

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, NOVEMBER 21, 2017
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Bills

Executive Director's Report

Old Business: Executive Director Vacancy

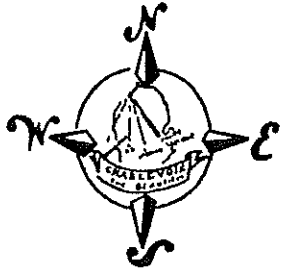
New Business: 2018 Meeting Dates

Public Comment on subjects unrelated to Agenda Items

Adjournment

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes October 17, 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:

OTHERS: Julie Waterman, Executive Director
Cindy Morris, Administrative Assistant

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the September 19th regular meeting or questions on the September bills. A motion to approve the minutes from the September 19th regular meeting 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 at this time. An email from Kim Johnson of the Mount Pleasant Housing Commission was read in regards to the Energy Performance Contract which is moving along. HUD has shown a favorable response to the process.

Old Business:

None

New Business:

FY 2018 Fair Market Rents and Flat Rent Schedule:

Discussion occurred in regards to the FY 2018 Fair Market Rents and Flat Rents Schedule. Julie Waterman read the proposed resolution 2017-09. Lillian Left made a motion to set the Flat Rent Schedule for fiscal year 2018 at the Fair Market Rent amounts to match the Fair Market Rent Final Calculation amounts set for Charlevoix County by approving Resolution 2017-09. Paul Stephan seconded the motion.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

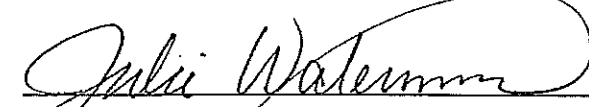
Absent:

Public Comment:

President Crandall asked if there were any public comments.

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

Adjournment: The meeting adjourned at 2:26 pm. The next regular meeting will be held Tuesday, November 21, 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

October 23, 2017

Approved by: Laurie Crandall, Board President

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
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PROJECT
PINE RIVER PLACE

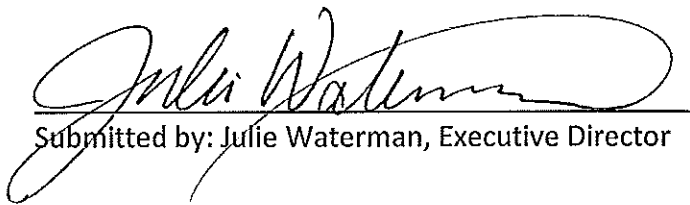
Work Session Minutes October 17, 2017

A Work Session of the Charlevoix Housing Commission was called to order by President Crandall for the purposes of discussing the Executive Director search. The session began at 3:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Left, Stephan, Crandall
ABSENT: none
OTHER: Julie Waterman, Executive Director
Cindy Morris, Administrative Assistant

Discussion of the Executive Director search. The board came up with a list of questions to be used when reviewing the resumes/applications that will be received and to be used in the interviewing process.

Adjournment – at 3:58 pm.


Submitted by: Julie Waterman, Executive Director

October 23, 2017

Approved by: Laurie Crandall, Board President

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Special Meeting Minutes October 25, 2017

A Special Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 3:04 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Stephan, Crandall
ABSENT:
OTHER: Julie Waterman, Executive Director
Cindy Morris, Administrative Assistant

New Business:

Executive Director Search –

The board opened and discussed the applications/resumes received for the Executive Director position available January 1, 2018.

The board decided which applicants to schedule interviews with. President Crandall will contact them to set up interviews and arrange the date and time.

A letter was drafted to be sent to the applicants not being interviewed. The letters will be sent by President Crandall.

Public Comment – None

Adjournment – The meeting was adjourned at 4:40 pm.


Submitted by: Julie Waterman, Executive Director

October 30, 2017

Approved by: Laurie Crandall, Board President

CHARLEVOIX HOUSING COMMISSION

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



PROJECT
PINE RIVER PLACE

Special Meeting Minutes November 4, 2017

A Special Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 10:10 am at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Left, Buday, Stephan (present for the afternoon portion only), Crandall
ABSENT: None
OTHER: Cindy Morris, Administrative Assistant

New Business:

Interviews of Candidates for Executive Director Position –

Applicant Dave White was introduced to the board. The board asked questions of Mr. White in regards to the position available.

