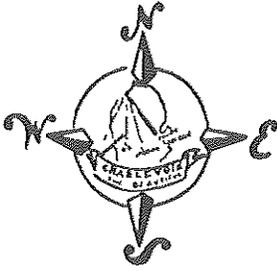


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, NOVEMBER 15, 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

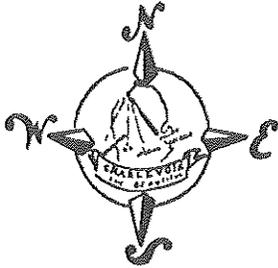
New Business: 2017 Meeting Schedule
 FY 2017 Fair Market Rents and Flat Rent Schedule

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 October 18, 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 September regular meeting and the September 27th work session or questions September bills. A motion to approve the minutes from the September regular meeting, the September 27th work session and the September bills was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the September financial reports. Pine River Place is 100% occupied. Julie explained the application process for Pine River Place. Julie announced that we have received "High Performer" status with a score of 92 (out of 100) on the Public Housing Assessment System. Julie gave an update on the fall conference on Mackinac Island and mentioned an upcoming conference in May 2017 that will have Public Housing Rent Calculation training that Cindy can attend.

Old Business:

Executive Directors Evaluation Form:

Discussion occurred in regards to the evaluation form that is used for the Executive Director. Lillian Left made a motion that the board will use the Executive Director's evaluation form as presented. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

New Business:

Executive Directors Evaluation:

Discussion occurred in regards to the evaluation of the Executive Director. Joan Buday made a motion to postpone the Executive Director's evaluation until the next regular meeting in November. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

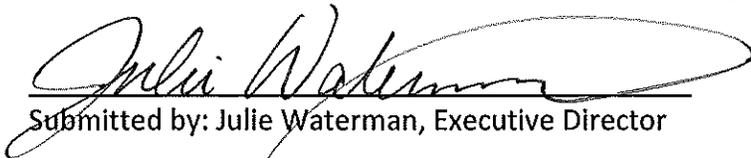
Public Comment:

Joan Buday asked about the progress of selling the storage building. Julie explained that the application has been submitted to HUD and awaiting their approval.

Barb Evans asked what "High Performer" status was and about work being done around the building.

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

Adjournment: The meeting adjourned at 2:30 pm. The next meeting will be held Tuesday, November 15, 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

October 20, 2016

Approved by: Laurie Crandall, Board President

Check Register Summary Report

Operational Budget

From: 10/01/2016 To: 10/31/2016

| Date | Ref Num | Payee | Payment | Deposit | Balance | Memo |
|------------|---------|--------------------------------------|----------|-----------|-----------|--|
| 10/03/2016 | DEP | Blue Cross/ Blue Shield | | 190.43 | 15,809.25 | refund |
| 10/03/2016 | 014168 | Housing Authority Accounting S | 373.24 | | 15,436.01 | Accounting service for September 2016 |
| 10/03/2016 | 014169 | Home Depot Credit Services | 554.10 | | 14,881.91 | refrigerator |
| 10/03/2016 | 014170 | Charter Communications | 1,714.52 | | 13,167.39 | Bulk rate cable TV, office phones and cable internet service through 10/30/2016 |
| 10/04/2016 | EFT | Paychex of New York LLC | 3,100.92 | | 10,066.47 | payroll for 9/17/16 to 9/30/16 |
| 10/05/2016 | EFT | Paychex of New York LLC | 66.63 | | 9,999.84 | costs for payroll services |
| 10/05/2016 | EFT | Paychex of New York LLC | 1,141.27 | | 8,858.57 | Federal Withholding Taxes |
| 10/05/2016 | DEP | Rent ACH | | 10,978.00 | 19,836.57 | |
| 10/05/2016 | ADJST | E-Connect Fee | 69.25 | | 19,767.32 | monthly electronic banking & ACH fee |
| 10/06/2016 | DEP | OFND | | 4,637.00 | 24,404.32 | October Operating Subsidy |
| 10/12/2016 | DEP | Rent | | 5,223.00 | 29,627.32 | |
| 10/12/2016 | DEP | Rent | | 2,811.00 | 32,438.32 | |
| 10/12/2016 | 014171 | Brad Waterman | 167.94 | | 32,270.38 | mileage through 10/12/2016 |
| 10/12/2016 | 014172 | City Of Charlevoix | 3,392.71 | | 28,877.67 | Water, sewer & electric through 9/29/16 |
| 10/12/2016 | 014173 | Business Card | 2,688.14 | | 26,189.53 | office supplies, paper towels, light bulbs, clorox wipes, ferry tickets for conference/training, rental of lift, chainsaw accessories/parts, refrigerator, cleaning supplies, light fixtures, lawn care supplies, tiling supplies, cookies for resident training |
| 10/14/2016 | EFT | Paychex of New York LLC | 58.30 | | 26,131.23 | timeclock contract costs |
| 10/18/2016 | EFT | Paychex of New York LLC | 2,841.00 | | 23,290.23 | payroll for 10/01/16 to 10/14/16 |
| 10/18/2016 | DEP | AT&T | | 92.90 | 23,383.13 | refund |
| 10/18/2016 | 014174 | Delta Dental | 124.42 | | 23,258.71 | Dental Insurance |
| 10/18/2016 | 014175 | Van's Business Machines | 50.00 | | 23,208.71 | Annual maintenance contract (balance) |
| 10/18/2016 | 014176 | Common Angle | 165.00 | | 23,043.71 | migrate telephone lines from AT&T to Charter |
| 10/18/2016 | 014177 | Petoskey Urgent Care | 39.00 | | 23,004.71 | new employee drug screening |
| 10/18/2016 | 014178 | American Waste / Walloon Lake Refuse | 244.00 | | 22,760.71 | Regular trash removal for October |
| 10/18/2016 | 014179 | MI-NAIRO | 45.00 | | 22,715.71 | annual membership dues |
| 10/18/2016 | 014180 | HD Supply Facilities Maintenance | 284.11 | | 22,431.60 | plumbing supplies, smoke alarms, drip bowls, lightbulb mechanical door closers |
| 10/18/2016 | 014181 | Joan Buday | 52.32 | | 22,379.28 | expenses for conference/training |

