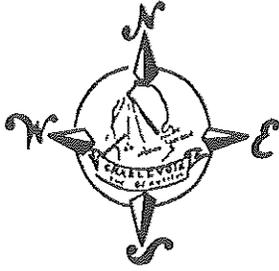


CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, AUGUST 18, 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
 Drug-Free Workplace Policy
 Energy Performance Contracting

New Business: FYE 2015 Financial Audit
 Relations Between Board Members and Staff

Miscellaneous Business

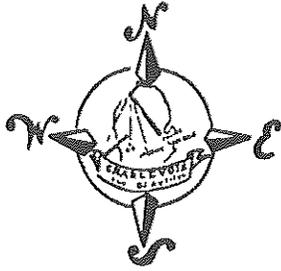
Board Commissioners

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 21, 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
Residents of Pine River Place – Gus Schmidt, Marilyn Gibbons, Gordon Wolgamott, Dee Balyo, Nedina Stark, Bill Supernaw

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the June meeting or questions on the June bills. Discussion occurred and the request was made to add to the minutes under Public Comment, "Gregory Stevens will contact the city to see if the Housing Commission can have a tab or something similar on the city's website in order to make agenda packets more easily available". A motion to accept the minutes as amended from the June 16th meeting and the June bills was made by Lillian Left and seconded by Joan Buday.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

Executive Directors Report: Interim Executive Director Julie Waterman presented the June financial statements. Discussion occurred on what the difference was between current accrued absences and long-term accrued absences. Julie will get clarification from the fee accountant. The fall joint conference for NAHRO/MHDA/UPHO will be September 9, 10, 11 in Thompsonville, Michigan. Julie gave a brief description on how the financial audit went. The report will be forthcoming.

Old Business:

Travel Policy:

A draft of an updated Travel Policy was discussed. After discussion, it was decided to remove the sentence “When travel is performed in an automobile owned by the Housing Commission, necessary expenses shall be paid.” Joni Olach made a motion to adopt the revised Travel Policy as amended and to post it for 30 days to allow for public comments. Paul Stephan seconded the motion.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

New Business:

Freedom of Information Act: Julie Waterman described that recent changes to the Freedom of Information Act will require us to adopt a policy to keep in compliance with the law. The city’s policy was discussed as an example and is more involved than we need ours to be. Julie will work on a draft of a policy for the Housing Commission board to consider at a future meeting.

Donations: Discussion occurred concerning donations made to the Housing Commission in the past and how they were managed. The board directed Julie Waterman to research and present a Donations Acceptance Policy for board review and consideration so that future donations will be managed in accordance with a board approved policy.

Drug-Free Workplace Policy: Discussion occurred concerning the need for the Housing Commission to adopt a Drug-Free Workplace Policy. The subject is not addressed in the Personnel Policy. A draft of this policy was presented. Joan Buday made a motion to adopt the Drug-Free Workplace Policy and to post it for 30 days to allow for public comments. Joni Olach seconded the motion.

Yes: Buday, Left, Stephan, Olach, Stevens

No:

Abstentions:

Absent:

Miscellaneous Business:

City Website: Gregory Stevens contacted the city about putting Charlevoix Housing Commission on the city’s website. A new city manager is starting and it was agreed to give him time to settle in before scheduling a meeting to discuss the collaboration.

Energy Performance Contracting: President Gregory Stevens called for Special Meeting on Tuesday August 11th at 1:00pm in the Community Room at Pine River Place to discuss energy performance contracting. Andrew Overmyer from WindWaterEnergy will give a presentation on the subject.

Property Assets: President Gregory Stevens called for a Work Session on Tuesday July 28th at 2:00pm in the Community Room at Pine River Place for the purposes of discussing the Housing Commission's property assets.

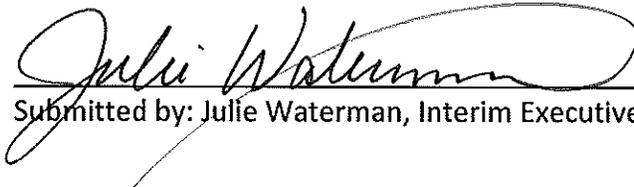
Post Office Box Rental: Discussion occurred on whether the board wanted to renew the rental of the post office box. Since there is no need at this time, we will let the rental expire without renewing it. Julie will return the keys to the post office.

Waiver Request from HUD: Gregory Stevens contacted HUD to find out if there is a response yet to the letter the board sent to the Detroit HUD Field Office requesting a waiver in the conflict of interest associated with the board hiring Julie Waterman as the Executive Director. No answer has been received yet.