A motion to recess the meeting until 2:00pm was made by Joan Buday and seconded by Lillian Left. The meeting was recessed at 11:10 am.

Yes: Left, Buday, Crandall

No:

Abstentions:

Absent: Stephan

The meeting was called back into session by President Crandall at 2:02 pm.

Applicant Kim Johnson was introduced to the board. The board asked questions of Ms. Johnson in regards to the position available.

Public Comment on the Interviews – None

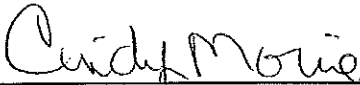
Adjournment – A motion to adjourn the meeting at 3:26 pm was made by Joan Buday and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:



Submitted by: Cindy Morris, Administrative Assistant

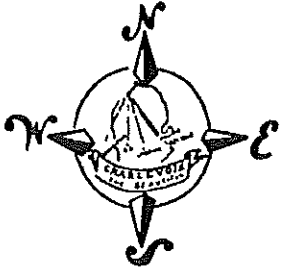
November 6, 2017

Approved by: Laurie Crandall, Board President

CHARLEVOIX HOUSING COMMISSION

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

PROJECT
PINE RIVER PLACE



Special Meeting Minutes November 9, 2017

A Special Meeting of the Charlevoix Housing Commission was called to order by President Crandall at 2:13 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Buday, Stephan, Crandall
ABSENT: Left
OTHER: Cindy Morris, Administrative Assistant
Residents of Pine River Place

Old Business:

Executive Director Vacancy –

The board discussed the interviews conducted with Dave White and Kim Johnson. The proposed contract from Kim Johnson was discussed. It was suggested that Joan Buday, on behalf of the board, have Laura Dinon, attorney, look over the contract before proceeding. Joan Buday made a motion to contact the attorney and Paul Stephan seconded the motion.

Yes: Buday, Stephan, Crandall

No:

Abstentions:

Absent: Left

Discussion continued on the qualifications of the applicants.

Paul Stephan made a motion for Laurie Crandall, board president, to contact Kim Johnson to begin negotiations for the Executive Director position. Joan Buday seconded the motion.

Yes: Buday, Stephan, Crandall

No:

Abstentions:

Absent: Left

Public Comment on the Executive Director Vacancy –

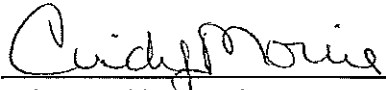
Cindy Morris, Administrative Assistant, stated that she thought the board was moving in the right direction and she was pleased with the choice of Kim Johnson.

Adjournment – A motion to adjourn the meeting at 2:40 pm was made by Joan Buday and seconded by Paul Stephan.

Yes: Buday, Stephan, Crandall

No:

Abstentions:
Absent: Left



Submitted by: Cindy Morris, Administrative Assistant

November 13, 2017

Approved by: Laurie Crandall, Board President

Charlevoix Housing Commission
Check Register Summary Report
Operational Budget
From: 10/01/2017 To: 10/31/2017

