

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

TUESDAY, June 18th, 2019
2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Call to Order/Roll Call

Additions to the Agenda:

Approval of Prior Meeting Minutes: May 2019

Interim Executive Director's Report:

Domestic Boiler Repair, New Hire – Kerry Hocquard,
Audit, Year End GAAP Accounting, eLOCCS, MPHC Board
Update, CHC Budget and CFP

Old Business: NONE

New Business: Review of Financials March & April
CGE Communication Re: EPC & Document Review
Resolution #VI-19 Flat Rent Update

Public Comment

Adjournment

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



REGULAR MEETING

PROJECT
PINE RIVER PLACE

CHARLEVOIX HOUSING COMMISSION

WEDNESDAY, JUNE 18, 2019

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners present: Joan Buday, Mitts Lee, Laurene Crandall, Lillian Left, R. J. Waddell
Commissioners absent:

Others present: Cindy Morris, Occupancy Specialist, Kerry Hocquard, Maintenance Supervisor, Annessa Haist, Interim Director, Mt. Pleasant Housing Commission, Mark Little, Mt. Pleasant Housing Commission.

Chairperson M. Lee called the meeting to order at 2:00 p.m.

The agenda was accepted as presented with the addition of one item, review of the Interim Maintenance Service Contract.

Kerry Hocquard was introduced as the new Maintenance Supervisor. A. Haist explained that the Maintenance Service Contract was no longer needed to be in full effect and suggested it be terminated as of the end of the month.

After a complete discussion, L. Crandall moved, Seconded by L. Left to terminate the MPHC Interim Maintenance Service Contract effective June 30, 2019.

Ayes: Buday, Lee, Crandall, Left

Nays: none

J. Buday moved, seconded by L. Left to accept the regular meeting minutes of May 21, 2019 as presented.

Ayes: Buday, Lee, Crandall, Left

Nays: none

Interim Executive Director Report: A. Haist reported that the domestic hot water boiler repair and replacement was completed. Capital Funds will be used for payment as it was an

emergency repair. The project is still eligible for the DTE Incentive program and we are hoping that funds are available through that.

A. Haist introduced the new maintenance supervisor Kerry Hocquard.

The office is being relocated to the old office space and the converted unit will be restored so it can be rented to a tenant. The unit was incorrectly taken off-line and we are reporting back to HUD regarding this.

The Audit for FYE 03/31/19 is scheduled for the week of August 9, 2019.

Year End GAAP Accounting/CHC Budget and CFP – Information and reports were submitted to HUD. Budget revisions are being made with staffing, contracts, and capital fund projects. Work is being done on completing the 5 year plan.

eLOCCS – The eLOCCS system is being successfully utilized for drawing down funds. We are still working to update the authorizing official for Charlevoix to be the board president, Mitts Lee.

MPHC Board Update – An executive director search is being done and the position has been posted on the NAHRO National and Michigan chapter websites and also on Indeed.com.

DTE – DTE is working on installing programable thermostats. CHC is at the top of the list for rebates. A current proposal was reissued after the domestic hot water heater broke down. Bid on the other boilers is moving forward.

Old Business:

None

New Business:

L. Left moved, seconded by L. Crandall to accept the financial statements for March and April 2019 as presented.

Ayes: Buday, Lee, Crandall, Left, Wadden

Nays: none

CGE – A. Haist reported that MPHC is the lead agency for the project. There will be discussion at the MPHC June 19, 2019 Board meeting on how to proceed and the CHC Board will be updated at the next meeting.

Resolution VI-19 – Flat Rent Update

L. Crandall moved, seconded by L. Crandall ^{Left} to accept the flat rents as presented to be effective August 1, 2019.

Ayes: Buday, Lee, Crandall, Left

Nays: none

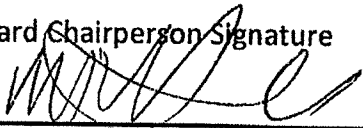
Public Comment:

Resident praised A. Haist for being the CHC Interim Director. Resident inquired as to when the boiler heat issue will be addressed. M. Little commented on the process of getting the boiler replaced. He also discussed the leaking roof, stating that it has been fixed. The roof will be replaced as soon as money is available.

Adjournment: M. Lee introduced the new Board Member, R.J. Waddell. Meeting was adjourned at 2:31 p.m.

Respectfully submitted,

Board Chairperson Signature



The next Board Meeting is July 16, 2019 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720.

Mission Statement: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.