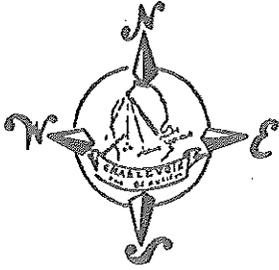


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, OCTOBER 18, 2016  
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

### AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business: Executive Director Evaluation Form

New Business: Executive Director Evaluation

Public Comment on subjects unrelated to Agenda Items

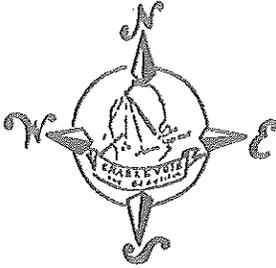
Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes September 20, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:05 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

**PRESENT:** Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall  
**ABSENT:** None  
**OTHERS:** Julie Waterman, Executive Director  
Brad Waterman, Maintenance Supervisor  
Cindy Morris, Administrative Assistant  
Residents of Pine River Place

### Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the July and August regular meetings or questions on the July and August bills. A motion to approve the minutes from the July and August regular meetings and the July and August bills was made by Lillian Left and seconded by Joan Buday.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the July and August financial reports. Julie gave an update on the status of the Energy Performance Contract. Landline phones have been switched from AT&T to Charter for a significant monthly savings. Julie attended the Charlevoix State of the Community event on September 13<sup>th</sup>. A flu shot clinic was arranged and there was a good turnout of residents. There is currently one unit vacant that will be filled in the next week. Preparations for the REAC inspection next summer are under way. Julie is keeping up-to-date on the progress of the new senior center that is planned to be built on county property near Pine River Place.

### Old Business:

None

### New Business:

#### FYE 2016 Financial Audit:

Discussion occurred in regards to the Financial Audit Report for FYE 2016. Joan Buday made a motion to accept the FYE 2016 Financial Audit Report. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Executive Directors Evaluation Form:**

Discussion occurred in regards to the evaluation form that is used for the Executive Director.

President Crandall called for a work session for Tuesday, September 27<sup>th</sup> at 2:00pm in the Community Room at Pine River Place to be able to put more time into creating a more effective evaluation form to be used for the Executive Director position. Lillian Left made a motion to postpone the agenda item of the Executive Director's evaluation form until the next regular meeting. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Public Comment: None**

With no public comments, President Crandall closed the meeting to public comments.

**Adjournment:** The meeting adjourned at 2:40 pm. The next meeting will be held Tuesday, October 18, 2016 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451. Email info@chvxhousing.org.

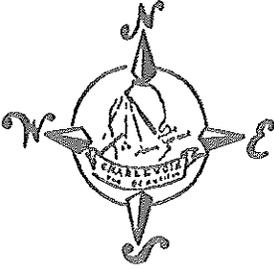
  
Submitted by: Julie Waterman, Executive Director

September 22, 2016

Approved by: Laurie Crandall, Board President

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720  
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Work Session Minutes September 27, 2016

A Work Session of the Charlevoix Housing Commission was called to order by President Crandall for the purposes discussing an evaluation form for the Executive Director. The session began at 2:02 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Left, Stephan, Crandall  
ABSENT: none  
OTHER: Julie Waterman, Executive Director  
Cindy Morris, Administrative Assistant

Discussion of an evaluation form for the Executive Director. The evaluation form was discussed and notes were made. A draft of an evaluation form will be put together for review and discussion at a regular meeting of the board of commissioners.

Adjournment – at 2:58 pm.

