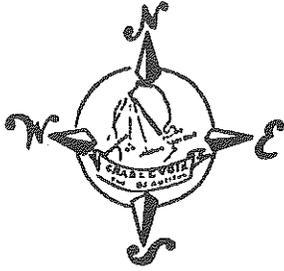


CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes June 16, 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
Tenants of Pine River Place - Laurie Crandall, Gus Schmidt

Approval of Meeting Minutes and Bills:

President Stevens asked if there were any corrections or additions to the minutes from the May meeting or questions on the May bills. Discussion occurred on why there are several entries for rent deposits. Julie Waterman explained that only 17 entries will fit on a single deposit slip. A motion to accept the minutes from the May 19th meeting and the May bills was made by Joni Olach and seconded by Joan Buday.

Yes: Buday, Olach, Left, Stephan, Stevens

No:

Abstentions:

Absent:

Executive Directors Report: Interim Executive Director Julie Waterman presented the May financial statements. Discussion occurred on why the category "Unit Turnaround Contracts" is so high. Julie will get clarification from the fee accountant on what exactly is in the category. The damaged parking lot light has been repaired with several replacement parts. The Financial Audit FYE 2015 is scheduled for July 9, 2015. Funds from WASH indicate since installing the new machines there has been a reduction in usage likely resulting from more efficient use of the laundry facilities. A replacement brass sign was installed in the front lobby/entryway as the old one was pitted and fell off the base it was mounted to. The energy audit is underway with WindWaterEnergy. We have 100% occupancy at this time. Discussion occurred on unit turn-around time. Flowers and plants have been purchased and planted by Maintenance with help from a tenant with knowledge and experience in gardening.

Old Business:

Travel Policy:

Discussion occurred in regards to the Travel Policy. It is in need of being updated to reflect current needs and ever-changing costs related to employee travel while on Commission business. The Travel Policy and Credit Card Policy are closely related and it was deemed necessary to update the Credit Card Policy at the same time. It was determined that the discussion needed to be tabled until more information and research could be obtained. (Also, Robert's Rules of Order will be reviewed to make sure the process of "tabling" items is being addressed correctly.)

New Business: None

Miscellaneous Business:

Commission request to HUD:

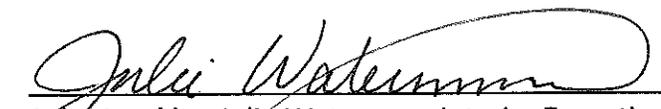
Discussion occurred on whether there has been any word from HUD on the status of the Commission's request to waive the conflict of interest in reference to hiring Julie Waterman as the Executive Director. HUD said there would be an answer within 30 days and that time frame has passed with no word as of yet.

Energy Smart Program (offered to City of Charlevoix electric customers): Brad Waterman discussed the information he was able to obtain about the Energy Smart Program. It appears to be a similar proposal as the Energy Performance Contract we are already researching.

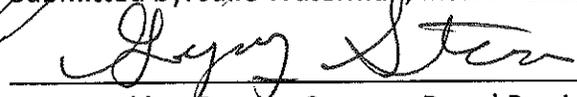
Board Commissioners: None

Public Comment: Laurie Crandall asked about the handicap parking lot signs in the parking lot. Brad said he had planned to order new ones and will be doing so very soon. She also asked whether she could receive copies of the board packets given to board commissioners in preparation for the board meetings. Discussion occurred on the different ways we can accommodate this request. ADDITION: 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. At this time anyone can email the request to info@chvxhousing.org or stop in the office for copies of the board packets. In the future, these documents may be able to be accessed online. Research will be done on the feasibility of this option.

Adjournment: The meeting adjourned at 2:50 pm. The next Regular Meeting will be held Tuesday, July 21, 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

July 23, 2015


Approved by: Gregory Stevens, Board President

July 28, 2015