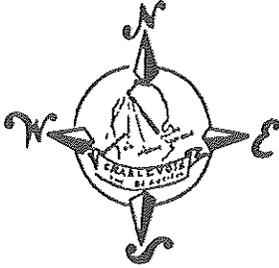


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

**TUESDAY, AUGUST 16, 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:    None

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 July 19, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:01 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

### Additions to the Agenda (New Business):

- Resolution to clarify Employee Handbook Effective date
- Resolution to carry over executive director's earned vacation hours

### Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the June regular meeting or questions on the June bills. Joan Buday asked if the check to Plunkett Cooney was issued yet as it was not on the check register. Julie Waterman explained that it was written on July 5<sup>th</sup> and would be on the July check register. A motion to approve the minutes from the June regular meeting and the June bills was made by Joan Buday and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the June financial reports. Joan Buday asked about the Materials (4420) category that is \$4,211.34 for the month of June and why it did not equal the credit card bill. Julie explained that it is a combination of numerous checks and not just the credit card. She will get a breakdown from the fee accountant. Julie gave an expected timetable for the Energy Performance Contract. There are currently three vacancies with two of them being filled next week. The other is being remodeled and is expected to be ready in two weeks. In preparation for next year's REAC inspection, a company from Ohio was here on June 29<sup>th</sup> to grind down parts of the sidewalk that posed a tripping hazard. Paul Olson from the insurance company asked if the board would like to come to a meeting to discuss the insurance policy. The board did not feel they needed to speak with him at this time. DTE updated kitchen and bathroom faucets aerators and showerheads in every unit to any effort to conserve water. The financial audit was completed on July 12<sup>th</sup> and everything went smoothly. A report will follow.

**Old Business:**

**Commission By-Laws:**

Joan Buday made a motion to postpone the discussion of the Commission By-Laws until the next regular meeting when a draft is presented to the board. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**New Business:**

**Resolution to Clarify Employee Handbook Effective Date:**

Discussion occurred in regards to the date the Employee Handbook became effective. Joan Buday made a motion to adopt 2016-07 Resolution to Clarify Adoption of Employee Handbook Becoming Effective on 04/01/2016. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Resolution to Carry Over Executive Director's Earned Vacation Hours:**

Discussion occurred in regards to the earned vacation hours accumulated by the executive director over the last couple of years and due to unusual circumstances she has been unable to use them at this time. She will make a concerted effort to use the hours prior to the end of this fiscal year. We will discuss the issue in December and if significant hours have not been used another discussion will follow as to the commission's plans in the matter. Lillian Left made a motion to adoption 2016-08 Resolution to Approve Carrying Over the Earned Vacation Hours for the Executive Director. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Public Comment: None**

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

**Adjournment:** The meeting adjourned at 3:00 pm. The next meeting will be held Tuesday, August 16, 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

