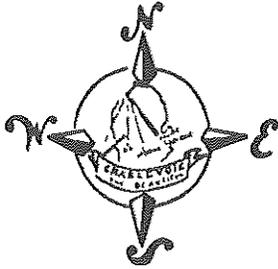


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, OCTOBER 20, 2015
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business: Executive Director Vacancy

New Business: Heating System Component Repair/Replacement
Property/Storage Building at 207 W. Garfield
Fair Market Rents and Flat Rent
Office Hours

Miscellaneous Business

Board Commissioners

Public Comment on subjects unrelated to agenda items

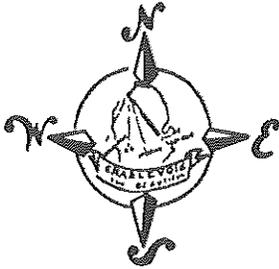
Adjournment

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes September 14, 2015

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:03 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Stevens, Buday, Left, Stephan
ABSENT: Olach
OTHER: Julie Waterman, Interim Executive Director
Brad Waterman, Maintenance Supervisor
Keri Casbohm, Administrative Assistant
Residents of Pine River Place – Marilyn Gibbons, Barb Evans, Gerald Evans,
Laurie Crandall and granddaughter,
Mary Novotny-Moore

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the August meeting or questions on the August bills. A motion to approve the minutes from the August 18th meeting and the August bills was made by Joan Buday and seconded by Paul Stephan.

Yes: Stephan, Buday, Left, Stevens

No:

Abstentions:

Absent: Olach

Executive Directors Report: Interim Executive Director Julie Waterman presented the August financial statements. Julie gave clarification as to why the category "Unit Turnaround Contracts" is so high. Carpet was previously put in the category of Betterments and Additions but as it really is a unit turnaround cost the fee accountant advised the change. Julie reported that the recent inspection for hazardous materials was successful. Two propane grills and one propane torch was found. The torch was handed over immediately and both residents with grills made arrangements to have them removed from the property. Overall, the residents expressed gratitude for our concern in this matter and there were no issues in completing the inspection. The Commission now has a tab on the city's website which includes minutes, board packets, meeting dates, a pre-application and sample unit floor plan. There is a brief description of the Commission and hopefully a photograph of Pine River Place will be added in the future. Kmart is doing a flu shot clinic at Pine River Place tomorrow September 15th.

Old Business:

Travel Policy:

Previous discussed revision to the Travel Policy was reopened. No comments were received during the review period. A resolution (2015-06) was made by Lillian Left and supported by Joan Buday to adopt the revised Travel Policy.

Yes: Buday, Left, Stephan, Stevens

No:

Abstentions:

Absent: Olach

Drug-Free Workplace Policy:

Previous discussed adoption of a Drug-Free Workplace Policy was reopened. No comments were received during the review period. A resolution (2015-07) was made by Joan Buday and supported by Paul Stephan to adopt the Drug-Free Workplace Policy.

Yes: Buday, Left, Stephan, Stevens

No:

Abstentions:

Absent: Olach

New Business:

Employee Handbook/Personnel Policy and Job Descriptions:

Discussion occurred concerning the Paychex service of "HR Essentials" and the need for comprehensive human resource services so that the Commission can come up-to-date with various requirements in this area. The dollar amount was discussed and whether it will fit into the budget. An Employee Handbook will be presented to the board for review in the near future. Joan Buday made a motion to approve the contract with Paychex not to exceed six months at a cost of \$2,445.00. Lillian Left seconded the motion.

Yes: Stephan, Buday, Left, Stevens

No:

Abstentions:

Absent: Olach

Miscellaneous Business: None

Board Commissioners:

eLOCCS Access: Gregory Stevens brought up that it is time to re-certify Julie Waterman to be able to access eLOCCS to conduct Commission business. Discussion occurred on making a succession plan for this and other needs in the event something happens to the Executive

Director. Joan Buday made a motion for Julie Waterman to research and prepare a policy for board review to address a succession plan for eLOCCS access. Lillian Left seconded the motion.

Yes: Stephan, Buday, Left, Stevens

No:

Abstentions:

Absent: Olach

Gregory Stevens mentioned that he may not be present at the next regular board meeting. As such, the Vice-President, Joan Buday will preside over the meeting if he is not present.

Paul Stephan asked about the previous concerns with a gas-powered bicycle in the building. Julie Waterman reported that it was investigated immediately following the August board meeting and no gas-powered bicycle was found in the building.

Public Comment: President Stevens asked if there were any public comments.

Marilyn Gibbons brought up issues she is having with another resident.

With no further comments, President Stevens closed the meeting to public comments.

