

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, JUNE 16, 2015
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business: Travel Policy

New Business:

Miscellaneous Business

Board Commissioners

Public Comment

Adjournment

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes May 19, 2015

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Stevens, Buday, Left, Olach, Stephan
ABSENT: None
OTHER: Julie Waterman, Interim Executive Director
Brad Waterman, Maintenance Supervisor
Keri Casbohm, Administrative Assistant
Tenants of Pine River Place - Barb & Jerry Evans, Laurie Crandall, Mary Novotny-Moore

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the April meeting or questions on the April bills. Discussed occurred on several entries in the checkbook. A motion to accept the minutes from the April 16th meeting and the April bills was made by Lillian Left and seconded by Joni Olach.

Yes: Left, Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent:

Executive Directors Report: Interim Executive Director Julie Waterman presented the March and April financial statements. Discussion occurred on what is in the category "Other Sundry Expenses". The new electronic time clock is working well. Brady's will be coming on July 8th due to their staffing issues and previous difficulties with washing the windows before the end of high pollen season. HUD confirmed that they received the Board's letter and will have an answer in 30 days. A \$130.00 adjustment is needed to balance the checkbook. At some point before 2011 (an extensive search was done from now back to 2011) a payment was made that did not get recorded in the checkbook. Fall Joint Conference of NAHRO, MHDA and UPHO will be September 9, 10, 11 at Crystal Mountain. Julie will let the Board know if there is any training for Commissioners. The computer/camera server has been relocated. A bulletin board has been installed in the entryway enabling added compliance with Michigan Open Meetings Act.

Old Business:

Fiscal Policy: The 30 day posting period has ended for the Fiscal Policy as approved by the Board. There were no comments or questions.

Energy Performance Contracting: Discussion of the feasibility of going into agreement for an Energy Performance Contract. The Board determined that more information is needed from the company. A free energy audit will be conducted first so that the company and the CHC can learn more about the process. Julie Waterman and Brad Waterman will be providing the company with the necessary information to conduct the audit.

New Business:

Financial Audit:

Three proposals for a financial audit of FYE 3/31/2015 were presented to the board. After review and discussion, Joan Buday offered a motion to hire Anderson, Tackman & Company, P.L.C, with a 2-year contract to perform the audit. Paul Stephan seconded the motion.

Yes: Left, Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent:

eLOCCS (electronic Line of Credit Control System) Approving Official: Paul Stephan made a motion to approve Gregory Stevens as the eLOCCS approving official. Lillian Left seconded the motion.

Yes: Left, Buday, Olach, Stephan

No:

Abstentions: Stevens

Absent:

Miscellaneous Business:

P.I.L.O.T. (Payment In Lieu of Taxes): Discussion occurred on what is the P.I.L.O.T. Joan Buday made a motion to approve payment to the city of Charlevoix as calculated by the fee accountant in accordance with Public Act 338 of 1996. Lillian Left seconded the motion.

Yes: Left, Buday, Olach, Stephan, Stevens

No:

Abstentions:

Absent:

Attorney Fees: The bill from Plunkett Cooney was presented. Lillian Left made a motion to approve the payment of the attorney fees to Plunkett Cooney. Joni Olach seconded the motion.

Yes: Left, Buday, Olach, Stephan, Stevens

No:

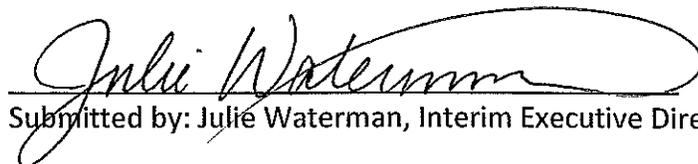
Abstentions:

Absent:

Board Commissioners: Gregory Stevens discussed the Travel Policy and its outdated content and limitations. The entire Travel Policy needs to be changed and will be added to the agenda for the next meeting. Paul Stephans asked if there was any update from HUD on the Smoke Free Housing issue. Discussion occurred. The question was asked as to where the funds go from the sale of unused equipment. The monies are put into the general fund.

Public Comment: Barb Evans asked if Julie Waterman had been hired yet as the Executive Director.

