

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

**TUESDAY, SEPTEMBER 20, 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:    FYE 2016 Financial Audit  
                      Executive Director Evaluation Form

Public Comment on subjects unrelated to Agenda Items

Adjournment

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

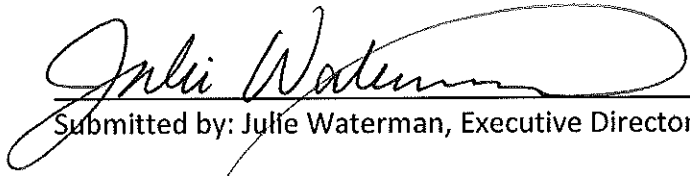
(231) 547-5451



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes August 16, 2016

The August Regular Board Meeting was canceled due to a lack of a quorum.

  
Submitted by: Julie Waterman, Executive Director

August 16 , 2016

Approved by: Laurie Crandall, Board President

Charlevoix Housing Commission  
**Check Register Summary Report**  
 Operational Budget  
 From: 08/01/2016 To: 08/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
08/01/2016	014111	Edward Rey	196.00		22,116.24	Refund Security Deposit
08/02/2016	014112	AT & T Mobility	138.53		21,977.71	Mobile service through 7/16/2016.
08/02/2016	014113	DTE Energy	564.30		21,413.41	gas through 7/24/2016
08/02/2016	014114	Housing Authority Accounting S	373.24		21,040.17	Accounting service for July 2016
08/02/2016	014115	Charter Communications	1,497.07		19,543.10	Bulk rate cable TV & cable internet service through 8/31/2016
08/02/2016	014116	CDM Mobile Shredding, LLC	45.00		19,498.10	Shredded Documents
08/02/2016	014117	Home Depot Credit Services	100.06		19,398.04	ceramic tile
08/02/2016	014118	City Of Charlevoix	3,272.66		16,125.38	Water, sewer & electric through 7/28/16
08/03/2016	ADJST	E-Connect Fee	64.00		16,061.38	monthly electronic banking & ACH fee
08/08/2016	DEP	Rent ACH		9,731.00	25,792.38	
08/09/2016	EFT	Paychex of New York LLC	1,817.49		23,974.89	payroll for 7/23/16 to 8/05/16
08/09/2016	EFT	Paychex of New York LLC	1,037.36		22,937.53	payroll for 7/23/16 to 8/05/16
08/09/2016	014119	American Waste / Walloon Lake Refuse	244.00		22,693.53	Regular trash removal for August
08/09/2016	014120	American Tenant Screen, Inc.	40.77		22,652.76	Applicant screenings
08/09/2016	014121	Schindler Elevator Corp.	1,462.83		21,189.93	Qtr. elevator service contract
08/09/2016	014122	Housing Data Systems	120.00		21,069.93	Qtr. MTC-S Transmittal
08/09/2016	014123	American Drapery	2,086.66		18,983.27	16 sets of Drapery
08/09/2016	014124	Northern Michigan Review, Inc.	183.20		18,800.07	public meeting postings
08/09/2016	014125	ACE Hardware	496.74		18,303.33	nuts/bolts/screws/nails, phone cord, sink strainer, drain electrical supplies, weed killer, caulk, plumbing supplie painting supplies, gloves, batteries, drain cleaner
08/10/2016	EFT	Paychex of New York LLC	66.63		18,236.70	costs for payroll services
08/10/2016	DEP	Rent		5,187.00	23,423.70	
08/10/2016	DEP	Rent & Security Deposit		3,993.00	27,416.70	
08/10/2016	EFT	Paychex of New York LLC	590.90		26,825.80	Federal Withholding Taxes
08/10/2016	EFT	Paychex of New York LLC	434.92		26,390.88	Federal Withholding Taxes
08/12/2016	EFT	Paychex of New York LLC	58.30		26,332.58	timeclock contract costs
08/15/2016	014126	Delta Dental	124.42		26,208.16	Dental Insurance
08/15/2016	014127	Critical Signal Technologies	420.00		25,788.16	September monitoring charge for call to aid system.
08/15/2016	014128	AT&T	250.42		25,537.74	Telephone service through 8/04/2016