Adjournment: The meeting adjourned at 2:45 pm. The next Regular Meeting will be held Tuesday, October 20, 2015 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, Interim Executive Director

October 13, 2015

Approved by: Joan Buday, Board Vice-President

Date: 10/15/2015
Time: 18:09:13

Charlevoix Housing Commission
Check Register Summary Report

Operational Budget
From: 09/01/2015 To: 09/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
09/02/2015	DEP	MSVP		374.00	16,807.39	
09/02/2015	013865	Housing Authority Accounting S	508.24		16,299.15	Accounting service for August 2015
09/02/2015	013866	Charter Communications	1,360.02		14,939.13	Bulk rate cable tv & cable internet service through 09/30/2015
09/02/2015	013867	AT & T Mobility	156.48		14,782.65	Mobile service through 8/16/2015.
09/02/2015	013868	DTE Energy	445.69		14,336.96	gas through 8/26/2015
09/02/2015	013869	Common Angle	1,076.54		13,260.42	repair of camera server system including repair of lobby camera and work on direct feed of front door camera that residents view on channel 900, annual trend micro computer virus protection, reprogramming voicemail system, installing wireless access point (donation) for office/board use, fix issues with three email accounts
09/02/2015	013870	Home Depot Credit Services	963.56		12,296.86	plywood, wood boards, grout, mortar, tile, toilet parts, mirror, nails, saw blades, router bits, drill bits, sponges, heavy duty paper towels, great stuff foam,
09/02/2015	013871	HD Supply Facilities Maintenance	429.28		11,867.58	oven racks, oven elements, range hoods, lighting pull chains, cabinet knobs, nitrate gloves, fluorescent bulbs, toilet seats
09/03/2015	ADJUST	E-Connect Fee	69.25		11,798.33	monthly electronic banking fee
09/04/2015	013872	ACE Hardware	236.90		11,561.43	drillbit, sawblade and part, nuts/bolts/screws/nails, t-post for handicap signs, plumbing supplies, key tags, mouse trap supplies
09/08/2015	EFT	Paychex of New York LLC	161.61		11,399.82	State of Michigan employee garnishment Remittance Identifier: 910026726
09/08/2015	EFT	Paychex of New York LLC	2,908.70		8,491.12	payroll for 8/22/2015 to 9/04/15
09/08/2015	XFER	Charlevoix Housing Commission		15,000.00	23,491.12	transfer from money market account
09/08/2015	DEP	Rent ACH		11,373.00	34,864.12	
09/08/2015	013873	American Waste / Walloon Lake	269.00		34,595.12	Regular trash removal for September and extra
09/08/2015	013874	Municipal Underwriters Of MI	18,564.00		16,031.12	annual coverage
09/09/2015	EFT	Paychex of New York LLC	30.60		16,000.52	costs for payroll services
09/09/2015	EFT	Paychex of New York LLC	982.09		15,018.43	Federal Withholding Taxes
09/09/2015	DEP	Rent		5,162.00	20,180.43	
09/09/2015	DEP	Rent		2,475.00	22,655.43	

Charlevoix Housing Commission
Check Register Summary Report
Operational Budget

From: 09/01/2015 To: 09/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
09/11/2015	EFT	Paychex of New York LLC	58.30		22,597.13	timeclock contract costs
09/14/2015	DEP	Rent		517.00	23,114.13	
09/22/2015	DEP	Rent		1,080.00	24,194.13	
09/22/2015	DEP	CFP		5,000.00	29,194.13	
09/22/2015	EFT	Paychex of New York LLC	2,922.15		26,271.98	payroll for 9/05/2015 to 9/18/15
09/22/2015	EFT	Paychex of New York LLC	161.61		26,110.37	State of Michigan employee garnishment Remittance Identifier: 910026726
09/22/2015	013875	Whitley's Floor Covering Inc.	3,153.99		22,956.38	Carpet & vinyl for #310
09/22/2015	013876	Julie Waterman	456.55		22,499.83	Mileage to 9/19/2015 conference in Thompsonsville and Detroit HUD training
09/22/2015	013877	Business Card	761.79		21,738.04	deposit of rooms for conference, stamps, bandages, paperclips, business card holder for reception desk, six screen door frames
09/23/2015	EFT	Paychex of New York LLC	992.10		20,745.94	Federal Withholding Taxes
09/23/2015	EFT	Paychex of New York LLC	30.60		20,715.34	costs for payroll services
09/24/2015	013878	Blue Cross/ Blue Shield	2,118.59		18,596.75	Medical Insurance through 11/09/2015
09/24/2015	013879	Delta Dental	268.78		18,327.97	Dental Insurance
09/24/2015	013880	Critical Signal Technologies	645.00		17,682.97	September monitoring charge for call to aid system.
09/24/2015	013881	NAHRO	195.00		17,487.97	
09/24/2015	013882	AT&T	137.50		17,350.47	Telephone service through 9/04/2015
09/24/2015	013883	Tri Lakes Appliance Repair, In	80.00		17,270.47	service call for refrigerator/freezer
09/24/2015	013884	Great Lakes Plumbing Heating & AC	181.80		17,088.67	service call for makeup air unit
09/24/2015	013885	Scott Beatty	885.86		16,202.81	attorney services
09/24/2015	013886	Harry Golski	500.00		15,702.81	attorney services
09/24/2015	013887	Gregory Stevens	93.73		15,609.08	Mileage to 9/9/2015 to 9/11/2015 conference in Thompsonsville
09/24/2015	013888	Ferguson Lawn Equipment	446.34		15,162.74	service/repair of Scag lawnmower
Total:			42,251.65		40,981.00	