  
Submitted by: Julie Waterman, Executive Director

September 29, 2016

Approved by: Laurie Crandall, Board President

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget  
From: 09/01/2016 To: 09/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
09/06/2016	DEP	Rent ACH		10,340.00	18,224.03	
09/06/2016	DEP	Rent		4,883.00	23,107.03	
09/06/2016	DEP	Rent & Security Deposit		3,385.00	26,492.03	
09/06/2016	ADJST	E-Connect Fee	69.10		26,422.93	monthly electronic banking & ACH fee
09/07/2016	EFT	Paychex of New York LLC	1,017.83		25,405.10	Federal Withholding Taxes
09/07/2016	EFT	Paychex of New York LLC	2,837.74		22,567.36	payroll for 8/20/16 to 9/02/16
09/07/2016	014144	Michigan Officeways	44.56		22,522.80	date stamps & colored paper
09/07/2016	014145	Housing Authority Accounting S	508.24		22,014.56	Accounting service for August 2016
09/07/2016	014146	Klooster Machinery	47.94		21,966.62	bar oil and weedwhipper head
09/07/2016	014147	ACE Hardware	463.30		21,503.32	bucket, lid, bracket, plant pots, propane, roll plastic, drywall mud, chisel, plumbing supplies, texture brush, paint, screen repair supplies, keys, weed killer
09/07/2016	014148	American Waste / Walloon Lake Refuse	244.00		21,259.32	Regular trash removal for September
09/07/2016	014149	American Tenant Screen, Inc.	40.77		21,218.55	Applicant screenings
09/07/2016	014150	City Of Charlevoix	2,874.45		18,344.10	Water, sewer & electric through 8/30/16
09/07/2016	014151	Cindy Morris	19.44		18,324.66	Mileage to Petoskey 9-07-2016 (Walmart)
09/08/2016	DEP	OFND		4,753.00	23,077.66	September Operating Subsidy
09/08/2016	EFT	Paychex of New York LLC	66.63		23,011.03	costs for payroll services
09/08/2016	EFT	Paychex of New York LLC	116.63		22,894.40	costs for payroll services
09/12/2016	014152	Kenneth Sevenski	10.52		22,883.88	Refund Security Deposit
09/12/2016	014153	Van's Business Machines	600.00		22,283.88	Annual maintenance contract
09/12/2016	014154	Common Angle	202.50		22,081.38	computer maintenance services
09/12/2016	014155	Business Card	828.47		21,252.91	money for cleaning washers, pens, post-its, letter sort houseplant stand and potting soil, Wii storage box, roo reservation deposits for conference/training
09/12/2016	014156	Charlevoix Screen Masters, Inc.	363.44		20,889.47	staff shirts
09/12/2016	014157	AT&T	250.42		20,639.05	Telephone service through 9/04/2016
09/15/2016	014158	Jesse Stark	75.00		20,564.05	Refund Pet Deposit
09/16/2016	EFT	Paychex of New York LLC	58.30		20,505.75	timeclock contract costs
09/20/2016	EFT	Paychex of New York LLC	2,813.64		17,692.11	payroll for 9/03/16 to 9/16/16
09/20/2016	014159	Critical Signal Technologies	420.00		17,272.11	October monitoring charge for call to aid system.

### Check Register Summary Report

Operational Budget

From: 09/01/2016 To: 09/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
09/20/2016	014159	**VOID** Critical Signal Technologies	( 420.00)		17,692.11	Void Refer 014159
09/20/2016	014160	Critical Signal Technologies	420.00		17,272.11	October monitoring charge for call to aid system.
09/20/2016	014161	Delta Dental	124.42		17,147.69	Dental Insurance
09/20/2016	014162	Great Lakes Plumbing Heating & AC	154.53		16,993.16	repair humidifier
09/20/2016	014163	NAIRO	150.00		16,843.16	annual membership
09/21/2016	DEP	WASH Income		857.80	17,700.96	collection for 71 days
09/21/2016	DEP	Rent & Security Deposit		315.75	18,016.71	
09/21/2016	EFT	Paychex of New York LLC	1,010.46		17,006.25	Federal Withholding Taxes
09/21/2016	EFT	Paychex of New York LLC	66.63		16,939.62	costs for payroll services
09/26/2016	DEP	Rent & Security Deposit		255.75	17,195.37	
09/27/2016	014164	DTE Energy	473.98		16,721.39	gas through 9/22/2016
09/27/2016	014165	HD Supply Facilities Maintenance	503.11		16,218.28	zone motors, drip bowls, range elements, range hood, electrical supplies, light bulbs, shower door parts, ceiling fan switches and chains
09/27/2016	014166	Wojan Window & Door Corporatio	460.93		15,757.35	replacement window units
09/27/2016	014167	AT & T Mobility	138.53		15,618.82	Mobile service through 9/16/2016.
<b>Total:</b>			17,055.51	24,790.30		

**Charlevoix Housing Commission  
 Low Rent Public Housing  
 Balance Sheet  
 As of September 30, 2016**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 15,618.82
1162.1 - Money Mkt Acct 9391	<u>67,878.73</u>
<b>Total Cash</b>	<b>83,497.55</b>

**Receivables**

<b>Total Receivables</b>	0.00
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**Investments**

<b>Total Investments</b>	0.00
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**Deferred Charges**

1211 - Prepaid Insurance	<u>19,066.37</u>
<b>Total Deferred Charges</b>	<b>19,066.37</b>

<b>Total Current Assets</b>	<b>102,563.92</b>
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**Fixed Assets**

1400 - Modernization Cost	154.53
1400.6 - Land	267,602.26
1400.61 - Land Improvements	243,775.56
1400.7 - Buildings	1,817,692.87
1400.71 - Building Improvements	1,452,292.17
1400.72 - Non-dwelling Structures	237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings	45,832.07
1400.9 - Furn., Equip., Mach.-Admin	94,630.29
1495 - Accumulated Depreciation	<u>(3,388,137.75)</u>