Charlevoix Housing Commission
Check Register Summary Report
Operational Budget
From: 10/01/2016 To: 10/31/2016

| Date | Ref Num | Payee | Payment | Deposit | Balance | Memo |
|---------------|---------|------------------------------|-----------|---------|-----------|--|
| 10/18/2016 | 014182 | SimplexGrinnell LP | 1,632.96 | | 20,746.32 | repair labor and testing for alarm and detection system |
| 10/18/2016 | 014183 | ACE Hardware | 1,000.80 | | 19,745.52 | extension cords, tiling supplies, watersal, paints and painting supplies, nuts/bolts/screws/nails, bug killer, caulk, cement repair, fuses, caliper tool, belts for mow thermometers, lawn maintenance supplies, roof repair supplies, moss killer |
| 10/18/2016 | 014184 | Critical Signal Technologies | 420.00 | | 19,325.52 | November monitoring charge for call to aid system. |
| 10/18/2016 | 014185 | Blue Cross/ Blue Shield | 2,441.20 | | 16,884.32 | Medical Insurance through 12/09/2016 (two months) |
| 10/19/2016 | EFT | Paychex of New York LLC | 66.63 | | 16,817.69 | costs for payroll services |
| 10/19/2016 | EFT | Paychex of New York LLC | 1,019.76 | | 15,797.93 | Federal Withholding Taxes |
| 10/19/2016 | 014186 | Paul Stephan | 95.32 | | 15,702.61 | expenses for conference/training |
| 10/24/2016 | DEP | WASH Income | | 553.96 | 16,256.57 | collection for 53 days |
| 10/31/2016 | 014187 | DTE Energy | 1,049.16 | | 15,207.41 | gas through 10/19/2016 |
| 10/31/2016 | 014188 | Schindler Elevator Corp. | 1,462.83 | | 13,744.58 | Qtr. elevator service contract |
| Total: | | | 26,360.53 | | 24,486.29 | |

**Charlevoix Housing Commission
 Low Rent Public Housing
 Balance Sheet
 As of October 31, 2016**

ASSETS

CURRENT ASSETS

Cash

| | | |
|------------------------------|----|------------------|
| 1111.1 - General Fund | \$ | 16,256.57 |
| 1162.1 - Money Mkt Acct 9391 | | <u>67,887.07</u> |

| | | |
|-------------------|-----------|------------------|
| Total Cash | \$ | 84,143.64 |
|-------------------|-----------|------------------|