Adjournment: The meeting adjourned at 3:25 pm. The next Regular Meeting will be held Tuesday, June 16, 2015 at 2:00 pm in the Pine River Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451.


Submitted by: Julie Waterman, Interim Executive Director

June 8, 2015

Approved by: Gregory Stevens, Board President

Date: 06/10/2015
Time: 16:28:35

Charlevoix Housing Commission
Check Register Summary Report
Operational Budget

From: 05/01/2015 To: 05/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/04/2015	DEP	MSVP		374.00	15,616.81	
05/05/2015	DEP	Rent ACH		9,363.00	24,979.81	
05/05/2015	EFT	Paychex of New York LLC	2,730.91		22,248.90	payroll for 4/18/2015 to 5/01/2015
05/05/2015	EFT	Paychex of New York LLC	161.61		22,087.29	State of Michigan employee garnishment Remittance Identifier: 910026726
05/05/2015	ADJST	E-Connect Fee	68.35		22,018.94	
05/06/2015	EFT	Paychex of New York LLC	950.80		21,068.14	Federal Withholding Taxes
05/06/2015	EFT	Paychex of New York LLC	46.92		21,021.22	costs for payroll services
05/06/2015	013775	Michigan Officeways	115.98		20,905.24	metal desk paperwork organizer/sorter and wall file holders
05/06/2015	013776	AT & T Mobility	181.72		20,723.52	Mobile service through 4/16/2015.
05/06/2015	013777	Charter Communications	1,339.44		19,384.08	Bulk rate cable tv & cable Internet service through 05/31/2015
05/06/2015	013778	Housing Authority Accounting S	370.88		19,013.20	Accounting service for April 2015
05/06/2015	013779	HD Supply Facilities Maintenance	459.88		18,553.32	cooking range elements, bulbs, plumbing supplies, cleaning supplies, lighting parts
05/06/2015	013780	Schindler Elevator Corp.	1,413.78		17,139.54	Qtr. elevator service contract
05/06/2015	013781	ACE Hardware	129.22		17,010.32	bulbs, caulk, wallplates, screws, washers
05/06/2015	013782	DTE Energy	1,458.33		15,551.99	gas through 4/29/2015
05/06/2015	013783	City Of Charlevoix	2,917.76		12,634.23	Water, sewer & electric through 4/5/15
05/08/2015	DEP	Grand River Insurance Agency, LLC		45.00	12,679.23	adjustment from insurance company
05/08/2015	DEP	Rent		5,557.00	18,236.23	
05/08/2015	DEP	Rent & Security Deposit		5,066.50	23,302.73	
05/08/2015	DEP	Rent		630.00	23,932.73	
05/12/2015	013784	AT&T	145.19		23,787.54	Telephone service through 05/04/2015
05/12/2015	013785	Housing Data Systems	120.00		23,667.54	Qtr. MTCs Transmittal
05/12/2015	013786	American Tenant Screen, Inc.	13.59		23,653.95	Applicant screening
05/12/2015	013787	American Waste / Walloon Lake	244.00		23,409.95	Regular trash removal for May
05/12/2015	013788	Sam's Club / GEMB	457.24		22,952.71	coffee, paper prod., cleaning supplies, trash bags, office supplies, copy paper, toilet paper, batteries
05/12/2015	013789	Business Card	849.01		22,103.70	safety equipment - steel toe boots and gloves, U.S.

