



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

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**  
Friday, February 22, 2019 at 8:00 A.M.

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



## **TABLE OF CONTENTS**

February 22, 2019 Regular Meeting Agenda.....	4
January 25, 2019 Regular Meeting Minutes .....	7
Schedule of Disbursements for January 2019 for Public Housing .....	10
Schedule of Disbursements for January 2019 for HCV Section 8 Programs .....	14
Invoices for February 2019 .....	17
Financial Statements for January 2019 .....	22
February 15, 2019 Executive Committee Meeting Minutes .....	30
Executive Director’s Report for February 2019 .....	32
Family Self-Sufficiency (FSS) Program Report for February 2019 .....	35
Resident Council Report for February 2019 .....	36
Fiscal Year 2019 Consolidated Budget (January 2019) .....	46
TCHC Policy Review Schedule .....	49
TCHC Updated Organizational Chart .....	51
RAD Resident Information Update .....	52
Memorandum on Shared Drive from Pine Street Development One LLC .....	56
February 6, 2019 Letter from HUD to TCHC Regarding Family Unification Program.....	60
February 14, 2019 E-Mail from HUD Regarding FSS Program .....	61
February 14, 2019 E-Mail from Attorney Carl Coan Regarding HUD Lawsuit .....	65

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**Traverse City  
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# MEETING AGENDA

February 22, 2019



## TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

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TCHousing.org

### NOTICE

#### **THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, FEBRUARY 22, 2019 AT 8:00 A.M.**

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

**POSTED: FEBRUARY 20, 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**

Reserved: Erik Falconer for Pine Street Development One LLC

#### **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 January 25, 2019 Regular Meeting Minutes*: Approval Recommended.
- B. *Consideration of Approval of Schedule of Disbursements for January 2019 for Public Housing & HCV / Section 8 Programs*: Approval Recommended.
- C. *Review & Approval of Payment of Invoices for February 2019*: Approval Recommended.
- D. *Review & Acceptance of Financial Statements for January 2019*: Approval Recommended.

**V COMMITTEE & COMMISSIONER REPORTS**

- A. Executive Committee Meeting: February 15, 2019
- B. Governance Committee Meeting: February 21, 2019

**VI STAFF & PROGRAM REPORTS**

- A. Executive Director's Report: February 2019
- B. Family Self-Sufficiency (FSS) Program Report: February 2019
- C. Resident Council Report: February 2019

**VII OLD BUSINESS**

- A. 2019 Consolidated Budget: Review of January 2019
- B. TCHC Policy Review Schedule: Review
- C. TCHC Organizational Chart: Updated
- D. RAD: Memorandum on Resident Follow-up Discussions

**VIII NEW BUSINESS**

- A. Shared Drive Request from Pine Street Development One LLC: Discussion

**IX CORRESPONDENCE**

- A. February 6, 2019 Letter from HUD to TCHC Regarding Family Unification Program
- B. February 14, 2019 E-Mail from HUD Regarding FSS Program
- C. February 14, 2019 E-Mail from Attorney Carl Coan Regarding HUD Lawsuit

**X PUBLIC COMMENT**

**XI COMMISSIONER COMMENT**

**XII ADJOURNMENT**

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



**Traverse City  
Housing Commission**  
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## **CONSENT AGENDA**

January 25, 2019 Regular Meeting Minutes

Schedule of Disbursements for January 2019 for  
Public Housing & HCV Section 8 Programs

Payment of Invoices for February 2019

Financial Statements for January 2019

**DRAFT Meeting Minutes of the Traverse City Housing Commission**  
**January 25, 2019**

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Government Center – Second Floor Training Room, 400 Boardman Avenue, Traverse City at 8:04 A.M.

**I ROLL CALL**

The following Commissioners were present: Jim Friend, Sarah Lucas, 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 Friend moved (Putman support) to accept the agenda as presented. The motion was unanimously approved.

**III PUBLIC COMMENT**

General Comment: Norma Loper.

**IV CONSENT AGENDA**

Commissioner Putman moved (Lucas support) to approve the Consent Agenda as presented in the January 25, 2019 meeting packet. The motion was unanimously approved.

The Consent Agenda was as follows:

1. Meeting Minutes of the November 30, 2018 Regular Commission Meeting.
2. Meeting Minutes of the December 18, 2018 Study Session.
3. Schedule of Disbursements for November & December 2018 for Public Housing and Housing Choice Voucher Section 8 Programs.
4. Payment of Invoices for January 2019.
5. Financial Statements for November & December 2018.

**V COMMITTEE REPORTS**

- A. The meeting minutes from the December 20, 2018 and the January 17, 2019 Governance Committee meetings were presented and accepted.
- B. The meeting minutes from the January 20, 2019 Executive Committee meeting were presented and accepted.
- C. The meeting minutes from the December 11, 2019 Communications Committee meeting were presented and accepted.

**VI STAFF AND PROGRAM REPORTS**

- A. The Executive Director's November & December 2018 Report was presented and accepted.



B. The November & December 2018 Family Self-Sufficiency Report was presented and briefly discussed.

C. The November & December 2018 Resident Council Reports were 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. ED Lentych presented a memo regarding the RAD Resident Follow-up Information. The RAD program was explained and discussed.

**VIII NEW BUSINESS**

A. A memorandum regarding an FSS Escrow Disbursement Request was presented. After discussion, Commissioner Smits moved (Friend support) to approve the disbursement request with a note of congratulations and achievement to the recipient. The motion was unanimously approved.

B. A memorandum regarding the TCHC Committee Assignments was presented by staff. After discussion, it was decided by consensus that the Finance Committee and the Executive committees would be combined and the following committee assignments were agreed upon:

- Executive & Finance Committee: Smits and Lockwood.
- Governance & Compliance Committee: Friend and Putman.
- Communications & Outreach Committee: Lockwood and Lucas.

C. A memorandum describing a conference call on the “Repositioning” of Public Housing Assets was presented and discussed. It was noted that the TCHC will need to explore whether Public Act 18 may need to be updated or utilized in a different way as housing commissions in Michigan move forward as a result of changes at HUD.

D. A memorandum about the need for a “RAD Financing Plan” was presented and discussed in detail. Commissioner Smits moved (Friend second) to authorize staff to develop a financing plan for the RAD “Repositioning” program for submission to HUD that will include the construction of a new senior (or majority senior) housing project in Traverse City. The motion was unanimously approved.

**IX CORRESPONDENCE**

Four items of correspondence were presented and accepted.

**X PUBLIC COMMENT**

None.

**XI COMMISSIONER COMMENT**

None.

**XII     ADJOURNMENT**

Commissioner Lucas moved (Putman support) to adjourn the meeting at 9:19 AM.

Respectfully submitted,

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Michelle Reardon, Recording Secretary

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Andy Smits, President

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 01/01/2019 To: 01/31/2019

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	EFT	T Mobile		2,333.98	36,394.86
01/03/2019	038447	CynergyComm.net,Inc	7.83		36,387.03
01/03/2019	038448	Aflac	217.10		36,169.93
01/03/2019	038449	Priority Health	4,401.81		31,768.12
01/03/2019	038450	Vision Service Plan	72.09		31,696.03
01/03/2019	038451	Home Depot Credit Services	1,031.54		30,664.49
01/03/2019	038452	SAM'S CLUB	605.50		30,058.99
01/04/2019	EFT	Internal Revenue Service	3,122.65		26,936.34
01/04/2019	DEP			5,853.00	32,789.34
01/04/2019	DEP			17,713.81	50,503.15
01/07/2019	DEP			3,967.00	54,470.15
01/07/2019	DEP			5.00	54,475.15
01/07/2019	038453	Cardmember Service	3,284.42		51,190.73
01/07/2019	038454	All American Investment Group, LLC	9,500.00		41,690.73
01/07/2019	038455	Douglas Adams	217.00		41,473.73
01/07/2019	038456	David Gourlay	142.66		41,331.07
01/07/2019	038457	Charles Edwards	301.86		41,029.21
01/07/2019	038458	Lautner Irrigation	185.00		40,844.21
01/07/2019	038459	Northern Greenlawn	405.00		40,439.21
01/07/2019	038460	Great Lakes Business Systems, Inc.	232.01		40,207.20
01/07/2019	038461	R.W. Popp Excavating, Inc.	300.00		39,907.20
01/07/2019	038462	Elmer's	80.00		39,827.20
01/07/2019	038463	Kuhn Rogers PLC	171.00		39,656.20
01/07/2019	038464	Integrated Payroll Services, Inc.	112.90		39,543.30
01/07/2019	038465	Staples Business Advantage	103.32		39,439.98
01/07/2019	038466	AmRent	8.85		39,431.13
01/07/2019	038467	City Of Traverse City	187.98		39,243.15
01/07/2019	038468	Environmental Pest Control	120.00		39,123.15
01/07/2019	038469	Republic Services #239	665.76		38,457.39
01/07/2019	038470	A T & T	143.23		38,314.16
01/07/2019	038471	Thomas P. Licavoli	570.00		37,744.16
01/07/2019	038472	DTE ENERGY	3,162.97		34,581.19
01/07/2019	038473	D & W Mechanical	581.00		34,000.19
01/07/2019	038474	Safety Net	857.67		33,142.52
01/07/2019	038475	Johnson Controls	348.82		32,793.70
01/07/2019	038476	DTE ENERGY	384.50		32,409.20
01/07/2019	038477	Save Carpet USA	234.00		32,175.20

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 01/01/2019 To: 01/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
01/07/2019	038478	McCardel Water Conditioning	26.00		32,149.20
01/07/2019	038479	Dolly's Best Inc.	1,800.00		30,349.20
01/07/2019	038480	Acme Hauling	110.00		30,239.20
01/07/2019	038481	City Of Traverse City	13,628.64		16,610.56
01/07/2019	038482	City Of Traverse City	69.74		16,540.82
01/08/2019	DEP			2,742.85	19,283.67
01/15/2019	ADJST	Alisa Kroupa	1,278.55		18,005.12
01/15/2019	ADJST	Anthony Lentych	2,415.49		15,589.63
01/15/2019	ADJST	Michelle Reardon	1,431.16		14,158.47
01/15/2019	ADJST	Angela N. Szabo	950.89		13,207.58
01/15/2019	ADJST	Joseph Battaglia	298.90		12,908.68
01/15/2019	ADJST	Charles Edwards	1,293.50		11,615.18
01/15/2019	ADJST	Joseph Frawley	1,141.10		10,474.08
01/15/2019	ADJST	David Gourlay	975.93		9,498.15
01/15/2019	ADJST	Benjamin Weston	189.56		9,308.59
01/15/2019	ADJST	Chemical Bank	183.57		9,125.02
01/15/2019	EFT	Principal Life Insurance Co.	740.16		8,384.86
01/16/2019	DEP			1,877.20	10,262.06
01/16/2019	DEP			291.70	10,553.76
01/18/2019	EFT	Internal Revenue Service	2,947.31		7,606.45
01/22/2019	EFT	State Of Michigan	1,424.55		6,181.90
01/22/2019	DEP		100.00		6,081.90
01/22/2019	DEP			351.05	6,432.95
01/22/2019	EFT	State Of Michigan	1,424.55		5,008.40
01/23/2019	DEP			100.00	5,108.40
01/25/2019	DEP			14,128.93	19,237.33
01/28/2019	DEP			43,092.27	62,329.60
01/28/2019	038483	Thomas P. Licavoli	770.00		61,559.60
01/28/2019	038484	SAM'S CLUB	289.80		61,269.80
01/28/2019	038485	Wolverine Power Systems	446.15		60,823.65
01/28/2019	038486	Republic Services #239	838.23		59,985.42
01/28/2019	038487	Allen Supply	1,035.94		58,949.48
01/28/2019	038488	Northern Michigan Janitorial Supply	45.90		58,903.58
01/28/2019	038489	Johnson Controls	735.41		58,168.17
01/28/2019	038490	D & W Mechanical	1,893.75		56,274.42
01/28/2019	038491	Byte Productions, LLC	30.00		56,244.42
01/28/2019	038492	Grand Traverse Cty. Treasurer	53.43		56,190.99
01/28/2019	038493	Spectrum Business	3,520.95		52,670.04
01/28/2019	038494	Spectrum Business	372.73		52,297.31
01/28/2019	038495	Ace Hardware	59.00		52,238.31