Receivables

| | | |
|----------------|----|--------------|
| 1122 - Tenants | \$ | <u>23.11</u> |
|----------------|----|--------------|

| | | |
|--------------------------|-----------|--------------|
| Total Receivables | \$ | 23.11 |
|--------------------------|-----------|--------------|

Investments

| | | |
|--------------------------|-----------|-------------|
| Total Investments | \$ | 0.00 |
|--------------------------|-----------|-------------|

Deferred Charges

| | | |
|-------------------------------|----|---------------|
| 1211 - Prepaid Insurance | \$ | 17,243.11 |
| 1290 - Other Deferred Charges | | <u>154.53</u> |

| | | |
|-------------------------------|-----------|------------------|
| Total Deferred Charges | \$ | 17,397.64 |
|-------------------------------|-----------|------------------|

| | | |
|-----------------------------|-----------|-------------------|
| TOTAL CURRENT ASSETS | \$ | 101,564.39 |
|-----------------------------|-----------|-------------------|

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 | | 1,452,292.17 |
| 1400.72 - Non-dwelling Structures | | 237,109.51 |
| 1400.8 - Furn., Equip., Mach.-Dwellings | | 46,386.17 |
| 1400.9 - Furn., Equip., Mach.-Admin | | 94,630.29 |
| 1495 - Accumulated Depreciation | | <u>(3,396,997.47)</u> |

| | | |
|---------------------------|-----------|-------------------|
| Total Fixed Assets | \$ | 762,491.36 |
|---------------------------|-----------|-------------------|

| | | |
|---------------------|-----------|--------------------------|
| TOTAL ASSETS | \$ | <u>864,055.75</u> |
|---------------------|-----------|--------------------------|

**Charlevoix Housing Commission
Low Rent Public Housing
Balance Sheet
As of October 31, 2016**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

| | | |
|------------------------------------|----|---------------|
| 2111 - Vendors and Contractors | \$ | 1,267.72 |
| 2114 - Tenant Security Deposits | | 15,864.00 |
| 2117.4 - Health Insurance Withheld | | <u>302.42</u> |

Total Accounts Payable \$ 17,434.14

Accrued Liabilities

| | | |
|-------------------------------------|----|-----------------|
| 2135 - Salaries and Wages | \$ | 3,863.46 |
| 2135.1 - Accrued Absences-Current | | 6,814.85 |
| 2135.2 - Accrued Absences-Long Term | | 794.65 |
| 2136 - Accrued Liabilities-Other | | 9,854.34 |
| 2137 - Payments in Lieu of Taxes | | <u>9,935.00</u> |

Total Accrued Liabilities \$ 31,262.30

Deferred Credits

Total Current Liabilities \$ 48,696.44

NONCURRENT LIABILITIES

Total Noncurrent Liabilities \$ 0.00

TOTAL LIABILITIES \$ 48,696.44

NET ASSETS

Net Assets

| | | |
|--|----|--------------------|
| 2806 - Unrestricted Net Assets | \$ | 142,946.09 |
| 2802.1 - Invested in Capital Assets, Net of Debt | | 762,491.36 |
| Income and Expense Clearing | | <u>(90,078.14)</u> |

TOTAL NET ASSETS \$ 815,359.31

TOTAL LIABILITIES/NET ASSETS \$ 864,055.75

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 7 Months Ended October 31, 2016