Date: 06/10/2015
 Time: 16:28:35

Charlevoix Housing Commission
Check Register Summary Report
 Operational Budget

From: 05/01/2015 To: 05/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/15/2015	EFT	Paychex of New York LLC	84.80		22,018.90	costs for timeclock and shipping
05/18/2015	013790	Julie Waterman	65.55		21,953.35	Mileage to 5/15/2015
05/18/2015	013791	Field's Fire Protection, Inc.	490.50		21,462.85	Sprinkler system annual
05/19/2015	EFT	Paychex of New York LLC	2,894.24		18,568.61	payroll for 5/2/2015 to 5/15/15
05/19/2015	EFT	Paychex of New York LLC	46.92		18,521.69	costs for payroll services
05/19/2015	EFT	Paychex of New York LLC	998.76		17,522.93	Federal Withholding Taxes
05/19/2015	EFT	Paychex of New York LLC	161.61		17,361.32	State of Michigan employee garnishment Remittance Identifier: 910026726
05/20/2015	013792	Plunkett Cooney	5,376.00		11,985.32	attorney services
05/27/2015	ADJUST		130.00		11,855.32	adjustment. checkbook balance does not match bank statements. researched back to 2011 and could not find where a payment was not recorded. would have been before 2011.
05/27/2015	013793	Critical Signal Technologies	645.00		11,210.32	May monitoring charge for call to aid system.
05/27/2015	013794	Delta Dental	268.78		10,941.54	Dental Insurance
05/27/2015	013795	Blue Cross/ Blue Shield	1,976.16		8,965.38	Medical Insurance through 7/09/2015
Total:			27,312.93		21,035.50	

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 2 Months Ended May 31, 2015**

Ideal Percentage- 16.67%		1 Month Ended	2 Months Ended		
	ANNUAL BUDGET	<u>May 31, 2015</u>	<u>May 31, 2015</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 219,730	18,400.00	\$ 36,758.95	16.73%	182,971.05
Total Rental Income	219,730	18,400.00	36,758.95	16.73%	182,971.05
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	59,000	0.00	5,729.00	9.71%	53,271.00
Total HUD PHA Grants	59,000	0.00	5,729.00	9.71%	53,271.00
Nonrental Income					
3610 - Interest Income-Gen. Fund	250	12.04	23.69	9.48%	226.31
3690 - Tenant Income	1,000	0.00	4.00	0.40%	996.00
3690.1 - Non-Tenant Income	19,400	1,230.00	2,984.73	15.39%	16,415.27
3690.3 - (Gain)/Loss on Sale of Equip	0	0.00	4,575.00	0.00%	(4,575.00)
3690.4 - Tenant Income-Cable	12,450	1,239.00	2,474.50	19.88%	9,975.50
Total Nonrental Income	33,100	2,481.04	10,061.92	30.40%	23,038.08
Total Operating Income	311,830	20,881.04	52,549.87	16.85%	259,280.13
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	50,600	3,450.66	6,682.39	13.21%	43,917.61
4130 - Legal Expense	0	5,376.00	5,376.00	0.00%	(5,376.00)
4140 - Staff Training	2,000	275.00	385.00	19.25%	1,615.00
4150 - Travel Expense	2,500	65.55	182.28	7.29%	2,317.72
4170 - Accounting Fees	5,610	370.88	1,412.17	25.17%	4,197.83
4171 - Auditing	3,700	0.00	0.00	0.00%	3,700.00
4182 - Employee Benefits - Admin	13,800	292.49	571.14	4.14%	13,228.86
4185 - Telephone	4,000	406.91	646.12	16.15%	3,353.88
4190.1 - Publications	100	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680	0.00	290.00	42.65%	390.00
4190.3 - Admin Service Contracts	3,790	298.64	1,798.34	47.45%	1,991.66
4190.4 - Office Supplies	2,000	273.32	720.86	36.04%	1,279.14
4190.5 - Other Sundry Expense	3,000	150.82	4,371.33	145.71%	(1,371.33)
4190.51 - Advertising and Marketing	100	0.00	117.40	117.40%	(17.40)
Total Administration	91,880	10,960.27	22,553.03	24.55%	69,326.97
Tenant Services					
4220 - Rec., Publ. & Other Svcs.	400	0.00	0.00	0.00%	400.00
4230 - Contract Costs-Cable/Monitorin	20,040	1,904.44	4,453.88	22.22%	15,586.12
Total Tenant Services	20,440	1,904.44	4,453.88	21.79%	15,986.12

See Accountants' Compilation Report

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 2 Months Ended May 31, 2015

