \$27,800,735.54. The investment portfolio of the City yielded an average return of 1.518% during the second quarter. Compare this to the average yield of 0.18% for the second quarter of 2010-2011 on the 6-month Treasury bill, which is customarily used for a benchmark.

As in the past, the City received higher than benchmark yields on the investments in Federal Agencies because these instruments return principal as the underlying mortgages are paid off through refinancing and they yield higher interest rates when the stock market is down.

Please call at 734-483-1105 or email me at [muy@cityofypsilanti.com](mailto:muy@cityofypsilanti.com) if you have questions.

**CITY OF YPSILANTI  
INVESTMENT REPORT  
AS OF DECEMBER 31, 2010  
2ND QTR FY 2010-2011**

<b>FUND #</b>	<b>INVESTMENT #</b>	<b>BANK</b>	<b>AVERAGE INTEREST RATE %</b>	<b>PRINCIPAL</b>	<b>FUND TOTAL</b>
101	CDs, MMA, & CDARS	BAA	0.51	2,780,660.41	
101	xxx34395-1	CITIZENS	0.39	1,022,258.66	
101	VARIOUS	ICM	7.73	2,212,167.41	6,015,086.48
202	VARIOUS	ICM	1.10	3,810.02	3,810.02
265	CD	BAA	0.67	724,126.14	724,126.14
641	VARIOUS	BAA	0.60	1,100,407.19	
641	xxx34395-1	CITIZENS	0.39	1,022,258.70	
641	VARIOUS	ICM	4.29	729,262.64	2,851,928.53
677	VARIOUS	ICM	4.91	593,721.40	593,721.40
732	CD	BAA	0.67	724,126.15	724,126.15
300,341	300018793	BAA	0.47	54,563.65	54,563.65
364,365,366,367	498001205	BAA	0.85	820,715.00	
364,365,366,367	498001205	BAA	0.85	1,994,075.29	2,814,790.29
COMMON	300017712	BAA	0.59	8,282,284.70	
COMMON	359681081030	KEY	0.25	406,041.21	
COMMON	CDs	BAA	0.59	5,073,011.53	13,761,337.44
<b>TOTAL INVESTMENTS</b>			<b>24.2823</b>	<b>27,543,490.10</b>	<b>27,543,490.10</b>
<b>WEIGHTED AVERAGE % YIELD</b>			<b>1.518</b>		

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Data Source F:\USER\FINANCE\INVESTMENT\RECONCILIATIONS\BY FUND 10-11.XLS

Data Source F:\USER\FINANCE\INVESTMENT\2010-2011\OUTSTANDING CERTIFICATE OF DEPOSIT.XLS

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**CITY OF YPSILANTI  
INTEREST EARNED  
FISCAL YEAR 2010-2011**

<b>FUND</b>	<b>1ST QTR INTEREST</b>	<b>2nd QTR INTEREST</b>	<b>3rd QTR INTEREST</b>	<b>4th QTR INTEREST</b>	<b>YTD INTEREST</b>
101	63,124.54	84,719.80			147,844.34
202	1,856.94	1,802.41			3,659.35
203	479.63	523.97			1,003.60
226	227.08	592.76			819.84
252	15.80	10.35			26.15
265	818.74	2,279.91			3,098.65
275	438.28	458.29			896.57
300	144.16	394.89			539.05
303		5.39			5.39
341	157.34	616.97			774.31
364	-	79.16			79.16
365		679.63			679.63
366		774.99			774.99
367		1,074.86			1,074.86
368		501.92			501.92
399	53.11	41.36			94.47
412	161.48	51.66			213.14
413	348.42	339.11			687.53
414	752.37	718.68			1,471.05
415	276.08	288.44			564.52
469	-	604.38			604.38
470	-	155.43			155.43
471	-	89.52			89.52
472	-	289.92			289.92
473	-	18.02			18.02
474	-	321.55			321.55
477	671.09	96.69			767.78
495	295.74	271.44			567.18
641	34,962.75	28,854.74			63,817.49
677	10,715.98	17,201.18			27,917.16
732	2,802.02	4,396.94			7,198.96
736	1,015.45	626.57			1,642.02
<b>TOTAL</b>	<b>119,317.00</b>	<b>148,880.93</b>	<b>-</b>	<b>-</b>	<b>268,197.93</b>

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Data Source: General Ledger posted transactions summary YTD 12-31-2010