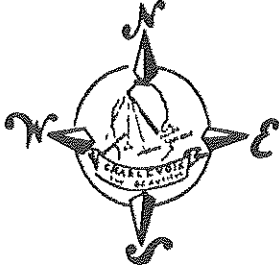


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, MARCH 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: FYE 2018 Operating Budget

New Business: Inventory Removal

Public Comment on subjects unrelated to Agenda Items

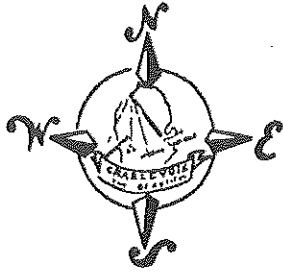
Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes February 21, 2017

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:02 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 and guests

### Additions to the Agenda:

Julie Waterman added:

- FYE 2018 Operating Budget
- Sale of house and property at 212 W. Garfield
- Sale of house and property at 901 State Street

### Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the January regular meeting or questions on the January bills. Paul Stephan asked what the \$125.00 attorney fee was for and Julie Waterman explained that it was to assist with a resident eviction. A motion to approve the minutes from the January regular meeting and the January bills was made by Lillian Left and seconded by Joan Buday.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the January financial reports. There is one vacancy at this time and the unit is being remodeled. The Energy Performance Contract is moving forward. CGE Energy Team was the company chosen by the consortium for the comprehensive energy audit. The Housing Commission's bank, FirstMerit, has merged with Huntington Bank. Julie will let the board know if anything needs to be updated on the signature cards. The upcoming spring housing conference is a regional conference. Board members wishing to attend need to let Julie know by March 15<sup>th</sup> so she can send in the registrations. The next "Coffee with Julie" will be March 15<sup>th</sup>. This time gives residents a chance to ask the director any and all questions they have in regards to Pine River Place Apartments. The next area directors' meeting will be in Cadillac on March 16<sup>th</sup>. The carpet cleaning machine purchased in 1999 has had a major part fail which is not available

any longer and a new machine will need to be purchased. Three microphones and stands are on order to help everyone be able to better hear at the public meetings.

**Old Business:**

**Smoke-Free Housing Policy Revision:**

Discussion continued 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. There has been clarification from HUD that compliance date is July 30, 2018. The draft has been changed to reflect this date. Joan Buday Made a motion to approve the draft of the revised Smoke-Free Housing Policy to allow 30 days for public comments. Lillian Left seconded the motion.

Yes: Left, Buday, Crandall

No:

Abstentions: Stephan

Absent:

**New Business:**

**FYE 2018 Utility Allowances:**

A proposed resolution and utility schedule was presented to the board for review and discussion. Julie Waterman explained the annual process of calculating the Utility Allowances. The figures are \$26.00 monthly for a one bedroom unit and \$26.00 monthly for a two bedroom unit. Lillian Left made a motion to approve resolution 2017-01 - Resolution Approving FYE 2018 Utility Allowances. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Sale of house and property at 212 W. Garfield:**

One purchase offer was received for the house at 212 W. Garfield. The board reviewed and discussed the offer. President Crandall asked if there were any public comments in reference to sale of the 212 W. Garfield house. There were no public comments.

Lillian Left made a motion to approve 2017-02 Resolution Approving Sale and Removal from Inventory of Property at 212 W. Garfield to Martin and Oneda Schuller for \$79,500.00. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Sale of house and property at 901 State Street:**

Six purchase offers were received for the house at 901 State Street. The board reviewed and discussed the offers. President Crandall asked if there were any public comments in reference to sale of the 901 State Street house. Leilani Durbin, who submitted one of the offers, spoke to the board on her reasons

for wanting to purchase the house and her intentions for its use. There were no further public comments.

Joan Buday made a motion to approve 2017-03 Resolution Approving Sale and Removal from Inventory of Property at 901 State Street to Charles D. Morrow for \$85,100.00. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**FYE 2018 Operating Budget:**

A draft of the FYE 2018 Operating Budget was presented to the board for review and discussion.

