

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, OCTOBER 17, 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: None

New Business: FY 2018 Fair Market Rents and Flat Rent Schedule

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 September 19, 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
Brad Waterman, Maintenance Supervisor
Cindy Morris, Administrative Assistant
Gus Schmidt, resident of Pine River Place

Additions to the Agenda: Executive Director Search

Approval of Meeting Minutes and Bills:

President Crandall asked if there were any corrections or additions to the minutes from the August regular meeting, the September 7th special meeting or questions on August bills. A motion to approve the minutes from August regular meeting, the September 7th special meeting, and the August bills was made by Lillian Left and seconded by Paul Stephan.

Yes: Left, Buday, Stephan, Crandall

No:

Abstentions:

Absent:

Executive Directors Report: Executive Director Julie Waterman presented the August financial reports. Pine River Place is 100% occupied at this time. The next "Coffee with Julie" will be on October 11th. Several previously discussed items have been installed: Fire Stops, addressable devices, a resident use computer and a new lobby camera monitor.

Old Business:

None

New Business:

Executive Director Search:

Discussion occurred in regards to the search for an Executive Director. A list of questions needs to be compiled to use when interviewing applicants. A work session was scheduled for Tuesday, October 17th at 3:00pm.

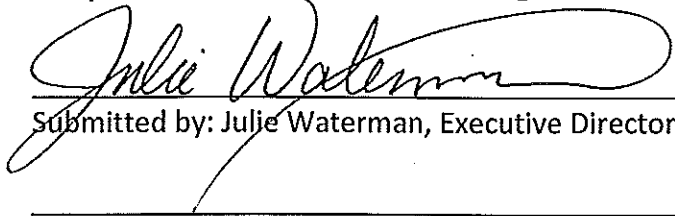
Public Comment:

President Crandall asked if there were any public comments.

Cindy Morris, Administrative Assistant, requested clarification on handing Executive Director applications/resumes that may be brought into the office of Pine River Place. They are to be sent by the applicant to the post office box as listed in the advertisement (P.O. Box 776, Charlevoix).

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

Adjournment: The meeting adjourned at 2:35 pm. The next meeting will be held Tuesday, October 17, 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

September 19, 2017

Approved by: Laurie Crandall, Board President

Charlevoix Housing Commission
Check Register Summary Report
Operational Budget

From: 09/01/2017 To: 09/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
09/05/2017	EFT	Paychex of New York LLC	2,887.74		115,053.41	payroll for 08/19/17 to 09/01/17
09/05/2017	EFT	Paychex of New York LLC	1,114.31		113,939.10	Federal Withholding Taxes
09/05/2017	EFT	Paychex of New York LLC	70.25		113,868.85	costs for payroll services
09/05/2017	DEP	Rent ACH		11,230.00	125,098.85	
09/05/2017	014417	Housing Authority Accounting S	373.24		124,725.61	Accounting service for August 2017
09/05/2017	014418	City Of Charlevoix	3,031.40		121,694.21	Water, sewer & electric through 8/08/17
09/05/2017	014419	American Waste / Walloon Lake Refuse	244.00		121,450.21	Regular trash removal for September
09/05/2017	014420	Michigan Officeways	562.28		120,887.93	cart for community room
09/05/2017	014421	ACE Hardware	54.14		120,833.79	painting supplies, respirator, safety glasses
09/07/2017	DEP	OFND		4,568.00	125,401.79	September Operating Subsidy
09/07/2017	DEP	Rent		2,895.00	128,296.79	
09/07/2017	DEP	Rent		4,976.00	133,272.79	
09/11/2017	014422	CDM Mobile Shredding, LLC	45.00		133,227.79	Shredded Documents
09/11/2017	014423	Common Angle	30.00		133,197.79	offsite data backup for September 2017
09/11/2017	014424	Business Card	663.34		132,534.45	mailing to HUD, chromecast for community room, rent of post office box, baffle and muffler for lawn mower, money for cleaning washing machines, microphone extension cords, diesel for lawn mower, vacuum clean filter and bags, refrigerator door handle
09/11/2017	014425	Common Angle	352.50		132,181.95	network support of software, additional desktop monitor for office
09/12/2017	014426	State Chemical Manufacturing C	324.00		131,857.95	oven cleaner, carpet cleaner, and disinfectant
09/15/2017	EFT	Paychex of New York LLC	58.30		131,799.65	timeclock contract costs
09/18/2017	014427	Delta Dental	163.75		131,635.90	Dental Insurance
09/18/2017	014428	Common Angle	1,582.00		130,053.90	purchase, configuration and installation of desktop computer for resident use in community room
09/18/2017	014429	Select Electric Company	100.00		129,953.90	install conduit and wire for alarm bell
09/18/2017	014430	Critical Signal Technologies	420.00		129,533.90	October monitoring charge for emergency call system.
09/18/2017	014431	Blue Cross/ Blue Shield	2,092.83		127,441.07	Medical Insurance through 11/09/2017
09/19/2017	EFT	Paychex of New York LLC	2,961.64		124,479.43	payroll for 09/02/17 to 09/15/17
09/20/2017	EFT	Paychex of New York LLC	1,149.23		123,330.20	Federal Withholding Taxes
09/20/2017	EFT	Paychex of New York LLC	70.25		123,259.95	costs for payroll services