| Date | Ref Num | Payee | Payment | Deposit | Balance | Memo |
|------------|---------|--------------------------------------|----------|-----------|------------|------------------------------------------------------------------------------------------------------------------|
| 10/02/2017 | 014437 | Housing Authority Accounting S | 373.24 | | 120,735.82 | Accounting service for September 2017 |
| 10/02/2017 | 014438 | Select Electric Company | 239.00 | | 120,496.82 | purchase and install materials to hook up one provided alarm bell to flow switch |
| 10/02/2017 | 014439 | DTE Energy | 846.08 | | 119,650.74 | gas through 9/20/2017 |
| 10/05/2017 | EFT | Paychex of New York LLC | 2,991.86 | | 116,658.88 | payroll for 09/16/17 to 09/29/17 |
| 10/05/2017 | DEP | Rent ACH | | 11,067.00 | 127,725.88 | |
| 10/06/2017 | EFT | Paychex of New York LLC | 1,163.83 | | 126,562.05 | Federal Withholding Taxes |
| 10/06/2017 | EFT | Paychex of New York LLC | 70.25 | | 126,491.80 | costs for payroll services |
| 10/10/2017 | DEP | Rent | | 5,294.00 | 131,785.80 | |
| 10/10/2017 | DEP | Rent & Security Deposit | | 2,505.00 | 134,290.80 | |
| 10/10/2017 | 014440 | ACE Hardware | 54.14 | | 134,236.66 | screws, plumbing supplies, drywall material |
| 10/10/2017 | 014441 | Home Depot Credit Services | 208.81 | | 134,027.85 | drywall tools, bucket lid (for popcorn bucket), entrance door for garage |
| 10/10/2017 | 014442 | Field's Fire Protection, Inc. | 693.14 | | 133,334.71 | 5 year hydrostatic test, purchase and installation of ala bell |
| 10/10/2017 | 014443 | Michigan Officeways | 51.30 | | 133,283.41 | 2018 wall calendar, hanging file folders |
| 10/10/2017 | 014444 | Northern Michigan Review, Inc. | 206.50 | | 133,076.91 | employment postings |
| 10/10/2017 | 014445 | City Of Charlevoix | 2,992.90 | | 130,084.01 | Water, sewer & electric through 9/11/17 |
| 10/10/2017 | 014446 | American Waste / Walloon Lake Refuse | 244.00 | | 129,840.01 | Regular trash removal for October |
| 10/11/2017 | DEP | Rent | | 228.00 | 130,068.01 | |
| 10/13/2017 | EFT | Paychex of New York LLC | 58.30 | | 130,009.71 | timeclock contract costs |
| 10/17/2017 | 014447 | State Chemical Manufacturing C | 193.34 | | 129,816.37 | professional strength pine sol |
| 10/17/2017 | 014448 | Common Angle | 30.00 | | 129,786.37 | offsite data backup for October 2017 |
| 10/17/2017 | 014449 | Charter Communications | 1,734.66 | | 128,051.71 | Bulk rate cable TV, office phones and cable internet service 10/01/2017 to 10/31/2017 |
| 10/17/2017 | 014450 | Charlevoix Screen Masters, Inc. | 53.00 | | 127,998.71 | maintenance staff shirts |
| 10/17/2017 | 014451 | SimplexGrinnell LP | 1,739.10 | | 126,259.61 | fire alarm system sensitivity test and wiring and annual inspection |
| 10/17/2017 | 014452 | Sam's Club / GEMB | 187.60 | | 126,072.01 | office supplies, copy paper, popcorn supplies |
| 10/17/2017 | 014453 | Business Card | 1,351.11 | | 124,720.90 | diesel for mower, parts and repairs to mower, cell phor charger, conference lodging and meals, NAHRO job posting |

Charlevoix Housing Commission
Check Register Summary Report
 Operational Budget

From: 10/01/2017 To: 10/31/2017

| Date | Ref Num | Payee | Payment | Deposit | Balance | Memo |
|------------|---------|----------------------------------|----------|---------|------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 10/20/2017 | EFT | Paychex of New York LLC | 2,950.33 | | 121,770.57 | payroll for 09/30/17 to 10/13/17 |
| 10/20/2017 | EFT | Paychex of New York LLC | 1,059.90 | | 120,710.67 | Federal Withholding Taxes |
| 10/20/2017 | EFT | Paychex of New York LLC | 70.25 | | 120,640.42 | costs for payroll services |
| 10/24/2017 | 014454 | Critical Signal Technologies | 420.00 | | 120,220.42 | November monitoring charge for emergency call system |
| 10/24/2017 | 014455 | Delta Dental | 163.75 | | 120,056.67 | Dental Insurance |
| 10/24/2017 | 014456 | Blue Cross/ Blue Shield | 2,092.83 | | 117,963.84 | Medical Insurance through 12/09/2017 |
| 10/24/2017 | 014457 | SimplexGrinnell LP | 5,363.36 | | 112,600.48 | 2nd part of quote for addressable device upgrade |
| 10/24/2017 | 014458 | HD Supply Facilities Maintenance | 447.43 | | 112,153.05 | toilet paper, multi-fold towels, trash bags, urinal disks, stove top elements, rubber gloves, garbage disposal, bathroom and kitchen faucets |
| 10/30/2017 | 014459 | Schindler Elevator Corp. | 1,513.14 | | 110,639.91 | Qtr. elevator service contract |
| 10/30/2017 | 014460 | DTE Energy | 895.94 | | 109,743.97 | gas through 10/18/2017 |
| 10/30/2017 | 014461 | AT & T Mobility | 108.69 | | 109,635.28 | Mobile service through 10/16/2017. |
| 10/30/2017 | 014462 | Julie Waterman | 90.95 | | 109,544.33 | Mileage through 10-25-2017 |
| 10/31/2017 | ADJST | Huntington Bank | | 5.39 | 109,549.72 | banking interest payment |
| 10/31/2017 | 014463 | Charter Communications | 1,734.66 | | 107,815.06 | Bulk rate cable TV, office phones and cable internet service 11/01/2017 to 11/30/2017 |