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 01/01/2019 To: 01/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
01/28/2019	038496	Kendall Electric Inc	349.49		51,888.82
01/28/2019	038497	Wilmar	266.42		51,622.40
01/28/2019	038498	Housing Authority Accounting	1,301.91		50,320.49
01/28/2019	038499	Verizon Wireless	33.05		50,287.44
01/28/2019	038500	MailFinance	149.85		50,137.59
01/28/2019	038501	City of Traverse City, Treasurer's	380.18		49,757.41
01/28/2019	038502	Grand Traverse County DPW	483.00		49,274.41
01/28/2019	038503	Traverse City Record Eagle	288.49		48,985.92
01/28/2019	038504	Great Lakes Business Systems, Inc.	140.97		48,844.95
01/28/2019	038505	A T & T	316.06		48,528.89
01/28/2019	038506	CynergyComm.net,Inc	7.54		48,521.35
01/28/2019	038507	Charles Edwards	183.60		48,337.75
01/28/2019	038508	Angela Szabo	183.60		48,154.15
01/28/2019	038509	HDS, LLC	130.75		48,023.40
01/28/2019	038510	MHDA	50.00		47,973.40
01/28/2019	038511	Elmer's	240.00		47,733.40
01/28/2019	038512	Environmental Pest Control	270.00		47,463.40
01/28/2019	038513	Integrated Payroll Services, Inc.	171.35		47,292.05
01/28/2019	038514	Otis Elevator Company	1,192.50		46,099.55
01/28/2019	038515	Kuhn Rogers PLC	819.00		45,280.55
01/28/2019	038516	AmRent	17.70		45,262.85
01/28/2019	038517	City Of Traverse City	57.63		45,205.22
01/28/2019	038518	City Of Traverse City	153.28		45,051.94
01/28/2019	038519	A T & T	163.27		44,888.67
01/28/2019	038520	Sherwin Williams Co.	380.86		44,507.81
01/28/2019	038521	City Of Traverse City	12,128.03		32,379.78
01/28/2019	038522	Staples Business Advantage	52.06		32,327.72
01/28/2019	038523	Aflac	325.65		32,002.07
01/28/2019	038524	Safety Net	859.00		31,143.07
01/28/2019	038525	DTE ENERGY	3,490.68		27,652.39
01/28/2019	038526	Joseph Frawley	201.73		27,450.66
01/28/2019	038527	Grand Traverse Cty. Treasurer	56.07		27,394.59
01/28/2019	038528	City Bike Shop	139.00		27,255.59
01/28/2019	038529	Home Depot Credit Services	191.93		27,063.66
01/28/2019	038530	Priority Health	4,401.81		22,661.85
01/28/2019	038531	Cardmember Service	1,192.74		21,469.11
01/28/2019	038532	City of Traverse City, Treasurer's	380.18		21,088.93
01/28/2019	038533	City Of Traverse City	101.50		20,987.43
01/28/2019	038534	DTE ENERGY	43.50		20,943.93
01/29/2019	ADJST	Alisa Kroupa	1,278.55		19,665.38

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 01/01/2019 To: 01/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
01/29/2019	ADJST	Anthony Lentych	2,415.48		17,249.90
01/29/2019	ADJST	Michelle Reardon	1,431.15		15,818.75
01/29/2019	ADJST	Angela N. Szabo	756.62		15,062.13
01/29/2019	ADJST	Joseph Battaglia	306.52		14,755.61
01/29/2019	ADJST	Charles Edwards	1,119.46		13,636.15
01/29/2019	ADJST	Joseph Frawley	1,586.15		12,050.00
01/29/2019	ADJST	David Gourlay	975.93		11,074.07
01/29/2019	ADJST	Chemical Bank	183.57		10,890.50
01/29/2019	EFT	Principal Life Insurance Co.	724.32		10,166.18
01/29/2019	EFT	Principal Life Insurance Co.	550.00		9,616.18
01/29/2019	038029	**VOID** Michele Bunek	( 1,316.00)		10,932.18
01/31/2019	DEP	U.S. Dept. of HUD		44,911.50	55,843.68
01/31/2019	DEP	U.S. Dept. of HUD		18,699.00	74,542.68
01/31/2019	ADJST	Chemical Bank		10.84	74,553.52
<b>Total:</b>			115,585.49	180,772.45	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 01/01/2019 To: 01/31/2019

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 Ansoerge	1,248.00		211,862.77
01/02/2019	000224	Anthony Ansoerge	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: 01/31/2019

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: 01/31/2019

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
01/24/2019	023111	Traverse City Housing Commission	13,300.93		86,459.28
<b>Total:</b>			128,025.19	101,605.00	

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 02/01/2019 To: 02/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2019	EFT	Internal Revenue Service	2,993.39		71,560.13
02/01/2019	DEP			13,417.95	84,978.08
02/01/2019	DEP			919.60	85,897.68
02/04/2019	DEP			6,009.63	91,907.31
02/04/2019	DEP			8,074.00	99,981.31
02/04/2019	EFT	T Mobile		2,333.98	102,315.29
02/05/2019	EFT	U.S. Dept. of HUD		18,700.00	121,015.29
02/06/2019	EFT	U.S. Dept. of HUD		11,204.00	132,219.29
02/06/2019	DEP			9,508.34	141,727.63
02/12/2019	ADJST	Alisa Kroupa	1,278.55		140,449.08
02/12/2019	ADJST	Anthony Lentych	2,415.50		138,033.58
02/12/2019	ADJST	Michelle Reardon	1,431.16		136,602.42
02/12/2019	ADJST	Angela N. Szabo	950.90		135,651.52
02/12/2019	ADJST	Joseph Battaglia	258.30		135,393.22
02/12/2019	ADJST	Joseph Frawley	1,477.09		133,916.13
02/12/2019	ADJST	David Gourlay	975.92		132,940.21
02/12/2019	ADJST	Justin Sailors	400.73		132,539.48
02/12/2019	ADJST	Chemical Bank	156.52		132,382.96
02/12/2019	EFT	Principal Life Insurance Co.	656.16		131,726.80
02/12/2019	DEP			4,146.71	135,873.51
02/12/2019	DEP			331.85	136,205.36
02/13/2019	038535	City Of Traverse City	81.20		136,124.16
02/13/2019	038536	DTE ENERGY	34.80		136,089.36
02/13/2019	038537	R.W. Popp Excavating, Inc.	720.00		135,369.36
02/13/2019	038538	Mold Man	600.00		134,769.36
02/13/2019	038539	Kuhn Rogers PLC	1,619.44		133,149.92
02/13/2019	038540	City of Traverse City, Treasurer's	2,808.00		130,341.92
02/13/2019	038541	Republic Services #239	1,111.71		129,230.21
02/13/2019	038542	A T & T	23.49		129,206.72
02/13/2019	038543	Snap Printing	220.00		128,986.72
02/13/2019	038544	Aflac	217.10		128,769.62
02/13/2019	038545	Smith & Klaczkiewicz, PC	6,000.00		122,769.62
02/13/2019	038546	Elmer's	960.00		121,809.62
02/13/2019	038547	Neopost	140.00		121,669.62
02/13/2019	038548	CynergyComm.net,Inc	10.58		121,659.04
02/13/2019	038549	AmRent	150.00		121,509.04
02/13/2019	038550	Barton Carroll's Inc	1,566.00		119,943.04
02/13/2019	038551	City Of Traverse City	287.71		119,655.33
02/13/2019	038552	Great Lakes Business Systems, Inc.	237.30		119,418.03
02/13/2019	038553	McCardel Water Conditioning	24.00		119,394.03

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 02/01/2019 To: 02/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/13/2019	038554	Grand Traverse County DPW	483.00		118,911.03
02/13/2019	038555	HDS, LLC	250.50		118,660.53
02/13/2019	038556	Thomas P. Licavoli	570.00		118,090.53
02/13/2019	038557	A T & T	414.26		117,676.27
02/13/2019	038558	Spectrum Business	3,471.64		114,204.63
02/13/2019	038559	Verizon Wireless	30.77		114,173.86
02/13/2019	038560	Byte Productions, LLC	30.00		114,143.86
02/13/2019	038561	Housing Authority Accounting	1,099.41		113,044.45
02/13/2019	038562	Engineered Protection Systems Inc	127.26		112,917.19
02/13/2019	038563	Joseph Frawley	128.51		112,788.68
02/13/2019	038564	David Gourlay	132.30		112,656.38
02/13/2019	038565	Kendall Electric Inc	5.55		112,650.83
02/13/2019	038566	Mcgough's	591.50		112,059.33
02/13/2019	038567	Wind, Water & Energy Conservation	1,063.98		110,995.35
02/13/2019	038568	Ace Hardware	183.41		110,811.94
02/13/2019	038569	Village Glen Apartments	1,032.00		109,779.94
02/13/2019	038570	Cindy Diver	263.00		109,516.94
02/15/2019	EFT	Internal Revenue Service	2,681.79		106,835.15
02/15/2019	038571	Angela Lassiter	12,712.05		94,123.10
02/15/2019	038572	Home Depot Credit Services	867.41		93,255.69
02/15/2019	038573	SAM'S CLUB	909.81		92,345.88
<b>Total:</b>			56,853.70	74,646.06	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 02/01/2019 To: 02/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2019	ADJST	PNC Bank	74.05		86,385.23
02/01/2019	DEP	U.S. Dept. of HUD		8,052.00	94,437.23
02/01/2019	DEP	U.S. Dept. of HUD		92,973.00	187,410.23
02/01/2019	000226	TC Commons I LDHA, LLC	258.00		187,152.23
02/01/2019	000226	Jeana Aiken	562.00		186,590.23
02/01/2019	000226	Dustin Ansorge	1,248.00		185,342.23
02/01/2019	000226	Anthony Ansorge	796.00		184,546.23
02/01/2019	000226	Ayers Investment Properties LLC	728.00		183,818.23
02/01/2019	000226	B & R RENTALS, LLC	778.00		183,040.23
02/01/2019	000226	Bay Front Apartments	359.00		182,681.23
02/01/2019	000226	Bay Hill Housing LDHALP	7,123.00		175,558.23
02/01/2019	000226	Bay Hill II	7,962.00		167,596.23
02/01/2019	000226	Elizabeth Beckett	312.00		167,284.23
02/01/2019	000226	Bellaire Senior Apartments	351.00		166,933.23
02/01/2019	000226	Brookside Commons LDHA, LP	2,977.00		163,956.23
02/01/2019	000226	Brown Elder Apartments LLC	177.00		163,779.23
02/01/2019	000226	Irma Jean Brownley	535.00		163,244.23
02/01/2019	000226	Rebecca Carmien	288.00		162,956.23
02/01/2019	000226	Carson Square	5,648.00		157,308.23
02/01/2019	000226	Chris R. Frank	899.00		156,409.23
02/01/2019	000226	Central Lake Townhouses	395.00		156,014.23
02/01/2019	000226	Cherrywood Village Farms, Inc.	2,295.00		153,719.23
02/01/2019	000226	Douglas A. Chichester	615.00		153,104.23
02/01/2019	000226	Davis Investment Properties, LLC	671.00		152,433.23
02/01/2019	000226	Jack V. Dean	417.00		152,016.23
02/01/2019	000226	Ronald M. Dean	14.00		152,002.23
02/01/2019	000226	Zachary Duell	1,200.00		150,802.23
02/01/2019	000226	East Bay Properties	700.00		150,102.23
02/01/2019	000226	Shirley Farrell	827.00		149,275.23
02/01/2019	000226	Five P Enterprises, LLC	466.00		148,809.23
02/01/2019	000226	Rent Leelanau, LLC	668.00		148,141.23
02/01/2019	000226	Lisa Forbes	531.00		147,610.23
02/01/2019	000226	Mabel Foust	446.00		147,164.23
02/01/2019	000226	Michael Glowacki	707.00		146,457.23
02/01/2019	000226	David Grzesiek	395.00		146,062.23
02/01/2019	000226	Habitat for Humanity	340.00		145,722.23
02/01/2019	000226	Matthew Hamminga	1,200.00		144,522.23
02/01/2019	000226	Harbour Ridge Apts	1,187.00		143,335.23
02/01/2019	000226	Leonard Herman	524.00		142,811.23
02/01/2019	000226	Hillview Terrace	1,928.00		140,883.23