| Ideal Percentage-58.34% | | 1 Month Ended | 7 Months Ended | | |
|-------------------------------------|----------------------|---------------------|----------------------|------------------|----------------------|
| | ANNUAL BUDGET | October 31, 2016 | October 31, 2016 | % Budget Used | *(OVER)/UNDER |
| Operating Income | | | | | |
| Rental Income | | | | | |
| 3110 - Dwelling Rental | \$ 223,690.00 | \$ 17,626.00 | \$ 121,513.85 | 54.32% | \$ 102,176.15 |
| Total Rental Income | \$ 223,690 | \$ 17,626.00 | \$ 121,513.85 | 54.32% | \$ 102,176.15 |
| Revenues - HUD PHA GRANTS | | | | | |
| - | \$ 57,020.00 | \$ 4,637.00 | \$ 34,382.00 | 60.30% | \$ 22,638.00 |
| Total HUD PHA GRANTS | \$ 57,020.00 | \$ 4,637.00 | \$ 34,382.00 | 60.30% | \$ 22,638.00 |
| Nonrental Income | | | | | |
| 3610 - Interest Income-Gen. Fund | \$ 250.00 | \$ 8.34 | \$ 57.52 | 23.01% | \$ 192.48 |
| 3690 - Tenant Income | 1,000.00 | 29.11 | 370.59 | 37.06% | 629.41 |
| 3690.1 - Non-Tenant Income | 5,000.00 | 744.39 | 2,975.21 | 59.50% | 2,024.79 |
| 3690.4 - Tenant Income-Cable | 15,200.00 | 1,380.00 | 9,531.93 | 62.71% | 5,668.07 |
| Total Nonrental Income | \$ 21,450.00 | \$ 2,161.84 | \$ 12,935.25 | 60.30% | \$ 8,514.75 |
| Total Operating Income | \$ 302,160.00 | \$ 24,424.84 | \$ 168,831.10 | 55.87% | \$ 133,328.90 |
| Operating Expenses | | | | | |
| Routine Expense | | | | | |
| Administration | | | | | |
| 4110 - Administrative Salaries | \$ 47,480.00 | \$ 3,711.30 | \$ 26,540.35 | 55.90% | \$ 20,939.65 |
| 4130 - Legal Expense | 7,000.00 | 0.00 | 1,719.62 | 24.57% | 5,280.38 |
| 4140 - Staff Training | 2,000.00 | 0.00 | 1,720.00 | 86.00% | 280.00 |
| 4150 - Travel Expense | 2,500.00 | 429.58 | 1,876.84 | 75.07% | 623.16 |
| 4170 - Accounting Fees | 5,610.00 | 373.24 | 3,355.18 | 59.81% | 2,254.82 |
| 4171 - Auditing | 3,700.00 | 0.00 | 4,300.00 | 116.22% | (600.00) |
| 4182 - Employee Benefits - Admin | 4,130.00 | 296.69 | 2,126.54 | 51.49% | 2,003.46 |
| 4185 - Telephone | 4,000.00 | 221.53 | 3,153.15 | 78.83% | 846.85 |
| 4190.1 - Publications | 100.00 | 0.00 | 0.00 | 0.00% | 100.00 |
| 4190.2 - Membership Dues and Fees | 680.00 | 45.00 | 445.00 | 65.44% | 235.00 |
| 4190.3 - Admin Service Contracts | 4,590.00 | 241.56 | 2,984.48 | 65.02% | 1,605.52 |
| 4190.4 - Office Supplies | 2,000.00 | 42.68 | 226.20 | 11.31% | 1,773.80 |
| 4190.5 - Other Sundry Expense | 3,000.00 | 120.19 | 2,059.48 | 68.65% | 940.52 |
| 4190.51 - Advertising and Marketing | 500.00 | 0.00 | 188.80 | 37.76% | 311.20 |
| Total Administration | \$ 87,290.00 | \$ 5,481.77 | \$ 50,695.64 | 58.08% | \$ 36,594.36 |
| Tenant Services | | | | | |
| 4220 - Rec., Publ. & Other Svcs. | \$ 400.00 | \$ 22.44 | \$ 138.15 | 34.54% | \$ 261.85 |
| 4230 - Contract Costs-Cable | 16,200.00 | 1,400.09 | 9,800.63 | 60.50% | 6,399.37 |
| Total Tenant Services | \$ 16,600.00 | \$ 1,422.53 | \$ 9,938.78 | 59.87% | \$ 6,661.22 |

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 7 Months Ended October 31, 2016**

