

Receivership Training City of Springfield, MA

October 29, 2014

Introduction & Overview

Associate City Solicitor Caitlin Castillo

What is a Receivership?

Simply put, a Receivership is where the Court places a qualified individual or corporate entity in charge of bringing a troubled property into compliance with the State Sanitary Code and/or City Ordinances.



How is a Receiver Appointed?

- A Receiver is appointed based on one or more parties in an ongoing enforcement action petitioning the Court to appoint a capable and responsible party to make necessary repairs to the property in question, in order to protect the health, welfare and safety of any occupants as well as the surrounding community.
- To become a Court appointed Receiver, an individual or Corporate entity must submit a professional resume to the Court, along with a letter requesting that they be added to the list of Receivers.

Statutes and Standards

- 1. Receiverships are derived from the general equity powers of the Court under M.G.L. Chapter 214, section 1 and Chapter 185C, sections 2 and 3.
- 2. The conditions needed for appointment and the operating parameters of a Receivership are included in M.G.L. c. 111 § 127I.



184-186 Northampton Ave., Springfield, MA

The viability of a proposed Receivership is evaluated by the Court based on the following standards

- 1.) Has the property owner failed to maintain/ or is unable to maintain the premises in compliance with the state sanitary code and/or ordinances of the City? (Repeated failure; unlikely violations will be corrected without a receiver)
- 2.) Is an appointment of a qualified receiver in the best interests of the occupants and/or immediate surrounding community? (Are the violations of a serious nature/Are there multiple violations?)

Duties and Liabilities

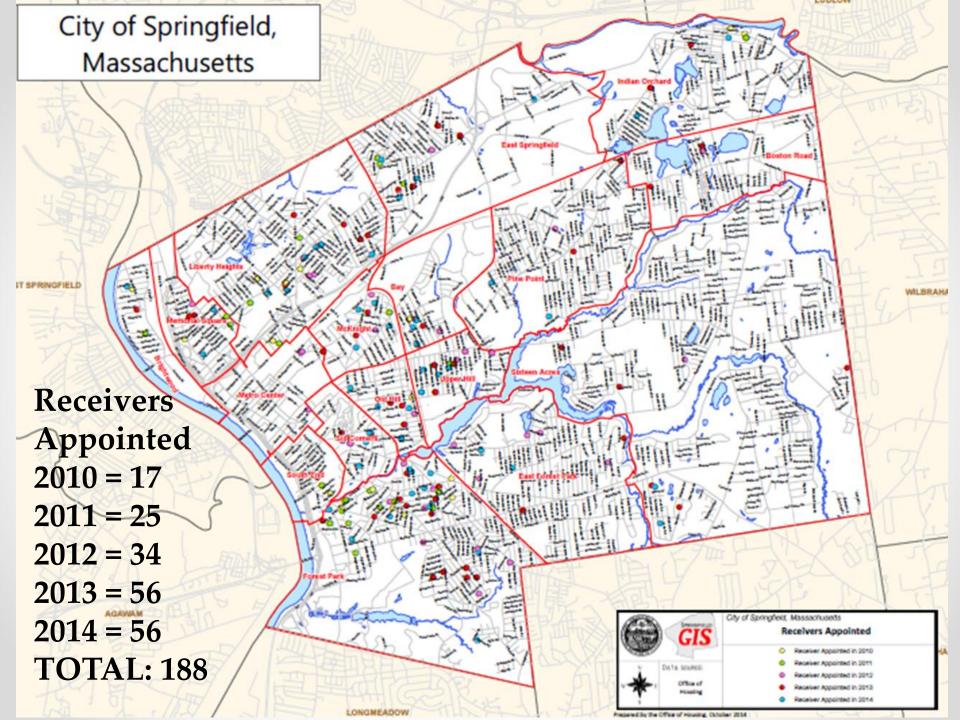
- -The Receiver holds a fiduciary duty to all the parties in interest, and is under the duty to act impartially toward, and protect the rights of, all parties. As such, receivers are required to <u>produce proof of such liability insurance</u> as the circumstances dictate.
- -The Receiver shall <u>examine the property</u> and make a priority list of the conditions that need to be remedied; The most serious violations are to be addressed first.
- -The Receiver is liable for injuries to persons and property to the same extent as the owner (who's obligations and liabilities are not excused); however, the <u>liability is limited to the assets and income of the Receivership</u>.
- -The Receiver shall be required to <u>file a bi-monthly report</u> showing a full accounting of all funds received and by and owed to the receiver.

