90-Day Owner Execution Plan Addendum

Tracy & Dylan — NOI Sheets + Lender Takeout Structure

Date: 2026-04-15

Purpose: Standardize property-by-property NOI reporting and lender takeout sizing/timeline to protect cash-flow and turnover performance while building with cash.

1) Owner Mandate

Tracy (Execution Governance)

• Own schedule discipline for all NOI packet submissions.

• Ensure each property has a complete lender-ready package.

• Track lender outreach, term feedback, and takeout readiness by date.

• Escalate any missing inputs or slips >48 hours.

Dylan (Financial Modeling + Packet Production)

• Build/maintain NOI sheets for each property.

• Estimate loan amounts per lender structure (DSCR/LTV constraints).

• Produce takeout scenario model (base/conservative/aggressive).

• Maintain rolling timeline to closing milestones.

2) Required PDF Deliverable Set (Per Property)

1. **NOI Summary Sheet**

• Current NOI (monthly/annual)

• Stabilized NOI assumptions

• Expense normalization notes

2. **Loan Sizing Sheet**

• DSCR-based max loan

• LTV-capped max loan

• Final likely loan amount (binding constraint identified)

3. **Lender Takeout Structure Sheet**

• Target lender(s)

• Product type (HUD/conventional/bridge-to-perm/etc.)

• Required coverage metrics

• Reserve/escrow assumptions

4. **Timeline Sheet**

• Appraisal order date

• Third-party report milestones

• Credit committee date

• Closing target date

5. **Risk & Mitigation Sheet**
• Top blockers
• Financial impact if delayed
• Owner + due date + recovery action

3) 90-Day Timeline

Days 1–30

■ Build standardized NOI template for all properties
■ Collect all trailing financials + rent rolls + assumptions
■ Publish first lender sizing pass for each asset
■ Launch lender term collection and comparison table

Days 31–60

■ Lock stabilized NOI assumptions with written support
■ Finalize DSCR/LTV sensitivity ranges
■ Identify primary + backup takeout lender per property
■ Issue timeline-to-close tracker with dated milestones

Days 61–90

■ Deliver lender-ready final PDF package per property
■ Confirm execution sequence aligned to turnover schedule
■ Publish final cash-flow protection dashboard
■ Executive review and go-forward funding map

4) Cash-Build / Turnover Protection Controls

• No property proceeds without takeout readiness score.
• Weekly turnover ratio review tied to funding timeline.
• Any projected shortfall triggers immediate corrective action plan.
• All assumptions must be documented and version-controlled.

5) KPI Dashboard (Weekly)

• NOI variance vs target
• Estimated loan proceeds vs target
• Lender response cycle time
• Days to close readiness
• Turnover cash exposure by property

- Shortfall risk count (open vs closed)

6) Executive Priority Statement

This workflow is critical to maintaining cash-flow while building with cash.

The NOI and lender takeout packet must run in parallel with construction turnover cadence to avoid liquidity pressure and schedule disruption.

Signoff

- Tracy: ________________________ Date: ___________
- Dylan: ________________________ Date: ___________
- Russ: _________________________ Date: ___________