



**Traverse City  
Housing Commission**  
*a Public Housing Authority*

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**  
Friday, January 25, 2019 at 8:00 A.M.

**LOCATION:**  
**SECOND FLOOR TRAINING ROOM – GOVERNMENTAL CENTER**  
400 Boardman Avenue, Traverse City, Michigan, 49684



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**Traverse City  
Housing Commission**  
*a Public Housing Authority*

# MEETING AGENDA

January 25, 2019



**TRAVERSE CITY HOUSING COMMISSION**

150 Pine Street, Traverse City, Michigan, 49684

T: (231) 922-4915 | F: (231) 922-2893

TDD: (800) 649-3777

TCHousing.org

**NOTICE**

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING  
ON FRIDAY, JANUARY 25, 2019 AT 8:00 A.M.**

**SECOND FLOOR TRAINING ROOM – GOVERNMENTAL CENTER  
400 Boardman Avenue, Traverse City, Michigan, 49684  
(231) 995-5150**

**POSTED: JANUARY 23, 2019**

*The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please, contact the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan, 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements continued in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act (ADA), and the rights provided hereunder, are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately.*

**AGENDA**

- I CALL TO ORDER & ROLL CALL**
- II APPROVAL OF AGENDA**
- III PUBLIC COMMENT**
- IV CONSENT AGENDA**

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Agenda be removed from and placed elsewhere on the agenda for full discussion. Such requests will automatically be respected. If an item is not removed from the Consent Agenda the action noted on the Agenda is approved by a single Commission action adopting the Consent Agenda (*all items on the Consent Agenda are printed in italics*).

- A. *Consideration of Approval of November 30, 2018 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of December 18, 2018 Study Session Meeting Minutes: Approval Recommended.*
- C. *Consideration of Approval of Schedule of Disbursements for November & December 2018 for Public Housing & HCV / Section 8 Programs: Approval Recommended.*
- D. *Review & Approval of Payment of Invoices for January 2019: Approval Recommended.*

- E. *Review & Acceptance of Financial Statements for November & December 2018: Approval Recommended.*

**V COMMITTEE & COMMISSIONER REPORTS**

- A. Governance Committee Meeting: December 20, 2018 & January 17, 2019
- B. Executive Committee Meeting: January 20, 2019
- C. Communications Committee: December 11, 2019

**VI STAFF & PROGRAM REPORTS**

- A. Executive Director's Report: November & December 2018
- B. Family Self-Sufficiency (FSS) Program Report: November & December 2018
- C. Resident Council Report: November & December 2018

**VII OLD BUSINESS**

- A. 2019 Consolidated Budget: Review of November & December 2018
- B. TCHC Policy Review Schedule: Review
- C. RAD: Memorandum on Resident Follow-up Discussions

**VIII NEW BUSINESS**

- A. Family Self-Sufficiency Escrow Disbursement Request: Action Required
- B. 2019 Commission Committee Assignments: Action Required
- C. HUD Plan for "Repositioning" Public Housing: Information Only
- D. RAD Preliminary Financing Plan: Discussion Only

**IX CORRESPONDENCE**

- A. November 30, 2018 Letter from HUD to TCHC Regarding RAD
- B. December 6, 2018 E-Mail from HUD to TCHC Regarding RAD
- C. January 16, 2019 Record Eagle Article on Government Shutdown & Housing
- D. January 16, 2019 Record Eagle Editorial on Government Shutdown

**X PUBLIC COMMENT**

**XI COMMISSIONER COMMENT**

**XII ADJOURNMENT**

**NEXT SCHEDULED MEETING:** Friday, February 22, 2019 at 8:00 A.M.



**Traverse City  
Housing Commission**  
*a Public Housing Authority*

## **CONSENT AGENDA**

November 30, 2018 Regular Meeting Minutes

December 18, 2018 Study Session Meeting Minutes

Schedule of Disbursements for November and December 2018  
for Public Housing & HCV Section 8 Programs

Payment of Invoices for January 2019

Financial Statements for November and December 2018

## **DRAFT Meeting Minutes of the Traverse City Housing Commission November 30, 2018**

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Government Center – Second Floor Committee Room, 400 Boardman, Traverse City at 8:05 A.M.

### **I ROLL CALL**

The following Commissioners were present: Jim Friend, Heather Lockwood, Roger Putman, and Andy Smits.

Staff: Tony Lentych, Executive Director and Michelle Reardon, Deputy Director.

Residents: Jo Simerson, Jeff Turner, and Norma Loper.

### **II APPROVAL OF AGENDA**

Commissioner Lockwood moved (Friend support) to approve the agenda. The motion was unanimously approved.

### **III PUBLIC COMMENT**

General Comment: Ellen Corcoran, Norma Loper, and Jeff Turner.

### **IV CONSENT AGENDA**

Commissioner Lockwood moved (Putman support) to approve the Consent Agenda as presented in the November 30, 2018 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the October 26, 2018 Regular Commission Meeting.
- B. Schedule of Disbursements for October 2018 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for November 2018.
- D. Financial Statements for October 2018.

### **V COMMITTEE REPORTS**

- A. The meeting minutes from the November 20, 2018 Governance Committee meeting were presented and briefly discussed.

### **VI STAFF AND PROGRAM REPORTS**

- A. The Executive Director's November 2018 Report was presented and accepted.
- B. The November 2018 Family Self-Sufficiency Report was presented and accepted.
- C. The November 2018 Resident Council Report was presented and accepted.

### **VII OLD BUSINESS**

- A. The 2019 Consolidated Budget was presented and reviewed.
- B. TCHC Policy Review Schedule was presented and reviewed.



- C. The November 2018 Executive Director’s report was presented. The December Study Session will be held on Tuesday, December 18, 2018 at 8:30 AM at the Governmental Center.
- D. Staff presented a memo regarding the RAD Resident Information Notice and Follow-up Information. Staff will continue to hold resident meetings monthly on the third Thursday of the month.

**VIII NEW BUSINESS**

- A. A memo regarding the Fiscal Year 2018 Annual Audit was presented. There were no findings in the FY 2018 audit. Commissioner Lockwood moved (Friend support) to accept the Fiscal Year 2018 audit as presented in the November 30, 2018 board packet.

**Roll Call**

Smits	Yes
Lockwood	Yes
Friend	Yes
Putman	Yes

The motion was unanimously approved.

- B. A memo regarding the 2019 Calendar of Meetings was presented. Commissioner Friend moved (Lockwood support) to accept the Calendar as presented in the board packet. The motion was unanimously approved.
- C. The regarding the TCHC Pest Control Policy and a draft of the policy was presented and discussed. Commissioner Smits moved (Lockwood support) to adopt the Resolution to Adopt the TCHC Pest Control Policy as presented in the board packet.

**Roll Call**

Lockwood	Yes
Friend	Yes
Putman	Yes
Smits	Yes

The resolution was unanimously adopted.

- D. The Commission discussed two items of correspondence requesting the use of TCHC property at Riverview Terrace that were included in the packet. The Commission determined that more information is needed. Staff will follow up with Pine Street Development One, LLC and the Traverse City DDA.

**IX CORRESPONDENCE**

Four items of correspondence were presented and accepted.

**X PUBLIC COMMENT**

None.

**XI COMMISSIONER COMMENT**

None.

**XII ADJOURNMENT**

Commissioner Putman moved (Friend support) to adjourn the meeting. The motion was approved and President Smits called the meeting to a close at 9:25 AM.

Respectfully submitted,

---

Michelle Reardon, Recording Secretary

---

Andy Smits, President

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
December 18, 2018**

A Study Session of the Traverse City Housing Commission was called to order by President Andy Smits at the Government Center – Second Floor Committee Room, 400 Boardman, Traverse City at 8:35 A.M.

**I      ROLL CALL**

The following Commissioners were present: Jim Friend, Heather Lockwood, Roger Putman, Andy Smits, and newly seated Commissioner Sarah Lucas.

Staff: Tony Lentych, Executive Director and Michelle Reardon, Deputy Director.

**II      APPROVAL OF AGENDA**

Commissioner Lockwood moved (Friend support) to approve the agenda. The motion was approved.

**III     DISCUSSION ITEMS**

The purpose of the Study Session was to educate new Commissioners on the recent history of the Traverse City Housing Commission. President Smits reviewed his own history with the Commission and then asked each Commissioner and Staff to introduce themselves and their backgrounds with affordable housing.

The Commission then discussed the history of the Traverse City Housing Commission, the mission of the agency, and the plans for the agency moving forward.

**IV     PUBLIC COMMENT**

None.

**V      COMMISSIONER COMMENT**

None.

**VI     ADJOURNMENT**

Commissioner Lockwood moved (Putman support) to adjourn the meeting. The motion was approved and President Smits called the meeting to a close at 10:39 A.M.

Respectfully submitted,

---

Michelle Reardon, Recording Secretary

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Andy Smits, President

Traverse City Housing Commission  
Check Register Summary Report  
Chemical Bank  
From: 12/01/2018 To: 12/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
12/03/2018	DEP			5,984.95	21,947.85
12/03/2018	DEP			17,475.00	39,422.85
12/04/2018	ADJST	Alisa Kroupa	1,275.29		38,147.56
12/04/2018	ADJST	Anthony Lentych	2,412.46		35,735.10
12/04/2018	ADJST	Michelle Reardon	1,428.11		34,306.99
12/04/2018	ADJST	Angela N. Szabo	755.22		33,551.77
12/04/2018	ADJST	Joseph Battaglia	257.90		33,293.87
12/04/2018	ADJST	Charles Edwards	970.36		32,323.51
12/04/2018	ADJST	David Gourlay	997.34		31,326.17
12/04/2018	ADJST	Kenneth Sands	983.26		30,342.91
12/04/2018	ADJST	Benjamin Weston	407.86		29,935.05
12/04/2018	ADJST	Chemical Bank	183.57		29,751.48
12/04/2018	EFT	Principal Life Insurance Co.	717.12		29,034.36
12/05/2018	DEP			13,436.00	42,470.36
12/05/2018	EFT	T Mobile		2,333.98	44,804.34
12/05/2018	038411	Cardmember Service	1,831.38		42,972.96
12/05/2018	038412	SAM'S CLUB	394.05		42,578.91
12/05/2018	038413	Home Depot Credit Services	409.29		42,169.62
12/05/2018	038414	Speedwrench, Inc.	525.94		41,643.68
12/05/2018	038415	D & W Mechanical	282.46		41,361.22
12/05/2018	038416	City of Traverse City, Treasurer's	380.18		40,981.04
12/05/2018	038417	Great Lakes Business Systems, Inc.	196.00		40,785.04
12/06/2018	DEP			4,722.00	45,507.04
12/06/2018	038418	Grand Traverse Cty. Treasurer	53.43		45,453.61
12/06/2018	038419	Spectrum Business	184.98		45,268.63
12/06/2018	038420	DTE ENERGY	1,883.77		43,384.86
12/06/2018	038421	City Of Traverse City	11,473.32		31,911.54
12/06/2018	038422	A T & T	187.39		31,724.15
12/06/2018	038423	Roto-Rooter	145.00		31,579.15
12/06/2018	038424	Twin Bay Glass Inc.	171.57		31,407.58
12/06/2018	038425	Otis Elevator Company	432.50		30,975.08
12/06/2018	038426	D & W Mechanical	199.60		30,775.48
12/06/2018	038427	Priority Health	4,401.81		26,373.67
12/06/2018	038428	Save Carpet USA	1,637.00		24,736.67
12/06/2018	038429	Safety Net	854.00		23,882.67
12/06/2018	038430	Speedwrench, Inc.	811.36		23,071.31
12/06/2018	038431	Sherwin Williams Co.	237.12		22,834.19
12/06/2018	038432	Byte Productions, LLC	30.00		22,804.19
12/06/2018	038433	Spectrum Business	3,302.55		19,501.64
12/06/2018	038434	Ace Hardware	67.38		19,434.26

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 12/01/2018 To: 12/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
12/06/2018	038435	Thomas P. Licavoli	870.00		18,564.26
12/06/2018	038436	Charles Edwards	201.96		18,362.30
12/06/2018	038437	Housing Authority Accounting	1,166.91		17,195.39
12/06/2018	038438	Grand Traverse County DPW	483.00		16,712.39
12/06/2018	038439	Verizon Wireless	25.75		16,686.64
12/06/2018	038440	A T & T	331.06		16,355.58
12/06/2018	038441	Engineered Protection Systems Inc	208.80		16,146.78
12/06/2018	038442	McCardel Water Conditioning	8.00		16,138.78
12/06/2018	038443	Steve Warren	170.00		15,968.78
12/06/2018	038444	Vision Service Plan	144.18		15,824.60
12/06/2018	038445	Dawn Rogers	375.00		15,449.60
12/06/2018	038446	Mold Man	950.00		14,499.60
12/07/2018	EFT	Internal Revenue Service	2,777.80		11,721.80
12/07/2018	DEP			1,179.00	12,900.80
12/14/2018	DEP			1,796.00	14,696.80
12/18/2018	ADJST	Alisa Kroupa	1,275.29		13,421.51
12/18/2018	ADJST	Anthony Lentych	2,412.48		11,009.03
12/18/2018	ADJST	Michelle Reardon	1,428.12		9,580.91
12/18/2018	ADJST	Angela N. Szabo	949.49		8,631.42
12/18/2018	ADJST	Joseph Battaglia	298.51		8,332.91
12/18/2018	ADJST	Charles Edwards	1,148.83		7,184.08
12/18/2018	ADJST	David Gourlay	974.50		6,209.58
12/18/2018	ADJST	Kenneth Sands	1,031.24		5,178.34
12/18/2018	ADJST	Benjamin Weston	353.18		4,825.16
12/18/2018	ADJST	Chemical Bank	183.57		4,641.59
12/18/2018	EFT	Principal Life Insurance Co.	740.16		3,901.43
12/20/2018	ADJST	State Of Michigan	916.05		2,985.38
12/21/2018	EFT	Internal Revenue Service	2,918.06		67.32
12/28/2018	DEP			2,660.05	2,727.37
12/28/2018	DEP			415.90	3,143.27
12/28/2018	DEP			17,672.36	20,815.63
12/31/2018	ADJST	Alisa Kroupa	1,275.29		19,540.34
12/31/2018	ADJST	Anthony Lentych	2,412.45		17,127.89
12/31/2018	ADJST	Michelle Reardon	1,428.10		15,699.79
12/31/2018	ADJST	Angela N. Szabo	949.49		14,750.30
12/31/2018	ADJST	Joseph Battaglia	298.52		14,451.78
12/31/2018	ADJST	Charles Edwards	1,088.91		13,362.87
12/31/2018	ADJST	Joseph Frawley	669.34		12,693.53
12/31/2018	ADJST	David Gourlay	1,065.83		11,627.70
12/31/2018	ADJST	Kenneth Sands	983.26		10,644.44

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 12/01/2018 To: 12/31/2018

<b>Date</b>	<b>Ref Num</b>	<b>Payee</b>	<b>Payment</b>	<b>Deposit</b>	<b>Balance</b>
12/31/2018	ADJST	Benjamin Weston	364.12		10,280.32
12/31/2018	ADJST	Chemical Bank	183.57		10,096.75
12/31/2018	EFT	Principal Life Insurance Co.	740.16		9,356.59
12/31/2018	ADJST	Chemical Bank		9.97	9,366.56
<b>Total:</b>			74,281.55	67,685.21	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 12/01/2018 To: 12/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
12/03/2018	EFT	PNC Bank	73.70		113,216.85
12/03/2018	EFT	U.S. Dept. of HUD		8,052.00	121,268.85
12/03/2018	EFT	U.S. Dept. of HUD		84,052.00	205,320.85
12/03/2018	000223	TC Commons I LDHA, LLC	258.00		205,062.85
12/03/2018	000223	Jeana Aiken	385.00		204,677.85
12/03/2018	000223	Dustin Ansoerge	1,248.00		203,429.85
12/03/2018	000223	Anthony Ansoerge	796.00		202,633.85
12/03/2018	000223	Ayers Investment Properties LLC	728.00		201,905.85
12/03/2018	000223	Brad Barnes	503.00		201,402.85
12/03/2018	000223	Bay Front Apartments	322.00		201,080.85
12/03/2018	000223	Bay Hill Housing LDHALP	5,527.00		195,553.85
12/03/2018	000223	Bay Hill II	7,747.00		187,806.85
12/03/2018	000223	Elizabeth Beckett	312.00		187,494.85
12/03/2018	000223	Bellaire Senior Apartments	351.00		187,143.85
12/03/2018	000223	Brookside Commons LDHA, LP	2,977.00		184,166.85
12/03/2018	000223	Brown Elder Apartments LLC	117.00		184,049.85
12/03/2018	000223	Irma Jean Brownley	535.00		183,514.85
12/03/2018	000223	Rebecca Carmien	288.00		183,226.85
12/03/2018	000223	Carson Square	5,648.00		177,578.85
12/03/2018	000223	Chris R. Frank	899.00		176,679.85
12/03/2018	000223	Central Lake Townhouses	395.00		176,284.85
12/03/2018	000223	Cherrywood Village Farms, Inc.	2,295.00		173,989.85
12/03/2018	000223	Douglas A. Chichester	615.00		173,374.85
12/03/2018	000223	Davis Investment Properties, LLC	640.00		172,734.85
12/03/2018	000223	Jack V. Dean	417.00		172,317.85
12/03/2018	000223	Zachary Duell	1,200.00		171,117.85
12/03/2018	000223	Shirley Farrell	827.00		170,290.85
12/03/2018	000223	Five P Enterprises, LLC	466.00		169,824.85
12/03/2018	000223	Lisa Forbes	531.00		169,293.85
12/03/2018	000223	Mabel Foust	446.00		168,847.85
12/03/2018	000223	Michael Glowacki	707.00		168,140.85
12/03/2018	000223	David Grzesiek	395.00		167,745.85
12/03/2018	000223	Habitat for Humanity	340.00		167,405.85
12/03/2018	000223	Matthew Hamminga	1,200.00		166,205.85
12/03/2018	000223	Harbour Ridge Apts	1,187.00		165,018.85
12/03/2018	000223	Leonard Herman	521.00		164,497.85
12/03/2018	000223	Hillview Terrace	1,928.00		162,569.85
12/03/2018	000223	Josh Hollister	403.00		162,166.85
12/03/2018	000223	HomeStretch	3,420.00		158,746.85
12/03/2018	000223	Nancy Irish	572.00		158,174.85

Traverse City Housing Commission  
Check Register Summary Report  
PNC - Section 8  
From: 12/01/2018 To: 12/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
12/03/2018	000223	Donna Kalchik	304.00		157,870.85
12/03/2018	000223	Kalkaska Woods Limited Partnership	301.00		157,569.85
12/03/2018	000223	Bruce W. Korson	427.00		157,142.85
12/03/2018	000223	Lake Pointe Acquisitions LLC.	307.00		156,835.85
12/03/2018	000223	Sidney Lammers	397.00		156,438.85
12/03/2018	000223	John J. Lewis	310.00		156,128.85
12/03/2018	000223	Don E. Lint	504.00		155,624.85
12/03/2018	000223	Maret Sabourin	514.00		155,110.85
12/03/2018	000223	Meadowrun-Mancelona Rd 207 LHDA	471.00		154,639.85
12/03/2018	000223	Robert J. Mork	390.00		154,249.85
12/03/2018	000223	Kim Lien Thi Nguyen	974.00		153,275.85
12/03/2018	000223	Oak Park Apts	1,312.00		151,963.85
12/03/2018	000223	Oak Terrace Apts	713.00		151,250.85
12/03/2018	000223	Daniel G. Pohlman	1,076.00		150,174.85
12/03/2018	000223	Douglas L. Porter	418.00		149,756.85
12/03/2018	000223	Punta Gorda Housing Authority	798.38		148,958.47
12/03/2018	000223	Timothy Rice	340.00		148,618.47
12/03/2018	000223	Sabin Pond Apartments LLC	113.00		148,505.47
12/03/2018	000223	Eldon Schaub	384.00		148,121.47
12/03/2018	000223	Mike & Melissa Schichtel	620.00		147,501.47
12/03/2018	000223	Sherwin Rentals	607.00		146,894.47
12/03/2018	000223	Samuel Shore	986.00		145,908.47
12/03/2018	000223	Gerald Sieggreen	697.00		145,211.47
12/03/2018	000223	SILVER SHORES MHC	2,046.00		143,165.47
12/03/2018	000223	Douglas & Julia Slack	320.00		142,845.47
12/03/2018	000223	Mark & Cheryl Snyder	795.00		142,050.47
12/03/2018	000223	22955 Investments LLC	2,911.00		139,139.47
12/03/2018	000223	Traverse City Property Management	454.00		138,685.47
12/03/2018	000223	TCR Investments, LLC	605.00		138,080.47
12/03/2018	000223	Wendy Teagan	502.00		137,578.47
12/03/2018	000223	TEAMCO PROPERTIES	651.00		136,927.47
12/03/2018	000223	TOS Holdings, LLC	1,559.00		135,368.47
12/03/2018	000223	Tradewinds Terrace Apts	249.00		135,119.47
12/03/2018	000223	Village Apartments LDHA	535.00		134,584.47
12/03/2018	000223	Village Glen Apartments	8,744.00		125,840.47
12/03/2018	000223	Village View Housing LHDA LP	1,180.00		124,660.47
12/03/2018	000223	Village Woods	804.00		123,856.47
12/03/2018	000223	Wagner Asset Group at Ninth Street,	537.00		123,319.47
12/03/2018	000223	Paul Wheelock	602.00		122,717.47
12/03/2018	000223	Susette Redman Wilson	1,000.00		121,717.47



Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 12/01/2018 To: 12/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
12/03/2018	000223	Woda Boardman Lake LDHA.LP	1,826.00		119,891.47
12/03/2018	000223	Woodland Shores Properties, LLC	337.00		119,554.47
12/03/2018	000223	Woodmere Ridge Apartments LDHA	3,795.00		115,759.47
12/03/2018	000223	Wyatt Road Apartment Company	570.00		115,189.47
12/03/2018	000223	Theodore V. Zachman	887.00		114,302.47
12/03/2018	000223	Barb Zupin	500.00		113,802.47
12/03/2018	023104	East Bay Properties	700.00		113,102.47
12/05/2018	DEP			180.00	113,282.47
12/06/2018	023105	Cherryland Electric Cooperative	345.00		112,937.47
12/06/2018	023106	City Of Traverse City	404.00		112,533.47
12/06/2018	023107	Consumers Energy	29.00		112,504.47
12/06/2018	023108	DTE ENERGY	829.00		111,675.47
12/06/2018	023109	Lisa L. Forbes	28.00		111,647.47
12/07/2018	DEP			454.00	112,101.47
12/14/2018	DEP			778.00	112,879.47
<b>Total:</b>			93,927.08	93,516.00	

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 11/01/2018 To: 11/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2018	DEP			3,877.24	( 266.44)
11/01/2018	DEP			6,437.95	6,171.51
11/02/2018	EFT	T Mobile		2,333.98	8,505.49
11/02/2018	DEP			9,282.00	17,787.49
11/06/2018	ADJST	Alisa Kroupa	1,275.29		16,512.20
11/06/2018	ADJST	Anthony Lentych	2,412.47		14,099.73
11/06/2018	ADJST	Michelle Reardon	1,428.11		12,671.62
11/06/2018	ADJST	Angela N. Szabo	949.49		11,722.13
11/06/2018	ADJST	Joseph Battaglia	298.51		11,423.62
11/06/2018	ADJST	Charles Edwards	860.77		10,562.85
11/06/2018	ADJST	David Gourlay	991.64		9,571.21
11/06/2018	ADJST	Kenneth Sands	983.26		8,587.95
11/06/2018	ADJST	Benjamin Weston	353.19		8,234.76
11/06/2018	ADJST	Chemical Bank	183.57		8,051.19
11/06/2018	DEP			27,342.83	35,394.02
11/06/2018	EFT	Principal Life Insurance Co.	732.96		34,661.06
11/09/2018	EFT	Internal Revenue Service	2,803.01		31,858.05
11/09/2018	DEP			8,873.75	40,731.80
11/09/2018	038360	Wilmar	271.64		40,460.16
11/09/2018	038361	Staples Business Advantage	88.13		40,372.03
11/09/2018	038362	Summit Companies	1,734.51		38,637.52
11/09/2018	038363	Ace Hardware	77.84		38,559.68
11/09/2018	038364	Phada	665.00		37,894.68
11/09/2018	038365	Safety Net	824.67		37,070.01
11/09/2018	038366	Save Carpet USA	7,803.00		29,267.01
11/09/2018	038367	Nan McKay & Associates Inc	423.00		28,844.01
11/09/2018	038368	Northern Michigan Janitorial Supply	125.90		28,718.11
11/09/2018	038369	Barton Carroll's Inc	790.00		27,928.11
11/09/2018	038370	Housing Data Systems	4,290.00		23,638.11
11/09/2018	038371	Northwest Lock, Inc.	40.45		23,597.66
11/09/2018	038372	Thomas P. Licavoli	2,640.00		20,957.66
11/09/2018	038373	City Of Traverse City	8,840.29		12,117.37
11/09/2018	038374	Spectrum Business	184.98		11,932.39
11/09/2018	038375	Verizon Wireless	35.06		11,897.33
11/09/2018	038376	City of Traverse City, Treasurer's	380.18		11,517.15
11/09/2018	038377	Byte Productions, LLC	30.00		11,487.15
11/09/2018	038378	Charles Edwards	219.24		11,267.91
11/09/2018	038379	Kenneth Sands	19.98		11,247.93
11/09/2018	038380	Housing Authority Accounting	1,234.41		10,013.52
11/09/2018	038381	Engineered Protection Systems Inc	127.26		9,886.26

Traverse City Housing Commission  
Check Register Summary Report  
Chemical Bank  
From: 11/01/2018 To: 11/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
11/09/2018	038382	Traverse City Area Chamber of	187.50		9,698.76
11/09/2018	038383	John DeWeese	91.52		9,607.24
11/09/2018	038384	Angela Szabo	156.06		9,451.18
11/09/2018	038385	Spectrum Business	3,287.38		6,163.80
11/09/2018	038386	A T & T	322.17		5,841.63
11/09/2018	038387	David Gourlay	56.70		5,784.93
11/09/2018	038388	Great Lakes Business Systems, Inc.	166.60		5,618.33
11/09/2018	038389	City Of Traverse City	36.07		5,582.26
11/09/2018	038390	McCardel Water Conditioning	19.50		5,562.76
11/09/2018	038391	Grand Traverse County DPW	483.00		5,079.76
11/12/2018	DEP			32,658.68	37,738.44
11/12/2018	038392	Otis Elevator Company	1,002.50		36,735.94
11/12/2018	038393	Mcgough's	1,990.00		34,745.94
11/12/2018	038394	Total Attention	2,270.00		32,475.94
11/12/2018	038395	DeWeese Hardware	80.23		32,395.71
11/12/2018	038396	Environmental Pest Control	570.00		31,825.71
11/12/2018	038397	Snap Printing	157.23		31,668.48
11/12/2018	038398	CynergyComm.net, Inc	10.60		31,657.88
11/12/2018	038399	Housing Data Systems	145.00		31,512.88
11/12/2018	038400	Aflac	217.10		31,295.78
11/12/2018	038401	DTE ENERGY	101.50		31,194.28
11/12/2018	038402	Cardmember Service	1,719.76		29,474.52
11/12/2018	038403	Integrated Payroll Services, Inc.	112.90		29,361.62
11/12/2018	038404	City Of Traverse City	48.86		29,312.76
11/12/2018	038405	AmRent	159.30		29,153.46
11/12/2018	038406	Keiser Services LLC	100.00		29,053.46
11/12/2018	038407	Republic Services #239	748.92		28,304.54
11/12/2018	038408	City Of Traverse City	107.10		28,197.44
11/12/2018	038409	DTE ENERGY	45.90		28,151.54
11/13/2018	038410	Networks Northwest	250.00		27,901.54
11/15/2018	DEP			1,645.71	29,547.25
11/20/2018	EFT	State Of Michigan	912.40		28,634.85
11/20/2018	ADJST	Alisa Kroupa	1,275.29		27,359.56
11/20/2018	ADJST	Anthony Lentych	2,412.47		24,947.09
11/20/2018	ADJST	Michelle Reardon	1,428.12		23,518.97
11/20/2018	ADJST	Angela N. Szabo	949.50		22,569.47
11/20/2018	ADJST	Joseph Battaglia	298.52		22,270.95
11/20/2018	ADJST	Charles Edwards	1,006.88		21,264.07
11/20/2018	ADJST	David Gourlay	1,003.05		20,261.02
11/20/2018	ADJST	Kenneth Sands	983.26		19,277.76

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 11/01/2018 To: 11/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
11/20/2018	ADJST	Benjamin Weston	402.38		18,875.38
11/20/2018	ADJST	Chemical Bank	183.57		18,691.81
11/20/2018	EFT	Principal Life Insurance Co.	732.96		17,958.85
11/23/2018	ADJST	Internal Revenue Service	2,875.45		15,083.40
11/27/2018	DEP			11,584.08	26,667.48
11/27/2018	DEP			651.25	27,318.73
11/29/2018	EFT	Principal Life Insurance Co.	11,369.72		15,949.01
11/30/2018	ADJST	Chemical Bank		13.89	15,962.90
<b>Total:</b>			84,594.78	104,701.36	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 11/01/2018 To: 11/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2018	ADJST	PNC Bank	73.35		113,380.42
11/01/2018	EFT	U.S. Dept. of HUD		8,052.00	121,432.42
11/01/2018	EFT	U.S. Dept. of HUD		84,052.00	205,484.42
11/01/2018	DEP			80.00	205,564.42
11/01/2018	000221	TC Commons I LDHA, LLC	258.00		205,306.42
11/01/2018	000221	Jeana Aiken	386.00		204,920.42
11/01/2018	000221	Dustin Ansorge	1,248.00		203,672.42
11/01/2018	000221	Anthony Ansorge	796.00		202,876.42
11/01/2018	000221	Ayers Investment Properties LLC	728.00		202,148.42
11/01/2018	000221	Brad Barnes	503.00		201,645.42
11/01/2018	000221	Bay Front Apartments	322.00		201,323.42
11/01/2018	000221	Bay Hill Housing LDHALP	5,515.00		195,808.42
11/01/2018	000221	Bay Hill II	7,715.00		188,093.42
11/01/2018	000221	Elizabeth Beckett	312.00		187,781.42
11/01/2018	000221	Bellaire Senior Apartments	351.00		187,430.42
11/01/2018	000221	Brookside Commons LDHA, LP	2,982.00		184,448.42
11/01/2018	000221	Brown Elder Apartments LLC	117.00		184,331.42
11/01/2018	000221	Irma Jean Brownley	535.00		183,796.42
11/01/2018	000221	Rebecca Carmien	288.00		183,508.42
11/01/2018	000221	Carson Square	5,648.00		177,860.42
11/01/2018	000221	Chris R. Frank	899.00		176,961.42
11/01/2018	000221	Central Lake Townhouses	395.00		176,566.42
11/01/2018	000221	Cherrywood Village Farms, Inc.	2,849.00		173,717.42
11/01/2018	000221	Douglas A. Chichester	615.00		173,102.42
11/01/2018	000221	Davis Investment Properties, LLC	640.00		172,462.42
11/01/2018	000221	Jack V. Dean	417.00		172,045.42
11/01/2018	000221	Zachary Duell	1,200.00		170,845.42
11/01/2018	000221	Shirley Farrell	827.00		170,018.42
11/01/2018	000221	Five P Enterprises, LLC	466.00		169,552.42
11/01/2018	000221	Lisa Forbes	531.00		169,021.42
11/01/2018	000221	Mabel Foust	446.00		168,575.42
11/01/2018	000221	Michael Glowacki	707.00		167,868.42
11/01/2018	000221	David Grzesiek	395.00		167,473.42
11/01/2018	000221	Habitat for Humanity	340.00		167,133.42
11/01/2018	000221	Matthew Hamminga	1,200.00		165,933.42
11/01/2018	000221	Harbour Ridge Apts	1,190.00		164,743.42
11/01/2018	000221	Leonard Herman	521.00		164,222.42
11/01/2018	000221	Hillview Terrace	1,928.00		162,294.42
11/01/2018	000221	Josh Hollister	403.00		161,891.42
11/01/2018	000221	HomeStretch	3,420.00		158,471.42

Traverse City Housing Commission  
Check Register Summary Report  
PNC - Section 8  
From: 11/01/2018 To: 11/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2018	000221	Nancy Irish	572.00		157,899.42
11/01/2018	000221	Donna Kalchik	304.00		157,595.42
11/01/2018	000221	Kalkaska Woods Limited Partnership	301.00		157,294.42
11/01/2018	000221	Bruce W. Korson	427.00		156,867.42
11/01/2018	000221	Lake Pointe Acquisitions LLC.	315.00		156,552.42
11/01/2018	000221	Sidney Lammers	372.00		156,180.42
11/01/2018	000221	John J. Lewis	310.00		155,870.42
11/01/2018	000221	Don E. Lint	504.00		155,366.42
11/01/2018	000221	Maret Sabourin	514.00		154,852.42
11/01/2018	000221	Meadowrun-Mancelona Rd 207 LHDA	471.00		154,381.42
11/01/2018	000221	Robert J. Mork	371.00		154,010.42
11/01/2018	000221	Kim Lien Thi Nguyen	974.00		153,036.42
11/01/2018	000221	Oak Park Apts	1,317.00		151,719.42
11/01/2018	000221	Oak Terrace Apts	713.00		151,006.42
11/01/2018	000221	Daniel G. Pohlman	1,117.00		149,889.42
11/01/2018	000221	Douglas L. Porter	418.00		149,471.42
11/01/2018	000221	Punta Gorda Housing Authority	798.38		148,673.04
11/01/2018	000221	Timothy Rice	340.00		148,333.04
11/01/2018	000221	Sabin Pond Apartments LLC	113.00		148,220.04
11/01/2018	000221	Eldon Schaub	384.00		147,836.04
11/01/2018	000221	Mike & Melissa Schichtel	620.00		147,216.04
11/01/2018	000221	Sherwin Rentals	881.00		146,335.04
11/01/2018	000221	Samuel Shore	986.00		145,349.04
11/01/2018	000221	Gerald Sieggreen	697.00		144,652.04
11/01/2018	000221	SILVER SHORES MHC	1,946.00		142,706.04
11/01/2018	000221	Douglas & Julia Slack	320.00		142,386.04
11/01/2018	000221	22955 Investments LLC	2,350.00		140,036.04
11/01/2018	000221	Traverse City Property Management	454.00		139,582.04
11/01/2018	000221	TCR Investments, LLC	605.00		138,977.04
11/01/2018	000221	Wendy Teagan	502.00		138,475.04
11/01/2018	000221	TEAMCO PROPERTIES	651.00		137,824.04
11/01/2018	000221	TOS Holdings, LLC	1,559.00		136,265.04
11/01/2018	000221	Tradewinds Terrace Apts	249.00		136,016.04
11/01/2018	000221	Village Apartments LDHA	535.00		135,481.04
11/01/2018	000221	Village Glen Apartments	7,709.00		127,772.04
11/01/2018	000221	Village View Housing LHDA LP	1,236.00		126,536.04
11/01/2018	000221	Village Woods	804.00		125,732.04
11/01/2018	000221	Wagner Asset Group at Ninth Street,	734.00		124,998.04
11/01/2018	000221	Paul Wheelock	602.00		124,396.04
11/01/2018	000221	Susette Redman Wilson	1,871.00		122,525.04

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 11/01/2018 To: 11/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2018	000221	Woda Boardman Lake LDHA.LP	1,709.00		120,816.04
11/01/2018	000221	Woodland Shores Properties, LLC	337.00		120,479.04
11/01/2018	000221	Woodmere Ridge Apartments LDHA	4,600.00		115,879.04
11/01/2018	000221	Wyatt Road Apartment Company	573.00		115,306.04
11/01/2018	000221	Theodore V. Zachman	876.00		114,430.04
11/01/2018	000221	Barb Zupin	500.00		113,930.04
11/06/2018	DEP			100.00	114,030.04
11/13/2018	023103	Traverse City Housing Commission	5,038.49		108,991.55
11/15/2018	EFT	U.S. Dept. of HUD		4,299.00	113,290.55
<b>Total:</b>			96,746.22	96,583.00	

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 01/01/2019 To: 01/22/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
01/02/2019	DEP			12,851.32	22,217.88
01/03/2019	DEP			8,009.00	30,226.88
01/03/2019	DEP			3,834.00	34,060.88
01/03/2019	038447	CynergyComm.net,Inc	7.83		34,053.05
01/03/2019	038448	Aflac	217.10		33,835.95
01/03/2019	038449	Priority Health	4,401.81		29,434.14
01/03/2019	038450	Vision Service Plan	72.09		29,362.05
01/03/2019	038451	Home Depot Credit Services	1,031.54		28,330.51
01/03/2019	038452	SAM'S CLUB	605.50		27,725.01
01/04/2019	EFT	Internal Revenue Service	3,122.65		24,602.36
01/04/2019	DEP			5,853.00	30,455.36
01/04/2019	DEP			17,713.81	48,169.17
01/07/2019	DEP			3,967.00	52,136.17
01/07/2019	038453	Cardmember Service	3,284.42		48,851.75
01/07/2019	038454	All American Investment Group, LLC	9,500.00		39,351.75
01/07/2019	038455	Douglas Adams	217.00		39,134.75
01/07/2019	038456	David Gourlay	142.66		38,992.09
01/07/2019	038457	Charles Edwards	301.86		38,690.23
01/07/2019	038458	Lautner Irrigation	185.00		38,505.23
01/07/2019	038459	Northern Greenlawn	405.00		38,100.23
01/07/2019	038460	Great Lakes Business Systems, Inc.	232.01		37,868.22
01/07/2019	038461	R.W. Popp Excavating, Inc.	300.00		37,568.22
01/07/2019	038462	Elmer's	80.00		37,488.22
01/07/2019	038463	Kuhn Rogers PLC	171.00		37,317.22
01/07/2019	038464	Integrated Payroll Services, Inc.	112.90		37,204.32
01/07/2019	038465	Staples Business Advantage	103.32		37,101.00
01/07/2019	038466	AmRent	8.85		37,092.15
01/07/2019	038467	City Of Traverse City	187.98		36,904.17
01/07/2019	038468	Environmental Pest Control	120.00		36,784.17
01/07/2019	038469	Republic Services #239	665.76		36,118.41
01/07/2019	038470	A T & T	143.23		35,975.18
01/07/2019	038471	Thomas P. Licavoli	570.00		35,405.18
01/07/2019	038472	DTE ENERGY	3,162.97		32,242.21
01/07/2019	038473	D & W Mechanical	581.00		31,661.21
01/07/2019	038474	Safety Net	857.67		30,803.54
01/07/2019	038475	Johnson Controls	348.82		30,454.72
01/07/2019	038476	DTE ENERGY	384.50		30,070.22
01/07/2019	038477	Save Carpet USA	234.00		29,836.22
01/07/2019	038478	McCardel Water Conditioning	26.00		29,810.22
01/07/2019	038479	Dolly's Best Inc.	1,800.00		28,010.22



Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 01/01/2019 To: 01/22/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
01/07/2019	038480	Acme Hauling	110.00		27,900.22
01/07/2019	038481	City Of Traverse City	13,628.64		14,271.58
01/07/2019	038482	City Of Traverse City	69.74		14,201.84
01/08/2019	DEP			2,742.85	16,944.69
01/15/2019	ADJST	Alisa Kroupa	1,278.55		15,666.14
01/15/2019	ADJST	Anthony Lentych	2,415.49		13,250.65
01/15/2019	ADJST	Michelle Reardon	1,431.16		11,819.49
01/15/2019	ADJST	Angela N. Szabo	950.89		10,868.60
01/15/2019	ADJST	Joseph Battaglia	298.90		10,569.70
01/15/2019	ADJST	Charles Edwards	1,293.50		9,276.20
01/15/2019	ADJST	Joseph Frawley	1,141.10		8,135.10
01/15/2019	ADJST	David Gourlay	975.93		7,159.17
01/15/2019	ADJST	Benjamin Weston	189.56		6,969.61
01/15/2019	ADJST	Chemical Bank	183.57		6,786.04
01/15/2019	EFT	Principal Life Insurance Co.	740.16		6,045.88
01/16/2019	DEP			1,877.20	7,923.08
01/16/2019	DEP			291.70	8,214.78
01/18/2019	EFT	Internal Revenue Service	2,947.31		5,267.47
01/22/2019	EFT	State Of Michigan	1,424.55		3,842.92
<b>Total:</b>			62,663.52	57,139.88	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 01/01/2019 To: 01/22/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
01/02/2019	ADJST		73.70		112,805.77
01/02/2019	EFT	U.S. Dept. of HUD		8,052.00	120,857.77
01/02/2019	EFT	U.S. Dept. of HUD		92,973.00	213,830.77
01/02/2019	DEP			100.00	213,930.77
01/02/2019	000224	TC Commons I LDHA, LLC	258.00		213,672.77
01/02/2019	000224	Jeana Aiken	562.00		213,110.77
01/02/2019	000224	Dustin Ansorge	1,248.00		211,862.77
01/02/2019	000224	Anthony Ansorge	796.00		211,066.77
01/02/2019	000224	Ayers Investment Properties LLC	728.00		210,338.77
01/02/2019	000224	B & R RENTALS, LLC	1,431.00		208,907.77
01/02/2019	000224	Bay Front Apartments	322.00		208,585.77
01/02/2019	000224	Bay Hill Housing LDHALP	6,692.00		201,893.77
01/02/2019	000224	Bay Hill II	7,988.00		193,905.77
01/02/2019	000224	Elizabeth Beckett	312.00		193,593.77
01/02/2019	000224	Bellaire Senior Apartments	351.00		193,242.77
01/02/2019	000224	Brookside Commons LDHA, LP	2,977.00		190,265.77
01/02/2019	000224	Brown Elder Apartments LLC	117.00		190,148.77
01/02/2019	000224	Irma Jean Brownley	535.00		189,613.77
01/02/2019	000224	Rebecca Carmien	288.00		189,325.77
01/02/2019	000224	Carson Square	5,648.00		183,677.77
01/02/2019	000224	Chris R. Frank	899.00		182,778.77
01/02/2019	000224	Central Lake Townhouses	395.00		182,383.77
01/02/2019	000224	Cherrywood Village Farms, Inc.	2,295.00		180,088.77
01/02/2019	000224	Douglas A. Chichester	615.00		179,473.77
01/02/2019	000224	Davis Investment Properties, LLC	367.00		179,106.77
01/02/2019	000224	Jack V. Dean	417.00		178,689.77
01/02/2019	000224	Zachary Duell	1,200.00		177,489.77
01/02/2019	000224	East Bay Properties	700.00		176,789.77
01/02/2019	000224	Shirley Farrell	827.00		175,962.77
01/02/2019	000224	Five P Enterprises, LLC	466.00		175,496.77
01/02/2019	000224	Rent Leelanau, LLC	668.00		174,828.77
01/02/2019	000224	Lisa Forbes	531.00		174,297.77
01/02/2019	000224	Mabel Foust	446.00		173,851.77
01/02/2019	000224	Michael Glowacki	707.00		173,144.77
01/02/2019	000224	David Grzesiek	395.00		172,749.77
01/02/2019	000224	Habitat for Humanity	340.00		172,409.77
01/02/2019	000224	Matthew Hamminga	1,200.00		171,209.77
01/02/2019	000224	Harbour Ridge Apts	1,187.00		170,022.77
01/02/2019	000224	Leonard Herman	521.00		169,501.77
01/02/2019	000224	Hillview Terrace	1,928.00		167,573.77