Advantages and Benefits

- -The Receiver shall be <u>authorized to collect all rents</u> at the property; the rental rate shall be set by a Housing Specialist, based on the fair market rate of the dwelling unit(s). On a monthly basis, the receiver shall be allowed to collect a reasonable management fee for services rendered.
- -The Receiver shall be <u>allowed to borrow funds</u> and grant security interests or liens on the property, as well as contract as the receiver may deem necessary.
- -The Receiver shall be <u>allowed to initiate Summary Process actions</u> to evict any occupants if good cause can be shown (failure to pay rent, property damage, etc.).
- -The Receiver shall be allowed to place a priority lien on the property for all funds used and expenses incurred as a part of the Receivership. This lien supercedes all other mortgages or liens on the property, with the lone exception of municipal liens, and must be recorded at the Registry of Deeds.

Court's Power

- The Receiver is a product of the Court, and as such, the Court may dissolve a Receivership upon a showing of...
 - 1. a failure by the Receiver to diligently correct violations and bring the property into compliance with the State Sanitary Code;
 - 2. or dissolution being in the best interests of the occupants and/or immediate surrounding community;
 - 3. or at the request of the receiver if the receivership has become insolvent and cannot obtain adequate financing;
 - 4. or all violations having been sufficiently addressed



MY CLIENT HAS BEEN APPOINTED RECEIVER, NOW WHAT?

Attorney Katharine Higgins-Shea October 29, 2014

Read the Order!!!



- This Order includes all the required steps to get this receivership off the ground and runningtitle examination, recording the order, insurance, posting the property, reports, etc.
- It also includes deadlines for filing the Receiver's Motion to Approve the Rehab Plan and first Receiver's Report as well as a due date to provide proof of insurance coverage to the Court.

5tockman Street: Before



560 Stockman Street: After



Title Examination

- The Order appointing Receiver requires the Receiver to conduct a title examination and send a copy of the Order to all mortgagees and lienors of record.
 - Get it done early!
 - Make sure the Defendant owner's name matches the deed
 - Serve the Order on the parties as required
 - Proper notice
 - What if I encounter an Ibanaez issue or a title defect



Taxes

- The Order Appointing Receiver also requires that the Receiver determine what outstanding real estate taxes are due
- Include tax information in the first report
- Municipal liens have priority over the Receiver's lien



168 Redlands Street: Before



168 Redlands Street: After



Record the Order appointing Receiver

- The Order appointing Receiver must be recorded in the Registry of Deeds.
- "No such lien shall be effective unless recorded in the registry for the county in which the property is located." G. L. c. 111, s. 127I
- Record as soon as possible to protect your client's interests!

Insurance

 Order requires that the receiver put general liability insurance in an amount consistent with industry standards on the property and casualty loss insurance



368 Roosevelt Ave: Before



368 Roosevelt Ave: After



Can the Receiver Borrow Money?

- "The receiver shall have full power to borrow funds and to grant security interests or liens on the affected property" G. L. c. 111, s. 127I.
- Best practice- file a Motion to Approve
 Borrowing the Funds before your client signs on the dotted line
- Options include:
 - SRA
 - MHIC
 - Hampden Bank receivership loan

Lead Paint Law Violations at the Property?

If lead paint abatement work is necessary or required, it should be included in the proposed rehabilitation plan for the court's consideration



Owner is deceased at the time of appointment?

- Check to see if an heir of the deceased owner filed a petition with the Probate Court in the county where the owner died or lived.
- If no probate filed, your client, as a creditor of the deceased owner, may have to file a petition with the probate court to establish intestacy and determine heirs
- If notice and service is not proper, a title issue may arise when you auction the property.

REHABILITATION PLANS

Anthony Witman,
Witman Properties, Inc.
October 29, 2014

Fundamentals of the Rehab Plan

Where do I start?





Start with a aood plan!