**Charlevoix Housing Commission
 Low Rent Public Housing
 Balance Sheet
 As of September 30, 2015**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 15,162.74
1162.1 - Money Mkt Acct 9391	<u>67,780.32</u>
Total Cash	82,943.06

Receivables

1122 - Tenants	<u>(240.46)</u>
Total Receivables	(240.46)

Investments

Total Investments	0.00
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Deferred Charges

1211 - Prepaid Insurance	<u>18,745.57</u>
Total Deferred Charges	18,745.57

Total Current Assets

101,448.17

Fixed Assets

1400.6 - Land	267,602.26
1400.61 - Land Improvements	243,775.56
1400.7 - Buildings	1,817,692.87
1400.71 - Building Improvements	1,438,052.17
1400.72 - Non-dwelling Structures	237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings	44,760.08
1400.9 - Furn., Equip., Mach.-Admin	96,006.66
1495 - Accumulated Depreciation	<u>(3,307,505.25)</u>
Total Fixed Assets	837,493.86

TOTAL ASSETS

\$ 938,942.03

**Charlevoix Housing Commission
 Low Rent Public Housing
 Balance Sheet
 As of September 30, 2015**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$	2,965.01
2114 - Tenant Security Deposits		15,755.00
2117.11 - Medicare Withheld		0.02
2135 - Salaries and Wages		2,528.25
2135.1 - Accrued Absences-Current		2,751.53
2136 - Accrued Liabilities-Other		1,981.82
2137 - Payments in Lieu of Taxes		<u>8,580.00</u>
Total Current Liabilities		34,561.63

Noncurrent Liabilities

2135.2 - Accrued Absences-Long Term		<u>543.63</u>
Total Noncurrent Liabilities		543.63

TOTAL LIABILITIES		<u>35,105.26</u>
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EQUITY

2802.1 - Invested in Capital Assets, Net of Debt		<u>928,388.88</u>
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Unrestricted Net Assets

2806 - Unrestricted Net Assets		80,638.99
Current Year Profit/Loss		<u>(105,191.10)</u>
Total Unrestricted Net Assets		(24,552.11)

TOTAL EQUITY		<u>903,836.77</u>
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TOTAL LIABILITIES/EQUITY	\$	<u>938,942.03</u>
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Charlevoix Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 6 Months Ended September 30, 2015