Total: 32,393.39 19,099.39

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 7 Months Ended October 31, 2017

Ideal Percentage-58.34%

| | ANNUAL BUDGET | 1 Month Ended <u>October 31, 2017</u> | 7 Months Ended <u>October 31, 2017</u> | <u>% Budget Used</u> | <u>*(OVER)/UNDER Used</u> |
|-------------------------------------------|------------------|------------------------------------------|-------------------------------------------|--------------------------|-------------------------------|
| Operating Income | | | | | |
| Rental Income | | | | | |
| 3110 - Dwelling Rental | \$ 212,320.00 | \$ 17,489.00 | \$ 122,564.22 | 57.73% | \$ 89,755.78 |
| Total Rental Income | \$ 212,320 | \$ 17,489.00 | \$ 122,564.22 | 57.73% | \$ 89,755.78 |
| Revenues - HUD PHA GRANTS | | | | | |
| - | \$ 52,500.00 | \$ 0.00 | \$ 30,007.00 | 57.16% | \$ 22,493.00 |
| Total HUD PHA GRANTS | \$ 52,500.00 | \$ 0.00 | \$ 30,007.00 | 57.16% | \$ 22,493.00 |
| Nonrental Income | | | | | |
| 3610 - Interest Income-Gen. Fund | \$ 250.00 | \$ 13.76 | \$ 100.79 | 40.32% | \$ 149.21 |
| 3690 - Tenant Income | 500.00 | 5.00 | 151.00 | 30.20% | 349.00 |
| 3690.1 - Non-Tenant Income | 5,000.00 | 0.00 | 2,403.62 | 48.07% | 2,596.38 |
| 3690.3 - (Gain)/Loss on Sale of Equipment | 0.00 | 0.00 | 71,028.05 | 0.00% | (71,028.05) |
| 3690.4 - Tenant Income-Cable | 16,400.00 | 1,525.00 | 10,512.21 | 64.10% | 5,887.79 |
| Total Nonrental Income | \$ 22,150.00 | \$ 1,543.76 | \$ 84,195.67 | 380.12% | \$ (62,045.67) |
| Total Operating Income | \$ 286,970.00 | \$ 19,032.76 | \$ 236,766.89 | 82.51% | \$ 50,203.11 |
| Operating Expenses | | | | | |
| Routine Expense | | | | | |
| Administration | | | | | |
| 4110 - Administrative Salaries | \$ 53,720.00 | \$ 4,262.86 | \$ 31,228.83 | 58.13% | \$ 22,491.17 |
| 4130 - Legal Expense | 2,200.00 | 0.00 | 0.00 | 0.00% | 2,200.00 |
| 4140 - Staff Training | 2,000.00 | 0.00 | 2,035.00 | 101.75% | (35.00) |
| 4150 - Travel Expense | 4,000.00 | 810.84 | 3,700.46 | 92.51% | 299.54 |
| 4170 - Accounting Fees | 5,610.00 | 373.24 | 3,152.68 | 56.20% | 2,457.32 |
| 4171 - Auditing | 5,000.00 | 0.00 | 4,400.00 | 88.00% | 600.00 |
| 4182 - Employee Benefits - Admin | 11,620.00 | 983.96 | 6,857.65 | 59.02% | 4,762.35 |
| 4185 - Telephone | 5,000.00 | 568.57 | 2,476.35 | 49.53% | 2,523.65 |
| 4190.1 - Publications | 260.00 | 0.00 | 0.00 | 0.00% | 260.00 |
| 4190.2 - Membership Dues and Fees | 790.00 | 0.00 | 155.00 | 19.62% | 635.00 |
| 4190.3 - Admin Service Contracts | 5,800.00 | 228.80 | 1,758.76 | 30.32% | 4,041.24 |
| 4190.4 - Office Supplies | 1,000.00 | 192.10 | 1,569.09 | 156.91% | (569.09) |
| 4190.5 - Other Sundry Expense | 3,000.00 | 53.00 | 1,738.82 | 57.96% | 1,261.18 |
| 4190.51 - Advertising and Marketing | 500.00 | 416.50 | 416.50 | 83.30% | 83.50 |
| Total Administration | \$ 100,500.00 | \$ 7,889.87 | \$ 59,489.14 | 59.19% | \$ 41,010.86 |
| Tenant Services | | | | | |
| 4220 - Rec., Publ. & Other Svcs. | \$ 400.00 | \$ 46.80 | \$ 238.48 | 59.62% | \$ 161.52 |
| 4230 - Contract Costs-Cable | 17,800.00 | 3,009.44 | 12,038.36 | 67.63% | 5,761.64 |
| Total Tenant Services | \$ 18,200.00 | \$ 3,056.24 | \$ 12,276.84 | 67.46% | \$ 5,923.16 |