Purpose of Rehabilitation Plan

- Present a detailed course of action as to how the code violations and concerns of the City, Town or Commonwealth will be corrected.
- The plan puts all parties on notice of the scope of work and cost intended to incur at the property.
- Establishes goals for the receiver and parameters by which progress can be measured.
- Establishes the receiver as an expert on the property and assures the parties that the receiver understands the scope of the work and is prepared to carry it out.
- Once approved the plan offers the receiver some protection from having the work and the lien challenged in the future.

What should be in the Plan?

- The Focus of work should be on Code Violations and correcting them.
- Description of the property including the conditions of disrepair. Provide as much detail as necessary to show why corrective action must be taken.
- Describe the scope of work necessary to correct the existing code violations.
- Provide a time frame for work to be completed.
- Provide estimated costs for major items as well as for total project costs.

Timeline for Repairs

- Organize in terms of 8 week review periods so progress can be monitored.
- Consider the order of operations for your project:
 - Emergency Repairs
 - Grounds Cleanup/Trash-out
 - Turn on Utilities
 - Rough Plumbing, Electrical & Mechanical
 - Exterior Work
 - Door/Windows/Rough Carpentry
 - Drywall Installation & Repair
 - Painting & Finish Carpentry
 - Flooring
 - Finish Plumbing and Electrical
- Include reasonable allowances for delays including running new utility service, subcontractor schedules, seasonal weather or inspections.



Estimated Costs

- Estimates of costs should be provided for all major repair items and total project cost.
- Consider industry standards and fair market value of the work.
- Be sure to include the value of your time when preforming work.
- Include any internal fees or surcharges that may be assed.

DESCRITION	ESTIMATED COST
Install New Roof – Strip and install approximately 24 square of roofing including new plywood sheathing and all materials, labor and disposal.	\$16,500
Install New Boiler – Install new gas fired steam boiler, including all parts, labor, permitting and disposal.	\$6500
Electrical - Upgrade Panel, add new kitchen and bath circuits, test and repair fixtures & receptacles.	\$2500- \$3500
Plumbing – Install new water piping, test and repair boiler, test and repair existing drain piping, install new shower valves and fixtures.	\$3500- \$4500

Sample Plan

Rehabilitation Plan:

The property was accessed and evaluated on 12-2-13 and 12-5-13. The property needs extensive updating and rehabilitation. The roof is leaking badly and needs to be replaced. There is a considerable amount of damage to the walls, floor, and ceilings of the 1st and 2nd floors from water coming in through the roof. The basement of the house has the remains of what appears to be two illegal apartments. There are exposed wires throughout the property and in the basement. The boilers are very old and appear to be in need of replacement as do the hot water heaters. There is a large amount of trash in the property and in the basement. The property also needs general plumbing and electrical repairs and updates, interior cosmetic work, lead paint testing and remediation, and other general repairs to be compliant with CMR 4:10.

Once approved we will start on the repair schedule presented below. The end result will be a building with marketable code-compliant, lead-paint compliant rental units. The general scope of the repairs includes removing the trash from the house and removing the remains of the illegal apartment from the basement. Replacing the roof on the house. Repairing water damage inside the property including replacing a number of walls floor ceilings. Testing and repairing mechanical systems including electrical, plumbing and heating. General repairs.

By 3-15-14

Temporarily patch roof until weather permits replacement.

Turn electricity on and repair electrical hazard

Remove trash from the house and garage

Remove trash remains of illegal apartment in the basement.

Restore heat and utilities and repair as necessary.

5-15-14

Begin repairing water damage to walls, floors and ceilings.

Perform Lead Paint Testing

Begin Lead remediation which most likely requires window replacement throughout the house.

Begin interior repair work including patching drywall, and repairing interior trim, repainting and refinishing and replacing floors as necessary. Replace roof if not already done.

6-15-14

Finish plumbing and electrical work.

Finish Cosmetic and de-leading work

Permit sign offs & Inspections

Market the units for rent.

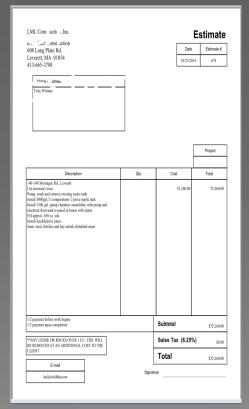
6-15-14 Completion Goal

Estimated Project Costs:

Given the scope and detail of the improvements we estimate that the additional repair costs will be in the range of \$27-\$30/sqft for the 2418 square foot building for a total of \$65,000-\$75,000. It should be noted that this is an estimate of repair costs only and does not include an estimate of legal costs or utility costs and is based on the assumption that the heating systems can be repaired rather than replaced.

