



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, October 26, 2018 at 8:00 A.M.

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



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

MEETING AGENDA

October 26, 2018



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, OCTOBER 26, 2018 AT 8:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: OCTOBER 24, 2018

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 September 28, 2018 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for September 2018 for Public Housing & HCV / Section 8 Programs: Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for October 2018: Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for September 2018: Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Governance Committee Meeting: October 18, 2018

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2019 Consolidated Budget: Review of September 2018
- B. TCHC Policy Review Schedule: Review
- C. Executive Director Review: Update on Goals
- D. RAD: Memorandum on Resident Follow-up Discussions

VIII NEW BUSINESS

- A. Resolution to Change Authorized Signers on All Accounts: Action Required

IX CORRESPONDENCE

- A. October 2, 2018 Record Eagle Article on TCHC – ERHC Relationship
- B. October 3, 2018 Record Eagle Editorial on TCHC – ERHC Relationship
- C. October 17, 2018 Letter from HUD on Proposed ACC Changes

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, November 30, 2018 at 8:00 A.M.



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

CONSENT AGENDA

September 28, 2018 Regular Meeting Minutes

Schedule of Disbursements for September 2018 for Public Housing & HCV Section 8 Programs

Payment of Invoices for October 2018

Financial Statements for September 2018

DRAFT Meeting Minutes of the Traverse City Housing Commission

September 28, 2018

A Regular Meeting of the Traverse City Housing Commission was called to order by Vice President Heather Lockwood at the Governmental Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City, Michigan at 8:00 A.M.

I ROLL CALL

The following Commissioners were present: Heather Lockwood, Kay Serratelli and Jim Friend. Andy Smits was excused.

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

Residents: Jo Simerson and Norma Loper.

Public: Jordan Travis.

II APPROVAL OF AGENDA

Commissioner Friend moved (Serratelli support) to accept the agenda as presented. The motion was unanimously approved.

III PUBLIC COMMENT

Staff introduced the newest maintenance employee, Kenneth Sands.

IV CONSENT AGENDA

Commissioner Serratelli moved (Lockwood support) to approve the Consent Agenda as presented in the September 28, 2018 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the August 24, 2018 Regular Commission Meeting.
- B. Schedule of Disbursements for August 2018 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for September 2018.
- D. Financial Statements for August 2018.

V COMMITTEE REPORTS

- A. The meeting minutes from the September 25, 2018 Executive Committee meeting were presented. There was a brief discussion.
- B. The meeting minutes from the September 20, 2018 Governance Committee meetings were presented. There was no discussion.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's September 2018 Report was presented. There was brief discussion on select topics from this report.
- B. The September 2018 Family Self-Sufficiency Report was presented. There was a brief discussion.
- C. The September 2018 Resident Council Report was presented.

VII OLD BUSINESS

- A. The 2019 Consolidated Budget was presented and reviewed.
- B. TCHC Policy Review Schedule was presented and reviewed.
- C. There is no update on the Executive Director Goals.
- D. ED Lentych presented a memo regarding the RAD Resident Information Notice and Follow-up Information. There was a brief discussion. Staff will continue to hold resident meetings monthly on the third Thursday of the month at 9:00 AM.

VIII NEW BUSINESS

- A. A memo regarding the FY 2019 Fair Market Rents was presented. Commissioner Friend moved (Serratelli support) to adopt the Resolution to Adopt FY 2019 Fair Market Rents as presented in the September 28, 2018 packet.

Roll Call

Serratelli	Yes
Lockwood	Yes
Friend	Yes
Smits	Absent

The resolution was adopted.

- B. A memo regarding the FY 2019 Flat Rent Schedule for Public Housing was presented. Commissioner Serratelli moved (Lockwood support) to adopt the Resolution to Adopt FY 2019 Flat Rent Schedule for Public Housing as presented in the September 28, 2018 Packet.

Roll Call

Lockwood	Yes
Friend	Yes
Serratelli	Yes
Smits	Absent

The resolution was adopted.

- C. A memo regarding the Management Agreement with the ERHC was presented. Commissioner Lockwood moved (Friend support) to adopt the Resolution to Approve Management Agreement with the ERHC as presented in the September 28, 2018 Packet.

Roll Call

Friend	Yes
Serratelli	Yes
Lockwood	Yes
Smits	Absent

The resolution was adopted.

IX CORRESPONDENCE

Two items of correspondence were presented and accepted.

X PUBLIC COMMENT

General Comment: Jo Simerson and Norma Loper.

XI COMMISSIONER COMMENT

Commissioner Lockwood thanked the Commission for their patience as she chaired her first meeting.

XII ADJOURNMENT

Commissioner Friend moved (Serratelli support) to adjourn the meeting at 8:55 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 09/01/2018 To: 09/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/04/2018	DEP			21,050.62	27,794.44
09/04/2018	DEP			5,586.50	33,380.94
09/04/2018	EFT	U.S. Dept. of HUD		20,850.00	54,230.94
09/05/2018	EFT	T Mobile		2,333.98	56,564.92
09/06/2018	EFT	U.S. Dept. of HUD		5,602.00	62,166.92
09/06/2018	DEP			8,423.63	70,590.55
09/11/2018	ADJST	Alisa Kroupa	1,275.29		69,315.26
09/11/2018	ADJST	Anthony Lentych	2,412.47		66,902.79
09/11/2018	ADJST	Michelle Reardon	1,428.11		65,474.68
09/11/2018	ADJST	Angela N. Szabo	899.49		64,575.19
09/11/2018	ADJST	Joseph Battaglia	298.51		64,276.68
09/11/2018	ADJST	Charles Edwards	915.55		63,361.13
09/11/2018	ADJST	David Gourlay	1,111.49		62,249.64
09/11/2018	ADJST	Benjamin Weston	385.98		61,863.66
09/11/2018	ADJST	Kenneth Sands	407.85		61,455.81
09/11/2018	ADJST	Chemical Bank	183.57		61,272.24
09/11/2018	DEP			1,161.00	62,433.24
09/11/2018	EFT	Principal Life Insurance Co.	732.96		61,700.28
09/14/2018	EFT	Internal Revenue Service	2,720.06		58,980.22
09/14/2018	DEP			889.00	59,869.22
09/14/2018	038231	Vision Service Plan	144.18		59,725.04
09/14/2018	038232	City Of Traverse City	60.90		59,664.14
09/14/2018	038233	DTE ENERGY	26.10		59,638.04
09/14/2018	038234	A T & T	315.70		59,322.34
09/14/2018	038235	Ace Hardware	83.25		59,239.09
09/14/2018	038236	Kendall Electric Inc	15.50		59,223.59
09/14/2018	038237	All American Investment Group, LLC	9,500.00		49,723.59
09/14/2018	038238	Charles Edwards	180.36		49,543.23
09/14/2018	038239	The Nelrod Company	2,982.00		46,561.23
09/14/2018	038240	Nichols Paper & Supply Co.	149.03		46,412.20
09/14/2018	038241	Advantage Electric, LLC	183.34		46,228.86
09/14/2018	038242	Spectrum Business	3,289.48		42,939.38
09/14/2018	038243	Verizon Wireless	35.71		42,903.67
09/14/2018	038244	Grand Traverse County DPW	483.00		42,420.67
09/14/2018	038245	Munson Occupational Health &	35.00		42,385.67
09/14/2018	038246	City Of Traverse City	28.65		42,357.02
09/14/2018	038247	City of Traverse City, Treasurer's	380.18		41,976.84
09/14/2018	038248	Byte Productions, LLC	30.00		41,946.84
09/14/2018	038249	Engineered Protection Systems Inc	208.80		41,738.04
09/14/2018	038250	Total Attention	855.00		40,883.04

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 09/01/2018 To: 09/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/14/2018	038251	Housing Authority Accounting	1,571.91		39,311.13
09/14/2018	038252	City Of Traverse City	34.94		39,276.19
09/14/2018	038253	City Of Traverse City	211.61		39,064.58
09/14/2018	038254	City Of Traverse City	143.18		38,921.40
09/14/2018	038255	Safety Net	300.00		38,621.40
09/14/2018	038256	Dolly's Best Inc.	2,110.00		36,511.40
09/14/2018	038257	McCardel Water Conditioning	19.50		36,491.90
09/14/2018	038258	Joseph Battaglia	46.98		36,444.92
09/14/2018	038259	Northern Greenlawn	80.00		36,364.92
09/14/2018	038260	Acme Hauling	85.00		36,279.92
09/14/2018	038261	Snap Printing	90.00		36,189.92
09/14/2018	038262	Leonardo's Tree Service	280.00		35,909.92
09/14/2018	038263	Great Lakes Business Systems, Inc.	419.92		35,490.00
09/14/2018	038264	David Gourlay	180.36		35,309.64
09/14/2018	038265	Career Uniforms	433.43		34,876.21
09/14/2018	038266	Collier's Pest Control	350.00		34,526.21
09/14/2018	038267	Republic Services #239	661.09		33,865.12
09/14/2018	038268	AmRent	35.40		33,829.72
09/14/2018	038269	A T & T	273.42		33,556.30
09/14/2018	038270	Kuhn Rogers PLC	99.00		33,457.30
09/14/2018	038271	Environmental Pest Control	270.00		33,187.30
09/14/2018	038272	Integrated Payroll Services, Inc.	106.90		33,080.40
09/14/2018	038273	Staples Business Advantage	76.28		33,004.12
09/14/2018	038274	Cintas Corp. #729	194.25		32,809.87
09/14/2018	038275	CynergyComm.net, Inc	10.43		32,799.44
09/14/2018	038276	State of Michigan	445.00		32,354.44
09/14/2018	038277	DTE ENERGY	26.10		32,328.34
09/14/2018	038278	Home Depot Credit Services	371.67		31,956.67
09/17/2018	038195	**VOID** DTE ENERGY	(34.80)		31,991.47
09/17/2018	038279	DTE ENERGY	8.70		31,982.77
09/20/2018	EFT	State Of Michigan	810.30		31,172.47
09/21/2018	DEP			6,601.05	37,773.52
09/21/2018	DEP			503.65	38,277.17
09/24/2018	038280	Ace Welding & Machine Inc	240.00		38,037.17
09/24/2018	038281	Kendall Electric Inc	20.45		38,016.72
09/25/2018	ADJST	Chemical Bank	183.57		37,833.15
09/25/2018	ADJST	Alisa Kroupa	1,275.29		36,557.86
09/25/2018	ADJST	Anthony Lentych	2,412.48		34,145.38
09/25/2018	ADJST	Michelle Reardon	1,428.12		32,717.26
09/25/2018	ADJST	Angela N. Szabo	949.50		31,767.76