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 7 Months Ended October 31, 2017

| | ANNUAL BUDGET | 1 Month Ended <u>October 31, 2017</u> | 7 Months Ended <u>October 31, 2017</u> | % Budget Used | *(OVER)/UNDER |
|------------------------------------------|-----------------------|------------------------------------------|-------------------------------------------|------------------|-----------------------|
| Utilities | | | | | |
| 4310 - Water | \$ 6,500.00 | \$ 484.60 | \$ 3,432.76 | 52.81% | \$ 3,067.24 |
| 4320 - Electricity | 20,100.00 | 1,605.30 | 12,383.29 | 61.61% | 7,716.71 |
| 4330 - Gas | 20,500.00 | 1,742.02 | 8,247.75 | 40.23% | 12,252.25 |
| 4390 - Other Utilities Expense | <u>10,900.00</u> | <u>903.00</u> | <u>6,519.38</u> | <u>59.81%</u> | <u>4,380.62</u> |
| Total Utilities | \$ 58,000.00 | \$ 4,734.92 | \$ 30,583.18 | 52.73% | \$ 27,416.82 |
| Ordinary Maint. & Operations | | | | | |
| 4410 - Labor, Maintenance | \$ 52,690.00 | \$ 3,813.55 | \$ 28,833.95 | 54.72% | \$ 23,856.05 |
| 4420 - Materials | 20,000.00 | 1,324.94 | 14,356.25 | 71.78% | 5,643.75 |
| 4430.02 - Heating & Cooling Contracts | 500.00 | 0.00 | 353.03 | 70.61% | 146.97 |
| 4430.03 - Snow Removal Contracts | 500.00 | 0.00 | 0.00 | 0.00% | 500.00 |
| 4430.04 - Elevator Maintenance Contracts | 6,100.00 | 1,513.14 | 4,539.42 | 74.42% | 1,560.58 |
| 4430.05 - Landscape & Grounds Contracts | 1,000.00 | 0.00 | 1,693.95 | 169.40% | (693.95) |
| 4430.06 - Unit Turnaround Contracts | 6,500.00 | 0.00 | 0.00 | 0.00% | 6,500.00 |
| 4430.07 - Electrical Contracts | 500.00 | 239.00 | 339.00 | 67.80% | 161.00 |
| 4430.08 - Plumbing Contracts | 1,000.00 | 0.00 | 508.00 | 50.80% | 492.00 |
| 4430.09 - Extermination Contracts | 500.00 | 0.00 | 0.00 | 0.00% | 500.00 |
| 4430.11 - Routine Maintenance Contracts | 5,500.00 | 1,739.10 | 9,279.89 | 168.73% | (3,779.89) |
| 4430.12 - Miscellaneous Contracts | 2,200.00 | 693.14 | 9,986.02 | 453.91% | (7,786.02) |
| 4431 - Garbage Removal | 3,300.00 | 244.00 | 1,708.00 | 51.76% | 1,592.00 |
| 4433 - Employee Benefits - Maint. | 16,310.00 | 1,362.13 | 9,052.00 | 55.50% | 7,258.00 |
| 4480 - Protective Services | <u>5,000.00</u> | <u>420.00</u> | <u>3,982.97</u> | <u>79.66%</u> | <u>1,017.03</u> |
| Total Ordinary Maint. & Oper | \$ 121,600.00 | \$ 11,349.00 | \$ 84,632.48 | 69.60% | \$ 36,967.52 |
| General Expense | | | | | |
| 4510 - Insurance | \$ 18,600.00 | \$ 1,550.92 | \$ 10,995.27 | 59.11% | \$ 7,604.73 |
| 4511 - Insurance-Wk Comp | 2,980.00 | 235.25 | 1,646.75 | 55.26% | 1,333.25 |
| 4520 - Payment in Lieu of Taxes | 15,430.00 | 1,285.84 | 9,000.88 | 58.33% | 6,429.12 |
| 4570 - Collection Losses | <u>0.00</u> | <u>0.00</u> | <u>239.80</u> | <u>0.00%</u> | <u>(239.80)</u> |
| Total General Expense | \$ 37,010.00 | \$ 3,072.01 | \$ 21,882.70 | 59.13% | \$ 15,127.30 |
| Total Routine Expense | \$ 335,310.00 | \$ 30,102.04 | \$ 208,864.34 | 62.29% | \$ 126,445.66 |
| Non-Routine Expense | | | | | |
| Extraordinary Maintenance | | | | | |
| Total Extraordinary Maintenance | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Casualty Losses-Not Cap. | | | | | |
| Total Casualty Losses | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Total Non-Routine Expense | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Total Operating Expenses | \$ 335,310.00 | \$ 30,102.04 | \$ 208,864.34 | 62.29% | \$ 126,445.66 |
| Operating Income (Loss) | \$ (48,340.00) | \$ (11,069.28) | \$ 27,902.55 | (57.72%) | \$ (76,242.55) |

