KTK Housing
7 New Affordable Housing Long-term Rental Duplexes
3255 Mendenhall Loop Road



August 31,2026

City & Borough of Juneau
Affordable Housing Fund Loan Application
155 Heritage Way
Juneau, AK 99801

Enclosed is our application and supporting documents for Round Six of the Juneau Affordable Housing Fund. The project includes seven long-term rental affordable housing duplexes in the heart of the Mendenhall Valley, directly off Mendenhall Loop Road. We intend to rent 100% of the units for under the 80% AMI threshold. Thank you for providing continued support in achieving affordable housing within Juneau.

Sincerely,

Travis Arndt
KTK Housing, LLC & KTK Lands, LLC

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Application for Funding

Formatting Note: All applicants must sign and submit this page. For the other sections, applicants can put information and narrative into their own format – making sure that all details requested are addressed. For sections 8 and 9, applicants can attach their own pro-forma to supplement information provided. The total application submission length should not exceed 35 pages of supporting documentation, excluding the application form and table of contents. To support streamlined review, if supporting documentation exceeds 35 pages, only the first 35 pages will be considered. Please note: a Table of Contents is REQUIRED. During the review period, applicants may be asked to provide missing or additional details. Requests for additional information will be sent via email to the email address(es) provided below.

APPLICANT IDENTIFICATION – for capital projects, the entity owning the property must be an applicant/co-borrower and sign below. Copy and complete the information below for each applicant/co-borrower.

Legal Entity:

- ❑ Non-profit
- ❑ Public Housing Authority
- ❑ Limited/General Partnership
- ❑ S or C Corporation
- ☒ LLC
- ❑ Other _____

Applicant Name: KTK Housing, LLC

Mailing Address: Street/City/State/Zip 10840 Lilac Drive, Juneau, AK 99801

Phone: [redacted]

Fax: NA

Contact Name/Title: Travis Arndt, Managing Member

Email: [redacted]

Applicant's Federal I.D. or Social Security Number: [redacted]

Contact Person for Award Notification: Travis Arndt

The Juneau Affordable Housing Fund (JAHF) is a program of the City and Borough of Juneau (CBJ). Approval of all grants and loans from the JAHF is a public process and loan files maintained by the CBJ are subject to open government policies and procedures observed by the CBJ. By signing and delivering this application to JAHF, I/we hereby WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION: Grantee's/Borrower's name; name and location of the project; grant or loan amount and terms; amounts and source of other financing; public purpose of the grant or loan; a description of the project including the number of units and number of units set aside for the public purpose.

I/we, am/are authorized to apply for financing from the City and Borough of Juneau Affordable Housing Fund on behalf of the applicant and certify that the information contained in this application is true and accurate.

Signature _____ Date 8/31/2026

Printed Name: Travis Arndt

Title: Managing Member

Applicant: KTK Housing, LLC

Application for Funding

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Legal Entity:

- ❑ Non-profit
- ❑ Public Housing Authority
- ❑ Limited/General Partnership
- ❑ S or C Corporation
- ☒ LLC
- ❑ Other _____

Applicant Name: KTK Lands, LLC

Mailing Address: Street/City/State/Zip 10840 Lilac Drive, Juneau, AK 99801

Phone: [redacted]

Fax: NA

Contact Name/Title: Travis Arndt, Managing Member

Email: [redacted]

Applicant's Federal I.D. or Social Security Number: Waiting for IRS

Contact Person for Award Notification: Travis Arndt

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I/we, am/are authorized to apply for financing from the City and Borough of Juneau Affordable Housing Fund on behalf of the applicant and certify that the information contained in this application is true and accurate.

Signature _____ Date 8/31/2026

Printed Name: Travis Arndt

Title: Managing Member

Applicant: KTK Lands, LLC

Application Checklist

Check all items that you have included with this application. The total application submission length should not exceed 35 pages of supporting documentation, excluding the application form and table of contents. If supporting documentation exceeds 35 pages, only the first 35 pages will be considered.

Note: The items identified as Borrower Information must be provided for each applicant. If separate entities operate and own the real property, both must be applicants/co-borrowers.

Applicant General Information

Company/LLC name	KTK Housing, LLC	KTK Lands LLC
Business license number	2241224	2241223
Entity #	10378421	10378420
Name of primary lender	Applicant Funds	
Loan Amount Requested	$700,000.00	
Parcel/Tax ID #	5B2101030003	

Property information

- ☒ Copies of deeds, permits, purchase agreements, leases, home inspection reports
- ☐ Appraisal (as-is/as-proposed if available)
- ☒ Location map and site description

Project Information

- ☒ Project narrative discussing all the following:
  - Housing waiting list information
  - Evidence of local support for the project
  - How the project fits into CBJ plans and housing priorities
  - Approach to green building and sustainable development
- ☒ Blueprints, preliminary design drawings, housing unit floor plans, and a site plan that shows all required parking and delineates the location of setbacks.

Financing Information

- ☐ Construction Budget/Bids
- ☐ Project budget/pro forma
- ☐ Operating Budget
- ☐ Support Services Budget, if applicable
- ☐ Documentation of financing gap
- ☐ Senior loan terms (loan documents/commitment letters)
- ☐ Documentation of grant commitment letters or loan documents requested and/or received
- ☐ Credit or loan denial letters

Borrower Information. Provide the information below for any entity operating the project property and/or any entity who will have ownership of the project property.

- ☒ JAHF Application for funding; completed and signed (page 3)
- ☐ Borrower financial statements; balance sheet and current operating statements – within last 90 days
- ☐ Board resolution(s) authorizing the application, if required by your organization
- ☒ Resumes/organizational history of developer, project sponsor, property manager
- ☒ Articles of Incorporation & Bylaws (S & C Corps, including non-profits); Articles of Incorporation & Operating Agreement (LLC); Partnership Agreement (General & Limited Partnerships) for each borrower
- ☒ Current List of Officers & Directors, General/Managing Partners, Authorized Members

1. PROJECT INFORMATION (REQUIRED):

Project name	KTK Housing
Project address	3255 Mendenhall Loop Road
Parcel complete legal description	USS 1053 Tract A-2B
Parcel number(s)	5B2101030003
Site size	19.57 acres
Current site zoning	D15

Type of project:

- ☒ Affordable, low-income, senior, or special needs housing
- ☐ Fair market workforce housing
- ☐ Downtown housing
- ☐ Other: _____

Please identify and provide a description of the project. Include a narrative that:

- ☒ Highlights population targeted, and local support for the project, and outlines how the project fits into CBJ Housing Action Plan housing priorities and the Comprehensive Plan;
- ☒ Includes a location map, and describes the condition of housing nearby; availability of public transportation; location of schools, shopping and employment centers, and other information relevant to the site; and
- ☒ Describes how this project addresses green building technologies and encourages sustainable development.

2. TYPE OF FUNDING REQUEST: Choose any of the following activities that describe your request:
   - ☒ Construction of new housing
   - ☐ Acquisition of land for new housing construction
   - ☐ Acquisition of existing housing
   - ☐ Rehabilitation of existing housing
   - ☐ Capacity building activities
   - ☐ Other: _____

3. ORGANIZATIONAL DEVELOPMENT AND TEAM SUMMARY
   Provide details on the organizational capacity and team experience for the project.

   Please Attach Resumes and/or organizational references for the Project Development Team Members below
   - ☐ Project Sponsor ☒ Developer ☒ Property Manager

Please discuss:

- ❑ Objectives, management structure, and staffing of the sponsor organization;
- ❑ Experience and ability to implement and manage housing projects and/or complex capital projects, including the organizations fiscal management systems;
- ❑ Service provision experience (if part of the overall project design); and
- ❑ Details for extended project development; team members such as general contractor, architect, structural and mechanical engineers, attorney, consultant, tax advisor, etc. – if available

4. HOUSING UNITS AND POPULATION TARGETS

List unit details below and describe the total housing units, unit mix, and units anticipated to be funded with JAHF funding.

Unit Type	Total # of Units	Unit Size (Sq. Ft.)	Total Unit Area: Garage + Unit	# ≤ 30% AMI[1]	# ≤ 60% AMI	# ≤ 80% AMI**	Market Rate Units
SRO with private facilities							
SRO without private facilities							
Efficiencies							
1 Bedroom	8	660	660			8	
2 Bedroom	6	890	890			6	
3 Bedroom							
4+ Bedroom							
Total Units	14					14	

**20% of units must be affordable for households making 80% AMI or below to receive JAHF funding.

For income limits, see Appendix B of Juneau Affordable Housing Fund Program Description and Application Guidelines or go to HUD User Datasets at https://www.huduser.gov/portal/datasets/il.html

Total Residential Square Footage: 10,620

Manager's Unit included? ❑ Yes ☒ No

If Yes, describe: _____

DEVELOPMENT DESIGN	# Units	# Buildings
Detached single-family		
Townhouse		
2/3/4-plex	14	7
Multi-family		
Scattered site		
Tiny homes		
Other (describe)		

1 Area Median Income (AMI) is the midpoint household income for a specific geographic area calculated annually by HUD. Please refer to Appendix A for specific AMI information for the Juneau area. The four-person AMI for Juneau is $137,500 per year.

