

**REGULAR MEETING**  
**CHARLEVOIX HOUSING COMMISSION**

**TUESDAY, APRIL 17, 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 ATTACHMENTS

Executive Director's Report:  
EPC, TRANSITION, YEAR END, SAM EXPIRATION,  
SUBSIDY DRAWDOWN

Old Business: NONE

New Business: REVIEW OF FINANCIALS AND SOFTWARE REPORTS

Public Comment:

Adjournment:

# CHARLEVOIX HOUSING COMMISSION

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



PROJECT  
PINE RIVER PLACE

## Regular Meeting Minutes April 17, 2018

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: Mitts Lee  
OTHERS: Kim Johnson, Executive Director

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 STEPHAN and seconded by Commissioner LEFT. After a complete discussion, the motion was read and voted on as follows:

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

*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. Director Johnson will be working on the sale of the storage building after a thorough review is completed and contact with the Field Office to insure regulations are being followed. Agency had one vacancy that the staff was working to fill. Updated the Board about access to SAM.gov.

**Old Business: NONE**

**New Business:**

Commissioner Left made a motion to approve Resolution #III-18 Election of Officers at the Annual Meeting of the Board to leave all existing officers in place and a second was made by Commissioner Buday. After a complete discussion, Voice vote as follows:

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

*Motion Carries.*

The Executive Director went over some new reports from the agency's software system including the number of families currently on the waiting list for housing with the agency, the tenant accounts receivable, and Statement of Operations.

No further new business

**Public Comment:**

President Crandall asked if there were any public comments. One resident asked about the on-call maintenance when Brad was on vacation so the procedure was discussed again and made known that all the residents have to do is call the office, just as they normally would. One resident also mentioned that he'd like the idea of being able to use a debit card to pay rent.

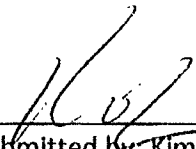
With no further public comments, President Crandall closed the meeting to public comments.

**Adjournment:**

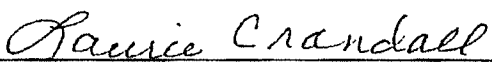
Commissioner STEPHAN made a motion to adjourn the meeting at 2:54 p.m. Commissioner BUDAY seconded the motion.

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

The meeting adjourned at 2:54 p.m. The next regular meeting will be held Tuesday, May 15, 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](mailto:info@chvxhousing.org) OR [Director@mphcstaff.org](mailto:Director@mphcstaff.org).

  
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Submitted by: Kim Johnson, Executive Director

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May 15, 2018

  
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Approved by: Laurie Crandall, Board President

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May 15, 2018