

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING Friday, April 26, 2019 at 8:00 A.M.

LOCATION:

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER400 Boardman Avenue, Traverse City, Michigan, 49684



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April 5, 2019 Record Eagle Article on Shared Fire Lane Easement



MEETING AGENDA

April 26, 2019

TRAVERSE CITY HOUSING COMMISSION



150 Pine Street, Traverse City, Michigan, 49684 T: (231) 922-4915 | F: (231) 922-2893 TDD: (800) 649-3777 TCHousing.org

NOTICE

THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, APRIL 26, 2019 AT 8:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684 (231) 995-5150

POSTED: APRIL 24, 2019

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

AGENDA

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

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

- A. Consideration of Approval of March 22, 2019 Regular Meeting Minutes: Approval Recommended.
- B. Consideration of Approval of April 1, 2019 Special Meeting Minutes: Approval Recommended.
- C. Consideration of Approval of Schedule of Disbursements for March 2019 for Public Housing & HCV / Section 8 Programs: Approval Recommended.
- D. Review & Approval of Payment of Invoices for April 2019: Approval Recommended.

E. Review & Acceptance of Financial Statements for March 2019: Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meeting: April 23, 2019
- B. Governance Committee Meeting: April 18, 2019
- C. Resident Advisory Board Meeting: April 4, 2019

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2019 Consolidated Budget: Review of March 2019
- B. TCHC Policy Review Schedule: Review
- C. RAD: Update
- D. Shared Drive Request from Pine Street Development One LLC: Update

VIII NEW BUSINESS

A. Resolution on Maintenance Services Agreement with ERHC: Action Required

IX CORRESPONDENCE

- A. March 21, 2019 HUD PIH 2019-05 regarding Streamlined Voluntary Conversion Notice
- B. March 29, 2019 E-Mail from HUD on Streamlined Voluntary Conversion Notice
- C. March 30, 2019 Record Eagle Article on East Bay Flats
- D. April 5, 2019 Record Eagle Article on Shared Fire Lane Easement

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, May 24, 2019 at 8:00 A.M.



CONSENT AGENDA

March 22, 2019 Regular Meeting Minutes

April 1, 2019 Special Meeting Minutes

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

Payment of Invoices for April 2019

Financial Statements for March 2019

DRAFT Meeting Minutes of the Traverse City Housing Commission March 22, 2019

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Government Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City at 8:06 A.M.

I ROLL CALL

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

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

Residents: Jo Simerson, Norma Loper and Ellen Corcoran.

Public: Erik Falconer and Joe Sarafa.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

Reserved: Erik Falconer for Pine Street Development One LLC presented a letter in response to discussion with the TCHC Board on February 22, 2019 and new maps of the PSDO development site.

Note: Vice President Lockwood suspended protocol and encouraged the Commission and the public to ask questions.

Questions related to this project were posed by Ellen Corcoran and Jo Simerson.

IV CONSENT AGENDA

Commissioner Friend moved (Putman support) to approve the Consent Agenda as presented in the March 22, 2019 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the February 22, 2019 Regular Commission Meeting.
- B. Schedule of Disbursements for February 2019 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for March 2019.
- D. Financial Statements for February 2019.

V COMMITTEE REPORTS

- A. The meeting minutes from the March 19, 2019 Executive Committee meeting were presented and accepted.
- B. The meeting minutes from the March 14, 2019 Governance Committee meeting were presented and accepted.

- C. The meeting minutes from the March 8, 2019 Executive & Finance Committee meeting were presented and accepted.
- D. The meeting minutes from the February 21, 2019 Governance Committee meeting were presented and accepted.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's March 2019 Report was presented and briefly discussed.
- B. The March 2019 Family Self-Sufficiency Report was presented and briefly discussed.
- C. The March 2019 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. Staff presented a handout from the most recent RAD resident meeting.

VIII NEW BUSINESS

A. The Commission discussed the Pine Street Development One LLC request for a "shared fire-lane" at length. Commissioner Lockwood moved (Friend support) to accept the site plans dated 3/14/19 as presented in the March 22, 2019 packet, as recommended by the Governance Committee and the Executive Committee, as the basis for negotiations one easement language for the "shared/common fire-lane".

Roll Call	
Lockwood	Yes
Friend	Yes
Putman	Yes
Smits	Absent
Lucas	Absent

The motion was unanimously approved.

