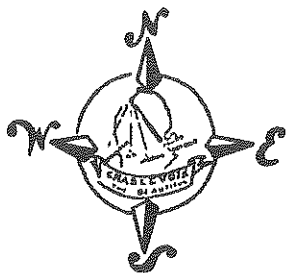


# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes October 18, 2016

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:05 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

### Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the September regular meeting and the September 27<sup>th</sup> work session or questions September bills. A motion to approve the minutes from the September regular meeting, the September 27<sup>th</sup> work session and the September bills was made by Joan Buday and seconded by Lillian Left.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**Executive Directors Report:** Executive Director Julie Waterman presented the September financial reports. Pine River Place is 100% occupied. Julie explained the application process for Pine River Place. Julie announced that we have received "High Performer" status with a score of 92 (out of 100) on the Public Housing Assessment System. Julie gave an update on the fall conference on Mackinac Island and mentioned an upcoming conference in May 2017 that will have Public Housing Rent Calculation training that Cindy can attend.

### Old Business:

#### Executive Directors Evaluation Form:

Discussion occurred in regards to the evaluation form that is used for the Executive Director. Lillian Left made a motion that the board will use the Executive Director's evaluation form as presented. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

**New Business:**

**Executive Directors Evaluation:**

Discussion occurred in regards to the evaluation of the Executive Director. Joan Buday made a motion to postpone the Executive Director's evaluation until the next regular meeting in November. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:


**Public Comment:**

Joan Buday asked about the progress of selling the storage building. Julie explained that the application has been submitted to HUD and awaiting their approval.


Barb Evans asked what "High Performer" status was and about work being done around the building.

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

**Adjournment:** The meeting adjourned at 2:30 pm. The next meeting will be held Tuesday, November 15, 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

October 20, 2016

  
Approved by: Laurie Crandall, Board President

11-15-16