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 01/01/2019 To: 01/22/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
01/02/2019	000224	Josh Hollister	403.00		167,170.77
01/02/2019	000224	HomeStretch	3,420.00		163,750.77
01/02/2019	000224	Nancy Irish	572.00		163,178.77
01/02/2019	000224	Donna Kalchik	304.00		162,874.77
01/02/2019	000224	Kalkaska Woods Limited Partnership	311.00		162,563.77
01/02/2019	000224	Bruce W. Korson	427.00		162,136.77
01/02/2019	000224	Lake Pointe Acquisitions LLC.	307.00		161,829.77
01/02/2019	000224	Sidney Lammers	397.00		161,432.77
01/02/2019	000224	John J. Lewis	310.00		161,122.77
01/02/2019	000224	Don E. Lint	502.00		160,620.77
01/02/2019	000224	Maret Sabourin	514.00		160,106.77
01/02/2019	000224	Sue Martin	1,689.00		158,417.77
01/02/2019	000224	Meadowrun-Mancelona Rd 207 LHDA	525.00		157,892.77
01/02/2019	000224	Robert J. Mork	390.00		157,502.77
01/02/2019	000224	Kim Lien Thi Nguyen	974.00		156,528.77
01/02/2019	000224	Oak Park Apts	1,360.00		155,168.77
01/02/2019	000224	Oak Terrace Apts	723.00		154,445.77
01/02/2019	000224	Daniel G. Pohlman	1,076.00		153,369.77
01/02/2019	000224	Douglas L. Porter	418.00		152,951.77
01/02/2019	000224	Punta Gorda Housing Authority	798.38		152,153.39
01/02/2019	000224	Timothy Rice	340.00		151,813.39
01/02/2019	000224	Sabin Pond Apartments LLC	113.00		151,700.39
01/02/2019	000224	Eldon Schaub	384.00		151,316.39
01/02/2019	000224	Mike & Melissa Schichtel	620.00		150,696.39
01/02/2019	000224	Sherwin Rentals	1,583.00		149,113.39
01/02/2019	000224	Samuel Shore	986.00		148,127.39
01/02/2019	000224	Gerald Sieggreen	697.00		147,430.39
01/02/2019	000224	SILVER SHORES MHC	3,795.00		143,635.39
01/02/2019	000224	Douglas & Julia Slack	320.00		143,315.39
01/02/2019	000224	Mark & Cheryl Snyder	497.00		142,818.39
01/02/2019	000224	22955 Investments LLC	2,911.00		139,907.39
01/02/2019	000224	Traverse City Property Management	454.00		139,453.39
01/02/2019	000224	TCR Investments, LLC	774.00		138,679.39
01/02/2019	000224	Wendy Teagan	502.00		138,177.39
01/02/2019	000224	TEAMCO PROPERTIES	667.00		137,510.39
01/02/2019	000224	TOS Holdings, LLC	781.00		136,729.39
01/02/2019	000224	Tradewinds Terrace Apts	249.00		136,480.39
01/02/2019	000224	Village Apartments LDHA	542.00		135,938.39
01/02/2019	000224	Village Glen Apartments	10,506.00		125,432.39
01/02/2019	000224	Village View Housing LHDA LP	1,180.00		124,252.39

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 01/01/2019 To: 01/22/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
01/02/2019	000224	Village Woods	804.00		123,448.39
01/02/2019	000224	Wagner Asset Group at Ninth Street,	537.00		122,911.39
01/02/2019	000224	Paul Wheelock	602.00		122,309.39
01/02/2019	000224	Susette Redman Wilson	1,000.00		121,309.39
01/02/2019	000224	Woda Boardman Lake LDHA.LP	1,767.00		119,542.39
01/02/2019	000224	Woodland Shores Properties, LLC	337.00		119,205.39
01/02/2019	000224	Woodmere Ridge Apartments LDHA	3,773.00		115,432.39
01/02/2019	000224	Wyatt Road Apartment Company	570.00		114,862.39
01/02/2019	000224	Theodore V. Zachman	887.00		113,975.39
01/02/2019	000224	Barb Zupin	500.00		113,475.39
01/03/2019	000225	East Bay Properties	700.00		112,775.39
01/03/2019	023104	**VOID** East Bay Properties	( 700.00)		113,475.39
01/03/2019	023110	Traverse City Housing Commission	14,195.18		99,280.21
01/08/2019	DEP			480.00	99,760.21
<b>Total:</b>			114,724.26	101,605.00	

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 5 Months Ended November 30, 2018**

	1 Month Ended	5 Months Ended		
	<u>November 30, 2018</u>	<u>November 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>				
<b>Rental Income</b>				
3110 - Dwelling Rental	\$ 32,046.00	\$ 160,328.00	\$ 435,000	\$ 274,672.00
3110.2 - Dwelling Rental-Proj. 2	6,399.00	26,360.00	0	(26,360.00)
3120 - Excess Utilities	312.24	927.31	0	(927.31)
3190 - Nondwelling Rental	7,229.81	37,462.21	71,900	34,437.79
<b>Total Rental Income</b>	<b>\$ 45,987.05</b>	<b>\$ 225,077.52</b>	<b>\$ 506,900</b>	<b>\$ 281,822.48</b>
<b>Revenues - HUD PHA GRANTS</b>				
3401.2 - Operating Subsidy	\$ 0.00	\$ 84,259.50	\$ 250,000	\$ 165,740.50
<b>Total HUD PHA GRANTS</b>	<b>\$ 0.00</b>	<b>\$ 84,259.50</b>	<b>\$ 250,000</b>	<b>\$ 165,740.50</b>
<b>Nonrental Income</b>				
3610 - Interest Income-Gen. Fund	\$ 238.20	\$ 1,071.85	\$ 2,500	\$ 1,428.15
3690 - Tenant Income	160.00	2,176.58	6,000	3,823.42
3690.1 - Non-Tenant Income	4,336.72	24,816.92	15,400	(9,416.92)
3690.2 - Tenant Income-Cable	2,277.00	11,480.00	29,200	17,720.00
3692 - Management Fee - TAHDC	0.00	4,118.97	0	(4,118.97)
<b>Total Nonrental Income</b>	<b>\$ 7,011.92</b>	<b>\$ 43,664.32</b>	<b>\$ 53,100</b>	<b>\$ 9,435.68</b>
<b>Total Operating Income</b>	<b>\$ 52,998.97</b>	<b>\$ 353,001.34</b>	<b>\$ 810,000</b>	<b>\$ 456,998.66</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 9,663.86	\$ 52,720.02	\$ 136,780	\$ 84,059.98
4130 - Legal Expense	0.00	2,186.90	17,000	14,813.10
4140 - Staff Training	0.00	189.00	6,300	6,111.00
4150 - Travel Expense	738.53	2,298.82	4,200	1,901.18
4170 - Accounting Fees	585.16	2,723.30	7,000	4,276.70
4171 - Auditing	0.00	0.00	4,000	4,000.00
4182 - Employee Benefits - Admin	5,888.50	22,346.05	50,430	28,083.95
4185 - Telephone	539.11	3,405.44	7,500	4,094.56
4190.1 - Publications	423.00	423.00	800	377.00
4190.2 - Membership Dues and Fees	472.81	913.35	1,000	86.65
4190.3 - Admin. Service Contracts	3,556.67	7,509.78	23,800	16,290.22
4190.4 - Office Supplies	171.75	706.40	4,200	3,493.60
4190.5 - Other Sundry Expense	883.28	6,086.05	13,640	7,553.95
4190.6 - Advertising	0.00	275.00	1,500	1,225.00
<b>Total Administration</b>	<b>\$ 22,922.67</b>	<b>\$ 101,783.11</b>	<b>\$ 278,150</b>	<b>\$ 176,366.89</b>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	\$ 171.90	\$ 3,724.75	\$ 8,575	\$ 4,850.25
4230 - Cable TV-Tenants	3,287.38	16,446.74	37,460	21,013.26
<b>Total Tenant Services</b>	<b>\$ 3,459.28</b>	<b>\$ 20,171.49</b>	<b>\$ 46,035</b>	<b>\$ 25,863.51</b>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 5 Months Ended November 30, 2018**

	1 Month Ended	5 Months Ended	BUDGET	*OVER/UNDER
	<u>November 30, 2018</u>	<u>November 30, 2018</u>		
<b>Utilities</b>				
4310 - Water	\$ 2,084.54	\$ 8,832.37	\$ 16,500	\$ 7,667.63
4320 - Electricity	7,323.68	31,732.49	150,000	118,267.51
4330 - Gas	101.50	1,035.42	15,500	14,464.58
<b>Total Utilities</b>	<u>\$ 9,509.72</u>	<u>\$ 41,600.28</u>	<u>\$ 182,000</u>	<u>\$ 140,399.72</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Labor, Maintenance	\$ 9,865.00	\$ 48,584.01	\$ 97,540	\$ 48,955.99
4420 - Materials	3,253.80	14,153.75	25,000	10,846.25
4430.02 - Heating & Cooling Contracts	0.00	604.19	6,000	5,395.81
4430.03 - Snow Removal Contracts	0.00	0.00	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	1,002.50	20,899.29	9,600	(11,299.29)
4430.05 - Landscape & Grounds Contracts	2,270.00	12,023.79	10,000	(2,023.79)
4430.06 - Unit Turnaround Contracts	2,771.97	23,299.24	18,000	(5,299.24)
4430.07 - Electrical Contracts	0.00	246.34	1,000	753.66
4430.08 - Plumbing Contracts	0.00	1,740.37	1,000	(740.37)
4430.09 - Extermination Contracts	570.00	2,585.00	3,000	415.00
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	1,861.77	9,154.58	10,000	845.42
4430.12 - Misc. Contracts	0.00	1,642.19	10,000	8,357.81
4431 - Garbage Removal	748.92	3,160.48	10,500	7,339.52
4433 - Employee Benefits - Maint.	3,441.89	19,228.31	35,620	16,391.69
<b>Total Ordinary Maint. &amp; Oper</b>	<u>\$ 25,785.85</u>	<u>\$ 157,321.54</u>	<u>\$ 243,460</u>	<u>\$ 86,138.46</u>
<b>General Expense</b>				
4510 - Insurance	\$ 2,680.18	\$ 13,371.54	\$ 30,600	\$ 17,228.46
4520 - Payment in Lieu of Taxes	2,041.67	9,946.68	23,000	13,053.32
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4570 - Collection Losses	0.00	0.00	5,000	5,000.00
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
<b>Total General Expense</b>	<u>\$ 4,721.85</u>	<u>\$ 23,318.22</u>	<u>\$ 89,600</u>	<u>\$ 66,281.78</u>
<b>Total Routine Expense</b>	<u>\$ 66,399.37</u>	<u>\$ 344,194.64</u>	<u>\$ 839,245</u>	<u>\$ 495,050.36</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
4610.3 - Contract Costs	\$ 100.00	\$ 100.00	\$ 10,000	\$ 9,900.00
<b>Total Extraordinary Maintenance</b>	<u>\$ 100.00</u>	<u>\$ 100.00</u>	<u>\$ 10,000</u>	<u>\$ 9,900.00</u>
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
<b>Total Non-Routine Expense</b>	<u>\$ 100.00</u>	<u>\$ 100.00</u>	<u>\$ 10,000</u>	<u>\$ 9,900.00</u>
<b>Total Operating Expenses</b>	<u>\$ 66,499.37</u>	<u>\$ 344,294.64</u>	<u>\$ 849,245</u>	<u>\$ 504,950.36</u>
<b>Operating Income (Loss)</b>	<u>\$ (13,500.40)</u>	<u>\$ 8,706.70</u>	<u>\$ (39,245)</u>	<u>\$ (47,951.70)</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 20,611.45	\$ 104,141.74	\$ 0	\$ (104,141.74)
<b>Total Depreciation Expense</b>	<u>\$ 20,611.45</u>	<u>\$ 104,141.74</u>	<u>\$ 0</u>	<u>\$ (104,141.74)</u>

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2018**

	1 Month Ended	5 Months Ended		
	<u>November 30, 2018</u>	<u>November 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
7520 - Replacement of Equipment	\$ 670.00	\$ 2,106.00	\$ 0	\$ (2,106.00)
7540 - Betterments and Additions	7,803.00	24,115.25	25,000	884.75
7590 - Operating Expenditures-Contra	<u>(8,473.00)</u>	<u>(26,221.25)</u>	0	<u>26,221.25</u>
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 25,000	\$ 25,000.00
<b>Other Financial Items</b>				
8010 - Operating Transfers In	\$ 0.00	\$ 0.00	\$ 109,300	\$ 109,300.00
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00	\$ 109,300	\$ 109,300.00
<b>HUD Net Income (Loss)</b>	<u>\$ (21,973.40)</u>	<u>\$ (17,514.55)</u>	<u>\$ (173,545)</u>	<u>\$ (156,030.45)</u>
<b>GAAP Net Income (Loss)</b>	<u>\$ (34,111.85)</u>	<u>\$ (95,435.04)</u>	<u>\$ 45,055</u>	<u>\$ 140,490.04</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2018**

	1 Month Ended	5 Months Ended		
	<u>November 30, 2018</u>	<u>November 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 90.00	\$ 370.00	\$ 0	\$ (370.00)
3603 - Number of Unit Months	(173.00)	(844.00)	0	844.00
3604 - Unit Months - Contra	<u>173.00</u>	<u>844.00</u>	<u>0</u>	<u>(844.00)</u>
<b>Total Operating Reserve Income</b>	<b>\$ 90.00</b>	<b>\$ 370.00</b>	<b>\$ 0</b>	<b>\$ (370.00)</b>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 84,052.00	\$ 429,956.00	\$ 0	\$ (429,956.00)
3411 - Admin Fee Funding	<u>12,351.00</u>	<u>42,950.00</u>	<u>0</u>	<u>(42,950.00)</u>
<b>Total HUD PHA GRANTS</b>	<b>\$ 96,403.00</b>	<b>\$ 472,906.00</b>	<b>\$ 0</b>	<b>\$ (472,906.00)</b>
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<b>\$ 96,493.00</b>	<b>\$ 473,276.00</b>	<b>\$ 0</b>	<b>\$ (473,276.00)</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 3,088.52	\$ 16,804.31	\$ 40,790	\$ 23,985.69
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	0.00	140.10	500	359.90
4140 - Staff Training	0.00	81.00	2,700	2,619.00
4150 - Travel Expense	270.15	987.63	1,800	812.37
4170 - Accounting Fees	649.25	3,381.25	8,000	4,618.75
4171 - Auditing	0.00	0.00	3,000	3,000.00
4182 - Employee Benefits - Admin	1,868.28	7,318.32	17,195	9,876.68
4185 - Telephone	13.70	796.91	3,200	2,403.09
4190.1 - Publications	0.00	0.00	500	500.00
4190.2 - Membership Dues and Fees	446.21	852.38	1,000	147.62
4190.3 - Admin. Service Contracts	1,524.28	3,058.72	10,200	7,141.28
4190.4 - Office Supplies	73.61	302.73	2,200	1,897.27
4190.5 - Other Sundry Expense	443.54	6,028.87	5,460	(568.87)
4190.6 - Advertising	<u>0.00</u>	<u>99.92</u>	<u>0</u>	<u>(99.92)</u>
<b>Total Administration</b>	<b>\$ 8,377.54</b>	<b>\$ 39,852.14</b>	<b>\$ 96,295</b>	<b>\$ 56,442.86</b>
<b>General Expense</b>				
4590 - Other General Expense	\$ 34.38	\$ 171.90	\$ 0	\$ (171.90)
<b>Total General Expense</b>	<b>\$ 34.38</b>	<b>\$ 171.90</b>	<b>\$ 0</b>	<b>\$ (171.90)</b>
<b>Total Routine Expense</b>	<b>\$ 8,411.92</b>	<b>\$ 40,024.04</b>	<b>\$ 96,295</b>	<b>\$ 56,270.96</b>



**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2018**

	<u>1 Month Ended November 30, 2018</u>	<u>5 Months Ended November 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 87,548.00	\$ 415,426.00	\$ 0	\$ (415,426.00)
4715.3 - HAP - Non-Elderly Disabled	1,792.00	10,408.00	0	(10,408.00)
4715.4 - HAP - Utility Allowances	0.00	2,340.00	0	(2,340.00)
4715.5 - HAP - Fraud Recovery	(90.00)	(330.00)	0	330.00
4715.6 - HAP - Homeownership	1,159.00	6,075.00	0	(6,075.00)
4715.61 - HAP-Homeownership URP	0.00	56.00	0	(56.00)
4715.8 - HAP - Portable Paying Out	764.00	4,150.00	0	(4,150.00)
4715.9 - HAP - Portable Receiving	337.00	1,348.00	0	(1,348.00)
4719 - HAP - FSS Escrow	<u>(4,259.00)</u>	<u>8,354.00</u>	<u>0</u>	<u>(8,354.00)</u>
<b>Total HAP Payments</b>	<b>\$ 87,251.00</b>	<b>\$ 447,827.00</b>	<b>\$ 0</b>	<b>\$ (447,827.00)</b>
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Operating Expense</b>				
	<b>\$ 95,662.92</b>	<b>\$ 487,851.04</b>	<b>\$ 96,295</b>	<b>\$ (391,556.04)</b>
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>GAAP Net Income (Loss)</b>	<b><u>\$ 830.08</u></b>	<b><u>\$ (14,575.04)</u></b>	<b><u>\$ (96,295)</u></b>	<b><u>\$ (81,719.96)</u></b>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<b><u>\$ 3,939.08</u></b>	<b><u>\$ 2,925.96</u></b>	<b><u>\$ (96,295)</u></b>	<b><u>\$ (99,220.96)</u></b>
<b>Analysis of Funding</b>				
<b>A.C. Received: November 30, 2018</b>		<b><u>5 Months Ended November 30, 2018</u></b>		
3410 - HAP Funding		\$ 429,956.00		
<b>A.C. Earned</b>				
4715.1 - HAP - Occupied Units		415,426.00		
4715.3 - HAP - Non-Elderly Disabled		10,408.00		
4715.4 - HAP - Utility Allowances		2,340.00		
4715.5 - HAP - Fraud Recovery		(330.00)		
4715.6 - HAP - Homeownership		6,075.00		
4715.61 - HAP-Homeownership URP		56.00		
4715.8 - HAP - Portable Paying Out		4,150.00		
4715.9 - HAP - Portable Receiving		1,348.00		
4719 - HAP - FSS Escrow		<u>8,354.00</u>		
<b>Total Funding Required</b>		<b>\$ 447,827.00</b>		
<b>Over/(Under) Funding</b>		<b><u>\$ (17,871.00)</u></b>		
<b>RNP as of: November 30, 2018</b>		<b>\$ (31,145.00)</b>		
<b>UNP as of: November 30, 2018</b>		<b>\$ 118,969.44</b>		

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2018**

	1 Month Ended	5 Months Ended		
	<u>November 30, 2018</u>	<u>November 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
<b>Total Operating Reserve Income</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Revenues - HUD PHA GRANTS</b>				
3412 - FSS Grant Revenue	\$ 0.00	\$ 22,408.00	\$ 0	\$ (22,408.00)
<b>Total HUD PHA GRANTS</b>	\$ 0.00	\$ 22,408.00	\$ 0	\$ (22,408.00)
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<u>\$ 0.00</u>	<u>\$ 22,408.00</u>	<u>\$ 0</u>	<u>\$ (22,408.00)</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 3,678.48	\$ 20,111.64	\$ 55,800	\$ 35,688.36
4182 - Employee Benefits - Admin	2,212.62	11,754.20	19,070	7,315.80
4190.1 - Publications	0.00	433.00	0	(433.00)
<b>Total Administration</b>	<u>\$ 5,891.10</u>	<u>\$ 32,298.84</u>	<u>\$ 74,870</u>	<u>\$ 42,571.16</u>
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	\$ 5,891.10	\$ 32,298.84	\$ 74,870	\$ 42,571.16

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2018**

	<u>1 Month Ended</u> <u>November 30, 2018</u>	<u>5 Months Ended</u> <u>November 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
<b>Total HAP Payments</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 5,891.10	\$ 32,298.84	\$ 74,870	\$ 42,571.16
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (5,891.10)</u>	<u>\$ (9,890.84)</u>	<u>\$ (74,870)</u>	<u>\$ (64,979.16)</u>