Units	1 Month Ended		6 Months Ended		BUDGET	PUM	*OVER/UNDER
	September 30, 2015	PUM	September 30, 2015	PUM			
62							
Operating Income							
Rental Income							
3110 - Dwelling Rental	\$ 18,296.54	295.11	\$ 110,694.66	297.57	219,730	295.34	109,035.34
Total Rental Income	<u>18,296.54</u>	<u>295.11</u>	<u>110,694.66</u>	<u>297.57</u>	<u>219,730</u>	<u>295.34</u>	<u>109,035.34</u>
Revenues - HUD PHA Grants							
3401.2 - Operating Subsidy	0.00	0.00	29,088.00	78.19	59,000	79.30	29,912.00
Total HUD PHA Grants	<u>0.00</u>	<u>0.00</u>	<u>29,088.00</u>	<u>78.19</u>	<u>59,000</u>	<u>79.30</u>	<u>29,912.00</u>
Nonrental Income							
3610 - Interest Income-Gen. Fund	8.49	0.14	64.27	0.17	250	0.34	185.73
3690 - Tenant Income	2.00	0.03	50.50	0.14	1,000	1.34	949.50
3690.1 - Non-Tenant Income	600.00	9.68	7,445.12	20.01	19,400	26.08	11,954.88
3690.3 - (Gain)/Loss on Sale of Equipment	0.00	0.00	4,575.00	12.30	0	0.00	(4,575.00)
3690.4 - Tenant Income-Cable	1,260.00	20.32	7,541.78	20.27	12,450	16.73	4,908.22
Total Nonrental Income	<u>1,870.49</u>	<u>30.17</u>	<u>19,676.67</u>	<u>52.89</u>	<u>33,100</u>	<u>44.49</u>	<u>13,423.33</u>
Total Operating Income	<u>20,167.03</u>	<u>325.27</u>	<u>169,459.33</u>	<u>428.65</u>	<u>311,830</u>	<u>419.13</u>	<u>152,370.67</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	3,678.86	59.34	23,101.06	62.10	50,600	68.01	27,498.94
4130 - Legal Expense	1,385.86	22.35	7,271.86	19.55	0	0.00	(7,271.86)
4140 - Staff Training	0.00	0.00	1,285.00	3.45	2,000	2.69	715.00
4150 - Travel Expense	1,032.04	16.65	1,497.50	4.03	2,500	3.36	1,002.50
4170 - Accounting Fees	508.24	8.20	3,310.13	8.90	5,610	7.54	2,299.87
4171 - Auditing	0.00	0.00	4,200.00	11.29	3,700	4.97	(500.00)
4182 - Employee Benefits - Admin	295.84	4.77	1,900.69	5.11	13,800	18.55	11,899.31
4185 - Telephone	385.98	6.23	2,274.52	6.11	4,000	5.38	1,725.48
4190.1 - Publications	0.00	0.00	0.00	0.00	100	0.13	100.00
4190.2 - Membership Dues and Fees	195.00	3.15	485.00	1.30	680	0.91	195.00
4190.3 - Admin Service Contracts	119.50	1.93	6,490.92	17.45	3,790	5.09	(2,700.92)
4190.4 - Office Supplies	14.72	0.24	870.07	2.34	2,000	2.69	1,129.93
4190.5 - Other Sundry Expense	1,237.79	19.96	4,840.90	13.01	3,000	4.03	(1,840.90)
4190.51 - Advertising and Marketing	0.00	0.00	117.40	0.32	100	0.13	(17.40)
Total Administration	<u>8,853.83</u>	<u>142.80</u>	<u>57,645.05</u>	<u>154.96</u>	<u>91,880</u>	<u>123.49</u>	<u>34,234.95</u>
Tenant Services							
4220 - Rec., Publ. & Other Svcs.	0.00	0.00	0.00	0.00	400	0.54	400.00
4230 - Contract Costs-Cable/Monitoring	1,913.02	30.86	12,120.40	32.58	20,040	26.94	7,919.60
Total Tenant Services	<u>1,913.02</u>	<u>30.86</u>	<u>12,120.40</u>	<u>32.58</u>	<u>20,440</u>	<u>27.47</u>	<u>8,319.60</u>

See Accountants' Compilation Report

Charlevoix Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 6 Months Ended September 30, 2015

Units	1 Month Ended		6 Months Ended		BUDGET	PUM	*OVER/UNDER
	September 30, 2015	PUM	September 30, 2015	PUM			
62							
Utilities							
4310 - Water	0.00	0.00	5,777.91	15.53	12,100	16.26	6,322.09
4320 - Electricity	0.00	0.00	8,584.88	23.08	20,100	27.02	11,515.12
4330 - Gas	445.69	7.19	5,020.99	13.50	21,600	29.03	16,579.01
Total Utilities	<u>445.69</u>	<u>7.19</u>	<u>19,383.78</u>	<u>52.11</u>	<u>53,800</u>	<u>72.31</u>	<u>34,416.22</u>
Ordinary Maint. & Operation							
4410 - Labor, Maintenance	4,405.85	71.06	28,742.07	77.26	58,800	79.03	30,057.93
4420 - Materials	1,803.05	29.08	12,670.41	34.06	14,500	19.49	1,829.59
4430.02 - Heating & Cooling Contracts	0.00	0.00	342.00	0.92	500	0.67	158.00
4430.04 - Elevator Maintenance Contracts	0.00	0.00	3,283.94	8.83	5,500	7.39	2,216.06
4430.05 - Landscape & Grounds Contracts	446.34	7.20	1,231.79	3.31	3,800	5.11	2,568.21
4430.06 - Unit Turnaround Contracts	3,153.99	50.87	6,307.98	16.96	1,000	1.34	(5,307.98)
4430.07 - Electrical Contracts	0.00	0.00	0.00	0.00	500	0.67	500.00
4430.08 - Plumbing Contracts	0.00	0.00	0.00	0.00	300	0.40	300.00
4430.09 - Extermination Contracts	0.00	0.00	0.00	0.00	500	0.67	500.00
4430.10 - Janitorial Contracts	0.00	0.00	0.00	0.00	1,150	1.55	1,150.00
4430.11 - Routine Maintenance Contracts	609.20	9.83	2,103.96	5.66	4,000	5.38	1,896.04
4430.12 - Miscellaneous Contracts	0.00	0.00	235.80	0.63	2,000	2.69	1,764.20
4431 - Garbage Removal	269.00	4.34	1,679.00	4.51	3,100	4.17	1,421.00
4433 - Employee Benefits - Maint.	2,135.10	34.44	13,049.64	35.08	24,620	33.09	11,570.36
Total Ordinary Maint. & Oper.	<u>12,822.53</u>	<u>206.81</u>	<u>69,646.59</u>	<u>187.22</u>	<u>120,270</u>	<u>161.65</u>	<u>50,623.41</u>
General Expense							
4510 - Insurance	1,510.84	24.37	8,885.04	23.88	17,700	23.79	8,814.96
4511 - Insurance-Wk Comp	250.92	4.05	1,460.52	3.93	3,010	4.05	1,549.48
4520 - Payment in Lieu of Taxes	1,430.00	23.06	8,580.00	23.06	16,590	22.30	8,010.00
Total General Expense	<u>3,191.76</u>	<u>51.48</u>	<u>18,925.56</u>	<u>50.88</u>	<u>37,300</u>	<u>50.13</u>	<u>18,374.44</u>
Total Routine Expense	<u>27,226.83</u>	<u>439.14</u>	<u>177,721.38</u>	<u>477.75</u>	<u>323,690</u>	<u>435.07</u>	<u>145,968.62</u>
Non-Routine Expense							
Extraordinary Maintenance							
4610.2 - Materials	0.00	0.00	852.23	2.29	0	0.00	(852.23)
4610.3 - Contract Costs	181.80	2.93	181.80	0.49	0	0.00	(181.80)
Total Extraordinary Maint.	<u>181.80</u>	<u>2.93</u>	<u>1,034.03</u>	<u>2.78</u>	<u>0</u>	<u>0.00</u>	<u>(1,034.03)</u>
Casualty Losses-Not Cap.							
Total Casualty Losses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Non-Routine Expense	<u>181.80</u>	<u>2.93</u>	<u>1,034.03</u>	<u>2.78</u>	<u>0</u>	<u>0.00</u>	<u>(1,034.03)</u>
Total Operating Expenses	<u>27,408.63</u>	<u>442.07</u>	<u>178,755.41</u>	<u>480.53</u>	<u>323,690</u>	<u>435.07</u>	<u>144,934.59</u>
Operating Income (Loss)	<u>(7,241.60)</u>	<u>(116.80)</u>	<u>(19,296.08)</u>	<u>(51.87)</u>	<u>(11,860)</u>	<u>(15.94)</u>	<u>7,436.08</u>
Depreciation Expense							
4800 - Depreciation - Current Year	15,149.17	244.34	90,895.02	244.34	0	0.00	(90,895.02)
Total Depreciation Expense	<u>15,149.17</u>	<u>244.34</u>	<u>90,895.02</u>	<u>244.34</u>	<u>0</u>	<u>0.00</u>	<u>(90,895.02)</u>