OTHER AMENITIES:

- ☒ Units contain washer/dryer appliances
- ☐ Units contain washer/dryer hook-ups only
- ☐ Common laundry with: # _____ washers and # _____ dryers.
- ☐ Covered parking spaces: # _____
- ☒ Uncovered parking spaces: # 20 with plenty of room for more - May transition to covered at later date
- ☐ Other amenities (describe): _____

Population to be served:

- ☒ Single adults
- ☒ Families with minor children
- ☐ Chronic homelessness
- ☒ Seniors
- ☐ Assisted living
- ☒ Veterans
- ☒ Survivors of domestic violence
- ☒ Middle-income housing
- ☐ Special Needs (describe below)
- ☐ Other (describe below)

Number of years that units will be committed to serving the population above:

☒ 10 years ☐ 15 years ☐ 20 years ☐ 30+ years (if more, describe below) _____

FOR RENTAL PROJECTS ONLY

List Rental Rates for each type of unit and describe the process you will use to set and adjust rents. Please note, 20% of units must be affordable to individuals making 80% AMI or below to be eligible for JAHF funding. 2026 HUD rental limits are in Appendix B of the JAHF Program Description and Guidelines, available on the JAHF website.

Unit Type	Rental Rate @ ≤ 30% AMI	Rental Rate ≤60% AMI	Rental Rate @ ≤80% AMI	Market Rate Rental Rate
SRO				
Efficiencies				
1-bedroom			<$2063/month (2026 threshold)	
2-bedroom			<$2476/month (2026 Threshold)	
3-bedroom				
4-bedroom or more				
Total Units				

6. PROJECT READINESS AND SITE INFORMATION: Please provide details on site control and project readiness.

How is control of the project property site established?

☒ Ownership ❑ Purchase Agreement ❑ Purchase Option ☒ Lease ❑ Other (describe):

From sister company: KTK Lands, LLC

If no site control exists, describe plans to acquire the project property: _____

Name(s) of the current property owner(s):

Travis Arndt transferring to KTK Lands, LLC

Is the site properly zoned for your development?

Yes, D15

Attach evidence that the site is properly zoned for the proposed use or if a variance or exception is required, evidence that a request has been filed and a hearing date has been scheduled.

Does the project operator plan to own the property directly?

No, It will lease from a sister company

If property is to be owned by related entity, please provide name of entity and specify relationship (e.g., subsidiary corporation or partnership of which applicant is general partner)

Name of entity: KTK Lands, LLC

Relationship: Sister company

PLEASE NOTE: Entity proposed to own the property must be co-applicant and co-borrower for any JAHF Financing.

Are there liens or other encumbrances on the property that must be cleared by allocating funds to them? If yes, please describe amount due, date due, nature of obligation and cost of clearing title. No

Have you obtained	Yes/No	If No, when will these be completed? Or N/A
Blueprints	Yes	
Zoning changes	Not Needed	
Building permits	Currently under review	at CDD
Utility hookups	Yes	
Environmental report	Not Needed	
Commitments from service providers	Yes	

Will the project require any displacement of current occupants? No

If yes, will you compensate or relocate those who are displaced? Describe your proposed plan for relocation assistance:

Please attach copies of supporting documents – evidence of zoning, deeds, permits, leases, options, sales agreements, etc. Projects requesting assistance for homeownership (rehab or acquisition) must include a current Home Inspection Report.

7. PROJECT TIMELINE: Please provide a project timeline. Use anticipated or actual calendar dates. Be sure to include dates of initial closing, construction start and substantial completion. Include the following items on the timeline, as it may apply:

- Financial Commitment for funding sources
- Initial closing date
- Location survey complete
- Preliminary site plan complete
- Design, development and pricing
- Site plan approval
- Construction and bid documents
- Engineering plan approval
- Final pricing
- Building permit
- Construction contract executed
- Start construction
- Substantial completion
- Final completion/Certificate of Occupancy

8. PROJECT COSTS AND RESOURCES

The rest of the application will focus on funding use and financial feasibility.

- Please provide a narrative explaining the need for JAHF funding.
- In the section below, provide the expected use of funds for your project and provide the JAHF grant or loan amount requested.

8a. FUNDING SOURCES/REVENUES

Funder	Specify Agency/ Program/Investor Name	Amount Committed or Received [2]	Amount Requested [3]	Date of Application	Anticipated Approval Date
Alaska Housing Finance Corporation	HOME				
	LIHTC				
	SNHG				
	Other:				
Other Alaska State Govt.					
Federal Govt.					
Local Govt. (non-JAHF)					
Subsidies					
Bank Loan					
Private Loan					
Private Grant					
Private Investor					
Applicant's Funds	KTK Housing, LLC	$1,200,000	$1,200,000	NA	Approved
Other CBJ	JAHF		$700,000	8/31/2026	
	Totals	$ $1,900,000	$ $1,900,000		

Total non-JAHF funds committed and requested above:	+	$1,200,000
Total JAHF grant/loan requested from 8a above	+	$700,000
Total project funding from all sources. Total project cost must match total project funding in 8a. Above.	=	$1,900,000

2. Please attach documentation verifying non-JAHF funds including the interest rate, repayment period, and other terms governing committed or received funds.

3. Please list amounts applied for which are pending approval here. Do not show any requests which have been declined or any unfunded portion of an application which was committed for less than the amount requested.

Reminder:

- Qualifying projects are eligible for grants and loans up to $50,000 per affordable or workforce housing unit created, or for other eligible uses on a similar per unit basis.
- For profit-developer projects utilizing JAHF funds for workforce housing must reserve at least 20% of units for tenants with gross incomes at 80% or less AMI for at least ten years or the life of the loan.
- Your grant/loan may be approved for an amount less than requested.

8b. USE OF FUNDS

Purpose	Sections Required if funding requested for these purposes	Amount
Acquisition, Construction, Rehabilitation	9a	$ 700,000
Pre-Development Costs	9b	$
Operating Assistance (max one year)	9c	$
Capacity Building	9d	$
Self-Sufficiency/Support Services (max 1 year)	9e	$
Project Total		$
Less Cash provided by owner or borrower	8b	$
Less Other Financing	8b	$
JAHF grant or loan requested		$ 700,000

9. DETAILED USE OF FUNDS

For section 9, applicants only need to complete the sub-section(s) for which JAHF funding is requested. (See 8b) The total JAHF funds requested, and the total of funds provided by others, should match the total in Section 8a and 8b.

9a. CAPITAL COSTS. Fill in this section if funding is being requested for capital costs – if not please skip to section 9b. Please include below the total project cost for each type of capital cost (Acquisition, New Construction, or Rehabilitation) regardless of funding source.

Capital Costs	Acquisition	Construction	Rehabilitation	Admin/Overhead
Land				
Residential structures		$700,000		
Nonresidential structures				
On Site improvements				
Off Site improvements				
Remove, Refinance Liens/Encumbrances				
General requirements				
Contractor Fees				
*Developer's Fee				
Architect Fee				
Design				
Supervision				
Legal Fees				

Capital Costs	Acquisition	Construction	Rehabilitation	Admin/Overhead
Packaging/Processing				
Other (describe)				
Other (describe)				
			Total Capital Costs	$ $700,000

General requirements: % of 9a Total	100
Builder's General Overhead: % 9a Total	0
Builder's Profit: % of 9a Total	0

PROJECT COST PER UNIT: $ ~$136,000

*The amount and use of developer's fee will be relevant to the evaluation of the application.

Project Information

Juneau's low rental vacancy rate demonstrates strong demand for additional units of all sizes throughout the borough. Recent vacancies have been filled before they were listed and before prior tenants moved out. These new units will directly advance Goal 1c of the Juneau Assembly's 2026 goals by helping meet community housing needs. The project will create 14 new long-term affordable rental units within the heart of Mendenhall Valley. The seven duplexes will consist of 8 one-bedroom units and 6 two-bedroom units. The city's Housing Action Plan suggests producing 66 new units annually. Our proposal will produce nearly 25% of that amount in a single project. The Comprehensive Plan also desires additional housing located in population centers and infill. The project would infill a currently vacant lot located within Juneau's population center.

Targeted Population

The long-term rental units will target populations earning 80% AMI. Some of the individuals within that group include: single adults, small families with minor children, veterans, seniors and others within the middle-income levels. In an effort to provide the long-term rental rates for all of the units at or below the 80% AMI threshold, funding from the Juneau Affordable Housing Fund is critical.

Location

The site is in Mendenhall Valley, the borough's primary population center, and is located within one mile of two elementary schools, a middle school, the city library and pool, multiple grocery stores, a mall, and numerous restaurants. Public transportation (bus stops) is located less than 200 feet from the site on Mendenhall Loop Road.

Sustainable Development

The duplexes will support green building and sustainable development in several ways. The units will meet the 2024 Energy Star, version 2.0. It has been shown that factory-built housing significantly reduces material waste. A report by the Waste & Resources Action Program and reiterated by the Modular Building Institute has shown that factory-built units can reduce wasted materials by up to 90% as compared to traditional methods. Reductions to the waste stream will directly benefit the ongoing issues Juneau is having with its waste disposal and the rate of filling at the Juneau Landfill.

