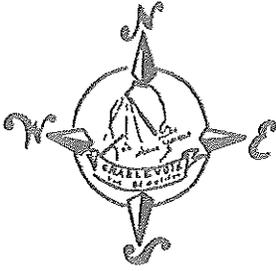


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, MAY 17, 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: None

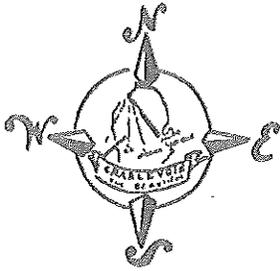
New Business: Commission By-Laws

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

Annual Meeting Minutes April 19, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:01 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Stephan, Crandall, Stevens

ABSENT:

OTHERS: Julie Waterman, Executive Director,
Brad Waterman, Maintenance Supervisor
Resident of Pine River Place
Shirley Gibson, Charlevoix City Council Member

Additions to the Agenda: Gregory Stevens asked that a "Miscellaneous Business" be added to the agenda at the end of the meeting after New Business. Joan Buday made a motion to add Miscellaneous Business to the agenda following New Business. Lillian Left seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the March regular meeting or questions on the March bills. There was a question as to how we tell one gas bill from the other. Julie explained that the service address is on the back of the bill. A motion to approve the minutes from the March regular meeting and the March bills was made by Lillian Left and seconded by Laurie Crandall.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman explained that due to being the end of the fiscal year March financial reports are not completed yet. Due to serious damage and a health and safety risk one resident has lost their Temporary Smoke-Free Exemption. The Housing Commission are "honorary" Charlevoix Chamber of Commerce members. The next policies to be created/reviewed/updated are the Pet Policy and a Parking Policy. Pine River Place residents are forming a resident social club. This is different from a Resident Advisory Board.

Old Business:

Public Participation at Board Meetings:

Julie read the resolution 2016-06 approving the Public Participation at Board Meetings Policy. It has been posted a minimum of 30 days. There have been no public comments to date on this policy. Gregory Stevens asked if there were any public comments on this policy. There were no public comments. Gregory Stevens closed the meeting to public comments. Paul Stephan made a motion to approve by resolution the Public Participation at Board Meetings Policy. Joan Buday seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

New Business:

Elections of Officers:

Lillian Left nominated Gregory Stevens as President. Gregory Stevens accepted the nomination. Laurie Crandall nominated Joan Buday as Vice-President. Joan Buday Accepted the nomination. Gregory Stevens asked if there were any public comments related to the FYE 2017 slate of officers. There were no public comments. Gregory Stevens closed the meeting to public comments. Laurie Crandall made a motion to accept the FYE 2017 slate of officers with Gregory Stevens as President and Joan Buday as Vice-President. Laurie Crandall made a motion to approve the FYE 2017 slate of officers as presented. Lillian Left seconded the motion.

Yes: Buday, Left, Stephan, Crandall, Stevens

No:

Abstentions:

Absent:

Miscellaneous Business:

Gregory Stevens read letters from residents.

Public Comment: President Stevens asked if there were any public comments on subjects unrelated to agenda items.

Jack Palmer commented on the incident that happened in the lobby and his letter pertaining to that incident.

Gregory Stevens thanked Council Member Shirley Gibson for attending the meeting.

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

Adjournment: The meeting adjourned at 3:00 pm. The next meeting will be held Tuesday, May 17, 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

