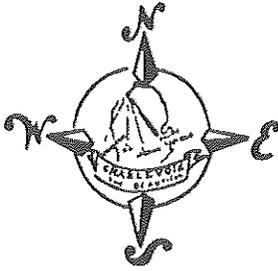


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, JUNE 21, 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: Commission By-Laws

New Business: Billing Invoice from Laura Dinon, attorney

Public Comment on subjects unrelated to Agenda Items

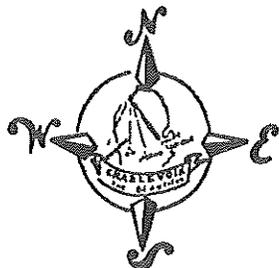
Adjournment

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes

May 17, 2016

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

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall

ABSENT: Gregory Stevens

OTHERS: Julie Waterman, Executive Director
Brad Waterman, Maintenance Supervisor
Residents of Pine River Place

Additions to the Agenda: None

Approval of Meeting Minutes and Bills:

Vice-President Buday asked if there were any corrections or additions to the minutes from the April annual meeting or questions on the April bills. Paul Stephan about the amount paid to PHADA and what it is. PHADA (Public Housing Authorities Directors Association) is a professional association that the housing commission belongs to and the amount was the annual membership fee. Joan Buday asked about the WASH money and whether this was an ongoing income. Yes, we receive a check about every 60 days. Joan Buday asked about the difference between current and future paid time leave. Julie will get clarification from the fee accountant. A motion to approve the minutes from the April annual meeting and the April bills was made by Laurie Crandall and seconded by Paul Stephans.

Yes: Buday, Left, Stephan, Crandall

No:

Abstentions:

Absent: Stevens

Executive Directors Report: Executive Director Julie Waterman explained that due to being the end of the fiscal year March financial reports were just received and she handed them out along with the April financial reports. The board can review at their convenience and contact Julie with any questions. Julie attended a conference May 11th-13th and some of the highlights discussed included dealing with residents with mental health issues, recent regulatory reforms in housing and handling grievances with residents and applicants. May 4th was another "Coffee with Julie" hour for residents to ask questions concerning Pine River Place. These meetings are proving helpful and allows residents the opportunity to be heard and get questions answered. The company WASH informed us by letter that there will be a 25 cent increase to \$1.25 in the cost to wash and to dry a load of laundry. This is still significantly lower than a laundromat charges for the same service.

Old Business: None

New Business:

Commission By-Laws:

Julie Waterman discussed the need to review the Commission By-Laws as they have not been reviewed/amended since September of 2003. Laurie Crandall made a motion to postpone the discussion of the Commission By-Laws until the next regular meeting so that more information can be gathered. Lillian Left seconded the motion.

Yes: Buday, Left, Stephan, Crandall

No:

Abstentions:

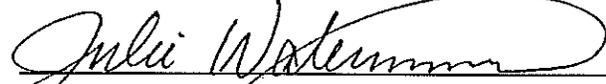
Absent: Stevens

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

Barbara Evans asked when the windows were going to be washed.

With no further public comments, Vice-President Buday closed the meeting to public comments.

Adjournment: The meeting adjourned at 2:30 pm. The next meeting will be held Tuesday, June 21, 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