Check Register Summary Report

Chemical Bank

From: 09/01/2018 To: 09/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/25/2018	ADJST	Joseph Battaglia	298.51		31,469.25
09/25/2018	ADJST	Charles Edwards	924.71		30,544.54
09/25/2018	ADJST	David Gourlay	974.51		29,570.03
09/25/2018	ADJST	Kenneth Sands	1,010.24		28,559.79
09/25/2018	ADJST	Benjamin Weston	517.15		28,042.64
09/25/2018	038282	DTE ENERGY	19.42		28,023.22
09/25/2018	038283	DTE ENERGY	17.51		28,005.71
09/25/2018	038284	DTE ENERGY	7.28		27,998.43
09/25/2018	038285	DTE ENERGY	34.88		27,963.55
09/25/2018	038286	DTE ENERGY	51.15		27,912.40
09/25/2018	038287	Sherwin Williams Co.	562.85		27,349.55
09/25/2018	038288	City Of Traverse City	33.58		27,315.97
09/25/2018	038289	Northern Michigan Janitorial Supply	32.95		27,283.02
09/25/2018	038290	Award Cleaning Services	1,875.00		25,408.02
09/25/2018	038291	Vision Service Plan	72.09		25,335.93
09/25/2018	038292	Priority Health	4,401.81		20,934.12
09/25/2018	038293	Northern Greenlawn	213.00		20,721.12
09/25/2018	038294	Total Attention	403.55		20,317.57
09/25/2018	038295	City Of Traverse City	9,727.39		10,590.18
09/25/2018	038296	Safety Net	849.00		9,741.18
09/25/2018	038297	Networks Northwest	270.00		9,471.18
09/25/2018	038298	John DeWeese	158.91		9,312.27
09/25/2018	038299	Angela Szabo	183.60		9,128.67
09/25/2018	038300	Twin Bay Glass Inc.	145.41		8,983.26
09/25/2018	038301	Munson Occupational Health &	35.00		8,948.26
09/25/2018	038302	D & W Mechanical	934.07		8,014.19
09/25/2018	038303	Thomas P. Licavoli	3,640.00		4,374.19
09/25/2018	038304	Wilmar	594.28		3,779.91
09/28/2018	EFT	Internal Revenue Service	2,886.19		893.72
09/28/2018	DEP			2,004.00	2,897.72
09/30/2018	ADJST	Chemical Bank		16.33	2,914.05
Total:			78,851.53	75,021.76	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2018 To: 09/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/04/2018	ADJST	PNC	74.05		88,647.92
09/04/2018	EFT	U.S. Dept. of HUD		7,358.00	96,005.92
09/04/2018	EFT	U.S. Dept. of HUD		86,018.00	182,023.92
09/04/2018	DEP			100.00	182,123.92
09/04/2018	DEP			80.00	182,203.92
09/04/2018	000219	TC Commons I LDHA, LLC	263.00		181,940.92
09/04/2018	000219	Jeana Aiken	386.00		181,554.92
09/04/2018	000219	Dustin Ansorge	1,248.00		180,306.92
09/04/2018	000219	Anthony Ansorge	796.00		179,510.92
09/04/2018	000219	Ayers Investment Properties LLC	575.00		178,935.92
09/04/2018	000219	Brad Barnes	503.00		178,432.92
09/04/2018	000219	Bay Front Apartments	322.00		178,110.92
09/04/2018	000219	Bay Hill Housing LDHALP	5,203.00		172,907.92
09/04/2018	000219	Bay Hill II	7,540.00		165,367.92
09/04/2018	000219	Elizabeth Beckett	315.00		165,052.92
09/04/2018	000219	Bellaire Senior Apartments	351.00		164,701.92
09/04/2018	000219	Brookside Commons LDHA, LP	1,502.00		163,199.92
09/04/2018	000219	Brown Elder Apartments LLC	117.00		163,082.92
09/04/2018	000219	Irma Jean Brownley	535.00		162,547.92
09/04/2018	000219	Rebecca Carmien	358.00		162,189.92
09/04/2018	000219	Carson Square	5,648.00		156,541.92
09/04/2018	000219	Chris R. Frank	765.00		155,776.92
09/04/2018	000219	Central Lake Townhouses	395.00		155,381.92
09/04/2018	000219	Cherrywood Village Farms, Inc.	2,295.00		153,086.92
09/04/2018	000219	Douglas A. Chichester	615.00		152,471.92
09/04/2018	000219	Davis Investment Properties, LLC	640.00		151,831.92
09/04/2018	000219	Jack V. Dean	421.00		151,410.92
09/04/2018	000219	Zachary Duell	1,200.00		150,210.92
09/04/2018	000219	Eden Brook LLC	457.00		149,753.92
09/04/2018	000219	Shirley Farrell	827.00		148,926.92
09/04/2018	000219	Five P Enterprises, LLC	466.00		148,460.92
09/04/2018	000219	Rent Leelanau, LLC	786.00		147,674.92
09/04/2018	000219	Lisa Forbes	531.00		147,143.92
09/04/2018	000219	Mabel Foust	446.00		146,697.92
09/04/2018	000219	Michael Glowacki	707.00		145,990.92
09/04/2018	000219	David Grzesiek	395.00		145,595.92
09/04/2018	000219	Habitat for Humanity	340.00		145,255.92
09/04/2018	000219	Harbour Ridge Apts	1,190.00		144,065.92
09/04/2018	000219	Leonard Herman	521.00		143,544.92
09/04/2018	000219	Hillview Terrace	1,840.00		141,704.92

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2018 To: 09/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/04/2018	000219	Josh Hollister	396.00		141,308.92
09/04/2018	000219	HomeStretch	2,871.00		138,437.92
09/04/2018	000219	Nancy Irish	572.00		137,865.92
09/04/2018	000219	Donna Kalchik	313.00		137,552.92
09/04/2018	000219	Kalkaska Woods Limited Partnership	301.00		137,251.92
09/04/2018	000219	Bruce W. Korson	427.00		136,824.92
09/04/2018	000219	Lake Pointe Acquisitions LLC,	315.00		136,509.92
09/04/2018	000219	Sidney Lammers	372.00		136,137.92
09/04/2018	000219	John J. Lewis	746.00		135,391.92
09/04/2018	000219	Don E. Lint	504.00		134,887.92
09/04/2018	000219	Maret Sabourin	525.00		134,362.92
09/04/2018	000219	Meadowrun-Mancelona Rd 207 LHDA	471.00		133,891.92
09/04/2018	000219	Robert J. Mork	371.00		133,520.92
09/04/2018	000219	Oak Park Apts	1,174.00		132,346.92
09/04/2018	000219	Oak Terrace Apts	718.00		131,628.92
09/04/2018	000219	Daniel G. Pohlman	1,117.00		130,511.92
09/04/2018	000219	Douglas L. Porter	418.00		130,093.92
09/04/2018	000219	Punta Gorda Housing Authority	798.38		129,295.54
09/04/2018	000219	Timothy Rice	349.00		128,946.54
09/04/2018	000219	Sabin Pond Apartments LLC	113.00		128,833.54
09/04/2018	000219	Eldon Schaub	384.00		128,449.54
09/04/2018	000219	Mike & Melissa Schichtel	620.00		127,829.54
09/04/2018	000219	Melanie Schmid	818.00		127,011.54
09/04/2018	000219	Samuel Shore	986.00		126,025.54
09/04/2018	000219	Gerald Sieggreen	697.00		125,328.54
09/04/2018	000219	SILVER SHORES MHC	1,830.00		123,498.54
09/04/2018	000219	Douglas & Julia Slack	333.00		123,165.54
09/04/2018	000219	22955 Investments LLC	2,507.00		120,658.54
09/04/2018	000219	Traverse City Property Management	454.00		120,204.54
09/04/2018	000219	TCR Investments, LLC	611.00		119,593.54
09/04/2018	000219	Wendy Teagan	475.00		119,118.54
09/04/2018	000219	TEAMCO PROPERTIES	651.00		118,467.54
09/04/2018	000219	TOS Holdings, LLC	1,478.00		116,989.54
09/04/2018	000219	Tradewinds Terrace Apts	249.00		116,740.54
09/04/2018	000219	Village Apartments LDHA	535.00		116,205.54
09/04/2018	000219	Village Glen Apartments	7,977.00		108,228.54
09/04/2018	000219	Village View Housing LHDA LP	1,188.00		107,040.54
09/04/2018	000219	Village Woods	804.00		106,236.54
09/04/2018	000219	Wagner Asset Group at Ninth Street,	734.00		105,502.54
09/04/2018	000219	Paul Wheelock	538.00		104,964.54