July 21, 2016

\_\_\_\_\_  
Approved by: Laurie Crandall, Board President

Date: 08/10/2016  
 Time: 09:50:01

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget  
 From: 07/01/2016 To: 07/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/05/2016	DEP	Rent ACH		9,782.00	52,668.50	
07/05/2016	014088	Housing Authority Accounting S	508.24		52,160.26	Accounting service for June 2016
07/05/2016	014089	Charter Communications	1,497.07		50,663.19	Bulk rate cable TV & cable internet service through 7/31/2016
07/05/2016	014090	Plunkett Cooney	360.00		50,303.19	attorney services
07/05/2016	014091	Julie Waterman	91.80		50,211.39	Mileage to executive director meeting in Cadillac 6-22-2016
07/05/2016	014092	Field's Fire Protection, Inc.	279.95		49,931.44	Sprinkler system annual
07/05/2016	014093	THR Concrete Grinding	2,325.00		47,606.44	contract costs
07/05/2016	014094	DTE Energy	717.04		46,889.40	gas through 6/24/2016
07/05/2016	014095	American Waste / Walloon Lake Refuse	274.00		46,615.40	Regular trash removal for July and one extra pickup
07/05/2016	014096	City Of Charlevoix	2,823.12		43,792.28	Water, sewer & electric through 6/27/16
07/05/2016	014097	ACE Hardware	344.46		43,447.82	paint, keys, electric switches, light bulbs, plumbing supplies, drain cleaner
07/06/2016	ADJST	Jane Sawtelle	369.26		43,078.56	payroll check Sawtelle 6/11/2016 to 6/24/2016
07/06/2016	ADJST	E-Connect Fee	74.20		43,004.36	monthly electronic banking & ACH fee
07/07/2016	DEP	Rent & Security Deposit		692.74	43,697.10	
07/07/2016	DEP	Rent		2,361.00	46,058.10	
07/07/2016	DEP	Rent		5,446.00	51,504.10	
07/07/2016	014098	HD Supply Facilities Maintenance	460.79		51,043.31	smoke alarms, trash bags, hallway light bulbs, cabinet knobs, toilet paper holders
07/11/2016	014099	Business Card	39.90		51,003.41	cookies for resident training meeting
07/11/2016	014100	American Tenant Screen, Inc.	40.77		50,962.64	Applicant screenings
07/11/2016	014101	Wojan Window & Door Corporatio	397.50		50,565.14	window roller housing assemblies
07/11/2016	014102	AT&T	250.62		50,314.52	Telephone service through 7/04/2016
07/12/2016	EFT	Paychex of New York LLC	2,740.85		47,573.67	payroll for 6/25/16 to 7/08/16
07/13/2016	EFT	Paychex of New York LLC	979.81		46,593.86	Federal Withholding Taxes
07/13/2016	EFT	Paychex of New York LLC	66.63		46,527.23	costs for payroll services
07/15/2016	EFT	Paychex of New York LLC	225.25		46,301.98	costs HR & timeclock services
07/18/2016	DEP	Rent		348.00	46,649.98	
07/18/2016	014103	Linda Angel	226.85		46,423.13	Refund Security Deposit

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget  
 From: 07/01/2016 To: 07/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/19/2016	014104	Delta Dental	124.42		46,298.71	Dental Insurance
07/19/2016	014105	Critical Signal Technologies	420.00		45,878.71	August monitoring charge for call to aid system.
07/19/2016	014106	Northern Michigan Review, Inc.	188.80		45,689.91	employment postings
07/19/2016	014107	City Of Charlevoix	14,907.98		30,781.93	Payment in lieu of taxes
07/19/2016	014108	Blue Cross/ Blue Shield	1,165.45		29,616.48	Medical Insurance through 9/09/2016
07/25/2016	014109	Whitley's Floor Covering Inc.	3,153.99		26,462.49	Carpet & vinyl for #303
07/25/2016	014110	Jesse Stark	75.00		26,387.49	Refund Pet Deposit
07/26/2016	EFT	Paychex of New York LLC	1,909.08		24,478.41	payroll for 7/09/16 to 7/22/16
07/27/2016	EFT	Paychex of New York LLC	66.63		24,411.78	costs for payroll services
07/27/2016	EFT	Paychex of New York LLC	629.82		23,781.96	Federal Withholding Taxes
07/27/2016	EFT	Paychex of New York LLC	434.09		23,347.87	Federal Withholding Taxes
07/27/2016	EFT	Paychex of New York LLC	1,035.63		22,312.24	payroll for 7/09/16 to 7/22/16
<b>Total:</b>			39,204.00		18,629.74	

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

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$	22,312.24
1162.1 - Money Mkt Acct 9391		<u>67,862.33</u>

<b>Total Cash</b>		90,174.57
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**Receivables**

1122 - Tenants		<u>(65.00)</u>
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<b>Total Receivables</b>		(65.00)
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**Investments**

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

1211 - Prepaid Insurance		<u>3,755.14</u>
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<b>Total Deferred Charges</b>		3,755.14
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<b>Total Current Assets</b>		93,864.71
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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	1,452,292.17
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1400.72 - Non-dwelling Structures	237,109.51
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1400.8 - Furn., Equip., Mach.-Dwellings	45,447.08
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1400.9 - Furn., Equip., Mach.-Admin	94,630.29
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1495 - Accumulated Depreciation	<u>(3,370,418.31)</u>
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<b>Total Fixed Assets</b>	788,131.43
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<b>TOTAL ASSETS</b>	<u>\$ 881,996.14</u>
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**Charlevoix Housing Commission  
 Low Rent Public Housing  
 Balance Sheet  
 As of July 31, 2016**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$	1,267.72
2114 - Tenant Security Deposits		15,069.00
2117.4 - Health Insurance Withheld		453.63
2117.6 - Dental Insurance Withheld		51.36
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>5,682.50</u>