April 21, 2016

Approved by: Gregory Stevens, Board President

Check Register Summary Report

Operational Budget

From: 04/01/2016 To: 04/30/2016

Time: 18:40:49

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
04/05/2016	DEP	Rent ACH		10,942.00	58,076.74	
04/05/2016	ADJUST	E-Connect Fee	69.55		58,007.19	monthly electronic banking & ACH fee
04/05/2016	EFT	Paychex of New York LLC	2,733.98		55,273.21	payroll for 3/19/2016 to 4/01/16
04/06/2016	DEP	Rent		2,688.00	57,961.21	
04/06/2016	DEP	Rent		5,393.00	63,354.21	
04/06/2016	DEP	OFND		4,292.00	67,646.21	April Operating Subsidy
04/06/2016	EFT	Paychex of New York LLC	993.56		66,652.65	Federal Withholding Taxes
04/06/2016	EFT	Paychex of New York LLC	35.12		66,617.53	costs for payroll services
04/06/2016	014026	Common Angle	90.00		66,527.53	relocation of cables for computer and phone for maintenance desk move
04/06/2016	014027	SimplexGrinnell LP	830.92		65,696.61	Annual monitoring contract
04/06/2016	014028	Housing Authority Accounting S	575.74		65,120.87	Accounting service for March 2016
04/06/2016	014029	DTE Energy	3,101.08		62,019.79	gas through 3/22/2016
04/06/2016	014030	City Of Charlevoix	3,406.82		58,612.97	Water, sewer & electric through 3/31/16
04/06/2016	014031	ACE Hardware	316.50		58,296.47	nuts/bolts/screws, key ring clips, socket & adapter, drill bit, electrical supplies, safety glasses, LED light, cleaning brush handles
04/06/2016	014032	Michigan Housing Directors As.	270.00		58,026.47	Spring Conference registration fees
04/11/2016	014033	American Waste / Walloon Lake Refuse	244.00		57,782.47	Regular trash removal for April
04/11/2016	014034	CDM Mobile Shredding, LLC	45.00		57,737.47	Shredded Documents
04/11/2016	014035	Sam's Club / GEMB	100.00		57,637.47	membership dues
04/11/2016	014036	Business Card	1,001.31		56,636.16	mailing to HUD, cookies for CST resident training, new oven/range for unit, money for cleaning washing machines
04/11/2016	014037	AT&T	138.17		56,497.99	Telephone service through 4/04/2016
04/15/2016	EFT	Paychex of New York LLC	225.25		56,272.74	costs HR & timeclock services
04/16/2016	014038	Delta Dental	44.68		56,228.06	Dental Insurance
04/18/2016	014039	Blue Cross/ Blue Shield	1,165.45		55,062.61	Medical Insurance through 6/09/2016
04/19/2016	EFT	Paychex of New York LLC	2,627.10		52,435.51	payroll for 4/02/16 to 4/15/16
04/19/2016	DEP	WASH Income		536.89	52,972.40	collection for 57 days
04/20/2016	EFT	Paychex of New York LLC	930.50		52,041.90	Federal Withholding Taxes
04/20/2016	EFT	Paychex of New York LLC	35.12		52,006.78	costs for payroll services

Date: 05/10/2016
Time: 18:40:49

Charlevoix Housing Commission
Check Register Summary Report
Operational Budget
From: 04/01/2016 To: 04/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
04/26/2016	014040	Critical Signal Technologies	420.00		51,586.78	May monitoring charge for call to aid system.
04/26/2016	014041	PHADA	150.00		51,436.78	Membership dues

Total: 19,549.85 23,851.89

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

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 49,401.07
1162.1 - Money Mkt Acct 9391	<u>67,829.55</u>
Total Cash	117,230.62

Receivables

Total Receivables	0.00
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Investments

Total Investments	0.00
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Deferred Charges

1211 - Prepaid Insurance	10,931.50
1290 - Other Deferred Charges	<u>1,701.23</u>
Total Deferred Charges	12,632.73

Total Current Assets	129,863.35
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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	1,452,292.17
1400.72 - Non-dwelling Structures	237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings	45,447.08
1400.9 - Furn., Equip., Mach.-Admin	94,630.29
1495 - Accumulated Depreciation	<u>(3,328,689.98)</u>
Total Fixed Assets	829,859.76

TOTAL ASSETS	\$ <u>959,723.11</u>
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**Charlevoix Housing Commission
 Low Rent Public Housing
 Balance Sheet
 As of March 31, 2016**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$	2,166.72
2114 - Tenant Security Deposits		15,538.00
2117.4 - Health Insurance Withheld		302.42
2117.6 - Dental Insurance Withheld		34.24
2135 - Salaries and Wages		3,863.46
2135.1 - Accrued Absences-Current		2,804.84
2136 - Accrued Liabilities-Other		9,854.34
2137 - Payments in Lieu of Taxes		14,907.98
2240 - Tenants Prepaid Rent		<u>9.00</u>
Total Current Liabilities		<u>49,481.00</u>

Noncurrent Liabilities

2135.2 - Accrued Absences-Long Term		<u>734.26</u>
Total Noncurrent Liabilities		734.26

TOTAL LIABILITIES		<u>50,215.26</u>
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EQUITY