Check Register Summary Report

PNC - Section 8

From: 09/01/2018 To: 09/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/04/2018	000219	Woda Boardman Lake LDHA.LP	2,018.00		102,946.54
09/04/2018	000219	Woodland Shores Properties, LLC	337.00		102,609.54
09/04/2018	000219	Woodmere Ridge Apartments LDHA	4,397.00		98,212.54
09/04/2018	000219	Wyatt Road Apartment Company	573.00		97,639.54
09/04/2018	000219	Theodore V. Zachman	876.00		96,763.54
09/04/2018	000219	Barb Zupin	500.00		96,263.54
09/14/2018	DEP			407.00	96,670.54
09/14/2018	023091	City Of Traverse City	98.30		96,572.24
09/14/2018	023092	Consumers Energy	13.00		96,559.24
09/14/2018	023093	DTE ENERGY	290.70		96,268.54
09/14/2018	023094	Lisa L. Forbes	14.00		96,254.54
09/14/2018	023095	Traverse City Housing Commission	6,305.05		89,949.49
09/19/2018	023096	City Of Traverse City	531.70		89,417.79
09/19/2018	023097	DTE ENERGY	45.30		89,372.49
Total:			93,312.48	93,963.00	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 10/01/2018 To: 10/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2018	Print	U.S. Dept. of HUD		239.00	3,153.05
10/01/2018	DEP			6,190.45	9,343.50
10/01/2018	DEP			281.60	9,625.10
10/02/2018	EFT	T Mobile		2,333.98	11,959.08
10/02/2018	DEP			7,659.62	19,618.70
10/03/2018	DEP	U.S. Dept. of HUD		5,602.00	25,220.70
10/03/2018	DEP	U.S. Dept. of HUD		21,167.50	46,388.20
10/03/2018	DEP			9,194.00	55,582.20
10/03/2018	DEP			5,773.00	61,355.20
10/05/2018	DEP			6,086.00	67,441.20
10/08/2018	DEP			5,672.63	73,113.83
10/09/2018	ADJST	Alisa Kroupa	1,275.29		71,838.54
10/09/2018	ADJST	Anthony Lentych	2,412.46		69,426.08
10/09/2018	ADJST	Michelle Reardon	1,428.10		67,997.98
10/09/2018	ADJST	Angela N. Szabo	949.48		67,048.50
10/09/2018	ADJST	Joseph Battaglia	298.52		66,749.98
10/09/2018	ADJST	Charles Edwards	897.29		65,852.69
10/09/2018	ADJST	David Gourlay	974.50		64,878.19
10/09/2018	ADJST	Kenneth Sands	983.26		63,894.93
10/09/2018	ADJST	Benjamin Weston	385.98		63,508.95
10/09/2018	ADJST	Chemical Bank	183.57		63,325.38
10/10/2018	DEP			393.42	63,718.80
10/12/2018	EFT	Internal Revenue Service	2,820.71		60,898.09
10/12/2018	038305	SAM'S CLUB	1,197.02		59,701.07
10/12/2018	038306	City of Traverse City, Treasurer's	25,226.86		34,474.21
10/12/2018	038307	Cardmember Service	720.10		33,754.11
10/12/2018	038308	Environmental Pest Control	235.00		33,519.11
10/12/2018	038309	A T & T	280.90		33,238.21
10/12/2018	038310	Traverse Outdoor	76.00		33,162.21
10/12/2018	038311	Aflac	217.10		32,945.11
10/12/2018	038312	Integrated Payroll Services, Inc.	112.90		32,832.21
10/12/2018	038313	AmRent	53.10		32,779.11
10/12/2018	038314	City Of Traverse City	191.50		32,587.61
10/12/2018	038315	CynergyComm.net,Inc	8.72		32,578.89
10/12/2018	038316	Great Lakes Business Systems, Inc.	205.43		32,373.46
10/12/2018	038317	Kuhn Rogers PLC	619.00		31,754.46
10/12/2018	038318	Northern Greenlawn	213.00		31,541.46
10/12/2018	038319	Barton Carroll's Inc	1,513.17		30,028.29
10/12/2018	038320	Stricker's Outdoor Power Equipment	576.00		29,452.29
10/12/2018	038321	City Of Traverse City	91.11		29,361.18

Traverse City Housing Commission
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Chemical Bank
From: 10/01/2018 To: 10/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
10/12/2018	038322	City Of Traverse City	62.59		29,298.59
10/12/2018	038323	Ace Welding & Machine Inc	185.00		29,113.59
10/12/2018	038324	Ace Hardware	25.87		29,087.72
10/12/2018	038325	Holiday Fleet	15.53		29,072.19
10/12/2018	038326	The Trophy Trolley Inc.	50.00		29,022.19
10/12/2018	038327	Grand Traverse Cty. Treasurer	53.43		28,968.76
10/12/2018	038328	Total Attention	670.00		28,298.76
10/12/2018	038329	Spectrum Business	184.98		28,113.78
10/12/2018	038330	Kendall Electric Inc	20.45		28,093.33
10/12/2018	038331	TC Millworks	145.00		27,948.33
10/12/2018	038332	Kenneth Sands	57.78		27,890.55
10/12/2018	038333	Charles Edwards	214.92		27,675.63
10/12/2018	038334	Housing Authority Accounting	1,099.41		26,576.22
10/12/2018	038335	Byte Productions, LLC	30.00		26,546.22
10/12/2018	038336	David Gourlay	179.65		26,366.57
10/12/2018	038337	City of Traverse City, Treasurer's	380.18		25,986.39
10/12/2018	038338	MailFinance	149.85		25,836.54
10/12/2018	038339	Verizon Wireless	42.50		25,794.04
10/12/2018	038340	A T & T	320.76		25,473.28
10/12/2018	038341	Save Carpet USA	5,542.00		19,931.28
10/12/2018	038342	Spectrum Business	3,289.48		16,641.80
10/12/2018	038343	McCardel Water Conditioning	26.50		16,615.30
10/12/2018	038344	Allen Supply	416.50		16,198.80
10/12/2018	038345	Grand Traverse County DPW	483.00		15,715.80
10/12/2018	038346	Housing Data Systems	100.00		15,615.80
10/12/2018	038347	Linda Hazimi	262.00		15,353.80
10/12/2018	038348	City Of Traverse City	101.50		15,252.30
10/12/2018	038349	DTE ENERGY	43.50		15,208.80
10/15/2018	DEP			855.00	16,063.80
10/16/2018	038350	Riverview Terrace Resident Council	150.00		15,913.80
10/18/2018	EFT	Principal Life Insurance Co.	732.96		15,180.84
10/18/2018	EFT	Principal Life Insurance Co.	732.96		14,447.88
10/18/2018	EFT	Principal Life Insurance Co.	732.96		13,714.92
10/18/2018	EFT	Principal Life Insurance Co.	732.96		12,981.96
10/22/2018	EFT	State Of Michigan	897.19		12,084.77
10/23/2018	ADJST	Alisa Kroupa	1,275.29		10,809.48
10/23/2018	ADJST	Anthony Lentych	2,412.48		8,397.00
10/23/2018	ADJST	Michelle Reardon	1,428.12		6,968.88
10/23/2018	ADJST	Angela N. Szabo	949.49		6,019.39
10/23/2018	ADJST	Joseph Battaglia	257.90		5,761.49

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 10/01/2018 To: 10/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
10/23/2018	ADJST	Charles Edwards	979.49		4,782.00
10/23/2018	ADJST	David Gourlay	974.51		3,807.49
10/23/2018	ADJST	Kenneth Sands	983.26		2,824.23
10/23/2018	ADJST	Benjamin Weston	380.52		2,443.71
10/23/2018	ADJST	Chemical Bank	183.57		2,260.14
10/23/2018	EFT	Principal Life Insurance Co.	732.96		1,527.18
Total:			72,835.07	71,448.20	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2018 To: 10/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2018	ADJUST	PNC Bank	73.35		89,299.14
10/01/2018	DEP	U.S. Dept. of HUD		86,018.00	175,317.14
10/01/2018	EFT	U.S. Dept. of HUD		7,358.00	182,675.14
10/01/2018	DEP			80.00	182,755.14
10/01/2018	000220	TC Commons I LDHA, LLC	263.00		182,492.14
10/01/2018	000220	Jeana Aiken	386.00		182,106.14
10/01/2018	000220	Dustin Ansorge	1,248.00		180,858.14
10/01/2018	000220	Anthony Ansorge	796.00		180,062.14
10/01/2018	000220	Ayers Investment Properties LLC	575.00		179,487.14
10/01/2018	000220	Brad Barnes	503.00		178,984.14
10/01/2018	000220	Bay Front Apartments	322.00		178,662.14
10/01/2018	000220	Bay Hill Housing LDHALP	6,151.00		172,511.14
10/01/2018	000220	Bay Hill II	7,638.00		164,873.14
10/01/2018	000220	Elizabeth Beckett	312.00		164,561.14
10/01/2018	000220	Bellaire Senior Apartments	351.00		164,210.14
10/01/2018	000220	Brookside Commons LDHA, LP	2,592.00		161,618.14
10/01/2018	000220	Brown Elder Apartments LLC	117.00		161,501.14
10/01/2018	000220	Irma Jean Brownley	535.00		160,966.14
10/01/2018	000220	Rebecca Carmien	358.00		160,608.14
10/01/2018	000220	Carson Square	5,648.00		154,960.14
10/01/2018	000220	Chris R. Frank	1,192.00		153,768.14
10/01/2018	000220	Central Lake Townhouses	395.00		153,373.14
10/01/2018	000220	Cherrywood Village Farms, Inc.	1,741.00		151,632.14
10/01/2018	000220	Douglas A. Chichester	615.00		151,017.14
10/01/2018	000220	Davis Investment Properties, LLC	640.00		150,377.14
10/01/2018	000220	Jack V. Dean	417.00		149,960.14
10/01/2018	000220	Zachary Duell	1,200.00		148,760.14
10/01/2018	000220	Shirley Farrell	827.00		147,933.14
10/01/2018	000220	Five P Enterprises, LLC	466.00		147,467.14
10/01/2018	000220	Rent Leelanau, LLC	786.00		146,681.14
10/01/2018	000220	Lisa Forbes	531.00		146,150.14
10/01/2018	000220	Mabel Foust	446.00		145,704.14
10/01/2018	000220	Michael Glowacki	707.00		144,997.14
10/01/2018	000220	David Grzesiek	395.00		144,602.14
10/01/2018	000220	Habitat for Humanity	340.00		144,262.14
10/01/2018	000220	Matthew Hamminga	1,200.00		143,062.14
10/01/2018	000220	Harbour Ridge Apts	1,190.00		141,872.14
10/01/2018	000220	Leonard Herman	521.00		141,351.14
10/01/2018	000220	Hillview Terrace	1,840.00		139,511.14
10/01/2018	000220	Josh Hollister	396.00		139,115.14