Team Summary

The team is a proven developer of residential projects within the City and Borough. In the last decade, our team has delivered approximately 160 dwelling units within the CBJ. Our combination of factory-built components and site completion has allowed us to continually add to Juneau's housing stock. We plan to deliver this project in similar fashion. Previous projects

have varied from single units to 72-unit complexes. The proposed 14-unit project will fit squarely within those bounds. Both our factory and management partners from the previous projects have participated in the project development and are already working towards completing their portions of the work.

Timeline

The land has been previously acquired. Clearing and site preparation have been permitted and begun. The site preparation in the area designated for the duplexes is completed. The bridge across Duck Creek is complete. The water and sewer main extension and the individual services have been permitted and completed. Building plans have been completed and submitted to the Community Development Department for building permit approval. The building permit review appears to be nearing completion. Our factory partner has begun to acquire materials and is working on scheduling production. Initial units will arrive in the fall of 2026. With the approval of JAHF funding, additional units will arrive into early 2027. Substantial completion for each duplex will progress while others are still in factory production. Certificates of Occupancy are expected in the first half of 2027.

Project Costs and Resources

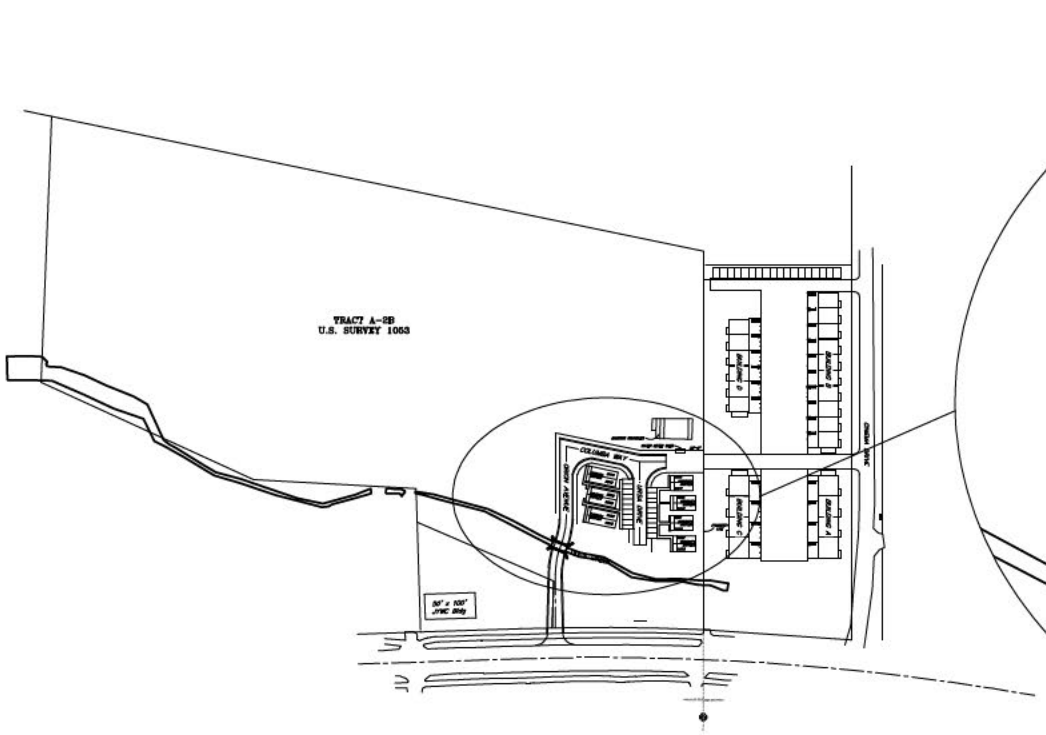
Funding through the Juneau Affordable Housing Fund is critical in providing long-term rental units to serve the 80% AMI population. The requested funding would provide nearly 37% of the funding for the project. Applicant funds would provide the remaining 63%, thus providing significant “skin in the game”.

Significant cost savings are being built into the project. The land was previously acquired, thus no additional land basis in Juneau’s tight land market is needed. The builder/developer will retain the units, thus will not be adding profit to the costs. No margin for general overhead is being included; only direct project costs.

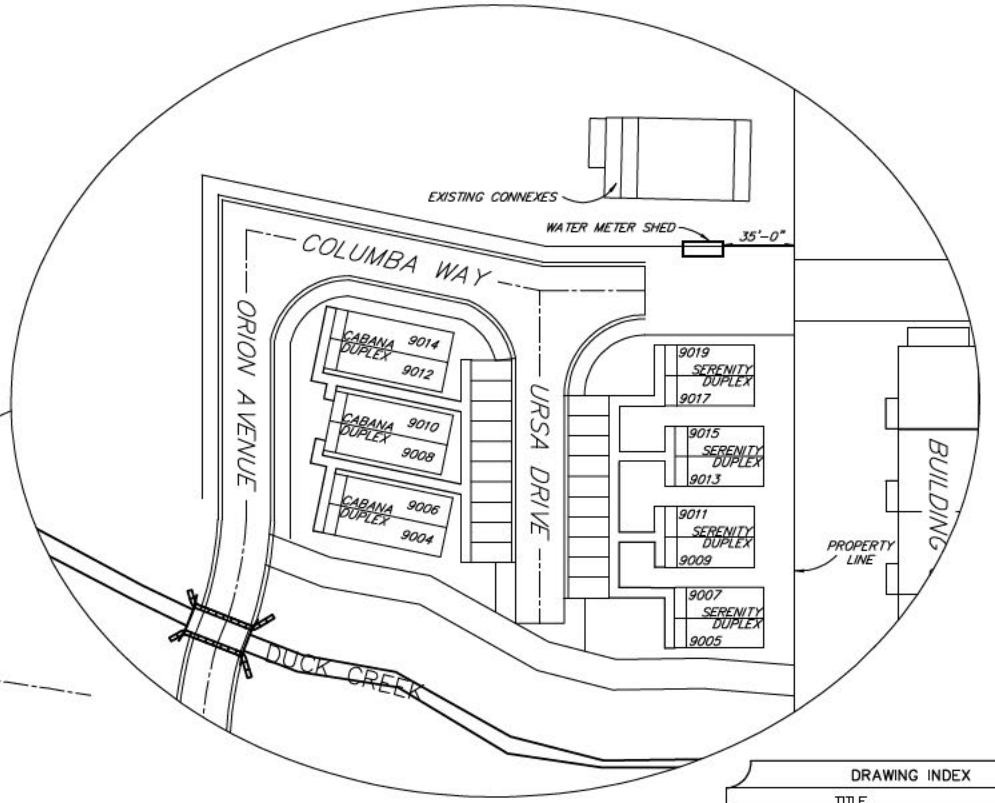
Use of Funds

The requested funds will be utilized for direct material and labor purchases for the duplexes.

PLANS



ENTIRE LOT SITE PLAN



AREA SITE PLAN

DRAWING INDEX	
TITLE	DWG. NO.
ENTIRE LOT SITE PLAN	1
AREA SITE PLAN	2
EXISTING GRADING	3
GRADING PLAN DETAILS	4
FOUNDATION PLAN	5
MANUFACTURER ELEVATIONS	6
MANUFACTURER FLOOR PLAN	7
MANUFACTURER BLOCKING AND UTILITIES	8