Charlevoix Housing Commission
Check Register Summary Report
 Operational Budget

From: 09/01/2017 To: 09/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
09/26/2017	014432	AT & T Mobility	121.93		123,138.02	Mobile service through 9/16/2017.
09/26/2017	014433	Brad Waterman	280.88		122,857.14	mileage through 09/26/2017
09/26/2017	014434	Cindy Morris	99.52		122,757.62	Mileage through 9/26/2017
09/26/2017	014435	Common Angle	1,204.01		121,553.61	purchase, configuration and installation of new monitor main lobby
09/26/2017	014436	School Corn 608	450.00		121,103.61	safety and security site survey and assessment
09/29/2017	ADJST	Huntington Bank		5.45	121,109.06	banking interest payment

Total: 20,506.54 23,674.45

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 6 Months Ended September 30, 2017

Ideal Percentage-50.00%		1 Month Ended		6 Months Ended		
	ANNUAL BUDGET	<u>September 30, 2017</u>	<u>September 30, 2017</u>	<u>% Budget Used</u>	<u>*(OVER)/UNDER</u>	
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$ 212,320.00	\$ 17,411.00	\$ 105,075.22	49.49%	\$ 107,244.78	
Total Rental Income	\$ 212,320	\$ 17,411.00	\$ 105,075.22	49.49%	\$ 107,244.78	
Revenues - HUD PHA GRANTS						
-	\$ 52,500.00	\$ 4,568.00	\$ 30,007.00	57.16%	\$ 22,493.00	
Total HUD PHA GRANTS	\$ 52,500.00	\$ 4,568.00	\$ 30,007.00	57.16%	\$ 22,493.00	
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$ 250.00	\$ 14.10	\$ 87.03	34.81%	\$ 162.97	
3690 - Tenant Income	500.00	0.00	146.00	29.20%	354.00	
3690.1 - Non-Tenant Income	5,000.00	526.00	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	8,987.21	54.80%	7,412.79	
Total Nonrental Income	\$ 22,150.00	\$ 2,065.10	\$ 82,651.91	373.15%	\$ (60,501.91)	
Total Operating Income	\$ 286,970.00	\$ 24,044.10	\$ 217,734.13	75.87%	\$ 69,235.87	
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 53,720.00	\$ 4,148.26	\$ 26,965.97	50.20%	\$ 26,754.03	
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	380.40	2,889.62	72.24%	1,110.38	
4170 - Accounting Fees	5,610.00	373.24	2,779.44	49.54%	2,830.56	
4171 - Auditing	5,000.00	0.00	4,400.00	88.00%	600.00	
4182 - Employee Benefits - Admin	11,620.00	1,552.86	5,873.69	50.55%	5,746.31	
4185 - Telephone	5,000.00	121.93	1,907.78	38.16%	3,092.22	
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	198.80	1,529.96	26.38%	4,270.04	
4190.4 - Office Supplies	1,000.00	37.10	1,376.99	137.70%	(376.99)	
4190.5 - Other Sundry Expense	3,000.00	467.50	1,685.82	56.19%	1,314.18	
4190.51 - Advertising and Marketing	500.00	0.00	0.00	0.00%	500.00	
Total Administration	\$ 100,500.00	\$ 7,280.09	\$ 51,599.27	51.34%	\$ 48,900.73	
Tenant Services						
4220 - Rec., Publ. & Other Svcs.	\$ 400.00	\$ 0.00	\$ 191.68	47.92%	\$ 208.32	
4230 - Contract Costs-Cable	17,800.00	0.00	9,028.92	50.72%	8,771.08	
Total Tenant Services	\$ 18,200.00	\$ 0.00	\$ 9,220.60	50.66%	\$ 8,979.40	

Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 6 Months Ended September 30, 2017

	ANNUAL BUDGET	1 Month Ended September 30, 2017	6 Months Ended September 30, 2017	% Budget Used	*(OVER)/UNDER
Utilities					
4310 - Water	\$ 6,500.00	\$ 484.60	\$ 2,948.16	45.36%	\$ 3,551.84
4320 - Electricity	20,100.00	1,643.80	10,777.99	53.62%	9,322.01
4330 - Gas	20,500.00	0.00	6,505.73	31.74%	13,994.27
4390 - Other Utilities Expense	<u>10,900.00</u>	<u>903.00</u>	<u>5,616.38</u>	<u>51.53%</u>	<u>5,283.62</u>
Total Utilities	\$ 58,000.00	\$ 3,031.40	\$ 25,848.26	44.57%	\$ 32,151.74
Ordinary Maint. & Operations					
4410 - Labor, Maintenance	\$ 52,690.00	\$ 3,878.87	\$ 25,020.40	47.49%	\$ 27,669.60
4420 - Materials	20,000.00	964.38	13,031.31	65.16%	6,968.69
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	0.00	3,026.28	49.61%	3,073.72
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	100.00	100.00	20.00%	400.00
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	0.00	7,540.79	137.11%	(2,040.79)
4430.12 - Miscellaneous Contracts	2,200.00	450.00	9,292.88	422.40%	(7,092.88)
4431 - Garbage Removal	3,300.00	244.00	1,464.00	44.36%	1,836.00
4433 - Employee Benefits - Maint.	16,310.00	2,293.61	7,689.87	47.15%	8,620.13
4480 - Protective Services	<u>5,000.00</u>	<u>420.00</u>	<u>3,562.97</u>	<u>71.26%</u>	<u>1,437.03</u>
Total Ordinary Maint. & Oper	\$ 121,600.00	\$ 8,350.86	\$ 73,283.48	60.27%	\$ 48,316.52
General Expense					
4510 - Insurance	\$ 18,600.00	\$ 1,563.50	\$ 9,444.35	50.78%	\$ 9,155.65
4511 - Insurance-Wk Comp	2,980.00	235.25	1,411.50	47.37%	1,568.50
4520 - Payment in Lieu of Taxes	15,430.00	1,285.84	7,715.04	50.00%	7,714.96
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	\$ 3,084.59	\$ 18,810.69	50.83%	\$ 18,199.31
Total Routine Expense	\$ 335,310.00	\$ 21,746.94	\$ 178,762.30	53.31%	\$ 156,547.70
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	\$ 21,746.94	\$ 178,762.30	53.31%	\$ 156,547.70
Operating Income (Loss)	\$ (48,340.00)	\$ 2,297.16	\$ 38,971.83	(80.62%)	\$ (87,311.83)

**Charlevoix Housing Commission
Public Housing
Statement of Operating Receipts & Expenditures
For the 6 Months Ended September 30, 2017**

	ANNUAL BUDGET	1 Month Ended	6 Months Ended	% Budget Used	*(OVER)/UNDER
		September 30, 2017	September 30, 2017		
Depreciation Expense					
4800 - Depreciation - Current Year	\$ 0.00	\$ 6,992.40	\$ 41,954.40	0.00%	\$ 41,954.40
Total Depreciation Expense	\$ 0.00	\$ 6,992.40	\$ 41,954.40	0.00%	\$ (41,954.40)
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	\$ (3,348.29)	\$ (13,453.63)	0.00%	\$ (13,453.63)
7540 - Betterments and Additions	0.00	0.00	(15,356.74)	0.00%	(15,356.74)
7590 - Operating Expenditures-Contra	0.00	3,348.29	28,810.37	0.00%	28,810.37
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	\$ (1,051.13)	\$ 10,161.46	152.57%	\$ (3,501.46)

**Charlevoix Housing Commission
 Low Rent Public Housing
 Balance Sheet
 As of September 30, 2017**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$	121,109.06
1162.1 - Money Mkt Acct 9391		67,971.11

Total Cash	\$	189,080.17
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Receivables

Total Receivables	\$	0.00
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Investments

Total Investments	\$	0.00
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Deferred Charges

