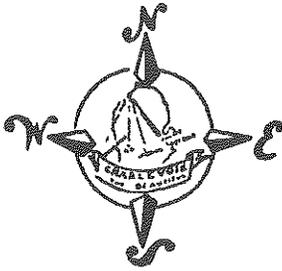


CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes July 19, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:01 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):

- Resolution to clarify Employee Handbook Effective date
- Resolution to carry over executive director's earned vacation hours

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the June regular meeting or questions on the June bills. Joan Buday asked if the check to Plunkett Cooney was issued yet as it was not on the check register. Julie Waterman explained that it was written on July 5th and would be on the July check register. A motion to approve the minutes from the June regular meeting and the June bills was made by Joan Buday and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the June financial reports. Joan Buday asked about the Materials (4420) category that is \$4,211.34 for the month of June and why it did not equal the credit card bill. Julie explained that it is a combination of numerous checks and not just the credit card. She will get a breakdown from the fee accountant. Julie gave an expected timetable for the Energy Performance Contract. There are currently three vacancies with two of them being filled next week. The other is being remodeled and is expected to be ready in two weeks. In preparation for next year's REAC inspection, a company from Ohio was here on June 29th to grind down parts of the sidewalk that posed a tripping hazard. Paul Olson from the insurance company asked if the board would like to come to a meeting to discuss the insurance policy. The board did not feel they needed to speak with him at this time. DTE updated kitchen and bathroom faucets aerators and showerheads in every unit to any effort to conserve water. The financial audit was completed on July 12th and everything went smoothly. A report will follow.

Old Business:

Commission By-Laws:

Joan Buday 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, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

New Business:

Resolution to Clarify Employee Handbook Effective Date:

Discussion occurred in regards to the date the Employee Handbook became effective. Joan Buday made a motion to adopt 2016-07 Resolution to Clarify Adoption of Employee Handbook Becoming Effective on 04/01/2016. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Resolution to Carry Over Executive Director's Earned Vacation Hours:

Discussion occurred in regards to the earned vacation hours accumulated by the executive director over the last couple of years and due to unusual circumstances she has been unable to use them at this time. She will make a concerted effort to use the hours prior to the end of this fiscal year. We will discuss the issue in December and if significant hours have not been used another discussion will follow as to the commission's plans in the matter. Lillian Left made a motion to adoption 2016-08 Resolution to Approve Carrying Over the Earned Vacation Hours for the Executive Director. Joan Buday seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

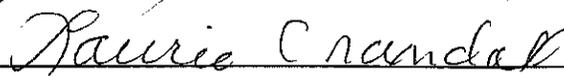
Public Comment: None

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

Adjournment: The meeting adjourned at 3:00 pm. The next meeting will be held Tuesday, August 16, 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

July 21, 2016


Approved by: Laurie Crandall, Board President

9-16-16²⁰¹⁶