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2018**

	1 Month Ended		6 Months Ended			
	<u>December 31, 2018</u>		<u>December 31, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>						
<b>Rental Income</b>						
3110 - Dwelling Rental	\$	31,879.00	\$	192,207.00	\$ 435,000	\$ 242,793.00
3110.2 - Dwelling Rental-Proj. 2		6,380.00		32,740.00	0	(32,740.00)
3120 - Excess Utilities		252.22		1,179.53	0	(1,179.53)
3190 - Nondwelling Rental		7,570.35		45,032.56	71,900	26,867.44
<b>Total Rental Income</b>	<b>\$</b>	<b>46,081.57</b>	<b>\$</b>	<b>271,159.09</b>	<b>\$ 506,900</b>	<b>\$ 235,740.91</b>
<b>Revenues - HUD PHA GRANTS</b>						
3401.2 - Operating Subsidy	\$	0.00	\$	84,259.50	\$ 250,000	\$ 165,740.50
<b>Total HUD PHA GRANTS</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>84,259.50</b>	<b>\$ 250,000</b>	<b>\$ 165,740.50</b>
<b>Nonrental Income</b>						
3610 - Interest Income-Gen. Fund	\$	243.98	\$	1,315.83	\$ 2,500	\$ 1,184.17
3690 - Tenant Income		265.00		2,441.58	6,000	3,558.42
3690.1 - Non-Tenant Income		930.70		25,747.62	15,400	(10,347.62)
3690.2 - Tenant Income-Cable		2,308.00		13,788.00	29,200	15,412.00
3692 - Management Fee - TAHDC		0.00		4,118.97	0	(4,118.97)
<b>Total Nonrental Income</b>	<b>\$</b>	<b>3,747.68</b>	<b>\$</b>	<b>47,412.00</b>	<b>\$ 53,100</b>	<b>\$ 5,688.00</b>
<b>Total Operating Income</b>	<b>\$</b>	<b>49,829.25</b>	<b>\$</b>	<b>402,830.59</b>	<b>\$ 810,000</b>	<b>\$ 407,169.41</b>
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	14,495.76	\$	67,215.78	\$ 136,780	\$ 69,564.22
4130 - Legal Expense		0.00		2,186.90	17,000	14,813.10
4140 - Staff Training		0.00		189.00	6,300	6,111.00
4150 - Travel Expense		962.74		3,261.56	4,200	938.44
4170 - Accounting Fees		517.66		3,240.96	7,000	3,759.04
4171 - Auditing		0.00		0.00	4,000	4,000.00
4182 - Employee Benefits - Admin		2,237.53		24,583.58	50,430	25,846.42
4185 - Telephone		647.15		4,052.59	7,500	3,447.41
4190.1 - Publications		0.00		423.00	800	377.00
4190.2 - Membership Dues and Fees		52.06		965.41	1,000	34.59
4190.3 - Admin. Service Contracts		1,274.84		8,784.62	23,800	15,015.38
4190.4 - Office Supplies		224.78		931.18	4,200	3,268.82
4190.5 - Other Sundry Expense		52.52		6,138.57	13,640	7,501.43
4190.6 - Advertising		0.00		275.00	1,500	1,225.00
<b>Total Administration</b>	<b>\$</b>	<b>20,465.04</b>	<b>\$</b>	<b>122,248.15</b>	<b>\$ 278,150</b>	<b>\$ 155,901.85</b>
<b>Tenant Services</b>						
4220 - Rec., Pub., & Other Services	\$	283.04	\$	4,007.79	\$ 8,575	\$ 4,567.21
4230 - Cable TV-Tenants		3,302.55		19,749.29	37,460	17,710.71
<b>Total Tenant Services</b>	<b>\$</b>	<b>3,585.59</b>	<b>\$</b>	<b>23,757.08</b>	<b>\$ 46,035</b>	<b>\$ 22,277.92</b>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 6 Months Ended December 31, 2018**

	1 Month Ended	6 Months Ended		
	<u>December 31, 2018</u>	<u>December 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>				
4310 - Water	\$ 1,610.87	\$ 10,443.24	\$ 16,500	\$ 6,056.76
4320 - Electricity	10,345.45	42,077.94	150,000	107,922.06
4330 - Gas	1,883.77	2,919.19	15,500	12,580.81
<b>Total Utilities</b>	<b>\$ 13,840.09</b>	<b>\$ 55,440.37</b>	<b>\$ 182,000</b>	<b>\$ 126,559.63</b>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Labor, Maintenance	\$ 16,241.79	\$ 64,825.80	\$ 97,540	\$ 32,714.20
4420 - Materials	1,170.13	15,323.88	25,000	9,676.12
4430.02 - Heating & Cooling Contracts	482.06	1,086.25	6,000	4,913.75
4430.03 - Snow Removal Contracts	170.00	170.00	4,000	3,830.00
4430.04 - Elevator Maintenance Contracts	432.50	21,331.79	9,600	(11,731.79)
4430.05 - Landscape & Grounds Contracts	0.00	12,023.79	10,000	(2,023.79)
4430.06 - Unit Turnaround Contracts	870.00	24,169.24	18,000	(6,169.24)
4430.07 - Electrical Contracts	0.00	246.34	1,000	753.66
4430.08 - Plumbing Contracts	145.00	1,885.37	1,000	(885.37)
4430.09 - Extermination Contracts	0.00	2,585.00	3,000	415.00
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	208.80	9,363.38	10,000	636.62
4430.12 - Misc. Contracts	982.93	2,625.12	10,000	7,374.88
4431 - Garbage Removal	0.00	3,160.48	10,500	7,339.52
4433 - Employee Benefits - Maint.	2,194.29	21,422.60	35,620	14,197.40
<b>Total Ordinary Maint. &amp; Oper</b>	<b>\$ 22,897.50</b>	<b>\$ 180,219.04</b>	<b>\$ 243,460</b>	<b>\$ 63,240.96</b>
<b>General Expense</b>				
4510 - Insurance	\$ 2,680.18	\$ 16,051.72	\$ 30,600	\$ 14,548.28
4520 - Payment in Lieu of Taxes	2,041.67	11,988.35	23,000	11,011.65
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4570 - Collection Losses	0.00	0.00	5,000	5,000.00
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
<b>Total General Expense</b>	<b>\$ 4,721.85</b>	<b>\$ 28,040.07</b>	<b>\$ 89,600</b>	<b>\$ 61,559.93</b>
<b>Total Routine Expense</b>	<b>\$ 65,510.07</b>	<b>\$ 409,704.71</b>	<b>\$ 839,245</b>	<b>\$ 429,540.29</b>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
4610.3 - Contract Costs	\$ 950.00	\$ 1,050.00	\$ 10,000	\$ 8,950.00
<b>Total Extraordinary Maintenance</b>	<b>\$ 950.00</b>	<b>\$ 1,050.00</b>	<b>\$ 10,000</b>	<b>\$ 8,950.00</b>
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Non-Routine Expense</b>	<b>\$ 950.00</b>	<b>\$ 1,050.00</b>	<b>\$ 10,000</b>	<b>\$ 8,950.00</b>
<b>Total Operating Expenses</b>	<b>\$ 66,460.07</b>	<b>\$ 410,754.71</b>	<b>\$ 849,245</b>	<b>\$ 438,490.29</b>
<b>Operating Income (Loss)</b>	<b>\$ (16,630.82)</b>	<b>\$ (7,924.12)</b>	<b>\$ (39,245)</b>	<b>\$ (31,320.88)</b>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 20,611.45	\$ 124,753.19	\$ 0	\$ (124,753.19)
<b>Total Depreciation Expense</b>	<b>\$ 20,611.45</b>	<b>\$ 124,753.19</b>	<b>\$ 0</b>	<b>\$ (124,753.19)</b>

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2018**

	1 Month Ended		6 Months Ended			
	<u>December 31, 2018</u>	<u>December 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>		
<b>Surplus Credits &amp; Charges</b>						
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
<b>Capital Expenditures</b>						
7520 - Replacement of Equipment	\$ 0.00	\$ 2,106.00	\$ 0	\$ (2,106.00)		
7540 - Betterments and Additions	1,637.00	25,752.25	25,000	(752.25)		
7590 - Operating Expenditures-Contra	<u>(1,637.00)</u>	<u>(27,858.25)</u>	<u>0</u>	<u>27,858.25</u>		
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 25,000	\$ 25,000.00		
<b>Other Financial Items</b>						
8010 - Operating Transfers In	\$ 0.00	\$ 0.00	\$ 109,300	\$ 109,300.00		
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00	\$ 109,300	\$ 109,300.00		
<b>HUD Net Income (Loss)</b>	<u>\$ (18,267.82)</u>	<u>\$ (35,782.37)</u>	<u>\$ (173,545)</u>	<u>\$ (137,762.63)</u>		
<b>GAAP Net Income (Loss)</b>	<u>\$ (37,242.27)</u>	<u>\$ (132,677.31)</u>	<u>\$ 45,055</u>	<u>\$ 177,732.31</u>		

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2018**

	1 Month Ended	6 Months Ended		
	<u>December 31, 2018</u>	<u>December 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 90.00	\$ 460.00	\$ 0	\$ (460.00)
3603 - Number of Unit Months	(175.00)	(1,019.00)	0	1,019.00
3604 - Unit Months - Contra	175.00	1,019.00	0	(1,019.00)
<b>Total Operating Reserve Income</b>	<b>\$ 90.00</b>	<b>\$ 460.00</b>	<b>\$ 0</b>	<b>\$ (460.00)</b>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 84,052.00	\$ 514,008.00	\$ 0	\$ (514,008.00)
3411 - Admin Fee Funding	8,052.00	51,002.00	0	(51,002.00)
<b>Total HUD PHA GRANTS</b>	<b>\$ 92,104.00</b>	<b>\$ 565,010.00</b>	<b>\$ 0</b>	<b>\$ (565,010.00)</b>
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<b>\$ 92,194.00</b>	<b>\$ 565,470.00</b>	<b>\$ 0</b>	<b>\$ (565,470.00)</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 4,638.78	\$ 21,443.09	\$ 40,790	\$ 19,346.91
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	0.00	140.10	500	359.90
4140 - Staff Training	0.00	81.00	2,700	2,619.00
4150 - Travel Expense	392.39	1,380.02	1,800	419.98
4170 - Accounting Fees	649.25	4,030.50	8,000	3,969.50
4171 - Auditing	0.00	0.00	3,000	3,000.00
4182 - Employee Benefits - Admin	721.98	8,040.30	17,195	9,154.70
4185 - Telephone	135.46	932.37	3,200	2,267.63
4190.1 - Publications	0.00	0.00	500	500.00
4190.2 - Membership Dues and Fees	22.31	874.69	1,000	125.31
4190.3 - Admin. Service Contracts	385.64	3,444.36	10,200	6,755.64
4190.4 - Office Supplies	96.34	399.07	2,200	1,800.93
4190.5 - Other Sundry Expense	92.78	6,121.65	5,460	(661.65)
4190.6 - Advertising	0.00	99.92	0	(99.92)
<b>Total Administration</b>	<b>\$ 7,134.93</b>	<b>\$ 46,987.07</b>	<b>\$ 96,295</b>	<b>\$ 49,307.93</b>
<b>General Expense</b>				
4590 - Other General Expense	\$ 34.38	\$ 206.28	\$ 0	\$ (206.28)
<b>Total General Expense</b>	<b>\$ 34.38</b>	<b>\$ 206.28</b>	<b>\$ 0</b>	<b>\$ (206.28)</b>
<b>Total Routine Expense</b>	<b>\$ 7,169.31</b>	<b>\$ 47,193.35</b>	<b>\$ 96,295</b>	<b>\$ 49,101.65</b>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2018**

	<u>1 Month Ended December 31, 2018</u>	<u>6 Months Ended December 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 86,205.00	\$ 501,631.00	\$ 0	\$ (501,631.00)
4715.3 - HAP - Non-Elderly Disabled	1,787.00	12,195.00	0	(12,195.00)
4715.4 - HAP - Utility Allowances	1,607.00	3,947.00	0	(3,947.00)
4715.5 - HAP - Fraud Recovery	(90.00)	(420.00)	0	420.00
4715.6 - HAP - Homeownership	1,159.00	7,234.00	0	(7,234.00)
4715.61 - HAP-Homeownership URP	28.00	84.00	0	(84.00)
4715.8 - HAP - Portable Paying Out	764.00	4,914.00	0	(4,914.00)
4715.9 - HAP - Portable Receiving	337.00	1,685.00	0	(1,685.00)
4719 - HAP - FSS Escrow	4,026.00	20,898.00	0	(20,898.00)
<b>Total HAP Payments</b>	<b>\$ 95,823.00</b>	<b>\$ 552,168.00</b>	<b>\$ 0</b>	<b>\$ (552,168.00)</b>
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Operating Expense</b>	<b>\$ 102,992.31</b>	<b>\$ 599,361.35</b>	<b>\$ 96,295</b>	<b>\$ (503,066.35)</b>
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>GAAP Net Income (Loss)</b>	<b>\$ (10,798.31)</b>	<b>\$ (33,891.35)</b>	<b>\$ (96,295)</b>	<b>\$ (62,403.65)</b>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<b>\$ 882.69</b>	<b>\$ 3,808.65</b>	<b>\$ (96,295)</b>	<b>\$ (100,103.65)</b>

**Analysis of Funding**

**A.C. Received: December 31, 2018**

3410 - HAP Funding

**6 Months Ended  
December 31, 2018**

\$ 514,008.00

**A.C. Earned**

4715.1 - HAP - Occupied Units	501,631.00
4715.3 - HAP - Non-Elderly Disabled	12,195.00
4715.4 - HAP - Utility Allowances	3,947.00
4715.5 - HAP - Fraud Recovery	(420.00)
4715.6 - HAP - Homeownership	7,234.00
4715.61 - HAP-Homeownership URP	84.00
4715.8 - HAP - Portable Paying Out	4,914.00
4715.9 - HAP - Portable Receiving	1,685.00
4719 - HAP - FSS Escrow	20,898.00

**Total Funding Required**

\$ 552,168.00

**Over/(Under) Funding**

\$ (38,160.00)

**RNP as of: December 31, 2018**

\$ (51,434.00)

**UNP as of: December 31, 2018**

\$ 113,702.54



**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2018**

	1 Month Ended		6 Months Ended			
	<u>December 31, 2018</u>		<u>December 31, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>						
<b>Total Operating Reserve Income</b>	\$	0.00	\$	0.00	\$	0 \$
<b>Revenues - HUD PHA GRANTS</b>						
3412 - FSS Grant Revenue	\$	0.00	\$	22,408.00	\$	0 \$ (22,408.00)
<b>Total HUD PHA GRANTS</b>	\$	0.00	\$	22,408.00	\$	0 \$ (22,408.00)
<b>Income Offset HUD A.C.</b>						
<b>Total Income Offset</b>		0.00		0.00	0.00	0.00
<b>Total Operating Income</b>	\$	0.00	\$	22,408.00	\$	0 \$ (22,408.00)
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	5,253.72	\$	25,365.36	\$	55,800 \$ 30,434.64
4182 - Employee Benefits - Admin		985.87		12,740.07	19,070	6,329.93
4190.1 - Publications		0.00		433.00	0	(433.00)
<b>Total Administration</b>	\$	6,239.59	\$	38,538.43	\$	74,870 \$ 36,331.57
<b>General Expense</b>						
<b>Total General Expense</b>	\$	0.00	\$	0.00	\$	0 \$ 0.00
<b>Total Routine Expense</b>	\$	6,239.59	\$	38,538.43	\$	74,870 \$ 36,331.57

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2018**

	<u>1 Month Ended December 31, 2018</u>	<u>6 Months Ended December 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
<b>Total HAP Payments</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 6,239.59	\$ 38,538.43	\$ 74,870	\$ 36,331.57
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (6,239.59)</u>	<u>\$ (16,130.43)</u>	<u>\$ (74,870)</u>	<u>\$ (58,739.57)</u>



**Traverse City  
Housing Commission**  
*a Public Housing Authority*

## **COMMITTEE REPORTS**

Executive Committee Meeting: January 20, 2019

Governance Committee Meeting: December 20, 2018 & January 17, 2019

Communications Committee Meeting: December 11, 2018

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Executive & Governance Committee  
January 20, 2019**

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 6:30 P.M.

**ROLL CALL**

The following Commissioners were present: Andy Smits, President. Heather Lockwood, Vice President, was travelling out of town.

**CORRESPONDENCE**

Emails from HUD regarding the RAD process were briefly discussed and will be in the Board Packet for all to review.

**AGENDA**

The following Agenda items were discussed:

- A. The Federal Government shutdown was discussed as it relates to our financial report and general operations. The media often calls about the issue but we have no “official” information to report.
- B. The January 25, 2019 Regular Meeting Agenda was discussed:
  - The “repositioning” of public housing will be discussed.
  - Our required financial plan for RAD will be discussed.

**ADJOURNMENT**

President Smits adjourned the meeting at 7:45 P.M.

Respectfully submitted,

---

Andy Smits, President &  
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Executive & Governance Committee  
December 20, 2018**

The Monthly Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order in the Community Room, 150 Pine Street, Traverse City at 10:05 A.M.

**I ROLL CALL**

The following Commissioners were present: None.

Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

Residents: Ellen Corcoran, Norma Loper, and Jeff Turner.

**II APPROVAL OF AGENDA & REVIEW OF MINUTES**

The agenda and minutes were approved by a consensus of the committee.

**III PUBLIC COMMENT**

None.

**IV UPDATES**

A. The Policy Review Schedule was presented and discussed.

**V OLD BUSINESS**

A. The committee discussed the recent communication from Pine Street Development One, LLC regarding the shared drive request. There will be more discussion at the TCHC Board meetings in January and February.

B. The committee discussed a letter from Jean Derenzy, CEO of Traverse City Downtown Development Authority regarding the Riverwalk project.

C. There is no update on the Safety & Evacuation Plan.

D. There is no update on the TCHC Lease.

E. Staff provided a brief update on RAD and resident notification.

**VI NEW BUSINESS**

A. The Housekeeping & Sanitary Standards Policy is being researched and drafted.

**VII PUBLIC COMMENT**

None.

**VIII ADJOURNMENT**

The meeting was adjourned by consensus at 10:48 A.M.

Respectfully submitted,

---

Michelle Reardon, Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Executive & Governance Committee  
January 17, 2019**

The Monthly Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order in the Community Room, 150 Pine Street, Traverse City at 3:00 P.M. It was noted that the Committee is meeting in the afternoon due to a conflict with a Court date earlier that morning.

**I ROLL CALL**

The following Commissioners were present: Jim Friend. The following Resident Members of the Committee were present: Ellen Corcoran and Norma Loper.

Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

Residents: Jeff Turner.

**II APPROVAL OF AGENDA & REVIEW OF MINUTES**

Norma Loper moved (Corcoran support) to adopt the agenda and minutes of the previous meeting. The motion was approved.

**III PUBLIC COMMENT**

None.

**IV UPDATES**

A. The Policy Review Schedule was presented and discussed.

**V OLD BUSINESS**

A. There has been no official response from our neighbors about the shared drive. They are aware of our meeting schedule for the year and thought they may be ready to present at our February meeting.

B. Staff reported that as a follow-up to her letter last month, Jean Derenzy, CEO of Traverse City Downtown Development Authority visited our property to see for herself how the Riverwalk might be implemented (or not). There has been no discussion on the issue since the site tour but the Lower Boardman River Plan Committee may provide some guidance to the DDA on the completion of the project.

C. There is no update on the Safety & Evacuation Plan.

D. There will be a Lease meeting on January 29, 2019. RAD issues will be reviewed at the time too.

E. Staff provided an update on the RAD process and resident notification. There will be a conversation on the Commission meeting next week that will include the possibility of TCHC building another Senior Housing project as part of this process.

**VI NEW BUSINESS**

A. The Housekeeping & Sanitary Standards Policy is still being researched and drafted.

**VII PUBLIC COMMENT**

None.

**VIII ADJOURNMENT**

The meeting was adjourned by consensus at 3:53 P.M.

Respectfully submitted,

---

Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Communication & Outreach Committee  
December 11, 2018**

A Communications & Outreach Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Lockwood at the TCHC Office, 150 Pine Street, Traverse City, Michigan, at 4:05 P.M.

**ROLL CALL**

The following Commissioners were present: Heather Lockwood.

Staff: Tony Lentych, Executive Director, and Angie Szabo, Intake/FSS Coordinator.

Other: None.

**AGENDA**

- A. The minutes of the previous meeting were reviewed and the agenda was approved.
- B. A Record-Eagle FOIA request was discussed.
- C. Old Business

The following Old Business items were discussed:

- Building Art: No report but will pick up on this matter in the spring.
- Website: The website has been up for several months and has received positive feedback. It is now up to staff to keep it current.
- Long-term Media Strategy: No report.

- D. New Business

The following New Business item was discussed:

- East Bay Flats Media Campaign: The brochure is finished and awaiting a unit photo once one is completed. Commissioner Lockwood is working with a local TV reporter about a report on the project itself. She will continue to coordinate. She will also produce a draft Press Release. The next meeting will plan the "ribbon-cutting" or opening event.

**ADJOURNMENT**

The Committee adjourned at 5:08 P.M.

This Committee will meet again once final Committee assignments are made.

Respectfully submitted,

---

Heather Lockwood & Angie Szabo, Intake/FSS Manager





**Traverse City  
Housing Commission**  
*a Public Housing Authority*

## **STAFF & PROGRAM REPORTS**

Executive Director's Report: December 2018 & January 2019

Family Self-Sufficiency (FSS) Program Report: December 2018 & January 2019

Resident Council Report: December 2018 & January 2019

## **EXECUTIVE DIRECTOR'S REPORT: January 25, 2019**

This report covers the work accomplished from November 30, 2018 until January 24, 2019. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

<b>Strategic Goal 1</b>	<b>Expand affordable housing inventory and range of options.</b>
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### Current Properties

1. Riverview Terrace: No units are open at this time but we anticipate one opening next month.
2. Orchardview: There is one unit open at the time and we expect two more to open up next month.

### Housing Choice Vouchers

1. We have 185 HCV filled at this time. We have one (1) individual/family looking for housing at this time.

### Projects & Potential Projects

1. EAST BAY FLATS: I have spent a considerable amount of time on this issue as we push through the final items. We anticipate leasing to begin for phase one (12 units) on February 1, 2019. We are working to plan the lease-up phase including the notices of "construction" zone.
2. RAD: Conducted two Resident Meetings at Riverview Terrace. Also participated in two conference calls with our assigned "RAD Transaction Manager" about our calendar of activities and upcoming tasks. Waiting for Field Office to re-open to get information on our PIC removal step.
3. Continued conversations and meetings with partners to implement Homeless Youth Housing – developing a work plan for East Bay Flats. We have a waitlist for these units. Also participated in a meeting with an evaluation team of this program.
4. Participated in continued several conversations with WRC staff and MSHDA staff about Sarah's House. We have completed our work on this project and turned over all keys to staff at WRC. One of the residents there was able to move into Riverview Terrace and is doing quite well.
5. Meeting with a potential development team about a potential senior housing project on Eight Street (near Civic Center).

6. Several conversations and one meeting on potential housing project (family townhomes) on another city property.

<b>Strategic Goal 2</b>	<b>Create opportunities for residents to improve quality of life and achieve individual successes.</b>
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1. Met with the leadership of the Riverview Terrace Resident Council to update monthly financials.
2. Continued to work on new Housekeeping & Sanitary Standards Policy.

<b>Strategic Goal 3</b>	<b>Foster an environment of innovation and excellence.</b>
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### Strategic Planning

1. Continued research for the white paper on the future of TCHC – still have not completed this task but suspect it will still be useful in our near future conversations.

### Financial

1. Prepared monthly financial reports for November and December 2018.

### General Management

1. Participated in an office “Holiday Meal” gathering with staff.
2. Continued work on internal Policy Review.
3. Continued work on TCHC Lease Agreement.