Traverse City Housing Commission
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PNC - Section 8
From: 10/01/2018 To: 10/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2018	000220	HomeStretch	3,151.00		135,964.14
10/01/2018	000220	Nancy Irish	572.00		135,392.14
10/01/2018	000220	Donna Kalchik	304.00		135,088.14
10/01/2018	000220	Kalkaska Woods Limited Partnership	301.00		134,787.14
10/01/2018	000220	Bruce W. Korson	427.00		134,360.14
10/01/2018	000220	Lake Pointe Acquisitions LLC.	315.00		134,045.14
10/01/2018	000220	Sidney Lammers	372.00		133,673.14
10/01/2018	000220	John J. Lewis	746.00		132,927.14
10/01/2018	000220	Don E. Lint	504.00		132,423.14
10/01/2018	000220	Maret Sabourin	553.00		131,870.14
10/01/2018	000220	Meadowrun-Mancelona Rd 207 LHDA	471.00		131,399.14
10/01/2018	000220	Robert J. Mork	371.00		131,028.14
10/01/2018	000220	Kim Lien Thi Nguyen	1,948.00		129,080.14
10/01/2018	000220	Oak Park Apts	1,429.00		127,651.14
10/01/2018	000220	Oak Terrace Apts	713.00		126,938.14
10/01/2018	000220	Daniel G. Pohlman	1,117.00		125,821.14
10/01/2018	000220	Douglas L. Porter	418.00		125,403.14
10/01/2018	000220	Punta Gorda Housing Authority	798.38		124,604.76
10/01/2018	000220	Timothy Rice	349.00		124,255.76
10/01/2018	000220	Sabin Pond Apartments LLC	113.00		124,142.76
10/01/2018	000220	Eldon Schaub	384.00		123,758.76
10/01/2018	000220	Mike & Melissa Schichtel	620.00		123,138.76
10/01/2018	000220	Melanie Schmid	1,092.00		122,046.76
10/01/2018	000220	Samuel Shore	986.00		121,060.76
10/01/2018	000220	Gerald Sieggreen	697.00		120,363.76
10/01/2018	000220	SILVER SHORES MHC	1,830.00		118,533.76
10/01/2018	000220	Douglas & Julia Slack	320.00		118,213.76
10/01/2018	000220	22955 Investments LLC	2,507.00		115,706.76
10/01/2018	000220	Traverse City Property Management	454.00		115,252.76
10/01/2018	000220	TCR Investments, LLC	611.00		114,641.76
10/01/2018	000220	Wendy Teagan	502.00		114,139.76
10/01/2018	000220	TEAMCO PROPERTIES	651.00		113,488.76
10/01/2018	000220	TOS Holdings, LLC	1,563.00		111,925.76
10/01/2018	000220	Tradewinds Terrace Apts	249.00		111,676.76
10/01/2018	000220	Village Apartments LDHA	535.00		111,141.76
10/01/2018	000220	Village Glen Apartments	7,298.00		103,843.76
10/01/2018	000220	Village View Housing LHDA LP	1,188.00		102,655.76
10/01/2018	000220	Village Woods	804.00		101,851.76
10/01/2018	000220	Wagner Asset Group at Ninth Street,	734.00		101,117.76
10/01/2018	000220	Paul Wheelock	602.00		100,515.76

Date: 10/25/2018
Time: 09:05:23

Traverse City Housing Commission
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PNC - Section 8
From: 10/01/2018 To: 10/25/2018

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Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2018	000220	Woda Boardman Lake LDHA.LP	2,031.00		98,484.76
10/01/2018	000220	Woodland Shores Properties, LLC	337.00		98,147.76
10/01/2018	000220	Woodmere Ridge Apartments LDHA	5,028.00		93,119.76
10/01/2018	000220	Wyatt Road Apartment Company	573.00		92,546.76
10/01/2018	000220	Theodore V. Zachman	876.00		91,670.76
10/01/2018	000220	Barb Zupin	500.00		91,170.76
10/05/2018	DEP			100.00	91,270.76
10/15/2018	DEP			30,427.76	121,698.52
Total:			91,657.73	123,983.76	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2018

	1 Month Ended		3 Months Ended			
	<u>September 30, 2018</u>		<u>September 30, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$ 32,364.00	\$	95,951.00	\$	435,000	\$ 339,049.00
3110.2 - Dwelling Rental-Proj. 2	5,822.00		14,518.00		0	(14,518.00)
3120 - Excess Utilities	127.00		400.96		0	(400.96)
3190 - Nondwelling Rental	7,495.60		22,486.80		71,900	49,413.20
Total Rental Income	<u>\$ 45,808.60</u>	<u>\$</u>	<u>133,356.76</u>	<u>\$</u>	<u>506,900</u>	<u>\$ 373,543.24</u>
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$ 20,850.00	\$	62,853.00	\$	250,000	\$ 187,147.00
Total HUD PHA GRANTS	<u>\$ 20,850.00</u>	<u>\$</u>	<u>62,853.00</u>	<u>\$</u>	<u>250,000</u>	<u>\$ 187,147.00</u>
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$ 259.21	\$	616.01	\$	2,500	\$ 1,883.99
3690 - Tenant Income	177.00		1,041.55		6,000	4,958.45
3690.1 - Non-Tenant Income	503.65		18,847.04		15,400	(3,447.04)
3690.2 - Tenant Income-Cable	2,300.00		6,903.00		29,200	22,297.00
3692 - Management Fee - TAHDC	0.00		4,118.97		0	(4,118.97)
Total Nonrental Income	<u>\$ 3,239.86</u>	<u>\$</u>	<u>31,526.57</u>	<u>\$</u>	<u>53,100</u>	<u>\$ 21,573.43</u>
Total Operating Income	<u>\$ 69,898.46</u>	<u>\$</u>	<u>227,736.33</u>	<u>\$</u>	<u>810,000</u>	<u>\$ 582,263.67</u>
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 9,663.86	\$	33,392.30	\$	136,780	\$ 103,387.70
4130 - Legal Expense	81.90		1,616.80		17,000	15,383.20
4140 - Staff Training	189.00		189.00		6,300	6,111.00
4150 - Travel Expense	469.26		1,323.13		4,200	2,876.87
4170 - Accounting Fees	787.66		1,687.98		7,000	5,312.02
4171 - Auditing	0.00		0.00		4,000	4,000.00
4182 - Employee Benefits - Admin	1,910.82		13,676.04		50,430	36,753.96
4185 - Telephone	444.68		2,053.31		7,500	5,446.69
4190.1 - Publications	0.00		0.00		800	800.00
4190.2 - Membership Dues and Fees	0.00		317.97		1,000	682.03
4190.3 - Admin. Service Contracts	389.77		2,822.23		23,800	20,977.77
4190.4 - Office Supplies	116.40		395.36		4,200	3,804.64
4190.5 - Other Sundry Expense	897.58		4,936.25		13,640	8,703.75
4190.6 - Advertising	0.00		275.00		1,500	1,225.00
Total Administration	<u>\$ 14,950.93</u>	<u>\$</u>	<u>62,685.37</u>	<u>\$</u>	<u>278,150</u>	<u>\$ 215,464.63</u>
Tenant Services						
4220 - Rec., Pub., & Other Services	\$ 0.00	\$	2,629.75	\$	8,575	\$ 5,945.25
4230 - Cable TV-Tenants	3,289.48		9,869.88		37,460	27,590.12
Total Tenant Services	<u>\$ 3,289.48</u>	<u>\$</u>	<u>12,499.63</u>	<u>\$</u>	<u>46,035</u>	<u>\$ 33,535.37</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2018

	1 Month Ended		3 Months Ended			
	<u>September 30, 2018</u>		<u>September 30, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities						
4310 - Water	\$	2,292.58	\$	6,079.40	\$ 16,500	\$ 10,420.60
4320 - Electricity		8,215.46		24,340.15	150,000	125,659.85
4330 - Gas		93.31		765.42	15,500	14,734.58
Total Utilities	\$	10,601.35	\$	31,184.97	\$ 182,000	\$ 150,815.03
Ordinary Maint. & Operations						
4410 - Labor, Maintenance	\$	9,408.95	\$	28,934.01	\$ 97,540	\$ 68,605.99
4420 - Materials		2,424.71		8,839.29	25,000	16,160.71
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		445.00		19,896.79	9,600	(10,296.79)
4430.05 - Landscape & Grounds Contracts		1,831.55		11,891.03	10,000	(1,891.03)
4430.06 - Unit Turnaround Contracts		3,798.91		20,527.27	18,000	(2,527.27)
4430.07 - Electrical Contracts		183.34		246.34	1,000	753.66
4430.08 - Plumbing Contracts		934.07		1,740.37	1,000	(740.37)
4430.09 - Extermination Contracts		620.00		1,430.00	3,000	1,570.00
4430.10 - Janitorial Contracts		0.00		0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts		4,193.80		6,716.81	10,000	3,283.19
4430.12 - Misc. Contracts		385.41		1,457.19	10,000	8,542.81
4431 - Garbage Removal		746.09		1,755.61	10,500	8,744.39
4433 - Employee Benefits - Maint.		2,238.55		13,276.57	35,620	22,343.43
Total Ordinary Maint. & Oper	\$	27,210.38	\$	117,315.47	\$ 243,460	\$ 126,144.53
General Expense						
4510 - Insurance	\$	2,680.18	\$	8,011.18	\$ 30,600	\$ 22,588.82
4520 - Payment in Lieu of Taxes		2,041.67		5,863.34	23,000	17,136.66
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
Total General Expense	\$	4,721.85	\$	13,874.52	\$ 89,600	\$ 75,725.48
Total Routine Expense	\$	60,773.99	\$	237,559.96	\$ 839,245	\$ 601,685.04
Non-Routine Expense						
Extraordinary Maintenance						
4610.3 - Contract Costs	\$	0.00	\$	0.00	\$ 10,000	\$ 10,000.00
Total Extraordinary Maintenance	\$	0.00	\$	0.00	\$ 10,000	\$ 10,000.00
Casualty Losses-Not Cap.						
Total Casualty Losses	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$	0.00	\$	0.00	\$ 10,000	\$ 10,000.00
Total Operating Expenses	\$	60,773.99	\$	237,559.96	\$ 849,245	\$ 611,685.04
Operating Income (Loss)	\$	9,124.47	\$	(9,823.63)	\$ (39,245)	\$ (29,421.37)
Depreciation Expense						
4800 - Depreciation - Current Year	\$	20,611.45	\$	62,918.84	\$ 0	\$ (62,918.84)
Total Depreciation Expense	\$	20,611.45	\$	62,918.84	\$ 0	\$ (62,918.84)