Commissioner Lockwood called (Friend support) for a Special Meeting on the afternoon of April 1, 2019, at a time to be determined, in the 3rd Floor Community Room at Riverview Terrace, 150 Pine Street, Traverse City, MI to discuss the easements for the "shared/common fire-lane" at Riverview Terrace.

Commissioner Putman moved (Friend support) to delegate to the Executive Committee and Executive Staff the ability to review and prepare any and all documents necessary for the discussion at the April 1, 2019 Special Meeting. The motion passed unanimously.

- B. A memorandum on the CFP Five-Year Plan Calendar of Events was presented and discussed. This item was for information purposes only.
- C. A memorandum regarding a Draft Maintenance Services Agreement with ERHC was presented. It will be on the agenda again next month after ERHC approves the draft at their April Meeting.

IX CORRESPONDENCE

Three items of correspondence were presented and accepted.

X PUBLIC COMMENT

General comment: Ellen Corcoran and Norma Lopera

XI COMMISSIONER COMMENT

Commissioner Putman informed the Commission that the Traverse City Commission recently approved two payment in lieu of taxes for affordable housing developments in the City.

Commissioner Lockwood requested that the City of Traverse City re-evaluate the tax decision regarding East Bay Flats.

XII ADJOURNMENT

Commissioner Lockwood moved (Putman support) to adjourn the meeting at 9:29 A.M.

Respectfully submitted,	
Michelle Reardon, Recording Secretary	
Heather Lockwood, Vice-President	

DRAFT Meeting Minutes of the Traverse City Housing Commission April 1, 2019

A Special Meeting, requested by Commissioner Lockwood and Commissioner Friend, of the Traverse City Housing Commission was called to order by Vice-President Heather Lockwood at the Riverview Terrace Apartments – Third Floor Community Room, 150 Pine Street, Traverse City, Michigan at 4:34 P.M.

I ROLL CALL

The following Commissioners were present: Jim Friend, Heather Lockwood, Roger Putman, and Sarah Lucas. President Andy Smits arrived at 4:45 P.M. due to a conflict.

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

<u>Public</u>: Joe Sarafa, Doug Mansfield, and Marc McKellar.

Residents: Jo Simerson, Norma Loper, Ellen Corcoran, Leslie Sladek, Kathleen Stocking, Dennis Garvin, Dale Roberts, Tom Finney, Michael Conger, Irene Lilly, Marie Schaffer, Deb Scheer, Samir Moubarak, Laura Cole, Jill Pennell, Patty Szabo, Lois DeHart, Steven Badgley, Gene Homminga, Jeff Turner, Sue Albee, Janine Khoury, Rob Antkiewicz and Sandra Antikiewicz.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

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

IV NEW BUSINESS

A. Staff introduced the topic of the special meeting, Consideration of the Reciprocal Agreement for the Shared Fire Lane/Common Drive with Pine Street Development One, LLC.

Commissioner Lucas moved (Lockwood support) to adopt the following Resolution:

The Traverse City Housing Commission approves the creation of a shared/common drive and fire lane and that the President and the Executive Director of TCHC, Andrew Smits and Anthony Lentych respectively, are duly authorized to negotiate and sign a final version of the Reciprocal Easement Agreement presented by Pine Street Development One, LLC on April 1, 2019 as it relates to the property located at 150 Pine Street, Traverse City, Michigan, 49684, pending final legal review by TCHC attorneys and if necessary, the U.S. Department of HUD attorneys working on behalf of the Detroit Field Office.

Note: Vice-President Lockwood suspended protocol and encouraged the Commission and the public to engage in discussion regarding the resolution on the table.

Staff reviewed the draft easement in full, including ongoing negotiation points for the Commission. Commissioner Smits read the complete resolution to audience.

Commissioner Friend was excused from the meeting at 5:20 P.M. and did not participate in the Roll Call.

After a lengthy discussion, President Smits called the question for a vote after a final comment from each Commissioner.

Commissioner Lucas commented that the land subject to easement has no development value for TCHC and the proposal provides increased safety for pedestrians and vehicles alike by reducing the number of conflict points on Pine Street.

Commissioner Putman commented that the proposal will provide significant enhancements for Riverview Terrace and the TCHC property and further will mitigate the impacts on Riverview Terrace residents from development of the property to the north.