Supporting Documentation

Include Pictures











Amending the Rehab Plan

- Consult with your attorney
- The plan can and should be amended to accommodate unanticipated work.
- Examples Utility service upgrades, damage from theft or vandalism, the project has grown, etc.
- Make changes early
- Keep the end game in mind at all times.

Good Luck and have fun!

834 Worthington Street: Before









834 Worthington Street: After









Receivership Training City of Springfield, MA

October 29, 2014 Associate City Solicitor Lisa deSousa

How to write a Receiver Report

- Pursuant to the Western Division Housing
 Court's Order for Appointment of a Receiver
 the following <u>MUST</u> be provided in all reports
 <u>every eight (8) weeks</u>
 - List <u>all expenses</u> and <u>disbursements</u> of the Receivership
 - Attach <u>all receipts</u>, and an <u>accounting of all funds</u>
 - <u>List of all tenants/occupants</u> and the <u>status of their</u> <u>rent payments</u> to date and funds from other sources.

Profit and Loss Receivership

Laurel 27-29

Period 06/16/14 - 09/03/14 (Accrual basis)



Receiver shall file periodic reports with the Court, setting forth all expenses and disbursements of the Receivership

	Report Date 6/16/2014 - 9/3/2014	Total Project
INCOME		
1243 Owed from Receivership		
1243 Total Owed from Receivership	\$0.00	\$0,00
TOTAL INCOME	\$0.00	\$0.00
EXPENSE		
1243 Owed from Receivership		
1253 Receivership Materials/Supplies		
1275 Receivership Materials	\$4,717.08	\$4,717.08
1253 Total Receivership Materials/Supplie	\$4,717.08	\$4,717.08
1255 Receivership Utilities		
1259 Receivership Garbage	\$739.80	\$739.80
1255 Total Receivership Utilities	\$739.80	\$739.80
1260 Receivership Repairs	489.000	*** *** **
1269 Receivership Subcontractor-Maintenance	\$58,306.22	\$58,306.22
1260 Total Receivership Repairs	\$58,306.22	\$58,306.22
1263 Receivership Maintenance	20.00	4050.00
1261 Receivership Landscaping	\$0,00 \$0,00	\$350,00 \$350,00
1263 Total Receivership Maintenance	Φ0.00	φ350.00
1377 Receivership Administrative 1266 Receivership Administrative	\$300.00	\$300.00
1267 Receivership Billed Time	\$1,423.75	\$2,323.75
1377 Total Receivership Administrative	\$1,723.75	\$2,623.75
1378 Receivership Professional	* 1,1, = * 1.1 *	+-1+
1249 Receivership Management Fee	\$570.00	\$570.00
1252 Receivership Atty Fees	\$861.75	\$861.75
1389 Receivership Construction Mgmt Fee	\$6,376.31	\$6, 376,31
1378 Total Receivership Professional	\$7,808.0 6	\$7,808.06
1381 Receivership Misc Costs		
1250 Receivership Insurance	\$1,178.00	\$1,178.00
1381 Total Receivership Misc Costs	\$1,178.00	\$1,178.00
1243 Total Owed from Receivership	\$74,472,91	\$75,722.91
TOTAL EXPENSE	\$74,472.91	\$75,722.91

 Report Total
 Project Total

 \$74,472.91
 \$75,722.91

RECEIVER REPORTS

 Receiver shall attached <u>all receipts</u>, and an <u>accounting of all funds</u> received by the Receiver during the period covered by such report

You cannot bill for tools but you can bill for

consumables.





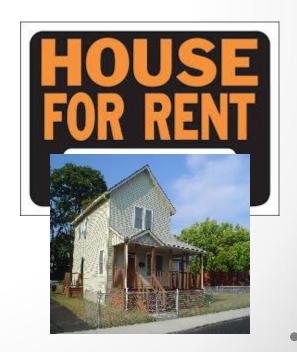


Receiver Reports

 Report must include a <u>list of all tenants/occupants</u> residing at the Property and the <u>status of their rent payments</u> to date and funds from other sources.