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 02/01/2019 To: 02/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2019	000226	Josh Hollister	403.00		140,480.23
02/01/2019	000226	HomeStretch	3,420.00		137,060.23
02/01/2019	000226	Nancy Irish	572.00		136,488.23
02/01/2019	000226	Donna Kalchik	304.00		136,184.23
02/01/2019	000226	Kalkaska Woods Limited Partnership	311.00		135,873.23
02/01/2019	000226	Bruce W. Korson	427.00		135,446.23
02/01/2019	000226	Lake Pointe Acquisitions LLC.	307.00		135,139.23
02/01/2019	000226	Sidney Lammers	397.00		134,742.23
02/01/2019	000226	John J. Lewis	310.00		134,432.23
02/01/2019	000226	Don E. Lint	502.00		133,930.23
02/01/2019	000226	Maret Sabourin	514.00		133,416.23
02/01/2019	000226	Sue Martin	658.00		132,758.23
02/01/2019	000226	Meadowrun-Mancelona Rd 207 LHDA	525.00		132,233.23
02/01/2019	000226	Robert J. Mork	390.00		131,843.23
02/01/2019	000226	Kim Lien Thi Nguyen	974.00		130,869.23
02/01/2019	000226	Oak Park Apts	1,368.00		129,501.23
02/01/2019	000226	Oak Terrace Apts	720.00		128,781.23
02/01/2019	000226	Daniel G. Pohlman	1,076.00		127,705.23
02/01/2019	000226	Douglas L. Porter	418.00		127,287.23
02/01/2019	000226	Punta Gorda Housing Authority	936.38		126,350.85
02/01/2019	000226	Timothy Rice	340.00		126,010.85
02/01/2019	000226	Sabin Pond Apartments LLC	113.00		125,897.85
02/01/2019	000226	Eldon Schaub	384.00		125,513.85
02/01/2019	000226	Mike & Melissa Schichtel	776.00		124,737.85
02/01/2019	000226	Sherwin Rentals	1,212.00		123,525.85
02/01/2019	000226	Samuel Shore	986.00		122,539.85
02/01/2019	000226	Gerald Sieggreen	697.00		121,842.85
02/01/2019	000226	SILVER SHORES MHC	3,069.00		118,773.85
02/01/2019	000226	Douglas & Julia Slack	320.00		118,453.85
02/01/2019	000226	Mark & Cheryl Snyder	497.00		117,956.85
02/01/2019	000226	Ryan Storey	685.00		117,271.85
02/01/2019	000226	22955 Investments LLC	2,917.00		114,354.85
02/01/2019	000226	Traverse City Property Management	454.00		113,900.85
02/01/2019	000226	TCR Investments, LLC	818.00		113,082.85
02/01/2019	000226	Wendy Teagan	502.00		112,580.85
02/01/2019	000226	TEAMCO PROPERTIES	667.00		111,913.85
02/01/2019	000226	TOS Holdings, LLC	781.00		111,132.85
02/01/2019	000226	Tradewinds Terrace Apts	249.00		110,883.85
02/01/2019	000226	Village Apartments LDHA	542.00		110,341.85
02/01/2019	000226	Village Glen Apartments	10,207.00		100,134.85

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 02/01/2019 To: 02/18/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2019	000226	Village View Housing LHDA LP	1,175.00		98,959.85
02/01/2019	000226	Village Woods	804.00		98,155.85
02/01/2019	000226	Wagner Asset Group at Ninth Street,	732.00		97,423.85
02/01/2019	000226	Paul Wheelock	602.00		96,821.85
02/01/2019	000226	Susette Redman Wilson	1,000.00		95,821.85
02/01/2019	000226	Woda Boardman Lake LDHA.LP	1,767.00		94,054.85
02/01/2019	000226	Woodland Shores Properties, LLC	337.00		93,717.85
02/01/2019	000226	Woodmere Ridge Apartments LDHA	4,727.00		88,990.85
02/01/2019	000226	Wyatt Road Apartment Company	570.00		88,420.85
02/01/2019	000226	Theodore V. Zachman	887.00		87,533.85
02/01/2019	000226	Barb Zupin	500.00		87,033.85
02/04/2019	DEP			100.00	87,133.85
02/12/2019	DEP			80.00	87,213.85
02/13/2019	023112	Cherryland Electric Cooperative	307.00		86,906.85
02/13/2019	023113	City Of Traverse City	378.20		86,528.65
02/13/2019	023114	Consumers Energy	32.00		86,496.65
02/13/2019	023115	DTE ENERGY	868.80		85,627.85
02/13/2019	023116	Lisa L. Forbes	28.00		85,599.85
<b>Total:</b>			102,064.43	101,205.00	

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 7 Months Ended January 31, 2019**

	1 Month Ended		7 Months Ended			
	<u>January 31, 2019</u>		<u>January 31, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>						
<b>Rental Income</b>						
3110 - Dwelling Rental	\$	31,866.00	\$	224,073.00	\$ 435,000	\$ 210,927.00
3110.2 - Dwelling Rental-Proj. 2		5,785.00		38,525.00	0	(38,525.00)
3120 - Excess Utilities		(163.35)		1,016.18	0	(1,016.18)
3190 - Nondwelling Rental		7,570.35		52,602.91	71,900	19,297.09
<b>Total Rental Income</b>	<b>\$</b>	<b>45,058.00</b>	<b>\$</b>	<b>316,217.09</b>	<b>\$ 506,900</b>	<b>\$ 190,682.91</b>
<b>Revenues - HUD PHA GRANTS</b>						
3401.2 - Operating Subsidy	\$	63,610.50	\$	147,870.00	\$ 250,000	\$ 102,130.00
<b>Total HUD PHA GRANTS</b>	<b>\$</b>	<b>63,610.50</b>	<b>\$</b>	<b>147,870.00</b>	<b>\$ 250,000</b>	<b>\$ 102,130.00</b>
<b>Nonrental Income</b>						
3610 - Interest Income-Gen. Fund	\$	218.73	\$	1,534.56	\$ 2,500	\$ 965.44
3690 - Tenant Income		42.00		2,483.58	6,000	3,516.42
3690.1 - Non-Tenant Income		1,494.55		27,242.17	15,400	(11,842.17)
3690.2 - Tenant Income-Cable		2,300.00		16,088.00	29,200	13,112.00
3692 - Management Fee - TAHDC		0.00		4,118.97	0	(4,118.97)
<b>Total Nonrental Income</b>	<b>\$</b>	<b>4,055.28</b>	<b>\$</b>	<b>51,467.28</b>	<b>\$ 53,100</b>	<b>\$ 1,632.72</b>
<b>Total Operating Income</b>	<b>\$</b>	<b>112,723.78</b>	<b>\$</b>	<b>515,554.37</b>	<b>\$ 810,000</b>	<b>\$ 294,445.63</b>
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	9,663.85	\$	76,879.63	\$ 136,780	\$ 59,900.37
4130 - Legal Expense		693.00		2,879.90	17,000	14,120.10
4140 - Staff Training		0.00		189.00	6,300	6,111.00
4150 - Travel Expense		809.33		4,070.89	4,200	129.11
4170 - Accounting Fees		585.16		3,826.12	7,000	3,173.88
4171 - Auditing		0.00		0.00	4,000	4,000.00
4182 - Employee Benefits - Admin		4,171.50		28,755.08	50,430	21,674.92
4185 - Telephone		902.07		4,954.66	7,500	2,545.34
4190.1 - Publications		0.00		423.00	800	377.00
4190.2 - Membership Dues and Fees		89.36		1,054.77	1,000	(54.77)
4190.3 - Admin. Service Contracts		1,327.72		10,112.34	23,800	13,687.66
4190.4 - Office Supplies		215.86		1,147.04	4,200	3,052.96
4190.5 - Other Sundry Expense		1,454.40		7,592.97	13,640	6,047.03
4190.6 - Advertising		0.00		275.00	1,500	1,225.00
<b>Total Administration</b>	<b>\$</b>	<b>19,912.25</b>	<b>\$</b>	<b>142,160.40</b>	<b>\$ 278,150</b>	<b>\$ 135,989.60</b>
<b>Tenant Services</b>						
4220 - Rec., Pub., & Other Services	\$	80.21	\$	4,088.00	\$ 8,575	\$ 4,487.00
4230 - Cable TV-Tenants		3,520.95		23,270.24	37,460	14,189.76
<b>Total Tenant Services</b>	<b>\$</b>	<b>3,601.16</b>	<b>\$</b>	<b>27,358.24</b>	<b>\$ 46,035</b>	<b>\$ 18,676.76</b>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 7 Months Ended January 31, 2019**