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2018

	1 Month Ended		3 Months Ended			
	<u>September 30, 2018</u>		<u>September 30, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$ 0.00	\$	0.00	\$	0	\$ 0.00
Capital Expenditures						
7540 - Betterments and Additions	\$ 0.00	\$	10,770.25	\$	25,000	\$ 14,229.75
7590 - Operating Expenditures-Contra	0.00		(10,770.25)		0	10,770.25
Total Capital Expenditures	\$ 0.00	\$	0.00	\$	25,000	\$ 25,000.00
Other Financial Items						
8010 - Operating Transfers In	\$ 0.00	\$	0.00	\$	109,300	\$ 109,300.00
Total Other Financial Items	\$ 0.00	\$	0.00	\$	109,300	\$ 109,300.00
 HUD Net Income (Loss)	 \$ 9,124.47	 \$	(20,593.88)	 \$	(173,545)	 \$ (152,951.12)
GAAP Net Income (Loss)	<u>\$ (11,486.98)</u>	<u>\$</u>	<u>(72,742.47)</u>	<u>\$</u>	<u>45,055</u>	<u>\$ 117,797.47</u>

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2018**

	1 Month Ended	3 Months Ended		
	<u>September 30, 2018</u>	<u>September 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	\$ 5,602.00	\$ 16,806.00	\$ 0	\$ (16,806.00)
Total HUD PHA GRANTS	\$ 5,602.00	\$ 16,806.00	\$ 0	\$ (16,806.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 5,602.00</u>	<u>\$ 16,806.00</u>	<u>\$ 0</u>	<u>\$ (16,806.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,678.48	\$ 12,754.68	\$ 55,800	\$ 43,045.32
4182 - Employee Benefits - Admin	1,054.25	8,308.37	19,070	10,761.63
4190.1 - Publications	0.00	433.00	0	(433.00)
Total Administration	<u>\$ 4,732.73</u>	<u>\$ 21,496.05</u>	<u>\$ 74,870</u>	<u>\$ 53,373.95</u>
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 4,732.73	\$ 21,496.05	\$ 74,870	\$ 53,373.95

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2018**

	<u>1 Month Ended September 30, 2018</u>	<u>3 Months Ended September 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 4,732.73	\$ 21,496.05	\$ 74,870	\$ 53,373.95
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 869.27</u>	<u>\$ (4,690.05)</u>	<u>\$ (74,870)</u>	<u>\$ (70,179.95)</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2018**

	1 Month Ended	3 Months Ended		
	<u>September 30, 2018</u>	<u>September 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 140.00	\$ 190.00	\$ 0	\$ (190.00)
Total Operating Reserve Income	\$ 140.00	\$ 190.00	\$ 0	\$ (190.00)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 86,018.00	\$ 259,886.00	\$ 0	\$ (259,886.00)
3411 - Admin Fee Funding	7,358.00	23,241.00	0	(23,241.00)
Total HUD PHA GRANTS	\$ 93,376.00	\$ 283,127.00	\$ 0	\$ (283,127.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 93,516.00	\$ 283,317.00	\$ 0	\$ (283,317.00)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,100.52	\$ 10,633.27	\$ 40,790	\$ 30,156.73
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	17.10	91.20	500	408.80
4140 - Staff Training	81.00	81.00	2,700	2,619.00
4150 - Travel Expense	122.04	502.29	1,800	1,297.71
4170 - Accounting Fees	784.25	2,082.75	8,000	5,917.25
4171 - Auditing	0.00	0.00	3,000	3,000.00
4182 - Employee Benefits - Admin	734.28	4,550.22	17,195	12,644.78
4185 - Telephone	190.58	651.51	3,200	2,548.49
4190.1 - Publications	0.00	0.00	500	500.00
4190.2 - Membership Dues and Fees	0.00	317.97	1,000	682.03
4190.3 - Admin. Service Contracts	167.05	1,049.79	10,200	9,150.21
4190.4 - Office Supplies	49.88	169.43	2,200	2,030.57
4190.5 - Other Sundry Expense	3,432.37	5,443.10	5,460	16.90
4190.6 - Advertising	0.00	99.92	0	(99.92)
Total Administration	\$ 8,679.07	\$ 25,672.45	\$ 96,295	\$ 70,622.55
General Expense				
4590 - Other General Expense	\$ 34.38	\$ 103.14	\$ 0	\$ (103.14)
Total General Expense	\$ 34.38	\$ 103.14	\$ 0	\$ (103.14)
Total Routine Expense	\$ 8,713.45	\$ 25,775.59	\$ 96,295	\$ 70,519.41

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2018**

	<u>1 Month Ended September 30, 2018</u>	<u>3 Months Ended September 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 81,330.00	\$ 240,457.00	\$ 0	\$ (240,457.00)
4715.3 - HAP - Non-Elderly Disabled	1,799.00	6,817.00	0	(6,817.00)
4715.4 - HAP - Utility Allowances	979.00	1,845.00	0	(1,845.00)
4715.5 - HAP - Fraud Recovery	(100.00)	(150.00)	0	150.00
4715.6 - HAP - Homeownership	1,229.00	3,687.00	0	(3,687.00)
4715.61 - HAP-Homeownership URP	14.00	42.00	0	(42.00)
4715.8 - HAP - Portable Paying Out	764.00	2,622.00	0	(2,622.00)
4715.9 - HAP - Portable Receiving	337.00	674.00	0	(674.00)
4719 - HAP - FSS Escrow	2,876.00	9,810.00	0	(9,810.00)
Total HAP Payments	\$ 89,228.00	\$ 265,804.00	\$ 0	\$ (265,804.00)
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 97,941.45	\$ 291,579.59	\$ 96,295	\$ (195,284.59)
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ (4,425.45)	\$ (8,262.59)	\$ (96,295)	\$ (88,032.41)
Memo:				
Admin Operating Income/(Loss)	\$ (1,355.45)	\$ (2,534.59)	\$ (96,295)	\$ (93,760.41)
<u>Analysis of Funding</u>		<u>3 Months Ended September 30, 2018</u>		
A.C. Received: September 30, 2018				
3410 - HAP Funding		\$ 259,886.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		240,457.00		
4715.3 - HAP - Non-Elderly Disabled		6,817.00		
4715.4 - HAP - Utility Allowances		1,845.00		
4715.5 - HAP - Fraud Recovery		(150.00)		
4715.6 - HAP - Homeownership		3,687.00		
4715.61 - HAP-Homeownership URP		42.00		
4715.8 - HAP - Portable Paying Out		2,622.00		
4715.9 - HAP - Portable Receiving		674.00		
4719 - HAP - FSS Escrow		9,810.00		
Total Funding Required		\$ 265,804.00		
Over/(Under) Funding		\$ (5,918.00)		
RNP as of: September 30, 2018		\$ (19,192.00)		
UNP as of: September 30, 2018		\$ 118,529.68		



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

COMMITTEE REPORTS

Governance Committee Meeting: October 18, 2018

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
October 18, 2018**

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Commissioner Kay Serratelli in the Riverview Terrace Community Room, 150 Pine Street, Traverse City, Michigan at 10:00 A.M.

I ROLL CALL

The following Commissioners were present: Kay Serratelli and Jim Friend.

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

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

II APPROVAL OF AGENDA & REVIEW OF MINUTES

Committee Member Corcoran moved (Serratelli support) to approve the agenda and accept the minutes as presented. The motion was unanimously approved.

III PUBLIC COMMENT

None.

IV UPDATES

A. The Policy Review Schedule was presented and discussed.

V OLD BUSINESS

- A. There is no update regarding the "Shared Drive" request from the City.
- B. The committee discussed the upcoming DDA meeting and the River Walk. Staff reported that there was a DDA tour of the neighboring property where many concerns were shared with the DDA Board members in attendance.
- C. There is no update regarding the Safety & Evacuation Plan.
- D. The TCHC lease sub-committee will be convening in late October/early November to continue work on the lease document based on feedback from the TCHC attorney. Our attorney approved moving forward with our newest policy but instructed us to include its language in the new lease.
- E. Staff presented the RAD Fact Sheet #4 that was distributed at the monthly RAD meeting for Residents. There were 12 persons in attendance and it seems that each month has brought a few new persons to the table to get information. Staff will continue to hold monthly resident meetings through this process.
- F. The committee discussed a list of Michigan Public Housing Authorities that should be included in the salary survey. There were over ten PHAs on the list. The survey will be sent out before the end of the calendar year.

VI NEW BUSINESS

- A. The Pest Control Policy was presented and discussed. It seems there was some work on the policy in 2013 but it was never adopted. Staff will refine this policy and bring it back to the committee for review.
- B. The committee had a preliminary discussion on the Housekeeping & Sanitary Standards Policy. Staff will prepare a draft and bring to the committee to review.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Commissioner Serratelli closed the meeting at 11:09 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary



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

STAFF & PROGRAM REPORTS

Executive Director's Report: October 2018

Family Self-Sufficiency (FSS) Program Report: October 2018

Resident Council Report: October 2018

EXECUTIVE DIRECTOR'S REPORT: October 26, 2018

This report covers the work accomplished from September 27, 2018 until October 25, 2018. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: No openings at this time. We had an accidental and very unfortunate death this month which will create an open unit at the end of the month.
2. Orchardview: We have one unit open at this time. We had one family move in this month.

Housing Choice Vouchers

1. We have 171 HCV filled at this time. We have approximately 2 individuals/families looking for housing at this time. The waitlist closed at the end of September and we now have 302 persons on the list which is about a two and half year wait list.

Projects & Potential Projects

1. EAST BAY FLATS: I have spent a consider amount of time on this issue. It became clear that we needed another (secondary) investment of capital to complete everything we are required to do AND what we want to do. This required us to rebuild our financial model and other things – but it all is working itself out... after many many meetings. Model Unit should be open in a few weeks. I also presented at the Housing Summit on this project.
2. RAD: Conducted another Resident Meeting at Riverview Terrace.
3. LEELANAU REACH: Several meetings and conversations with their leadership and with their potential investor concerning their Northport housing project. This included me reviewing and rebuilding their financial statements.
4. 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.
5. Participated in continued several conversations with WRC staff and MSHDA staff about the future of Sarah's House.