Board Commissioners: none

Public Comment: President Stevens asked if there were any public comments. Laurie Crandall asked if the upcoming meetings were open to the public. She was told that they are both open to the public to attend. Bill Supernaw asked about energy performance contracts and future building projects of the commission. Energy performance contracting was discussed earlier in the meeting (Bill arrived near the end of the meeting) with a future meeting planned for that item alone. There are no future plans in place for expansion of the housing program. With no further comments President Stevens closed the meeting to public comments.

Adjournment: The meeting adjourned at 3:20 pm. The next Regular Meeting will be held Tuesday, August 18, 2015 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, Interim Executive Director

August 6, 2015

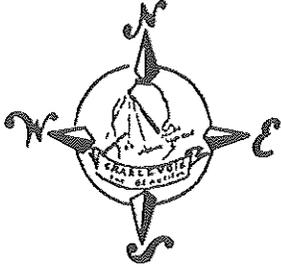
Approved by: Gregory Stevens, Board President

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Work Session Minutes July 28, 2015

A Work Session of the Charlevoix Housing Commission was called to order by President Stevens for the purposes discussing Commission property assets. The session began at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Stephan, Stevens
ABSENT: Left, Olach
OTHER: Julie Waterman, Interim Executive Director

Discussion of property owned by the Housing Commission and future plans for the property – specifically the land and house at 210 West Garfield, the land and house at 901 State Street and the land and building at 207 West Garfield.

Adjournment – at 2:55 pm.

A handwritten signature in cursive script that reads 'Julie Waterman'. The signature is written in black ink and is positioned above a horizontal line.

Submitted by: Julie Waterman, Interim Executive Director

August 6, 2015

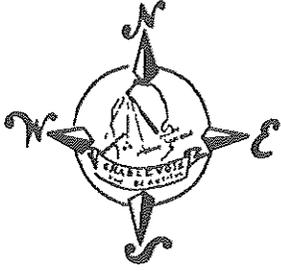
Approved by: Gregory Stevens, Board President

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Special Meeting Minutes August 11, 2015

A Special Meeting of the Charlevoix Housing Commission was called to order by President Stevens at 1:05 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Olach, Stevens, Buday
ABSENT: Stephan
OTHER: Julie Waterman, Interim Executive Director
Brad Waterman, Maintenance Supervisor
Andrew Overmyer from WindWaterEnergy

Old Business:

Energy Performance Contracting – Andrew Overmyer from WindWaterEnergy gave a presentation on what energy performance contracting could do to improve the energy and water efficiency of the Charlevoix Housing Commission's housing complex Pine River Place Apartments. Discussion occurred and questions were asked of Mr. Overmyer so the board could review the information for consideration.

(WindWaterEnergy is an energy services company that provides comprehensive energy management and energy-related capital improvement services through energy performance contracting.)

The board asked Julie Waterman to put together a resolution so that if the board decides to move forward with energy performance contracting a resolution is ready to be adopted.

Public Comment – None

Adjournment – The meeting was adjourned at 2:39 pm.