1211 - Prepaid Insurance	\$	18,731.01
1290 - Other Deferred Charges		209.00

Total Deferred Charges	\$	18,940.01
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TOTAL CURRENT ASSETS	\$	208,020.18
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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		1,474,771.46
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		(3,461,571.78)

Total Fixed Assets	\$	648,903.33
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TOTAL ASSETS	\$	856,923.51
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**Charlevoix Housing Commission
Low Rent Public Housing
Balance Sheet
As of September 30, 2017**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$	3,202.53
2114 - Tenant Security Deposits		15,801.00
2117.6 - Dental Insurance Withheld		22.49
Total Accounts Payable	\$	19,026.02

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		7,715.04
Total Accrued Liabilities	\$	28,589.45

Deferred Credits

Total Current Liabilities	\$	47,615.47
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NONCURRENT LIABILITIES

Total Noncurrent Liabilities	\$	0.00
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TOTAL LIABILITIES	\$	47,615.47
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NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$	163,387.28
2802.1 - Invested in Capital Assets, Net of Debt		648,903.33
Income and Expense Clearing		(2,982.57)
TOTAL NET ASSETS	\$	809,308.04

TOTAL LIABILITIES/NET ASSETS	\$	856,923.51
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Charlevoix Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Low Rent Program - September 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: 09/30/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 62 2. Total Charges: 18,936.00 3. Dwelling Rental: 17,411.00 4. Retroactive Rent: 0.00 5. Excess Utility: 0.00 6. Additional Charges: 1,525.00

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) 09/30/2017	Prior FY (one year to date) 09/30/2016	Previous FY (two years to date) 09/30/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	0	0	0
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: FY 2018 Fair Market Rents and Flat Rent Schedule

Date: October 12, 2017

Presented By: Julie Waterman, Executive Director

Attachments: FY 2018 Fair Market Rent Final Calculation page from HUD website
Proposed Resolution

Background Information:

Every year HUD comes out with the Fair Market Rent calculations which vary by state and county. The Charlevoix Housing Commission is required by federal regulation to adjust our Flat Rent Schedule accordingly – within 90 days of the Final rule. Historically, we have set our Flat Rent Schedule to match the Fair Market Rent Calculations as put out by HUD. It is suggested that we use the date of January first to make the changes effective. If approved at the meeting on October 17th, it gives us enough time to post in advance of the effective date of January first. This will change the one bedroom units from \$585 a month to \$600 a month. The two bedroom units will go from \$715 to \$753 a month.

Recommendation:

Adopt a resolution to approve the FY 2018 Flat Rent Schedule based on “FY 2018 Fair Market Rents Final Calculation” set for Charlevoix County, Michigan.



FY 2018 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2018 FMRs for All Bedroom Sizes

Final FY 2018 FMRs By Unit Bedrooms

Year	Efficiency	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2018 FMR	\$597	\$600	\$753	\$1,042	\$1,313
<u>FY 2017 FMR</u>	\$582	\$585	\$715	\$937	\$1,226

Charlevoix County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2011-2015 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2018 provided the estimate is statistically reliable. For FY2018, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2011-2015 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2018 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2018.

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

Resolution Approving FY 2018 Flat Rent Schedule

October 17, 2017

2017-09

Whereas, it is the Charlevoix Housing Commission's responsibility to follow federal regulations concerning Public Housing; and

Whereas, the federal regulation 24 CFR Part 960 Streamlining Administrative Regulations for Public Housing: Revisions to Public Housing Flat Rents requires the Commission to set our Flat Rent Schedule at no less than 80% of Fair Market Rents; and

Whereas, the Fair Market Rent Calculation Methodology has been finalized for Charlevoix County, Michigan; and

Whereas, the Charlevoix Housing Commission board resolves to set the Flat Rent Schedule for fiscal year 2018 to match the Fair Market Rent final calculation amounts set for Charlevoix County.

Now, therefore, be it resolved that the Charlevoix Housing Commission board is in support of setting the Flat Rent Schedule for fiscal year 2018 at the Fair Market Rent finalized amounts on this said date of October 17, 2017.

Motion by Commissioner _____

Support by Commissioner _____

A roll call was taken:

Commissioner Lillian Left	Yes	No	Abstention	Absent
Commissioner Joan Buday	Yes	No	Abstention	Absent
Commissioner Paul Stephan	Yes	No	Abstention	Absent
Commissioner Laurie Crandall	Yes	No	Abstention	Absent

_____ Yes _____ No _____ Abstention _____ Absent

Board President

Date