

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

**TUESDAY, FEBRUARY 21, 2017**  
**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:      Smoke-Free Housing Policy Revision

New Business:     FYE 2018 Utility Allowances

Public Comment on subjects unrelated to Agenda Items

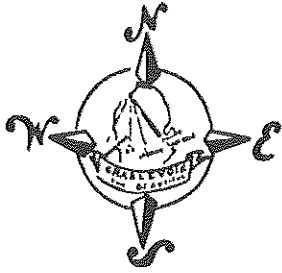
Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes January 17, 2017

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 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  
Tammy May, Custodian  
Residents of Pine River Place and a guest

### Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the December regular meeting or questions on the December bills. A motion to approve the minutes from the December regular meeting and the December bills was made by Lillian Left and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the December financial reports. Pine River Place is 100% occupied. Julie presented to the board a letter from Doug Gordon, U.S. Department of Housing and Urban Development's Director of the Office of Public Housing (Detroit Field Office), stating that the independent audit submitted for FYE 3/31/2015 contained no findings and has been closed. Julie asked Brad Waterman, Maintenance Supervisor, to explain the recent repairs made to the boiler/hot water systems. A meeting is scheduled February 7, 2017 in Mount Pleasant for the four housing commissions to interview the two energy services companies that submitted proposals for the energy performance contract. This information will be used for the consortium of four housing commissions to choose an energy services company for the energy performance contract. Julie will be attending. Board Commissioners may also attend or Julie can take their questions to be asked or allow them to ask any questions directly by connecting via conference call. Julie was contacted by the inspector to schedule the mandatory HUD/REAC inspection of Pine River Place. A date has been set for Monday, June 5, 2017.

### Old Business:

None

**New Business:**

**Smoke-Free Housing Policy Revision:**

Discussion occurred in regards to the federal law changes to Smoke-Free Housing and how this affects the Smoke-Free Housing Policy of Pine River Place as well as the residents of Pine River Place. The board asked for comments from public in regards to the Smoke-Free Housing Policy.

Pat Oliver made comments about her concerns of changing the Smoke-Free Housing Policy.

Marilyn Gibbons made reference to her letter to the board 1/6/2017 that discussed her concerns over changing the Smoke-Free Housing Policy.

Joan Buday made a motion to postpone the discussion of the Smoke-Free Housing Policy revision until the next regular board meeting. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan

No: Crandall

Abstentions:

Absent:

**Public Comment:**

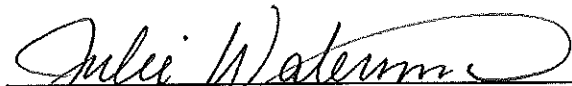
President Crandall asked if there were public comments.

Mr. Patrick Gibbons made comments in reference to his mother's tenancy at Pine River Place.

Mary Novotny-Moore commented that she would like to see another "Coffee with Julie" meeting. (The next one had already been scheduled for January 25<sup>th</sup> at 1:00pm)

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

**Adjournment:** The meeting adjourned at 2:45 pm. The next meeting will be held Tuesday, February 21, 2017 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

January 23, 2017

Approved by: Laurie Crandall, Board President

Charlevoix Housing Commission  
Check Register Summary Report  
Operational Budget

