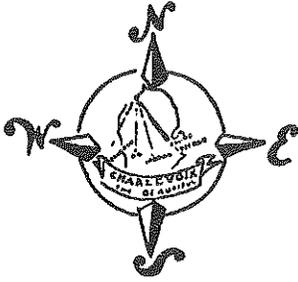


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.  
CHARLEVOIX, MICHIGAN 49720



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes March 17, 2015

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

PRESENT: Buday, Left, Stephan, Olach, Stevens  
ABSENT: None  
OTHER: Julie Waterman, Interim Executive Director  
Brad Waterman, Maintenance Supervisor  
Keri Casbohm, Temporary Administrative Assistant  
Tenants of Pine River Place

**Approval of Meeting Minutes and Bills:** President Left asked if there were any corrections or additions to the minutes from the previous Regular Meeting or questions on the bills. Gregory Stevens asked about the voided checks. Paul Stephan asked about the elevator charges. Gregory Stevens made a motion to accept the January bills and minutes from the February 17, 2015 regular meeting and minutes from the Special Meeting February 5, 2015, the Work Session on February 10, 2015, and the Work Session on February 24, 2015. Joni Olach seconded the motion.

Yeas: Left, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent: Buday

**Executive Directors Report:** Interim Executive Director Julie Waterman presented the February Financial Statement. She reported that we have a temporary employee, Keri Casbohm, filling in as Administrative Assistant. Julie and Brad (Waterman) intend to meet with Ilah Honson in East Jordan to discuss the parts of the process of obtaining new boilers. The first pay period with the company that provides payroll services went well. A discussion of the disposal of washers and dryers will happen at the next regular meeting.

Commissioner Stevens mentioned a telephone call he received that may be perceived as a reprimand to Julie Waterman. The Board went into Closed Session at 2:15 pm at the request of Julie Waterman. The meeting returned from closed session at 2:22 pm.

**Old Business:**

**Executive Director Vacancy** – Gregory Stevens discussed his efforts to investigate the process of gaining a HUD waiver to consider hiring Julie Waterman as the Executive Director. Joan Buday arrived at 2:32. Part of the process, if Julie is to be considered, includes getting a legal opinion from an attorney before sending a written request/letter to HUD. Greg suggested that he could meet with the attorney. He would like one other board member to accompany him. Joan Buday made a motion that Gregory Stevens and another member (as schedules permit) meet with the labor attorney for the purpose of obtaining a legal opinion of the possible conflict of interest if Julie were hired as Executive Director.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

A Work Session of the Charlevoix Housing Commission Board was scheduled for Tuesday March 24, 2015 at 2:00 pm at Pine River Place in the Community Room for the purposes of continuing the hiring process for a new Executive Director.

**Budget for FYE March 2016** – Gregory Stevens made a motion to approve, as presented, the Budget for FYE March 2016 by board resolution (2015-01). Paul Stephan seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

**New Business:**

**2015 Capital Fund Amendment** – Gregory Stevens made a motion to accept, as presented, the Amendment to the 2015 Capital Fund. Joni Olach Seconded the motion.

Yeas: Left, Buday, Olach, Stevens, Stephan

Nays:

Abstentions:

Absent:

**Miscellaneous Business:**

**FYE 2014 Audit** – Julie Waterman discussed the auditor’s mistake and the appeal process. It would be in the best interest of the CHC to draft a “sanctions” policy, as other housing agencies

have, so that in the future there may be recourse if we are faced with this challenge again. Julie will research possibilities.

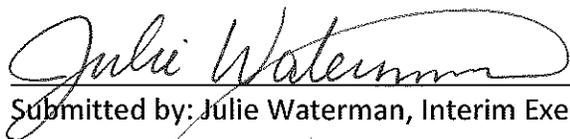
**Labor Attorney Fees** – No bill has come from the labor attorney at this time.

**Maintenance** - Brad Waterman, Maintenance Supervisor, discussed the progress on unit 221 modernization as well as upcoming turn-over of two other units. Gregory Stevens brought up mileage concern. He wanted to be sure Brad was being compensated for his mileage for shorter trips in town. Discussion on future possibility of compensating Brad for having “on call” responsibilities when budgeting permits.

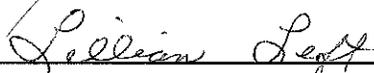
**Board Commissioners** – No comments.

**Public Comment** – Barb Evans asked if it was possible to have the windows washed in June (or late May) instead of July. Brad agreed and proposals for the job will include a date in late May or early June. Barb also mentions the front-loading washers are not spinning out completely. Bill Supernaw discussed the fact that the city is looking into the agreement with Charter Cable and that may have an effect on Pine River Place.

**Adjournment** – Commissioner Buday moved to adjourn the meeting at 3:43 pm, supported by Commissioner Stevens. The motion passed unanimously and the meeting was adjourned. The next meeting will be an Annual Meeting will be held Tuesday April 21, 2015 at 2:00 pm in the Pine Rover Place Community Room located at 210 W. Garfield in Charlevoix. Telephone 231-547-5451.

  
Submitted by: Julie Waterman, Interim Executive Director

March 25, 2015

  
Approved by: Lillian Left, Board President

4-21-15