**Total Current Liabilities** 39,046.85

**Noncurrent Liabilities**

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

**TOTAL LIABILITIES** 39,781.11

**EQUITY**

2802.1 - Invested in Capital Assets, Net of Debt	<u>788,131.43</u>
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**Unrestricted Net Assets**

2806 - Unrestricted Net Assets	121,376.42
Current Year Profit/Loss	<u>(67,292.82)</u>

**Total Unrestricted Net Assets** 54,083.60

**TOTAL EQUITY** 842,215.03

**TOTAL LIABILITIES/EQUITY** \$ 881,996.14

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 4 Months Ended July 31, 2016**

Ideal Percentage- 33.34%

		1 Month Ended	4 Months Ended		
	ANNUAL BUDGET	July 31, 2016	July 31, 2016	% Budget Used	*(OVER)/UNDER
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 223,690	16,846.26	\$ 69,331.20	30.99%	154,358.80
<b>Total Rental Income</b>	223,690	16,846.26	69,331.20	30.99%	154,358.80
<b>Revenues - HUD PHA Grants</b>					
3401.2 - Operating Subsidy	57,020	0.00	4,292.00	7.53%	52,728.00
<b>Total HUD PHA Grants</b>	57,020	0.00	4,292.00	7.53%	52,728.00
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	250	8.33	32.78	13.11%	217.22
3690 - Tenant Income	1,000	10.00	85.00	8.50%	915.00
3690.1 - Non-Tenant Income	5,000	0.00	726.89	14.54%	4,273.11
3690.4 - Tenant Income-Cable	15,200	1,323.45	5,441.93	35.80%	9,758.07
<b>Total Nonrental Income</b>	21,450	1,341.78	6,286.60	29.31%	15,163.40
<b>Total Operating Income</b>	302,160	18,188.04	79,909.80	26.45%	222,250.20
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	47,480	3,657.70	15,458.45	32.56%	32,021.55
4130 - Legal Expense	7,000	360.00	1,041.81	14.88%	5,958.19
4140 - Staff Training	2,000	0.00	270.00	13.50%	1,730.00
4150 - Travel Expense	2,500	91.80	684.90	27.40%	1,815.10
4170 - Accounting Fees	5,610	508.24	2,100.46	37.44%	3,509.54
4171 - Auditing	3,700	0.00	0.00	0.00%	3,700.00
4182 - Employee Benefits - Admin	4,130	292.81	1,239.81	30.02%	2,890.19
4185 - Telephone	4,000	347.60	1,821.23	45.53%	2,178.77
4190.1 - Publications	100	0.00	0.00	0.00%	100.00
4190.2 - Membership Dues and Fees	680	0.00	250.00	36.76%	430.00
4190.3 - Admin Service Contracts	4,590	358.51	1,478.17	32.20%	3,111.83
4190.4 - Office Supplies	2,000	0.00	93.41	4.67%	1,906.59
4190.5 - Other Sundry Expense	3,000	114.97	975.51	32.52%	2,024.49
4190.51 - Advertising and Marketing	500	188.80	188.80	37.76%	311.20
<b>Total Administration</b>	87,290	5,920.43	25,602.55	29.33%	61,687.45
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	400	39.90	115.71	28.93%	284.29
4230 - Contract Costs-Cable	16,200	1,400.09	5,600.36	34.57%	10,599.64
<b>Total Tenant Services</b>	16,600	1,439.99	5,716.07	34.43%	10,883.93

See Accountants' Compilation Report

**Charlevoix Housing Commission**  
**Public Housing**  
**Statement of Operating Receipts & Expenditures**  
**For the 4 Months Ended July 31, 2016**