See Accountants' Compilation Report

Charlevoix Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 6 Months Ended September 30, 2015

Units	1 Month Ended		6 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>September 30, 2015</u>	<u>PUM</u>	<u>September 30, 2015</u>	<u>PUM</u>			
62							
Surplus Credits and Charges							
Capital Expenditures							
7540 - Betterments and Additions	0.00	0.00	0.00	0.00	7,500	10.08	7,500.00
7590 - Operating Expenditures-Contra	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(7,500)</u>	<u>(10.08)</u>	<u>(7,500.00)</u>
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
Other Financial Items							
8010 - Operating Transfer In	<u>5,000.00</u>	80.65	<u>5,000.00</u>	13.44	<u>20,000</u>	26.88	<u>15,000.00</u>
Total Other Financial Items	5,000.00	80.65	5,000.00	13.44	20,000	26.88	15,000.00
HUD Net Income (Loss)	<u>\$ (2,241.60)</u>	(36.15)	<u>\$ (18,871.08)</u>	(50.73)	<u>\$ 640</u>	0.86	19,511.08
GAAP Net Income (Loss)	<u>\$ (17,390.77)</u>	(280.50)	<u>\$ (105,191.10)</u>	(282.77)	<u>8,140</u>	10.94	

See Accountants' Compilation Report

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 6 Months Ended September 30, 2015**