Submitted by: Julie Waterman, Interim Executive Director

August 11, 2015

Approved by: Gregory Stevens, Board President

Charlevoix Housing Commission
Check Register Summary Report
 Operational Budget
 From: 07/01/2015 To: 07/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/01/2015	EFT	Paychex of New York LLC	46.92		14,282.13	costs for payroll services
07/01/2015	EFT	Paychex of New York LLC	997.85		13,284.28	Federal Withholding Taxes
07/01/2015	013818	Housing Authority Accounting S	373.24		12,911.04	Accounting service for June 2015
07/01/2015	013819	AT & T Mobility	181.72		12,729.32	Mobile service through 6/16/2015.
07/01/2015	013820	Charter Communications	1,351.44		11,377.88	Bulk rate cable tv & cable internet service through 06/30/2015
07/01/2015	013821	Blue Cross/ Blue Shield	1,937.07		9,440.81	Medical Insurance through 8/09/2015
07/01/2015	013822	Andre Veal	450.35		8,990.46	Refund Security Deposit
07/02/2015	DEP	MSVP		374.00	9,364.46	
07/02/2015	XFER	Charlevoix Housing Commission		15,000.00	24,364.46	transfer from money market account
07/02/2015	ADJUST	FristMerit	85.00		24,279.46	cost to research and print copies of checks for annual audit
07/02/2015	013823	City Of Charlevoix	15,466.45		8,813.01	Payment in lieu of taxes
07/02/2015	013824	HD Supply Facilities Maintenance	368.24		8,444.77	two LED lights and nine handicap parking lot signs
07/03/2015	ADJUST	E-Connect Fee	69.10		8,375.67	
07/06/2015	DEP	OFND		4,636.00	13,011.67	
07/07/2015	DEP	Rent ACH		10,531.08	23,542.75	
07/07/2015	DEP	Rent		5,509.00	29,051.75	
07/07/2015	DEP	Rent		3,360.00	32,411.75	
07/08/2015	013825	HD Supply Facilities Maintenance	359.60		32,052.15	bulbs, ballast, gloves, drip bowls, door hinges, LED fixture
07/08/2015	013826	Common Angle	450.00		31,602.15	repair of camera server system
07/08/2015	013827	ACE Hardware	226.14		31,376.01	plumbing supplies, paint, hearing protection, garden/planting supplies
07/08/2015	013828	American Tenant Screen, Inc.	13.59		31,362.42	applicant screening
07/08/2015	013829	DTE Energy	1,106.25		30,256.17	gas through 6/26/2015
07/08/2015	013830	American Waste / Walloon Lake	344.00		29,912.17	Regular trash removal for July and extra yardage
07/08/2015	013831	City Of Charlevoix	2,651.48		27,260.69	Water, sewer & electric through 6/5/15
07/10/2015	EFT	Paychex of New York LLC	58.30		27,202.39	timeclock contract costs
07/13/2015	013833	AT&T	148.22		27,054.17	Telephone service through 07/04/2015
07/13/2015	013833	HD Supply Facilities Maintenance	101.06		26,953.11	LED ceiling fixture, range hoods, range hood filters, blind rod guides

Charlevoix Housing Commission
Check Register Summary Report
Operational Budget
From: 07/01/2015 To: 07/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/14/2015	EFT	Paychex of New York LLC	2,940.00		24,013.11	payroll for 6/27/2015 to 7/10/15
07/14/2015	EFT	Paychex of New York LLC	161.61		23,851.50	State of Michigan employee garnishment Remittance Identifier: 910026726
07/15/2015	EFT	Paychex of New York LLC	46.92		23,804.58	costs for payroll services
07/15/2015	EFT	Paychex of New York LLC	1,001.08		22,803.50	Federal Withholding Taxes
07/21/2015	DEP	Rent & Security Deposit		310.52	23,114.02	
07/27/2015	013834	Lamy Sobleskey	262.00		22,852.02	Refund Security Deposit
07/27/2015	013835	Rose Niswander	333.00		22,519.02	Refund Security Deposit
07/27/2015	013836	Blue Cross/ Blue Shield	1,976.16		20,542.86	Medical Insurance through 9/09/2015
07/27/2015	013837	Critical Signal Technologies	645.00		19,897.86	July monitoring charge for call to aid system.
07/27/2015	013838	Delta Dental	268.78		19,629.08	Dental Insurance
07/27/2015	013839	State Chemical Manufacturing C	396.79		19,232.29	disinfectant cleaners
07/27/2015	013840	Michigan Officeways	11.68		19,220.61	highlighters
07/27/2015	013841	Sherwin Williams	2,546.54		16,674.07	paint and painting supplies for three plus apartments
07/27/2015	013842	Scott Beatty	510.00		16,164.07	attorney services
07/27/2015	013843	Business Card	740.80		15,423.27	lawn supplies and mower parts/tools, diesel for tractor and lawn mower, stamps, filing cabinet replacement keys, certified mailing, box fans, garbage bags, hand sanitizer, mirror hangers, swing cushions, small floor mat
07/28/2015	EFT	Paychex of New York LLC	161.61		15,261.66	State of Michigan employee garnishment Remittance Identifier: 910026726
07/28/2015	EFT	Paychex of New York LLC	2,973.75		12,287.91	payroll for 7/11/2015 to 7/24/15
07/29/2015	EFT	Paychex of New York LLC	30.60		12,257.31	costs for payroll services
07/29/2015	EFT	Paychex of New York LLC	1,013.58		11,243.73	Federal Withholding Taxes
Total:			42,805.92	39,720.60		

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 4 Months Ended July 31, 2015

