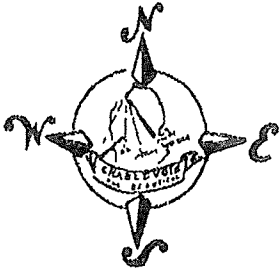


# CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT  
PINE RIVER PLACE

## REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

**TUESDAY, November 20 2018**  
**2:00 P.M.**

**PINE RIVER PLACE COMMUNITY ROOM**

**AGENDA: PLEASE NOTE THIS WILL BE A VERY LONG MEETING, PLEASE ALLOW FOR EXTENDED MEETING TIME TO ADDRESS ALL MATTERS OF BUSINESS. FULL PACKETS WILL BE AVAILABLE BY MONDAY AFTERNOON THE 19<sup>TH</sup> IF YOU WANT TO PICK ONE UP AHEAD OF TIME DUE TO THE SIZE OF THE PACKETS.**

Call to Order/Roll Call

Additions to the Agenda:

Approval of Prior Meeting Minutes and Expenditures:  
PLEASE SEE ATTACHMENTS

Executive Director's Report:  
REVIEW OF CITY AND BOARD MEETING AND  
SUBSEQUENT ACTIONS

Old Business: NONE

New Business: REVIEW OF FINANCIALS  
REVIEW OF ANNUAL PLAN  
REVIEW OF EPC SPECIFICS  
DISCUSSION REGARDING CONTRACTED  
MANAGEMENT  
SERVICES

Public Comment:

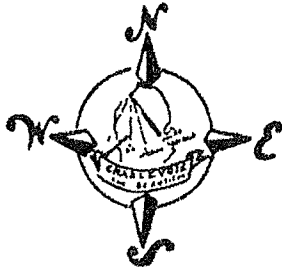
Adjournment:

# CHARLEVOIX HOUSING COMMISSION

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## Regular Meeting Minutes November 20, 2018

A Regular Meeting of the Charlevoix Housing Commission was called to order by Chairman Crandall at 2:00 pm at Pine River Place, 210 West Garfield, Charlevoix, Michigan.

PRESENT: Lillian Left, Joan Buday, Laurie Crandall  
ABSENT: Paul Stephan, Mitts Lee  
OTHERS: Kim Johnson, Executive Director & Cindy Morris, Occupancy Specialist

### Approval of Meeting Minutes and Expenditures:

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

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

*Motion carries.*

**Executive Directors Report:** Director Johnson presented an update on the EPC. The Board will have to start working on updating policies over the next year to become compliant. Recommendation was made to the Commissioners to start a work group to begin the process of updating By-Laws and policies of the agency. END REPORT

**Old Business: NONE**

**New Business:**  
Review of financials.

Correspondence-card addressed to Commissioner Buday from a resident thanking her.

Complete and thorough review discussion about the Energy Performance Contracting was held.

Complete and thorough discussion about role of the Commissioners as it pertains to setting special meetings or conducting business outside of the presence of other Board members.

**Public Comment:**

Chairperson Crandall asked if there were any public comments. One resident inquired as to who she can call and complain to about low flying planes and tenants who continue to smoke in their apartments. Cindy Morris stated that she was glad the thorough discussion of the EPC had happened because the agency needs to get those improvements made as soon as possible.

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

**Adjournment:**

Commissioner LEFT made a motion to adjourn the meeting at 3:40 p.m. Commissioner BUDAY seconded the motion.

Ayes: Left, Buday, Crandall

Nays: None

Abstentions: None

Absent: Stephan, Lee

The meeting adjourned at 3:40 p.m. The next regular meeting will be held Tuesday, December 18, 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).

Submitted by: Kim Johnson, Executive Director

December 18, 2018



Approved by: Chairperson

December 18, 2018