UTILITY MAINS ARE NOT PART OF THIS PLAN SET

MARX & ARNDT
ENGINEERING

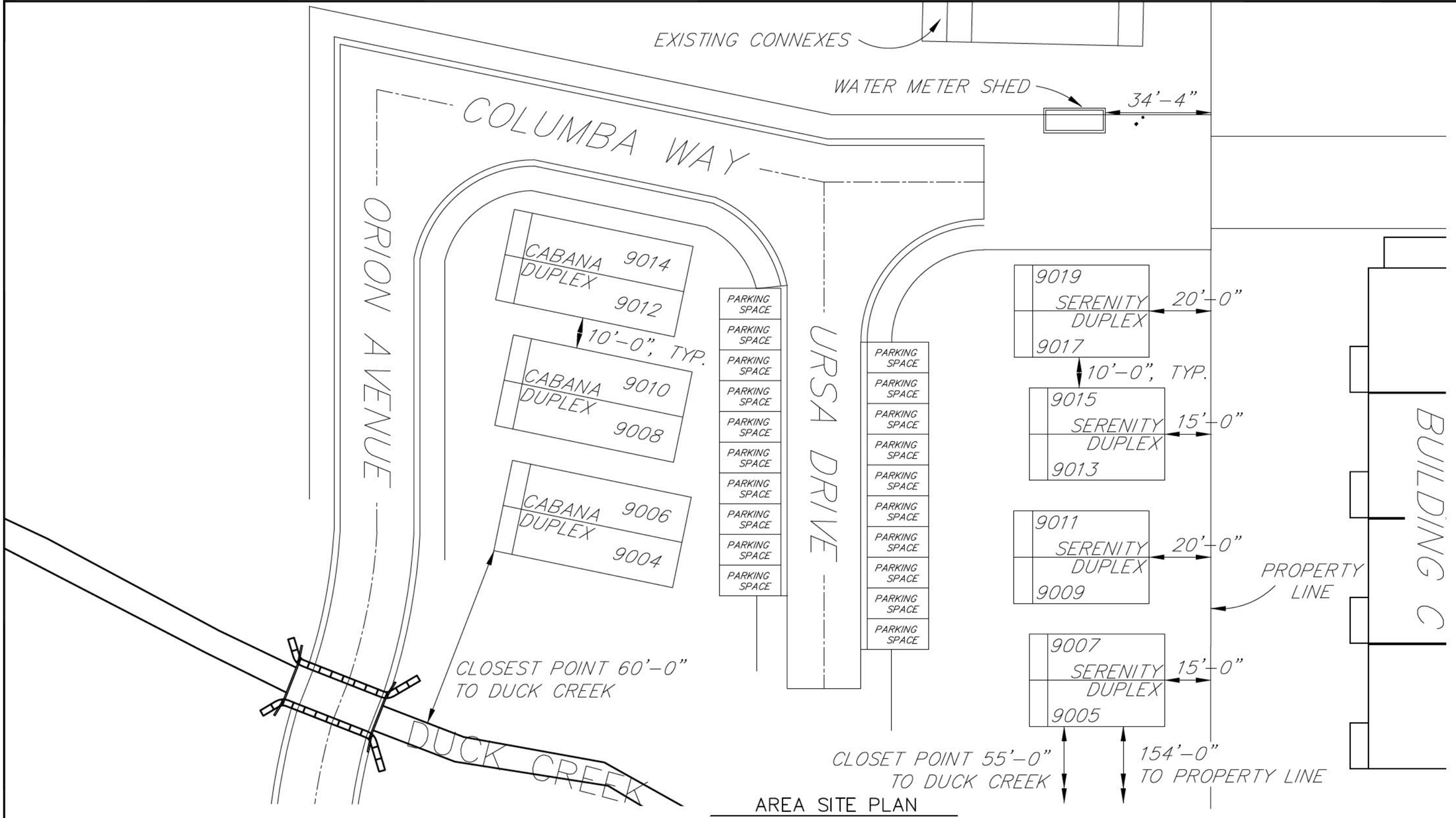
KTK LAND

USS 1053 TRACT A-2B

ENTIRE LOT SITE PLAN

10840 Lilac Drive
Juneau, AK 99801
907-321-3118

DWG. 1



AREA SITE PLAN

NOTES:

– PARKING SPACES ARE 10' X 20'

MARX & ARNDT ENGINEERING

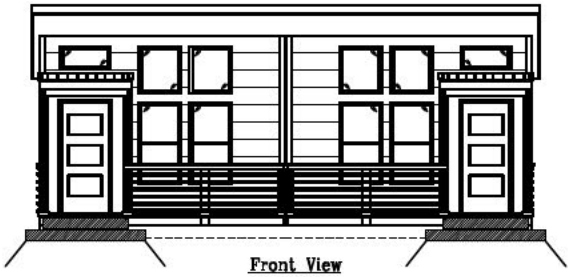
KTK LAND

USS 1053 TRACT A–2B

AREA SITE PLAN

10840 Lilac Drive
Juneau, AK 99801
907–321–3118

DWG. 2



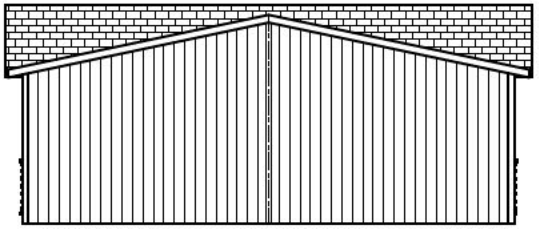
Front View



Left View



Right View



Rear View

cavco MILLERSBURG

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Cavco Millersburg
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Plant Location:	310-Millersburg
Customer:	X
Drawn By:	X
Date:	9-11-2024
Series:	Serenity
Model Number:	4G28441A
Page Number:	X

Designation:

ELEVATION

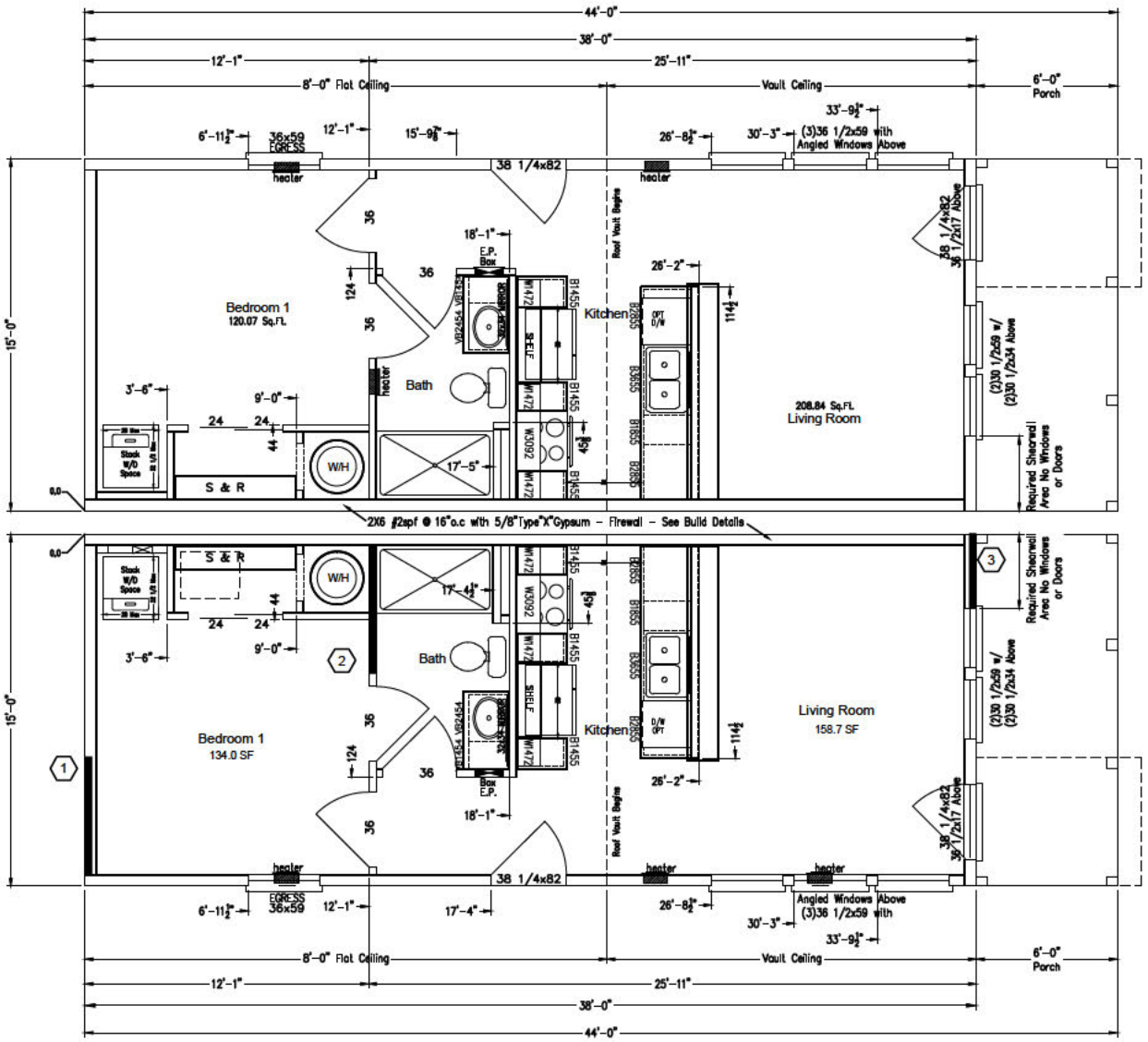
Rev. By: --
Revision: --

Approvals

P.E.

3rd Party:

State:



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Cavco Millersburg
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Plant Location:	310-Millersburg
Customer:	X
Drawn By:	X
Date:	9-11-2024
Series:	Serenity
Model Number:	4G28441A
Page Number:	X

Designation:

FLOOR PLAN

Rev. By: --
Revision: --

Approvals

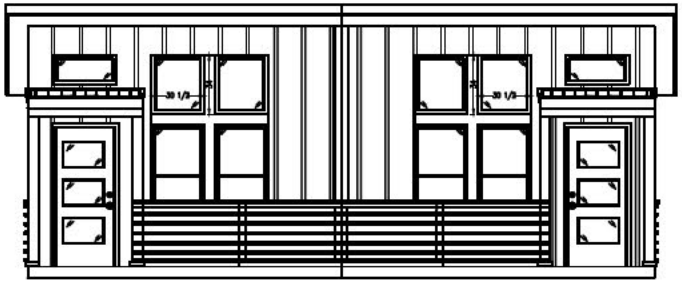
P.E.