2802.1 - Invested in Capital Assets, Net of Debt		<u>829,859.76</u>
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Unrestricted Net Assets

2806 - Unrestricted Net Assets		179,168.11
Current Year Profit/Loss		(112,593.84)
Current Year Profit/Loss-2014 CFP		(794.00)
Current Year Profit/Loss-2015 CFP		<u>13,867.82</u>
Total Unrestricted Net Assets		79,648.09

TOTAL EQUITY		<u>909,507.85</u>
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TOTAL LIABILITIES/EQUITY	\$	<u><u>959,723.11</u></u>
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Charlevoix Housing Commission Agenda Item

Agenda Item Title: Charlevoix Housing Commission By-Laws

Date: May 10, 2016

Presented By: Julie Waterman, Executive Director

Attachments: current Housing Commission By-Laws

Background Information:

The current By-Laws were last amended in 2003. A review and research is needed to be sure the policy is up-to-date.

Recommendation:

Begin the review and discussion process to update the Charlevoix Housing Commission By-Laws.

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Resolution 2003-06; Amendment of By-Laws

The Charlevoix Housing Commission does hereby amend the By-Laws of the Charlevoix Housing Commission as follows:

BY-LAWS OF THE CHARLEVOIX HOUSING COMMISSION

Article I - The Commission

Name of Commission

The name of the Commission shall be the Charlevoix Housing Commission.

Offices of the Commission

The offices of the Commission shall be at 210 W. Garfield Street, Charlevoix, Michigan, but the Commission may hold meetings at such other place or places as it may from time to time designate.

Purpose

The purpose of the Commission will be to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Membership

Appointment

The Commission shall consist of five members appointed by the Mayor, City of Charlevoix with the consent of the City Council for a term of five years in accordance with provisions of the Charlevoix City Code. Terms are established such that one term will expire on the third Monday in April each year. Members must be residents of the City of Charlevoix. One member of the Commission should be a resident of Pine River Place. A vacated position shall be filled with a temporary appointment to finish the remaining portion of the term.

Resignation

Any member desiring to resign from the Commission shall submit a letter of resignation to the Commission, the Executive Director or to the Mayor, City of Charlevoix.

Removal

In the event a Commissioner moves from the City of Charlevoix during his/her term that position shall become vacated. Upon recommendation of the Mayor, the City Council may remove a member of the Commission from office before the expiration of his/ her term.

Article II - Officers

The officers of the Commission shall be a President, Vice President and Executive Director. No one person may hold more than one office at any one time.

Duties, Responsibilities and Elections

President

The President shall preside at all meetings of the Commission. At each meeting the President shall submit such recommendations and information as he or she considers appropriate concerning the business, affairs and policies of the Commission.

Vice President

The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in the case of resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Commission shall select a new President.

Executive Director

The Commission shall appoint an Executive Director to manage the Commission's day-to-day business. The Executive Director shall have general supervision over the administration of the business and affairs of the Commission, subject to the direction of the Commission and shall be charged with the management of the housing projects of the Commission. Except as otherwise authorized by resolution of the Commission, the Executive Director shall sign all contracts and other official instruments made by the Commission. The Executive Director shall be a non-voting member of the Commission, but shall be charged with researching and reporting recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Commission.

The Executive Director shall serve as the Commission's Secretary. The Secretary shall keep the records of the Commission and record all votes, and keep the proceedings of the Commission in a journal and shall perform all duties incident to the office of Secretary. The Executive Director may delegate the duties and responsibilities of the Secretary to a subordinate Commission employee.

Additional Duties

Members of the Commission shall perform such other duties and functions as may from time to time be required by the Commission, By-Laws, rules and regulations of the U.S. Department of Housing and Urban Development or the City of Charlevoix.

Committees and Subcommittees

Committees and subcommittees may be formed from time to time as needs require, with the consent

of the Commission. Such committees and subcommittees shall consist of not more than two (2) Commission members. Such committees and subcommittees shall not perform official action on behalf of the Commission, but shall be empowered to perform research and present recommendations to the Commission as a whole.

Elections and Appointments

The President and Vice President shall be elected at the annual meeting of the Commission from among members of the Commission, and shall hold office for one year or until their successors are elected and qualified. The elections shall be by roll call vote with the "yes", "no's" and "abstaining" votes recorded.