### Office IT

1. Planning to meet with IT partner, SafetyNet, to discuss our future needs.

### TCHC

1. Attended one TCHC regular meeting (October 26) and prepared for another (November 26).
2. Prepared for one Executive Committee meetings.
3. Prepared for two Governance Committee meetings.
4. Prepared for a one Communication Committee meeting.

5. Conducted one board orientation session.

**ERHC**

1. Prepared for and attended two ERHC regular meetings (December and January). Plus planned and conducted a “Board Orientation” in December.
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Participated in a conference call / training session with HUD Detroit Field Office staff about “Repositioning” Public Housing in the future.

<b>Strategic Goal 4</b>	<b>Increase community engagement and understanding of our work.</b>
-------------------------	---

1. Housing North (Rural Housing Partnership): Participated in three board of directors meetings. Hired a new Executive Director – included a number of follow-up calls and meetings. Appointed as Treasurer on inaugural board of directors.
2. Federal Home Loan Bank of Indianapolis: Participated in one conference call to plan agenda for upcoming meeting. Attended meeting of Affordable Housing Advisory Council and FHLBI Board of Directors in Indianapolis.
3. Leelanau County Housing Action Committee: Attended a monthly meeting and listened to a CDFI presentation.
4. Media: Conversations with media about Government shutdown both print and TV. One article in Record Eagle. Working on a TV interview next week. Also worked with one 9 & 10 News crew on an East Bay Flats piece last month.

<b>Miscellaneous</b>	<b>Other information / On-going Issues – plus personal items.</b>
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1. Several emails with TCHC attorney, Ward Kuhn on a variety of issues – including one court appearance in Leelanau County for a possible eviction.
2. “SHARED DRIVE” / “RIVERWALK”: Conducted a property tour of Riverview Terrace with Jean Derenzy from the DDA. This was a follow-up to her letter regarding the Riverwalk.
3. Holiday/Vacation/Personal Time: During the report period, I was off for five Days for Holidays (Christmas/New Year’s/MLK) and six personal days.

# **FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT**

January 25, 2019

## **Current SEMAP Status**

SEMAP (Section 8 Management Assessment Program) reporting places the program in the "High Performer" category:

<b>Number of Mandatory Slots</b>	<b>Number of Families Enrolled</b>	<b>% of Families Enrolled</b>	<b>Number of Families with Progress Reports &amp; Escrow Balances</b>	<b>% of Families with Progress Reports &amp; Escrow Balances</b>
22	22	100%	14	64%

## **Program Manager Update**

I am continuing to meet with current FSS clients and continue to schedule appointments to update their goal plans. New enrollment will be slow until we begin issuing new Housing Choice Vouchers. I will be meeting with a new Orchardview resident about the FSS program; I believe his family would be a great fit. The PCC Board met January 10, 2019 and a Request for Graduation was presented and approved. The next PCC meeting is scheduled for April 11, 2019. My current goal is to network with other agencies and grow the committee to include a representative from Community Mental Health and DHS.

## **Status of Participants**

Current participants are showing progress and continuously working to meet their goals. We enrolled a new participant in December and she has found employment and will begin earning escrow. We have a participant that has requested graduation (see New Business Agenda Item A) and a family that has increased their household income significantly and they are very close to graduating!

## **FSS Grant**

We expected to hear about our FSS grant application in December but the Government shutdown seems to have delayed this. We do not know if our application for renewal was approved.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** January 25, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Riverview Terrace Resident Council (RTRC) Updates

**MESSAGE:**

Attached are the monthly financial review reports from RTRC for the month of November and December of 2018. The financial reporting continues to be great. I received all the information in a timely manner.

Also attached, are the handouts from the RTRC monthly meeting for December 2018 and January 2019. Additionally, RTRC President, Jo Simerson submitted a letter to be included this month.

**ATTACHMENT:** Letter from RTRC President  
Financial Reports  
Monthly Handouts  
Meeting Minutes

# Riverview Terrace Resident Council

FY 2018-2019

	July	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ 65.86	\$ 1,730.85	\$ 985.05	\$ 945.06	\$ 905.07	\$ 865.08	\$ 810.09
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 745.80	\$ 39.99	\$ 39.99	\$ 39.99	\$ 54.99	\$ -
<b>SUB TOTAL</b>	<b>\$ 1,730.85</b>	<b>\$ 985.05</b>	<b>\$ 945.06</b>	<b>\$ 905.07</b>	<b>\$ 865.08</b>	<b>\$ 810.09</b>	<b>\$ 810.09</b>
Unrestricted Balance Forward	\$ 357.57	\$ 369.53	\$ 280.46	\$ 230.26	\$ 353.30	\$ 272.73	\$ 289.21
Income	\$ 81.90	\$ 83.43	\$ 40.25	\$ 150.00	\$ 40.00	\$ 68.98	\$ -
Expenses	\$ 69.94	\$ 172.50	\$ 90.45	\$ 26.96	\$ 120.57	\$ 52.50	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	<b>\$ 369.53</b>	<b>\$ 280.46</b>	<b>\$ 230.26</b>	<b>\$ 353.30</b>	<b>\$ 272.73</b>	<b>\$ 289.21</b>	<b>\$ 289.21</b>
<b>EOM TOTAL*</b>	<b>\$ 2,100.38</b>	<b>\$ 1,265.51</b>	<b>\$ 1,175.32</b>	<b>\$ 1,258.37</b>	<b>\$ 1,137.81</b>	<b>\$ 1,099.30</b>	<b>\$ 1,099.30</b>

\* Equals Bank Statement

Total Savings\* = \$ 5.00

Petty Cash = \$ 100.00

**GRAND TOTAL = \$ 1,204.30**

Current as of December 31, 2018



132973 1 AV 0.378 188616-132973-502



RIVERVIEW TERRACE RESIDENT COUNCIL  
150 PINE ST # MB1  
TRAVERSE CITY MI 49684-2478

Your statement has changed. If you've nicknamed your sub savings accounts, those nicknames will now appear on your statement. If you haven't named your sub savings accounts, you won't see any changes. If you have any questions please call (800) 242-9790.

**Summary-Share Accounts**

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$1,137.81	\$1,099.30
	<b>Total</b>		<b>\$1,104.30</b>

**MEMBER SAVINGS**

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Dec 01		Beginning Balance			\$5.00
Dec 31		Ending Balance			\$5.00

**FREE CHECKING**

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Dec 01		Beginning Balance			\$1,137.81
Dec 05	Dec 05	Withdrawal POS #833900200303 USPS KIOSK 25932 202 S UNION ST TRAVERSE CITY MI	(\$15.00)		\$1,122.81
Dec 10	Dec 10	Draft 1162 Tracer 042000015560447 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$39.99)		\$1,082.82
Dec 11	Dec 11	Withdrawal POS #834516947145 GFS STORE #0919 1781 Ba Traverse City MI	(\$52.50)		\$1,030.32
Dec 19	Dec 19	Deposit		\$68.98	\$1,099.30
Dec 31		Ending Balance			\$1,099.30

**Checking Account Summary**

Chk#	Date	Amount	Chk#	Date	Amount
<input type="checkbox"/> 1162	Dec 10	\$39.99			
	<b>Total Checks Cleared</b>		<b>1</b>	<b>\$39.99</b>	

The Asterisk (\*) indicates a break in check sequence.

**Dividend Summary**

Account
MEMBER SAVINGS
FREE CHECKING
<b>Total</b>

**Dividends**

Year To Date
\$0.00
\$0.00
<b>\$0.00</b>

Your current account relationship is Basic





# Riverview Terrace Resident Council

## FY 2018-2019

	July	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ 65.86	\$ 1,730.85	\$ 985.05	\$ 945.06	\$ 905.07	\$ 865.08	\$ 865.08
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 745.80	\$ 39.99	\$ 39.99	\$ 39.99	\$ -	\$ -
<b>SUB TOTAL</b>	<b>\$ 1,730.85</b>	<b>\$ 985.05</b>	<b>\$ 945.06</b>	<b>\$ 905.07</b>	<b>\$ 865.08</b>	<b>\$ 865.08</b>	<b>\$ 865.08</b>

Unrestricted Balance Forward	\$ 357.57	\$ 369.53	\$ 280.46	\$ 230.26	\$ 353.30	\$ 272.73	\$ 272.73
Income	\$ 81.90	\$ 83.43	\$ 40.25	\$ 150.00	\$ 40.00	\$ -	\$ -
Expenses	\$ 69.94	\$ 172.50	\$ 90.45	\$ 26.96	\$ 120.57	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	<b>\$ 369.53</b>	<b>\$ 280.46</b>	<b>\$ 230.26</b>	<b>\$ 353.30</b>	<b>\$ 272.73</b>	<b>\$ 272.73</b>	<b>\$ 272.73</b>

<b>EOM TOTAL*</b>	<b>\$ 2,100.38</b>	<b>\$ 1,265.51</b>	<b>\$ 1,175.32</b>	<b>\$ 1,258.37</b>	<b>\$ 1,137.81</b>	<b>\$ 1,137.81</b>	<b>\$ 1,137.81</b>
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\* Equals Bank Statement

Total Savings = \$ 5.00

Petty Cash = \$ 100.00

**GRAND TOTAL = \$ 1,242.81**

Current as of November 30, 2018



LAKE MICHIGAN CREDIT UNION  
 P.O. Box 2848  
 Grand Rapids, MI 49501-2848  
 RETURN SERVICE REQUESTED

Your Statement Of Accounts  
 12/01/2018-12/31/2018  
 Your Account Number  
 xxxxxx1794  
 Page 1

132973 1 AV 0-378 188616-132973-502



RIVERVIEW TERRACE RESIDENT COUNCIL  
 150 PINE ST # MB1  
 TRAVERSE CITY MI 49684-2478

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**Summary-Share Accounts**

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$1,137.81	\$1,099.30
	<b>Total</b>		<b>\$1,104.30</b>

**MEMBER SAVINGS**

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Dec 01		Beginning Balance			\$5.00
Dec 31		Ending Balance			\$5.00

**FREE CHECKING**

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Dec 01		Beginning Balance			\$1,137.81
Dec 05	Dec 05	Withdrawal POS #833900200303 USPS KIOSK 25932 202 S UNION ST TRAVERSE CITY MI	(\$15.00)		\$1,122.81
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Dec 31		Ending Balance			\$1,099.30

**Checking Account Summary**

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1162	Dec 10	\$39.99						
	<b>Total Checks Cleared</b>		<b>1</b>	<b>\$39.99</b>				

The Asterisk (\*) indicates a break in check sequence.

**Dividend Summary**

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
<b>Total</b>	<b>\$0.00</b>

Your current account relationship is Basic



RIVERVIEW TERRACE RESIDENT COUNCIL  
REPORT FOR TCHC BOARD PACKET  
DECEMBER & JANUARY 2018

\*Our December Holliday Meal on the 15<sup>th</sup> went very well. There were approximately 50 in attendance and everyone had a wonderful time. Two of our residents had an Ugly Sweater Party....It was so much fun and I can't thank them enough for their hard work.

\*We celebrated the December / January Birthdays on January 16<sup>th</sup> with 23 in attendance. Everyone got filled up on popcorn, pretzels, and sweets.

\*Our RTRC meeting January 18<sup>th</sup> went well with 13 in attendance. No ~~discussions~~ <sup>decisions</sup> had to be made...There was no official quorum.

\*We did decide to have a Spaghetti Dinner for our Valentine / Birthday Bash.

\*I also have arranged for the NMCAA Tax prepares to come in on Febuary 18<sup>th</sup> to do, "Heat Credits & 1040EZ." They will be here from 9am to 3pm.

\*I'm trying to set up a time for BATA to come and discuss the New Routs which have been difficult for our residents.

President

Jo Simerson



# DRAFT

## RIVERVIEW TERRACE RESIDENT COUNCIL MINUTES JANUARY 18, 2019

**Welcome and Call to Order:**

**Time: 2:00pm**

**Pledge Of Allegiance:**

**Roll Call:**

**Quorum: 13 no**

. Jo Simerson, Pres, (+) Laura Cole, Vice Pres. (+)

. Norma Loper, Sec. (+) Louis Kanan, Treas. (+)

**Introduction Of Guest:**

**Secretary's report:**

. Norma Loper, Sec. .... Stand as Read

**Treasurer's report:**

. Louis Kanan, Treas. .... Stand as Read

**Old Business:**

**A. The December/January Birthday Bash.**

1. Everyone who attended had fun as always.

**B. Holiday Dinner, held on December 15. About 50 people were there enjoying fine food and conversation.**

**C. The Ugly Sweater Party, saw many in their "ugly" tops munching on goodies and playing word games.**

1. Many Thanks to Janine and Leslie !

**D. The Disability Network continues to meet on the 2<sup>nd</sup> Thursday Of the month.**

**New Business:**

**A. The Valentines Birthday Bash will be on February 13 @ 4:00pm**

1. A proposal for spaghetti meal was suggested, it was met with general approval.

**B. Raffle Basket:**

1. We will be filling a basket to raffle; proceeds to go to Kathleen for stuff for the main lobby.

**C. Thanks to whoever took down the decorations before Wednesday, it was a great help to me ( Jo ).**

**D. NMCAA will be here on Feb. 18, between 9:00am - 2:00pm to do Taxes. We will, also, have a sign up sheet with time frames available.**

**Public Comment:**

**Council Comment:**

**Motion to Adjourn:**

**motion: Pam seconded: Carolyn passed; Time: 2:20pm**

**Next Meeting: February 15, 2019 @ 2:00pm**

RESPECTIVELY SUBMITTED BY

NORMA LOPER, SEC.





**DRAFT RIVERVIEW TERRACE RESIDENT COUNCIL  
MINUTES DECEMBER 14, 2018**

**Welcome and Call to Order:** Time: 2:02 pm

**Pledge of Allegiance:**

**Roll Call:** Quorum: 6 ( no )

. Jo Simerson, Pres. Laura Cole, Vice Pres. Norma Loper Sec.

. Louis Kanan, Treas.

**Introduction of Guest:** None

**Secretary' report:**

. Norma Loper, Sec. .... Stand as Read

**Treasurer's report:**

. Louis Kanan, Treas. .... Stand as Read

**Old Business:**

A. Birthday Bash was held in November. A good time was had by all.

B. Holiday Dinner will be held on December 15, @ 4:00 pm

C. Dennis:

1.Christmas meal Delivery:

a. Sign up sheet on 3<sup>rd</sup> floor and call " 360-7608 "

b. Deadline for sign up is December 18 !

**New Business:**

A. Holiday RTRC Office Closure:

1. RTRC Office will be closed from December 21, 2018

through January 4, 2019. Office will reopen January 7, 2019.

B. RAD Meeting December 20<sup>th</sup> @ 9:00 am

C. Ugly Sweater Party will be held on December 21

**Public Comment:**

**Council Comment:**

**Motion To Adjourn:**

Time: 2:10 pm

motion by: Norma

seconded by: Louis

passed

**Next Meeting:**

. January 18, 2019 @ 2:00 pm

**MERRY CHRISTMAS & HAPPY NEW YEAR**

*Respectfully Submitted by:  
Norma Loper, Sec.*

**RESIDENT COUNCIL FINANCIAL REPORT  
DECEMBER 14, 2018**

**\*RESTRICTED FUNDS**

Beginning Balance .....	\$ 905.07
- Expenses .....	<u>\$39.99</u>
	\$865.08

RESTRICTED FUNDS FINAL BALANCE ..... \$865.08

**\*UNRESTRICTED FUNDS**

Beginning Balance .....	\$353.30
-Donations .....	<u>\$40.00</u>
	\$393.30

	\$87.72 (pizza's)
	<u>\$32.85 (Birthday Bash)</u>
-Expenses.....	\$120.57

Unrestricted funds .....	\$353.30
Expenses .....	<u>\$120.57</u>

UNRESTRICTED FUNDS FINAL BALANCE ..... \$272.73

COMBINED RESTRICTED /  
UNRESTRICTED FINAL BALANCE ..... \$1,137.81

**\*PETTY CASH** ..... \$100.00





**DRAFT RIVERVIEW TERRACE RESIDENT COUNCIL  
MINUTES DECEMBER 14, 2018**

**Welcome and Call to Order:** **Time: 2:02 pm**  
**Pledge of Allegiance:**  
**Roll Call:** **Quorum: 6 ( no )**

- . Jo Simerson, Pres. Laura Cole, Vice Pres. Norma Loper Sec.
- . Louis Kanan, Treas.

**Introduction of Guest: None**

**Secretary' report:**

- . Norma Loper, Sec. .... Stand as Read

**Treasurer's report:**

- . Louis Kanan, Treas. .... Stand as Read

**Old Business:**

- A. Birthday Bash was held in November. A good time was had by all.
- B. Holiday Dinner will be held on December 15, @ 4:00 pm
- C. Dennis:
  - 1.Christmas meal Delivery:
    - a. Sign up sheet on 3<sup>rd</sup> floor and call " 360-7608 "
    - b. Deadline for sign up is December 18 !

**New Business:**

**A. Holiday RTRC Office Closure:**

- 1. RTRC Office will be closed from December 21, 2018 through January 4, 2019. Office will reopen January 7, 2019.

**B. RAD Meeting December 20<sup>th</sup> @ 9:00 am**

**C. Ugly Sweater Party will be held on December 21**

**Public Comment:**

**Council Comment:**

**Motion To Adjourn:**

**Time: 2:10 pm**

**motion by: Norma seconded by: Louis passed**

**Next Meeting:**

- . January 18, 2019 @ 2:00 pm

**MERRY CHRISTMAS & HAPPY NEW YEAR**

*Respectfully Submitted by  
Norma Loper, Sec.*

RESIDENT COUNCIL FINANCIAL REPORT  
DECEMBER 14, 2018

\*RESTRICTED FUNDS

Beginning Balance .....	\$ 905.07
- Expenses .....	<u>\$39.99</u>
	\$865.08

RESTRICTED FUNDS FINAL BALANCE ..... \$865.08

\*UNRESTRICTED FUNDS

Beginning Balance .....	\$353.30
-Donations .....	<u>\$40.00</u>
	\$393.30

	\$87.72 (pizza's)
	<u>\$32.85</u> (Birthday Bash)
-Expenses.....	\$120.57

Unrestricted funds .....	\$353.30
Expenses .....	<u>\$120.57</u>

UNRESTRICTED FUNDS FINAL BALANCE ..... \$272.73

COMBINED RESTRICTED /  
UNRESTRICTED FINAL BALANCE ..... \$1,137.81

\*PETTY CASH ..... \$100.00

**RIVERVIEW TERRACE RESIDENT COUNCIL  
MINUTES NOVEMBER 16, 2018**

**Welcome and Call to Order:**

**Time: 2:00 pm**

**Pledge Of Allegiance:**

**Roll Call:**

**Quorum: 12 (no )**

. Jo Simerson, Pres. Laura Cole, Vice Pres.

. Norma Loper , Sec. Louis Kanan, Treas.

**Introduction of Guest (none )**

**Secretary's report:**

. Norma Loper, Sec.

. Stand as read

. If you want to speak at the meeting ( have your name on the agenda }  
please contact the office by the Friday before the meeting.

**Treasurer's report:**

. Louis Kanan, Treas.

. Stand as read

**Old Business:**

**A. The Halloween/Birthday Bash was amazing! It was so much fun.  
We had about 40 people all enjoying pizza , cupcakes & ice cream.**

**B. Peer Advocacy Group ( Disability Network ) continues to meet  
on the second Thursday @ 3:00pm in community room.**

**1. They are a group not connected to the Riverview Resident Council.**

**New Business:**

**A. Birthday Bash will be held on November 21, 2018 at 3:00 pm.**

**B. Holiday Dinner:**

**1. It will be held on December 15, 2018.**

1. We are seeking volunteers to cook turkeys ?
2. Also, please let us know if you want to participate in anyway

C. Marie Schaffer

1. Absent

D. Dennis:

1. Christmas Meal : sign up sheet on 3<sup>rd</sup> floor and call as posted.

E. Flu Shots:

1. Put on by Pain Management Clinic (more info to follow, time etc.)
2. Need to bring Insurance Card ( or ) \$25.00.

F. Lois:

1. TFAPS Food ( free food ) on November 26, at 2:00 pm.

Public Comment :

Council Comment:

Motion to Adjourn:

Time: 2:20 pm

. by: Lois, seconded by: Louis, Adjourned

*Submitted by  
Norma Laper, Sec*

Comment by Jo:

Betsy Zerrup has cards in the case by the 3<sup>rd</sup> floor lobby which she is selling to finance a CMH Trip to Disneyland.

**RIVERVIEW TERRACE RESIDENT COUNCIL  
FINANCIAL REPORT NOVEMBER 2018**

**\*RESTRICTED FUNDS**

Beginning Balance .....	\$945.06
-Expenses..... ( phone bill )	<u>\$39.99</u>
	\$905.07

**RESTRICTED FUNDS FINAL BALANCE ..... \$905.07**

**\*UNRESTRICTED FUNDS**

Beginning Balance .....	\$230.26
- Deposit .....	<u>\$150.00</u>
	\$380.26
-Expenses .....	<u>\$26.96</u>
	\$350.30

**UNRESTRICTED FUNDS FINAL BALANCE ..... \$350.30**

**FINAL COMBINED RESTRICTED /  
UNRESTRICTED FUNDS BALANCE ..... \$1255.37**

**\*PETTY CASH ..... \$100.00**

**NOTE**

\*Pizza's for the Halloween Birthday Bash came to \$87.72. This will not show up until November Statement because it was purchased the last day of the month. So our actual Unrestricted Funds balance is \$265.48.

November 26, 2018 RTRC Office Meeting

Meeting Of the RTRC Council called to order by Jo Simerson, Pres.

@ 1:00 pm.

Present : Jo Simerson, Pres. Laura Cole, Vice Pres. Norma Loper Sec.  
Louis Kanan , Treas.