May 23, 2016

Approved by: Joan Buday, Board Vice-President

Check Register Summary Report

Operational Budget

From: 05/01/2016 To: 05/31/2016

Time: 18:45:12

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/02/2016	014042	Jospeh Farley	218.00		51,218.78	Refund Security Deposit
05/03/2016	EFT	Paychex of New York LLC	2,647.88		48,570.90	payroll for 4/16/16 to 4/29/16
05/04/2016	EFT	Paychex of New York LLC	949.26		47,621.64	Federal Withholding Taxes
05/04/2016	EFT	Paychex of New York LLC	36.47		47,585.17	costs for payroll services
05/04/2016	ADJST	E-Connect Fee	69.55		47,515.62	monthly electronic banking & ACH fee
05/04/2016	014043	Housing Authority Accounting S	373.24		47,142.38	Accounting service for April 2016
05/04/2016	014044	AT & T Mobility	138.17		47,004.21	Mobile service through 4/16/2016.
05/04/2016	014045	DTE Energy	2,524.84		44,479.37	gas through 4/22/2016
05/04/2016	014046	Home Depot Credit Services	394.92		44,084.45	garabage disposal switches, plywood, wood boards, screws, cleaning supplies, plumbing supplies, spacklir
05/04/2016	014047	Charter Communications	1,497.07		42,587.38	Bulk rate cable TV & cable internet service through 5/30/2016
05/04/2016	014048	Schindler Elevator Corp.	1,462.83		41,124.55	Qtr. elevator service contract
05/04/2016	014049	City Of Charlevoix	3,314.04		37,810.51	Water, sewer & electric through 4/07/16
05/04/2016	014050	Common Angle	124.04		37,686.47	Virus protection for computers
05/04/2016	014051	estate of Kerri Samuelson	156.00		37,530.47	Refund Security Deposit
05/06/2016	DEP	Rent ACH		9,979.00	47,509.47	
05/09/2016	DEP	Rent		2,255.00	49,764.47	
05/09/2016	DEP	Rent		5,454.35	55,218.82	
05/11/2016	DEP	Rent		338.00	55,556.82	
05/11/2016	DEP	Rent & Security Deposit		1,001.83	56,558.65	
05/13/2016	EFT	Paychex of New York LLC	225.25		56,333.40	costs HR & timeclock services
05/17/2016	EFT	Paychex of New York LLC	2,795.99		53,537.41	payroll for 4/30/16 to 5/13/16
05/17/2016	014052	Critical Signal Technologies	420.00		53,117.41	June monitoring charge for call to aid system.
05/17/2016	014053	Blue Cross/ Blue Shield	1,165.45		51,951.96	Medical Insurance through 7/09/2016
05/17/2016	014054	Julie Waterman	54.00		51,897.96	Mileage to MHDA conference in Traverse City 5-11-20 to 5-13-2016
05/17/2016	014055	Business Card	19.95		51,878.01	cookies for resident training meeting
05/17/2016	014056	ACE Hardware	42.45		51,835.56	cleaners, keys, wire
05/17/2016	014057	AT&T	381.46		51,454.10	Telephone service through 5/04/2016
05/18/2016	EFT	Paychex of New York LLC	36.47		51,417.63	costs for payroll services

Check Register Summary Report

Operational Budget

From: 05/01/2016 To: 05/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/18/2016	EFT	Paychex of New York LLC	998.75		50,418.88	Federal Withholding Taxes
05/19/2016	014058	Brad Waterman	108.54		50,310.34	mileage through 5/18/2016
05/23/2016	014059	Lautner Irrigation, Inc.	341.84		49,968.50	irrigation system, replace damaged componets
05/23/2016	014060	East Jordan Housing Commission	50.00		49,918.50	administrative services (file review)
05/23/2016	014061	American Tenant Screen, Inc.	40.77		49,877.73	Applicant screenings
05/23/2016	014062	American Waste / Walloon Lake Refuse	244.00		49,633.73	Regular trash removal for May
05/23/2016	014063	Housing Data Systems	120.00		49,513.73	Qtr. MTCs Transmittal
05/23/2016	014064	State Chemical Manufacturing C	437.54		49,076.19	disinfectant, carpet cleaner, drain cleaner
05/24/2016	014065	Delta Dental	124.42		48,951.77	Dental Insurance
05/31/2016	EFT	Paychex of New York LLC	2,571.02		46,380.75	payroll for 5/14/16 to 5/27/16

Total: 24,084.21 19,028.18

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

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 48,647.48
1162.1 - Money Mkt Acct 9391	<u>67,845.94</u>
Total Cash	116,493.42

Receivables

1122 - Tenants	<u>547.65</u>
Total Receivables	547.65

Investments

Total Investments	0.00
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Deferred Charges

1211 - Prepaid Insurance	7,343.32
1290 - Other Deferred Charges	<u>2,571.02</u>
Total Deferred Charges	9,914.34

Total Current Assets	126,955.41
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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 - Fum., Equip., Mach.-Dwellings	45,447.08
1400.9 - Fum., Equip., Mach.-Admin	94,630.29
1495 - Accumulated Depreciation	<u>(3,352,698.87)</u>
Total Fixed Assets	805,850.87

TOTAL ASSETS	<u>\$ 932,806.28</u>
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**Charlevoix Housing Commission
Low Rent Public Housing
Balance Sheet
As of May 31, 2016**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 1,267.72
2114 - Tenant Security Deposits	15,505.50
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	<u>17,755.48</u>
Total Current Liabilities	51,388.00

Noncurrent Liabilities

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

TOTAL LIABILITIES	<u><u>52,122.26</u></u>
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EQUITY

2802.1 - Invested in Capital Assets, Net of Debt	<u>805,850.87</u>
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Unrestricted Net Assets