Ideal Percentage- 50.00%

1 Month Ended 6 Months Ended

	ANNUAL BUDGET	<u>September 30, 2015</u>	<u>September 30, 2015</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 219,730	18,296.54	\$ 110,694.66	50.38%	109,035.34
Total Rental Income	219,730	18,296.54	110,694.66	50.38%	109,035.34
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	59,000	0.00	29,088.00	49.30%	29,912.00
Total HUD PHA Grants	59,000	0.00	29,088.00	49.30%	29,912.00
Nonrental Income					
3610 - Interest Income-Gen. Fund	250	8.49	64.27	25.71%	185.73
3690 - Tenant Income	1,000	2.00	50.50	5.05%	949.50
3690.1 - Non-Tenant Income	19,400	600.00	7,445.12	38.38%	11,954.88
3690.3 - (Gain)/Loss on Sale of Equipment	0	0.00	4,575.00	0.00%	(4,575.00)
3690.4 - Tenant Income-Cable	12,450	1,260.00	7,541.78	60.58%	4,908.22
Total Nonrental Income	33,100	1,870.49	19,676.67	59.45%	13,423.33
Total Operating Income	311,830	20,167.03	159,459.33	51.14%	152,370.67
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	50,600	3,678.86	23,101.06	45.65%	27,498.94
4130 - Legal Expense	0	1,385.86	7,271.86	0.00%	(7,271.86)
4140 - Staff Training	2,000	0.00	1,285.00	64.25%	715.00
4150 - Travel Expense	2,500	1,032.04	1,497.50	59.90%	1,002.50
4170 - Accounting Fees	5,610	508.24	3,310.13	59.00%	2,299.87
4171 - Auditing	3,700	0.00	4,200.00	113.51%	(500.00)
4182 - Employee Benefits - Admin	13,800	295.84	1,900.69	13.77%	11,899.31
4185 - Telephone	4,000	385.98	2,274.52	56.86%	1,725.48
4190.1 - Publications	100	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680	195.00	485.00	71.32%	195.00
4190.3 - Admin Service Contracts	3,790	119.50	6,490.92	171.26%	(2,700.92)
4190.4 - Office Supplies	2,000	14.72	870.07	43.50%	1,129.93
4190.5 - Other Sundry Expense	3,000	1,237.79	4,840.90	161.36%	(1,840.90)
4190.51 - Advertising and Marketing	100	0.00	117.40	117.40%	(17.40)
Total Administration	91,880	8,853.83	57,645.05	62.74%	34,234.95
Tenant Services					
4220 - Rec., Publ. & Other Svcs.	400	0.00	0.00	0.00%	400.00
4230 - Contract Costs-Cable/Monitoring	20,040	1,913.02	12,120.40	60.48%	7,919.60
Total Tenant Services	20,440	1,913.02	12,120.40	59.30%	8,319.60

See Accountants' Compilation Report

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 6 Months Ended September 30, 2015**

		1 Month Ended	6 Months Ended		
	ANNUAL BUDGET	<u>September 30, 2015</u>	<u>September 30, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	12,100	0.00	5,777.91	47.75%	6,322.09
4320 - Electricity	20,100	0.00	8,584.88	42.71%	11,515.12
4330 - Gas	<u>21,600</u>	<u>445.69</u>	<u>5,020.99</u>	<u>23.25%</u>	<u>16,579.01</u>
Total Utilities	53,800	445.69	19,383.78	36.03%	34,416.22
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	58,800	4,405.85	28,742.07	48.88%	30,057.93
4420 - Materials	14,500	1,803.05	12,670.41	87.38%	1,829.59
4430.02 - Heating & Cooling Contracts	500	0.00	342.00	68.40%	158.00
4430.04 - Elevator Maintenance Contracts	5,500	0.00	3,283.94	59.71%	2,216.06
4430.05 - Landscape & Grounds Contracts	3,800	446.34	1,231.79	32.42%	2,568.21
4430.06 - Unit Turnaround Contracts	1,000	3,153.99	6,307.98	630.80%	(5,307.98)
4430.07 - Electrical Contracts	500	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300	0.00	0.00	0.00%	300.00
4430.09 - Extermination Contracts	500	0.00	0.00	0.00%	500.00
4430.10 - Janitorial Contracts	1,150	0.00	0.00	0.00%	1,150.00
4430.11 - Routine Maintenance Contracts	4,000	609.20	2,103.96	52.60%	1,896.04
4430.12 - Miscellaneous Contracts	2,000	0.00	235.80	11.79%	1,764.20
4431 - Garbage Removal	3,100	269.00	1,679.00	54.16%	1,421.00
4433 - Employee Benefits - Maint.	<u>24,620</u>	<u>2,135.10</u>	<u>13,049.64</u>	<u>53.00%</u>	<u>11,570.36</u>
Total Ordinary Maint. & Oper.	120,270	12,822.53	69,646.59	57.91%	50,623.41
Protective Services					
Total Protective Services	0	0.00	0.00	0.00%	0.00
General Expense					
4510 - Insurance	17,700	1,510.84	8,885.04	50.20%	8,814.96
4511 - Insurance-Wk Comp	3,010	250.92	1,460.52	48.52%	1,549.48
4520 - Payment in Lieu of Taxes	<u>16,590</u>	<u>1,430.00</u>	<u>8,580.00</u>	<u>51.72%</u>	<u>8,010.00</u>
Total General Expense	37,300	3,191.76	18,925.56	50.74%	18,374.44
Total Routine Expense	323,690	27,226.83	177,721.38	54.90%	145,968.62
Non-Routine Expense					
Extraordinary Maintenance					
4610.2 - Materials	0	0.00	852.23	0.00%	(852.23)
4610.3 - Contract Costs	<u>0</u>	<u>181.80</u>	<u>181.80</u>	<u>0.00%</u>	<u>(181.80)</u>
Total Extraordinary Maint.	0	181.80	1,034.03	0.00%	(1,034.03)
Casualty Losses-Not Cap.					
Total Casualty Losses	0	0.00	0.00	0.00%	0.00
Total Non-Routine Expense	0	181.80	1,034.03	0.00%	(1,034.03)
Total Operating Expenses	<u>323,690</u>	<u>27,408.63</u>	<u>178,755.41</u>	<u>55.22%</u>	<u>144,934.59</u>
Operating Income (Loss)	<u>(11,860)</u>	<u>(7,241.60)</u>	<u>(19,296.08)</u>	<u>162.70%</u>	<u>7,436.08</u>