Commissioner Smits agreed with both Commissioners Lucas and Putman and further notes that he does not have any direct financial or business interest in the property owned by Pine Street Development One, LLC and therefore there is no conflict of interest in his participation in this decision process.

Commissioner Lockwood commented that her questions regarding the land subject to the easement have been sufficiently answered and she believes this shared drive will allow for a good relationship between TCHC and our neighbors to the north.

Roll Call

Lockwood Yes
Smits Yes
Putman Yes
Lucas Yes
Friend Absent

The motion was unanimously approved. It will be recorded as Resolution No. 2019-01.

V PUBLIC COMMENT

None.

VI COMMISSIONER COMMENT

None.

VII ADJOURNMENT

Commissioner Smits moved (Putman support) to adjourn the meeting. The motion was unanimously approved and Commission Lockwood closed the meeting at 5:29 P.M.

Respectfully submitted,	
Michelle Reardon, Recording Secretary	
Heather Lockwood Vice-President	

Traverse City Housing Commission Check Register Summary Report

Page:

Chemical Bank

From: 03/01/2019 To: 03/31/2019

Date **Ref Num** Payee **Payment** Deposit **Balance** 03/01/2019 **EFT** Internal Revenue Service 3,125.93 80,880.25 03/01/2019 038574 City Of Traverse City 81.20 80,799.05 03/01/2019 038575 DTE ENERGY 34.80 80,764.25 03/01/2019 038576 Housing Authority Accounting 1,099.41 79,664,84 03/01/2019 038577 Byte Productions, LLC 30.00 79,634.84 03/01/2019 038578 Justin Sailors 25.48 79,609.36 03/01/2019 038579 Twin Bay Glass Inc. 469.43 79,139,93 03/01/2019 038580 Safety Net 859.00 78,280.93 03/01/2019 038581 City Of Traverse City 15,171.73 63,109.20 03/01/2019 038582 Integrated Payroll Services, Inc. 193.90 62,915.30 03/01/2019 038583 Anthony Lentych 1,200.00 61,715.30 03/01/2019 038584 Vision Service Plan 72.09 61,643.21 03/01/2019 038585 Walters & Hemming Inc 931.85 60,711.36 03/01/2019 038586 **Environmental Pest Control** 270.00 60,441.36 03/01/2019 038587 Mcgough's 293.75 60,147.61 03/01/2019 DTE ENERGY 038588 2,076.13 58,071.48 03/01/2019 038589 Priority Health 4,401.81 53,669.67 03/01/2019 038590 Nan McKay & Associates Inc 423.00 53,246.67 03/01/2019 038591 D & W Mechanical 211.95 53,034.72 03/01/2019 038592 Lucy Lynn 220.00 52,814.72 03/01/2019 038593 2,382.00 50,432.72 03/01/2019 038593 **VOID** 2,382.00) 52,814.72 03/01/2019 038594 TC Millworks 1,272.00 51,542.72 03/01/2019 038595 Cardmember Service 2,382.00 49,160,72 03/04/2019 **EFT** T Mobile 2,333.98 51,494.70 03/04/2019 **EFT** U.S. Dept. of HUD 18,250.00 69,744.70 03/04/2019 DEP 24,837.87 94,582.57 03/05/2019 DEP 11,120.63 105,703.20 03/06/2019 038596 Spectrum Business 3,523.71 102,179.49 03/06/2019 038597 **David Gourlay** 74.08 102,105.41 03/06/2019 038598 McCardel Water Conditioning 8.00 102,097.41 03/06/2019 038599 Thomas P. Licavoli 1,670,00 100,427.41 03/06/2019 038600 AT&T 367.92 100,059.49 03/06/2019 038601 Ace Hardware 49.04 100,010.45 03/06/2019 038602 Spectrum Business 187.75 99,822,70 03/06/2019 038603 Save Carpet USA 1,702.00 98,120.70 03/06/2019 038604 Verizon Wireless 32.18 98,088.52 03/07/2019 DEP 104,820.65 6,732.13 03/07/2019 DEP 380.85 105,201.50 03/08/2019 DEP 697.00 105,898.50