	1 Month Ended		7 Months Ended					
	<u>January 31, 2019</u>		<u>January 31, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>		
<b>Utilities</b>								
4310 - Water	\$	2,239.73	\$	12,682.97	\$	16,500	\$	3,817.03
4320 - Electricity		24,341.20		66,419.14		150,000		83,580.86
4330 - Gas		6,825.93		9,745.12		15,500		5,754.88
<b>Total Utilities</b>	<b>\$</b>	<b>33,406.86</b>	<b>\$</b>	<b>88,847.23</b>	<b>\$</b>	<b>182,000</b>	<b>\$</b>	<b>93,152.77</b>
<b>Ordinary Maint. &amp; Operations</b>								
4410 - Labor, Maintenance	\$	10,894.32	\$	75,720.12	\$	97,540	\$	21,819.88
4420 - Materials		6,756.36		22,080.24		25,000		2,919.76
4430.02 - Heating & Cooling Contracts		581.00		1,667.25		6,000		4,332.75
4430.03 - Snow Removal Contracts		620.00		790.00		4,000		3,210.00
4430.04 - Elevator Maintenance Contracts		1,192.50		22,524.29		9,600		(12,924.29)
4430.05 - Landscape & Grounds Contracts		590.00		12,613.79		10,000		(2,613.79)
4430.06 - Unit Turnaround Contracts		1,574.00		25,743.24		18,000		(7,743.24)
4430.07 - Electrical Contracts		0.00		246.34		1,000		753.66
4430.08 - Plumbing Contracts		1,893.75		3,779.12		1,000		(2,779.12)
4430.09 - Extermination Contracts		390.00		2,975.00		3,000		25.00
4430.10 - Janitorial Contracts		0.00		0.00		2,200		2,200.00
4430.11 - Routine Maintenance Contracts		3,023.23		12,386.61		10,000		(2,386.61)
4430.12 - Misc. Contracts		556.15		3,181.27		10,000		6,818.73
4431 - Garbage Removal		1,503.99		4,664.47		10,500		5,835.53
4433 - Employee Benefits - Maint.		4,230.86		25,653.46		35,620		9,966.54
<b>Total Ordinary Maint. &amp; Oper</b>	<b>\$</b>	<b>33,806.16</b>	<b>\$</b>	<b>214,025.20</b>	<b>\$</b>	<b>243,460</b>	<b>\$</b>	<b>29,434.80</b>
<b>General Expense</b>								
4510 - Insurance	\$	2,680.18	\$	18,731.90	\$	30,600	\$	11,868.10
4520 - Payment in Lieu of Taxes		2,041.67		14,030.02		23,000		8,969.98
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>\$</b>	<b>4,721.85</b>	<b>\$</b>	<b>32,761.92</b>	<b>\$</b>	<b>89,600</b>	<b>\$</b>	<b>56,838.08</b>
<b>Total Routine Expense</b>	<b>\$</b>	<b>95,448.28</b>	<b>\$</b>	<b>505,152.99</b>	<b>\$</b>	<b>839,245</b>	<b>\$</b>	<b>334,092.01</b>
<b>Non-Routine Expense</b>								
<b>Extraordinary Maintenance</b>								
4610.3 - Contract Costs	\$	1,248.75	\$	2,298.75	\$	10,000	\$	7,701.25
<b>Total Extraordinary Maintenance</b>	<b>\$</b>	<b>1,248.75</b>	<b>\$</b>	<b>2,298.75</b>	<b>\$</b>	<b>10,000</b>	<b>\$</b>	<b>7,701.25</b>
<b>Casualty Losses-Not Cap.</b>								
<b>Total Casualty Losses</b>	\$	0.00	\$	0.00	\$	0	\$	0.00
<b>Total Non-Routine Expense</b>	<b>\$</b>	<b>1,248.75</b>	<b>\$</b>	<b>2,298.75</b>	<b>\$</b>	<b>10,000</b>	<b>\$</b>	<b>7,701.25</b>
<b>Total Operating Expenses</b>	<b>\$</b>	<b>96,697.03</b>	<b>\$</b>	<b>507,451.74</b>	<b>\$</b>	<b>849,245</b>	<b>\$</b>	<b>341,793.26</b>
<b>Operating Income (Loss)</b>	<b>\$</b>	<b>16,026.75</b>	<b>\$</b>	<b>8,102.63</b>	<b>\$</b>	<b>(39,245)</b>	<b>\$</b>	<b>(47,347.63)</b>
<b>Depreciation Expense</b>								
4800 - Depreciation - Current Year	\$	20,611.45	\$	145,364.64	\$	0	\$	(145,364.64)
<b>Total Depreciation Expense</b>	<b>\$</b>	<b>20,611.45</b>	<b>\$</b>	<b>145,364.64</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>(145,364.64)</b>



**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 7 Months Ended January 31, 2019**

	1 Month Ended		7 Months Ended			
	<u>January 31, 2019</u>		<u>January 31, 2019</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		0.00		25,752.25	25,000	(752.25)
7590 - Operating Expenditures-Contra		0.00		<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>16,026.75</u>	\$	<u>(19,755.62)</u>	\$ (173,545)	\$ (153,789.38)
<b>GAAP Net Income (Loss)</b>	\$	<u>(4,584.70)</u>	\$	<u>(137,262.01)</u>	\$ 45,055	\$ 182,317.01

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 7 Months Ended January 31, 2019**

	<u>1 Month Ended</u>	<u>7 Months Ended</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
	<u>January 31, 2019</u>	<u>January 31, 2019</u>		
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 90.00	\$ 550.00	\$ 0	\$ (550.00)
3603 - Number of Unit Months	(180.00)	(1,199.00)	0	1,199.00
3604 - Unit Months - Contra	180.00	1,199.00	0	(1,199.00)
<b>Total Operating Reserve Income</b>	<b>\$ 90.00</b>	<b>\$ 550.00</b>	<b>\$ 0</b>	<b>\$ (550.00)</b>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 92,973.00	\$ 606,981.00	\$ 0	\$ (606,981.00)
3411 - Admin Fee Funding	8,052.00	59,054.00	0	(59,054.00)
<b>Total HUD PHA GRANTS</b>	<b>\$ 101,025.00</b>	<b>\$ 666,035.00</b>	<b>\$ 0</b>	<b>\$ (666,035.00)</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>\$ 101,115.00</b>	<b>\$ 666,585.00</b>	<b>\$ 0</b>	<b>\$ (666,585.00)</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 3,082.52	\$ 24,525.61	\$ 40,790	\$ 16,264.39
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	297.00	437.10	500	62.90
4140 - Staff Training	0.00	81.00	2,700	2,619.00
4150 - Travel Expense	204.12	1,584.14	1,800	215.86
4170 - Accounting Fees	716.75	4,747.25	8,000	3,252.75
4171 - Auditing	0.00	0.00	3,000	3,000.00
4182 - Employee Benefits - Admin	1,359.75	9,400.05	17,195	7,794.95
4185 - Telephone	251.14	1,183.51	3,200	2,016.49
4190.1 - Publications	0.00	0.00	500	500.00
4190.2 - Membership Dues and Fees	56.95	931.64	1,000	68.36
4190.3 - Admin. Service Contracts	569.03	4,013.39	10,200	6,186.61
4190.4 - Office Supplies	92.51	491.58	2,200	1,708.42
4190.5 - Other Sundry Expense	697.01	6,818.66	5,460	(1,358.66)
4190.6 - Advertising	0.00	99.92	0	(99.92)
<b>Total Administration</b>	<b>\$ 7,326.78</b>	<b>\$ 54,313.85</b>	<b>\$ 96,295</b>	<b>\$ 41,981.15</b>
<b>General Expense</b>				
4590 - Other General Expense	\$ 34.38	\$ 240.66	\$ 0	\$ (240.66)
<b>Total General Expense</b>	<b>\$ 34.38</b>	<b>\$ 240.66</b>	<b>\$ 0</b>	<b>\$ (240.66)</b>
<b>Total Routine Expense</b>	<b>\$ 7,361.16</b>	<b>\$ 54,554.51</b>	<b>\$ 96,295</b>	<b>\$ 41,740.49</b>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 7 Months Ended January 31, 2019**

	<u>1 Month Ended January 31, 2019</u>	<u>7 Months Ended January 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 96,638.00	\$ 598,269.00	\$ 0	\$ (598,269.00)
4715.3 - HAP - Non-Elderly Disabled	1,823.00	14,018.00	0	(14,018.00)
4715.4 - HAP - Utility Allowances	0.00	3,947.00	0	(3,947.00)
4715.5 - HAP - Fraud Recovery	(90.00)	(510.00)	0	510.00
4715.6 - HAP - Homeownership	1,159.00	8,393.00	0	(8,393.00)
4715.61 - HAP-Homeownership URP	0.00	84.00	0	(84.00)
4715.8 - HAP - Portable Paying Out	764.00	5,678.00	0	(5,678.00)
4715.9 - HAP - Portable Receiving	337.00	2,022.00	0	(2,022.00)
4719 - HAP - FSS Escrow	3,328.00	24,226.00	0	(24,226.00)
4719.1 - FSS Forfeitures	(7,838.97)	(7,838.97)	0	7,838.97
<b>Total HAP Payments</b>	<b>\$ 96,120.03</b>	<b>\$ 648,288.03</b>	<b>\$ 0</b>	<b>\$ (648,288.03)</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>\$ 103,481.19</b>	<b>\$ 702,842.54</b>	<b>\$ 96,295</b>	<b>\$ (606,547.54)</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>\$ (2,366.19)</b>	<b>\$ (36,257.54)</b>	<b>\$ (96,295)</b>	<b>\$ (60,037.46)</b>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<b>\$ 690.84</b>	<b>\$ 4,499.49</b>	<b>\$ (96,295)</b>	<b>\$ (100,794.49)</b>

**Analysis of Funding**

**A.C. Received: January 31, 2019**

3410 - HAP Funding

**7 Months Ended**

**January 31, 2019**

\$ 606,981.00

**A.C. Earned**

4715.1 - HAP - Occupied Units	598,269.00
4715.3 - HAP - Non-Elderly Disabled	14,018.00
4715.4 - HAP - Utility Allowances	3,947.00
4715.5 - HAP - Fraud Recovery	(510.00)
4715.6 - HAP - Homeownership	8,393.00
4715.61 - HAP-Homeownership URP	84.00
4715.8 - HAP - Portable Paying Out	5,678.00
4715.9 - HAP - Portable Receiving	2,022.00
4719 - HAP - FSS Escrow	24,226.00
4719.1 - FSS Forfeitures	(7,838.97)

**Total Funding Required**

\$ 648,288.03

**Over/(Under) Funding**

\$ (41,307.03)

**RNP as of: January 31, 2019**

\$ (45,166.03)

**UNP as of: January 31, 2019**

\$ 108,563.60

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 7 Months Ended January 31, 2019**

	1 Month Ended	7 Months Ended		
	<u>January 31, 2019</u>	<u>January 31, 2019</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>	\$ 0.00	\$ 22,408.00	\$ 0	\$ (22,408.00)
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 3,414.48	\$ 28,779.84	\$ 55,800	\$ 27,020.16
4182 - Employee Benefits - Admin	1,984.00	14,724.07	19,070	4,345.93
4190.1 - Publications	0.00	433.00	0	(433.00)
<b>Total Administration</b>	\$ 5,398.48	\$ 43,936.91	\$ 74,870	\$ 30,933.09
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	\$ 5,398.48	\$ 43,936.91	\$ 74,870	\$ 30,933.09

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 7 Months Ended January 31, 2019**

	<u>1 Month Ended January 31, 2019</u>	<u>7 Months Ended January 31, 2019</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>	\$ 5,398.48	\$ 43,936.91	\$ 74,870	\$ 30,933.09
<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>\$ (5,398.48)</u>	<u>\$ (21,528.91)</u>	<u>\$ (74,870)</u>	<u>\$ (53,341.09)</u>



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

## **COMMITTEE REPORTS**

Executive Committee Meeting: February 15, 2019

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Executive & Governance Committee  
February 15, 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 4:10 P.M.

**ROLL CALL**

The following Commissioners were present: Andy Smits, President and Heather Lockwood, Vice President.

**CORRESPONDENCE**

An E-mail from Attorney Carl Coan updating all plaintiffs on the status of the HUD lawsuit.

**AGENDA**

The following Agenda items were discussed:

- A. The minutes of the January 20, 2019 were reviewed.
- B. The monthly financial report was briefly discussed. Once the shutdown ended, staff was able to drawdown funding. FSS Grant was awarded.
- C. The new Organizational Chart was reviewed. President Smits will call a Finance Committee next month.
- D. The February 22, 2019 Regular Meeting Agenda was discussed:
  - There will be a “reserved” Public Comment regarding the Shared Drive.
  - The documents presented by Pine Street Development One will be discusses under New Business.