### Check Register Summary Report

Operational Budget

From: 08/01/2016 To: 08/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
08/15/2016	014129	State Chemical Manufacturing C	403.43		25,134.31	dry drain treatment, drain opener
08/15/2016	014130	Business Card	4,519.19		20,615.12	kitchen & bathroom cabinets & countertop, cooking range/oven, money for washing rags and machines, gr bar
08/16/2016	DEP	WASH Income		646.13	21,261.25	collection for 70 days
08/16/2016	014131	Plunkett Cooney	96.00		21,165.25	attorney services
08/16/2016	014132	Two Glass Gents	1,010.00		20,155.25	windows cleaning
08/16/2016	014133	Anderson, Tackman & Company, P	4,300.00		15,855.25	Financial Audit for fiscal year ending 3/31/2016
08/17/2016	DEP	OFND		5,607.00	21,462.25	May Operating Subsidy
08/18/2016	DEP	OFND		5,607.00	27,069.25	June Operating Subsidy
08/19/2016	DEP	OFND		4,743.00	31,812.25	July Operating Subsidy
08/22/2016	DEP	OFND		4,743.00	36,555.25	August Operating Subsidy
08/22/2016	014134	Blue Cross/ Blue Shield	1,180.76		35,374.49	Medical Insurance through 10/09/2016
08/22/2016	014135	Whitley's Floor Covering Inc.	692.19		34,682.30	vinyl for #304
08/22/2016	014136	Municipal Underwriters Of MI	18,914.00		15,768.30	annual coverage
08/23/2016	EFT	Paychex of New York LLC	2,854.07		12,914.23	payroll for 8/06/16 to 8/19/16
08/23/2016	DEP	Rent & Security Deposit		369.15	13,283.38	
08/24/2016	EFT	Paychex of New York LLC	1,025.13		12,258.25	Federal Withholding Taxes
08/24/2016	EFT	Paychex of New York LLC	66.63		12,191.62	costs for payroll services
08/30/2016	DEP	Rent & Security Deposit		75.00	12,266.62	
08/30/2016	014137	Charter Communications	1,497.07		10,769.55	Bulk rate cable TV & cable internet service through 9/30/2016
08/30/2016	014138	Michigan Housing Directors As.	1,420.00		9,349.55	Fall Conference registration fees
08/30/2016	014139	AT & T Mobility	138.53		9,211.02	Mobile service through 8/16/2016.
08/30/2016	014140	Cummins Bridgeway LLC	353.01		8,858.01	annual generator maintenance contract
08/30/2016	014141	Harry Golski	581.81		8,276.20	attorney services
08/30/2016	014142	DTE Energy	362.17		7,914.03	gas through 8/22/2016
08/30/2016	014143	Charlevoix Area Chamber of Commerce	30.00		7,884.03	staff training
			<b>Total:</b>		55,129.49	40,701.28

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

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 12,266.62
1162.1 - Money Mkt Acct 9391	<u>67,870.66</u>
<b>Total Cash</b>	<b>80,137.28</b>

**Receivables**

1122 - Tenants	<u>4.00</u>
<b>Total Receivables</b>	<b>4.00</b>

**Investments**

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

1211 - Prepaid Insurance	<u>20,875.05</u>
<b>Total Deferred Charges</b>	<b>20,875.05</b>

<b>Total Current Assets</b>	<b>101,016.33</b>
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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	45,832.07
1400.9 - Furn., Equip., Mach.-Admin	94,630.29
1495 - Accumulated Depreciation	<u>(3,379,278.03)</u>
<b>Total Fixed Assets</b>	<b>779,656.70</b>

<b>TOTAL ASSETS</b>	<b>\$ <u>880,673.03</u></b>
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**Charlevoix Housing Commission  
 Low Rent Public Housing  
 Balance Sheet  
 As of August 31, 2016**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 1,267.72
2114 - Tenant Security Deposits	15,637.00
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	6,814.85
2136 - Accrued Liabilities-Other	9,854.34
2137 - Payments in Lieu of Taxes	<u>7,100.00</u>
<b>Total Current Liabilities</b>	<b>44,874.03</b>

**Noncurrent Liabilities**

2135.2 - Accrued Absences-Long Term	<u>794.65</u>
<b>Total Noncurrent Liabilities</b>	<b>794.65</b>

<b>TOTAL LIABILITIES</b>	<u><b>45,668.68</b></u>
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**EQUITY**

2802.1 - Invested in Capital Assets, Net of Debt	<u>779,656.70</u>
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**Unrestricted Net Assets**