From: 01/01/2017 To: 01/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/03/2017	014223	AT & T Mobility	138.44		29,314.66	Mobile service through 12/16/2016.
01/03/2017	014224	Charter Communications	1,694.65		27,620.01	Bulk rate cable TV, office phones and cable internet service through 1/31/2017
01/04/2017	ADJUST	**VOID** DTE Energy	( 3,247.32)		30,867.33	Void Refer Print
01/04/2017	014225	DTE Energy	3,247.32		27,620.01	gas through 12/19/2016
01/04/2017	014226	DTE Energy	3,247.32		24,372.69	gas through 12/19/2016
01/04/2017	014227	Housing Authority Accounting S	373.24		23,999.45	Accounting service for December 2016
01/04/2017	014228	Julie Waterman	96.30		23,903.15	Mileage - Continuum of Care meeting in Petoskey 10-20-2016 Mileage - executive director meeting in Grayling 10-26-2016
01/04/2017	014229	Grand River Insurance Agency, LLC	2,823.00		21,080.15	Workers comp ins. through 1/26/2018
01/04/2017	014230	Northern Greenlawn North, INC.	1,782.00		19,298.15	Fertilizer and weed control for 2017
01/04/2017	014231	Michigan Housing Directors As.	270.00		19,028.15	Winter Conference registration fees
01/04/2017	014232	City Of Charlevoix	3,152.05		15,876.10	Water, sewer & electric through 12/21/16
01/05/2017	DEP	Rent ACH		10,341.00	26,217.10	
01/05/2017	ADJUST	E-Connect Fee	69.55		26,147.55	monthly electronic banking & ACH fee
01/09/2017	DEP	Rent		5,403.00	31,550.55	
01/09/2017	DEP	Rent		1,901.00	33,451.55	
01/10/2017	EFT	Paychex of New York LLC	2,752.08		30,699.47	payroll for 12/24/16 to 01/06/17
01/10/2017	014233	Housing Data Systems	1,410.00		29,289.47	Annual License and Support Contract
01/10/2017	014234	Patricia Downs, Executive Director	50.00		29,239.47	MHDA 2017 annual dues
01/10/2017	014235	American Waste / Walloon Lake Refuse	244.00		28,995.47	Regular trash removal for January
01/10/2017	014236	Michigan Officeways	28.99		28,966.48	desktop organizer
01/10/2017	014237	Klooster Machinery	573.74		28,392.74	draft link part for back blade on tractor
01/10/2017	014238	Great Lakes Plumbing Heating & AC	160.20		28,232.54	service call for boiler
01/10/2017	014239	Great Lakes Plumbing Heating & AC	738.00		27,494.54	service call for hot water circulating pump
01/10/2017	014240	ACE Hardware	646.58		26,847.96	ceramic heaters, infrared thermometer, sheer pins for snowblower
01/10/2017	014241	State Chemical Manufacturing C	223.74		26,624.22	disinfectant
01/10/2017	014242	Business Card	836.31		25,785.91	seal bearing assembly, shipping to return motor, electrical connectors for water heater, holiday decorations, room

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget

From: 01/01/2017 To: 01/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/10/2017	014243	Gary Grapp	75.00		25,710.91	casual labor for snow removal
01/11/2017	EFT	Paychex of New York LLC	186.63		25,524.28	costs for payroll services
01/11/2017	EFT	Paychex of New York LLC	1,016.93		24,507.35	Federal Withholding Taxes
01/12/2017	DEP	OFND		4,488.00	28,995.35	January Operating Subsidy
01/13/2017	EFT	Paychex of New York LLC	58.30		28,937.05	timeclock contract costs
01/17/2017	014244	Oleson's Food Stores	27.81		28,909.24	supplies for community room kitchen
01/17/2017	014245	Brad Waterman	94.70		28,814.54	mileage through 01/10/2017
01/18/2017	DEP	Rent		816.00	29,630.54	
01/18/2017	014246	Van's Business Machines	378.95		29,251.59	replace part in printer/copier
01/19/2017	EFT	Paychex of New York LLC		93.25	29,344.84	refund of payroll taxes
01/23/2017	014247	Blue Cross/ Blue Shield	1,220.60		28,124.24	Medical Insurance through 3/09/2017
01/23/2017	014248	Delta Dental	124.42		27,999.82	Dental Insurance
01/23/2017	014249	Critical Signal Technologies	420.00		27,579.82	February monitoring charge for emergency call system
01/23/2017	014250	Harry Golski	125.00		27,454.82	attorney services
01/24/2017	EFT	Paychex of New York LLC	2,813.56		24,641.26	payroll for 01/07/17 to 01/20/17
01/25/2017	EFT	Paychex of New York LLC	66.63		24,574.63	costs for payroll services
01/25/2017	EFT	Paychex of New York LLC	1,041.82		23,532.81	Federal Withholding Taxes
01/26/2017	014251	AT & T Mobility	138.37		23,394.44	Mobile service through 1/16/2017.
01/30/2017	014252	Schindler Elevator Corp.	1,462.83		21,931.61	Qtr. elevator service contract
01/30/2017	014253	Charter Communications	1,694.65		20,236.96	Bulk rate cable TV, office phones and cable internet service through 2/28/2017
01/30/2017	014254	DTE Energy	3,845.05		16,391.91	gas through 2/17/2017
01/31/2017	014255	Cindy Morris	149.24		16,242.67	Mileage and bridge tolls for training

**Total:** 36,252.68 23,042.25

**Charlevoix Housing Commission  
 Low Rent Public Housing  
 Balance Sheet  
 As of January 31, 2017**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$	16,278.67
1162.1 - Money Mkt Acct 9391		<u>67,911.84</u>