President Laurie Crandall called for a work session on Tuesday, March 14<sup>th</sup> at 2:00pm to discuss the FYE 2018 Operating Budget.

**Public Comment:**

President Crandall asked if there were public comments.

Marilyn Gibbons wanted to be sure that the board received her recent letter concerning the revision of the Smoke-Free Housing Policy. It was confirmed that the board did receive her letter.

Cindy Morris, Administrative Assistant, stated that she is working with the Wellness Clinic to arrange a clinic to assist people who would like information and guidance to quit smoking.

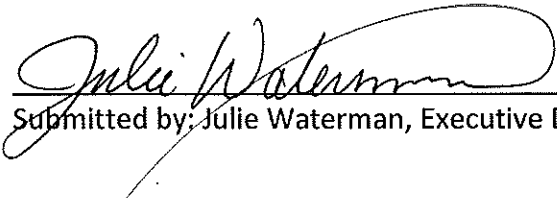
Gus Schmidt mentioned that there is still one vacant board commissioner position.

Bill Supernaw commented on the recent Charter Cable TV cost increase.

Marilyn Gibbons expressed her satisfaction with the cable TV option and price.

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

**Adjournment:** The meeting adjourned at 3:20 pm. The next meeting will be held Tuesday, March 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

\_\_\_\_\_  
February 28, 2017

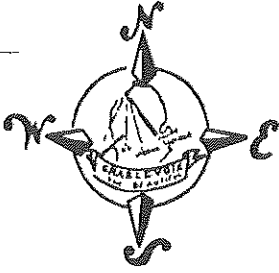
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Approved by: Laurie Crandall, Board President

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

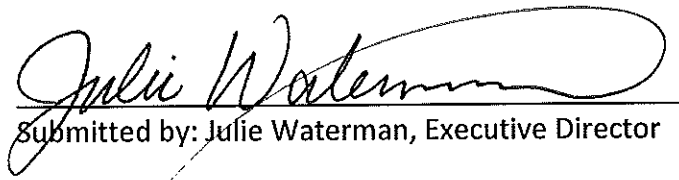
## Work Session Minutes March 14, 2017

A Work Session of the Charlevoix Housing Commission was called to order by President Crandall for the purposes discussing a proposed FYE 2018 Operating Budget. The session began at 2:24 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

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

Discussion of the proposed FYE 2018 Operating Budget. The Operating Budget was discussed and notes were made. A revised draft of the proposed FYE 2018 Operating budget will be put together for review and discussion at a regular meeting of the board of commissioners.

