

# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, JULY 17, 2018  
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

### AGENDA:

Call to Order/Roll Call

Additions to the Agenda:

Approval of June 2018 Meeting Minutes and July Expenditures:  
PLEASE SEE ATTACHMENTS

Executive Director's Report:

EPC, YEAR END AUDIT, STORAGE BUILDING RENTAL

AGREEMENT

Old Business: NONE

New Business: REVIEW OF FINANCIALS AND SOFTWARE REPORTS

Resolution # \_\_\_\_\_ Approve Updated General Depository  
Agreement

Resolution # \_\_\_\_\_ Amend Authorized bank account signers

Public Comment:

Adjournment:

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## Regular Meeting Minutes July 17, 2018

A Regular Meeting of the Charlevoix Housing Commission was called to order by Vice President Buday at 2:01 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Mitts Lee, Laurie Crandall (@ 2:13p.m.)  
ABSENT: Paul Stephan  
OTHERS: Kim Johnson, Executive Director, Brad Waterman, Maintenance Supervisor & Cindy Morris, Occupancy Specialist

Several residents of Pine River Place

### Approval of Meeting Minutes and Expenditures:

Chairperson Buday asked if there were any corrections or additions to the minutes from the June 2018 Regular Meeting and/or the expenditures presented for payment for the current month's bills. A motion to approve the minutes from the June 2018 regular meeting and current expenditures as presented was made by Commissioner LEFT and seconded by Commissioner LEE. After a complete discussion, the motion was read and voted on as follows:

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

*Motion carries.*

**Executive Directors Report:** Director Johnson presented an update on the EPC report as the agency is in the final stages of gaining approval from HUD to enter into the EPC. The agency Audit was completed and there will be two findings, one is a violation with regard to the 2017 Capital Funds, no certified payrolls or proper file documentation was acquired for the work performed and checks were issued for the work out of operations rather than CFP, and the second finding is due to the agency's policies being outdated and contradictory in nature. The Board will have to start working on updating policies over the next year to become complaint. The agency is revising a rental agreement for the rental for the storage building and the agency has received the first rent payment for it. The agency will be looking into using a different ACH system for tenant rents which could include setting up the bank accounts at a different financial institution. The agency received a letter stating that employee W2 data had been breached and they will be sending out separate notifications to those people whose personal information has been compromised. Agency has three vacancies that the staff is working to fill and zero tenant accounts receivable. END REPORT

**Old Business: NONE**

**New Business:**

Review of financials and software reports.

**\*\*President Crandall entered meeting at 2:13 p.m.**

**Resolution # III-18 Approval of Updated General Depository Agreement**

A motion to approve Resolution #III-18 as introduced was made by Commissioner LEFT and seconded by Commissioner LEE. After a complete discussion stating that this resolution was necessary due to the fact that the prior agreement listed Citizens Bank as the Financial Institution that the Agency was using, the motion was read and voted on as follows:

Ayes: Left, Buday, Lee, Crandall

Nays: None

Abstentions: None

Absent: Stephan

*Motion carries.*

**Resolution # IV-18 Approval of Amended Bank Account Signers**

A motion to approve Resolution #IV-18 with additional authorized bank account signers to be Johnson, Crandall, Left, and Buday was made by Commissioner LEFT and seconded by Commissioner LEE. After a complete discussion, the motion was read and voted on as follows:

Ayes: Left, Buday, Lee, Crandall

Nays: None

Abstentions: None

Absent: Stephan

*Motion carries.*

No further new business

**Public Comment:**

Chairperson Buday asked if there were any public comments. One resident inquired as to whether or not the agency can install ceiling fans inside the units or air conditioners. Staff stated that the residents would like to have ACH capabilities again and that the cost to the agency of the lifelines provided at a cost of \$14.00 per month/per resident. Staff will be gathering data to justify this continued expense.

With no further public comments, Chairperson Buday closed the meeting to public comments.