<b>Total Fixed Assets</b>	<b>770,951.51</b>
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<b>TOTAL ASSETS</b>	<b><u>\$ 873,515.43</u></b>
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**Charlevoix Housing Commission  
 Low Rent Public Housing  
 Balance Sheet  
 As of September 30, 2016**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 1,267.72
2114 - Tenant Security Deposits	15,864.00
2117.4 - Health Insurance Withheld	604.84
2135 - Salaries and Wages	3,863.46
2135.1 - Accrued Absences-Current	6,814.85
2136 - Accrued Liabilities-Other	9,854.34
2137 - Payments in Lieu of Taxes	<u>8,517.50</u>
<b>Total Current Liabilities</b>	<b>46,786.71</b>

**Noncurrent Liabilities**

2135.2 - Accrued Absences-Long Term	<u>794.65</u>
<b>Total Noncurrent Liabilities</b>	<b>794.65</b>

**TOTAL LIABILITIES** 47,581.36

**EQUITY**

2802.1 - Invested in Capital Assets, Net of Debt	<u>779,656.70</u>
<b>Unrestricted Net Assets</b>	
2806 - Unrestricted Net Assets	125,780.75
Current Year Profit/Loss	<u>(79,503.38)</u>
<b>Total Unrestricted Net Assets</b>	<b>46,277.37</b>

**TOTAL EQUITY** 825,934.07

**TOTAL LIABILITIES/EQUITY** \$ 873,515.43

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 6 Months Ended September 30, 2016**

Ideal Percentage- 50.00%

1 Month Ended      6 Months Ended

	ANNUAL BUDGET	<u>September 30, 2016</u>	<u>September 30, 2016</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 223,690	17,262.50	\$ 103,887.85	46.44%	119,802.15
<b>Total Rental Income</b>	223,690	17,262.50	103,887.85	46.44%	119,802.15
<b>Revenues - HUD PHA Grants</b>					
3401.2 - Operating Subsidy	57,020	4,753.00	29,745.00	52.17%	27,275.00
<b>Total HUD PHA Grants</b>	57,020	4,753.00	29,745.00	52.17%	27,275.00
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	250	8.07	49.18	19.67%	200.82
3690 - Tenant Income	1,000	254.48	341.48	34.15%	658.52
3690.1 - Non-Tenant Income	5,000	857.80	2,230.82	44.62%	2,769.18
3690.4 - Tenant Income-Cable	15,200	1,346.00	8,151.93	53.63%	7,048.07
<b>Total Nonrental Income</b>	21,450	2,466.35	10,773.41	50.23%	10,676.59
<b>Total Operating Income</b>	302,160	24,481.85	144,406.26	47.79%	157,753.74
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	47,480	3,658.00	22,829.05	48.08%	24,650.95
4130 - Legal Expense	7,000	581.81	1,719.62	24.57%	5,280.38
4140 - Staff Training	2,000	30.00	300.00	15.00%	1,700.00
4150 - Travel Expense	2,500	762.36	1,447.26	57.89%	1,052.74
4170 - Accounting Fees	5,610	508.24	2,981.94	53.15%	2,628.06
4171 - Auditing	3,700	0.00	4,300.00	116.22%	(600.00)
4182 - Employee Benefits - Admin	4,130	292.49	1,829.85	44.31%	2,300.15
4185 - Telephone	4,000	624.46	2,931.62	73.29%	1,068.38
4190.1 - Publications	100	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680	1,570.00	1,820.00	267.65%	(1,140.00)
4190.3 - Admin Service Contracts	4,590	908.19	2,742.92	59.76%	1,847.08
4190.4 - Office Supplies	2,000	90.11	183.52	9.18%	1,816.48
4190.5 - Other Sundry Expense	3,000	675.81	1,939.29	64.64%	1,060.71
4190.51 - Advertising and Marketing	500	0.00	188.80	37.76%	311.20
<b>Total Administration</b>	87,290	9,701.47	45,213.87	51.80%	42,076.13
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	400	0.00	115.71	28.93%	284.29
4230 - Contract Costs-Cable	16,200	1,400.09	8,400.54	51.86%	7,799.46
<b>Total Tenant Services</b>	16,600	1,400.09	8,516.25	51.30%	8,083.75

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 6 Months Ended September 30, 2016**