3rd Party:

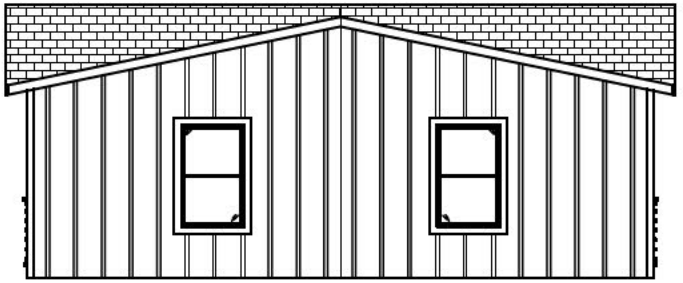
State:



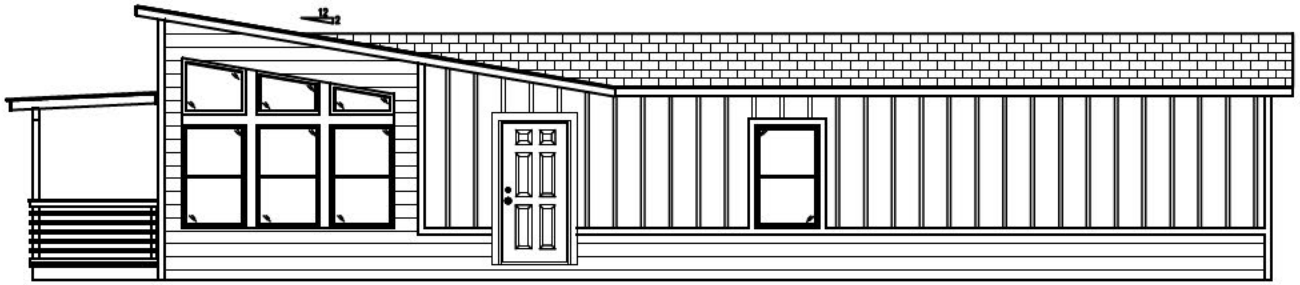
Left View



Front View



Rear View



Right View

cavco MILLERSBURG

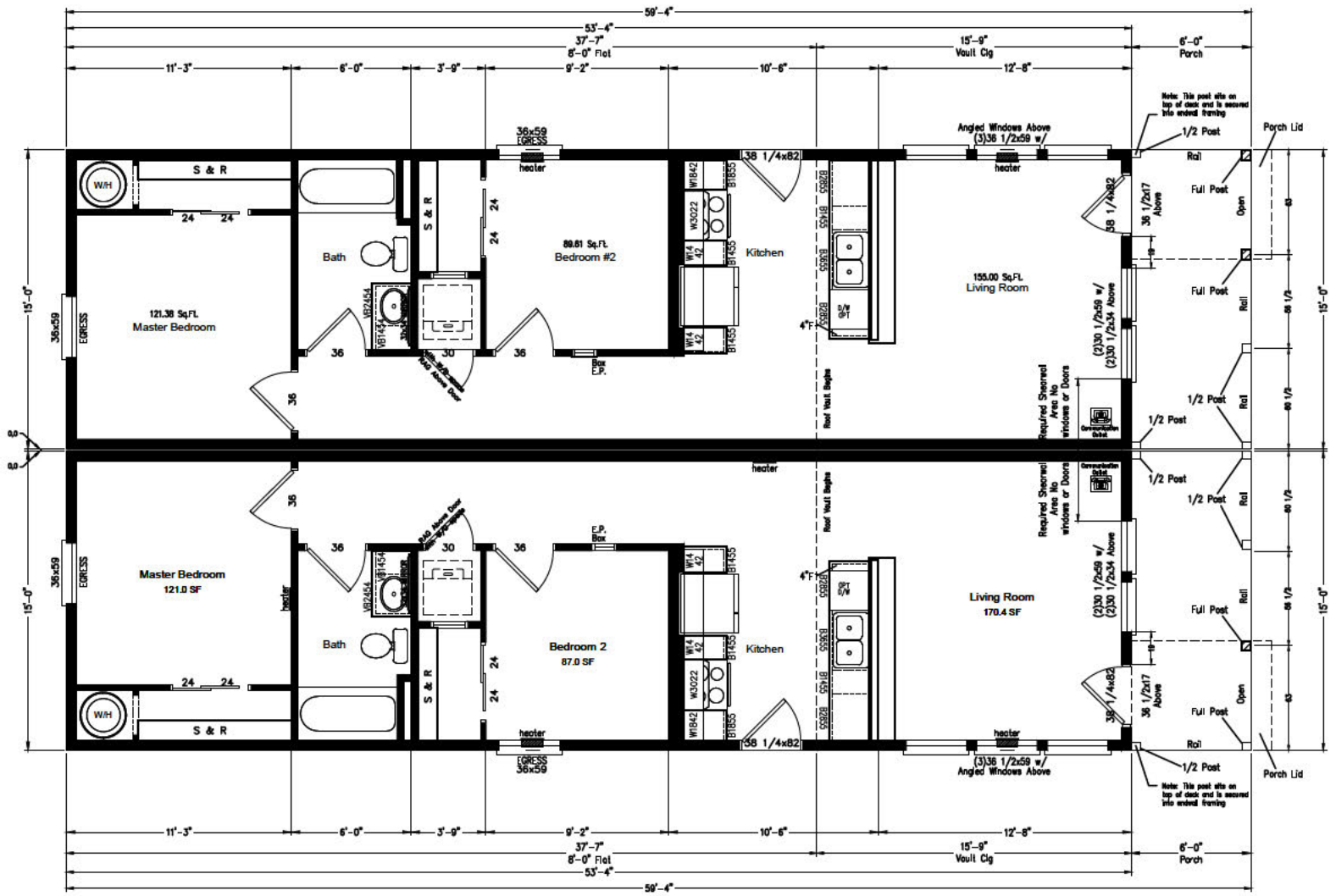
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Cavco Millersburg
All Rights Reserved

Plant Location:	Millersburg
CUSTOMER:	–
Drawn By:	
Date:	7/16/24
Series:	American Freedom
Model Number:	AF15522C
Page Number:	
Designation:	w/Serenity Package
Rev. By: --	

Approvals

P.E.

3rd Party:



cavco
MILLERSBURG

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All Rights Reserved

Plant Location:	Millersburg
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Rev. By: --	

Approvals

P.E.

3rd Party:

Resumes

Travis W. Arndt, P.E., S.E.

EDUCATION

1999	University of Minnesota	Minneapolis, MN	BSCE
2001	University of Minnesota	Minneapolis, MN	MSCE - Structural Engineering
2002	University of Alaska	Juneau, AK	Arctic Engineering

PROFESSIONAL REGISTRATION AND LICENSURE

2003	Alaska Professional Engineer	AELC10805
2005	Alaska General Contractor	CONG31178
2005	Alaska Residential Endorsement	RESR1805
2012	Alaska Structural Engineer	AELT13256

EMPLOYMENT HISTORY

2026-Present	Owner and Managing Member	KTK Housing, LLC
2026-Present	Owner and Managing Member	KTK Lands, LLC
2023-Present	Principal	Marx & Arndt Engineering, LLC
2014-Present	Owner and Managing Member	Juneau Condos, LLC
2005-Present	Owner and Managing Member	Constellation Development, LLC
2001-2017	Bridge Engineer	State of Alaska DOT & PF

RELEVANT EXPERIENCE

Twenty-one years designing, constructing and managing the construction of 194 dwelling units across Southeast Alaska. 173 of those dwelling units are located within the City and Borough of Juneau.

Specialized in modular construction. Modules were constructed in multiple factories located in Oregon and Idaho. Shipped approximately 1500 miles to sites in Alaska for assembly and completion.

Won the 2018 Manufactured Housing Industry National Award:
"New Modular Multifamily or Duplex Design" with the NorthStar Condos/Breese project.

Won the 2018 Builder of the Year Award from the Southeast Alaska Building Industry Association.

More than sixteen years of experience designing and analyzing reinforced concrete, prestressed concrete, structural steel and timber bridges and culverts in accordance with the AASHTO *LRFD Bridge Design Specifications* (LRFD) and the AASHTO *Guide Specifications for LRFD Seismic Bridge Design* (SGS).

Developed Bridge Type Selection Reports, preliminary bridge designs, preliminary construction cost estimates, Preliminary bridge documents, and Plans, Specifications and Estimates (PS&E) for bridges and other transportation projects. Prepared bridge load ratings in accordance with the

AASHTO *Standard Specifications for Highway Bridge* (LFR) and the AASHTO *Manual for Bridge Evaluation* (MBE). Developed PS&E for seismic retrofit of existing bridges in accordance with the FHWA *Seismic Retrofitting Manual for Highway Bridges*.

Provided construction support including shop drawing review, material certification approval, evaluation of engineering submittals (e.g., drilled shaft installation plan, temporary bridge package, bridge demolition and bridge erection plans).

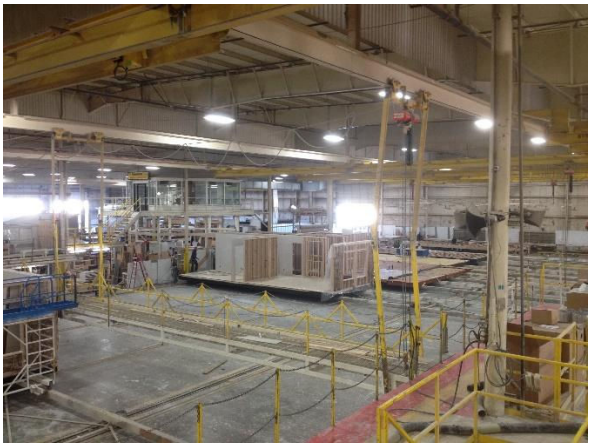
Developed Alaska DOT&PF Standard Drawings and Standard Plans.