Traverse City Housing Commission Check Register Summary Report Chemical Bank

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From: 03/01/2019 To: 03/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
03/12/2019	ADJST	Alisa Kroupa	1,278.55	***************************************	104,619.95
03/12/2019	ADJST	Anthony Lentych	2,415.49	300	102,204.46
03/12/2019	ADJST	Michelle Reardon	1,431.16		100,773.30
03/12/2019	ADJST	Angela N. Szabo	950.89		99,822.41
03/12/2019	ADJST	Joseph Battaglia	298.90		99,523.51
03/12/2019	ADJST	Charles Edwards	223.50		99,300.01
03/12/2019	ADJST	Joseph Frawley	1,615.89		97,684.12
03/12/2019	ADJST	David Gourlay	975.92		96,708.20
03/12/2019	ADJST	Justin Sailors	334.50		96,373.70
03/12/2019	ADJST	Chemical Bank	183.57		96,190.13
03/12/2019	EFT	Principal Life Insurance Co.	681.36		95,508.77
03/14/2019	EFT	U.S. Dept. of HUD		5,602.00	101,110.77
03/15/2019	EFT	Internal Revenue Service	2,887.64		98,223.13
03/15/2019	DEP			13,930.56	112,153.69
03/18/2019	DEP			272.25	112,425.94
03/19/2019	038605	SAM'S CLUB	491.21		111,934.73
03/19/2019	038606	Holiday Fleet	27.49		111,907.24
03/19/2019	038607	Home Depot Credit Services	385.95		111,521.29
03/19/2019	038608	DTE ENERGY	5,243.25		106,278.04
03/19/2019	038609	Wilmar	605.31		105,672.73
03/19/2019	038610	Kendall Electric Inc	208.49		105,464.24
03/19/2019	038611	Engineered Protection Systems Inc	208.80		105,255.44
)3/19/2019	038612	R.W. Popp Excavating, Inc.	541.00		104,714.44
3/19/2019	038613	Grand Traverse County DPW	483.00		104,231.44
3/19/2019	038614	Great Lakes Business Systems, Inc.	183.26		104,048.18
3/19/2019	038615	City Of Traverse City	61.49		103,986.69
3/19/2019	038616	Grand Traverse County	56.07		103,930.62
3/19/2019	038617	USPS- Hasler	1,500.00		102,430.62
3/19/2019	038618	Elmer's	880.00		101,550.62
3/19/2019	038619	Kuhn Rogers PLC	799.50		100,751.12
3/19/2019	038620	Vision Service Plan	72.09		100,679.03
3/19/2019	038621	Aflac	217.10		100,461.93
3/19/2019	038622	CynergyComm.net,Inc	8.92		100,453.01
3/19/2019	038623	Joseph Frawley	275.83		100,177.18
3/19/2019	038624	TC Millworks	1,625.00		98,552.18
3/19/2019	038625	Traverse City Record Eagle	80.25		98,471.93
3/19/2019	038626	Integrated Payroll Services, Inc.	110.90		98,361.03
3/19/2019	038627	Thomas P. Licavoli	770.00		97,591.03
3/19/2019	038628	Republic Services #239	663.14		96,927.89
3/19/2019	038629	AmRent	203.55		96,724.34

Traverse City Housing Commission **Check Register Summary Report**

Chemical Bank

From: 03/01/2019 To: 03/31/2019

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Date	Ref Num	Payee	Payment	Deposit	Balance
03/19/2019	038630	Staples Business Advantage	335.92		96,388.42
03/19/2019	038631	Environmental Pest Control	270.00		96,118.42
03/19/2019	038632	City Of Traverse City	13,621.01		82,497.41
03/19/2019	038633	A T & T	160.69		82,336.72
03/19/2019	038634	Save Carpet USA	3,852.00		78,484.72
03/19/2019	038635	Diana Hickman	100.00		78,384.72
03/19/2019	038636	Safety Net	863.11		77,521.61
03/19/2019	038637	D & W Mechanical	861.80		76,659.81
03/19/2019	038638	Ginop Sales, Inc.	747.25		75,912.56
03/20/2019	EFT	State Of Michigan	918.79		74,993.77
03/20/2019	DEP			270.00	75,263.77
03/26/2019	ADJST	Alisa Kroupa	1,278.55		73,985.22
03/26/2019	ADJST	Anthony Lentych	2,415.49		71,569.73
03/26/2019	ADJST	Michelle Reardon	1,431.15		70,138.58
03/26/2019	ADJST	Angela N. Szabo	950.89		69,187.69
03/26/2019	ADJST	Joseph Battaglia	306.52		68,881.17
03/26/2019	ADJST	Joseph Frawley	1,461.52		67,419.65
03/26/2019	ADJST	David Gourlay	975.93		66,443.72
03/26/2019	ADJST	Justin Sailors	386.38		66,057.34
03/26/2019	ADJST	Chemical Bank	156.52		65,900.82
03/26/2019	EFT	Principal Life Insurance Co.	752.16		65,148.66
03/29/2019	EFT	Internal Revenue Service	2,734.15		62,414.51
03/31/2019	DEP			1,950.71	64,365.22
03/31/2019	ADJST	Chemical Bank		30.39	64,395.61

