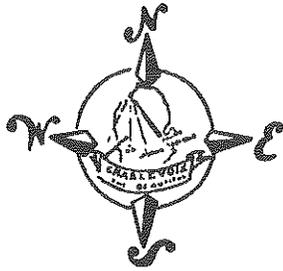


# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes October 20, 2015

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: Buday, Left, Stephan, Olach

ABSENT: Stevens

OTHER: Julie Waterman, Interim Executive Director

Brad Waterman, Maintenance Supervisor

Residents of Pine River Place – Marilyn Gibbons, Marianne Coppens, Rantz Peters,  
Nedina Stark

### Approval of Meeting Minutes and Bills:

Vice-President Buday asked if there were any corrections or additions to the minutes from the September meeting or questions on the September bills. There was a question of why there are bills from two attorneys. Julie Waterman explained that a legal issue was being handled by one attorney and due to scheduling conflicts he was no longer able to continue with the case and another attorney was brought in to finish. A motion to approve the minutes from the September 15th meeting and the September bills was made by Lillian Left and seconded by Joni Olach.

Yes: Left, Olach, Stephan, Buday

No:

Abstentions:

Absent: Stevens

**Executive Directors Report:** Interim Executive Director Julie Waterman presented the September financial statements. At this time we are 100% occupied. The heat sensors that are a part of the fire suppression system are starting to reach the end of their life and are needing to be replaced at an increased rate. We have a quote to replace them and will need to address this in the coming months. The fire alarm panel replacement is on order and will be installed in the near future. The Detroit office of HUD is requiring a letter with a "plan" detailing how the Commission plans to correct the deficiency in operating reserves as found in the FYE 2015 financial audit. Julie will respond within the timeframe required. New cameras have been installed in the lobby and east side of the building to replace the ones that quit working. They are less expensive and have higher resolution than the previous cameras. A very nice wheelchair was donated to the Commission by the family of Elizabeth Ford. New handicap parking signs

have been installed. A draft copy of the Employee Handbook has been delivered and will be presented to the Board for review at the next Board meeting.

**Old Business:**

**Executive Director Vacancy:**

The board wanted to discuss performance and salary of the Interim Executive Director, Julie Waterman. Julie Waterman requested a closed session to discuss these items. Lillian Left made a motion to go into closed session to discuss performance and salary of the Interim Executive Director. Joni Olach seconded the motion.

Yes: Left, Stephan, Olach, Buday

No:

Abstentions:

Absent: Stevens

The Board went into closed session at 2:20pm. At 2:40pm the Board came back into open session. After deliberation, Julie Waterman will continue as Interim Executive Director.

**New Business:**

**Heating System Component Repair/Replacement:**

Brad Waterman described the problems with a component of the heating system and the need to have it replaced or repaired. The board discussed the work needed and reviewed proposals from two service companies. Lillian Left made a motion to replace the heating component in question with a new one and to contract with Great Lakes Energy to perform the installation. Joni Olach seconded the motion.

Yes: Left, Stephan, Olach, Buday

No:

Abstentions:

Absent: Stevens

**Property/Storage Building at 207 W. Garfield:**

Discussion occurred concerning the sale of the storage building at 207 W. Garfield. Lillian Left made a motion to put the property up for sale using Real Estate One and agent Bill Dietrich. Paul Stephan seconded the motion.

Yes: Left, Stephan, Olach, Buday

No:

Abstentions:

Absent: Stevens

**Fair Market Rents:**

Julie Waterman described Fair Market Rents and read the proposed resolution. Discussion occurred on why this is done and the impact on the residents of Pine River Place. Joni Olach made a motion to approve resolution 2015-08 setting the Flat Rent Schedule for fiscal year 2016

at the Fair Market Rent amounts as proposed for Charlevoix County by the Fair Market Calculation Methodology. Lillian Left seconded the motion.

Yes: Left, Stephan, Olach, Buday

No:

Abstentions:

Absent: Stevens

**Office Hours:**

Discussion occurred concerning proposed changes to the office hours of the Charlevoix Housing Commission. The new hours would be Monday through Thursday 1:00pm to 4:00pm. The need to increase productivity, increase privacy for residents' appointments, and the safety/security of the office staff being the primary reasons for the change. The change would take effect Monday, November 2, 2015. Lillian Left made a motion to change the office hours as recommended. Joni Olach seconded the motion.

Yes: Left, Stephan, Olach, Buday

No:

Abstentions:

Absent: Stevens

**Miscellaneous Business:** None

**Board Commissioners:** None

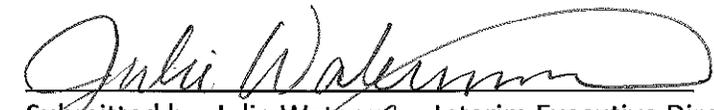
**Public Comment:** Vice-President Buday asked if there were any public comments.

Marilyn Gibbons brought up issues she is having with another resident and her concern over vehicles being driven on the east side lawn.

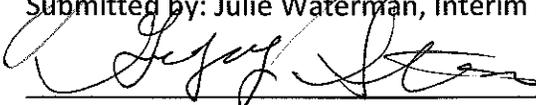
Marianne Coppens had questions about the building which she will discuss with the Executive Director

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

**Adjournment:** The meeting adjourned at 2:34 pm. The next Regular Meeting will be held Tuesday, November 17, 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

November 4, 2015

  
Approved by: Gregory Stevens, Board President

11-17-15