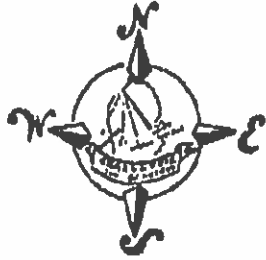


CHARLEVOIX HOUSING COMMISSION

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



PROJECT
 PINE RIVER PLACE

Regular Meeting Minutes May 16, 2017

A Regular Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:00 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
 Marlo Stoneham, May Novotny-Moore, Barb Evans, Marianne Coppens and Dee Balyo -
 all residents of Pine River Place

Additions to the Agenda: Julie Waterman added a New Business Item – Resolution Approving Write-Off of Uncollectible Debt

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the April annual meeting or questions on the April bills. Joan Buday asked why there are two payments for payroll services on the same day. Julie explained that it was an error on the payroll company's part and that we are not charged on the payroll date of 5/17/17 to make up for the error. Joan Buday asked what Protective Services were (on the Statement of Operating Receipts and Expenditures). Julie explained that the board asked to have the fee accountant put the contract costs for Critical Signals Technologies in that category when the budget was done. Paul Stephan asked what Simplex was. Simplex is the company that monitors the fire suppression and fire alarm systems. A motion to approve the minutes from the April annual meeting and the April 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 March financial reports and explained that the April reports were not available from the fee accountant as of yet. Laurie Crandall asked that Julie express to the fee accountant that the board is unhappy about this. Paul Stephan asked why the gas bill was \$9,000.00 over-budget for last year. Julie will pull the gas bills and take a look. Joan Buday asked about the cable TV bill. There are a couple TVs that are not in units – the laundry room and the community room. (There was another question on the March financial report...see the above section for that question.) Pine River Place is 100% occupied at this time. Julie will be providing an additional report to the board monthly called Report of Tenants Accounts Receivable (TARs). This way the board is aware if there is any unusual or substantial monies due from

any residents or former residents. Julie is working with the energy services company to get new refrigerators. This is a separate program and not part of the Energy Performance Contract. The next "Coffee with Julie" meeting will be June 14th. Window washing will be July 10th. The camera server has been replaced with a new one. Julie gave details on the conference she and Cindy attended May 3rd through the 5th. REAC inspection will be June 5th. The annual financial audit will be June 7th. Brad had a meeting on April 19th for residents to answer questions on the upcoming REAC inspection.

Old Business:

None

New Business:

Inventory Removal – Utility Trailer:

The 5' x 8' utility trailer purchased in 1996 has become unusable. A new one has been purchased. A resolution is required to remove this item from the inventory list. Julie Waterman read the proposed resolution. Lillian Left made a motion to approve resolution 2017-07 to remove from inventory and dispose of the 5' x 8' utility trailer purchased in 1996. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Write-Off of Uncollectible Debt:

There is \$239.80 of monies owed to the housing commission from a former resident who did not leave a forwarding address. It would cost more in time and attorney fees to attempt to collect this amount. A resolution is required to write-off this uncollectible debt. Julie Waterman read the proposed resolution. Joan Buday made a motion to approve resolution 2017-08 to write-off the uncollectible debt of \$239.80. Lillian Left seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

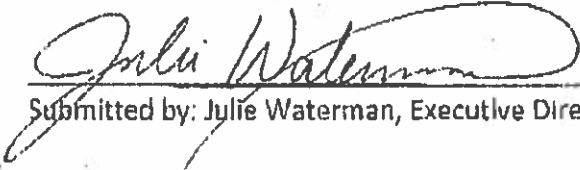
Abstentions:

Absent:

Public Comment:

President Crandall asked if there were public comments. There were no public comments. With no public comments, President Crandall closed the meeting to public comments.

Adjournment: The meeting adjourned at 2:53 pm. The next meeting will be held Tuesday, June 20, 2017 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

May 18, 2017

Approved by: Laurie Crandall, Board President