**ADJOURNMENT**

President Smits adjourned the meeting at 5:41 P.M.

Respectfully submitted,

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Andy Smits, President &  
Tony Lentych, Executive Director



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

## **STAFF & PROGRAM REPORTS**

Executive Director's Report: February 2019

Family Self-Sufficiency (FSS) Program Report: February 2019

Resident Council Report: February 2019



## EXECUTIVE DIRECTOR'S REPORT: February 22, 2019

This report covers the work accomplished from January 25, 2019 until February 21, 2019. 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: There is one unit open now and being prepped for a new resident at the beginning of the month. We also anticipate one unit becoming available on the last day of the month.
2. Orchardview: We are full at the moment but we expect two more to open up in the next couple of weeks.

#### Housing Choice Vouchers

1. We have 184 HCV filled at this time. No one is looking for housing at this time and we don't anticipate issuing any new vouchers the rest of this month.

#### 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 received the Certificate of Occupancy for the first 12 units at the beginning of the month but the units weren't "move-in" ready. Blinds, for example, were not installed until the middle of this week. The first lease was completed last week. We anticipate a larger push for units to be rented within the next two weeks.
2. RAD: Conducted one Resident Meetings at Riverview Terrace. Also participated in one conference call with our assigned "RAD Transaction Readiness Manager" about our calendar of activities and upcoming tasks. Worked with Field Office to get a "permission" changed on our PIC page in order to begin the process to remove our inventory.
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 the program people at East Bay Flats. We have screened the entire wait list and has the first four persons move in this week. We also have a lease with the "RA" position.
4. Meeting with a potential development team about a potential senior housing project on Eight Street (near Civic Center).

5. Several conversations about an Elk Rapids 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 January 2019.

#### General Management

1. Hired new staff person for Maintenance Team.
2. Continued work on internal Policy Review.
3. Continued work on TCHC Lease Agreement.

#### Office IT

1. Working to get East Bay Flats up as a secondary work site (temporary leasing office).

#### TCHC

1. Attended one TCHC regular meeting (January) and prepared for another (February).
2. Prepared for one Executive Committee meeting.
3. Prepared for one Governance Committee meeting.

**ERHC**

1. Prepared for and attended one ERHC regular meeting (February).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Phone Conversations and emails with HUD Field Office about ERHC LOCCS issues.

<b>Strategic Goal 4</b>	<b>Increase community engagement and understanding of our work.</b>
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1. Housing North (Rural Housing Partnership): Participated in one board of directors meeting and participated in a one “media” research project interview. Serving as Treasurer of inaugural board.
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 via conference call.
3. Leelanau County Housing Action Committee: Attended a monthly meeting and met with County Treasurer about potential site for workforce housing.
4. Housing Solutions Network: Prepared for and chaired one meeting.
5. Media: Worked with 9 & 10 News crew on an FSS Grant announcement that led to one video report. Prepared WTCM via email about same issue.

<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 possible eviction in Leelanau County (on-going) and FOIA requests.
2. “SHARED DRIVE” / “RIVERWALK”: Brief meeting with Erik Falconer about Shared Drive as he delivered new site plans for our consideration. Arranged visits to TCHC and to Governance Committee.
3. Holiday/Vacation/Personal Time: We were “closed” due to emergency procedure policy for 3.5 days. I still managed to get to the office when I could on those days but the office was technically closed.

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

February 22, 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. We have a new resident at Orchardview that is very interested in the FSS program; I believe his family would be a great fit. My current goals are to network with other agencies to grow the PCC committee and to broaden resources to address each participant’s individual needs.

## **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 had a participant graduate from the program early in January.

## **FSS Grant**

Earlier this month, we finally got the word from HUD that our grant was approved and we have been officially awarded the FSS grant for another year! Due to the press release from HUD, we were able to get some media coverage from 9 & 10 News on the program.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** February 22, 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 January 2019. The financial reporting continues to be great. Once again, I received all the information in a timely manner.

Also attached, are the handouts from the RTRC monthly meeting for February 2019. Additionally, RTRC President, Jo Simerson submitted a cover 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	Jan	June
Restricted Balance Forward	\$ 65.86	\$ 1,730.85	\$ 985.05	\$ 945.06	\$ 905.07	\$ 865.08	\$ 810.09	\$ 770.10
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 745.80	\$ 39.99	\$ 39.99	\$ 39.99	\$ 54.99	\$ 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>\$ 810.09</b>	<b>\$ 770.10</b>	<b>\$ 770.10</b>

Unrestricted Balance Forward	\$ 357.57	\$ 369.53	\$ 280.46	\$ 230.26	\$ 353.30	\$ 272.73	\$ 289.21	\$ 252.27
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	\$ 36.94	\$ -
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>\$ 252.27</b>	<b>\$ 252.27</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>\$ 1,022.37</b>	<b>\$ 1,022.37</b>
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\* Equals Bank Statement

Total Savings\* = \$ 5.00

Petty Cash = \$ 100.00

**GRAND TOTAL = \$ 1,127.37**

*Current as of January 31, 2019*



74793 1 AV 0.363 125109-74793-305  
RIVERVIEW TERRACE RESIDENT COUNCIL  
150 PINE ST # MB1  
TRAVERSE CITY MI 49684-2478

LMCU's 3% Max Checking Account was named the Best Checking Account in the nation by Money Magazine! Earn nearly \$450 per year in exchange for just a few easy-to-manage usage requirements. Plus no monthly fees, over 55,000 free ATMs and no minimum balance. Apply for yours today by calling (800) 242-9790, visit any branch or go to LMCU.org for more details.

**Summary-Share Accounts**

ID#	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$1,099.30	\$1,022.37
	<b>Total</b>		<b>\$1,027.37</b>

**MEMBER SAVINGS**

Share Account ID 00

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

**FREE CHECKING**

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jan 01		Beginning Balance			\$1,099.30
Jan 14	Jan 14	Draft 1163 Tracer 042000013527737 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$39.99)		\$1,059.31
Jan 15	Jan 15	Withdrawal POS #901500023494 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$36.94)		\$1,022.37
Jan 31		Ending Balance			\$1,022.37

**Checking Account Summary**

Chk#	Date	Amount	Chk#	Date	Amount
□ 1163	Jan 14	\$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



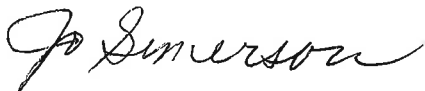
RIVERVIEW TERRACE RESIDENT COUNCIL  
REPORT FOR TCHC BOARD PACKET FEBRUARY 18<sup>th</sup>, 2019

~ The Valentines / Birthday / Dinner Bash was a hit. We had a Spaghetti Dinner and everyone enjoyed it. We had approx. 31 present- and several that came and got food to take home.

~ The attendance for the Resident Council was a disappointment with only 8 people. We did have a good discussion about the Bulling / Harassment Policy & getting the Free Table back. Louis & I also discussed it with Tony.

~ Tax Day was extremely successful. We had 22 people signed up and it all went smoothly. We really appreciate the NMCAA for volunteering their time to help folks. We hope they will come back next year.

Respectfully Submitted  
Jo Simerson RTRC President





**DRAFT**

**RIVERVIEW TERRACE RESIDENT COUNCIL  
MINUTES FEBRUARY 15, 2019**

**Welcome and Call to Order:**

**Time: 2:00pm**

**Pledge of Allegiance:**

**Quorum: 9 (-)**

**Roll Call:**

**. 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. February Valentine Birthday Bash/ Spaghetti dinner was held on Feb.13.**

**1. Everyone enjoyed their Spaghetti with Garlic bread dinner.**

**2. We had 31 in attendance.**

**B. Disability Network meeting on Feb. 14 was canceled**

**C. Raffle Basket:**

**1. This is for Kathy. She uses the funds for flowers for main lobby.**

**D. NMCAA Tax Prep. Feb. 18 between 9:00am-3:00pm.**

**New Business:**

**A. RAD meeting will be held on February 21. See notice downstairs.**

**B. Bata will be here on Feb. 25, @ 2:00 pm.**

**C. March Birthday Bash will be on the 13<sup>th</sup> of March at 3:00pm.**

**Public Comment: Samir, Jeff, Jo**

**Council Comment: Jo, Louis**

**Motion to Adjourn:**

**Time: 2:30pm**

**motion: Rose    seconded: Laura    Passed**

**Next Meeting:**

**March 15, 2019 @ 2:00pm**

*Respectively Submitted By,*

*Norma Loper, Sec.*

A handwritten signature in black ink, appearing to read "N. Loper".

**RIVERVIEW TERRACE RESIDENT COUNCIL  
FINANCIAL REPORT FEBRUARY 15, 2019**

**\*RESTRICTED FUNDS**

Beginning Balance .....	\$810.09
-Expenses .....	\$ 39.99

**\*RESTRICTED FUNDS FINAL BALANCE** ..... \$770.10

**\*UNRESTRICTED FUNDS**

Beginning Balance .....	\$289.21
-Expenses .....	\$36.94
*Deposits .....	<u>0</u>
	\$252.27

**\*UNRESTRICTED FINAL BALANCE** ..... \$252.27

**\*RESTRICTED / UNRESTRICTED**

**COMBINED FINAL BALANCE** ..... \$1022.37

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

\*Donations from January Birthday Bash and from sale of Stamps was \$27.90 - which was deposited today (Feb. 15<sup>th</sup>, 2019). This will show up on next months (March) Financial Report.

# 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.



**RIVERVIEW TERRACE RESIDENT COUNCIL  
FINANCIAL REPORT JANUARY 2019**

**\*RESTRICTED FUNDS**

Beginning Balance ..... \$865.08  
   - \$54.99  
   **\$810.09**

-Expenses ..... (stamps) ... \$15.00  
   \$39.99  
   \$54.99

**\*RESTRICTED FUNDS FINAL BALANCE** ..... **\$810.09**

**\*UNRESTRICTED FUNDS**

Beginning Balance ..... **\$272.73**  
- Expenses ..... (holiday dinner ) ..... \$52.50  
   **\$220.23**

<u>*INCOME</u> ... \$68.98	<del>\$220.23</del>	220.23
	<del>\$68.69</del>	68.98
	<del>\$289.21</del>	<u>\$289.21</u>