| | ANNUAL BUDGET | 1 Month Ended October 31, 2016 | 7 Months Ended October 31, 2016 | % Budget Used | *(OVER)/UNDER |
|--|-----------------------|-----------------------------------|------------------------------------|------------------|----------------------|
| Utilities | | | | | |
| 4310 - Water | \$ 5,350.00 | \$ 474.10 | \$ 4,154.27 | 77.65% | \$ 1,195.73 |
| 4320 - Electricity | 20,100.00 | 1,921.61 | 11,812.67 | 58.77% | 8,287.33 |
| 4330 - Gas | 16,500.00 | 0.00 | 9,375.09 | 56.82% | 7,124.91 |
| 4390 - Other Utilities Expense | 11,600.00 | 997.00 | 6,033.25 | 52.01% | 5,566.75 |
| Total Utilities | \$ 53,550.00 | \$ 3,392.71 | \$ 31,375.28 | 58.59% | \$ 22,174.72 |
| Ordinary Maint. & Operations | | | | | |
| 4410 - Labor, Maintenance | \$ 50,610.00 | \$ 4,103.59 | \$ 28,376.37 | 56.07% | \$ 22,233.63 |
| 4420 - Materials | 18,000.00 | 2,425.45 | 17,630.88 | 97.95% | 369.12 |
| 4430.02 - Heating & Cooling Contracts | 500.00 | 0.00 | 0.00 | 0.00% | 500.00 |
| 4430.03 - Snow Removal Contracts | 1,000.00 | 0.00 | 0.00 | 0.00% | 1,000.00 |
| 4430.04 - Elevator Maintenance Contracts | 5,500.00 | 0.00 | 2,925.66 | 53.19% | 2,574.34 |
| 4430.05 - Landscape & Grounds Contracts | 2,000.00 | 0.00 | 341.84 | 17.09% | 1,658.16 |
| 4430.06 - Unit Turnaround Contracts | 8,000.00 | 0.00 | 3,153.99 | 39.42% | 4,846.01 |
| 4430.07 - Electrical Contracts | 500.00 | 0.00 | 0.00 | 0.00% | 500.00 |
| 4430.08 - Plumbing Contracts | 300.00 | 0.00 | 1,541.19 | 513.73% | (1,241.19) |
| 4430.09 - Extermination Contracts | 500.00 | 0.00 | 0.00 | 0.00% | 500.00 |
| 4430.10 - Janitorial Contracts | 300.00 | 0.00 | 0.00 | 0.00% | 300.00 |
| 4430.11 - Routine Maintenance Contracts | 5,000.00 | 1,632.96 | 4,106.84 | 82.14% | 893.16 |
| 4430.12 - Miscellaneous Contracts | 2,000.00 | 1,521.54 | 4,307.47 | 215.37% | (2,307.47) |
| 4431 - Garbage Removal | 3,100.00 | 244.00 | 1,738.00 | 56.06% | 1,362.00 |
| 4433 - Employee Benefits - Maint. | 15,860.00 | 2,254.57 | 8,992.42 | 56.70% | 6,867.58 |
| 4480 - Protective Services | 5,040.00 | 420.00 | 2,940.00 | 58.33% | 2,100.00 |
| Total Ordinary Maint. & Oper | \$ 118,210.00 | \$ 12,602.11 | \$ 76,054.66 | 64.34% | \$ 42,155.34 |
| General Expense | | | | | |
| 4510 - Insurance | \$ 18,600.00 | \$ 1,576.17 | \$ 10,872.76 | 58.46% | \$ 7,727.24 |
| 4511 - Insurance-Wk Comp | 2,980.00 | 247.09 | 1,729.63 | 58.04% | 1,250.37 |
| 4520 - Payment in Lieu of Taxes | 17,010.00 | 1,417.50 | 9,935.00 | 58.41% | 7,075.00 |
| Total General Expense | \$ 38,590.00 | \$ 3,240.76 | \$ 22,537.39 | 58.40% | \$ 16,052.61 |
| Total Routine Expense | \$ 314,240.00 | \$ 26,139.88 | \$ 190,601.75 | 60.65% | \$ 123,638.25 |
| Non-Routine Expense | | | | | |
| Extraordinary Maintenance | | | | | |
| Total Extraordinary Maintenance | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Casualty Losses-Not Cap. | | | | | |
| Total Casualty Losses | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Total Non-Routine Expense | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Total Operating Expenses | \$ 314,240.00 | \$ 26,139.88 | \$ 190,601.75 | 60.65% | \$ 123,638.25 |
| Operating Income (Loss) | \$ (12,080.00) | \$ (1,715.04) | \$ (21,770.65) | 180.22% | \$ 9,690.65 |

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 7 Months Ended October 31, 2016**