	1 Month Ended		6 Months Ended		
	ANNUAL BUDGET	<u>September 30, 2016</u>	<u>September 30, 2016</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>					
4310 - Water	5,350	474.10	3,680.17	68.79%	1,669.83
4320 - Electricity	20,100	1,403.35	9,891.06	49.21%	10,208.94
4330 - Gas	16,500	836.15	9,375.09	56.82%	7,124.91
4390 - Other Utilities Expense	<u>11,600</u>	<u>997.00</u>	<u>5,036.25</u>	<u>43.42%</u>	<u>6,563.75</u>
<b>Total Utilities</b>	<b>53,550</b>	<b>3,710.60</b>	<b>27,982.57</b>	<b>52.26%</b>	<b>25,567.43</b>
<b>Ordinary Maint. &amp; Operation</b>					
4410 - Labor, Maintenance	50,610	3,764.82	24,272.78	47.96%	26,337.22
4420 - Materials	18,000	1,054.35	15,205.43	84.47%	2,794.57
4430.02 - Heating & Cooling Contracts	500	0.00	0.00	0.00%	500.00
4430.03 - Snow Removal Contracts	1,000	0.00	0.00	0.00%	1,000.00
4430.04 - Elevator Maintenance Contracts	5,500	0.00	2,925.66	53.19%	2,574.34
4430.05 - Landscape & Grounds Contracts	2,000	0.00	341.84	17.09%	1,658.16
4430.06 - Unit Turnaround Contracts	8,000	0.00	3,153.99	39.42%	4,846.01
4430.07 - Electrical Contracts	500	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300	0.00	1,541.19	513.73%	(1,241.19)
4430.09 - Extermination Contracts	500	0.00	0.00	0.00%	500.00
4430.10 - Janitorial Contracts	300	0.00	0.00	0.00%	300.00
4430.11 - Routine Maintenance Contracts	5,000	353.01	2,473.88	49.48%	2,526.12
4430.12 - Miscellaneous Contracts	2,000	460.93	2,785.93	139.30%	(785.93)
4431 - Garbage Removal	3,100	244.00	1,494.00	48.19%	1,606.00
4433 - Employee Benefits - Maint.	15,860	356.96	6,737.85	42.48%	9,122.15
4480 - Protective Services	<u>5,040</u>	<u>420.00</u>	<u>2,520.00</u>	<u>50.00%</u>	<u>2,520.00</u>
<b>Total Ordinary Maint. &amp; Oper.</b>	<b>118,210</b>	<b>6,654.07</b>	<b>63,452.55</b>	<b>53.68%</b>	<b>54,757.45</b>
<b>Protective Services</b>					
<b>Total Protective Services</b>	0	0.00	0.00	0.00%	0.00
<b>General Expense</b>					
4510 - Insurance	18,600	1,561.59	9,296.59	49.98%	9,303.41
4511 - Insurance-Wk Comp	2,980	247.09	1,482.54	49.75%	1,497.46
4520 - Payment in Lieu of Taxes	<u>17,010</u>	<u>1,417.50</u>	<u>8,517.50</u>	<u>50.07%</u>	<u>8,492.50</u>
<b>Total General Expense</b>	<b>38,590</b>	<b>3,226.18</b>	<b>19,296.63</b>	<b>50.00%</b>	<b>19,293.37</b>
<b>Total Routine Expense</b>	<b>314,240</b>	<b>24,692.41</b>	<b>164,461.87</b>	<b>52.34%</b>	<b>149,778.13</b>
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
<b>Total Extraordinary Maint.</b>	0	0.00	0.00	0.00%	0.00
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	0	0.00	0.00	0.00%	0.00
<b>Total Non-Routine Expense</b>	0	0.00	0.00	0.00%	0.00
<b>Total Operating Expenses</b>	<b>314,240</b>	<b>24,692.41</b>	<b>164,461.87</b>	<b>52.34%</b>	<b>149,778.13</b>
<b>Operating Income (Loss)</b>	<b>(12,080)</b>	<b>(210.56)</b>	<b>(20,055.61)</b>	<b>166.02%</b>	<b>7,975.61</b>

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 6 Months Ended September 30, 2016**

	1 Month Ended		6 Months Ended		
ANNUAL BUDGET	<u>September 30, 2016</u>	<u>September 30, 2016</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>	
<b>Surplus Credits and Charges</b>					
<b>Total Surplus Credits and Char</b>	0	0.00	0.00	0.00%	0.00
<b>Capital Expenditures</b>					
7520 - Replacement of Equipment	0	0.00	384.99	0.00%	(384.99)
7540 - Betterments and Additions	7,500	0.00	0.00	0.00%	7,500.00
7590 - Operating Expenditures-Contra	<u>(7,500)</u>	<u>0.00</u>	<u>(384.99)</u>	<u>5.13%</u>	<u>(7,115.01)</u>
<b>Total Capital Expenditures</b>	0	0.00	0.00	0.00%	0.00
<b>Other Financial Items</b>					
8010 - Operating Transfer In	<u>20,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>20,000.00</u>
<b>Total Other Financial Items</b>	20,000	0.00	0.00	0.00%	20,000.00
<b>Reserve Net Income (Loss)</b>	<u>\$ 420</u>	<u>(210.56)</u>	<u>\$ (20,440.60)</u>	<u>(4,866.81)%</u>	<u>\$ 20,860.60</u>

See Accountants' Compilation Report