**\*UNRESTRICTED FUNDS FINAL BALANCE** ..... **\$289.21**

**\*FINAL COMBINED RESTRICTED /**

**UNRESTRICTED BALANCE** ..... **\$810.09**  
   + \$289.21  
   **\$1099.30**

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



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

## **OLD BUSINESS**

2019 Consolidated Budget: January 2019

TCHC Policy Review Schedule: Review

TCHC Organizational Chart: Updated

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	JANUARY 2019 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
<b>OPERATING INCOME</b>					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 37,651.00	\$ 262,598.00	60.37%
Investment Interest	2,514.86	2,750.00	218.73	1,534.56	55.80%
Program Income: HCV	1,059,768.00	1,067,750.00	101,115.00	666,535.00	62.42%
Program Income: FSS	67,102.00	67,500.00	-	22,408.00	33.20%
Earned Income	159,523.99	196,700.00	11,243.55	103,551.81	52.64%
HUD Property Subsidy	243,751.00	250,000.00	63,610.50	147,869.50	59.15%
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>\$ 213,838.78</b>	<b>\$ 1,204,496.87</b>	<b>53.78%</b>
<b>OPERATING EXPENSES</b>					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 16,160.85	\$ 130,185.08	55.87%
Benefits	72,038.35	74,184.41	7,515.25	52,879.20	71.28%
Compensated Absences	(5,852.01)	(1,500.00)	-	-	0.00%
Legal	6,330.00	20,000.00	990.00	3,317.00	16.59%
Travel / Staff Training	9,548.23	17,500.00	1,013.45	5,925.03	33.86%
Accounting / Auditing	20,272.92	27,000.00	1,301.91	8,573.37	31.75%
General Office Expenses	60,625.25	72,500.00	5,690.43	39,772.14	54.86%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 376,711.69</b>	<b>\$ 442,684.41</b>	<b>\$ 32,671.89</b>	<b>\$ 240,651.82</b>	<b>54.36%</b>
<b>TENANT PROGRAMS &amp; SERVICES</b>					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ 80.21	\$ 4,088.00	45.42%
Cable Television	38,953.19	38,960.00	3,520.95	23,270.24	59.73%
HAP	1,042,669.42	1,028,250.00	96,120.03	634,164.03	61.67%
<b>TOTAL TENANT PROGS / SERVICES</b>	<b>\$ 1,087,959.45</b>	<b>\$ 1,076,210.00</b>	<b>\$ 99,721.19</b>	<b>\$ 661,522.27</b>	<b>61.47%</b>
<b>UTILITIES</b>					
Water	\$ 15,395.02	\$ 15,500.00	\$ 2,239.73	\$ 12,682.97	81.83%
Electricity	130,384.39	150,000.00	24,341.20	66,419.14	44.28%
Gas	15,989.15	21,500.00	6,825.93	9,745.12	45.33%
<b>TOTAL UTILITIES</b>	<b>\$ 161,768.56</b>	<b>\$ 187,000.00</b>	<b>\$ 33,406.86</b>	<b>\$ 88,847.23</b>	<b>47.51%</b>
<b>MAINTENANCE / BUILDING OPERATION</b>					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 10,894.32	\$ 75,720.12	59.74%
Maintenance Benefits	36,166.15	48,093.50	4,230.86	25,653.46	53.34%
Materials	23,143.74	37,500.00	6,756.36	22,080.24	58.88%
Contract / CFP Costs	176,147.34	195,000.00	11,924.62	90,571.38	46.45%
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>\$ 339,090.20</b>	<b>\$ 407,333.50</b>	<b>\$ 33,806.16</b>	<b>\$ 214,025.20</b>	<b>52.54%</b>
<b>GENERAL EXPENSE</b>					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 2,680.18	\$ 18,731.90	59.47%
Payment in Lieu of Taxes	25,226.86	24,500.00	2,041.67	14,030.02	57.27%
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>\$ 32,761.92</b>	<b>34.85%</b>
<b>EXTRAORDINARY / CASUALTY</b>	<b>\$ 1,243.95</b>	<b>\$ 10,000.00</b>	<b>\$ 1,248.75</b>	<b>\$ 2,298.75</b>	<b>22.99%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,051,148.25</b>	<b>\$ 2,217,227.91</b>	<b>\$ 205,576.70</b>	<b>\$ 1,240,107.19</b>	<b>55.93%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (26,821.53)</b>	<b>\$ 22,472.09</b>	<b>\$ 8,262.08</b>	<b>\$ (35,610.32)</b>	
<b>PROPERTY IMPROVEMENTS/EQUIP*</b>	<b>\$ (65,797.00)</b>	<b>\$ (20,000.00)</b>	<b>\$ -</b>	<b>\$ (27,858.25)</b>	
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	<b>\$ (92,618.53)</b>	<b>\$ 2,472.09</b>	<b>\$ 8,262.08</b>	<b>\$ (63,468.57)</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 JANUARY 2019**

**PUBLIC HOUSING**

Chemical Bank	Checking	\$	82,358.99	
4Front Credit Union	Savings	\$	6,616.36	
TC State Bank	1051647	\$	163,848.48	
Huntington Bank	1388434863	\$	163,241.91	
TC State Bank	ICS Acct	\$	76,258.54	
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>571,851.10</b>	

**HOUSING CHOICE VOUCHER**

PNC	Checking	\$	86,423.13	
Chase Bank	135080088317	\$	45,615.17	Escrow Account
<b>SUB TOTAL</b>		<b>\$</b>	<b>132,038.30</b>	

**OTHER**

Reserves*/FSS/CFP		\$	431,194.71	Restricted
<b>SUB TOTAL</b>		<b>\$</b>	<b>431,194.71</b>	
<b>TOTAL Cash &amp; Cash Equivalents</b>		<b>\$</b>	<b>1,135,084.11</b>	

\* as of December 31, 2017

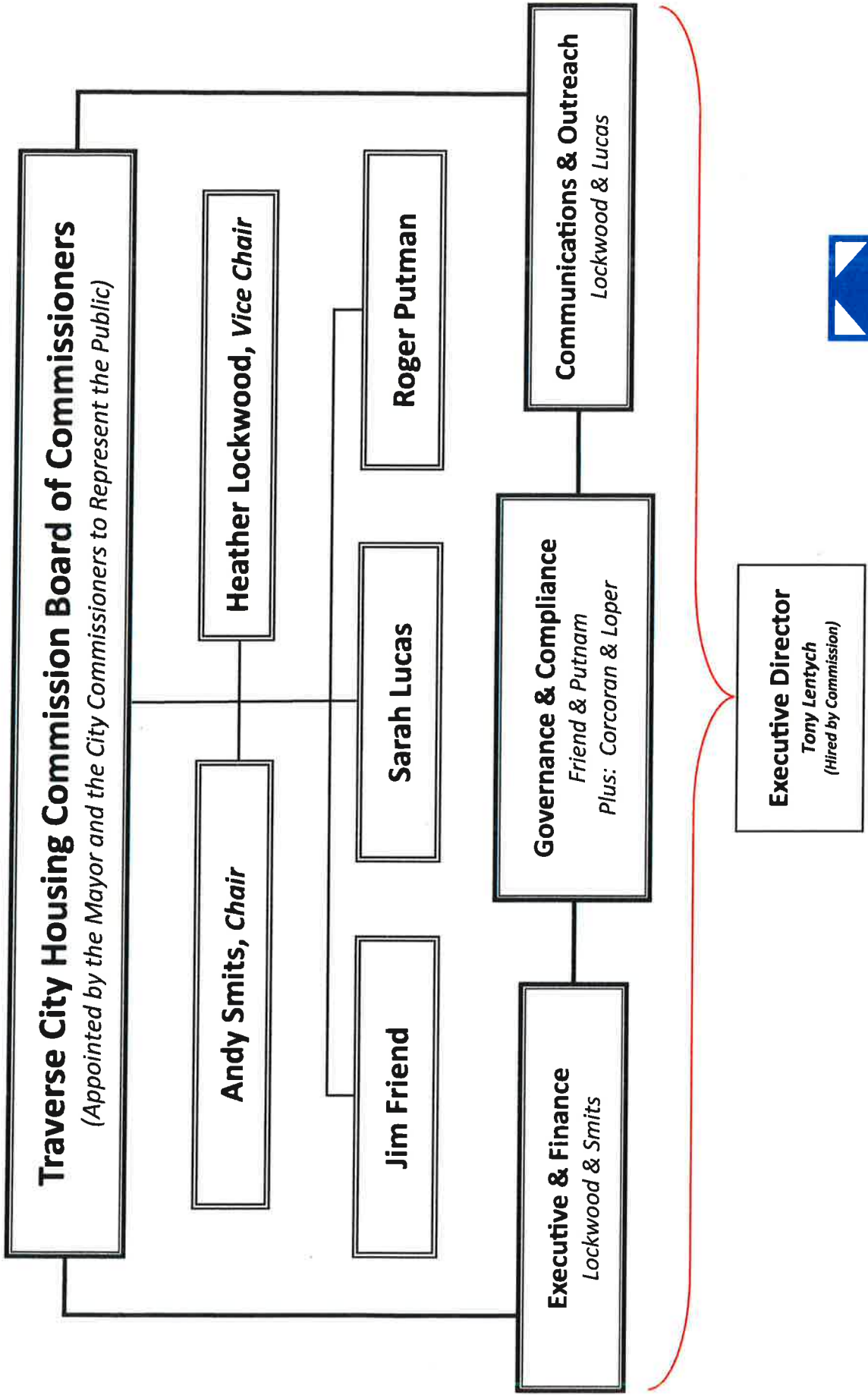
# TCHC Policy Review Schedule

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	Winter 2019	
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	February 2019	
Housekeeping & Sanitary Standards Policy	NEW	None	February 2019	

# TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
<b>Inventory Policy</b>	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
<b>Key (Master) Policy</b>	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
<b>Pet Policy</b>	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Policy	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
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	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
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	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
Transfer Policy	Unknown	Unknown	TBD	
<b>Travel Policy</b>	February 18, 2003	August 21, 2012	June 2018	June 22, 2018
Trespass Policy	Unknown	Unknown	TBD	
<b>Vehicle Policy</b>	August 2006	February 2011	February 2018	March 23, 2018

# TCHC ORGANIZATIONAL CHART



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** February 22, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Rental Assistance Demonstration (RAD) Resident Information

**MESSAGE:**

Yesterday, we held another monthly RAD meeting for residents and I updated the attendees about the Commission's decision last month to begin drafting our preliminary finance plan. What the commission approved was exactly what we had been talking about with the residents since our first meetings in August so this will not be a surprise to anyone who has attended any previous meetings.

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

Additionally, I had another conference call with our HUD assigned RAD Readiness Transaction Manager. I will be able to fully update everyone at the meeting about the progress so far.

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

# RENTAL ASSISTANCE DEMONSTRATION (RAD)

## FACT SHEET #9: CHOICE MOBILITY

### 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 CHOICE MOBILITY?

Once the property has converted, residents of most properties will have a new "choice mobility" option, which will allow you, the resident, to request a Housing Choice Voucher (HCV) that

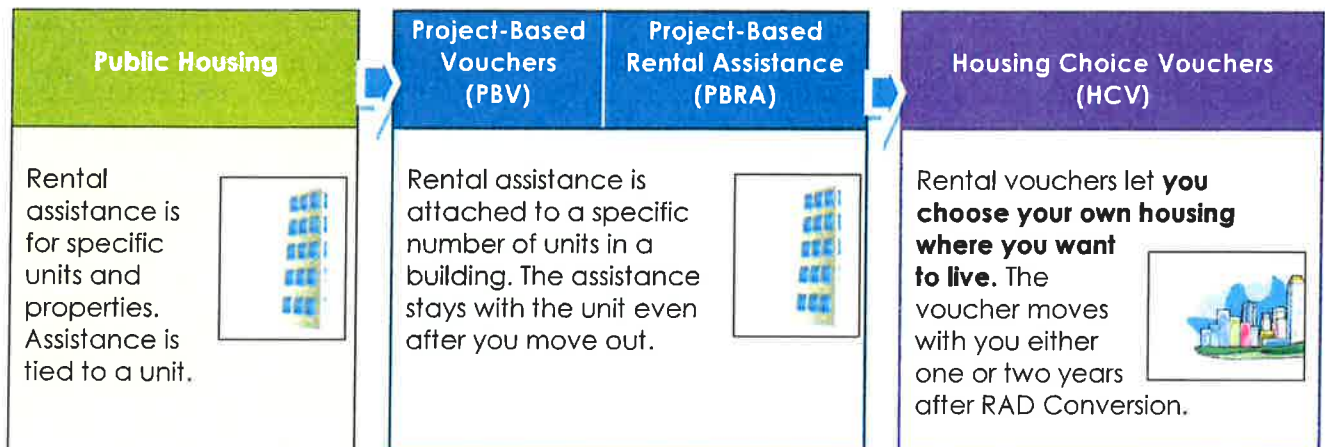
#### FACT SHEETS FOR PUBLIC HOUSING RESIDENTS

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 explains residents' rights related to Choice Mobility, the option to live where you choose with a Housing Choice Voucher.

the household can use to select a rental unit in the private market.