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 7 Months Ended October 31, 2017**

| | ANNUAL BUDGET | 1 Month Ended | 7 Months Ended | % Budget Used | *(OVER)/UNDER |
|--------------------------------------------|------------------|------------------|------------------|------------------|----------------|
| | | October 31, 2017 | October 31, 2017 | | |
| Depreciation Expense | | | | | |
| 4800 - Depreciation - Current Year | \$ 0.00 | \$ 6,992.40 | \$ 48,946.80 | 0.00% | \$ 48,946.80 |
| Total Depreciation Expense | \$ 0.00 | \$ 6,992.40 | \$ 48,946.80 | 0.00% | \$ (48,946.80) |
| Surplus Credits & Charges | | | | | |
| Total Surplus Credits & Charges | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Capital Expenditures | | | | | |
| 7520 - Replacement of Equipment | \$ 0.00 | \$ 0.00 | \$ (13,453.63) | 0.00% | \$ (13,453.63) |
| 7540 - Betterments and Additions | 0.00 | (5,363.36) | (20,720.10) | 0.00% | (20,720.10) |
| 7590 - Operating Expenditures-Contra | 0.00 | 5,363.36 | 34,173.73 | 0.00% | 34,173.73 |
| Total Capital Expenditures | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Other Financial Items | | | | | |
| Total Other Financial Items | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00% | \$ 0.00 |
| Reserve Net Income (Loss) | \$ 6,660.00 | \$ (16,432.64) | \$ (6,271.18) | (94.16)% | \$ 12,931.18 |

**Charlevoix Housing Commission
 Low Rent Public Housing
 Balance Sheet
 As of October 31, 2017**

ASSETS

CURRENT ASSETS

Cash

| | | |
|------------------------------|----|------------|
| 1111.1 - General Fund | \$ | 107,815.06 |
| 1162.1 - Money Mkt Acct 9391 | | 67,979.48 |

| | | |
|-------------------|----|------------|
| Total Cash | \$ | 175,794.54 |
|-------------------|----|------------|

Receivables

| | | |
|--------------------------|----|------|
| Total Receivables | \$ | 0.00 |
|--------------------------|----|------|

Investments

| | | |
|--------------------------|----|------|
| Total Investments | \$ | 0.00 |
|--------------------------|----|------|