<b>Total Cash</b>	\$	<b>84,190.51</b>
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**Receivables**

1122 - Tenants	\$	<u>237.80</u>
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<b>Total Receivables</b>	\$	<b>237.80</b>
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**Investments**

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

1211 - Prepaid Insurance	\$	14,598.70
1290 - Other Deferred Charges		<u>154.53</u>

<b>Total Deferred Charges</b>	\$	<b>14,753.23</b>
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<b>TOTAL CURRENT ASSETS</b>	\$	<b>99,181.54</b>
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**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		1,454,617.17
1400.72 - Non-dwelling Structures		237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings		46,876.05
1400.9 - Furn., Equip., Mach.-Admin		97,959.35
1495 - Accumulated Depreciation		<u>(3,423,576.63)</u>

<b>Total Fixed Assets</b>	\$	<b>742,056.14</b>
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<b>TOTAL ASSETS</b>	\$	<b><u>841,237.68</u></b>
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**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of January 31, 2017**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$	1,267.72
2114 - Tenant Security Deposits		15,789.00
2117.4 - Health Insurance Withheld		<u>302.42</u>

**Total Accounts Payable** \$ 17,359.14

**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>14,187.50</u>

**Total Accrued Liabilities** \$ 35,514.80

**Deferred Credits**

**Total Current Liabilities** \$ 52,873.94

**NONCURRENT LIABILITIES**

**Total Noncurrent Liabilities** \$ 0.00

**TOTAL LIABILITIES** \$ 52,873.94

**NET ASSETS**

**Net Assets**

2806 - Unrestricted Net Assets	\$	163,381.31
2802.1 - Invested in Capital Assets, Net of Debt		742,056.14
Income and Expense Clearing		(119,398.71)
Income and Expense Clearing-'16 CFP		<u>2,325.00</u>

**TOTAL NET ASSETS** \$ 788,363.74

**TOTAL LIABILITIES/NET ASSETS** \$ 841,237.68

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 10 Months Ended January 31, 2017**

Ideal Percentage-83.33%		1 Month Ended	10 Months Ended		
	ANNUAL BUDGET	January 31, 2017	January 31, 2017	% Budget Used	*(OVER)/UNDER
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 223,690.00	\$ 17,385.00	\$ 174,071.85	77.82%	\$ 49,618.15
<b>Total Rental Income</b>	<b>\$ 223,690</b>	<b>\$ 17,385.00</b>	<b>\$ 174,071.85</b>	<b>77.82%</b>	<b>\$ 49,618.15</b>
<b>Revenues - HUD PHA GRANTS</b>					
-	\$ 57,020.00	\$ 4,488.00	\$ 48,723.00	85.45%	\$ 8,297.00
<b>Total HUD PHA GRANTS</b>	<b>\$ 57,020.00</b>	<b>\$ 4,488.00</b>	<b>\$ 48,723.00</b>	<b>85.45%</b>	<b>\$ 8,297.00</b>
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	\$ 250.00	\$ 8.36	\$ 82.29	32.92%	\$ 167.71
3690 - Tenant Income	1,000.00	17.00	387.59	38.76%	612.41
3690.1 - Non-Tenant Income	5,000.00	0.00	3,466.15	69.32%	1,533.85
3690.4 - Tenant Income-Cable	15,200.00	1,371.80	13,663.73	89.89%	1,536.27
<b>Total Nonrental Income</b>	<b>\$ 21,450.00</b>	<b>\$ 1,397.16</b>	<b>\$ 17,599.76</b>	<b>82.05%</b>	<b>\$ 3,850.24</b>
<b>Total Operating Income</b>	<b>\$ 302,160.00</b>	<b>\$ 23,270.16</b>	<b>\$ 240,394.61</b>	<b>79.56%</b>	<b>\$ 61,765.39</b>
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	\$ 47,480.00	\$ 3,532.80	\$ 39,276.40	82.72%	\$ 8,203.60
4130 - Legal Expense	7,000.00	125.00	1,844.62	26.35%	5,155.38
4140 - Staff Training	2,000.00	270.00	1,220.00	61.00%	780.00
4150 - Travel Expense	2,500.00	1,002.13	4,189.25	167.57%	(1,689.25)
4170 - Accounting Fees	5,610.00	373.24	4,474.90	79.77%	1,135.10
4171 - Auditing	3,700.00	0.00	4,300.00	116.22%	(600.00)
4182 - Employee Benefits - Admin	4,130.00	270.26	3,133.15	75.86%	996.85
4185 - Telephone	4,000.00	656.69	4,466.60	111.67%	(466.60)
4190.1 - Publications	100.00	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680.00	50.00	635.00	93.38%	45.00
4190.3 - Admin Service Contracts	4,590.00	1,721.56	5,345.79	116.47%	(755.79)
4190.4 - Office Supplies	2,000.00	28.99	451.24	22.56%	1,548.76
4190.5 - Other Sundry Expense	3,000.00	459.86	2,748.54	91.62%	251.46
4190.51 - Advertising and Marketing	500.00	0.00	188.80	37.76%	311.20
<b>Total Administration</b>	<b>\$ 87,290.00</b>	<b>\$ 8,490.53</b>	<b>\$ 72,274.29</b>	<b>82.80%</b>	<b>\$ 15,015.71</b>
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	\$ 400.00	\$ 0.00	\$ 138.15	34.54%	\$ 261.85
4230 - Contract Costs-Cable	16,200.00	3,009.42	15,610.23	96.36%	589.77
<b>Total Tenant Services</b>	<b>\$ 16,600.00</b>	<b>\$ 3,009.42</b>	<b>\$ 15,748.38</b>	<b>94.87%</b>	<b>\$ 851.62</b>