When you make a request, subject to some constraints, the PHA will offer you the next available voucher. When you move out with a voucher, your former unit will be leased to another eligible family off the waiting list.

Under the PBV program, you may request an HCV after living in a RAD property for one year; under the PBRA program, you can request an HCV after you have lived in a RAD property for two years. Tenants exercising their choice mobility rights will receive priority on the PHA's waiting list.



## HOW DO HOUSING CHOICE VOUCHERS (HCVs) WORK?

With HCVs, you can choose to rent a unit in the private market with HUD assistance. If the rent for the unit is reasonable and an inspection of the unit shows that the unit meets HUD's housing quality standards, your PHA will approve the unit.

Once approved, (1) you sign a lease with the owner and pay about 30% of your income for rent, and (2) your PHA signs a contract with the owner to pay the difference between the rent you pay and the total rent for the unit.

## WHERE CAN I LIVE WITH AN HCV?

With an HCV, you may rent a unit within your PHA's region, or you may choose to rent a unit in another part of the country where a PHA operates an HCV program. The ability to rent outside of your PHA's region is called **portability**.

When choosing a new place to live with an HCV, you can think about things like the quality of schools for your children, access to public transportation, and ability to get to and from places of work.

## WILL I QUALIFY FOR AN HCV?

Although RAD allows residents to remain at a RAD property after conversion even if they are over-income, if you want to participate in RAD's Choice Mobility feature, you will need to qualify for a HCV, including the program's income rules. Your PHA will need to make sure that your family qualifies for the HCV program, including meeting any income requirements.

## IS THE PHA REQUIRED TO GIVE ME AN HCV?

The PHA will do the best it can to provide you with an HCV, and you will be placed in a priority position on the PHA's waiting list for a voucher. However, the PHA may establish certain limits to the number of vouchers it provides for choice-mobility including:

**PBV:** for PHAs where the total number of PBV units under HAP contract exceeds 20% of the PHA total authorized vouchers, the PHA may limit the number of choice-mobility vouchers it issues to 75% of its annual turnover vouchers.

**PBRA:** PHAs may limit the number of vouchers used for choice-mobility to one-third of its annual turnover vouchers and may limit the number of choice-mobility moves from any given property in a year to 15%.

Finally, some properties that have converted under RAD are exempt from the choice-mobility requirement because they lack access to HCVs. Properties are eligible for this exemption if the PHA:

- Does not operate an HCV program, or
- Operates HCV programs, but has more than one-third of their turnover vouchers reserved for veterans or homeless populations.

### DEFINITIONS:

- **Choice-Mobility** – Through RAD, the option to obtain a Housing Choice Voucher (HCV) after a certain period of time.
- **Housing Choice Voucher (HCV)** – Rental vouchers that let people choose their own housing in the private rental market.
- **Portability** – The ability to use a HCV to rent a unit within the United States where a PHA operates a voucher program.
- **Turnover Voucher** – A voucher holder gives up their voucher and leaves the HCV program, making an HCV available for another household.



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

## **NEW BUSINESS**

Memorandum on Shared Drive Request



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** February 22, 2019  
**TO:** All Members of the Governance Committee  
**FROM:** Tony Lentych, Executive Director  
**SUBJECT:** Shared Drive Update

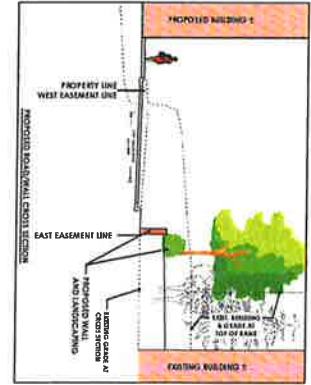
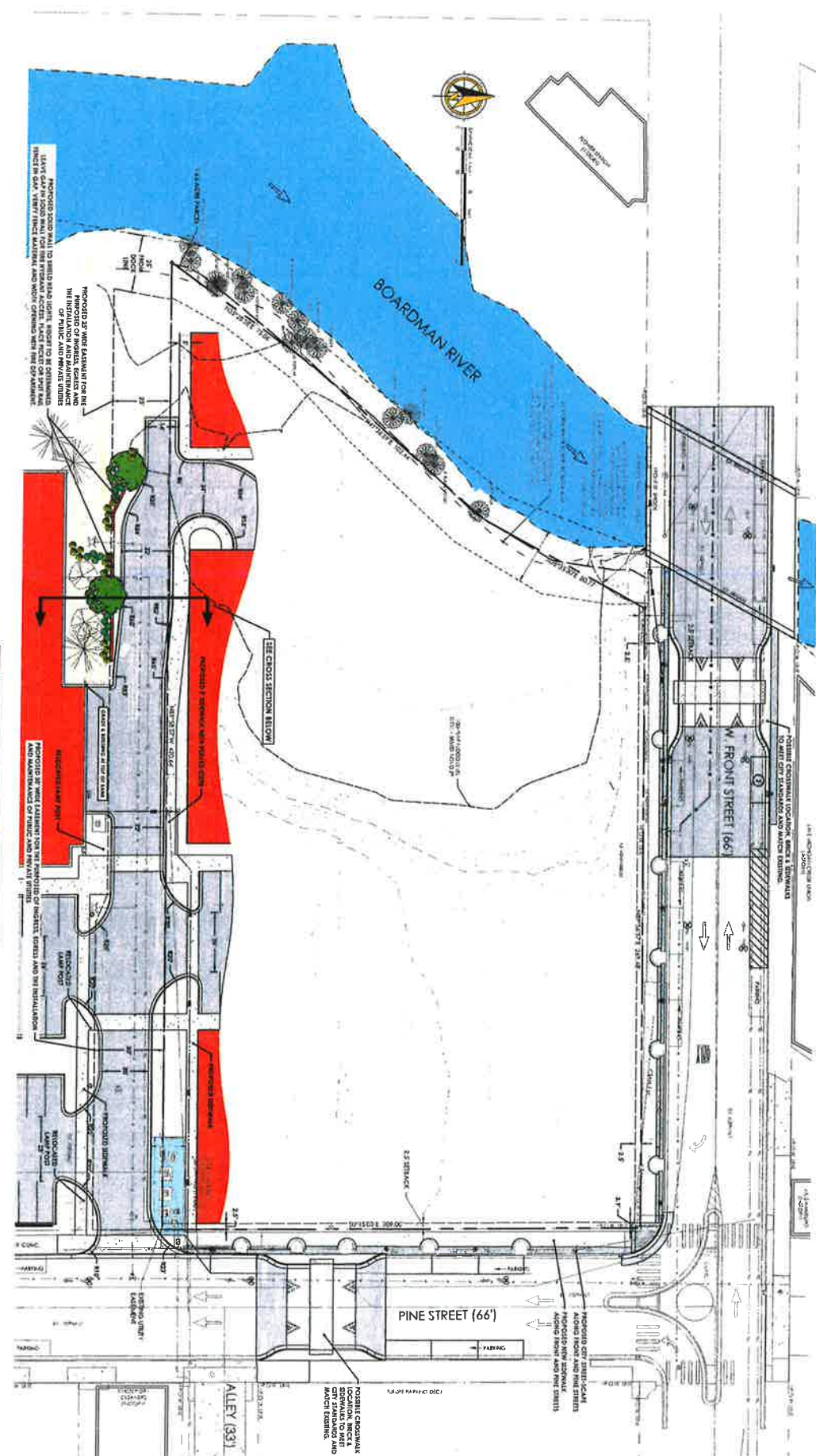
**MESSAGE:**

Last week, the property owners of Pine Street Development One LLC contacted me to indicate that they had some preliminary plans to share. This is a follow-up to their November 28, 2018 letter officially asking us to consider sharing the fire lane on our property for access to their property. I invited them to present these plans to the Governance Committee on February 21, 2019 and they accepted. I also invited them to present to the Housing Commission this morning. The Executive Committee approved their presentation and we have reserved time under the first Public Comment for them to introduce these new plans.

As we follow our Asset/Physical Plant Management Addendum [attached], it is important that we gather all of the necessary information to make a decision. I encourage all of you to get all of your questions and/or concerns on the table today. While we are not making any decisions at this meeting, we can and should establish a timeline for making a decision.

**ATTACHMENT:** Site Plan from Pine Street Development One LLC  
TCHC Asset/Physical Plant Management Addendum

**RECEIVED**  
**FEB 14 2019**  
 Traverse City  
 Housing Commission



PRELIMINARY  
 16225  
 SHEET 1 OF 1

Pine Street Development One, LLC  
**THE ELEMENT ON FRONT STREET**  
 PROPOSED RIVERVIEW TERRACE ALTERNATE PARKING OPTION-2  
 Section 03, Town 27 North, Range 11 West  
 City of Traverse City, Grand Traverse County, Michigan

NO.	DATE	DESCRIPTION
1	11/15/18	PRELIMINARY
2	12/10/18	REVISED PER COMMENTS
3	1/10/19	REVISED PER COMMENTS
4	1/15/19	REVISED PER COMMENTS
5	1/20/19	REVISED PER COMMENTS
6	1/25/19	REVISED PER COMMENTS
7	1/30/19	REVISED PER COMMENTS
8	2/5/19	REVISED PER COMMENTS
9	2/10/19	REVISED PER COMMENTS
10	2/15/19	REVISED PER COMMENTS
11	2/20/19	REVISED PER COMMENTS
12	2/25/19	REVISED PER COMMENTS
13	2/28/19	REVISED PER COMMENTS
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99	5/10/20	REVISED PER COMMENTS
100	5/15/20	REVISED PER COMMENTS

**Mansfield**  
 Land Use Consultants  
 830 Carrageeview Dr., Ste. 201  
 P.O. Box 4015  
 Traverse City, MI 49784  
 Phone: 231-945-9310  
 www.mansfield.com  
 info@mansfield.com

# Traverse City Housing Commission

## Asset / Physical Plant Management Addendum

1. **Purpose.** It is the intent of this policy addendum to clarify how the Traverse City Housing Commission (TCHC) will address non-traditional and special request for changes or modification to real property owned by the Commission and third party uses of the property. This scope of this policy will only apply to projects that fall outside of the Commission's regular and on-going work on its Capital Improvement program.
2. **Limitations.** Per HUD policy, TCHC is not allowed to modify its physical plant without the explicit approval of the Regional Manager. To the extent that this level of approval applies to the requested project, TCHC cannot control the timing of such approvals, nor can it control the final decision itself.
3. **Procedure.** All requests to the Housing Commission that fall under this policy will not be considered unless the following procedures are addressed:
  - A. Requests for such projects shall be in writing.
  - B. Requestor(s) shall be identifiable as well as the known beneficiaries of the proposed project.
  - C. When appropriate, professionally produced drawings and/or design documents are required prior to any final discussions or decisions.
  - D. TCHC staff will be charged with producing the final presentation for the Housing Commission and all interested parties. Staff will refrain from recommending a final course of action to the Commission but is allowed to utilize third-party sourced materials for its final presentation.
  - E. Regardless of the impact of the proposed project, residents will be given the opportunity to provide comment on the project prior to its approval.
  - F. The Housing Commission will approve of the proposed project at one of its regularly scheduled monthly meetings.
  - G. The Housing Commission may delegate to staff the final negotiations and/or implementation of the approved project.
4. **Charges / Fees.** When possible, the TCHC will require and realize monies from the requesting entities. These charges and fees shall, at a minimum, reimburse the Housing Commission for its real costs for both consideration of the project (e.g., legal fees) and true cost of impact upon the overall asset owned by the Housing Commission (e.g., long-term loss of access to property). The Housing Commission may waive part or all of this section but will do so only by way of Commission Resolution.
5. **Final Approvals and Notifications.** In addition to the Regional Manager from HUD, the duly appointed Housing Commission will be notified of, and approve of, all projects and the major modifications to approved projects that fall under the scope of this policy prior to the commencement of any and all work. At the conclusion of the approved project, a brief "final report" will be created by TCHC staff and submitted to the Housing Commission.