6. Continued to assist the Opportunity Resource Fund, a state-wide CDFI, about their plans to “announce” a presence in the region – there will be an “event” in about a month.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
-------------------------	--

1. Met with the leadership of the Riverview Terrace Resident Council to update monthly financials.
2. Continued to monitor the new Smoke-Free Properties policy. It is still going well although we expect the cold weather to create some issues.
3. Beginning to work on new Housekeeping & Sanitary Standards Policy.

Strategic Goal 3	Foster an environment of innovation and excellence.
-------------------------	--

Strategic Planning

1. Continued research for the white paper on the future of TCHC – still have not completed this task.

Financial

1. Prepared monthly financial reports for September 2018.
2. Prepared for and participated in three-day audit with our independent auditor.

General Management

1. Continued work on internal Policy Review and Improvement.
2. Continued work on TCHC Lease Agreement – conversations with our attorney.

Office IT

1. No update.

TCHC

1. Attended one TCHC regular meeting (September 28) and prepared for another (October 26).
2. Prepared for a Governance Committee meetings.

ERHC

1. Prepared for and attended one ERHC regular meetings (October).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Met with Assistant Village Manager and regional nonprofit about potential housing project in Elk Rapids.

Strategic Goal 4	Increase community engagement and understanding of our work.
-------------------------	---

1. Rural Housing Partnership: Participated in board of directors meeting. Reviewed resumes for new executive director position. Provided update at the Housing Summit.
2. Community Economic Development Association of Michigan (CEDAM): Participated in a board of directors meeting.
3. Federal Home Loan Bank of Indianapolis: Participated in two conference calls to plan presentation to Federal Housing Finance Agency (FHFA). Attended two-day meeting with Affordable Housing Advisory Council Leadership in Washington DC at the FHFA.
4. Media: We received some press on the Elk Rapids Housing Commission relationship. Working with Commission Lockwood on an East Bay Flats media strategy.
5. Assisted in a presentation to Rotary Charities Community Impact team on behalf of Michigan Community Capital (MCC).
6. Met with Chamber Alliance staff about potential housing bills being introduced in the State Legislature.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Several emails and calls with TCHC attorney, Ward Kuhn on a variety of issues.
2. "SHARED DRIVE" / "RIVERWALK": Invited to a meeting in November on the Shared Drive issue.
3. "ENGINEERING SERVICES": No movement on this issue.
4. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

October 26, 2018

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	23	100%	13	62%

Program Manager Update

I have been meeting with current FSS clients and continue to schedule quarterly appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We have closed the HCV waitlist and will begin issuing new vouchers in November. This is an opportunity to introduce the FSS program to new clients.

Status of Participants

No change in enrollment at this time. Our newest enrollee has already obtained employment and will be having contributions made to her escrow. Current participants are showing progress and continuously working to meet their goals.


FSS Grant

We continue to make our monthly draw on the grant. The FY 2019 grant RFP is still not out yet. We suspect this is due to a delay in implementing an FSS Performance Measurement System that was supposed to be part of the application. We will respond to the RFP as soon as it is announced.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 26, 2018
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 September. The financial reporting continues to be great and they are finding a nice balance of activities and interactions with residents.

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

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

RESIDENT COUNCIL REPORT FOR TCHC BOARD PACKET FOR OCTOBER 2018

~ The Resident Council Meeting was held and we had a Quorum.

~ The Resident Council Office was closed on October 16th and 17th due to the TCHC Audit.

~ We discussed the Halloween / Birthday Bash and it was voted on that we have pizza, cupcakes, and ice cream. This will make it easier for the Resident Council because of the lack of a Social Coordinator.

~ We discussed the Thanksgiving and Christmas dinner. It was because of the lack of funds that the Membership decided to just have one big meal sometime between Thanksgiving & Christmas. A date will be set up sometime in November and put into the Gazette.

~ It was suggested that we eliminate the, "Free Table," for sanitary reasons and also eliminate the mess it causes. Instead they will have to put a notice on the Resident Board if they have something that they want to give away or sell.

~ Next Resident Council Meeting will be held on November 9th, 2018 @ 2pm.



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	\$ 945.06	\$ 945.06	\$ 945.06
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 745.80	\$ 39.99	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 1,730.85	\$ 985.05	\$ 945.06	\$ 945.06	\$ 945.06	\$ 945.06	\$ 945.06

Unrestricted Balance Forward	\$ 357.57	\$ 369.53	\$ 280.46	\$ 230.26	\$ 230.26	\$ 230.26	\$ 230.26
Income	\$ 81.90	\$ 83.43	\$ 40.25	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 69.94	\$ 172.50	\$ 90.45	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 369.53	\$ 280.46	\$ 230.26	\$ 230.26	\$ 230.26	\$ 230.26	\$ 230.26

EOM TOTAL*	\$ 2,100.38	\$ 1,265.51	\$ 1,175.32	\$ 1,175.32	\$ 1,175.32	\$ 1,175.32	\$ 1,175.32
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* Equals Bank Statement

Total Savings = \$ 5.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 1,280.32

Current as of September 30, 2018



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

Your Statement Of Accounts
09/01/2018-09/30/2018
Your Account Number
xxxxxx1794
Page 1

130221 1 AV 0-378 182919-130221-415



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

Happy 85 years! Thank you to all of our members who have made the last 85 years truly happy. It's been a long time since our founder, Lloyd F. Hutt, started a financial institution to help teachers during the Great Depression. Although a lot has changed, we're still just lending a hand to our neighbors. Join us for cupcakes at your local branch on October 19.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$1,265.51	\$1,175.32
	Total		\$1,180.32

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Sep 01		Beginning Balance			\$5.00
Sep 30		Ending Balance			\$5.00

FREE CHECKING

Share Account ID 01

			Total Deposits	Total Withdrawals	Balance
			\$40.25	\$130.44	
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Sep 01		Beginning Balance			\$1,265.51
Sep 14	Sep 14	Draft 1158 Tracer 042000015239514 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$39.99)		\$1,225.52
Sep 16	Sep 16	Withdrawal POS #825900318869 WM SUPERCENTER # Wal-Mart Super Center TRAVERSE CITY MI	(\$50.89)		\$1,174.63
Sep 17	Sep 17	Withdrawal POS #826020364887 GFS STORE #0919 1781 Ba Traverse City MI	(\$8.29)		\$1,166.34
Sep 19	Sep 19	Withdrawal POS #826200004797 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$31.27)		\$1,135.07
Sep 28	Sep 28	Deposit		\$40.25	\$1,175.32
Sep 30		Ending Balance			\$1,175.32

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1158	Sep 14	\$39.99						
		Total Checks Cleared	1	\$39.99				

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

Dividend Summary

Account
MEMBER SAVINGS 00
FREE CHECKING 01
Total

Dividends
Year To Date
\$0.00
\$0.00
\$0.00

Your current account relationship is Basic



DRAFT

RIVERVIEW TERRACE RESIDENT COUNCIL MINUTES OCTOBER 19, 2018

Welcome and Call to Order:

Time: 2:05

Pledge Of Allegiance:

Roll Call:

Quorum: 14

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

. Louis Kanan, Treas.

Introduction Of Guest: None

Secretary's report:

. Norma Loper, Sec.

. Motion to accept by: Louis, Seconded by: Laura, Carried

Treasurer's report:

. Louis Kanan, Treas.

. Motion to accept by: Dorothy, Seconded by: Carla, Carried

Old Business:

A. Birthday Bash/Dinner for September went well. Everyone really enjoyed their "sloppy joes"! We had 29 present.

B. The Peer Advocacy Group (Disability Network)

1. Met on September 13, with 7 people in attendance.

2. Met on October 11, with 6 residents there at the meeting.

a. Guests: Jim Page D: for 37th District State Senator

Betsy Coffia: for Grand Traverse County Commission

New Business:

A. Birthday Bash/Halloween Party is October 31 @ 3:00pm.

1. This will be a Pizza Party. Yes, you may come in costume!

B. The Resident Office was closed on Wednesday Oct.17, 2018

as the TCHC (down stairs office) rented our office for 2 days.

C. Discussion on up coming Holiday Dinner/Party.

1. November:

- a. For Thanksgiving, no big dinner.**
- b. Suggestion was put forth to have dinner delivered this year.**

2. December:

- a. Big dinner for both Thanksgiving and Christmas.**
- b. We would still have the Birthday Bashes in both months**

Public Comment:

Council Comment:

Motion to Adjourn: Marie Seconded by: Carla

Adjourned

Time: 2:35pm

Next Meeting: November 9, 2018 @ 2:00 pm

RIVERVIEW TERRACE RESIDENT COUNCIL

FINANCIAL REPORT OCTOBER 19TH, 2018

*RESTRICTED FUNDS

Beginning Balance	\$985.05
-Expenses	<u>\$39.99</u>
	\$945.06

RESTRICTED FUNDS FINAL BALANCE \$945.06

*UNRESTRICTED FUNDS

Beginning Balance	\$280.46
- Expenses (birthday bash / dinner)	\$90.00
- DONATIONS	<u>\$40.25</u>

UNRESTRICTED FUNDS FINAL BALANCE \$230.26

COMBINED RESTRICTED /
UNRESTRICTED FINAL BALANCE \$1,175.31

*PETTY CASH \$100.00

**RIVERVIEW TERRACE RESIDENT COUNCIL
AGENDA OCTOBER 19, 2018**

Welcome and Call to Order:

Time:

Pledge Of Allegiance:

Roll Call:

Quorum:

Introduction Of Guest:

Secretary's report:

. Norma Loper, Sec.

Treasurer's report:

. Louis Kanan, Treas.

Old Business:

A. Birthday Bash/Dinner for September went well. Everyone really enjoyed their "sloppy joes"! We had 29 present.

B. The Peer Advocacy Group (Disability Network)

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New Business:

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B. The Resident Office will be closed on Wednesday Oct.17, 2018 as the TCHC (down stairs office) is renting our office for 2 days.

C. Discussion on up coming Holiday Dinner/Party.

1. November and December.

Public Comment:

Council Comment:

Motion To Adjourn:

Time:

Next Meeting: November 9, 2018 @ 2:00 pm

DRAFT

RIVERVIEW TERRACE RESIDENT COUNCIL
MINUTES SEPTEMBER, 2018

Welcome and Call to Order:

Time: 2:00 pm

Pledge of Allegiance:

Roll Call:

Quorum: 16 (yes)

- . Jo Simerson, pres. Laura Cole, vice pres. Norma Loper, sec.
- . Louis Kanan, tres.