| | | 1 Month Ended | 7 Months Ended | | |
|--|-------------------|-------------------------|-------------------------|--------------------------|----------------------|
| | ANNUAL BUDGET | <u>October 31, 2016</u> | <u>October 31, 2016</u> | <u>% Budget Used</u> | <u>*(OVER)/UNDER</u> |
| Depreciation Expense | | | | | |
| 4800 - Depreciation - Current Year | \$ 0.00 | \$ 8,859.72 | \$ 68,307.49 | 0.00% | \$ 68,307.49 |
| Total Depreciation Expense | \$ 0.00 | \$ 8,859.72 | \$ 68,307.49 | 0.00% | \$ (68,307.49) |
| Surplus Credits & Charges | | | | | |
| Total Surplus Credits & Charges | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Capital Expenditures | | | | | |
| 7520 - Replacement of Equipment | \$ 0.00 | \$ (554.10) | \$ (939.09) | 0.00% | \$ (939.09) |
| 7540 - Betterments and Additions | 7,500.00 | 0.00 | 0.00 | 0.00% | (7,500.00) |
| 7590 - Operating Expenditures-Contra | <u>(7,500.00)</u> | <u>554.10</u> | <u>939.09</u> | <u>(12.52%)</u> | <u>8,439.09</u> |
| Total Capital Expenditures | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Other Financial Items | | | | | |
| Total Other Financial Items | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Reserve Net Income (Loss) | <u>\$ 420.00</u> | <u>\$ (2,269.14)</u> | <u>\$ (22,709.74)</u> | <u>(5407.08)%</u> | <u>\$ 23,129.74</u> |

Charlevoix Housing Commission Agenda Item

Agenda Item Title: 2017 Meeting Schedule

Date: November 11, 2016

Presented By: Julie Waterman, Executive Director

Attachments: 2017 Meeting Schedule (proposed dates)
2017 calendar

Background Information:

The Charlevoix Housing Commission is required to post the dates, times and place of the regular meetings scheduled in any given calendar year as stated in the Michigan Open Meetings Act 267 of 1976. The Commission normally meets the third Tuesday of every month. The proposed dates of those meetings for 2017 are:

January 17, 2017
February 21, 2017
March 21, 2017
April 18, 2017 ANNUAL MEETING
May 16, 2017
June 20, 2017
July 18, 2017
August 15, 2017
September 19, 2017
October 17, 2017
November 21, 2017
December 19, 2017

Recommendation:

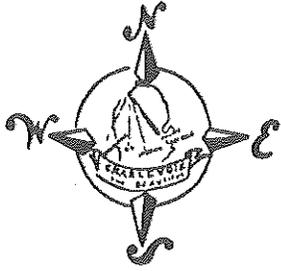
Approve by vote the 2017 Meeting Schedule for the Charlevoix Housing Commission Board Meetings.

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Charlevoix Housing Commission 2017 Meeting Schedule

The Charlevoix Housing Commission will hold regular meetings on the following dates in 2017. The Board of Commissioners meets on the third Tuesday of the month. Meetings will be held in the Community Room at Pine River Place Apartments, 210 W. Garfield in Charlevoix, Michigan and will begin at 2:00pm unless posted otherwise.

January 17, 2017

February 21, 2017

March 21, 2017

April 18, 2017 ANNUAL MEETING

May 16, 2017

June 20, 2017

July 18, 2017

August 15, 2017

September 19, 2017

October 17, 2017

November 21, 2017

December 19, 2017

Julie Waterman
Executive Director
November 11, 2016



Calendar for Year 2017 (United States)

January

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

February

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

March

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

April

| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

May

| S | M | T | W | T | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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June

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

July

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

August

| S | M | T | W | T | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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| 27 | 28 | 29 | 30 | 31 | | |

September

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
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October

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

November

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|----|----|----|----|----|----|----|
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

December

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Charlevoix Housing Commission Agenda Item

Agenda Item Title: FY 2017 Fair Market Rents and Flat Rent Schedule

Date: November 11, 2016

Presented By: Julie Waterman, Executive Director

Attachments: FY 2017 Fair Market Rent Final Calculation 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 accordingly – 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. It is suggested that we use the date of January first to make the changes effective. If approved at the meeting on November 15th, it gives us enough time to post in advance of the effective date of January first. This will change the one bedroom units from \$559 a month to \$585 a month. The two bedroom units will go from \$683 to \$715 a month.

Recommendation:

Adopt a resolution to approve the FY 2017 Flat Rent Schedule based on “FY 2017 Fair Market Rents Final Calculation” set for Charlevoix County, Michigan.



FY 2017 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2017 FMRs for All Bedroom Sizes

Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

| Year | Efficiency | <u>One- Bedroom</u> | <u>Two- Bedroom</u> | <u>Three- Bedroom</u> | <u>Four- Bedroom</u> |
|-------------------|------------|-------------------------|-------------------------|---------------------------|--------------------------|
| Final FY 2017 FMR | \$582 | \$585 | \$715 | \$937 | \$1,226 |
| Final FY 2016 FMR | \$556 | \$559 | \$683 | \$848 | \$1,132 |
| Percentage Change | 4.7% | 4.7% | 4.7% | 10.5% | 8.3% |

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. 2010-2014 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 FY2017 provided the estimate is statistically reliable. For FY2017, 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 2010-2014 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin or error test described above. If so, the FY2017 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2017.