2806 - Unrestricted Net Assets	103,656.98
Current Year Profit/Loss	<u>(28,823.83)</u>
Total Unrestricted Net Assets	74,833.15

TOTAL EQUITY	<u><u>880,684.02</u></u>
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TOTAL LIABILITIES/EQUITY	<u><u>\$ 932,806.28</u></u>
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**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 2 Months Ended May 31, 2016**

Ideal Percentage- 16.66%	1 Month Ended		2 Months Ended			
	ANNUAL BUDGET	<u>May 31, 2016</u>	<u>May 31, 2016</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>	
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$ 223,690	17,819.57	\$ 35,481.57	15.86%	188,208.43	
Total Rental Income	223,690	17,819.57	35,481.57	15.86%	188,208.43	
Revenues - HUD PHA Grants						
3401.2 - Operating Subsidy	57,020	0.00	4,292.00	7.53%	52,728.00	
Total HUD PHA Grants	57,020	0.00	4,292.00	7.53%	52,728.00	
Nonrental Income						
3610 - Interest Income-Gen. Fund	250	8.33	16.39	6.56%	233.61	
3690 - Tenant Income	1,000	0.00	0.00	0.00%	1,000.00	
3690.1 - Non-Tenant Income	5,000	0.00	536.89	10.74%	4,463.11	
3690.4 - Tenant Income-Cable	15,200	1,382.16	2,785.16	18.32%	12,414.84	
Total Nonrental Income	21,450	1,390.49	3,338.44	15.56%	18,111.56	
Total Operating Income	302,160	19,210.06	43,112.01	14.27%	259,047.99	
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	47,480	3,419.10	6,881.90	14.49%	40,598.10	
4130 - Legal Expense	7,000	0.00	0.00	0.00%	7,000.00	
4140 - Staff Training	2,000	0.00	270.00	13.50%	1,730.00	
4150 - Travel Expense	2,500	162.54	162.54	6.50%	2,337.46	
4170 - Accounting Fees	5,610	373.24	948.98	16.92%	4,661.02	
4171 - Auditing	3,700	0.00	0.00	0.00%	3,700.00	
4182 - Employee Benefits - Admin	4,130	271.73	557.29	13.49%	3,572.71	
4185 - Telephone	4,000	616.61	851.76	21.29%	3,148.24	
4190.1 - Publications	100	0.00	0.00	0.00%	100.00	
4190.2 - Membership Dues and Fees	680	150.00	250.00	36.76%	430.00	
4190.3 - Admin Service Contracts	4,590	418.19	713.68	15.55%	3,876.32	
4190.4 - Office Supplies	2,000	0.00	0.00	0.00%	2,000.00	
4190.5 - Other Sundry Expense	3,000	284.36	495.36	16.51%	2,504.64	
4190.51 - Advertising and Marketing	500	0.00	0.00	0.00%	500.00	
Total Administration	87,290	5,695.77	11,131.51	12.75%	76,158.49	
Tenant Services						
4220 - Rec., Publ. & Other Svcs.	400	19.95	75.81	18.95%	324.19	
4230 - Contract Costs-Cable	16,200	1,400.09	2,800.18	17.29%	13,399.82	
Total Tenant Services	16,600	1,420.04	2,875.99	17.33%	13,724.01	

See Accountants' Compilation Report

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 2 Months Ended May 31, 2016**

	ANNUAL BUDGET	1 Month Ended	2 Months Ended	% Budget Used	*OVER/UNDER
		May 31, 2016	May 31, 2016		
Utilities					
4310 - Water	5,350	474.10	1,758.35	32.87%	3,591.65
4320 - Electricity	20,100	1,842.94	3,965.51	19.73%	16,134.49
4330 - Gas	16,500	2,524.84	5,625.92	34.10%	10,874.08
4390 - Other Utilities Expense	11,600	997.00	997.00	8.59%	10,603.00
Total Utilities	53,550	5,838.88	12,346.78	23.06%	41,203.22
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	50,610	3,740.44	7,318.79	14.46%	43,291.21
4420 - Materials	18,000	874.91	1,231.41	6.84%	16,768.59
4430.02 - Heating & Cooling Contracts	500	0.00	0.00	0.00%	500.00
4430.03 - Snow Removal Contracts	1,000	0.00	0.00	0.00%	1,000.00
4430.04 - Elevator Maintenance Contracts	5,500	1,462.83	1,462.83	26.60%	4,037.17
4430.05 - Landscape & Grounds Contracts	2,000	341.84	341.84	17.09%	1,658.16
4430.06 - Unit Turnaround Contracts	8,000	0.00	0.00	0.00%	8,000.00
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	300	0.00	0.00	0.00%	300.00
4430.11 - Routine Maintenance Contracts	5,000	0.00	830.92	16.62%	4,169.08
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.	15,860	1,250.48	2,623.20	16.54%	13,236.80
4480 - Protective Services	5,040	840.00	840.00	16.67%	4,200.00
Total Ordinary Maint. & Oper.	118,210	8,754.50	15,136.99	12.81%	103,073.01
Protective Services					
Total Protective Services	0	0.00	0.00	0.00%	0.00
General Expense					
4510 - Insurance	18,600	1,547.00	3,094.00	16.63%	15,506.00
4511 - Insurance-Wk Comp	2,980	247.09	494.18	16.58%	2,485.82
4520 - Payment in Lieu of Taxes	17,010	1,417.50	2,847.50	16.74%	14,162.50
Total General Expense	38,590	3,211.59	6,435.68	16.68%	32,154.32
Total Routine Expense	314,240	24,920.78	47,926.95	15.25%	266,313.05
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	314,240	24,920.78	47,926.95	15.25%	266,313.05
Operating Income (Loss)	(12,080)	(5,710.72)	(4,814.94)	39.86%	(7,265.06)