Receiver Reports: NARRATIVES

- NARRATIVE: a short description of the events that have taken place and will take place in the receivership
 - Description of the property.
 - Before and After photos are a great way to illustrate your work both for the Court and all parties involved
 - O What rehabilitation work have you completed and/or started since you were last in court?
 - o What rehabilitation work will you complete in the next 30/60 days?
 - o If all goes as planned what is your estimated completion date for the rehabilitation of the property?

Receiver Reports: Description of Property



Description of Property:

The property located at 64-66 Pasadena St is a two family dwelling of approximately 2418sq feet of living space. The property was condemned on June 4th 2013 for numerous emergency violations including damage to multiple walls, floors and ceilings from a badly damaged and leaking roof and plumbing. There were also numerous electrical violations including open electrical panels and boxes, unauthorized wiring, exposed splices and wiring, and improperly secured wiring. There was an extensive amount of trash and other personal property abandoned in the house, basement and garage. The property is in cosmetic and mechanical disrepair and the property is in need of repairs outlined in the rehab plan approved in January 2014.

Receiver Report: Progress Report



Summary of Work: 32 Melrose Street, Springfield, MA Reporting Period: 7/7/2014 – 9/9/2014

<u>Completed</u>: We have had delays with the water department for turning on the water. All the duct work has been installed and the minor repairs to the electrical have been worked on and the power restored. Plumbing work is about to start. All interior demo needed has been completed.

<u>30Days Out</u>: Rough plumbing will be completed. As well as the gas line to the new heating system will be installed. Interior work will be well underway.

60 Days Out: We expect to be near completion

Estimated Completion Date: 10/31/2014

Receiver Reports: Dates & Lien Amounts

- It is very important to ALWAYS mark your reports to illustrate the **reporting period**.
- You should also clearly mark in the beginning of your report what your <u>TOTAL LIEN</u> is to date in the following format

Receiver Report for: 123 Main Street, Springfield, MA reporting period of 8/29/2014-10/29/2014		
Total Lien as of last reporting period ending 8/29/2014	\$5,000	
Total Lien for reporting period 8/29/2014 -10/29/2014	\$10,000	
Total Asserted Lien as of 10/29/2014	\$15,000	

Copies of all Reports

 Copies shall also be sent to any mortgagees or lienors as well as all parties to this action each time any report if filed with the court in this matter, and each report will be accompanied by a certificate of service documenting that the reports have been forwarded as called for herein



COMMONWEALTH OF MASSACHUSETTS

WESTERN DIVISION, SS.

HOUSING COURT DEPARTMENT OF THE TRIAL COURT CIVIL ACTION No. 13-CV - 294

CITY OF SPRINGFIELD CODE ENFORCEMENT DEPARTMENT HOUSING DIVISION,

Plaintiff

v.

OLISES RAMOS (owner)

Defendant

Re: 50 Revere Street, Springfield, MA

Now comes the Receiver, Dionne Real Estate LLC, and files this report on the activities of the Receiver for the property located at 50 Revere Street, Springfield, Massachusetts.

Included with this report are the following:

- 1. Report of the Receiver (attached as Exhibit 1).
- 2. Invoices and Payments (attached as Exhibit 2).

DIONNE REAL ESTATE, LLC

RECEIVER

Date: September 3, 2014

Katharine Higgins-Shea, Esq. - BBO #662738

Lyon & Fitzpatrick, LLP Whitney Place

14 Bobala Road, 4th Floor

Holyoke, MA 01040 (413) 536-4000

Fax (413) 536-3773

CERTIFICATE OF SERVICE

I hereby certify that I caused a copy of the within document to be served on the following by first class mail:

City of Springfield c/o Attorney Lisa C. DeSousa Code Enforcement Legal Department 233 Allen Street, Building A Springfield, MA 01108

Olises Ramos 17 Better Way Springfield, MA 01119

Centex Home Equity Company, LLC 2828 North Harwood Dallas, TX 75201-1516

Nationstar Mortgage, LLC 350 Highland Drive Lewisville, TX 75067

Internal Revenue Service Centralized Lien Operation P.O. Box 145595 Stop 84206 Cincinnati, OH 45250-5595

Commonwealth of Massachusetts Division of Medical Assistance Estate Recovery Unit P.O. Box 15205 Worcester, MA 01615-9906

on this <u>3</u> day of September, 2014.