2. HUD calculates a recent mover adjustment factor by comparing a 2014 1-year 40th percentile recent mover 2-bedroom rent to the 2010-2014 5-year 40th

percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.

3. HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data and applies this to the 5-year base rent estimate.
4. Rents are calculated as of 2015 using the relevant (regional or local) change in gross rent Consumer Price Index (CPI) from annual 2014 to annual 2015.
5. All estimates are then inflated from 2015 to FY2017 using a national trend factor based on the forecast of gross rent changes through FY2017.
6. FY2017 FMRs are then compared to a State minimum rent, and any area whose preliminary FMR falls below this value is raised to the level of the State minimum.

The results of the Fair Market Rent Step-by-Step Process

1. The following are the 2014 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimate and margin of error for Charlevoix County, MI.

| Area | ACS ₂₀₁₄ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent | ACS ₂₀₁₄ 5-Year 2- Bedroom Adjusted Standard Quality Gross Rent Margin of Error | Ratio | Result |
|-----------------------------|--|--|-----------------------------|---|
| Charlevoix County, MI | <u>\$651</u> | \$39 | $\frac{\$39}{\$651} = 0.06$ | 0.06 < .5 Use ACS ₂₀₁₄ 5- Year Charlevoix County, MI 2- Bedroom Adjusted Standard Quality Gross Rent |

Since the ACS₂₀₁₄ Margin of Error Ratio is less than .5, the ACS₂₀₁₄ Charlevoix County, MI value is used for the estimate of 2-Bedroom Adjusted Standard Quality Gross Rent:

| | |
|-------------|--------------------------------|
| Area | ACS₂₀₁₄ Rent |
|-------------|--------------------------------|

| | |
|-----------------------|-------|
| Charlevoix County, MI | \$651 |
|-----------------------|-------|

2. A recent mover adjustment factor is applied based on the smallest area of geography which contains Charlevoix County, MI and has an ACS₂₀₁₄ 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5.

| Area | ACS ₂₀₁₄ 1-Year Adjusted Standard Quality Recent-Mover Gross Rent | ACS ₂₀₁₄ 1-Year Adjusted Standard Quality Recent-Mover Gross Rent Margin of Error | Ratio | Result |
|---|--|--|-------|---|
| Charlevoix County, MI - 2 Bedroom | N/A | N/A | N/A | No ACS ₂₀₁₄ 1-Year 2-Bedroom Adjusted Standard Quality Recent-Mover Gross Rent Produced For Charlevoix County, MI |
| Michigan Non-metropolitan Portion - 2 Bedroom | <u>\$654</u> | \$21 | 0.032 | 0.032 < .5 Use ACS ₂₀₁₄ 1-Year Non-metropolitan Portion 2-Bedroom Adjusted Standard Quality Recent-Mover Gross Rent |

The smallest area of geography which contains Charlevoix County, MI and has an ACS₂₀₁₄ 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5 is the Michigan Non-metropolitan Portion.

3. The calculation of the relevant Recent-Mover Adjustment Factor for Charlevoix County, MI is as follows:

| ACS ₂₀₁₄ 5-Year Area | ACS ₂₀₁₄ 5-Year 40th Percentile Adjusted Standard Quality Gross Rent | ACS ₂₀₁₄ 1-Year 40th Percentile Adjusted Standard Quality Recent-Mover Gross Rent |
|---|---|--|
| Michigan Non-metropolitan Portion - 2 Bedroom | <u>\$635</u> | <u>\$654</u> |

| Area | Ratio | Recent-Mover Adjustment Factor |
|------|-------|--------------------------------|
|------|-------|--------------------------------|

| | | |
|--------------------------|----------------------------|---|
| Charlevoix County, MI | \$654 / \$635 =1.030 | 1.030 ≥ 1.0 Use calculated Recent-Mover Adjustment Factor of 1.030 |
|--------------------------|----------------------------|---|

4. The calculation of the relevant CPI Update Factors for Charlevoix County, MI is as follows: HUD updates the 2014 intermediate rent with the ratio of the annual 2015 local or regional CPI to the annual 2014 local or regional CPI to establish rents as of 2015.