**Adjournment** – at 3:47 pm.

  
Submitted by: Julie Waterman, Executive Director

March 15, 2017

Approved by: Laurie Crandall, Board President

Date: 03/08/2017  
Time: 13:05:27

Charlevoix Housing Commission  
**Check Register Summary Report**  
Operational Budget  
From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
02/03/2017	ADJST	E-Connect Fee	69.40		16,173.27	electronic banking & ACH fee
02/06/2017	DEP	Rent ACH		10,673.00	26,846.27	
02/06/2017	DEP	Rent		2,630.00	29,476.27	
02/06/2017	DEP	Rent		5,270.00	34,746.27	
02/06/2017	014256	Great Lakes Plumbing Heating & AC	442.00		34,304.27	service call for boiler #1 and boiler inspection
02/06/2017	014257	Housing Authority Accounting S	373.24		33,931.03	Accounting service for January 2017
02/06/2017	014258	American Waste / Walloon Lake Refuse	359.00		33,572.03	Regular trash removal for February and extra pick-ups
02/06/2017	014259	ACE Hardware	159.07		33,412.96	continuity tester, painting supplies, drain strainers, drill bit, chalk, foil tape, sign
02/06/2017	014260	City Of Charlevoix	3,653.73		29,759.23	Water, sewer & electric through 1/21/17
02/06/2017	014261	Housing Data Systems	120.00		29,639.23	Qtr. MTCS Transmittal
02/06/2017	014262	SimplexGrinnell LP	832.00		28,807.23	alarm and detection regular labor
02/06/2017	014263	HD Supply Facilities Maintenance	126.59		28,680.64	shower floor drain, light bulbs, bathroom faucet
02/07/2017	EFT	Paychex of New York LLC	3,084.29		25,596.35	payroll for 01/21/17 to 02/03/17
02/08/2017	EFT	Paychex of New York LLC	1,164.93		24,431.42	Federal Withholding Taxes
02/08/2017	EFT	Paychex of New York LLC	66.63		24,364.79	costs for payroll services
02/08/2017	DEP	OFND		4,487.00	28,851.79	February Operating Subsidy
02/14/2017	014264	Business Card	1,508.04		27,343.75	circulating pump motor and start cap, money for clean machines and rags, roof vent, doors for one unit, cook for resident training
02/14/2017	014265	Julie Waterman	176.02		27,167.73	Mileage through 2-14-2017
02/14/2017	014266	State of Michigan	190.00		26,977.73	elevator inspection / license
02/14/2017	014267	State of Michigan	490.00		26,487.73	boilers inspection / certificates
02/17/2017	EFT	Paychex of New York LLC	58.30		26,429.43	timeclock contract costs
02/21/2017	014268	Delta Dental	124.42		26,305.01	Dental Insurance
02/21/2017	014269	Critical Signal Technologies	470.00		25,835.01	March monitoring charge for emergency call system ar reassigning of spare pendant.
02/21/2017	014270	Blue Cross/ Blue Shield	1,220.60		24,614.41	Medical Insurance through 4/09/2017
02/22/2017	EFT	Paychex of New York LLC	2,981.38		21,633.03	payroll for 02/04/17 to 02/17/17
02/22/2017	EFT	Paychex of New York LLC	1,110.24		20,522.79	Federal Withholding Taxes
02/22/2017	EFT	Paychex of New York LLC	66.63		20,456.16	costs for payroll services

Charlevoix Housing Commission  
**Check Register Summary Report**

Operational Budget  
 From: 02/01/2017 To: 02/28/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
02/22/2017	DEP	WASH Income		664.34	21,120.50	collection for 64 days
02/27/2017	014271	AT & T Mobility	138.37		20,982.13	Mobile service through 2/16/2017.
02/27/2017	014272	Home Depot Credit Services	574.18		20,407.95	plywood, duraroc, tile and plumbing supplies, screws, chemical sprayer bottles, cleaning supplies, shower drain, trailer adapter, straight edge tool, light fixture, blade and pump for tile saw
02/27/2017	014273	J & J Quality Roof Repair & Installation	4,400.00		16,007.95	roof repair and installation for cimmunity room roof

**Total:** 23,959.06 23,724.34

**Charlevoix Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of February 28, 2017**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$	21,051.10
1162.1 - Money Mkt Acct 9391		67,916.43

<b>Total Cash</b>	\$	<b>88,967.53</b>
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**Receivables**

1122 - Tenants	\$	236.80
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<b>Total Receivables</b>	\$	<b>236.80</b>
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**Investments**

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

1211 - Prepaid Insurance	\$	12,787.28
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1290 - Other Deferred Charges		154.53
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<b>Total Deferred Charges</b>	\$	<b>12,941.81</b>
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<b>TOTAL CURRENT ASSETS</b>	\$	<b>102,146.14</b>
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**Fixed Assets**