Total:

106,018.94

86,408.37

Traverse City Housing Commission Check Register Summary Report PNC - Section 8

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From: 03/01/2019 To: 03/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2019	EFT	U.S. Dept. of HUD		96,054.00	183,160.85
03/01/2019	EFT	U.S. Dept. of HUD		8,116.00	191,276.85
03/01/2019	ADJST	PNC Bank	77.45		191,199.40
03/01/2019	000227	TC Commons I LDHA, LLC	258.00		190,941.40
03/01/2019	000227	Jeana Aiken	562.00		190,379.40
03/01/2019	000227	Dustin Ansorge	1,250.00		189,129.40
03/01/2019	000227	Anthony Ansorge	796.00		188,333.40
03/01/2019	000227	Ayers Investment Properties LLC	728.00		187,605.40
03/01/2019	000227	B & R RENTALS, LLC	778.00	::	186,827.40
03/01/2019	000227	Bay Front Apartments	359.00		186,468.40
03/01/2019	000227	Bay Hill Housing LDHALP	6,746.00		179,722.40
03/01/2019	000227	Bay Hill II	7,957.00		171,765.40
03/01/2019	000227	Elizabeth Beckett	312.00		171,453.40
03/01/2019	000227	Bellaire Senior Apartments	351.00		171,102.40
03/01/2019	000227	Brookside Commons LDHA, LP	2,977.00		168,125.40
03/01/2019	000227	Brown Elder Apartments LLC	177.00	-11	167,948.40
03/01/2019	000227	Irma Jean Brownley	535.00		167,413.40
03/01/2019	000227	Rebecca Carmien	288.00		167,125.40
03/01/2019	000227	Carson Square	5,451.00		161,674.40
03/01/2019	000227	Chris R. Frank	926.00		160,748.40
03/01/2019	000227	Central Lake Townhouses	395.00		160,353.40
03/01/2019	000227	Cherrywood Village Farms, Inc.	2,295.00		158,058.40
03/01/2019	000227	Douglas A. Chichester	615.00		157,443.40
03/01/2019	000227	Davis Investment Properties, LLC	671.00		156,772.40
03/01/2019	000227	Jack V. Dean	417.00		156,355.40
3/01/2019	000227	Ronald M. Dean	14.00		156,341.40
03/01/2019	000227	Zachary Duell	1,200.00		155,141.40
03/01/2019	000227	East Bay Properties	584.00		154,557.40
3/01/2019	000227	Shirley Farrell	827.00		153,730.40
3/01/2019	000227	Five P Enterprises, LLC	466.00		153,264.40
3/01/2019	000227	Rent Leelanau, LLC	668.00	œ.	152,596.40
3/01/2019	000227	Lisa Forbes	531.00		152,065.40
3/01/2019	000227	Mabel Foust	446.00		151,619.40
3/01/2019	000227	Michael Glowacki	707.00		150,912.40
3/01/2019	000227	David Grzesiek	395,00		150,517.40
3/01/2019	000227	Habitat for Humanity	340.00	1	150,177.40
3/01/2019	000227	Matthew Hamminga	1,200.00		148,977.40
3/01/2019	000227	Harbour Ridge Apts	1,187.00		147,790.40
3/01/2019	000227	Leonard Herman	524.00		147,266.40
3/01/2019	000227	Hillview Terrace	1,961.00		145,305.40

Date: 04/22/2019 16:30:30 Time:

000227

Village Glen Apartments

Traverse City Housing Commission Check Register Summary Report

PNC - Section 8 From: 03/01/2019 To: 03/31/2019

Ref Num Date Payee **Payment** Deposit **Balance** 03/01/2019 000227 Josh Hollister 403.00 144.902.40 03/01/2019 000227 HomeStretch 3,420.00 141,482.40 Nancy Irish 03/01/2019 000227 572.00 140,910.40 03/01/2019 000227 Donna Kalchik 304,00 140,606.40 03/01/2019 000227 Kalkaska Woods Limited Partnership 311.00 140,295.40 03/01/2019 000227 Bruce W. Korson 427.00 139,868.40 03/01/2019 000227 Lake Pointe Acquisitions LLC. 307.00 139,561.40 03/01/2019 000227 Sidney Lammers 397.00 139,164.40 03/01/2019 000227 John J. Lewis 310.00 138,854.40 03/01/2019 000227 Don E. Lint 502.00 138,352,40 03/01/2019 000227 Maret Sabourin 514.00 137,838.40 03/01/2019 000227 Sue Martin 658.00 137,180.40 03/01/2019 000227 Meadowrun-Mancelona Rd 207 LHDA 525.00 136,655.40 03/01/2019 000227 Robert J. Mork 390.00 136,265.40 03/01/2019 000227 Kim Lien Thi Nguyen 974.00 135,291.40 03/01/2019 000227 Oak Park Apts 1,368.00 133,923.40 03/01/2019 000227 Oak Terrace Apts 720.00 133,203.40 03/01/2019 000227 Daniel G. Pohlman 1,076.00 132,127.40 03/01/2019 000227 Douglas L. Porter 418.00 131,709.40 03/01/2019 000227 Punta Gorda Housing Authority 851.38 130,858.02 03/01/2019 000227 Timothy Rice 340.00 130,518.02 03/01/2019 000227 Sabin Pond Apartments LLC 113.00 130,405.02 03/01/2019 000227 Eldon Schaub 384.00 130,021.02 03/01/2019 000227 Mike & Melissa Schichtel 776.00 129,245.02 03/01/2019 000227 Sherwin Rentals 1,212.00 128,033.02 03/01/2019 000227 Samuel Shore 986.00 127,047.02 03/01/2019 000227 Gerald Sieggreen 697.00 126,350.02 03/01/2019 000227 SILVER SHORES MHC 3,069.00 123,281.02 03/01/2019 000227 Douglas & Julia Slack 320.00 122,961.02 03/01/2019 000227 Mark & Cheryl Snyder 497.00 122,464.02 03/01/2019 000227 Ryan Storey 360.00 122,104.02 03/01/2019 000227 22955 Investments LLC 2,917.00 119,187.02 03/01/2019 000227 Traverse City Property Management 454.00 118,733.02 03/01/2019 000227 TCR Investments, LLC 818.00 117,915.02 03/01/2019 000227 Wendy Teagan 502.00 117,413.02 03/01/2019 000227 **TEAMCO PROPERTIES** 667.00 116,746.02 03/01/2019 000227 TOS Holdings, LLC 781.00 115,965.02 03/01/2019 000227 Tradewinds Terrace Apts 249.00 115,716.02 03/01/2019 000227 Village Apartments LDHA 542.00 115,174.02 03/01/2019

10,135.00

Page:

105,039.02

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Traverse City Housing Commission

Check Register Summary Report PNC - Section 8

From: 03/01/2019 To: 03/31/2019

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Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2019	000227	Village View Housing LHDA LP	1,175.00		103,864.02
03/01/2019	000227	Village Woods	804.00		103,060.02
03/01/2019	000227	Wagner Asset Group at Ninth Street,	732.00		102,328.02
03/01/2019	000227	Paul Wheelock	602.00		101,726.02
03/01/2019	000227	Susette Redman Wilson	1,000.00		100,726.02
03/01/2019	000227	Woda Boardman Lake LDHA.LP	1,789.00		98,937.02
03/01/2019	000227	Woodland Shores Properties, LLC	337.00		98,600.02
03/01/2019	000227	Woodmere Ridge Apartments LDHA	4,327.00		94,273.02
03/01/2019	000227	Wyatt Road Apartment Company	570.00		93,703.02
03/01/2019	000227	Theodore V. Zachman	887.00		92,816.02
03/01/2019	000227	Barb Zupin	500.00		92,316.02
03/01/2019	023117	Traverse City Housing Commission	12,651.56		79,664.46
03/01/2019	023118	Chase Bank	989.32		78,675.14
03/05/2019	DEP			100.00	78,775.14
03/19/2019	023119	Cherryland Electric Cooperative	144.50		78,630.64
03/19/2019	023120	City Of Traverse City	189.10		78,441.54
03/19/2019	023121	Consumers Energy	34.20		78,407.34
03/19/2019	023122	DTE ENERGY	421.20		77,986.14
03/19/2019	023123	Lisa L. Forbes	14.00		77,972.14
03/20/2019	DEP			42.57	78,014.71