Deferred Charges

| | | |
|-------------------------------|----|-----------|
| 1211 - Prepaid Insurance | \$ | 16,944.84 |
| 1290 - Other Deferred Charges | | 209.00 |

| | | |
|-------------------------------|----|-----------|
| Total Deferred Charges | \$ | 17,153.84 |
|-------------------------------|----|-----------|

| | | |
|-----------------------------|----|------------|
| TOTAL CURRENT ASSETS | \$ | 192,948.38 |
|-----------------------------|----|------------|

Fixed Assets

| | | |
|-----------------------------------------|----|----------------|
| 1400.6 - Land | \$ | 227,602.26 |
| 1400.61 - Land Improvements | | 243,775.56 |
| 1400.7 - Buildings | | 1,773,119.40 |
| 1400.71 - Building Improvements | | 1,480,134.82 |
| 1400.72 - Non-dwelling Structures | | 237,109.51 |
| 1400.8 - Furn., Equip., Mach.-Dwellings | | 42,263.55 |
| 1400.9 - Furn., Equip., Mach.-Admin | | 111,833.37 |
| 1495 - Accumulated Depreciation | | (3,468,564.18) |

| | | |
|---------------------------|----|------------|
| Total Fixed Assets | \$ | 647,274.29 |
|---------------------------|----|------------|

| | | |
|---------------------|----|------------|
| TOTAL ASSETS | \$ | 840,222.67 |
|---------------------|----|------------|

**Charlevoix Housing Commission
Low Rent Public Housing
Balance Sheet
As of October 31, 2017**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

| | | |
|------------------------------------|----|--------------|
| 2111 - Vendors and Contractors | \$ | 3,202.53 |
| 2114 - Tenant Security Deposits | | 15,876.00 |
| 2117.6 - Dental Insurance Withheld | | <u>22.49</u> |

Total Accounts Payable \$ 19,101.02

Accrued Liabilities

| | | |
|-------------------------------------|----|-----------------|
| 2135 - Salaries and Wages | \$ | 4,021.40 |
| 2135.1 - Accrued Absences-Current | | 6,680.29 |
| 2135.2 - Accrued Absences-Long Term | | 157.69 |
| 2136 - Accrued Liabilities-Other | | 10,015.03 |
| 2137 - Payments in Lieu of Taxes | | <u>9,000.88</u> |

Total Accrued Liabilities \$ 29,875.29

Deferred Credits

Total Current Liabilities \$ 48,976.31

NONCURRENT LIABILITIES

Total Noncurrent Liabilities \$ 0.00

TOTAL LIABILITIES \$ 48,976.31

NET ASSETS

Net Assets

| | | |
|--------------------------------------------------|----|--------------------|
| 2806 - Unrestricted Net Assets | \$ | 165,016.32 |
| 2802.1 - Invested in Capital Assets, Net of Debt | | 647,274.29 |
| Income and Expense Clearing | | <u>(21,044.25)</u> |

TOTAL NET ASSETS \$ 791,246.36

TOTAL LIABILITIES/NET ASSETS \$ 840,222.67

Charlevoix Housing Commission
Report of Tenants Accounts Receivable (TARs)
Low Rent Program - October 2017
Project: 001 - Low Rent

A. Basic Identification Data

3. Total Units Available: 62 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 10/31/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 62 2. Total Charges: 19,019.00 3. Dwelling Rental: 17,489.00 4. Retroactive Rent: 0.00 5. Excess Utility: 0.00 6. Additional Charges: 1,530.00

C. Receivables

| Tenants in Possession (TIP) | No. of Accounts Delinquent | Accounts Receivable | | | | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
| | | Dwelling Rental | Retroactive Rent | Excess Utility | Additional Charges | |
| One Month or Less Delinquent | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Over One Month Delinquent | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total for TIP | 0 | | | | | 0.00 |
| Vacated TAR | 0 | | | | | 0.00 |
| Total | 0 | | | | | 0.00 |

D. TARs

| Tenants Accounts Receivable | No. of Accounts | Balances |
|---------------------------------------------------------------------|-----------------|----------|
| Under Formal Repayment Agreement | 0 | 0.00 |
| Under Formal Repayment Agreement with Payments Up-to-Date | 0 | 0.00 |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 0 | 0.00 |

E. Percentage Analysis

| Tenants in Possession (TIP) Accounts Receivable | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|---------------------------------|
| | 10/31/2017 | 10/31/2016 | 10/31/2015 |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession | 0 | 2 | 3 |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 0 | 0 | 0 |