2806 - Unrestricted Net Assets	125,780.75
Current Year Profit/Loss	<u>(70,433.10)</u>
<b>Total Unrestricted Net Assets</b>	<b>55,347.65</b>

<b>TOTAL EQUITY</b>	<u><b>835,004.35</b></u>
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<b>TOTAL LIABILITIES/EQUITY</b>	<u><u><b>\$ 880,673.03</b></u></u>
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**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 5 Months Ended August 31, 2016**

Ideal Percentage- 41.67%

	ANNUAL BUDGET	1 Month Ended August 31, 2016	5 Months Ended August 31, 2016	% Budget Used	*(OVER)/UNDER
<b>Operating Income</b>					
<b>Rental Income</b>					
3110 - Dwelling Rental	\$ 223,690	17,294.15	\$ 86,625.35	38.73%	137,064.65
<b>Total Rental Income</b>	223,690	17,294.15	86,625.35	38.73%	137,064.65
<b>Revenues - HUD PHA Grants</b>					
3401.2 - Operating Subsidy	57,020	20,700.00	24,992.00	43.83%	32,028.00
<b>Total HUD PHA Grants</b>	57,020	20,700.00	24,992.00	43.83%	32,028.00
<b>Nonrental Income</b>					
3610 - Interest Income-Gen. Fund	250	8.33	41.11	16.44%	208.89
3690 - Tenant Income	1,000	2.00	87.00	8.70%	913.00
3690.1 - Non-Tenant Income	5,000	646.13	1,373.02	27.46%	3,626.98
3690.4 - Tenant Income-Cable	15,200	1,364.00	6,805.93	44.78%	8,394.07
<b>Total Nonrental Income</b>	21,450	2,020.46	8,307.06	38.73%	13,142.94
<b>Total Operating Income</b>	302,160	40,014.61	119,924.41	39.69%	182,235.59
<b>Operating Expenses</b>					
<b>Routine Expense</b>					
<b>Administration</b>					
4110 - Administrative Salaries	47,480	3,712.60	19,171.05	40.38%	28,308.95
4130 - Legal Expense	7,000	96.00	1,137.81	16.25%	5,862.19
4140 - Staff Training	2,000	0.00	270.00	13.50%	1,730.00
4150 - Travel Expense	2,500	0.00	684.90	27.40%	1,815.10
4170 - Accounting Fees	5,610	373.24	2,473.70	44.09%	3,136.30
4171 - Auditing	3,700	4,300.00	4,300.00	116.22%	(600.00)
4182 - Employee Benefits - Admin	4,130	297.55	1,537.36	37.22%	2,592.64
4185 - Telephone	4,000	485.93	2,307.16	57.68%	1,692.84
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	356.56	1,834.73	39.97%	2,755.27
4190.4 - Office Supplies	2,000	0.00	93.41	4.67%	1,906.59
4190.5 - Other Sundry Expense	3,000	287.97	1,263.48	42.12%	1,736.52
4190.51 - Advertising and Marketing	500	0.00	188.80	37.76%	311.20
<b>Total Administration</b>	87,290	9,909.85	35,512.40	40.68%	51,777.60
<b>Tenant Services</b>					
4220 - Rec., Publ. & Other Svcs.	400	0.00	115.71	28.93%	284.29
4230 - Contract Costs-Cable	16,200	1,400.09	7,000.45	43.21%	9,199.55
<b>Total Tenant Services</b>	16,600	1,400.09	7,116.16	42.87%	9,483.84

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 5 Months Ended August 31, 2016**