1400.6 - Land	\$	267,602.26
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1400.61 - Land Improvements		243,775.56
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1400.7 - Buildings		1,817,692.87
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1400.71 - Building Improvements		1,454,617.17
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1400.72 - Non-dwelling Structures		237,109.51
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1400.8 - Furn., Equip., Mach.-Dwellings		46,876.05
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1400.9 - Furn., Equip., Mach.-Admin		97,959.35
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1495 - Accumulated Depreciation		(3,432,436.35)
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<b>Total Fixed Assets</b>	\$	<b>733,196.42</b>
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<b>TOTAL ASSETS</b>	\$	<b><u>835,342.56</u></b>
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**Charlevoix Housing Commission  
 Low Rent Public Housing  
 Balance Sheet  
 As of February 28, 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>
<b>Total Accounts Payable</b>	<b>\$</b>	<b>17,359.14</b>

**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>15,605.00</u>
<b>Total Accrued Liabilities</b>	<b>\$</b>	<b>36,932.30</b>

**Deferred Credits**

<b>Total Current Liabilities</b>	<b>\$</b>	<b>54,291.44</b>
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**NONCURRENT LIABILITIES**

<b>Total Noncurrent Liabilities</b>	<b>\$</b>	<b>0.00</b>
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<b>TOTAL LIABILITIES</b>	<b>\$</b>	<b><u>54,291.44</u></b>
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**NET ASSETS**

**Net Assets**

2806 - Unrestricted Net Assets	\$	172,241.03
2802.1 - Invested in Capital Assets, Net of Debt		733,196.42
Income and Expense Clearing		(126,711.33)
Income and Expense Clearing-'16 CFP		<u>2,325.00</u>
<b>TOTAL NET ASSETS</b>	<b>\$</b>	<b>781,051.12</b>

<b>TOTAL LIABILITIES/NET ASSETS</b>	<b>\$</b>	<b><u>835,342.56</u></b>
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**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 11 Months Ended February 28, 2017**

Ideal Percentage-91.67%

	ANNUAL BUDGET	1 Month Ended <u>February 28, 2017</u>	11 Months Ended <u>February 28, 2017</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 223,690.00	\$ 17,192.00	\$ 191,263.85	85.50%	\$ 32,426.15
<b>Total Rental Income</b>	<b>\$ 223,690</b>	<b>\$ 17,192.00</b>	<b>\$ 191,263.85</b>	<b>85.50%</b>	<b>\$ 32,426.15</b>
<b>Revenues - HUD PHA GRANTS</b>					
-	\$ 57,020.00	\$ 4,487.00	\$ 53,210.00	93.32%	\$ 3,810.00
<b>Total HUD PHA GRANTS</b>	<b>\$ 57,020.00</b>	<b>\$ 4,487.00</b>	<b>\$ 53,210.00</b>	<b>93.32%</b>	<b>\$ 3,810.00</b>
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	\$ 250.00	\$ 4.59	\$ 86.88	34.75%	\$ 163.12
3690 - Tenant Income	1,000.00	0.00	387.59	38.76%	612.41
3690.1 - Non-Tenant Income	5,000.00	664.34	4,130.49	82.61%	869.51
3690.4 - Tenant Income-Cable	15,200.00	1,380.00	15,043.73	98.97%	156.27
<b>Total Nonrental Income</b>	<b>\$ 21,450.00</b>	<b>\$ 2,048.93</b>	<b>\$ 19,648.69</b>	<b>91.60%</b>	<b>\$ 1,801.31</b>
<b>Total Operating Income</b>	<b>\$ 302,160.00</b>	<b>\$ 23,727.93</b>	<b>\$ 264,122.54</b>	<b>87.41%</b>	<b>\$ 38,037.46</b>
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	\$ 47,480.00	\$ 3,929.00	\$ 43,205.40	91.00%	\$ 4,274.60
4130 - Legal Expense	7,000.00	0.00	1,844.62	26.35%	5,155.38
4140 - Staff Training	2,000.00	0.00	1,220.00	61.00%	780.00
4150 - Travel Expense	2,500.00	176.02	4,365.27	174.61%	(1,865.27)
4170 - Accounting Fees	5,610.00	373.24	4,848.14	86.42%	761.86
4171 - Auditing	3,700.00	0.00	4,300.00	116.22%	(600.00)
4182 - Employee Benefits - Admin	4,130.00	351.65	3,484.80	84.38%	645.20
4185 - Telephone	4,000.00	0.00	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	0.00	635.00	93.38%	45.00
4190.3 - Admin Service Contracts	4,590.00	311.56	5,657.35	123.25%	(1,067.35)
4190.4 - Office Supplies	2,000.00	0.00	451.24	22.56%	1,548.76
4190.5 - Other Sundry Expense	3,000.00	138.80	2,887.34	96.24%	112.66
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>\$ 5,280.27</b>	<b>\$ 77,554.56</b>	<b>88.85%</b>	<b>\$ 9,735.44</b>
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	\$ 400.00	\$ 31.92	\$ 170.07	42.52%	\$ 229.93
4230 - Contract Costs-Cable	16,200.00	0.00	15,610.23	96.36%	589.77
<b>Total Tenant Services</b>	<b>\$ 16,600.00</b>	<b>\$ 31.92</b>	<b>\$ 15,780.30</b>	<b>95.06%</b>	<b>\$ 819.70</b>

