

REGULAR MEETING
CHARLEVOIX HOUSING COMMISSION

TUESDAY, MAY 15, 2018

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda:

Approval of Prior Meeting Minutes and Expenditures:

PLEASE SEE CHECKS AND INVOICES
MINUTES FROM 04/17/2018 REGULAR MEETING

Executive Director's Report:

EPC, TRANSITION, YEAR END, SAM EXPIRATION,
SUBSIDY DRAWDOWN, AUDIT BIDS.

Old Business: NONE

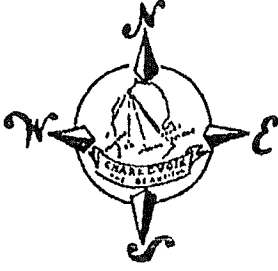
New Business: REVIEW OF FINANCIALS AND SOFTWARE REPORTS
POSSIBLE RESOLUTION TO APPROVE EPC DRAFT
CONTRACT (Awaiting compliance approval letter from
attorney for review and signature by Board)

Public Comment:

Adjournment:

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Regular Meeting Minutes May 15, 2018

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, Mitts Lee
ABSENT: None
OTHERS: Kim Johnson, Executive Director & Cindy Morris, Occupancy Specialist

Several residents of Pine River Place

Approval of Meeting Minutes and Expenditures:

President Crandall asked if there were any corrections or additions to the minutes from the previous meetings and or the expenditures presented for payment. A motion to approve the minutes from the previous regular meeting and expenditures as presented was made by Commissioner LEE and seconded by Commissioner LEFT. After a complete discussion, including the charges from Schindler for elevator repairs, the motion was read and voted on as follows:

Ayes: Left, Buday, Stephan, Crandall, Lee
Nays: None
Abstentions: None
Absent: None

Motion carries.

Executive Directors Report: Director Johnson presented an update on the EPC report, as well as the agency's progress in training and transitioning with all aspects including the new financial reporting and close out procedures. Discussion was had with regard to possibility of changing fee accountants due to some discrepancies in identifying income sources at another agency. Audit Bids were received and the FYE 03/31/218 has been scheduled for the end of July. Agency had one vacancy that the staff was working to fill.

Old Business: NONE

New Business:
Review of financials and software reports.

No further new business

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720



PROJECT
PINE RIVER PLACE

Public Comment:

President Crandall asked if there were any public comments. One resident asked about the Agency possibly getting a keyless entry system for the building.

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

Adjournment:

Commissioner STEPHAN made a motion to adjourn the meeting at 2:37 p.m. Commissioner LEE seconded the motion.

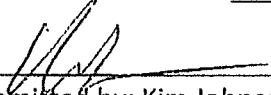
Ayes: Left, Buday, Stephan, Crandall, Lee

Nays: None


Abstentions: None

Absent: None

The meeting adjourned at 2:37 p.m. The next regular meeting will be held Tuesday, June 19, 2018 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 OR Director@mphcstaff.org.


Submitted by: Kim Johnson, Executive Director

June 19, 2018


Approved by: Laurie Crandall, Board President

June 19, 2018