Ideal Percentage- 33.33%

1 Month Ended

4 Months Ended

	ANNUAL BUDGET	<u>July 31, 2015</u>	<u>July 31, 2015</u>	% Budget Used	*(OVER)/UNDER
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 219,730	18,412.33	\$ 74,156.20	33.75%	145,573.80
Total Rental Income	219,730	18,412.33	74,156.20	33.75%	145,573.80
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	59,000	4,636.00	19,803.00	33.56%	39,197.00
Total HUD PHA Grants	59,000	4,636.00	19,803.00	33.56%	39,197.00
Nonrental Income					
3610 - Interest Income-Gen. Fund	250	10.25	45.59	18.24%	204.41
3690 - Tenant Income	1,000	13.50	17.50	1.75%	982.50
3690.1 - Non-Tenant Income	19,400	600.00	5,617.69	28.96%	13,782.31
3690.3 - (Gain)/Loss on Sale of Equipment	0	0.00	4,575.00	0.00%	(4,575.00)
3690.4 - Tenant Income-Cable	12,450	1,268.84	5,029.10	40.39%	7,420.90
Total Nonrental Income	33,100	1,892.59	15,284.88	46.18%	17,815.12
Total Operating Income	311,830	24,940.92	109,244.08	35.03%	202,585.92
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	50,600	5,517.59	15,942.24	31.51%	34,657.76
4130 - Legal Expense	0	510.00	5,886.00	0.00%	(5,886.00)
4140 - Staff Training	2,000	0.00	385.00	19.25%	1,615.00
4150 - Travel Expense	2,500	0.00	465.46	18.62%	2,034.54
4170 - Accounting Fees	5,610	373.24	2,428.65	43.29%	3,181.35
4171 - Auditing	3,700	0.00	0.00	0.00%	3,700.00
4182 - Employee Benefits - Admin	13,800	446.97	1,328.85	9.63%	12,471.15
4185 - Telephone	4,000	421.94	1,492.08	37.30%	2,507.92
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	182.74	6,131.92	161.79%	(2,341.92)
4190.4 - Office Supplies	2,000	35.00	848.86	42.44%	1,151.14
4190.5 - Other Sundry Expense	3,000	719.63	3,520.27	117.34%	(620.27)
4190.51 - Advertising and Marketing	100	0.00	117.40	117.40%	(17.40)
Total Administration	91,880	8,207.11	38,836.73	42.27%	53,043.27
Tenant Services					
4220 - Rec., Publ. & Other Svcs.	400	0.00	0.00	0.00%	400.00
4230 - Contract Costs-Cable/Monitoring	20,040	1,904.44	8,262.76	41.23%	11,777.24
Total Tenant Services	20,440	1,904.44	8,262.76	40.42%	12,177.24

See Accountants' Compilation Report

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 4 Months Ended July 31, 2015

1 Month Ended 4 Months Ended

	ANNUAL BUDGET	<u>July 31, 2015</u>	<u>July 31, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	12,100	1,166.75	4,611.16	38.11%	7,488.84
4320 - Electricity	20,100	1,484.73	6,835.52	34.01%	13,264.48
4330 - Gas	21,600	1,106.25	3,946.37	18.27%	17,653.63
Total Utilities	53,800	3,757.73	15,393.05	28.61%	38,406.95
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	58,800	6,728.59	20,052.73	34.10%	38,747.27
4420 - Materials	14,500	4,586.88	10,466.25	72.18%	4,033.75
4430.02 - Heating & Cooling Contracts	500	0.00	0.00	0.00%	500.00
4430.04 - Elevator Maintenance Contracts	5,500	0.00	1,870.16	34.00%	3,629.84
4430.05 - Landscape & Grounds Contracts	3,800	0.00	785.45	20.67%	3,014.55
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 Contracts	4,000	0.00	1,384.76	34.62%	2,615.24
4430.12 - Miscellaneous Contracts	2,000	0.00	0.00	0.00%	2,000.00
4431 - Garbage Removal	3,100	344.00	1,076.00	34.71%	2,024.00
4433 - Employee Benefits - Maint.	24,620	3,267.84	8,902.25	36.16%	15,717.75
Total Ordinary Maint. & Oper.	120,270	14,927.31	47,691.59	39.65%	72,578.41
Protective Services					
Total Protective Services	0	0.00	0.00	0.00%	0.00
General Expense					
4510 - Insurance	17,700	1,474.84	5,899.36	33.33%	11,800.64
4511 - Insurance-Wk Comp	3,010	250.92	958.68	31.85%	2,051.32
4520 - Payment in Lieu of Taxes	16,590	1,430.00	5,720.00	34.48%	10,870.00
Total General Expense	37,300	3,155.76	12,578.04	33.72%	24,721.96
Total Routine Expense	323,690	31,952.35	122,762.17	37.93%	200,927.83
Non-Routine Expense					
Extraordinary Maintenance					
4610.2 - Materials	0	0.00	852.23	0.00%	(852.23)
Total Extraordinary Maint.	0	0.00	852.23	0.00%	(852.23)
Casualty Losses-Not Cap.					
Total Casualty Losses	0	0.00	0.00	0.00%	0.00
Total Non-Routine Expense	0	0.00	852.23	0.00%	(852.23)
Total Operating Expenses	323,690	31,952.35	123,614.40	38.19%	200,075.60
Operating Income (Loss)	(11,860)	(7,011.43)	(14,370.32)	121.17%	2,510.32