See Accountants' Compilation Report

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 6 Months Ended September 30, 2015**

		1 Month Ended	6 Months Ended		
	ANNUAL BUDGET	<u>September 30, 2015</u>	<u>September 30, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
Surplus Credits and Charges					
Total Surplus Credits and Char	0	0.00	0.00	0.00%	0.00
Capital Expenditures					
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>0.00</u>	<u>0.00%</u>	<u>(7,500.00)</u>
Total Capital Expenditures	0	0.00	0.00	0.00%	0.00
Other Financial Items					
8010 - Operating Transfer In	<u>20,000</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>25.00%</u>	<u>15,000.00</u>
Total Other Financial Items	20,000	5,000.00	5,000.00	25.00%	15,000.00
Reserve Net Income (Loss)	<u>\$ 640</u>	<u>(2,241.60)</u>	<u>\$ (18,871.08)</u>	<u>(2,948.61)%</u>	<u>\$ 19,511.08</u>

See Accountants' Compilation Report

Charlevoix Housing Commission Agenda Item

Agenda Item Title: Heating system equipment repair/replacement

Date: October 13, 2015

Presented By: Brad Waterman, Maintenance Supervisor

Attachments: none

Background Information:

There has been a continuing issue with a component of the heating system that is causing inconsistent and inadequate heat throughout the building. This component is called a “make-up air unit”. Its function is to draw fresh air in to the building which is then heated and circulated into the hallways and thus under doors and into apartments. It has been malfunctioning at an increased rate for approximately the last five years. There have been past attempts to troubleshoot and repair this system. Recently, we discovered what the root cause of the problem when Maintenance began to prepare the system for the coming winter. The heat exchanger is rusted beyond repair. This will require the system to be repaired or replaced. Although it would likely be addressed in the future with the energy performance contract we are working towards, this will not be able to be postponed until the contract is under way. Without immediate attention, we will likely face a situation of inadequate heat in the building this late fall through the late spring next year. We are in the process of acquiring quotes from several local companies and will have them to present at the meeting October 20th for board consideration. It is looking as though it will be in the range of \$9,000 to replace the system – which includes a warranty. It would be slightly less expensive to repair it, however, there would be no warranty and likely other parts of the system will continue to fail.

Recommendation:

We recommend the board (after reviewing proposals) approve a contract to hire a company to replace the necessary equipment and the labor to complete the job.

**Charlevoix Housing Commission
Agenda Item**

Agenda Item Title: Property/Storage Building at 207 W. Garfield

Date: October 13, 2015

Presented By: Julie Waterman, Interim Executive Director

Attachments: Comparative Market Analysis from Real Estate One

Background Information:

The Charlevoix Housing Commission owns a building at 207 W. Garfield that has been used as a storage building since it was purchased in 2004. At a Work Session of the Charlevoix Housing Commission on July 28, 2015, the subject of the property in question was discussed. Presently, we have determined that our storage needs do not necessitate a building of its size and that the condition, if not sold, would require extensive work in the near future. If approved by the board to place the property on the market, any sale will be contingent on the board's approval and an resolution.

Recommendation:

Motion to approve putting the property located at 207 W. Garfield on the market for sale.



August 14, 2015

Charlevoix Housing Commission
Julie Waterman
210 W Garfield
Charlevoix, MI 49720

RE: Comparative Market Analysis
207 W Garfield
Charlevoix, MI 49720

Dear Ms. Waterman:

Pursuant to your request I have inspected the above referenced property to estimate the Fair Market Value.

The property is zoned General Commercial and can be used for certain commercial uses with a special use process required. The building is an older one floor building with approximately 2,300 sq ft on an 80' x 108' lot. It is an active contamination site on the DEQ's list of active sites.

Based on my personal inspection of the property and a review of the market data and environmental status I would estimate the Fair Market Value to be in the range of \$50,000 to \$55,000.

If you have any questions please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink that reads "Bill".