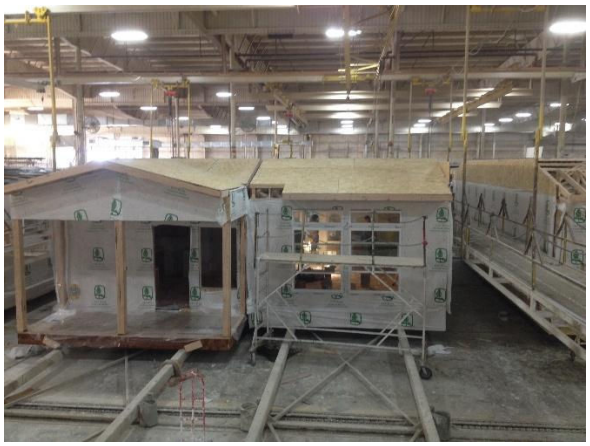
Provided technical support to construction staff, prepared and reviewed construction-related submittals.

As a certified NBI inspection team leader, inspected bridges located throughout Alaska and prepared bridge inspection reports in accordance with FHWA standards.

Background:

Cavco Millersburg (formerly known as Palm Harbor Homes) was founded in 1977 by Lee Posey. He started his first factory in Plant City Florida and then expanded into Arizona, Texas, North Carolina, Ohio, Alabama, and finally in Oregon creating a total of 16 Manufacturing Facilities. Unfortunately, when the housing crisis hit in the 2000's many of the factories were shut down. Cavco Industries acquired the 4 remaining factories in 2011.





The manufacturing facility located in Millersburg Oregon has been in operation since March of 1995. It was the one and only brand-new facility Lee Posey ever built. Established as a new 170,000 sq.ft. State of the Art facility utilizing advance technologies, it is still recognized today as a leader in precision-built structures due to what is called its AccuTrak carrier system.

For comparison, traditional manufactured home construction consists of building the homes chassis system first and then building the rest of the structure on top of the chassis. The fallacy here is that the chassis would have camber pre-built into the design with the intent that gravity weight during construction would gradually remove this camber. This system has never proven to be beneficial. Once sections arrived on site for assembly, floors and walls would never line up. This created unnecessary rework and hassle for the site installer.

The AccuTrak system eliminated this issue. The build process is actually reversed. Now the floor of home is built first. The exterior and interior walls are installed on top of this floor, and then the Roof is installed. Ultimately this creates a tight rigid box. This box is then lifted from an underground floor lift system and set onto the homes chassis. This construction method enables the factory to build a product where the sections line up during the set-up process virtually perfect every time. This method of construction was considered revolutionary at the time, and it still considered this today.

Millersburg Factory Today:

The Millersburg Factory has been in business for 30+ years and has produced over 16,000 homes. The business volume varies year by year but on average produces 538 homes per year.
The management team consist of a Division President and 7 managers with a combined experience of over 200 years in the industry. The Division President and Operations/Engineering Manager both were part of the factory start-up in 1995 and continues to be a part of the team today. This level of experience and knowledge has enabled this facility to develop a truly diverse product line and maintain a solid Quality Control process in order to meet the varied housing needs of the market today.

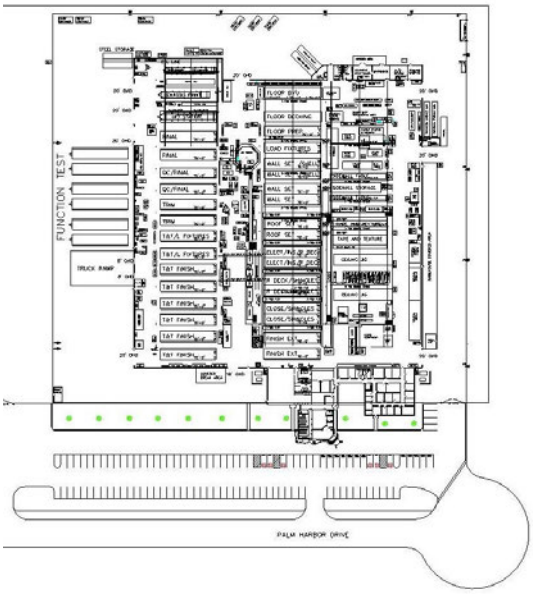
Design and Manufacturing Capabilities:

Design and Engineering is done in-house. By having this type of service, it creates a one stop shop from consultation, product development, construction, and set-up. This approach eliminates the multi-layer

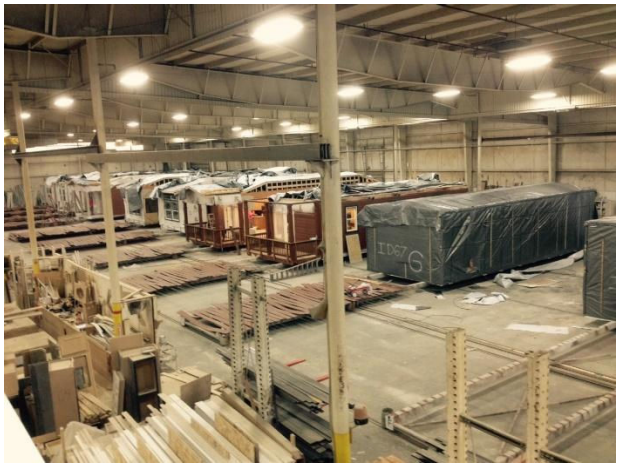
involvement of different organizations that can lead to mismanagement of a project. The Engineering Manager often collaborates with the developer to fine tune a project and then coordinates with his resources ensuring that everything engineering related is funneled through him.

The manufacturing facility is over 170,000 sq.ft. under roof with additional 312,000 sq.ft. of outside space for temporary unit storage. All construction is done indoors.





The Factory currently manufactures 4 to 5 sections per day. Though the factory primarily produces HUD Homes, it is also well experienced at producing Modular homes in each of the Western States, including British Columbia and Alberta Canada. Below are a few photos of sections for a Three-Story Condominium project being built destined for Juneau AK. The units are built and sealed up in a controlled environment thus protecting them from the outside elements.







The Quality Control Program is designed specifically for each product that goes into production. Checklist and Inspection processes are tailored to the structure being built. The Department Supervisor/Lead Person is responsible for ensuring that the component built complies with the requirements listed on these documents. The Quality Control Manager and his designates will verify and provide final sign-off of these documents once they have done their inspections. A Qualified Third-Party inspector will verify that all processes have been followed, and the structure is built in full compliance with its designated code, he will then provide final approval of the building sections once completed in the factory.

Cavco Millersburg does have field assembly crews but only in the States of OR, WA, and CA. Resources for setting up structures in Alaska will need to be managed through Travis Arndt of Constellation Development in Juneau AK – phone # 907-321-3118.



Our product offering varies from small 400 sq.ft. Park Models up to 3 story multi-sectioned Condominiums. The design characteristics vary by region and developer preference. Whatever the product choice is, we strive to meet the client's expectations. Below are just a few photos of the type of homes we have produced over the years.



Developer: Greenfab Homes
WA Modular
www.greenfab.com



Quintero – 2016 IBS Show
CA Modular



Cast Architecture – Girrard II
WA Modular
www.castarchitecture.com



Modern HUD Singlewide





Breese Condominiums
Developer: Constellation Development
Travis Arndt – [redacted]





Riverside Condominiums
Developer: Constellation Development
Travis Arndt [redacted]





Cinema Drive Condominiums
Developer: Constellation Development
Travis Arndt - [redacted]

jpr management services, inc.

QUALIFICATIONS STATEMENT

Prepared for KTK Housing LLC
Proposed 14-Unit Long-Term Rental Development
Juneau, Alaska

Professional Property Management Qualifications

Protecting Property. Supporting Owners. Strengthening Communities.

INTENDED MANAGEMENT PARTNER

KTK Housing LLC intends to retain JPR Management Services Inc. as the professional property manager for the proposed development, subject to project approval and final management arrangements. JPR is prepared to support the project from pre-construction planning through phased lease-up and stabilized long-term operations.

Company Qualifications

Founded in 2016, JPR Management Services Inc. is a locally owned and operated Juneau property-management firm providing full-service management for residential rentals, community associations, and commercial properties. **JPR currently manages 154 rental units across 94 properties and 23 condominium associations representing approximately 760 owners.** The firm's six-person team includes three Alaska-licensed managers—two brokers and one licensee—with 33 years of combined property-management experience, including 26 years in Juneau and Southeast Alaska.

2016 ESTABLISHED	**154 / 94** RENTAL UNITS / PROPERTIES	**23 / 760** ASSOCIATIONS / OWNERS	**< 2%** TYPICAL VACANCY
$2.5M+ ANNUAL RESIDENTIAL RENT ROLL	**2–4 weeks** TYPICAL RE-LEASING PERIOD	**33 years** COMBINED MANAGEMENT EXPERIENCE	**3 + 3** MANAGERS + ADDITIONAL STAFF

Directly Relevant Experience for KTK Housing LLC

Adjacent 72-unit association. JPR currently provides full-service management for the 72-unit condominium association immediately adjacent to the proposed development. JPR staff already maintain an active management presence at the site, with established vendor activity and direct familiarity with surrounding property operations.

Established relationship with the same developer. JPR has managed three newly constructed condominium developments built by the same developer and continues to manage two. On the most recent project, JPR participated in design input, budgeting, maintenance planning, owner documentation, turnover planning, and vendor coordination.