Re: December RTRC meeting date  
Holiday Closure of RTRC office

A. To change the December meeting date from December 21 to December 14

1. This change is proposed because the meeting takes place to  
close to Christmas.

2. Motion by Laura Seconded by Louis passed

B. Holiday RTRC Office Closure:

1. Close the RTRC office from December 21, 2018 through  
January 4, 2019.

2. Motion by: Norma Seconded by: Jo passed

C. Motion to Adjourn: Laura Seconded by: Louis Adjourned 1:20 pm

Submitted by:

Norma Loper, Sec.





**Traverse City  
Housing Commission**  
*a Public Housing Authority*

## **OLD BUSINESS**

2019 Consolidated Budget: Review of November & December 2019

TCHC Policy Review Schedule: Review

Memorandum on Resident Follow-up to RAD Application

# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2018 YTD ACTUAL*	FY 2019 BUDGET	DECEMBER 2018 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
<b><u>OPERATING INCOME</u></b>					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 38,259.00	\$ 224,947.00	51.71%
Investment Interest	2,514.86	2,750.00	243.98	1,315.83	47.85%
Program Income: HCV	1,059,768.00	1,067,750.00	92,194.00	565,420.00	52.95%
Program Income: FSS	67,102.00	67,500.00	-	22,408.00	33.20%
Earned Income	159,523.99	196,700.00	11,326.27	92,308.26	46.93%
HUD Property Subsidy	243,751.00	250,000.00	-	84,259.00	33.70%
CFP / Draw on Surplus	59,990.87	220,000.00	-	-	0.00%
<b>TOTAL OPERATING INCOME</b>	<b>\$ 2,024,326.72</b>	<b>\$ 2,239,700.00</b>	<b>\$ 142,023.25</b>	<b>\$ 990,658.09</b>	<b>44.23%</b>
<b><u>OPERATING EXPENSES</u></b>					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 24,388.26	\$ 114,024.23	48.94%
Benefits	72,038.35	74,184.41	3,945.38	45,363.95	61.15%
Compensated Absences	(5,852.01)	(1,500.00)	-	-	0.00%
Legal	6,330.00	20,000.00	-	2,327.00	11.64%
Travel / Staff Training	9,548.23	17,500.00	1,355.13	4,911.58	28.07%
Accounting / Auditing	20,272.92	27,000.00	1,166.91	7,271.46	26.93%
General Office Expenses	60,625.25	72,500.00	3,018.26	34,081.71	47.01%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 376,711.69</b>	<b>\$ 442,684.41</b>	<b>\$ 33,873.94</b>	<b>\$ 207,979.93</b>	<b>46.98%</b>
<b><u>TENANT PROGRAMS &amp; SERVICES</u></b>					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ 283.04	\$ 4,007.79	44.53%
Cable Television	38,953.19	38,960.00	3,302.55	19,749.29	50.69%
HAP	1,042,669.42	1,028,250.00	95,823.00	538,044.00	52.33%
<b>TOTAL TENANT PROGS / SERVICES</b>	<b>\$ 1,087,959.45</b>	<b>\$ 1,076,210.00</b>	<b>\$ 99,408.59</b>	<b>\$ 561,801.08</b>	<b>52.20%</b>
<b><u>UTILITIES</u></b>					
Water	\$ 15,395.02	\$ 15,500.00	\$ 1,610.87	\$ 10,443.24	67.38%
Electricity	130,384.39	150,000.00	10,345.45	42,077.94	28.05%
Gas	15,989.15	21,500.00	1,883.77	2,919.19	13.58%
<b>TOTAL UTILITIES</b>	<b>\$ 161,768.56</b>	<b>\$ 187,000.00</b>	<b>\$ 13,840.09</b>	<b>\$ 55,440.37</b>	<b>29.65%</b>
<b><u>MAINTENANCE / BUILDING OPERATION</u></b>					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 16,241.79	\$ 64,825.80	51.15%
Maintenance Benefits	36,166.15	48,093.50	2,194.29	21,422.60	44.54%
Materials	23,143.74	37,500.00	1,170.13	15,323.88	40.86%
Contract / CFP Costs	176,147.34	195,000.00	3,291.29	78,646.76	40.33%
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>\$ 339,090.20</b>	<b>\$ 407,333.50</b>	<b>\$ 22,897.50</b>	<b>\$ 180,219.04</b>	<b>44.24%</b>
<b><u>GENERAL EXPENSE</u></b>					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 2,680.18	\$ 16,051.72	50.96%
Payment in Lieu of Taxes	25,226.86	24,500.00	2,041.67	11,988.35	48.93%
Collection Losses	798.66	5,000.00	-	-	0.00%
Interest Expense / Other	29,143.21	33,000.00	-	-	0.00%
<b>TOTAL GENERAL EXPENSE</b>	<b>\$ 84,374.40</b>	<b>\$ 94,000.00</b>	<b>\$ 4,721.85</b>	<b>\$ 28,040.07</b>	<b>29.83%</b>
<b>EXTRAORDINARY / CASUALTY</b>	<b>\$ 1,243.95</b>	<b>\$ 10,000.00</b>	<b>\$ 950.00</b>	<b>\$ 1,050.00</b>	<b>10.50%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,051,148.25</b>	<b>\$ 2,217,227.91</b>	<b>\$ 175,691.97</b>	<b>\$ 1,034,530.49</b>	<b>46.66%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (26,821.53)</b>	<b>\$ 22,472.09</b>	<b>\$ (33,668.72)</b>	<b>\$ (43,872.40)</b>	
<b>PROPERTY IMPROVEMENTS/EQUIP*</b>	<b>\$ (65,797.00)</b>	<b>\$ (20,000.00)</b>	<b>\$ (1,637.00)</b>	<b>\$ (27,858.25)</b>	
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	<b>\$ (92,618.53)</b>	<b>\$ 2,472.09</b>	<b>\$ (35,305.72)</b>	<b>\$ (71,730.65)</b>	

\* Accountant Reviewed



# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	<u>Explanation / Description</u>
<b><u>OPERATING INCOME</u></b>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus
<b>TOTAL OPERATING INCOME</b>	A total of operating income amounts.
<b><u>OPERATING EXPENSES</u></b>	
Salaries	Includes all salaries for Executive Director, Associate Director, Program Manager, Support Staff.
Benefits	Includes all benefits for Executive Director, Associate Director, Program Manager, Support Staff.
Compensated Absences*	Year-end differences between annual leave amounts owed to employees.
Legal	Includes all legal fees for operational issues as well as commission governance issues.
Travel / Staff Training	Includes all conference, continuing education, and training fees plus travel expenses for all staff.
Accounting / Auditing	A total of all third party, contract accounting and auditing expenses.
General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
<b>TOTAL OPERATING EXPENSES</b>	A total of all operating expenses across all program activities.
<b><u>TENANT PROGRAMS &amp; SERVICES</u></b>	
Recreation and Other	Resident programming and activities associated with current tenants.
Cable Television	Fees paid to Charter Communications to provide cable television to residents.
HAP	Housing Assistance Payments to landlords in the five county area.
<b>TOTAL TENANT PROGS / SERVICES</b>	A total of all tenant programming and services.
<b><u>UTILITIES</u></b>	
Water	Fees paid to Traverse City Light & Power for water and sewer.
Electricity	Fees paid to Traverse City Light & Power for electricity.
Gas	Fees paid to DTE for gas utility.
<b>TOTAL UTILITIES</b>	A total of all utility expenditures.
<b><u>MAINTENANCE / BUILDING OPERATION</u></b>	
Labor	Includes all salaries and wages for maintenance team (2.5 persons)
Maintenance Benefits	Includes all benefits for maintenance team (2.5 persons)
Materials	A total of all purchases related to upkeep and maintenance of properties owned by TCHC.
Contract / CFP Costs	A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.
<b>TOTAL ORDINARY MAINTENANCE</b>	A total of all ordinary maintenance and building operation expenditures.
<b><u>GENERAL EXPENSE</u></b>	
Insurance	A total of all insurance monies paid by TCHC related to all operations.
Payment in Lieu of Taxes	Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.
Collection Losses	A total amount of losses from rents when residents vacate units owing monies.
Interest Expense / Other	Misc.
<b>TOTAL GENERAL EXPENSE</b>	A total of all general expense expenditures.
<b><u>EXTRAORDINARY / CASUALTY*</u></b>	
	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
<b>TOTAL OPERATING EXPENSES</b>	A grand total of all expenses.
<b>NET OPERATING INCOME (LOSS)</b>	This amount reflects total income over total expenses.
<b><u>PROPERTY IMPROVEMENTS/EQUIP*</u></b>	
	A total of all property and equipment purchased above \$1,500 capitalization threshold - plus all appliances. This category utilizes prior year(s) receipts of funding.
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	Final amounts to be determined by accountants.

\* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT  
END OF DECEMBER 2018**

**PUBLIC HOUSING**

Chemical Bank	Checking	\$	16,784.04	
4Front Credit Union	Savings	\$	6,616.36	
TC State Bank	1051647	\$	163,737.22	
TC State Bank	53691	\$	42,513.08	
Huntington Bank	1388434863	\$	163,214.19	
TC State Bank	ICS Acct	\$	76,193.82	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	3.77	
Huntington Bank	1388405232	\$	26,831.69	
Chemical Bank	CD 806592	\$	52,691.36	Certificate of Deposit
<b>SUB TOTAL</b>		<b>\$</b>	<b>548,585.53</b>	

**HOUSING CHOICE VOUCHER**

PNC	Checking	\$	113,543.32	
Chase Bank	135080088317	\$	45,614.79	Escrow Account
<b>SUB TOTAL</b>		<b>\$</b>	<b>159,158.11</b>	

**OTHER**

Reserves*/FSS/CFP		\$	487,456.53	Restricted
<b>SUB TOTAL</b>		<b>\$</b>	<b>487,456.53</b>	
<b>TOTAL Cash &amp; Cash Equivalents</b>		<b>\$</b>	<b>1,195,200.17</b>	

\* as of December 31, 2017

# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2018 YTD ACTUAL*	FY 2019 BUDGET	NOVEMBER 2018 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
<b>OPERATING INCOME</b>					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 38,445.00	\$ 186,688.00	42.92%
Investment Interest	2,514.86	2,750.00	238.20	1,071.85	38.98%
Program Income: HCV	1,059,768.00	1,067,750.00	96,493.00	473,226.00	44.32%
Program Income: FSS	67,102.00	67,500.00	-	22,408.00	33.20%
Earned Income	159,523.99	196,700.00	14,315.77	80,981.99	41.17%
HUD Property Subsidy	243,751.00	250,000.00	-	84,259.00	33.70%
CFP / Draw on Surplus	59,990.87	220,000.00	-	-	0.00%
<b>TOTAL OPERATING INCOME</b>	<b>\$ 2,024,326.72</b>	<b>\$ 2,239,700.00</b>	<b>\$ 149,491.97</b>	<b>\$ 848,634.84</b>	<b>37.89%</b>
<b>OPERATING EXPENSES</b>					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 16,430.86	\$ 89,635.97	38.47%
Benefits	72,038.35	74,184.41	9,969.40	41,418.57	55.83%
Compensated Absences	(5,852.01)	(1,500.00)	-	-	0.00%
Legal	6,330.00	20,000.00	-	2,327.00	11.64%
Travel / Staff Training	9,548.23	17,500.00	1,008.68	3,556.45	20.32%
Accounting / Auditing	20,272.92	27,000.00	1,234.41	6,104.55	22.61%
General Office Expenses	60,625.25	72,500.00	8,582.34	31,063.45	42.85%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 376,711.69</b>	<b>\$ 442,684.41</b>	<b>\$ 37,225.69</b>	<b>\$ 174,105.99</b>	<b>39.33%</b>
<b>TENANT PROGRAMS &amp; SERVICES</b>					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ 171.90	\$ 3,724.75	41.39%
Cable Television	38,953.19	38,960.00	3,287.38	16,446.74	42.21%
HAP	1,042,669.42	1,028,250.00	87,251.00	442,221.00	43.01%
<b>TOTAL TENANT PROGS / SERVICES</b>	<b>\$ 1,087,959.45</b>	<b>\$ 1,076,210.00</b>	<b>\$ 90,710.28</b>	<b>\$ 462,392.49</b>	<b>42.96%</b>
<b>UTILITIES</b>					
Water	\$ 15,395.02	\$ 15,500.00	\$ 2,084.54	\$ 8,832.37	56.98%
Electricity	130,384.39	150,000.00	7,323.68	31,732.49	21.15%
Gas	15,989.15	21,500.00	101.50	1,035.42	4.82%
<b>TOTAL UTILITIES</b>	<b>\$ 161,768.56</b>	<b>\$ 187,000.00</b>	<b>\$ 9,509.72</b>	<b>\$ 41,600.28</b>	<b>22.25%</b>
<b>MAINTENANCE / BUILDING OPERATION</b>					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 9,865.00	\$ 48,584.01	38.33%
Maintenance Benefits	36,166.15	48,093.50	3,441.89	19,228.31	39.98%
Materials	23,143.74	37,500.00	3,253.80	14,153.75	37.74%
Contract / CFP Costs	176,147.34	195,000.00	9,225.16	75,355.47	38.64%
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>\$ 339,090.20</b>	<b>\$ 407,333.50</b>	<b>\$ 25,785.85</b>	<b>\$ 157,321.54</b>	<b>38.62%</b>
<b>GENERAL EXPENSE</b>					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 2,680.18	\$ 13,371.54	42.45%
Payment in Lieu of Taxes	25,226.86	24,500.00	2,041.67	9,946.68	40.60%
Collection Losses	798.66	5,000.00	-	-	0.00%
Interest Expense / Other	29,143.21	33,000.00	-	-	0.00%
<b>TOTAL GENERAL EXPENSE</b>	<b>\$ 84,374.40</b>	<b>\$ 94,000.00</b>	<b>\$ 4,721.85</b>	<b>\$ 23,318.22</b>	<b>24.81%</b>
<b>EXTRAORDINARY / CASUALTY</b>					
	\$ 1,243.95	\$ 10,000.00	\$ 100.00	\$ 100.00	1.00%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,051,148.25</b>	<b>\$ 2,217,227.91</b>	<b>\$ 168,053.39</b>	<b>\$ 858,838.52</b>	<b>38.73%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (26,821.53)</b>	<b>\$ 22,472.09</b>	<b>\$ (18,561.42)</b>	<b>\$ (10,203.68)</b>	
<b>PROPERTY IMPROVEMENTS/EQUIP*</b>	<b>\$ (65,797.00)</b>	<b>\$ (20,000.00)</b>	<b>\$ (8,473.00)</b>	<b>\$ (26,221.25)</b>	
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	<b>\$ (92,618.53)</b>	<b>\$ 2,472.09</b>	<b>\$ (27,034.42)</b>	<b>\$ (36,424.93)</b>	

\* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT  
END OF NOVEMBER 2018**

**PUBLIC HOUSING**

Chemical Bank	Checking	\$	28,625.17	
4Front Credit Union	Savings	\$	6,614.70	
TC State Bank	1051647	\$	163,638.14	
TC State Bank	53691	\$	42,480.77	
Huntington Bank	1388434863	\$	163,187.37	
TC State Bank	ICS Acct	\$	76,129.15	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	17,672.36	
Huntington Bank	1388405232	\$	26,825.99	
4Front Credit Union	CD 16525-S100	\$	-	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,691.36	Certificate of Deposit
<b>SUB TOTAL</b>		<b>\$</b>	<b>577,865.01</b>	

**HOUSING CHOICE VOUCHER**

PNC	Checking	\$	113,254.40	
Chase Bank	135080088317	\$	45,614.41	Escrow Account
<b>SUB TOTAL</b>		<b>\$</b>	<b>158,868.81</b>	

**OTHER**

Reserves*/FSS/CFP		\$	487,456.53	Restricted
<b>SUB TOTAL</b>		<b>\$</b>	<b>487,456.53</b>	
<b>TOTAL Cash &amp; Cash Equivalents</b>		<b>\$</b>	<b>1,224,190.35</b>	

\* as of December 31, 2017

# TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
<b>TCHC By-Laws</b>	October 19, 2004	May/June 2017	June 2018	June 22, 2018
<b>ACOP (Admission &amp; Continued Occupancy Policy)</b>	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
<b>ADMIN (Administrative Plan HCV)</b>	January 1, 2005	March 2016	Annual	March 25, 2016
<b>Anti-Bullying &amp; Hostile Environment Harassment Policy</b>	August 25, 2017	Summer 2017	April 2018	August 25, 2017
<b>Asset / Physical Plant Management Addendum</b>	January 22, 2016	January 2016	NA	January 22, 2016
<b>Attendance Policy</b>	June 23, 2017	June 2017	NA	June 23, 2017
<b>Board Orientation Policy</b>	February 2013	September 2017	NA	September 29, 2017
<b>Camera Policy</b>	September 29, 2017	September 2017	NA	September 29, 2017
<b>Capitalization Policy</b>	March 18, 2003	February 20, 2006	March 2018	March 23, 2018
<b>Certificate of Deposit Signatories Authorization Policy</b>	Unknown	Unknown	TBD	
<b>Check Signing Policy</b>	December 2004	March 2017	NA	March 24, 2017
<b>Civil Rights Policy</b>	September 11, 1996	None	TBD	
<b>Code of Conduct Policy</b>	September 28, 2012	January 11, 2013	May 2018	May 25, 2018
<b>Community Room Policy</b>	February 2006	March 2016	NA	March 25, 2016
<b>Community Service Policy</b>	July 19, 2005	July 15, 2008	May 2018	May 25, 2018
<b>Credit Card Policy</b>	October 20, 2015	October 2015	NA	October 20, 2015
<b>Deceased Resident Policy</b>	April 5, 1988	April 2016	NA	April 22, 2016
<b>Disposition Policy</b>	June 25, 1985	Unknown	TBD	
<b>Document Retention Policy</b>	Unknown	Unknown	Winter 2019	
<b>Doubtful Account Write-Off Policy</b>	March 18, 2001	January 2017	NA	January 27, 2017
<b>EIV Policy</b>	April 17, 2006	June 30, 2012	March 2018	March 23, 2018
<b>Emergency Closing Policy</b>	April 18, 2006	February 2016	NA	February 26, 2016
<b>Emergency Transfer for Victims of Domestic Violence Policy</b>	August 25, 2017	August 2017	NA	August 25, 2017
<b>Equal Housing Opportunity Plan</b>	March 8, 1990	None	TBD	
<b>Family Self Sufficiency Action Plan</b>	August 31, 1998	September 2016	NA	September 23, 2016
<b>Freedom of Information Policy</b>	June 16, 2015	June 2015	NA	June 16, 2015
<b>Grievance Policy</b>	Unknown	Unknown	TBD	
<b>Hazard Communication Policy</b>	February 18, 2003	July 1, 2011	February 2019	

# TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
<b>Housekeeping &amp; Sanitary Standards Policy</b>	NEW	None	February 2019	
<b>Inventory Policy</b>	Unknown	August 2016	NA	August 26, 2016
<b>Investment Policy</b>	June 25, 1985	Unknown	TBD	
<b>Key (Master) Policy</b>	July 18, 2006	April 2016	NA	April 22, 2016
<b>Maintenance Policy</b>	Unknown	Unknown	TBD	
<b>Pet Policy</b>	April 20, 2010	October 2016	NA	October 28, 2016
<b>Petty Cash Policy</b>	Unknown	Unknown	TBD	
<b>Personnel Policy / Employee Handbook</b>	Unknown	August 2017	August 2020	August 25, 2017
<b>Pest Control Policy</b>	February 18, 2003	May 1, 2008	November 2018	November 30, 2018
<b>Procurement Policy</b>	May 1, 1990	Unknown	TBD	
<b>Public Housing Maintenance Plan</b>	Unknown	Unknown	TBD	
<b>Reasonable Accommodation</b>	April 19, 2011	Unknown	TBD	
<b>Rent Collection Policy</b>	April 5, 1988	None	NA	October 27, 2017
<b>Residential Lease Agreement</b>	Unknown	Unknown	September 2018	On-Going
<b>Safety &amp; Evacuation Policy</b>	December 19, 2006	December 19, 2008	Spring 2018	On-Going
<b>Schedule of Excess Utility Charges Policy</b>	February 14, 1989	April 2017	NA	April 28, 2017
<b>Schedule of Maintenance/Repair Charges Policy</b>	April 7, 1992	None	TBD	
<b>Sexual Harassment Policy</b>	September 11, 1996	None	TBD	
<b>Smoke-Free Properties Policy</b>	December 19, 2006	September 18, 2012	September 2017	February 23, 2018
<b>Social Media Policy</b>	August 26, 2016	August 2016	NA	August 26, 2016
<b>Social Security Number Privacy Policy</b>	January 22, 2016	January 2016	NA	January 22, 2016
<b>Succession Plan</b>	May 15, 2007	July 17, 2014	NA	December 1, 2017
<b>Transfer Policy</b>	Unknown	Unknown	TBD	
<b>Travel Policy</b>	February 18, 2003	August 21, 2012	June 2018	June 22, 2018
<b>Tresspass Policy</b>	Unknown	Unknown	TBD	
<b>Vehicle Policy</b>	August 2006	February 2011	February 2018	March 23, 2018


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** January 25, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Rental Assistance Demonstration (RAD) Resident Information

**MESSAGE:**

We held a meeting in December and I was able to announce that we have been contacted by the HUD RAD Office and that we were approved to move forward with a full application. While this may seem like a complicated process, we have been assigned a “RAD Transaction Manager” to assist us through our submission process. At the time of this meeting, I had not yet met with our assigned manager but I would have more to report next month.

Last week, we held another monthly RAD meeting and it was attended by several residents. This time, we held the meeting in the afternoon per a request from residents. I announced that we are just beginning the process to convert our properties to the RAD program. The government shutdown did cause us to miss a preliminary deadline but our RAD consultant said that we will have an automatic extension due to the lack of staff in the field office [this has been our experience with the other two shutdowns during this administration]. I have had two conversations with our RAD Transaction Manager. We will hold monthly conference calls to keep us on track.

The attached handout was distributed and discussed. Future meetings are announced in the Riverview Terrace Monthly Newsletter.