Approved: January 22, 2016



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

## **CORRESPONDENCE**

February 6, 2019 Letter from HUD to TCHC Regarding Family Unification Program

February 14, 2019 E-Mail from HUD Regarding FSS Program

February 14, 2019 E-Mail from Attorney Carl Coan Regarding HUD Lawsuit



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Financial Management Center  
2380 McGee Street, Suite 400  
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

February 06, 2019

MI080  
TRAVERSE CITY HSG. COMM.

Dear Executive Director:

SUBJECT: Response to the application submitted for the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.

The Department regrets to inform you that your agency was not selected for the Family Unification Program (FUP) Notice of Funding Availability (NOFA) for Fiscal Years (FY) 2017 and 2018. Your agency was not selected because the review of your application revealed your agency did not meet the Statement of Need threshold eligibility requirement.

No later than April 22, 2019, HUD will provide requesting applicants a debriefing related to the denial of its application. A request for debriefing must be submitted by the official whose signature appears on the Application for Federal Assistance (SF-424) or by his or her successor and sent by email to FUPVouchers@hud.gov. The subject line of the email message should be, "FUP NOFA for FY 2017 and 2018 – Debrief – MI080." Applicant must insert their PHA code in the subject line.

Thank you for your interest in the Department's programs.

Sincerely

**Steven R. Durham**

Digital signed by Steven R. Durham  
DN: CN = Steven R. Durham, C = US,  
O = Office of Housing Voucher Programs,  
OU = Director  
Reason: I am approving this document

Director  
Office of Housing Voucher Programs

Attachment  
Memo Reference: 19-009



www.hud.gov

espanol.hud.gov

## Tony Lentych

---

**From:** fss@hud.gov via SurveyMonkey <member@surveymonkeyuser.com>  
**Sent:** Thursday, February 14, 2019 11:57 AM  
**To:** Tony Lentych  
**Subject:** FY 2018 FAMILY SELF-SUFFICIENCY (FSS) – RENEWAL NOFA

# Authorizing Official Verification

Dear FSS applicant,

Congratulations!!! Your organization has been selected to receive an award from the Department of Housing and Urban Development (HUD), Office of Public and Indian Housing for the following:

Funding Opportunity Title: FY 2018 FAMILY SELF-SUFFICIENCY (FSS) – RENEWAL NOFA

Funding Opportunity Number: FR-6200-N-04

Primary CFDA Number: 14.896

OMB Approval Numbers: 2577-0178

In previous years, Family Self-Sufficiency (FSS) awards were contracted through a paper-process, whereby grantees signed a Grant Agreement and a HUD-1044 form and returned it to their local HUD Field Office.

The FSS program Fiscal Year (FY) 2018 awards will be made in the Grant Solutions (GS), Grants Management Module (GMM). The GMM is a web-based system that will improve transparency for grants management activities by allowing authorized users to see the status of your completed actions online. It also serves as a virtual file cabinet of award documents and correspondence associated with each grant.

The Authorizing Official listed on your application will be the only person able to electronically sign and accept the Notice of Award (NOA) in GMM. The NOAs have not been sent to any FY 2018 FSS grantees. HUD will notify all grantees and provide instructions once the Authorizing Officials are able to accept the award.

If your agency needs to change the Authorizing Official included in your FY 2018 FSS application, you may submit that change in the SurveyMonkey included in this email by 12:00PM EST on 2/15/2019. All notices not received by this date will have NOAs sent to the AOR listed in their application.

If the AOR does not currently have access to GS, HUD will create an account and information will be sent through email. HUD will notify the grantee once the account is created.

HUD will also be providing further information on grant term start dates and other onboarding information.

Applicant debriefings and/or appeals can be arranged by emailing a request to [FSS@hud.gov](mailto:FSS@hud.gov). Please note the deadline for appeals and debriefings is 3/15/2019.

If you have any other questions, please send an email to [FSS@hud.gov](mailto:FSS@hud.gov).

Sincerely,

Begin Survey

Please do not forward this email as its survey link is unique to you.  
[Privacy](#) | [Unsubscribe](#)

Powered by 



**HUD AWARDS \$74 MILLION TO HELP FAMILIES REACH SELF-SUFFICIENCY**  
***Federal funding to support education & employment among HUD-assisted families***

WASHINGTON - U.S. Housing and Urban Development (HUD) Secretary Ben Carson today awarded \$74 million to hundreds of public housing authorities across the country to continue helping public housing residents participating in the *Housing Choice Voucher Program* and/or reside in public housing to increase their earned income and reduce their dependency on public assistance and rental subsidies.

These grants renew HUD's support of 688 public housing authorities through the Department's *Family Self-Sufficiency (FSS)* program. HUD's FSS program helps local public housing authorities hire service coordinators who work directly with residents to connect them with programs and services that already exist in the local community. The FSS program encourages innovative strategies that link housing assistance with a broad spectrum of services that will enable participating families to find jobs, increase earned income, reduce or eliminate the need for rental and/or welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency.

"One of the most important things we can do as public servants is to help HUD-assisted families achieve their dreams," said Secretary Carson. "Working with our local partners, HUD is connecting families to educational opportunities, job training, childcare and other resources that allow them to get higher paying jobs and, ultimately, become self-sufficient."

FSS participants sign a five-year contract that requires the head of the household to obtain employment and that no member of the household will receive certain types of public assistance at the end of the five-year term. These families have an interest-bearing escrow account established for them. The amount credited to the family's escrow account is based on increases in the family's earned income during the term of the FSS contract. If the family successfully completes its FSS contract, the family receives the escrow funds that it can use for any purpose, including debt reduction to improve credit scores, educational expenses, or a down payment on a home.

The average household income of FSS participants nearly tripled during their time in the program, from \$10,000 at the time of entry to more than \$27,000 upon program completion.

###

*HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. More information about HUD and its programs is available on the Internet at [www.hud.gov](http://www.hud.gov) and <https://espanol.hud.gov>.*



	Milton Housing Authority	\$	66,660
	Holyoke Housing Authority	\$	99,839
	Attleboro Housing Authority	\$	55,762
	Hingham Housing Authority	\$	33,000
	Plymouth Housing Authority	\$	46,823
	Brockton Housing Authority	\$	137,680
	<b>Massachusetts Total</b>	<b>\$</b>	<b>3,375,103</b>
<b>Michigan</b>	SAGINAW HOUSING COMMISSION	\$	101,900
	Traverse City Housing Commission	\$	67,224
	Wyoming Housing Commission	\$	138,479
	ANN ARBOR HOUSING COMMISSION	\$	138,759
	Plymouth Housing Commission	\$	133,413
	Pontiac Housing Commission	\$	69,380
	Kent County of (Inc)	\$	120,487
	Lansing Housing Commission	\$	32,306
	Westland Housing Commission	\$	33,069
	Michigan State Housing Development Authority	\$	971,313
	Grand Rapids Housing Commission	\$	334,669
	Detroit Housing Commission	\$	284,392
	<b>Michigan Total</b>	<b>\$</b>	<b>2,425,391</b>
<b>Minnesota</b>	Housing & Redevelopment Authority of Virginia, MN	\$	60,394
	Housing & Redevelopment Authority of Clay County, MN	\$	66,537
	South Central MN Multi-County HRA	\$	39,579
	Public Housing Agency of the City of Saint Paul	\$	20,000
	Southeastern Minnesota Multi-County HRA	\$	36,424
	Mankato Economic Development Authority	\$	54,717
	Housing and Redevelopment Authority of Duluth, Minnesota	\$	66,360
	Scott County Community Development Agency	\$	23,803
	Brainerd, city of	\$	60,645
	Housing Authority of St. Louis Park	\$	38,537
	Washington County Community Development Agency	\$	48,711
	Dakota County Community Development Agency	\$	24,876
	<b>Minnesota Total</b>	<b>\$</b>	<b>540,583</b>
<b>Mississippi</b>	The Housing Authority of the City of Meridian	\$	113,130
	Mississippi Regional Housing Authority No. II	\$	30,633
	Mississippi Regional Housing Authority VIII	\$	98,846
	Mississippi Regional Housing Authority, No. VII	\$	198,909
	Tennessee Valley Regional Housing Authority	\$	180,101
	The Housing Authority of the City of Biloxi	\$	42,028
	The Housing Authority Of The City Of Jackson, Mississippi	\$	55,636
	South Delta Regional Housing Authority	\$	106,000

**From:** Carl Coan, III  
**Sent:** Thursday, February 14, 2019 12:21 PM  
**To:** CL Law Clerk <[LawClerk@coanlyons.com](mailto:LawClerk@coanlyons.com)>  
**Subject:**



Dear Plaintiffs:

Regarding the case, as we informed you last month, the Court ordered the Government to file its response to the motion for summary judgment within thirty days of the date appropriations were restored to the Department of Justice and other Government agencies. Since appropriations were restored on January 25, the Government's deadline for filing its response is February 25. However, instead of filing a response to the motion for summary judgment, the Government has suggested that we file a stipulation of judgment and the damages to which each Plaintiff is entitled. We, of course, agreed to the Government's suggestion.

To that end, we are working on a chart of the damages for the Government to review. It is not possible to know how long this process will take. However, as a point of reference, it took us several weeks in the first lawsuit to reach an agreement on the damages for all of the plaintiffs in the first lawsuit. It will probably be the same, if not longer, in this case since we have more than 200 more plaintiffs than in the first lawsuit.

Although this is good news, I don't know if the Government has totally conceded that it can't win the case. Or, in the alternative, whether the Government intends to appeal the Court's denial of the Government's motion to dismiss.

The reason for my uncertainty is that I was at a meeting with HUD and the industry groups such as PHADA and NAHRO last fall to discuss the new proposed ACC. In that meeting, a senior HUD attorney was quite adamant that if the Government lost its motion to dismiss the Government would appeal.

Although the Government could have asked the Court for permission to appeal the denial of its motion to dismiss immediately after the Court entered its decision, it is doubtful the Court would have approved such a motion. Therefore, if the Government intends to appeal the denial of its motion to dismiss, it can't do so until there is a final decision. By stipulating to a judgment instead of completing the briefing of our motion for summary judgment and waiting for the Court to issue a decision, the Government can, if that is what it has decided to do, appeal the decision sooner.

We will keep you posted on any further developments. Please let me or Joseph know if you should have any questions.

Carl A. S. Coan, III  
Coan & Lyons  
1100 Connecticut Avenue, N.W.  
Suite 600  
Washington, DC 20036  
(202) 728-1070