Total:

113,404.71

104,312.57

Traverse City Housing Commission Check Register Summary Report

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Chemical Bank

From: 04/01/2019 To: 04/22/2019

Date **Ref Num Payee Payment** Deposit **Balance** 04/01/2019 **XFER** U.S. Dept. of HUD 5,602.00 69,997.61 04/01/2019 DEP 6,376.95 76,374.56 04/01/2019 038639 All American Investment Group, LLC 9,486.76 66,887.80 04/02/2019 **EFT** T Mobile 2,394.66 69,282,46 04/02/2019 DEP 12,549.54 81,832.00 04/02/2019 DEP 390.00 82,222.00 04/03/2019 DEP 9.261.00 91,483.00 04/04/2019 038640 Cardmember Service 1,572.51 89.910.49 04/04/2019 038641 McCardel Water Conditioning 26.00 89,884.49 04/04/2019 038642 Great Lakes Business Systems, Inc. 202.95 89,681.54 04/04/2019 038643 AT&T 365.00 89,316.54 04/04/2019 038644 Thomas P. Licavoli 870.00 88,446.54 04/04/2019 038645 City of Traverse City, Treasurer's 449.24 87,997.30 04/04/2019 038646 **David Gourlay** 41.68 87,955.62 04/04/2019 038647 Byte Productions, LLC 30.00 87,925.62 04/04/2019 038648 Aflac 217.10 87,708.52 04/04/2019 038649 Housing Authority Accounting 1,099.41 86,609.11 04/04/2019 038650 Spectrum Business 184.98 86,424.13 04/04/2019 038651 Verizon Wireless 30.51 86,393.62 04/04/2019 038652 Justin Sailors 32.88 86,360.74 04/04/2019 038653 Mcgough's 293.75 86,066.99 **VOID** Mcgough's 04/04/2019 038653 293.75) 86,360.74 04/04/2019 038654 MailFinance 149.85 86,210.89 04/04/2019 038655 Priority Health 4,401.81 81,809.08 04/04/2019 038656 Grand Traverse Cty. Treasurer 56.07 81,753.01 04/04/2019 038657 R.W. Popp Excavating, Inc. 240.00 81,513.01 04/04/2019 038658 MAX'S SERVICE 102.00 81,411.01 04/04/2019 038659 **Grand Traverse County DPW** 483.00 80,928.01 04/04/2019 038660 Spectrum Business 3,471.64 77,456.37 04/04/2019 038661 Angela Szabo 192.78 77,263.59 04/04/2019 038662 Wilmar 216.77 77,046.82 04/04/2019 038663 Allen Supply 225.00 76,821.82 04/04/2019 038664 Ace Hardware 67.13 76,754.69 04/04/2019 038665 Kendall Electric Inc 51.66 76,703.03 04/04/2019 038666 TC Millworks 45.00 76,658,03 04/04/2019 038667 Northwest Lock, Inc. 72.50 76,585,53 04/04/2019 038668 D & W Mechanical 1,192.50 75,393.03 04/04/2019 038669 DTE ENERGY 75,070.02 323.01 04/04/2019 038670 Dolly's Best Inc. 2,065.00 73,005.02 04/05/2019 DEP 13,296.00 86,301.02