See Accountants' Compilation Report

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 2 Months Ended May 31, 2016**

	ANNUAL BUDGET	1 Month Ended	2 Months Ended	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
		<u>May 31, 2016</u>	<u>May 31, 2016</u>		
Surplus Credits and Charges					
Total Surplus Credits and Char	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>\$ 420</u>	<u>(5,710.72)</u>	<u>\$ (4,814.94)</u>	<u>(1,146.41)%</u>	<u>\$ 5,234.94</u>

See Accountants' Compilation Report

Charlevoix Housing Commission Agenda Item

Agenda Item Title: Charlevoix Housing Commission By-Laws

Date: June 16, 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:

Conitnue 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

**Charlevoix Housing Commission
Agenda Item**

Agenda Item Title: Billing Invoice from Laura Dinon, attorney

Date: June 16, 2016

Presented By: Julie Waterman, Executive Director

Attachments: Professional Services Invoice dated 5/23/2016

Background Information:

An invoice for professional services was received from Laura Dinon's office on May 23, 2016 in the amount of \$360.00. There is no record that the board made a motion directing a board member to seek legal counsel (on behalf of the Commission) from Laura Dinon, labor attorney. If the board wishes this invoice to be paid by the Commission a motion needs to be made approving the costs incurred

Recommendation:

Board discussion.



Professional Services Invoice

Charlevoix Housing Commission
210 W. Garfield Ave, Apt 101
Charlevoix, MI 49720

05/23/16
Invoice #: 10636475
Thru Date: 04/30/16

Attention: Julie Waterman

Billing Attorney: 0046 - Dinon, Laura Arbour
RE: Charlevoix Housing Commission General Employment

Open Date: 04/01/15
Our File: 25145-51016
Your File:

Current Fees Due	\$360.00
Current Disbursements	0.00
	<hr/>
Total This Invoice	\$360.00
Total Amount Due	<u>\$360.00</u>

Please remit to:

Plunkett Cooney
38505 Woodward, Ste. 2000
Bloomfield Hills, MI 48304

ATTORNEYS & COUNSELORS AT LAW

BILL FOR SERVICES RENDERED

<u>Date</u>	<u>TKPR</u>	<u>DESCRIPTION</u>	<u>HRS</u>	
04/08/16	LAD	COMMUNICATE (WITH CLIENT) E-MAIL FROM G. STEVENS	0.50	
04/11/16	LAD	COMMUNICATE (WITH CLIENT) REVIEW OPEN MEETINGS ACT AND CORRESPONDENCE TO CLIENT	1.00	
		TOTAL ATTORNEY HOURS AND FEES	1.50	\$360.00
TOTAL HOURS AND FEES			1.50	\$360.00
NET FEES DUE				<u>\$360.00</u>

HOURS RECAP

	<u>HOURS</u>		<u>RATE</u>	<u>AMOUNT</u>
	1.50	@	240.00	360.00
TOTALS	1.50			\$360.00

ATTORNEY RECAP

<u>TIMEKEEPER</u>	<u>HOURS</u>		<u>RATE</u>	<u>AMOUNT</u>
0046 - Dinon, Laura Arbour	1.50	@	240.00	\$360.00
TOTAL HOURS AND FEES	1.50			\$360.00
NET FEES				\$360.00
TOTAL BILL FOR SERVICES RENDERED				\$360.00