**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 10 Months Ended January 31, 2017**

	<b>ANNUAL BUDGET</b>	<b>1 Month Ended January 31, 2017</b>	<b>10 Months Ended January 31, 2017</b>	<b>% Budget Used</b>	<b>*(OVER)/UNDER</b>
<b>Utilities</b>					
4310 - Water	\$ 5,350.00	\$ 474.10	\$ 5,576.57	104.23%	\$ (226.57)
4320 - Electricity	20,100.00	1,680.95	16,556.20	82.37%	3,543.80
4330 - Gas	16,500.00	7,092.37	19,497.06	118.16%	(2,997.06)
4390 - Other Utilities Expense	11,600.00	997.00	9,024.25	77.80%	2,575.75
<b>Total Utilities</b>	<b>\$ 53,550.00</b>	<b>\$ 10,244.42</b>	<b>\$ 50,654.08</b>	<b>94.59%</b>	<b>\$ 2,895.92</b>
<b>Ordinary Maint. &amp; Operations</b>					
4410 - Labor, Maintenance	\$ 50,610.00	\$ 3,774.27	\$ 41,699.58	82.39%	\$ 8,910.42
4420 - Materials	18,000.00	1,636.93	22,417.55	124.54%	(4,417.55)
4430.02 - Heating & Cooling Contracts	500.00	898.20	898.20	179.64%	(398.20)
4430.03 - Snow Removal Contracts	1,000.00	1,857.00	1,997.00	199.70%	(997.00)
4430.04 - Elevator Maintenance Contracts	5,500.00	1,426.83	5,815.32	105.73%	(315.32)
4430.05 - Landscape & Grounds Contracts	2,000.00	0.00	506.84	25.34%	1,493.16
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	0.00	4,106.84	82.14%	893.16
4430.12 - Miscellaneous Contracts	2,000.00	0.00	1,982.47	99.12%	17.53
4431 - Garbage Removal	3,100.00	244.00	2,750.00	88.71%	350.00
4433 - Employee Benefits - Maint.	15,860.00	1,298.83	12,903.64	81.36%	2,956.36
4480 - Protective Services	5,040.00	420.00	4,200.00	83.33%	840.00
<b>Total Ordinary Maint. &amp; Oper</b>	<b>\$ 118,210.00</b>	<b>\$ 11,556.06</b>	<b>\$ 103,972.62</b>	<b>87.96%</b>	<b>\$ 14,237.38</b>
<b>General Expense</b>					
4510 - Insurance	\$ 18,600.00	\$ 1,576.17	\$ 15,601.27	83.88%	\$ 2,998.73
4511 - Insurance-Wk Comp	2,980.00	244.72	2,468.53	82.84%	511.47
4520 - Payment in Lieu of Taxes	17,010.00	1,417.50	14,187.50	83.41%	2,822.50
<b>Total General Expense</b>	<b>\$ 38,590.00</b>	<b>\$ 3,238.39</b>	<b>\$ 32,257.30</b>	<b>83.59%</b>	<b>\$ 6,332.70</b>
<b>Total Routine Expense</b>	<b>\$ 314,240.00</b>	<b>\$ 36,538.82</b>	<b>\$ 274,906.67</b>	<b>87.48%</b>	<b>\$ 39,333.33</b>
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
<b>Total Extraordinary Maintenance</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>\$ 0.00</b>
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>\$ 0.00</b>
<b>Total Non-Routine Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>\$ 0.00</b>
<b>Total Operating Expenses</b>	<b>\$ 314,240.00</b>	<b>\$ 36,538.82</b>	<b>\$ 274,906.67</b>	<b>87.48%</b>	<b>\$ 39,333.33</b>
<b>Operating Income (Loss)</b>	<b>\$ (12,080.00)</b>	<b>\$ (13,268.66)</b>	<b>\$ (34,512.06)</b>	<b>285.70%</b>	<b>\$ 22,432.06</b>