See Accountants' Compilation Report

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 4 Months Ended July 31, 2015

1 Month Ended 4 Months Ended

	ANNUAL BUDGET	<u>July 31, 2015</u>	<u>July 31, 2015</u>	<u>% Budget Used</u>	<u>*OVER/UNDER</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>\$ 640</u>	<u>(7,011.43)</u>	<u>\$ (18,945.32)</u>	<u>(2,960.21)%</u>	<u>\$ 19,585.32</u>

See Accountants' Compilation Report

Charlevoix Housing Commission
Low Rent Public Housing
Balance Sheet
As of July 31 2015
ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 11,270.76
1162.1 - Money Mkt Acct 9391	<u>82,761.64</u>
Total Cash	94,032.40

Receivables

1122 - Tenants	<u>409.42</u>
Total Receivables	409.42

Investments

Total Investments	0.00
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Deferred Charges

1211 - Prepaid Insurance	<u>3,669.09</u>
Total Deferred Charges	3,669.09

Total Current Assets	98,110.91
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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	1,438,052.17
1400.72 - Non-dwelling Structures	237,109.51
1400.8 - Furn., Equip., Mach.-Dwellings	44,760.08
1400.9 - Furn., Equip., Mach.-Admin	96,006.66
1495 - Accumulated Depreciation	<u>(3,277,206.91)</u>
Total Fixed Assets	867,792.20

TOTAL ASSETS	\$ <u>965,903.11</u>
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Charlevoix Housing Commission
Low Rent Public Housing
Balance Sheet
As of July 31 2015

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 2,965.01
2114 - Tenant Security Deposits	15,352.00
2135 - Salaries and Wages	2,528.25
2135.1 - Accrued Absences-Current	2,751.53
2136 - Accrued Liabilities-Other	1,981.82
2137 - Payments in Lieu of Taxes	<u>5,720.00</u>
Total Current Liabilities	31,298.61

Noncurrent Liabilities

2135.2 - Accrued Absences-Long Term	<u>543.63</u>
Total Noncurrent Liabilities	543.63

TOTAL LIABILITIES	<u>31,842.24</u>
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EQUITY

2802.1 - Invested in Capital Assets, Net of Debt	<u>928,388.88</u>
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Unrestricted Net Assets

2806 - Unrestricted Net Assets	80,638.99
Current Year Profit/Loss	<u>(74,967.00)</u>
Total Unrestricted Net Assets	5,671.99

TOTAL EQUITY	<u>934,060.87</u>
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TOTAL LIABILITIES/EQUITY	<u>\$ 965,903.11</u>
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CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451



PROJECT
PINE RIVER PLACE

Resolution Approving Collaboration of Request for Proposals

August 18, 2015 2015-05

Whereas, it is the responsibility of the Charlevoix Housing Commission board to provide adequate and affordable housing; and

Whereas, it is the responsibility of the Commission to maintain its properties in a decent, safe and sanitary manner; and

Whereas, it is in the best interests and expected of the Commission to maximize the use of our resources in such a way as to provide the best possible services while complying with the law, regulations and specific policies of the Commission; and

Whereas, the Charlevoix Housing Commission board resolves to collaborate with the Boyne City Housing Commission, the East Jordan Housing Commission, the Mount Pleasant Housing Commission (and possibly the Evert Housing Commission) to put together a Request for Proposals from qualified Energy Services Companies for the purpose of providing comprehensive energy management and energy-related capital improvement services through an energy performance contract that will improve the energy and water efficiency of the Charlevoix Housing Commission's housing complex Pine River Place Apartments.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in full support and accepts and adopts the collaboration of the above referenced parties to seek requests for proposals for services of an energy services company on this said date of August 18, 2015.

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 Gloria (Joni) Olach	Yes	No	Abstention	Absent

Commissioner Paul Stephan Yes No Abstention Absent

Commissioner Gregory Stevens Yes No Abstention Absent

_____ Yes _____ No _____ Abstention _____ Absent

Board President

Date