Katharine Higgins-Shea, Esquire

First Receiver Report

- Pursuant to the Western Division Housing Court's Order for Appointment of a Receiver, a Receiver's Report shall include:
 - A <u>detailed list of what repairs need to be performed</u>, along with a schedule prioritizing the order in which such repairs shall be completed.
 - Motion to Approve a Rehabilitation Plan should be filed at the same time as your first receiver report.
 - The Receiver shall also forthwith determine what outstanding Real Estate Taxes are due to the City and shall <u>include that information</u> <u>in its first report</u>

Rehabilitation Plan: Schedule of Fees

- All fees that will be charged towards the receivership should be itemized for approval in the Motion to Approve a Rehabilitation plan.
 - Maintenance Fees
 - Project Management Fees
 - o Rental Fees
 - o Snow/ice removal
 - Site visit fees

Amending a Rehab Plan

- You have an approved rehabilitation plan but during the rehab you discover unexpected expenditures that you did not originally anticipate. <u>Don't worry</u>...Just file a motion to Amend the Rehabilitation Plan!
- Illegal dumping
- * Extra security due to break-ins
- Replacing a roof instead of repairing it
- * Gas line repair/installation
- * Unknown water/sewer damage

- Lead paint
- Asbestos
- Oil tanks
- Termite damage
- Replacing an HVAC system instead of repairing it

Amending a Rehab Plan

Rehabilitation Plan Amendments for

33 Lorimer Street, Springfield, MA

During the rehabilitation, the Receiver has encountered a few problems that were not included in its original Rehabilitation Plan. They are the following:

Termite Damage: The termite problem was discovered after the basement walls were removed. The support beam on the corner of the basement was damaged and maze-like termite tunnels were discovered. Need to order termite treatment and to rebuild the support beam.

Estimated Cost: \$ 1.800.00

<u>Asbestos</u>: A couple sections of the asbestos wrapped pipes were loose. It is more cost effective to remove the asbestos versus having the asbestos covering repaired by licensed technician.

Estimated Cost: \$ 1,500.00

<u>Oil Tank</u>: Since the defective oil heating system will be changed to a natural gas fired system, the oil tank needs to be removed to meet code.

Estimated Cost: \$ 950.00

<u>Storm Windows</u>: 11 storm windows are damaged and do not operate easily. They need to be replaced. New window frames will need to be constructed to fit the new storm windows.

Estimated Cost: \$ 1,635.00

<u>Gutters</u>: During the rehabilitation, I discovered the rain water always drains to the basement due to no gutter system. Need to install gutters to prevent this problem.

Estimated Cost: \$ 1,560.00

Total Estimated Cost of Amendments: \$ 7,445.00

Original Rehabilitation Plan Estimate: \$69,925.00*

*Boiler: In the opinion of the plumber, the old boiler is defective and must be replaced. It will be replaced by a natural gas fired boiler. The original plan had a range of \$64,225.00 to \$69,925.00 depending on whether the boiler was replaced.

TOTAL AMENDED REHABILITATION ESTIMATE: \$ 77,370.00*

(* does not include attorneys fees, insurance, utilities and costs associated with foreclosing on Receiver's lien)





14 Lafayette Street

Receiver Review Orders

- Properties in receivership will be reviewed approximately
 EVERY 8 WEEKS. These reviews will be conducted before the Court and an order will be submitted.
- You and your attorney <u>must</u> be prepared to answer the following questions every time you are in court for a review.





Before

After

30 Sanderson Street





Before

After

- What date were you appointed to be the receiver?
- Is the property vacant or occupied?
- How many units does the property include?

- If applicable, who are the lienholders, did you give notice to the lienholder of the receivership and any subsequent pleadings?
- HAVE YOU FILED PROOF OF INSURANCE? What date did you file proof of insurance? Is the insurance still in full force and effect?





34 Seymour Street



Before



After

- When was the rehabilitation plan approved?
- How much was the rehabilitation plan approved for?
- Has the rehabilitation plan been amended?
- What is the estimated completion date of the
 - rehabilitation?