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 11 Months Ended February 28, 2017**

	ANNUAL BUDGET	1 Month Ended February 28, 2017	11 Months Ended February 28, 2017	% Budget Used	*(OVER)/UNDER
<b>Utilities</b>					
4310 - Water	\$ 5,350.00	\$ 474.10	\$ 6,050.67	113.10%	\$ (700.67)
4320 - Electricity	20,100.00	2,182.63	18,738.83	93.23%	1,361.17
4330 - Gas	16,500.00	0.00	19,497.06	118.16%	(2,997.06)
4390 - Other Utilities Expense	11,600.00	997.00	10,021.25	86.39%	1,578.75
<b>Total Utilities</b>	<b>\$ 53,550.00</b>	<b>\$ 3,653.73</b>	<b>\$ 54,307.81</b>	<b>101.42%</b>	<b>\$ (757.81)</b>
<b>Ordinary Maint. &amp; Operations</b>					
4410 - Labor, Maintenance	\$ 50,610.00	\$ 4,035.65	\$ 45,735.23	90.37%	\$ 4,874.77
4420 - Materials	18,000.00	1,761.78	24,179.33	134.33%	(6,179.33)
4430.02 - Heating & Cooling Contracts	500.00	442.00	1,340.20	268.04%	(840.20)
4430.03 - Snow Removal Contracts	1,000.00	0.00	1,997.00	199.70%	(997.00)
4430.04 - Elevator Maintenance Contracts	5,500.00	226.00	6,041.32	109.84%	(541.32)
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	1,322.00	5,428.84	108.58%	(428.84)
4430.12 - Miscellaneous Contracts	2,000.00	0.00	1,982.47	99.12%	17.53
4431 - Garbage Removal	3,100.00	359.00	3,109.00	100.29%	(9.00)
4433 - Employee Benefits - Maint.	15,860.00	1,369.56	14,273.20	89.99%	1,586.80
4480 - Protective Services	5,040.00	470.00	4,670.00	92.66%	370.00
<b>Total Ordinary Maint. &amp; Oper</b>	<b>\$ 118,210.00</b>	<b>\$ 9,985.99</b>	<b>\$ 113,958.61</b>	<b>96.40%</b>	<b>\$ 4,251.39</b>
<b>General Expense</b>					
4510 - Insurance	\$ 18,600.00	\$ 1,576.17	\$ 17,177.44	92.35%	\$ 1,422.56
4511 - Insurance-Wk Comp	2,980.00	235.25	2,703.78	90.73%	276.22
4520 - Payment in Lieu of Taxes	17,010.00	1,417.50	15,605.00	91.74%	1,405.00
<b>Total General Expense</b>	<b>\$ 38,590.00</b>	<b>\$ 3,228.92</b>	<b>\$ 35,486.22</b>	<b>91.96%</b>	<b>\$ 3,103.78</b>
<b>Total Routine Expense</b>	<b>\$ 314,240.00</b>	<b>\$ 22,180.83</b>	<b>\$ 297,087.50</b>	<b>94.54%</b>	<b>\$ 17,152.50</b>
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Total Non-Routine Expense</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00
<b>Total Operating Expenses</b>	<b>\$ 314,240.00</b>	<b>\$ 22,180.83</b>	<b>\$ 297,087.50</b>	<b>94.54%</b>	<b>\$ 17,152.50</b>
<b>Operating Income (Loss)</b>	<b>\$ (12,080.00)</b>	<b>\$ 1,547.10</b>	<b>\$ (32,964.96)</b>	<b>272.89%</b>	<b>\$ 20,884.96</b>