Introduction of Guest: none

Secretary's report:

. Norma Loper, Sec.

1. June report: motion by: Jody, seconded by: Jim, carried.

2. August report:

a. There was a correction made on the June 6, 2018 in the unrestricted funds. So the final balance of 558.38 is correct for June, 2018 On the Treasurer's report.

b. motion by: Jody, seconded by: Gene, carried.

Treasurer's report:

. Louis Kanan, Treas.

Old Business:

A. Birthday Bash for August had 23 people present, and was a success.

B. Disability Network:

1. Disability Network will be know as the Peer Advocacy Group

2. Next meeting is October 11, 2018

C. August 22 Picnic was loads of fun. Everyone enjoyed the band.

1. We had 53 residents present.

New Business:

A. "Paint a Bird House" saw 8 people sitting around the tables painting the most gorgeous bird houses you ever did see !!

1. Sat. Sept. 15. You missed a whale of a good time.....

B. Birthday Bash/ Dinner September 19 @ 3:00 pm

C RAD:

1. Meeting scheduled for September 20th . If this changes, notices will be posted.

Public Comment:

Council Comment:

Motion To Adjourn:

Time: 2:33 pm

by: Harold , seconded by: Laura, adjourned

Next meeting : October 19, 2018 @ 2:00pm

RIVERVIEW TERRACE RESIDENT COUNCIL FINANCIAL REPORT FOR AUGUST 2018

- **RESTRICTED FUNDS**

Beginning Balance	\$1730.85
-Expenses	
picnic	\$100.00
computer & software	\$705.81
Phone Bill.....	<u>\$39.99</u>
Expense Total	\$845.80

RESTRICTED FUNDS FINAL BALANCE \$885.05

- **UNRESTRICTED FUNDS**

Beginning Balance	\$369.53
-Expenses	
birthday bash	\$29.40
picnic	<u>\$43.10</u>
Expense Total	\$72.50

UNRESTRICTED FUNDS FINAL BALANCE \$297.03

DEPOSITS \$83.43

- *FINAL COMBINED BALANCE \$1265.51*

- PETTY CASH \$100.00



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

OLD BUSINESS

2019 Consolidated Budget: Review of September 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	SEPTEMBER 2018 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
OPERATING INCOME					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 38,186.00	\$ 110,469.00	25.40%
Investment Interest	2,514.86	2,750.00	259.21	616.01	22.40%
Program Income: HCV	1,059,768.00	1,067,750.00	93,516.00	283,267.00	26.53%
Program Income: FSS	67,102.00	67,500.00	5,602.00	16,806.00	24.90%
Earned Income	159,523.99	196,700.00	10,603.25	53,798.32	27.35%
HUD Property Subsidy	243,751.00	250,000.00	20,850.00	62,853.00	25.14%
CFP / Draw on Surplus	59,990.87	220,000.00	-	-	0.00%
TOTAL OPERATING INCOME	\$ 2,024,326.72	\$ 2,239,700.00	\$ 169,016.46	\$ 527,809.33	23.57%
OPERATING EXPENSES					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 16,442.86	\$ 56,780.25	24.37%
Benefits	72,038.35	74,184.41	3,699.35	26,534.63	35.77%
Compensated Absences	(5,852.01)	(1,500.00)	-	-	0.00%
Legal	6,330.00	20,000.00	99.00	1,708.00	8.54%
Travel / Staff Training	9,548.23	17,500.00	861.30	2,095.42	11.97%
Accounting / Auditing	20,272.92	27,000.00	1,571.91	3,770.73	13.97%
General Office Expenses	60,625.25	72,500.00	5,722.69	19,067.98	26.30%
TOTAL OPERATING EXPENSES	\$ 376,711.69	\$ 442,684.41	\$ 28,397.11	\$ 109,957.01	24.84%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ -	\$ 2,629.75	29.22%
Cable Television	38,953.19	38,960.00	3,289.48	9,869.88	25.33%
HAP	1,042,669.42	1,028,250.00	89,228.00	265,804.00	25.85%
TOTAL TENANT PROGS / SERVICES	\$ 1,087,959.45	\$ 1,076,210.00	\$ 92,517.48	\$ 278,303.63	25.86%
UTILITIES					
Water	\$ 15,395.02	\$ 15,500.00	\$ 2,292.58	\$ 6,079.40	39.22%
Electricity	130,384.39	150,000.00	8,215.46	24,340.15	16.23%
Gas	15,989.15	21,500.00	93.31	765.42	3.56%
TOTAL UTILITIES	\$ 161,768.56	\$ 187,000.00	\$ 10,601.35	\$ 31,184.97	16.68%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 9,408.95	\$ 28,934.01	22.83%
Maintenance Benefits	36,166.15	48,093.50	2,238.55	13,276.57	27.61%
Materials	23,143.74	37,500.00	2,424.71	8,839.29	23.57%
Contract / CFP Costs	176,147.34	195,000.00	13,138.17	66,265.60	33.98%
TOTAL ORDINARY MAINTENANCE	\$ 339,090.20	\$ 407,333.50	\$ 27,210.38	\$ 117,315.47	28.80%
GENERAL EXPENSE					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 2,680.18	\$ 8,011.18	25.43%
Payment in Lieu of Taxes	25,226.86	24,500.00	2,041.67	5,863.34	23.93%
Collection Losses	798.66	5,000.00	-	-	0.00%
Interest Expense / Other	29,143.21	33,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 84,374.40	\$ 94,000.00	\$ 4,721.85	\$ 13,874.52	14.76%
EXTRAORDINARY / CASUALTY					
	\$ 1,243.95	\$ 10,000.00	\$ -	\$ -	0.00%
TOTAL OPERATING EXPENSES	\$ 2,051,148.25	\$ 2,217,227.91	\$ 163,448.17	\$ 550,635.60	24.83%
NET OPERATING INCOME (LOSS)	\$ (26,821.53)	\$ 22,472.09	\$ 5,568.29	\$ (22,826.27)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (65,797.00)	\$ (20,000.00)	\$ -	\$ (10,770.25)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (92,618.53)	\$ 2,472.09	\$ 5,568.29	\$ (33,596.52)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<u>OPERATING INCOME</u>	
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
TOTAL OPERATING INCOME	A total of operating income amounts.
<u>OPERATING EXPENSES</u>	
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.
TOTAL OPERATING EXPENSES	A total of all operating expenses across all program activities.
<u>TENANT PROGRAMS & SERVICES</u>	
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.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
<u>UTILITIES</u>	
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.
TOTAL UTILITIES	A total of all utility expenditures.
<u>MAINTENANCE / BUILDING OPERATION</u>	
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.
TOTAL ORDINARY MAINTENANCE	A total of all ordinary maintenance and building operation expenditures.
<u>GENERAL EXPENSE</u>	
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.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
<u>EXTRAORDINARY / CASUALTY*</u>	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
TOTAL OPERATING EXPENSES	A grand total of all expenses.
NET OPERATING INCOME (LOSS)	This amount reflects total income over total expenses.
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	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.
RESIDUAL RECEIPTS (DEFICIT)*	Final amounts to be determined by accountants.

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF SEPTEMBER 2018

PUBLIC HOUSING

Chemical Bank	Checking	\$	9,591.37	
4Front Credit Union	Savings	\$	6,614.70	
TC State Bank	1051647	\$	163,442.40	
TC State Bank	53691	\$	42,480.77	
Huntington Bank	1388434863	\$	163,132.85	
TC State Bank	ICS Acct	\$	76,002.04	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	17,663.50	
Huntington Bank	1388405232	\$	26,814.79	
4Front Credit Union	CD 16525-S100	\$	31,733.58	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,691.36	Certificate of Deposit
SUB TOTAL		\$	<u>590,167.36</u>	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	89,336.34	
Chase Bank	135080088317	\$	76,040.08	Escrow Account
SUB TOTAL		\$	<u>165,376.42</u>	

OTHER

Reserves*/FSS/CFP		\$	487,456.53	Restricted
SUB TOTAL		\$	<u>487,456.53</u>	
TOTAL Cash & Cash Equivalents		\$	<u><u>1,243,000.31</u></u>	

* as of December 31, 2017

TCHC Policy Review Schedule

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


TCHC Policy Review Schedule

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

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 26, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Rental Assistance Demonstration (RAD) Resident Information

MESSAGE:

We held another monthly RAD meeting last week and it was well attended. In attendance this month had seven (10) residents and two parents. We, of course, did not have much to announce but we were able to answer a few more questions – including providing clarification to one resident's parents.

I do believe the meeting help reinforce the message about RAD for residents that have concerns or who take additional time to absorb this kind of information. These meetings are announced in the Riverview Terrace Newsletter.

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

RENTAL ASSISTANCE DEMONSTRATION (RAD)

FACT SHEET #4: RESIDENT INVOLVEMENT IN THE CONVERSION PROCESS

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.

HOW CAN I BE INVOLVED IN RAD?

Your PHA must take several steps when it decides to participate in RAD. First, your PHA must apply for RAD to get HUD's permission to convert public housing properties to Section 8 properties. Before submitting an application, your PHA will invite you to at least two meetings to discuss the conversion plans. During these meetings, you can learn about the conversion plans, ask questions, express concerns, and provide comments.



**Fresno Housing Authority, CA residents
and staff talk about 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, under the 'Residents' tab. This fact sheet discusses opportunities for resident involvement in RAD.

After your comments and questions are received, your PHA will need to provide written responses as part of the RAD application.

Once HUD gives the RAD conversion plan preliminary approval (a CHAP), your PHA must have at least one more meeting with residents of the property prior to submission of the financing plan. This is another chance for you to ask questions and provide comments.

Finally, after your PHA has completed and submitted all the required documents, and the RAD plans for your property have been approved by HUD, the PHA will receive a **RAD Conversion Commitment (RCC)**. After receiving the RCC, the PHA must notify each affected household that the conversion of the project has been approved, as well as provide information on the specific rehab or construction plans and any impact the conversion may have on residents.

WHAT ARE OTHER OPPORTUNITIES FOR RESIDENT AND COMMUNITY INPUT?