The Commission shall appoint the Executive Director. Any person appointed to fill the office of Executive Director shall have such term as the Commission specifies at the time of appointment, but no Commission member shall be eligible for this office. Additionally, no former Commission member may be appointed to this office for a period of one calendar year from the date he or she vacates his or her position as Commissioner.

Vacancies

Should the offices of President or Vice President become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office. When the office of Executive Director becomes vacant, the Commission shall appoint a successor as described in Article II above.

Additional Personnel

The Executive Director may from time to time employ such personnel as he or she deems necessary to exercise the Commission's powers, duties, responsibilities and functions subject to the discretion of the Commission.

Article III - Meetings

Meeting Procedures

All regular and special meetings of the Commission shall be conducted according to the rules contained in Robert's Rules of Order.

Annual Meeting

The annual meeting of the Commission shall be held on the same date and at the same location as the regular meeting date in April of each calendar year. During the annual meeting the Commission shall elect officers and review its By-Laws.

Regular Monthly Meeting

The Commission shall hold a regular meeting once every calendar month. The time and date of the meeting shall be at the Board's discretion. The Commission will normally meet at 210 W. Garfield Street, Charlevoix, Michigan, but may meet at such other times and/or places as it may from time to time designate. Notice of the regular monthly meetings shall be posted in accordance with the Open Meetings Act (Michigan Public Act 267 of 1976). The notice of the meeting shall contain the date, time, location of the meeting and an agenda which shall list all normal business that the Commission reasonably expects to address during the meeting. The meeting shall be open to the public and persons residing in housing projects managed by the Commission shall be encouraged by the Commission and Executive Director to attend.

Special Meetings

The President of the commission may, when he or she deems necessary, call a special meeting of the Commission for the purpose of transacting Commission business. During an emergency, Commission members may call a special meeting in the absence of the President. Notice of the special meeting shall be posted in accordance with the Open Meetings Act (Michigan Public Act 267 of 1976). The notice of the meeting shall contain the date, time, location of the meeting and an agenda which shall list all business that the Commission reasonably expects to address during the meeting. The meeting shall be open to the public and persons residing in housing projects managed by the Commission shall be encouraged by the commission and Executive Director to attend.

The Executive Director shall be charged with the responsibility of informing each Commission member of the special meeting at least two days prior to the meeting.

At such special meeting, no business shall be considered other than is designated in the agenda, unless all current members of the Commission are present. If all current members of the Commission are present at the special meeting, any and all business may be transacted at such special meeting with the consent of the majority of Commission members.

Quorum

At the meetings of the Commission, three (3) members of the Commission shall constitute a quorum for the purpose of transacting business; providing that a smaller number may meet informally and adjourn to some other time or until a quorum is obtained. However, no official business or action may be taken until a quorum is present.

Order of Business

At the regular monthly meeting of the Commission, the following shall be the order of business:

- 1. Call to Order/Roll Call*
- 2. Additions to Agenda*
- 3. Approval of any previously unapproved minutes from prior Regular and/or Special Meetings and approval of Commission Bills.*
- 4. Executive Director's Report*
- 5. Old Business*
- 6. New Business*
- 7. Public Comment on subjects unrelated to Agenda Items*
- 8. Adjournment*

Resolutions

All resolutions shall be in writing, and shall be copied into a journal of the proceedings of the Commission. All resolutions shall be voted on by voice "yes", "no" or "abstain" vote. The votes of the individual Commission members shall be entered into a journal of the proceedings of the Commission.

Manner of Voting

The voting on all questions coming before the Commission shall be by voice "yes", "no" or "abstain" vote. Approving, dissenting and abstaining votes shall be entered into the journal of the meetings except where the vote is unanimous it shall only be necessary to so state. Unless waived by a majority of members present, business requiring a vote must appear on the previously published agenda of each meeting.

Official Action

Except as otherwise provided in these By-Laws or by law, the vote of a majority of the Commissioners present at a regular or special meeting in which a quorum is present shall constitute an official action by the Commission.

Article IV - Amendments

Amendments to By-Laws

The By-Laws of the Commission shall be amended only with the approval of at least three of the members of the Commission at a regular or special meeting, provided notice of the change has been received by all Commissioners prior to the meeting where the change is considered.

Marie M. Niswander 9-16-03
Marie Niswander, Vice President Date
Charlevoix Housing Commission