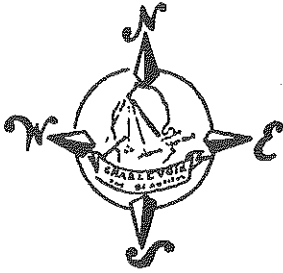


# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes September 19, 2017

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

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

**ABSENT:**

**OTHERS:** Julie Waterman, Executive Director  
Brad Waterman, Maintenance Supervisor  
Cindy Morris, Administrative Assistant  
Gus Schmidt, resident of Pine River Place

**Additions to the Agenda:** Executive Director Search

### Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the August regular meeting, the September 7<sup>th</sup> special meeting or questions on August bills. A motion to approve the minutes from August regular meeting, the September 7<sup>th</sup> special meeting, and the August bills was made by Lillian Left and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the August financial reports. Pine River Place is 100% occupied at this time. The next "Coffee with Julie" will be on October 11<sup>th</sup>. Several previously discussed items have been installed: Fire Stops, addressable devices, a resident use computer and a new lobby camera monitor.

### Old Business:

None

### New Business:

#### Executive Director Search:

Discussion occurred in regards to the search for an Executive Director. A list of questions needs to be compiled to use when interviewing applicants. A work session was scheduled for Tuesday, October 17<sup>th</sup> at 3:00pm.

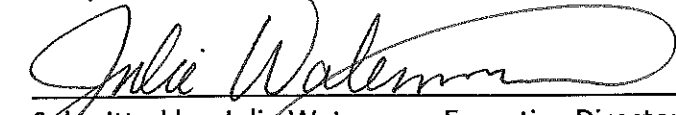
### Public Comment:

President Crandall asked if there were any public comments.

Cindy Morris, Administrative Assistant, requested clarification on handing Executive Director applications/resumes that may be brought into the office of Pine River Place. They are to be sent by the applicant to the post office box as listed in the advertisement (P.O. Box 776, Charlevoix).

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

**Adjournment:** The meeting adjourned at 2:35 pm. The next meeting will be held Tuesday, October 17, 2017 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

September 19, 2017

  
Approved by: Laurie Crandall, Board President

10-17-17