**ATTACHMENT:** HUD Handout – Distributed to Residents at Meeting and available in office

# RENTAL ASSISTANCE DEMONSTRATION (RAD)

## FACT SHEET #8: RENEWING YOUR LEASE

### WHAT IS RAD?

The **Rental Assistance Demonstration (RAD)** is a program of the Department of Housing and Urban Development (HUD) that seeks to **preserve affordable housing**.

Public housing across the country needs more than \$26 billion in repairs and many public housing agencies (PHAs) do not have enough money to keep units in good condition. RAD provides PHAs a way to stabilize, **rehabilitate**, or replace properties.



### WHAT IS A LEASE?

A **lease** is a legally binding contract between your PHA and you, the tenant. The lease explains the rules for living in your unit. At conversion, your public housing lease will be terminated and you will be asked to sign a new Section 8 lease. The property owner cannot rescreen you as a condition to sign this lease, as you have a right to remain in your unit.

### WHAT IF MY PHA STARTED AN EVICTION BEFORE RAD?

#### FACT SHEETS FOR PUBLIC HOUSING RESIDENTS

This series of fact sheets is intended to help residents of public housing learn about RAD. All fact sheets are posted on RAD's website at [www.hud.gov/rad](http://www.hud.gov/rad), under the 'Residents' tab. This fact sheet discusses RAD rules related to the renewal of your lease.

If your PHA sent you a lease termination notice and began your **eviction** process prior to RAD, the PHA must continue to follow all required procedures, such as allowing you to file a **grievance** and request a **hearing**. RAD does not allow the PHA to skip these steps and immediately evict you.

### WHAT ARE THE RULES FOR RENEWING MY LEASE?

In public housing, as well as for PBV and PBRA, your lease will renew each year, unless **good cause exists** not to renew the lease. If your lease is not renewed, you have the right to file a **grievance** and request a hearing, unless the right is not provided under the terms of the lease, usually for criminal activity.





**YOUR LEASE MAY NOT BE RENEWED OR MAY BE ENDED IF YOUR PHA HAS **GOOD CAUSE**, THAT IS IF YOU...**

- **Fail to make payments** due under the lease, such as rent or utility payments.
- **Fail to follow the rules** listed in the lease, such as keeping your unit clean and safe.
- Are involved in **criminal activity or alcohol abuse**, depending on the type of the crime.
- Made **false statements** in your initial application or during your annual re-examination.
- **Do not accept changes** to an existing lease. For example, you fail to sign a lease addendum which increases late fees for a late rental payment.

**DEFINITIONS:**

- **Cause** – Reason for not renewing your lease in cases when you seriously and repeatedly violate your lease terms.
- **Eviction** – The termination or non-renewal of your lease by the property owners. This action requires the tenant to leave your unit.
- **Grievance** – Any dispute you may have with a property owner involving your lease or owner actions that you believe negatively affect you.
- **Informal Hearing** – A hearing held when you, the tenant, do not agree with a decision made about your lease. The hearing is conducted by a neutral person.
- **Lease** - A legally binding contract between a property owner and you, the tenant, that explains the terms for living in your unit.
- **Lease Termination** – The process of ending your lease.
- **Renewal of Lease** - The process of making your lease effective for another year.

Under the PBV and PBRA programs, if the property owner has good cause to end your lease, they must give you the same type of written notice as required in public housing.

They will notify you of your ability to request an **informal hearing**, except in a few cases where the right is not provided under the lease (for example, for criminal activity). The owner will also need to follow state and local laws related to evictions.



**Traverse City  
Housing Commission**  
*a Public Housing Authority*

## **NEW BUSINESS**

Memorandum on Family Self-Sufficiency Escrow Disbursement Request

Memorandum on 2019 Commission Committee Assignments

Memorandum on HUD Plan for “Repositioning” Public Housing

Memorandum on RAD Preliminary Financing Plan


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** January 25, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Angie Szabo, FSS Coordinator   
**SUBJECT:** FSS Escrow Disbursement Request

**MESSAGE:**

As mentioned in the Monthly FSS Report, we have one (1) FSS Program Participants who has requested disbursement from their escrow accounts.

Participant No. V-001-05208 has been in the FSS program since 2014 and has requested an early graduation from the FSS program. She has just under six months left on her contract but has completed all of her goals including obtaining her Associates Degree, gainful employment, repairing her credit, and completing the homeownership class at NMCAA. She has continued to utilize the program's resources and will exit as one of our most successful graduates. Her total escrow balance is \$12,712.05.

Total Escrow amount to be distributed is \$12,712.05.

On January 10, 2019 the FSS Program Coordinating Committee approved the disbursement to V-001-05208 in the amount of \$12,712.05; therefore, I respectfully request a motion to disburse the full amount.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** January 25, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** TCHC Committee Assignments

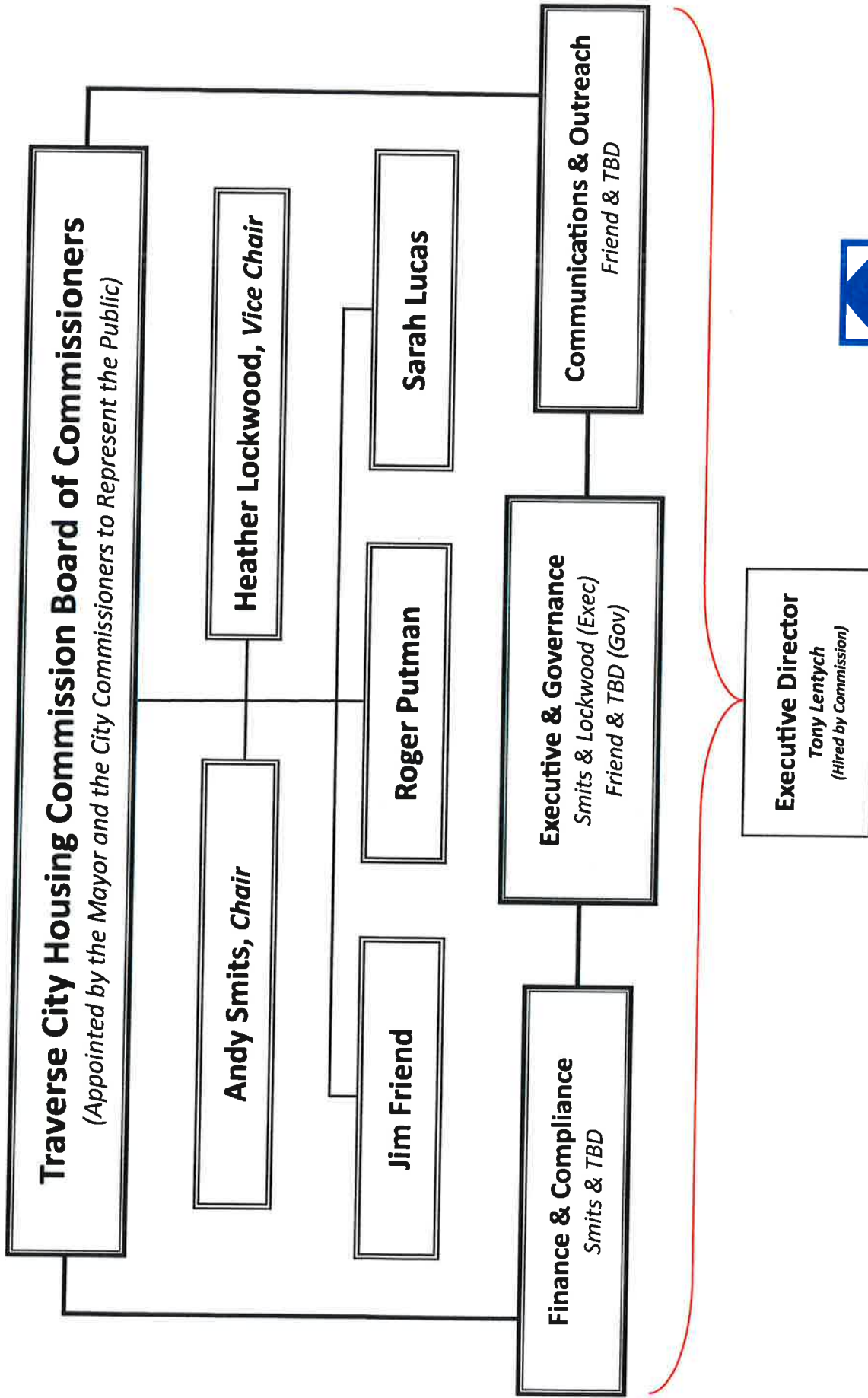
**MESSAGE:**

Attached you will find our most recent Commissioner Organizational Chart. On it you will see our basic committee structure and which Commissioners currently populate our committees. With two new Commissioners at the table, now is a good time to re-populate these committees so that we can start holding more regular meetings.

I am also attaching the original descriptions on these committees that were the result of our most recent strategic planning sessions at the end of 2015. Some things may have evolved or changed since then but the original purpose and responsibilities are worth reviewing.

**ATTACHMENT:** TCHC Commissioner Organizational Chart  
Strategic Planning Committee Descriptions

# TCHC ORGANIZATIONAL CHART



## **EXECUTIVE & GOVERNANCE COMMITTEE**

### **Purpose:**

The Executive/ Governance Committee supplements the work of the entire Board and serves to strengthen board practices and ensures that the work of the Board is consistent with its mission. It examines how the board is functioning, how board members communicate, and whether the Board is fulfilling its responsibilities and living up to the objectives and aspirations set for itself and the organization. The Board Chair may also choose to convene the Executive & Governance Committee for planning purposes or in-depth discussion on a specific topic.

### **Primary Responsibilities:**

- Develop the Board including strong Board practices, procedures and culture
- Carry out specific directions of the board, and take action on policies affecting the work of the executive committee or when the full board directs the committee to do so.
- Initiate the board's involvement in establishing a strategic framework or direction.
- Lead the board's efforts in developing the strategic plan.
- Observe and nurture potential leaders within the Board and monitor/track Board members' eligibility for re-appointment by the mayor.
- Orients new Board members to ensure that they have adequate materials and understand their roles and responsibilities.
- Involves Board members in "continuing education." The Board Development Team can update Board members (about new programs, etc.) and continues to improve their skills as Board members.
- Establishes an effective communications network to keep Board members apprised of activities through emails, board and committee minutes, reports, and phone calls.
- Annually leads the Board in its self-assessment and develop recommendations to the board for self-improvement.
- Review and update ALL TCHC policies.
- Represents and serves as ambassadors for the organization, adheres to its principles and promotes a positive image.

### **Structure:**

Two Board members including Board chair – additional members may include former board members. The Executive Director is an ex officio member. Reports routinely to the Board and submits routine reports.

### **Schedule:**

Meets monthly or on an as needed basis.

## **FINANCE & COMPLIANCE COMMITTEE**

### **Purpose:**

The Finance and Compliance Committee works with the Executive Director to insure the financial health and legal compliance for the organization. It works with the Executive Director and staff to generate the required monthly financial reports for the Board, develop the draft budget, anticipate future financial needs, and addresses financial issues that relate to providing adequate resources for operations. The Committee is also responsible for conducting an annual external financial audit (including the selection and rotation of the lead auditor), presenting the final audit to the board for approval and ensuring appropriate financial controls are in place. The Committee assumes responsibility for reviewing and updating financial policies.

### **Primary Responsibilities:**

- Develops and reviews a compliance checklist on a regular schedule including insurance policies and regulatory requirements.
- Monitors HUD compliance.
- Develops with the Executive Director and staff to develop the draft annual budget prior to final submission to Board.
- Determines necessary board financial reports and format.
- Prepares financial reports as needed.
- Monitors financial reports and identify potential financial issues.
- Monitors checking account and cash flow/ balance.
- Conducts financial forecasts and project future needs.
- Identifies process and timing for conducting audit including selection of auditor.
- Facilitates audit process; ensure access to required information and records that is provided to the auditors.
- Reviews initial audit reports.
- Provides final report and explanations to Board.
- Represents and serves as ambassadors for the organization, adheres to its principles and promotes a positive image.

### **Structure:**

The Finance and Compliance Committee includes the Board Chair, one other Board member and non-Board members who are potential candidates for the Board. The Executive Director is an ex officio member. Reports routinely to the Board and submits routine reports.

### **Schedule:**

Meets at a minimum on a quarterly basis.

## **COMMUNICATIONS & OUTREACH COMMITTEE**

### **Purpose:**

The Communications & Outreach Committee is responsible for developing and overseeing the organization's overall outreach, advocacy and relationship building activities.

### **Primary Responsibilities:**

- Promote the organization's image, visibility and case for support.
- Outline key communication objectives and messages for the community and identify approaches to reach specific audiences.
- Establish a communication plan that is consistent with the overall strategic plan of the organization.
- Establish identity standards and guidelines which ensure the establishment of a consistent brand and image for the organization.
- Outline specific marketing and visibility activities which promote public understanding and the case for supporting the organization to the public.
- Create a media relations protocol, media release template, and media contact list.
- Develop an outreach strategy which includes presentations to key constituents.
- Further develop the website and social media strategy.
- Evaluate and refines strategies to insure their successful execution.
- Develop prospects, donor, and other mailing/ contact lists.
- Responsible for reviewing the statutory Annual Report that is presented to the City of Traverse City Commission.
- Serve as an ambassador and promote the organization's image, visibility and case for support within the community.

### **Structure:**

Three or more members including both Board and non-Board members who are potential candidates for future board seats; reports routinely to the Board and submits routine reports. The Executive Director and Board Chair are ex officio members.

### **Schedule:**

Once established, meets monthly.



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** January 25, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director  
**SUBJECT:** Conference Call on "Repositioning" Public Housing Assets

**MESSAGE:**

On December 20, 2018, I participated in a conference call hosted by Doug Gordon Director, Office of Public Housing for the Michigan HUD Field Office. The purpose of the conference call was to discuss the "plans" that HUD has for what they term, "Repositioning" Public Housing Assets – like Riverview Terrace and Orchardview Townhomes. Attached you will find some of the materials from that call. I plan to review it with you at the meeting. We do not need to respond in any way, but the materials may be useful when we discuss our RAD Financing Plan.

"Repositioning" is an all-encompassing term but for us, RAD is what matters and we are already in the process of converting, albeit very early in the process.

**ATTACHMENTS:** Presentation Materials

# Repositioning Public Housing

Detroit HUD Field Office  
PHA Conference Call  
December 20, 2018



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## Michigan – A Talented Club of Agencies

### Statewide Performance Trends (9/30/17-6/30/18)

#### Michigan Public Housing Units

		PHAS Score Range	PHAs with PHAS Score	Percent to Total
ACC Units	21,147	Greater than or equal to 90 points	58	56.31%
APG Occupancy Rate Including RAD and Non-RAD Units	94.23%	Between 80 - 89 points	24	23.30%
		Between 70 - 79 points	12	11.65%
Assisted Tenants Occupied	<u>19,863</u>	Between 60 - 69 points	7	6.80%
		Below 50 points	2	1.94%
		Total	103	100.00%

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## Challenges of the Operating Environment

It is a challenging Environment!

- Funding Uncertainty
- Unfunded Capital Improvements
- Unfunded Requirements
- New Reporting Systems
- New Federal Initiatives
- Complex regulations
- Consistent regulatory changes
- Community Considerations and Pressures

HOW DO I...?

- Maintain Quality Units
- Meet tenant needs for social services
- Respond to ebb and flow of new federal initiatives
- Mitigate Risks
- Manage to maintain compliance (Federal, State, Local)
- Fulfill federal, state and local reporting requirements
- Effectively perform day to day management (personnel, local politics, training, internal controls & etc.)

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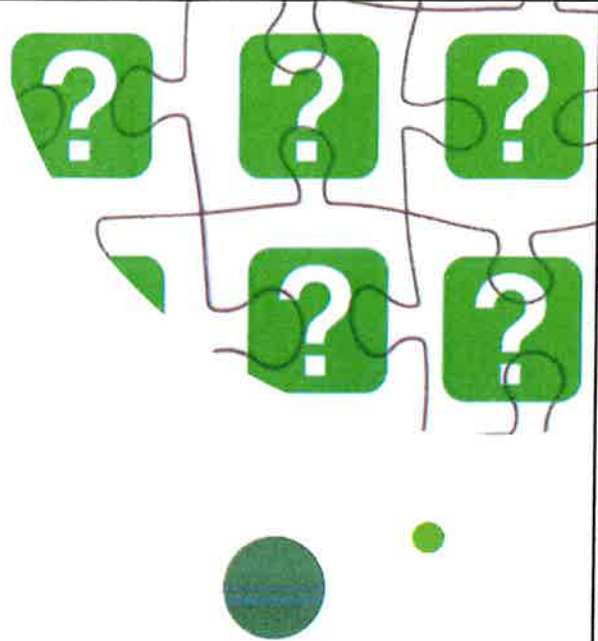
What are Your Observations of our Operating Environment?

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4

How Have You Been Responding?



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### Observations From the 16<sup>th</sup> Floor of the McNamara Federal Building

- Intergovernmental Agreements – PHAs being managed by other PHAs.
- Governance Issues: Difficulty in locating Executive Directors, key management and front-line positions. Difficulty in receiving Board appointments and building capacity of Board members.
- Aging developments with major capital needs and an increase in emergency CFP funding requests.
- Scattered site units that are obsolete and, in many cases, difficult to manage and service.
- Increase in environmental concerns/hazards – LBP, Mold, Infestation
- In some cases, citizens living in conditions that are not suitable to their health and safety.
- Continued competition with newer affordable housing developments.

6



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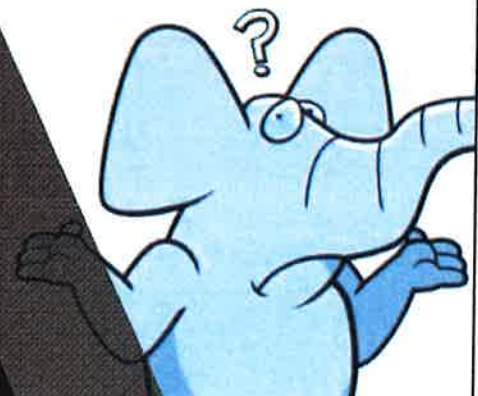
OFFICE OF PUBLIC & INDIAN HOUSING

- Difficulty in sustaining compliance with federal and financial regulations. Due, in part, to funding reductions, complexity of regulations, the difficulty in sustaining proper staffing levels and consistent quality control and internal control practices.
- Increase risk management concerns – property damage, capital emergencies, audit findings (IPA, OIG, Field Office).
- Continued pressures for service fees from municipalities.
- Heightened enforcement of Repayment Agreements and an increase in the number of Repayment Agreements.

## Observations From the 16<sup>th</sup> Floor of the McNamara Federal Building

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Wait a Minute – I  
thought  
this call was about  
Repositioning!



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Having trouble viewing this email? [View it as a Web page](#)



**U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

WASHINGTON, DC 20416-5000

GENERAL DEPUTY ASSISTANT SECRETARY  
FOR PUBLIC AND INDIAN HOUSING

November 13, 2018

Dear Executive Director,

As you know, the capital needs of our nation's public housing inventory has outpaced Federal funding for much of the past decade. In 2010, HUD conservatively estimated the public housing capital needs backlog at almost \$26 billion, and we believe this figure continues to grow at around \$3.5 billion every year. The public housing industry also faces barriers in accessing other forms of affordable housing financing commonly available in the private market. Some PHAs are understandably struggling to preserve the quality of these important affordable housing resources which serve 1 million families nationwide.

Under the leadership of Secretary Carson, the Office of Public and Indian Housing (PIH) is focusing on repositioning public housing by providing PHAs with additional flexibilities, allowing communities to develop locally appropriate strategies to preserve affordable housing. The Department set a goal to reposition



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## What is HUD Trying to Do and Why?

- **The Need:** Federal funding does and will not meet growing public housing rehabilitation needs. As more units fall into disrepair, fewer families will have access to livable units.
- **Our Responsibility:** HUD, PHAs, and other local stakeholders are collectively responsible for being the best stewards of incredibly important and limited affordable housing resources.
- **Goal:** HUD will work with PHAs to voluntarily reposition public housing units to preserve their local affordable housing resources.
  - Through its goal to reposition 105K units of public housing before September 30, 2019, the Department is working to provide PHAs with more repositioning options and operating flexibilities.

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## What is HUD Trying to Do and Why

- **How:** We've focused PIH staff on this effort and are increasing staff and PHA capacity through training and technical assistance
- **When: NOW.** We must continue to seek innovative approaches to preserve the decades-long investment into public housing. This effort is already underway and will be a major focus of HUD staff in 2019.
- **Longer-term:** This effort will help set public housing on a more financially sustainable path to serve the greatest number of families with limited federal funding AND preserve affordable housing resources for decades to come.

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## What does this mean for residents?

- Continued availability of assistance. No one should ever lose housing because of repositioning.
- More flexibility to move to better housing and/or places of opportunity.
- Physical units that are more sustainable.



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## Is HUD Requiring PHAs to Reposition????

Decision to reposition is 100% up to the PHA & PHA Governance.