Operating Strengths

Disciplined resident selection. JPR places substantial emphasis on demonstrated creditworthiness and verified income and is prepared to accept short-term vacancy rather than compromise established screening standards. The rental portfolio typically operates at less than 2% vacancy, with vacant units generally re-leased within approximately 2–4 weeks.

Vendor relationships and maintenance response. JPR combines in-house handyman-style repair capability with a deep network of reliable local contractors. Several relationships exceed 10 years, providing established points of contact, responsive scheduling, and vendors familiar with JPR's standards and properties.

Complete day-to-day management. JPR handles leasing, screening, rent collection, resident communication, accounting, owner reporting, maintenance coordination, after-hours emergencies, move-ins, move-outs, and turnover coordination. Ownership is not expected to manage routine tenant-facing matters.

Primary Contacts

Christopher Burton
Owner / Broker
[redacted]

Thomas Faust
Associate Broker | Head of Rental Management
[redacted]

Supplemental Management Scope

JPR can provide a continuous management perspective before construction is complete, during progressive lease-up, and throughout long-term ownership. The initial 14-unit assignment can be absorbed within JPR's existing operating capacity; staffing can expand if the project or management assignment grows over time.

PRE-CONSTRUCTION & PLANNING

- Juneau rental-market and comparable-rent analysis
- Initial operating budget and revenue assumptions
- Input on finishes, amenities, maintainability, and resident preferences
- Review of design choices from an operations and lifecycle-cost perspective
- Lease terms, screening criteria, property rules, maintenance planning, vendor coordination, and Buildium setup

INITIAL LEASE-UP

- Progressive release of units as construction is completed
- Marketing through proven Juneau channels and major online platforms
- Application processing, credit and income screening
- Lease execution, deposits, resident onboarding, and move-in documentation
- Pre-leasing coordinated with construction progress and staggered renewal timing when appropriate

ONGOING RENTAL MANAGEMENT

- Rent and tenant-charge collection
- Resident portal, electronic payments, and automatic payments
- Integrated renters-insurance administration
- Maintenance requests, after-hours emergency response, and vendor coordination
- Turnovers, repairs, resident communication, and routine day-to-day operations

FINANCIAL MANAGEMENT & REPORTING

- Separate handling of client funds and security deposits
- Owner statements, income/expense reporting, and bank reconciliations
- Vendor bill processing and year-end reporting
- Budget planning and budget-to-actual monitoring
- 24/7 owner access plus scheduled and custom reporting

PROPERTY & ASSET STEWARDSHIP

- Recommendations on repairs, upgrades, and capital expenditures
- Operational advice to protect rentability and long-term asset value
- Condition awareness through maintenance activity, vendor visits, and targeted inspections
- Vendor oversight across routine, specialty, and warranty-related work

TECHNOLOGY & PROFESSIONAL CONTROLS

- Buildium property-management platform and online portals
- Electronic payments, service requests, and communications
- Three Alaska-licensed managers: two brokers and one licensee
- Segregated client and operating funds
- Established workflows for leasing, maintenance, accounting, and reporting

Professional Systems, Financial Controls & Insurance

SYSTEMS & REPORTING

- Buildium-based accounting, leasing, maintenance, and reporting
- 24/7 owner access to financial and operating reports
- Resident portal for payments, documents, communication, and service requests
- Client funds and security deposits maintained separately from JPR operating funds

CURRENT INSURANCE PROGRAM

Commercial general liability	**$1,000,000 each occurrence / $2,000,000 aggregate**
Errors & omissions / professional liability	**$1,000,000 each claim / $2,000,000 aggregate**
Cyber / privacy / network liability	**$1,000,000 occurrence / aggregate**
Employee theft / crime	**$100,000**
Automobile liability	**$1,000,000 combined single limit**
Workers' compensation / employers' liability	**Statutory / $1,000,000 employers' liability**

Certificates and policy documents are available upon request. Coverage is subject to policy terms, conditions, and exclusions.

Management Approach & Commitment

JPR will serve as the primary point of contact for residents and routine property operations, while KTK Housing LLC retains ownership and major asset-level decisions. JPR will recommend rental rates, collect rents and tenant charges, pay approved expenses from owner funds, provide reporting, and make operational and capital recommendations. Pre-construction consultation is intended to be included in the anticipated management relationship without a separate consulting fee.

JPR MANAGEMENT SERVICES INC.

PROTECTING PROPERTY.
SUPPORTING OWNERS.
STRENGTHENING COMMUNITIES.



Professional Management. Local Knowledge. Proven Experience.

JPR Management Services provides comprehensive property management throughout Juneau. From individual rental homes and multi-family properties to community associations and commercial buildings, our experienced team delivers the structure, oversight and day-to-day management that protects your property and your investment.

COMMUNITY ASSOCIATIONS • APARTMENTS & MULTI-FAMILY • INDIVIDUAL RENTALS • COMMERCIAL PROPERTY

COMMUNITY ASSOCIATIONS

- Board support
- Financial management
- Budgeting & reserve planning
- Owner communication
- Governing documents
- Compliance & administration
- Maintenance coordination
- Capital improvement planning

APARTMENTS & MULTI-FAMILY

- Tenant management
- Leasing & renewals
- Rent collection
- Property oversight
- Maintenance coordination
- Inspections
- Financial reporting

INDIVIDUAL RENTALS

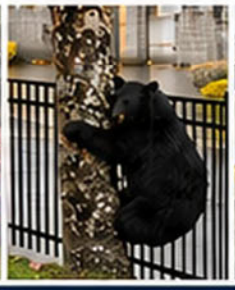
- Marketing
- Tenant screening
- Leasing
- Rent collection
- Inspections
- Maintenance & repairs
- Owner reporting

COMMERCIAL PROPERTY

- Tenant relations
- Leasing
- Maintenance & repairs
- Property improvements
- Financial oversight
- Long-term planning









LET'S TALK.

Put your property in experienced hands.

2239 Jordan Avenue
Juneau, Alaska 99801

jprak.com



Why Property Owners Choose JPR

LOCAL EXPERTISE

We live and work in Juneau. We understand the realities of managing property in Southeast Alaska—from contractors and maintenance logistics to weather, building conditions, rental markets and local requirements.

PROFESSIONAL FINANCIAL MANAGEMENT

Clear accounting, budgeting, financial reporting, collections and long-term planning give owners and boards the information they need to make sound decisions.

EXPERIENCED PROPERTY OVERSIGHT

JPR coordinates the moving pieces: tenants, owners, contractors, maintenance needs, inspections, emergencies and ongoing property requirements.

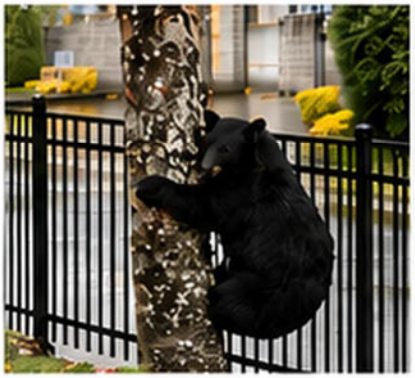
ASSOCIATION MANAGEMENT EXPERTISE

Community associations require more than building maintenance. We work with boards on governance, budgets, reserves, meetings, owner communication, governing documents, compliance and long-term property planning.

REAL PEOPLE. LOCAL OFFICE. RESPONSIVE MANAGEMENT.

When something needs attention, our clients work directly with our local Juneau team—not an anonymous call center.

> *"I'm so happy we hired you guys. Man, life has gotten so much better around here."*
>
> – JPR CLIENT





PROUDLY SERVING JUNEAU AND SOUTHEAST ALASKA

JPR Management Services Inc. is a locally owned and operated Juneau company committed to protecting property, supporting owners and strengthening the communities we all call home.

JPR MANAGEMENT SERVICES INC.

Christopher Burton
Owner/Broker
c.christopher.burton@gmail.com
801-791-5363

Suppporting Documentation

ALASKA

2024-003407-0
Recording Dist: 101 - Juneau
10/25/2024 12:22 PM Pages: 1 of 1

QUITCLAIM DEED
A.S. 34.15.040

The Grantor(s), TDLH LLC
whose mailing address is: 10840 Lilac Dr, Juneau AK 99801

for and in consideration of Ten Dollars ($10.00), and other good and valuable consideration, in hand paid, the receipt of which is hereby acknowledged, conveys and quitclaims to Grantee(s),

Travis Arndt
whose mailing address is:
10840 Lilac Dr, Juneau AK 99801

all of Grantor(s) interest, if any, in the following described real property: 0 Mendenhall Loop Rd

Lot _____, Block _____, USS 1053 A2B, according to Plat No. _____, located in the Juneau Recording District, Third Judicial District, State of Alaska.

Date: Oct 24, 2024

(Grantor)

(Grantor)

STATE OF ALASKA }
}
Juneau JUDICIAL DISTRICT }

The foregoing instrument was acknowledged before me on the 24 day of October, 2024 by Travis Arndt & Douglas Truecano.