	ANNUAL BUDGET	1 Month Ended	2 Months Ended	% Budget Used	*OVER/UNDER
		May 31, 2015	May 31, 2015		
Utilities					
4310 - Water	12,100	1,230.66	2,246.12	18.56%	9,853.88
4320 - Electricity	20,100	1,687.10	3,668.64	18.25%	16,431.36
4330 - Gas	<u>21,600</u>	<u>1,458.33</u>	<u>1,458.33</u>	6.75%	<u>20,141.67</u>
Total Utilities	53,800	4,376.09	7,373.09	13.70%	46,426.91
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	58,800	4,397.37	8,847.79	15.05%	49,952.21
4420 - Materials	14,500	1,394.13	2,186.65	15.08%	12,313.35
4430.02 - Heating & Cooling Contracts	500	0.00	0.00	0.00%	500.00
4430.04 - Elevator Maintenance Contra	5,500	1,413.78	1,870.16	34.00%	3,629.84
4430.05 - Landscape & Grounds Contr	3,800	0.00	0.00	0.00%	3,800.00
4430.06 - Unit Turnaround Contracts	1,000	0.00	3,153.99	315.40%	(2,153.99)
4430.07 - Electrical Contracts	500	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300	0.00	0.00	0.00%	300.00
4430.09 - Extermination Contracts	500	0.00	0.00	0.00%	500.00
4430.10 - Janitorial Contracts	1,150	0.00	0.00	0.00%	1,150.00
4430.11 - Routine Maintenance Contra	4,000	490.50	1,274.76	31.87%	2,725.24
4430.12 - Miscellaneous Contracts	2,000	0.00	0.00	0.00%	2,000.00
4431 - Garbage Removal	3,100	244.00	488.00	15.74%	2,612.00
4433 - Employee Benefits - Maint.	<u>24,620</u>	<u>2,002.35</u>	<u>5,677.95</u>	23.06%	<u>18,942.05</u>
Total Ordinary Maint. & Oper.	120,270	9,942.13	23,499.30	19.54%	96,770.70
Protective Services					
Total Protective Services	0	0.00	0.00	0.00%	0.00
General Expense					
4510 - Insurance	17,700	1,474.84	2,949.68	16.66%	14,750.32
4511 - Insurance-Wk Comp	3,010	205.92	456.84	15.18%	2,553.16
4520 - Payment in Lieu of Taxes	<u>16,590</u>	<u>1,430.00</u>	<u>2,860.00</u>	17.24%	<u>13,730.00</u>
Total General Expense	37,300	3,110.76	6,266.52	16.80%	31,033.48
Total Routine Expense	323,690	30,293.69	64,145.82	19.82%	259,544.18
Non-Routine Expense					
Extraordinary Maintenance					
Total Extraordinary Maint.	0	0.00	0.00	0.00%	0.00
Casualty Losses-Not Cap.					
Total Casualty Losses	0	0.00	0.00	0.00%	0.00
Total Non-Routine Expense	0	0.00	0.00	0.00%	0.00
Total Operating Expenses	<u>323,690</u>	<u>30,293.69</u>	<u>64,145.82</u>	19.82%	<u>259,544.18</u>
Operating Income (Loss)	<u>(11,860)</u>	<u>(9,412.65)</u>	<u>(11,595.95)</u>	97.77%	<u>(264.05)</u>

See Accountants' Compilation Report

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 2 Months Ended May 31, 2015**

		1 Month Ended	2 Months Ended		
	ANNUAL BUDGET	<u>May 31, 2015</u>	<u>May 31, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
Surplus Credits and Charges					
Total Surplus Credits and Chara	0	0.00	0.00	0.00%	0.00
Capital Expenditures					
7540 - Betterments and Additions	7,500	0.00	0.00	0.00%	7,500.00
7590 - Operating Expenditures-Contra	<u>(7,500)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(7,500.00)</u>
Total Capital Expenditures	0	0.00	0.00	0.00%	0.00
Other Financial Items					
8010 - Operating Transfer In	<u>20,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>20,000.00</u>
Total Other Financial Items	20,000	0.00	0.00	0.00%	20,000.00
Reserve Net Income (Loss)	<u>\$ 640</u>	<u>(9,412.65)</u>	<u>\$ (16,170.95)</u>	<u>(2,526.71)%</u>	<u>\$ 16,810.95</u>

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