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 11 Months Ended February 28, 2017**

	ANNUAL BUDGET	1 Month Ended	11 Months Ended	% Budget Used	*(OVER)/UNDER
		February 28, 2017	February 28, 2017		
<b>Depreciation Expense</b>					
4800 - Depreciation - Current Year	\$ 0.00	\$ 8,859.72	\$ 103,746.37	0.00%	\$ 103,746.37
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 8,859.72	\$ 103,746.37	0.00%	\$ (103,746.37)
<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	(7,500.00)	0.00	4,758.03	(63.44%)	12,258.03
<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>	\$ 420.00	\$ 1,547.10	\$ (27,722.99)	(6600.71)%	\$ 28,142.99

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** FYE 2018 Operating Budget

**Date:** March 14, 2017

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

**Attachments:** FYE 2018 Proposed Operating Budget and proposed resolution

**Background Information:**

Revisions per board discussion have been made to the FYE 2018 Operating Budget and a final draft can be adopted by board resolution.

**Recommendation:**

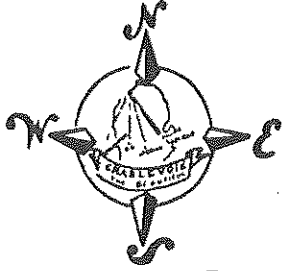
Adopt resolution 2017-04 to approve the FYE 2018 Operating Budget.

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving FYE 2018 Operating Budget

March 21, 2017      2017-04

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 Charlevoix Housing Commission is required to have an operating budget for its Public Housing program; and

Whereas, the Charlevoix Housing Commission board resolves to approve the proposed FYE 2018 Operating Budget.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support of approving the FYE 2018 Operating Budget on this said date of March 21, 2017.

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

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** Inventory Removal

**Date:** March 14, 2017

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

**Attachments:** Proposed Inventory Removal Resolution 2017-05

**Background Information:**

The carpet cleaning machine listed on the second page of the resolution needs to be removed from inventory (Book Asset Detail). It was purchased in 1999. Its main motor assembly quit working and the replacement was no longer manufactured. It has been replaced with a new model. The old one will be disposed of appropriately.

**Recommendation:**

Approve by vote the proposed Resolution Approving Inventory Removal 2017-05.

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Resolution Approving Removal from Inventory and Disposal of Carpet Cleaning Machine

March 21, 2017      2017-05

Whereas, it is the responsibility of the Charlevoix Housing Commission board to approve all policies of the Charlevoix Housing Commission; and

Whereas, the Charlevoix Housing Commission board resolves to removal the attached item from the inventory (Book Asset Detail) of the Charlevoix Housing Commission in order to keep in compliance with Public Housing regulations.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support of removing and disposing of the carpet cleaning machine purchased in 1999 on this said date of March 21, 2017.

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



# Inventory Write Off Additions

Resolution # 2017-05

<u>Group</u>	<u>#</u>	<u>Item</u>	<u>Date</u>	<u>Disposal Date</u>
1400.9	193	Polaris 7-Gal Carpet Cleaning Machine	2/26/1999	03/21/2017