		1 Month Ended	4 Months Ended		
	ANNUAL BUDGET	<u>July 31, 2016</u>	<u>July 31, 2016</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>					
4310 - Water	5,350	474.10	2,706.55	50.59%	2,643.45
4320 - Electricity	20,100	1,352.02	6,762.82	33.65%	13,337.18
4330 - Gas	16,500	717.04	7,974.64	48.33%	8,525.36
4390 - Other Utilities Expense	<u>11,600</u>	<u>997.00</u>	<u>2,991.00</u>	<u>25.78%</u>	<u>8,609.00</u>
<b>Total Utilities</b>	53,550	3,540.16	20,435.01	38.16%	33,114.99
<b>Ordinary Maint. &amp; Operation</b>					
4410 - Labor, Maintenance	50,610	3,810.38	16,724.33	33.05%	33,885.67
4420 - Materials	18,000	795.05	6,237.80	34.65%	11,762.20
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	0.00	1,462.83	26.60%	4,037.17
4430.05 - Landscape & Grounds Contracts	2,000	0.00	341.84	17.09%	1,658.16
4430.06 - Unit Turnaround Contracts	8,000	3,153.99	3,153.99	39.42%	4,846.01
4430.07 - Electrical Contracts	500	0.00	0.00	0.00%	500.00
4430.08 - Plumbing Contracts	300	0.00	1,541.19	513.73%	(1,241.19)
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	279.95	1,110.87	22.22%	3,889.13
4430.12 - Miscellaneous Contracts	2,000	2,325.00	2,325.00	116.25%	(325.00)
4431 - Garbage Removal	3,100	274.00	1,006.00	32.45%	2,094.00
4433 - Employee Benefits - Maint.	15,860	1,258.26	5,277.95	33.28%	10,582.05
4480 - Protective Services	<u>5,040</u>	<u>420.00</u>	<u>1,680.00</u>	<u>33.33%</u>	<u>3,360.00</u>
<b>Total Ordinary Maint. &amp; Oper.</b>	118,210	12,316.63	40,861.80	34.57%	77,348.20
<b>Protective Services</b>					
<b>Total Protective Services</b>	0	0.00	0.00	0.00%	0.00
<b>General Expense</b>					
4510 - Insurance	18,600	1,547.00	6,188.00	33.27%	12,412.00
4511 - Insurance-Wk Comp	2,980	247.09	988.36	33.17%	1,991.64
4520 - Payment in Lieu of Taxes	<u>17,010</u>	<u>1,417.50</u>	<u>5,682.50</u>	<u>33.41%</u>	<u>11,327.50</u>
<b>Total General Expense</b>	38,590	3,211.59	12,858.86	33.32%	25,731.14
<b>Total Routine Expense</b>	314,240	26,428.80	105,474.29	33.56%	208,765.71
<b>Non-Routine Expense</b>					
<b>Extraordinary Maintenance</b>					
<b>Total Extraordinary Maint.</b>	0	0.00	0.00	0.00%	0.00
<b>Casualty Losses-Not Cap.</b>					
<b>Total Casualty Losses</b>	0	0.00	0.00	0.00%	0.00
<b>Total Non-Routine Expense</b>	0	0.00	0.00	0.00%	0.00
<b>Total Operating Expenses</b>	<u>314,240</u>	<u>26,428.80</u>	<u>105,474.29</u>	<u>33.56%</u>	<u>208,765.71</u>
<b>Operating Income (Loss)</b>	<u>(12,080)</u>	<u>(8,240.76)</u>	<u>(25,564.49)</u>	<u>211.63%</u>	<u>13,484.49</u>

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 4 Months Ended July 31, 2016**

		1 Month Ended	4 Months Ended		
	ANNUAL BUDGET	<u>July 31, 2016</u>	<u>July 31, 2016</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits and Charges</b>					
<b>Total Surplus Credits and Char</b>	0	0.00	0.00	0.00%	0.00
<b>Capital Expenditures</b>					
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>
<b>Total Capital Expenditures</b>	0	0.00	0.00	0.00%	0.00
<b>Other Financial Items</b>					
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>
<b>Total Other Financial Items</b>	20,000	0.00	0.00	0.00%	20,000.00
<b>Reserve Net Income (Loss)</b>	<u>\$ 420</u>	<u>(8,240.76)</u>	<u>\$ (25,564.49)</u>	<u>(6,086.78)%</u>	<u>\$ 25,984.49</u>

See Accountants' Compilation Report