William L Dietrich
Associate Broker
Real Estate One – Charlevoix

**Charlevoix Housing Commission
Agenda Item**

Agenda Item Title: Fair Market Rents and Flat Rent

Date: October 13, 2015

Presented By: Julie Waterman, Interim Executive Director

Attachments: FY 2016 Proposed Fair Market Rent page from HUD website
Proposed Resolution

Background Information:

Every year HUD comes out with the Fair Market Rent calculations which vary by state and county. The Charlevoix Housing Commission is required by federal regulation to adjust our Flat Rent schedule according – and within 90 days of the final rule. Historically, we have set our Flat Rent schedule to match the Fair Market Rent calculations as put out by HUD. The proposed numbers are out now and the final rule is expected by the end of October. It is suggested that we use the date of January first to make the changes effective. If approved at the meeting on October 20th, it gives us enough time to post in advance of the effective date of January first. This will change the one bedroom units from \$545 to \$552 a month. The two bedroom units will go from \$660 to \$675 a month.

(Flat Rent - The amount of rent a resident pays monthly is calculated by taking into consideration their income, assets and out-of-pocket medical expenses. Once the formula is applied and if their rent is calculated higher than the Flat Rent amount then they can choose to pay Flat Rent instead of Income-Based rent.)

Recommendation:

Resolution to approve an adjustment to the current Flat Rent based on Fair Market Rents set for Charlevoix County, Michigan.



FY 2016 FAIR MARKET RENT DOCUMENTATION SYSTEM

The \$fmrtype\$ FY 2016 FMRs for All Bedroom Sizes

\$fmrtype\$ FY 2016 FMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$549	\$552	\$675	\$838	\$1,119

The Office of Management and Budget release new Core Based Statistical Area definitions in February 2013. The Census American Community Survey incorporated these definitions in the [ACS₂₀₁₃ release](#), which are the basis for FY2016 Fair Market Rents. HUD has elected to continue use of the pre-2013 definitions except where the post-2013 definitions result in a smaller FMR area. This is consistent with HUD's objective to maximize tenant choice by allowing FMRs to vary locally.

Charlevoix County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology



Show/Hide Methodology Narrative



Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

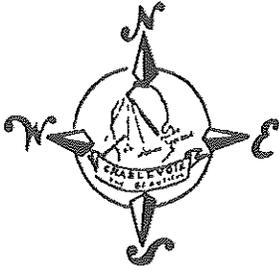
1. 2009-2013 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2016 provided the estimate is statistically reliable. The test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2009-2013 5-year, HUD checks whether the area has had a reliable estimate in any of the past 5 years. If so, the most recent reliable estimate is updated by the change in the area's corresponding State metropolitan or non-metropolitan area from the year of the most recent reliable estimate to 2009. This update value becomes the basis for FY2016.

If an area has not had a reliable estimate in the past 5 years, the estimate

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Resolution Approving FY 2016 Flat Rent Schedule

October 20, 2015

2015-08

Whereas, it is the Charlevoix Housing Commission's responsibility to follow federal regulations concerning Public Housing; and

Whereas, the federal regulation 24 CFR Part 960 Streamlining Administrative Regulations for Public Housing: Revisions to Public Housing Flat Rents requires the Commission to set our Flat Rent Schedule at no less than 80% of Fair Market Rents; and

Whereas, the Fair Market Rent Calculation Methodology has been proposed for Charlevoix County, Michigan; and

Whereas, the Charlevoix Housing Commission board resolves to set the Flat Rent Schedule for fiscal year 2016 to match the Fair Market Rent proposed amounts.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in support of setting the Flat Rent Schedule for fiscal year 2016 at the Fair Market Rent amounts on this said date of October 20, 2015.

Motion by Commissioner _____

Support by Commissioner _____

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Gloria (Joni) Olach	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Gregory Stevens	Yes	No	Abstention	Absent

_____ Yes _____ No _____ Abstention _____ Absent

Board President/Vice-President

Date

Charlevoix Housing Commission Agenda Item

Agenda Item Title: Office Hours
Date: October 13, 2015
Presented By: Julie Waterman, Interim Executive Director
Attachments: None

Background Information:

The Charlevoix Housing Commission currently has office hours from 9:00 am to 4:00 pm Monday through Thursday. Recently, we have attended trainings and have been researching safety and security issues in relation to Public Housing. Changing the office hours is one step towards improving the safety and security in the office. Also of concern is the protection of personal information for residents, applicants and staff. Our current "open door" policy is an out-of-date concept in the industry. It is normal to be open either from 9:00 am to 12:00 noon (as we used to do in the past) or in the afternoon from 1:00 to 4:00 pm. Due to the habits of our clients, we believe having afternoon hours to stop in or call would best serve their needs in general. The office staff would still be working during the morning hours. This would allow us to schedule private appointments with applicants and residents during the morning. This would also ensure a more private environment to discuss their personal information. In addition, this change would allow us to more effectively accomplish needed tasks, assignments and paperwork required for the operation of the Commission. The Administrative Assistant would be available to come in on Fridays from 1:00pm to 4:00pm if it was deemed necessary in the future.

Recommendation:

Motion to approve changing the office hours.