F. Collection Losses

| | |
|---------------------------------------------|------|
| 1. Amount Charged to Loss this Period | 0.00 |
| 2. Amount Charged to Loss this Year to Date | 0.00 |

Charlevoix Housing Commission Agenda Item

Agenda Item Title: 2018 Meeting Schedule

Date: November 13, 2017

Presented By: Julie Waterman, Executive Director

Attachments: 2018 Meeting Schedule (proposed dates)
2018 calendar

Background Information:

The Charlevoix Housing Commission is required to post the dates, times and place of the regular meetings scheduled in any given calendar year as stated in the Michigan Open Meetings Act 267 of 1976. The Commission normally meets the third Tuesday of every month (except July and December). The proposed dates of those meetings for 2018 are:

January 16, 2018
February 20, 2018
March 20, 2018
April 17, 2018 ANNUAL MEETING
May 15, 2018
June 19, 2018
August 21, 2018
September 18, 2018
October 16, 2018
November 20, 2018

Recommendation:

Approve by vote the 2018 Meeting Schedule for the Charlevoix Housing Commission Board Meetings.

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Charlevoix Housing Commission 2018 Meeting Schedule

The Charlevoix Housing Commission will hold regular meetings on the following dates in 2018. The Board of Commissioners meets on the third Tuesday of the month. Meetings will be held in the Community Room at Pine River Place Apartments, 210 W. Garfield in Charlevoix, Michigan and will begin at 2:00pm unless posted otherwise.

January 16, 2018

February 20, 2018

March 20, 2018

April 17, 2018 ANNUAL MEETING

May 15, 2018

June 19, 2018

August 21, 2018

September 18, 2018

October 16, 2018

November 20, 2018

(no meetings scheduled in July or December)

Julie Waterman

Executive Director

November 21, 2017

Calendar for Year 2018 (United States)

| January | | | | | | |
|---------|-----|------|------|------|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| 1:○ | 8:● | 16:● | 24:○ | 31:○ | | |

| February | | | | | | |
|----------|------|------|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |
| 7:● | 15:● | 23:○ | | | | |

| March | | | | | | |
|-------|-----|------|------|------|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1:○ | 9:● | 17:● | 24:○ | 31:○ | | |

| April | | | | | | |
|-------|------|------|------|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| 8:● | 15:● | 22:○ | 29:○ | | | |

| May | | | | | | |
|-----|------|------|------|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| 7:● | 15:● | 21:○ | 29:○ | | | |

| June | | | | | | |
|------|------|------|------|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 6:● | 13:● | 20:○ | 28:○ | | | |

| July | | | | | | |
|------|------|------|------|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| 6:● | 12:● | 19:○ | 27:○ | | | |

| August | | | | | | |
|--------|------|------|------|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| 4:● | 11:● | 18:○ | 26:○ | | | |

| September | | | | | | |
|-----------|-----|------|------|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |
| 2:○ | 9:● | 16:○ | 24:○ | | | |

| October | | | | | | |
|---------|-----|------|------|------|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| 2:○ | 8:● | 16:○ | 24:○ | 31:○ | | |

| November | | | | | | |
|----------|------|------|------|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| 7:● | 15:○ | 23:○ | 29:○ | | | |

| December | | | | | | |
|----------|------|------|------|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |
| 7:● | 15:○ | 22:○ | 29:○ | | | |

Holidays and Observances:

| | | |
|------------------------------------|-----------------------------------|------------------------------|
| Jan 1 New Year's Day | May 28 Memorial Day | Nov 12 Veterans Day observed |
| Jan 15 Martin Luther King Jr. Day | Jun 17 Father's Day | Nov 22 Thanksgiving Day |
| Feb 14 Valentine's Day | Jul 4 Independence Day | Dec 24 Christmas Eve |
| Feb 19 Presidents' Day | Sep 3 Labor Day | Dec 25 Christmas Day |
| Apr 1 Easter Sunday | Oct 8 Columbus Day (Most regions) | Dec 31 New Year's Eve |
| Apr 13 Thomas Jefferson's Birthday | Oct 31 Halloween | |
| May 13 Mother's Day | Nov 11 Veterans Day | |