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## The Repositioning Tool Box



### Section 9 (Public Housing) Options

- Mixed-Finance Development
- Choice Neighborhoods
- Operating Fund Financing Program
- Capital Fund Financing Program
- Energy Performance Contracts

### Conversion to Section 8 Options

- Section 18 Demo/Dispo
- Rental Assistance Demonstration (RAD)
- RAD/Section 18 Blends
- Voluntary Conversion



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## Section 18 Enhancements

**Demolition:** Clarifies/broadens demolition criteria to include costs required by local building codes and federal accessibility requirements

**Disposition:** New eligibility

- Unsustainable scattered site units (4 units or less) on non-contiguous sites
- Units owned by PHA with 50 or fewer units (including former large PHAs with only 50 units left)
- RAD/Section 18 blend
  - All units must be project-based, but up to 25% can be project-based under Section 18 + TPVs, with remaining 75% project-based under RAD
  - Project cannot be financed with 9% tax credits
  - Construction costs must meet 60% of Hard Construction Cost (HCC) limits
- More Efficient or Effective
  - Allows for disposition where replacement units (Public Housing or Section 8) will be more **efficient or effective**
  - TPVs for 25% of **occupied** units
  - No minimum number of replacement units required, but PHA must have sufficient relocation resources for residents
  - No obsolescence test

[Notice PIH 2018-04](#)

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## Voluntary Conversion

### Vouchers Cost Less than Public Housing (24 CFR 972)

- Conversion assessment must show:
  - Vouchers cost less than public housing for useful life (Excel Cost-test Spreadsheet)
  - Residents will succeed in using tenant-based assistance (Rental Market Analysis)
  - No Negative Neighborhood Impact (affordable housing supply, poverty concentration)
  - Plan for conversion implementation (including planned future use)
- Residents may remain if project used as housing after conversion
- PHA eligible to receive TPVs

[Notice PIH 2014-14](#)

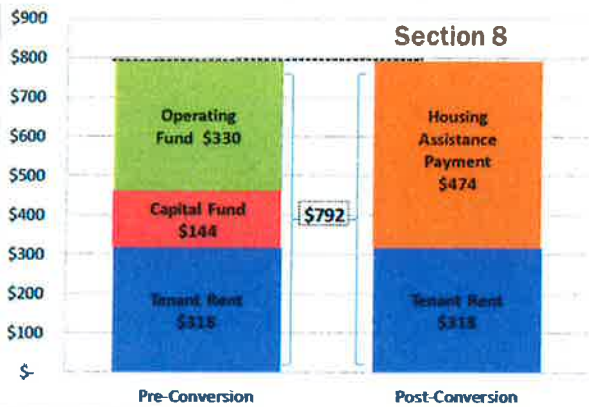
16



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# RAD

**RAD Converts Public Housing Operating and Capital Funds into a long-term Section 8 Project-based Assistance Contract**




Category	Pre-Conversion	Post-Conversion
Operating Fund	\$330	-
Capital Fund	\$144	-
Tenant Rent	\$318	\$318
Housing Assistance Payment	-	\$474
<b>Total Section 8</b>	<b>\$792</b>	<b>\$792</b>

**Program Highlights:**

- RAD allows PHAs to convert their existing public housing subsidy into a project-based Section 8 subsidy – either Section 8 PBV or PBRA;
- Up to 455,000 public housing units authorized to convert (currently, no waiting list)
- Section 8 Contract Rents set based on current public housing funding (“2018 RAD Rents” coming soon) with certain flexibilities available


[Notice PIH-2012-32 \(HA\), H2017-03 REV-3](#)

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# RAD



**Program Highlights**

- Converting property undergoes a Capital Needs Assessment (CNA) to identify immediate and long-term needs
- Long-term Section 8 contract allows access to private sources of capital (LIHTC, debt);
- PHAs can use existing public housing funds to support conversion (i.e., pre-development costs, rehab, establish property reserves, etc);
- PHAs can rehab existing site, demolish & rebuild, or transfer assistance to a new location;
- Resident right of return and prohibition against re-screening; and
- Streamlined conversion for very-small PHAs (50 units or less).

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Asset Reporting Overview  
Chart does not replace formal HUD Guidance. Check HUDCLIPS for complete and current policies and regulations.

Discussion Purposes Only


UNOFFICIAL							UNOFFICIAL						
Program	Eligible for RAD	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI	Eligible for PFI
...	...	...	...	...	...	...	...	...	...	...	...	...	...

# Targeted Possible Units

75 PHAs / 7,572 units meet repositioning criteria  
Goal is to reposition them by Sept. 30, 2019

- Criteria (A PHA may meet one or several criteria)
  - Small PHA (<50 units) – 21 PHAs / 470 units
  - Scattered Sites – 54 PHAs / 2,991 units
  - RAD – 16 Projects / 1,402 units in conversion process
  - Troubled – 7 PHAs / 555 units
  - Substandard Physical – 16 PHAs / 3,812 units
  - Recovery Agreement w/Reposition Clause – 4 PHAs / 2,552 units

Of the 75 PHAs targeted, 35 do not currently run HCV programs




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## What is the Field Office Trying Do?

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- Step 1 – Identify PHAs that are “Possible” candidates for partial/full repositioning.
- Step 2 – Determine which PHAs are “Probable” candidates for repositioning.
- Step 3 – Assist PHAs that want to “commit” to one or more repositioning options

**Throughout these steps, the Field Office will provide or coordinate technical assistance and will assist in dialogue with Board members and elected officials.**



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## Where do I start?

- Step 1: Consider your options
- Step 2: Talk to your PHA Board
- Step 3: Talk to your residents and community stake holders

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## Repositioning Tools

1. Rental Assistance Demonstration (RAD)
2. Section 18 Demolition or Disposition
3. RAD/Section 18 Blend
4. Voluntary Conversion
5. Transfers/Consolidations



Which works best for your properties?



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Did you know?

- The Transfer of Assistance Authority of RAD allows PHAs to move project-based assistance to neighborhoods of opportunity;
- Through Transfers of Assistance, PHAs may also leverage high-value public housing properties;
- If a PHA doesn't operate a Housing Choice Voucher program, they can still convert to Section 8 Project Based Rental Assistance through RAD, or partner with a PHA that operates HCV;
- New authority to remove up to 25 percent of a RAD project through a Section 18/RAD Blend can significantly increase the potential revenue of a RAD conversion; or
- To request a Section 18/RAD Blend, the PHA starts by submitting a regular RAD application.

Or, did you know?

- Small PHAs (50 units and under) with public housing units can reposition through streamlined RAD approval or Section 18 disposition;
- RAD allows the PHA to retain title to property or partner with a third party; Section 18 requires a transfer to a third-party (i.e., sale or ground lease);
- In both cases, PHAs must close-out their public housing Annual Contributions Contract (ACC);
- PHAs that want to reposition through Section 18 (but no voucher program), need to find a Voucher Agency to administer TPVs;
- PHA must decide what to do with assets and liabilities; and
- Possible to consolidate, join a consortium, transfer, or close down all together.



**PIH**

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Or, did you know?

HOTMA makes it easier for PHAs to use Project-Based Vouchers (PBVs) in former public housing properties on the same or contiguous site.

1. Units not subject to PBV program unit limitation (PHA-wide);
2. Units not subject to income-mixing requirement (at a particular property); and
3. PHA can attach PBVs where it has an ownership interest or control, without following a competitive process.

AND, HUD will now provide replacement TPV assistance to any unit that is occupied within **24 months** of HUD Demo Dispo Application approval.

[Notice PIH 2017-21](#)



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## Key Considerations for a PHA: Are your properties sustainable?

- What are the capital needs of the property?
- How much does it cost to operate?
- What does future HUD funding look like?
- What is the market demand?
- Does the property have existing debt or other obligations?



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## Key Considerations for a PHA: How is your PHA doing?

- Do you have sufficient program reserves?
- What do your administration costs look like?
- Do you run an HCV program?
- Do you have any staffing concerns, or significant liabilities?



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## Key Considerations for a PHA: What is best for your community?

- Is the property in a good location for resident opportunities?
- Could you leverage the property's value and replace units somewhere else?
- What types of HUD programs do you want to administer?
- Who will own the property?
- Who will manage the property?



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## HUD Tools to Help You Assess Your Portfolio

Go to [www.hud.gov/RAD/library/notices](http://www.hud.gov/RAD/library/notices)

### RAD TOOLS

The below guides and resources may be useful for PHAs that may be considering applying or are planning for a RAD 1 Conversion.

▶ **Modified 2016 Rents:** The table includes HUD's calculations of RAD Contract Rents for each public housing property based on 2016 Operating Fund and Tenant Rent Levels and 2016 Capital Fund levels. These rents will form the basis of the conversion rents for properties awarded CHAPs or with amended CHAPs before January 1, 2019.

▶ **2016 RAD Rents:** The table includes HUD's calculations of RAD Contract Rents for each public housing property based on 2016 Appropriation levels.

▶ **2014 RAD Rents:** The table includes HUD's calculations of RAD Contract Rents for each public housing property based on 2014 Appropriation levels.

▶ **RAD Conversion Guide for Public Housing Agencies**

▶ **RAD Inventory Assessment Tool** (Save to your computer and enable macros. Get instructions here.) *Updated 10/21/2013*

▶ **RAD Maximum Supportable First Mortgage Summary Tool** (*Updated 3/17/2015*)

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## Learn More

- Rental Assistance Demonstration (RAD): <https://www.hud.gov/RAD>
- Mixed Finance:  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph)
- Demolition & Disposition (Section 18):  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/centers/sac/demo\\_dispo](https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo)
- Voluntary Conversion:  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/centers/sac/vc](https://www.hud.gov/program_offices/public_indian_housing/centers/sac/vc)

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# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** January 25, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** RAD Financing Plan

**MESSAGE:**

At today's meeting, we need to have a preliminary conversation about TCHC's RAD Financing Plan. Our plan is due to HUD on May 29, 2019 but we are applying for an extension. The government shutdown has put that extension request on hold but I was told by our RAD Transaction Manager that this will not be a problem. Regardless, we need to start our process.

The first step is to get an idea of what we want to accomplish and then develop a schedule. During this discussion we will review several of our options and our goal is to get some preliminary direction for the basis of our financing plan. The big discussion point is to gauge our appetite to build another housing project (senior housing) as part of this RAD conversion.

I look forward to our conversation. No decisions will be made today that cannot be reversed once we learn more. As we go through the application process, we will have plenty of opportunities to go in a different direction, reverse course completely, or even cease work all together.



**Traverse City  
Housing Commission**  
*a Public Housing Authority*

## **CORRESPONDENCE**

- November 30, 2018 Letter from HUD to TCHC Regarding RAD
- December 6, 2018 E-Mail from HUD to TCHC Regarding RAD
- January 16, 2019 Record Eagle Article on Government Shutdown & Housing
- January 16, 2019 Record Eagle Editorial on Government Shutdown



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

November 30, 2018

Anthony Lentych  
Executive Director  
Traverse City Housing Commission  
150 Pine St.  
Traverse City, MI 49684



Dear Mr. Lentych:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 136 units to Project Based Vouchers at the following PIC Development MI080000001, RIVERVIEW TERRACE.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department's Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 ("Notice") and all subsequent revisions. In addition, the owner must comply with all "CHAP Milestones" identified in section 1.12 of the Notice as applicable.

This award is issued pursuant to the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011, the Consolidated and Further Continuing Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; the 2017 Consolidated Appropriations Act (P.L. 115-31), approved May 5, 2017, and the Consolidated Appropriations Act of 2018 (P.L. 115-141), approved March 23, 2018; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq. The purpose of this award is to begin the process of effectuating the conversion of Public Housing to a form of project-based assistance under section 8 of the Act. This award cannot be transferred without the prior written consent of HUD.

In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA's ability to complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

Within 30 days of CHAP issuance, you must **confirm your acceptance of a CHAP by submitting an application into the Inventory Removals module in PIC** in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion. HUD has made instructions for submitting a Removal Application into PIC available at [www.radresource.net](http://www.radresource.net).<sup>24</sup> Failure to submit a Removal application into PIC will result in a suspension of the CHAP and a revocation if not corrected within a reasonable time period. Contact your PIH Field Office if you have any questions about this submission.

As the award is a conditional commitment by HUD, HUD reserves the right to revoke or amend its commitment at any time prior to closing if HUD, in its sole judgment, determines that any of the following conditions are present:

- A. any of the contract units were not eligible for selection;
- B. the proposed conversion is not or will not be financially feasible;
- C. the Owner fails to meet any applicable deadline;
- D. the Owner fails to cooperate;
- E. there is any violation of program rules, including fraud; or
- F. the terms of the conversion would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

HUD has also identified the below condition(s) unique to this conversion that must be satisfied prior to the issue of a RAD Conversion Commitment:

As this is the Housing Authority's sole or remaining public housing project, the Housing Authority must work with the local PIH Field Office to address requirements for public housing program closeout or transfer. Please review the Public Housing Program Closeout Notice PIH Notice 2016-23 available at <https://www.hud.gov/sites/documents/16-23PIHN.PDF>.

This award shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including amendments or changes in HUD requirements, the Notice, and all other applicable RAD guidance.

As you start the process of conversion, we urge you to continue to maintain an open dialogue with your residents and local officials. If you have any questions or concerns regarding

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<sup>24</sup> See [www.radresource.net](http://www.radresource.net) > Document Library > PIC Removal – Instructions for PHAs

the conversion process or fulfilling the CHAP Milestones, please contact your RAD Transaction Manager.

Sincerely,

A handwritten signature in blue ink that reads "Susan A. Wilson". The signature is written in a cursive style with a large initial 'S'.

Susan A. Wilson  
Director  
Office of Public and Indian Housing

Enclosure

**EXHIBIT A**

**IDENTIFICATION OF UNITS (“CONTRACT UNITS”)  
BY SIZE AND APPLICABLE CONTRACT RENTS**

The Contract Rents below for the subject project are based on modified Fiscal Year 2016 Federal Appropriations and assumptions regarding applicable rent caps. The final RAD contracts rents, which will be reflected in the RAD HAP contract, will be based on modified Fiscal Year 2016 Federal Appropriations, as well as applicable program rent caps and Operating Cost Adjustment Factors (OCAFs), and, as such, may change. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

**Existing PIC Development Number: MI080000001**

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
115	1	\$475	\$164	\$639
1	2	\$628	\$163	\$791
15	3	\$857	\$192	\$1,049
5	4	\$860	\$221	\$1,081

## Tony Lentych

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**From:** RADapplications <RADapplications@hud.gov>  
**Sent:** Thursday, December 6, 2018 11:54 AM  
**To:** Tony Lentych  
**Cc:** vvaughn@ccadev.com; eruiz@enterprisecommunity.org; SACTA; Byrne, Gregory A; Esterling, Daniel; Ruppel, Chad; Gerut, John D; Gordon, Douglas C; Lyons, Kelley D  
**Subject:** Rental Assistance Demonstration (RAD) CHAP Award – Traverse City Housing Commission, MI  
**Attachments:** MI080000001.pdf; RAD PIC Removal - Instructions March 2016.pdf  
**Importance:** High

Thank you for your application under the Rental Assistance Demonstration for the conversion of assistance at the below property. We are pleased to announce that the below application has been approved and we are able to issue the attached Commitment to Enter into a Housing Assistance Payments Contract (CHAP) award.

**MI080000001**

We have included some additional information below to assist you as you begin the conversion process:

### **RAD Transaction Manager**

As referenced in PIH Notice 2012-32, Rev-3, there are various requirements that must be met in order to successfully complete the RAD conversion. HUD has assigned Vicki Vaughn (copied) to serve as your RAD Readiness Transaction Manager and she will serve as your main point of contact for this conversion going forward. Your local PIH Field Office will coordinate with her and will be in touch with you in the near future to schedule a kick off call.

### **RAD Resource Desk**

The RAD Resource Desk ([www.radresource.net](http://www.radresource.net)) will serve as the primary portal for communicating with your RAD Transaction Manager, uploading documents, and tracking your progress. HUD will be creating a portal for your PHA on the RAD Resource Desk and you will be notified via email when the portal is viewable. This email will also contain your login information and a User Guide for navigating the website, adding additional users, etc. If you have any questions regarding navigating the website, please email [resourcedesk@radresource.net](mailto:resourcedesk@radresource.net).

### **Required RAD PIC Updates Within 30 Days of CHAP Issuance**

You must submit applications in the Inventory Removals module in PIC for all units under the CHAP(s) within 30 days of CHAP issuance; due to the delay in notifying you of the CHAP via email, you have 30 days from the date of this email to complete this step. HUD has developed a streamlined PIC Inventory Removal application for PHAs with RAD CHAPs. Detailed instructions are included in the PDF attached to this email. Once you have completed the steps, be sure to log the corresponding DDA numbers on the RAD Resource Desk in the "PIC Removal Control No" field for each CHAP.

### **RAD Information Notice (RIN) and General Information Notice (GIN) Reminder**



If you have not yet done so, please issue your RAD Information Notice (RIN) as soon as possible. If your conversion involves demolition, acquisition, or rehabilitation, a General Information Notice (GIN) must be provided to residents within 30 days of CHAP issuance. Please see the RAD Notice Regarding Fair Housing, Civil Rights, and Relocation Requirements (H 2016-17/PIH 2016-17) for more information. or rehabilitation, a General Information Notice (GIN) must be provided to residents within 30 days of CHAP issuance. Please see the RAD Notice Regarding Fair Housing, Civil Rights, and Relocation Requirements (H 2016-17/PIH 2016-17) for more information.

We look forward to working with you to complete your RAD conversion(s) and encourage you to stay in constant contact with your RAD Readiness Transaction Manager.

Sincerely,  
RAD Team

# Shutdown Not Affecting Housing — Yet

## Funding for 185 local housing vouchers through February, not March

BY JORDAN TRAVIS

January 16, 2019

TRAVERSE CITY — The U.S. Department of Housing and Urban Development will have funds in place despite the government shutdown for local housing authorities like Traverse City's through February, department spokesman Jereon Brown said.

That means public housing like Riverview Terrace will stay open, Traverse City Housing Commission Director Tony Lentych said. Everything's running like normal for now but Lentych said Riverview Terrace residents are coming to housing commission staff with concerns.

So too are some of the tenants who have one of the 185 Housing Choice Vouchers the authority administers throughout Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau and part of Wexford counties.

"They're getting nervous and scared," he said. "This is the wrong population to have to worry about this, I don't think that's fair."

Housing authorities like Lentych's should have at least four months' reserves on hand to keep public housing and their own offices open, said James Dewey, National Association of Housing and Redevelopment Officials Michigan Chapter president.

Smaller authorities are allowed to keep six months' worth — Lentych said Traverse City Housing Commission is one.

Dewey said HUD likely would pay agencies back for what they have to spend out of those reserves should the shutdown last long enough to require it.

Those authorities also will have the money to pay landlords who rent to lower-income tenants with Housing Choice Vouchers in February, Dewey said.

That's HUD's main program for helping those with low incomes, senior citizens and people with disabilities rent privately-owned apartments, according to information from the department. It allows those who qualify to pay a third of their income toward rent and utilities. HUD pays

whatever portion of the rent tenants can't cover to landlords through the public housing authorities that administer them.

Kelly Rose, Michigan State Housing and Development Authority's chief housing solution officer, said the authority wouldn't be able to make payments for HUD's portion of March rents if the shutdown lasts past February.

And landlords who rent to tenants benefiting from these housing vouchers can't evict those tenants if subsidy payments stop and the tenants' lease hasn't expired, Dewey said.

A shutdown lasting past February could leave landlords in a situation where tenants are paying their portion of the rent, but the rest isn't coming from the federal government, Rose said. MSHDA would make those landlords whole as soon as the authority has the federal funding. MSHDA administers roughly 28,000 Housing Choice Vouchers statewide, according to the authority.

A hiccup in subsidy payments may prompt some landlords reconsider whether to accept housing vouchers, Rose said.

"Any time these types of things happen, it does make a private landlord consider, do they want to participate in this government funding type of program if there's instability in receiving that payment," she said.

However, being a landlord means dealing with some instability even with tenants who aren't using housing vouchers — they may lose their job and have to move before their lease expires, for example, she said. Plus, she's worked with the MSDHA program since 2013 and has seen a few government shutdowns, but never one that caused late subsidy payments.

Red Oak Management Vice President Heidi Reed said the company's numerous Michigan properties include Kalkaska Woods and Westside Junction Apartments in Kalkaska, where around five tenants have these vouchers.

Most of the tenants in the company's 1,200 units statewide get rental assistance directly from a United States Department of Agriculture's Rural Development rental assistance program, she said — another program impacted by the shutdown.

Reed said the company already has cut back on most maintenance except health- and safety-related tasks to deal with the financial uncertainty. A long shutdown may prompt layoffs within the company, but late subsidy payments wouldn't cause its management to reconsider accepting Housing Choice Vouchers or USDA-assisted tenants — the latter are the company's core clientele, she said.

"We get subsidies from so many different things, that's just a part of affordable housing," she said.

There are other headaches that come with a shutdown as well, Lentych said. There's no one in HUD's Detroit field office, so plans to pay for and see through summer maintenance projects on TCHC properties are on hold, for example.

They're minor inconveniences, Lentych said. But a longer shutdown could cause major problems.

"I can't even imagine that scenario yet," he said. "When you hear a president say months and years, that cannot be true, that just cannot be true. There's no way we can do that without serious consequences."

# Editorial: Ripple Effects of the Government Shutdown

January 16, 2019

The blame-game ratcheted up this week. Senate Majority leader Mitch McConnell blamed House Speaker Nancy Pelosi; Pelosi fired back. President Donald Trump blamed “Nancy and Cryin’ Chuck” Schumer. If only “Tweet” rhymed with blame, we could coin a cute new Twitter term as the country enters the 25th day of the partial government shutdown.

Both sides agree that shutdown has a negative impact — though some may argue that there’s an opportunity here to check government waste and duplication.

But the power in this shutdown act comes from the blaming, and the strength of the political outrage that follows when it comes to turning someone’s arm until they say uncle.

But politics aside, we should weigh the impacts ... not just in terms of the pinch of today. We’ve done plenty of impact stories since the shutdown started on what’s happening now, from empty checking accounts to full trash bins. We’ve spoken the people in our community who are directly impacted.

Long term implications are harder to measure.

A recent story about Michigan State Housing and Development Authority found the authority wouldn’t be able to make payments for HUD’s portion of March rents if the shutdown lasts past February. They could fix the short-term concerns once the shutdown was lifted, said the agency’s chief housing solution officer.

Long term, though, landlords may reconsider whether to accept housing vouchers at all, she said.

Already, Traverse City suffers a shortage of housing that working people can afford. There’s little incentive to build it in our high-demand, high-rent rental market. Past Record-Eagle reporting already found a shortage locally of landlords willing to take Section 8 vouchers. We can imagine more delays won’t help.

Ripples like this may take a while to reach our shores, but they’re coming.

In the meantime we’ll find someone to blame.