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 10 Months Ended January 31, 2017**

		1 Month Ended	10 Months Ended		
	ANNUAL BUDGET	<u>January 31, 2017</u>	<u>January 31, 2017</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>
<b>Depreciation Expense</b>					
4800 - Depreciation - Current Year	\$ 0.00	\$ 8,859.72	\$ 94,886.65	0.00%	\$ 94,886.65
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 8,859.72	\$ 94,886.65	0.00%	\$ (94,886.65)
<b>Surplus Credits &amp; Charges</b>					
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Capital Expenditures</b>					
7520 - Replacement of Equipment	\$ 0.00	\$ 0.00	\$ (4,758.03)	0.00%	\$ (4,758.03)
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>0.00</u>	<u>4,758.03</u>	<u>(63.44%)</u>	<u>12,258.03</u>
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Other Financial Items</b>					
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Reserve Net Income (Loss)</b>	<u>\$ 420.00</u>	<u>\$ (13,268.66)</u>	<u>\$ (29,270.09)</u>	<u>(6969.07)%</u>	<u>\$ 29,690.09</u>

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Utility Allowances

**Date:** February 16, 2017

**Presented By:** Julie Waterman, Executive Director

**Attachments:** Proposed resolution

**Background Information:**

Every year the Housing Commission must establish the Utility Allowance for all tenant-paid utilities (electric) per its Admissions and Continued Occupancy Policy (page 25 section 13.6). Analysis of the past year's electricity consumption has been completed and the FYE 2018 figures have been determined. See the chart below for the current figures as well as the past numbers for comparison. Adoption of the current Utility Allowance requires a board resolution.

FYE	1 Bedroom	2 Bedroom
2004	\$13.00	\$17.00
2005	\$13.00	\$17.00
2006	\$13.00	\$17.00
2007	\$16.00	\$19.00
2008	\$19.00	\$24.00
2009	\$17.00	\$22.00
2010	\$17.00	\$22.00
2011	\$20.00	\$25.00
2012	\$18.00	\$24.00
2013	\$22.00	\$23.00
2014	\$28.00	\$31.00
2015	\$25.00	\$24.00
2016	\$26.00	\$26.00
2017	\$26.00	\$24.00
2018	\$26.00	\$26.00

**Recommendation:**

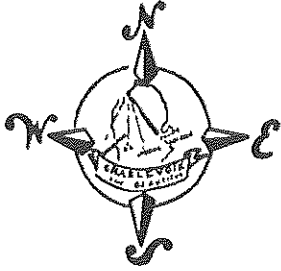
Adopt by resolution the FYE 2018 figures for the Utility Allowances for one and two bedroom units at Pine River Place Apartments.

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving FYE 2018 Utility Allowances

February 21, 2017

2017-01

Whereas, it is the Charlevoix Housing Commission's responsibility to follow federal regulations concerning its Public Housing program at Pine River Place Apartments; and

Whereas, the Admissions and Continued Occupancy Policy of the Charlevoix Housing Commission requires an annual update to the Utility Allowance; and

Whereas, the analysis of average utility usage per one and two bedroom units has been completed per federal regulation and the amounts are \$26.00 for a one bedroom unit and \$26.00 for a two bedroom unit; and

Whereas, the Charlevoix Housing Commission board resolves to set the Utility Allowances for FYE 2018 for one and two bedroom units at Pine River Place Apartments.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in support of setting the Utility Allowances for FYE 2018 for Pine River Place Apartments one bedroom apartments at \$26.00 and two bedroom units at \$26.00.

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

\_\_\_\_\_  
Date