Every PHA has an annual or five-year plan that provides details about the programs and services the PHA offers. A RAD conversion is considered a significant part of the **PHA Plan** or a **Significant Amendment** to the plan. Any changes that

happen at your property because of RAD must be included in your PHA's annual or five-year plan.

The new (amended) PHA plan must be approved before the RAD conversion is completed. In addition to the general information required in the PHA plan, your PHA must include the following information about its RAD plans:

- A description of the number units to be converted, including bedroom size, and who lives in the units (families, elderly, or those with disabilities);
- Any change in the number of units;
- Any change in the bedrooms per unit;
- Any change in policies about who could move into the units when there are vacancies; and
- If the PHA will move any of the subsidized assistance to another site.

Resident Advisory Board Involvement and Public Hearing

Your PHA must work with the **Resident Advisory Board (RAB)** whenever it makes changes to the PHA plan, and provide the RAB with information on the RAD conversion. The RAB must have enough time to review the RAD plans and provide comments.

Your PHA must submit these comments to HUD. While your PHA is required to consider these comments, it is not required to agree with them. However, if the RAB feels that the PHA did not provide adequate notice and opportunity for comment, the RAB may ask HUD to determine whether the PHA met these notification requirements.

In addition to working with the RAB, your PHA must have a public hearing to discuss the PHA plan and invite the public to comment.

Your PHA may only submit the PHA plan to HUD once it has:

- Consulted the RAB;

- Provided notice of and subsequently conducted a public hearing; and
- Considered all comments received.

WHAT IF I NEED REASONABLE ACCOMMODATIONS TO PARTICIPATE?

Your PHA must make materials available in accessible formats for persons with disabilities, and must make meetings accessible for persons with disabilities.

Your PHA must also provide language assistance to persons that have trouble understanding English so that they can read materials, participate in meetings, and provide comments on the proposed RAD conversion. This may include providing translation of written

DEFINITIONS:

- **Conversion** – The process of changing from the public housing program to a Project-Based Section 8 contract through RAD.
- **PHA Plan** – A document your PHA prepares in consultation with residents that outlines its basic goals and policies.
- **Resident Advisory Board (RAB)** – A board of residents that works with the PHA on the PHA plan.
- **RAD Conversion Commitment (RCC)** – An agreement between HUD and the PHA that describes the terms and conditions of the RAD conversion.
- **Significant Amendment** – A change that will need to be made to the PHA plan before a RAD conversion can be completed.

materials and providing interpreters at meetings.

Resident Engagement in Lexington, KY

The Lexington Housing Authority (LHA) involved residents early and often in the RAD conversion process. LHA held all-resident meetings followed by smaller group meetings so that all residents could ask questions, speak with LHA staff about their concerns, and understand LHA's RAD goals. Representatives from the Lexington Fair Housing Council, a local non-profit, attended all of the resident meetings. LHA also invited local officials to attend the meetings. Throughout the RAD process, LHA made it a priority to provide regular updates and make sure that residents had complete information to help residents plan and make good decisions for their families.



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


NEW BUSINESS

Resolution to Change Authorized Signers on All Accounts

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 26, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Change Authorized Signers on All Checking Accounts

MESSAGE:

As a result of the recent TCHC Officer elections, we need to make some adjustments to our list of authorized signers on our checking accounts. We maintain four (4) authorized signers with one (1) authorized signer being designated for emergency purposes only via internal controls. Our list of authorized signers has been adjusted taking into account our recent elections.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO CHANGE AUTHORIZED SIGNERS ON ALL ACCOUNTS

October 26, 2018

WHEREAS, recent changes in the composition of officers for the Commission requires the Traverse City Housing Commission (TCHC) to update its list of Authorized Signers on all of its checking accounts; and

WHEREAS, a list of Authorized Signers was prepared for and submitted to the Executive Committee for review; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Director and staff.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

The Traverse City Housing Commission acknowledges that the Authorized Signers on all Checking Accounts shall be as follows:

1. Anthony Lentych, Executive Director
2. Andy Smits, President
3. Heather Lockwood, Vice President
4. Angela Szabo, Intake/FSS Program Coordinator (Emergency Signer Only)



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

CORRESPONDENCE

October 2, 2018 Record Eagle Article on TCHC – ERHC Relationship

October 3, 2018 Record Eagle Editorial on TCHC – ERHC Relationship

October 17, 2018 Letter from HUD on Proposed ACC Changes

Housing Commissions to Share Director

Housing commissions approved one-year contract for administrative services

BY ALEXA ZOELLNER

October 2, 2018

ELK RAPIDS — The Elk Rapids and Traverse City housing commissions separately approved a one-year contract for the latter to provide administrative services after a successful trial run lasting about three months.

"This is a trend that's been going on with the really small housing commissions so they don't have to hire or find staff to move to the area," Traverse City Housing Commission Executive Director Tony Lentych said.

The contract went into effect Oct. 1 and will cost the ERHC \$24,300 per year, the contract states. The total is payable in monthly installments of \$2,025.

Lentych said he will serve as the director of the Elk Rapids organization, in addition to retaining his duties in Traverse City. He added that the two commissions will remain separate entities.

"It's a win-win for both housing commissions," Elk Rapids Housing Commission President Myrna Howse said.

She said the previous director left in July and a search failed to turn up any suitable candidates.

The contract states that Lentych is contracted to work eight to 12 hours per month at approximately \$52 per hour. TCHS Deputy Director Michelle Reardon is contracted to work eight to 10 hours a month at approximately \$35 per hour, and Office Coordinator Angie Szabo will work 44 to 48 hours at a rate of about \$22 per hour.

TCHC is an independent contractor and neither the organization — nor its employees — are employees of ERHC, the contract also states.

The previous ERHC director made \$36,369 — including benefits — according to the organization's audited data, Lentych said.

"The difference is that they get three staffers for (\$24,300)," he said.

Commissioners for the Traverse City organization approved the contract Friday, while those in Elk Rapids approved a companion contract Sept. 18.

ERHC oversees a 20-unit complex that was built in the 1970s, Howse said.

Managing that should be a simple task for the TCHC, as the city's housing commission manages 136 units across two properties, Lentych said.

Elk Rapids housing commissioners and village officials told Lentych they're proud of the housing complex and would like to see affordable housing expand there, Lentych said. The village lacks affordable housing and its two largest employers are "up in arms" over the situation.

The contract doesn't include maintenance services, Lentych said. ERHC has a part-time maintenance employee who seems happy to stay for now.

"He's going to know when he wants to back away, (and) then we'll do a maintenance management contract as well," Lentych said.

Howse said that she doesn't see the ERHC renewing the search for a director anytime in the near future.

"We're excited about this; I think they're excited about this," Lentych said. "They can have the right kind of staff person working on the right kind of problems. ... It can be an overwhelming job for one part-time person."

The contract can be terminated by either party by giving a 60-day written notice to the other.

Editorial: Applauding Efficiency on Housing Commissions

October 3, 2018

When Elk Rapids Housing Director Vickie Harrett signaled her upcoming resignation, the suggested course of action was to re-post the position and fill her shoes.

Someone needed to manage Noble Pines, the commission's 20-unit low-income housing development.

But while the village's five-member housing commission didn't stick to their original plan, they did find a solution.

The Elk Rapids Housing Commission asked Traverse City Housing Commission administrators to do the job for a three-month trial period.

It was successful, and village commission extended the duties for a one-year contract that will cost the ERHC \$24,300 per year, starting this month.

Either party can terminate the contract with 60-days written notice.

The Elk Rapids Housing Commission wants to grow its affordable living options in the area.

In the meantime, the move is saving taxpayers about \$10,000 and, as Traverse City Housing Commission Executive Director Tony Lentych put it, getting three employees for the price of one.

We appreciate that the procedural diligence in examining for three months the decision that impacts the older adults and those with disabilities who live at Noble Pines.

We also like that they are saving us a little money.



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

WASHINGTON, DC 20410-5000

GENERAL DEPUTY ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

October 17, 2018

Dear Executive Director,

I am writing to give you an update about the Annual Contributions Contract. As you know, on May 1, 2018, the U.S. Department of Housing and Urban Development took steps to implement a new version of the public housing Annual Contributions Contract ("New ACC") (HUD-53012). The public housing ACC was amended to merge the current HUD-53012-A and HUD-53012-B forms into one document, adding requirements applicable to mixed-finance public housing development and making updates to the agreement, based on current applicable statutes and regulations.

Since then I have met with the public housing industry groups and received letters from several of you. I heard concerns that public housing stakeholders had not received advance notice, did not have an opportunity to comment on the changes made to the ACC through the Paperwork Reduction Act (PRA) process and had not been adequately informed concerning the content and intent of the changes.

After consultation with the Office of General Counsel, the Department has determined that it will initiate another PRA process for the revision of the ACC to ensure that you, other stakeholders and the general public have additional time to comment on the proposed revisions.

The Department is nullifying the New ACC retroactive to when it came into effect on May 29, 2018. In its place, the Department is reinstating the previous version of the ACC that was in effect for your PHA prior to May 29, 2018. Accordingly, all 2018 funding already drawn down will be governed by your PHA's previous ACC.

Please note that the Department's Electronic Line of Credit Control System (eLOCCS) has language on the payment voucher page to state that the PHA confirms that drawing down funds constitutes an electronic signature for the FY 2018 Capital Fund grant and subjects the PHA to the requirements of their previous ACC and Capital Fund ACC Amendment documents posted on the Office of Public and Indian Housing's (PIH's) Annual Contributions Contract Web Page (https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund/2018pi/acc). The Web Page indicates that if your PHA is not authorized under state law to provide an electronic signature, you will need to submit to your local HUD Field Office of Public Housing a signed copy of the Capital Fund ACC Amendment before drawing down FY 2018 Capital Funds. PIH has updated the Web Page to make it clear that the New ACC is no longer in effect. The Web Page now reflects that each PHA's previous version of the ACC is in effect for all public housing purposes including any public housing financing programs (Mixed-Finance, Capital Fund Financing and Operating Fund Financing).

Should you have any questions on reinstituting the previous ACC or the upcoming PRA process, please send your inquiry to PIHOCI@HUD.GOV. Thank you for your continued commitment to providing housing to those most in need.

A handwritten signature in black ink, appearing to read "Dominique Blom".

Dominique Blom