| | Update Factor | Type |
|-------------------|----------------------|-------------|
| CPI Update Factor | <u>1.0126</u> | Region CPI |

5. The calculation of the Trend Factor is as follows: HUD forecasts the change in national gross rents from 2015 to 2017. This makes Fair Market Rents "as of" FY2017.

| National Trend Factor |
|------------------------------|
| <u>1.0531</u> |

6. The FY 2017 2-Bedroom Fair Market Rent for Charlevoix County, MI is calculated as follows:

| Area | <u>ACS₂₀₁₄</u> <u>5-Year</u> <u>Estimate</u> | <u>Recent-</u> <u>Mover</u> <u>Adjustment</u> <u>Factor</u> | <u>Annual 2014</u> <u>to 2015 CPI</u> <u>Adjustment</u> | <u>Trending</u> <u>1.0531 to</u> <u>FY2017</u> | FY 2017 2-Bedroom FMR |
|-----------------------------|--|--|--|---|---|
| Charlevoix County, MI | \$651 | 1.030 | 1.0126 | 1.0531 | \$651 * 1.030 * 1.0126 * 1.0531=\$715 |

7. In keeping with HUD policy, the preliminary FY 2017 FMR is checked to ensure that it does not fall below the state minimum.

| Area | Preliminary FY2017 2- Bedroom FMR | FY 2017 Michigan State Minimum | Final FY2017 2-Bedroom FMR |
|--------------------------|--|---|--|
| Charlevoix County, MI | \$715 | <u>\$681</u> | \$715 ≥ \$681 Use Charlevoix County, MI FMR of \$715 |

Final FY2017 Rents for All Bedroom Sizes for Charlevoix County, MI

The following table shows the Final FY 2017 FMRs by bedroom sizes.

Click on the links in the table to see how the bedroom rents were derived.

Final FY 2017 FMRs By Unit Bedrooms

| | <u>Efficiency</u> | <u>One-Bedroom</u> | <u>Two-Bedroom</u> | <u>Three-Bedroom</u> | <u>Four-Bedroom</u> |
|-------------------|-------------------|--------------------|--------------------|----------------------|---------------------|
| Final FY 2017 FMR | \$582 | \$585 | \$715 | \$937 | \$1,226 |

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.

Permanent link to this page: http://www.huduser.gov/portal/data/sets/fmr/fmrs/FY2017_code/2017summary.odn?&year=2017&fmrtype=Final&selection_type=county&fips=2602999999

Select a different area

Press below to select a different county within the same state (same primary state for metropolitan areas):

| | |
|--|---|
| Alcona County, MI | ▲ |
| Alger County, MI | ■ |
| Allegan County, MI | |
| Alpena County, MI | |
| Antrim County, MI | ▼ |
| <input type="button" value="Select a new county"/> | |

Press below to select a different state:

Select a Final FY 2017 Metropolitan FMR Area:

| | |
|---|---|
| Abilene, TX MSA | ▼ |
| <input type="button" value="Select Metropolitan FMR Area"/> | |

[HUD Home Page](#) | [HUD User Home](#) | [Data Sets](#) | [Fair Market Rents](#) | [Section 8 Income Limits](#) | [FMR/IL Summary System](#) | [Multifamily Tax Subsidy Project \(MTSP\) Income Limits](#) | [HUD LIHTC Database](#) |

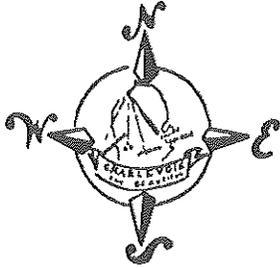
Prepared by the [Economic and Market Analysis Division](#), HUD. Technical problems or questions? [Contact Us](#).

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Resolution Approving FY 2017 Flat Rent Schedule

November 15, 2016

2016-09

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 finalized for Charlevoix County, Michigan; and

Whereas, the Charlevoix Housing Commission board resolves to set the Flat Rent Schedule for 2017 to match the Fair Market Rent Final Calculation amounts set for Charlevoix County.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in support of setting the Flat Rent Schedule for fiscal year 2017 at the Fair Market Rent amounts on this said date of November 15, 2016.

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 Paul Stephan | Yes | No | Abstention | Absent |
| Commissioner Laurie Crandall | Yes | No | Abstention | Absent |

_____ Yes _____ No _____ Abstention _____ Absent

Board President/Vice-President

Date