	ANNUAL BUDGET	1 Month Ended <u>August 31, 2016</u>	5 Months Ended <u>August 31, 2016</u>	% Budget Used	<u>*OVER/UNDER</u>
<b>Utilities</b>					
4310 - Water	5,350	499.52	3,206.07	59.93%	2,143.93
4320 - Electricity	20,100	1,724.89	8,487.71	42.23%	11,612.29
4330 - Gas	16,500	564.30	8,538.94	51.75%	7,961.06
4390 - Other Utilities Expense	<u>11,600</u>	<u>1,048.25</u>	<u>4,039.25</u>	<u>34.82%</u>	<u>7,560.75</u>
<b>Total Utilities</b>	<b>53,550</b>	<b>3,836.96</b>	<b>24,271.97</b>	<b>45.33%</b>	<b>29,278.03</b>
<b>Ordinary Maint. &amp; Operation</b>					
4410 - Labor, Maintenance	50,610	3,783.63	20,507.96	40.52%	30,102.04
4420 - Materials	18,000	7,913.28	14,151.08	78.62%	3,848.92
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	2,925.66	53.19%	2,574.34
4430.05 - Landscape & Grounds Contracts	2,000	0.00	341.84	17.09%	1,658.16
4430.06 - Unit Turnaround Contracts	8,000	0.00	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	1,010.00	2,120.87	42.42%	2,879.13
4430.12 - Miscellaneous Contracts	2,000	0.00	2,325.00	116.25%	(325.00)
4431 - Garbage Removal	3,100	244.00	1,250.00	40.32%	1,850.00
4433 - Employee Benefits - Maint.	15,880	1,102.94	6,380.89	40.23%	9,479.11
4480 - Protective Services	<u>5,040</u>	<u>420.00</u>	<u>2,100.00</u>	<u>41.67%</u>	<u>2,940.00</u>
<b>Total Ordinary Maint. &amp; Oper.</b>	<b>118,210</b>	<b>15,936.68</b>	<b>56,798.48</b>	<b>48.05%</b>	<b>61,411.52</b>
<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	7,735.00	41.59%	10,865.00
4511 - Insurance-Wk Comp	2,980	247.09	1,235.45	41.46%	1,744.55
4520 - Payment in Lieu of Taxes	<u>17,010</u>	<u>1,417.50</u>	<u>7,100.00</u>	<u>41.74%</u>	<u>9,910.00</u>
<b>Total General Expense</b>	<b>38,590</b>	<b>3,211.59</b>	<b>16,070.45</b>	<b>41.64%</b>	<b>22,519.55</b>
<b>Total Routine Expense</b>	<b>314,240</b>	<b>34,295.17</b>	<b>139,769.46</b>	<b>44.48%</b>	<b>174,470.54</b>
<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>	<b>314,240</b>	<b>34,295.17</b>	<b>139,769.46</b>	<b>44.48%</b>	<b>174,470.54</b>
<b>Operating Income (Loss)</b>	<b>(12,080)</b>	<b>5,719.44</b>	<b>(19,845.05)</b>	<b>164.28%</b>	<b>7,765.05</b>

See Accountants' Compilation Report



**Charlevoix Housing Commission  
Public Housing  
Statement of Operating Receipts & Expenditures  
For the 5 Months Ended August 31, 2016**

		1 Month Ended	5 Months Ended			
	ANNUAL BUDGET	<u>August 31, 2016</u>	<u>August 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>						
7520 - Replacement of Equipment	0	384.99	384.99	0.00%	(384.99)	
7540 - Betterments and Additions	7,500	0.00	0.00	0.00%	7,500.00	
7590 - Operating Expenditures-Contra	<u>(7,500)</u>	<u>(384.99)</u>	<u>(384.99)</u>	5.13%	<u>(7,115.01)</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>	0.00%	<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>5,334.45</u>	<u>\$ (20,230.04)</u>	<u>(4,816.68)%</u>	<u>\$ 20,650.04</u>	

See Accountants' Compilation Report

**Charlevoix Housing Commission  
Agenda Item**

**Agenda Item Title:** FYE 2016 Financial Audit

**Date:** September 15, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** none

**Background Information:**

The FYE 2016 Financial Audit was prepared by Anderson, Tackman & Company (Certified Public Accountants) and hard copies were previously distributed to Board Commissioners.

**Recommendation:**

A motion be made to accept the FYE 2016 Financial Audit Report.

## **Charlevoix Housing Commission Agenda Item**

**Agenda Item Title:** Executive Director Evaluation Form

**Date:** September 15, 2016

**Presented By:** Julie Waterman, Executive Director

**Attachments:** None

**Background Information:**

The evaluation form used last year for the Executive Director was borrowed from another organization. The form was adequate but had limitations. It would be in the Housing Commission's best interest to decide upon a set evaluation form as soon as possible. (The Executive Director evaluation should be completed in December.)

**Recommendation:**

Compare various evaluation forms for arrangement and content to create an approved evaluation form to be used. A Work Session may be preferred for this activity (with approval happening at a Regular Meeting of the Board of Commissioners).