OFFICIAL SEAL
Amber Laudert
Notary Public - State of Alaska
My Commission Expires 3/7/2028

Notary Public for Alaska
My Commission Expires: 3-7-2028

Return to: Travis Arndt
10840 Lilac Dr
Juneau, AK 99801

ALASKA ESCROW & TITLE INSURANCE AGENCY, INC. IS RECORDING THIS DOCUMENT AS AN **ACCOMMODATION ONLY.** IT HAS NOT BEEN EXAMINED AS TO ITS EFFECT, IF ANY, ON THE TITLE OF THE ESTATE HEREIN NOR HAS AN EXAMINATION BEEN MADE AS TO STATUS OF PROPERTY DESCRIBED HEREIN. DOCUMENT CONTENT IS BEING RECORDED AS PRESENTED AND NOT ALTERED IN ANY WAY.

Printable page

PARID 5B2101030003
ARNDT TRAVIS

MENDENHALL LOOP RD
CENTRAL VALLEY C

Parcel

Status	ACTIVE
Parcel ID	5B2101030003
Address	3255 MENDENHALL LOOP RD
Unit	
Neighborhood	CENTRAL VALLEY C
Class	VAC - Vacant
Land Use Code	0012 - Vacant Residential Urban Nonsubdivided
Zoning	D15 - (D15) Multifamily

AK Entity #: 10378421
Date Filed: 08/30/2026
State of Alaska, DCCED

FOR DIVISION USE ONLY

THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806
(907) 465-2550 • Email: corporations@alaska.gov
Website: corporations.alaska.gov

Articles of Organization

Domestic Limited Liability Company

Web-8/30/2026 5:24:52 PM

1 - Entity Name

Legal Name: KTK Housing, LLC

2 - Purpose

any lawful

3 - NAICS Code

531110 - LESSORS OF RESIDENTIAL BUILDINGS AND DWELLINGS

4 - Registered Agent

Name: Travis Arndt

Mailing Address: 10840 Lilac Dr, Juneau, AK 99801

Physical Address: 10840 Lilac Dr, Juneau, AK 99801

5 - Entity Addresses

Mailing Address: 10840 Lilac Dr, Juneau, Juneau, AK 99801

Physical Address: 10840 Lilac Dr, Juneau, Juneau, AK 99801

6 - Management

The limited liability company is managed by a manager.

7 - Officials

Name	Address	% Owned	Titles
Travis Arndt			Organizer

Name of person completing this online application

This form is for use by the named entity only. Only persons who are authorized by the above Official(s) of the named entity may make changes to it. If you proceed to make changes to this form or any information on it, you will be certifying under penalty of perjury that you are authorized to make those changes, and that everything on the form is true and correct. In addition, persons who file documents with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor. Continuation means you have read this and understand it.

Name: Travis Arndt

AK Entity #: 10378420
Date Filed: 08/30/2026
State of Alaska, DCCED

FOR DIVISION USE ONLY

THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806
(907) 465-2550 • Email: corporations@alaska.gov
Website: corporations.alaska.gov

Articles of Organization

Domestic Limited Liability Company

Web-8/30/2026 5:17:42 PM

1 - Entity Name

Legal Name: KTK Lands, LLC

2 - Purpose

any lawful

3 - NAICS Code

531190 - LESSORS OF OTHER REAL ESTATE PROPERTY

4 - Registered Agent

Name: Travis Arndt

Mailing Address: 10840 Lilac Dr, Juneau, AK 99801

Physical Address: 10840 Lilac Dr, Juneau, AK 99801

5 - Entity Addresses

Mailing Address: 10840 Lilac Dr, Juneau, AK 99801

Physical Address: 10840 Lilac Dr, Juneau, AK 99801

6 - Management

The limited liability company is managed by a manager.

7 - Officials

Name	Address	% Owned	Titles
Travis Arndt			Organizer

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Name: Travis Arndt

Financial Analysis Template

Goal: One page summary of property information, total project costs, use of JAHF funds, investment structure, and timeline for use of JAHF funds

Property Information			
Property Name	KTK Lands		
Location	3255 Mendenhall Loop Rd, Juneau		
Unit Mix	Units	Size (SqFt)	Avg. Rent ($)
0BR/1BA			
2BR/1BA	6	890	<=2476 #
1BR 1BA	8	660	<=2063 #
Other			
Other			
Total/Average	14	775	2,270

Investment Structure: List all funding sources
State/federal resources, private equity, personal investment, etc.
Line C30 should match Total Project Costs on H30

Type of Funding	Funding Amount	Amount Committed or Received
KTK Housing, LLC - Self funded	$1,200,000	

Juneau Affordable Housing Fund	$700,000
Total Investment	$1,900,000
Gap Financing Needed	$0
Total Project Cost	$1,900,000

Place an X in the box for when JAHF funds will be used

Timeline For Use of JAHF Funds	0- 9 month	9-18 month	18-30 month
Land/Property purchase			
Predevelopment period			
Construction period (post-closing)	X		
After Certificate of Occupancy			

Project Budget: List expenses for the project and indicate where JAHF Funds will be used.

List of eligible uses for JAHF Funds below

Project Expenses	Total Project Costs	Use of JAHF Funds
Capital costs		
Site and Road/Parking Fill & Grading	$25,000	
Water/Sewer Mains	$65,000	
# Cavco Modules	$1,210,000	$535,398
# Module Trucking	$62,000	$27,434
AML Shipping	$245,000	$108,407
Foundations	$56,000	
Module Completion	$65,000	$28,761
Secon Paving	$172,000	
Total Project Cost	$1,900,000	$700,000

Below is a list of eligible uses for JAHF funds for project use in project budget

Predevelopment Costs	Capital Costs	Operating Assistance (1 year)	Capacity-Building/Supportive Services
Architect Fee (design, supervision)	Land	Salaries	Training
Legal Fees	Residential structures	Advertising, marketing	Software acquisition
Packaging/Processing	Nonresidential structures	Accounting services	Client services:
Survey and soil borings	On Site improvements	Auditing expenses	Rental assistance
Appraisal	Off Site improvements	Insurance	Budget counseling
Environmental Study	Remove, Refinance Liens/ Encumbrances	Legal expenses	Substance abuse aid
Market Study	General requirements	Permits, licenses, taxes	Project specific costs
Permit fees	Contractor Fees	Admin	Other
Other	Developer's Fee	Maintenance/Repairs	
	Architect Fee (design, supervision)	Other	
	Legal Fees		
	Packaging/Processing		
	Other		

From: Travis Arndt
To: Brandon Robinson; Juneau Affordable Housing Fund
Cc: Joseph Meyers
Subject: Re: Application Update: Request for More Information for Juneau Affordable Housing Fund Project
Date: Monday, October 5, 2026 8:16:49 PM
Attachments: 2026 JAHF Financial Analysis Template.xlsx

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hello Brandon and Joseph

I will answer the questions in line with Brandon's email below.

Thanks

Travis

From: Brandon Robinson <Brandon.Robinson@juneau.gov>
Sent: Friday, September 25, 2026 3:46 PM
To: [redacted]
Cc: Joseph Meyers <Joseph.Meyers@juneau.gov>
Subject: Application Update: Request for More Information for Juneau Affordable Housing Fund Project

Dear Mr. Arndt,

We are pleased to inform you that your project has passed the initial screening for the Juneau Affordable Housing Fund (JAHF). This is a follow-up email to the call we had requesting more information about your project.

The Committee specifically requested the following:

1. A detailed construction budget/pro forma - Please see the attached CBJ proforma.

2. More information about how the CBJ funds fit into the overall project, and whether CBJ funds are needed for the project to work. More commentary on why CBJ funding would be helpful. - The funds from the Juneau Affordable Housing Fund are needed to be able to complete the project and provide 14 new housing units. The JAHF funds supplement the available funds to build rental units where <80% AMI rental rates are realistic. Without the JAHF funds project elements will be deleted and the number of units will be scaled back to the available funds. Asphalt paving would be eliminated, leaving a gravel roadway and parking area. Depending on where the realized costs are running, the number of units will be reduced by pairs (duplexes) to where the available funds will cover. With the current Federal government benchmark and SOFR rates, the construction loan lending rates through lending institutions are too high to make affordable/workforce/<80% AMI rental rates realistic. The JAHF loan rate structure is favorable and makes the whole project feasible.

3. In reviewing the building elevations, it appeared that both models that were proposed for the site required a step-up to the plane of the floor. The Committee was wondering if there could

be more discussion on accessibility features of the proposal in the event that the low-income families served would also need the facilities to be accessible. - The step-up to the floor plane simplified the foundations and reduced the building costs through the reduction of excavation and forming expenses. This was specifically done to drive the construction costs lower to make affordable rental rates justifiable. If an accessible unit was needed, there is ample space between the units and the parking area that the steps could be replaced with a ramp.

4. The Committee was also wondering if you could explain a bit more about the energy efficiency/sustainability features of your proposal. - The units will be 2024 Energy Star rated. Energy Star provides windows and doors with an increased R-value and increased solar heat gain. The units will feature low flow fixtures for reduced water consumption. Energy Star homes have been shown to be at least 10% more energy efficient than new homes built to the minimum code levels. We have elected to use all electric heat and appliances to take advantage of Juneau's hydropower and avoid fossil fuels. Significant reductions in waste are realized through factory construction; both through material and process efficiency as well as the lack of usage of Juneau's rapidly filling dump. With the on-site completion work for the 14 new units (~10,620 sqft), there will likely be less than one pickup truck load of waste sent to Juneau's landfill.

Thank you for your application to this year's funding round! Please send your response to: AffordableHousingFund@juneau.gov.

Very best,
Brandon

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