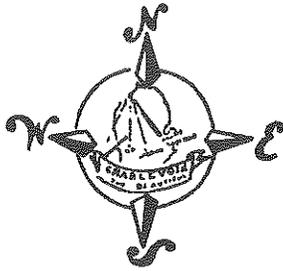


CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes June 28, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by Vice-President Buday at 2:02 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Paul Stephan, Laurie Crandall
ABSENT: None
OTHERS: Julie Waterman, Executive Director
Brad Waterman, Maintenance Supervisor
Cindy Morris, Administrative Assistant
Residents of Pine River Place

Additions to the Agenda (New Business):

- CHC Board President Vacancy
- Updating the bank account check signers
- Appointment of a new eLOCCS appointing official

Approval of Meeting Minutes and Bills:

Vice-President Buday asked if there were any corrections or additions to the minutes from the May regular meeting or questions on the May bills. Julie answered a question that was asked at the last meeting in regards to the "e-connect" monthly fee charged by FirstMerit. It is a fee for being able to use the internet banking feature and to be able to process ACH (Automated Clearing House) payments that are a means for more than half the building to "automatically" pay their rent out of a bank account. A motion to approve the minutes from the May regular meeting and the May bills was made by Lillian Left and seconded by Paul Stephans.

Yes: Left, Stephan, Crandall, Buday

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the May financial reports. Julie is expecting an update on the progress of the Energy Performance contract very soon and will inform the board as soon as possible. The outside windows will be cleaned in early July. An upgrade was made to the hot water plumbing line. There will be a public hearing on July 19th at 5:00pm in the community Rom at Pine River Place in regards to the sale of the storage building at 207 W. Garfield. Cindy Morris has been hired as a new Administrative Assistant to work in the office. Tammy May, Custodian, aided a resident who was having a medical emergency by contacting 911 and sitting with that resident until help arrived.

Old Business:

Commission By-Laws:

Discussion occurred in regards to several sample by-laws from other housing commissions. The board asked Julie Waterman to prepare a draft of a revised Commission By-laws for further review. Laurie Crandall made a motion to postpone the discussion of the Commission By-Laws until the next regular meeting when a draft is presented to the board. Lillian Left seconded the motion.

Yes: Left, Stephan, Crandall, Buday

No:

Abstentions:

Absent:

New Business:

Billing Invoice from Laura Dinon, attorney:

Lillian Left made a motion to pay the \$360.00 bill from Laura Dinon, attorney. Paul Stephan seconded the motion.

Yes: Left, Stephan, Crandall, Buday

No:

Abstentions:

Absent:

Board President Vacancy:

The position of Board President needs to be filled at this time. Lillian Left made a motion to nominate Laurie Crandall to serve as the Charlevoix Housing Commission Board President for the remainder of the term. Paul Stephan seconded the motion.

Yes: Left, Stephan, Buday

No:

Abstentions: Crandall

Absent:

Laurie Crandall accepted the nomination.

Paul Stephan made a motion for Laurie Crandall to become the Board President. Lillian Left seconded the motion.

Yes: Left, Stephan, Crandall, Buday

No:

Abstentions:

Absent:

Check Signers:

The bank account check signers need to be updated. Lillian Left made a motion that the bank account check signers be Laurie Crandall, Lillian Left and Paul Stephan. Paul Stephan seconded the motion.

Yes: Left, Stephan, Crandall, Buday

No:

Abstentions:

Absent:

eLOCCS Appointing Official:

Julie Waterman explained that the method for obtaining federal funds for the Commission included having a board member as an appointing official to represent the board and indicate to HUD that they wish to have the Executive Director be able to draw down such funds. Julie recommended that Laurie Crandall be appointed by the board to serve this function. Lillian Left made a motion that the CHC board appoint Laurie Crandall to act as the Commission's eLOCCS appointing official. Paul Stephan seconded the motion.

Yes: Left, Stephan, Crandall, Buday

No:

Abstentions:

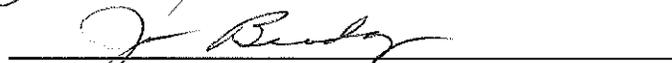
Absent:

Public Comment: None

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

Adjournment: The meeting adjourned at 2:40 pm. The next meeting will be held Tuesday, July 19, 2016 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


Approved by: Joan Buday, Board Vice-President

June 30, 2016