• 82 Belmont Avenue

- What was the date of the last receiver report that you filed?
- What is the asserted lien amount to date?
- What repairs will be completed by the next 8 weeks?
 46 Wayside Street







The End Game

Attorney Christopher Johnson

- Receiver's Motion to Enforce Priority Lien and Obtain Order Authorizing Sale of Property
- Order Authorizing Enforcement of Receiver's Priority Lien and Authorizing the Receiver to Sell the Property
- Notice of Sale of Receiver's Real Estate
- Motion to Approve Receiver's Sale and Dissolve Receivership
- Order

Receivership through the Mortgagee's Perspective

Attorney Kurt Mchugh



ABANDONED HOUSING INITIATIVE

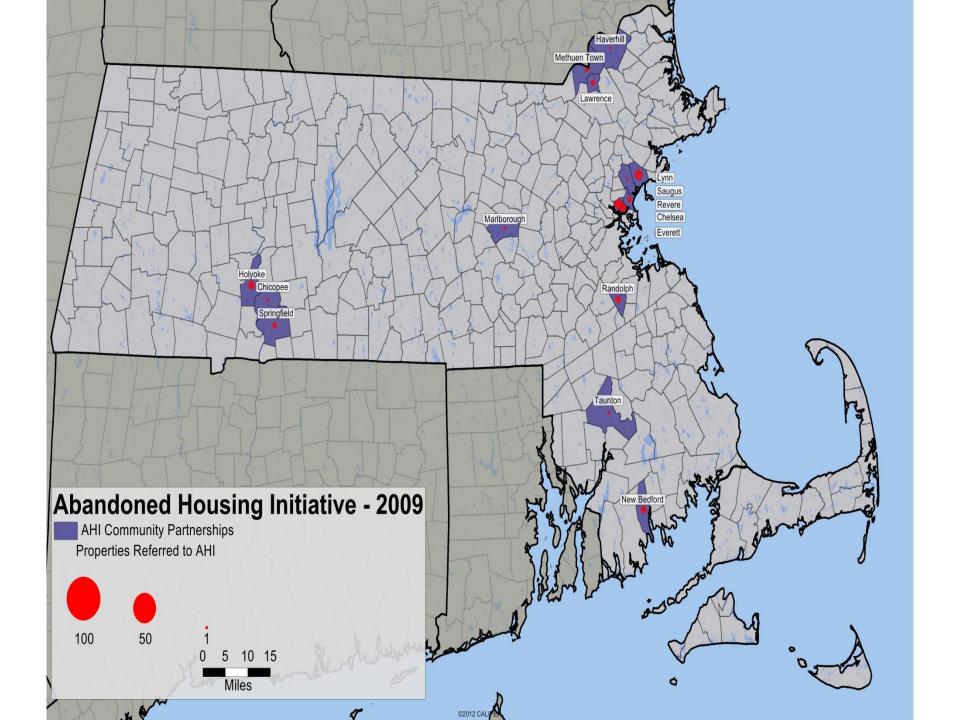
October 29, 2014

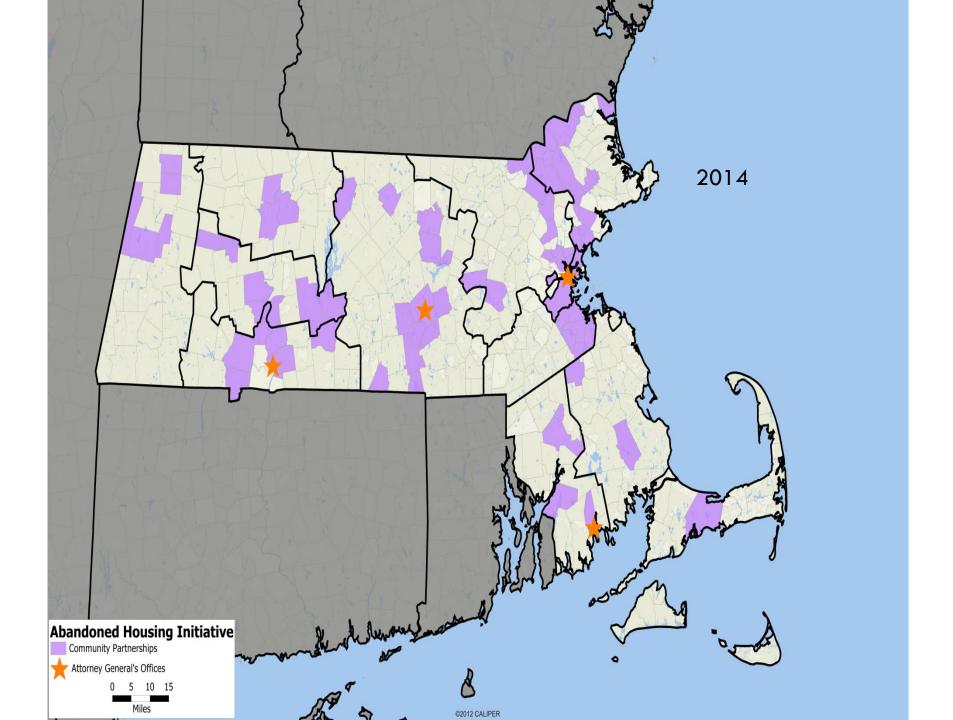
Beginnings of AHI - 2008/2009





The Attorney General's Office (AGO) was the recipient of \$235,000 from the Department of Housing and Community Development (DHCD) of the Neighborhood Stabilization Program (NSP) and used that funding to expand its current efforts to address abandoned housing specifically with respect to NSP eligible properties.

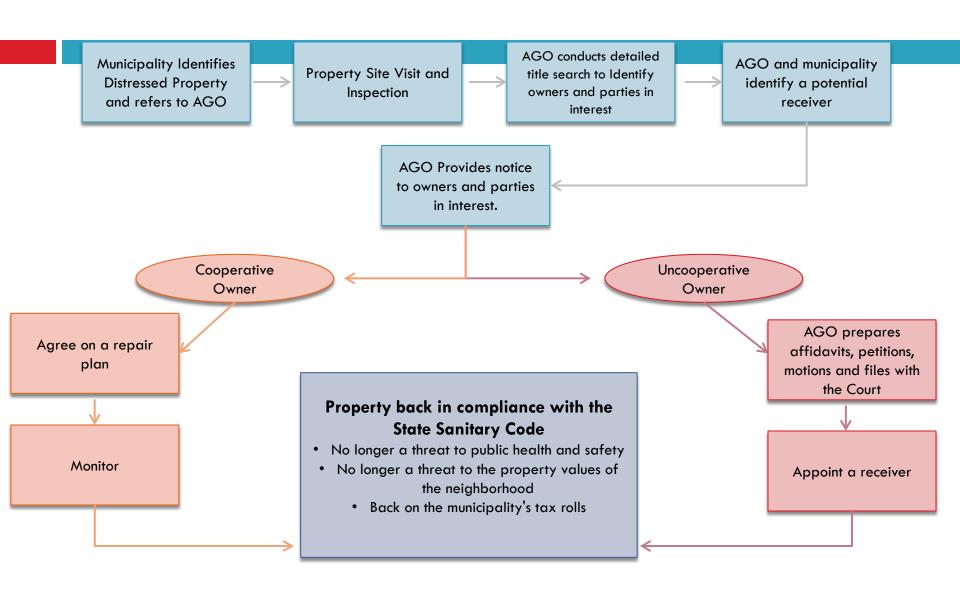




AHI Statewide Effort

- Collaborating with municipalities at their request;
- Focusing on (almost) exclusively vacant properties;
- ■Some level of exchange with other state agencies, i.e., DPH and CLPPP.

Summary of the Attorney General's Office Abandoned Housing Initiative



AGO Receiver Vetting Process

- Complete AGO AHI Potential Receiver Questionnaire
 - Can be submitted online at www.mass.gov/ago/ahi
 - Or via paper form faxed or scanned and emailed to:
 - <u>Abandonedhousing@state.ma.us</u>
 - **617-854-6787**
 - Follow up w/ call to Nathan Gardner to confirm receipt at: 617-963-2150

Receiver info - Continued

- We have our investigations team conduct a background check on any applicants.
- We follow up with interviews to ensure that we are comfortable asking the Court to appoint any proposed receiver.
- The preferences of the municipality are heavily weighed in the selection process.
- If you are interested in working with AHI in other parts of the state, please indicate that on the questionnaire. Other courts may have additional requirements for receivers.

A View From the Bench

The Honorable Dina E. Fein,
First Justice, Western Division Housing Court