Traverse City Housing Commission Check Register Summary Report

Chemical Bank

From: 04/01/2019 To: 04/22/2019

	From: 04/01/2019 To: 04/22/2019					
Date	Ref Num	Payee	Payment	Deposit	Balance	
04/05/2019	038671	City Of Traverse City	81.20		86,219.82	
04/05/2019	038672	DTE ENERGY	34.80		86,185.02	
04/05/2019	038673	Chemical Bank	613.31		85,571.71	
04/08/2019	DEP			3,974.00	89,545.71	
04/09/2019	ADJST	Alisa Kroupa	1,278.55		88,267.16	
04/09/2019	ADJST	Anthony Lentych	2,415.50		85,851.66	
04/09/2019	ADJST	Michelle Reardon	1,501.67		84,349.99	
04/09/2019	ADJST	Angela N. Szabo	950.89		83,399.10	
04/09/2019	ADJST	Joseph Battaglia	298.91		83,100.19	
04/09/2019	ADJST	Charles Edwards	1,009.60		82,090.59	
04/09/2019	ADJST	Joseph Frawley	1,314.37		80,776.22	
04/09/2019	ADJST	David Gourlay	975.93		79,800.29	
04/09/2019	ADJST	Justin Sailors	282.49		79,517.80	
04/09/2019	ADJST	Chemical Bank	156.52		79,361.28	
04/09/2019	EFT	Principal Life Insurance Co.	841.90		78,519.38	
04/12/2019	EFT	Internal Revenue Service	2,976.60		75,542.78	
04/15/2019	DEP			15,167.07	90,709.85	
04/15/2019	DEP			215.00	90,924.85	
04/18/2019	038674	SAM'S CLUB	772.59		90,152.26	
04/18/2019	038675	Home Depot Credit Services	1,017.11		89,135.15	
04/18/2019	038676	Sherwin Williams Co.	66.62		89,068.53	
04/18/2019	038677	Ace Welding & Machine Inc	66.00		89,002.53	
04/18/2019	038678	Vision Service Plan	72.09		88,930.44	
04/19/2019	038679	Priority Health	5,134.89		83,795.55	
04/19/2019	038680	Thomas P. Licavoli	2,470.00		81,325.55	
04/19/2019	038681	Roto-Rooter	25.00		81,300.55	
04/19/2019	038682	Safety Net	861.90		80,438.65	
04/19/2019	038683	Staples Business Advantage	20.27		80,418.38	
04/19/2019	038684	Aflac	217.10		80,201.28	
04/19/2019	038685	AT&T	170.25		80,031.03	
04/19/2019	038686	Kuhn Rogers PLC	2,008.50		78,022.53	
04/19/2019	038687	Elmer's	1,000.00		77,022.53	
04/19/2019	038688	Environmental Pest Control	270.00		76,752.53	
04/19/2019	038689	AmRent	106.20		76,646.33	
04/19/2019	038690	D & W Mechanical	1,873.03		74,773.30	
4/19/2019	038691	CynergyComm.net,Inc	9.64		74,763.66	
4/19/2019	038692	Joseph Frawley	168.15		74,595.51	
4/19/2019	038693	Integrated Payroll Services, Inc.	110.90		74,484.61 19	
4/19/2019	038694	Republic Services #239	1,066.64		73,417.97	
4/19/2019	038695	City Of Traverse City	13,709.05		59,708.92	
		•	,		271, 00.02	

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Traverse City Housing Commission

Check Register Summary Report
Chemical Bank

From: 04/01/2019 To: 04/22/2019

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/19/2019	038696	DTE ENERGY	1,774.05	***************************************	57,934.87
04/19/2019	038697	Holiday Fleet	27.24		57,907.63
04/22/2019	EFT	State Of Michigan	880.37		57,027.26

Total:

76,594.57

69,226.22

Traverse City Housing Commission Check Register Summary Report PNC - Section 8

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From: 04/01/2019 To: 04/22/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2019	EFT	U.S. Dept. of HUD		8,116.00	86,130.71
04/01/2019	EFT	U.S. Dept. of HUD		96,054.00	182,184.71
04/01/2019	ADJST	PNC Bank	77.80		182,106.91
04/01/2019	ADJST	PNC Bank	14.00		182,092.91
04/01/2019	000228	TC Commons I LDHA, LLC	258.00		181,834.91
04/01/2019	000228	Jeana Aiken	562.00		181,272.91
04/01/2019	000228	Dustin Ansorge	1,250.00		180,022.91
04/01/2019	000228	Anthony Ansorge	796.00		179,226.91
04/01/2019	000228	Ayers Investment Properties LLC	728.00		178,498.91
04/01/2019	000228	B & R RENTALS, LLC	778.00		177,720.91
04/01/2019	000228	Bay Front Apartments	359.00		177,361.91
04/01/2019	000228	Bay Hill Housing LDHALP	6,746.00		170,615.91
04/01/2019	000228	Bay Hill II	7,956.00		162,659.91
04/01/2019	000228	Elizabeth Beckett	312.00		162,347.91
04/01/2019	000228	Bellaire Senior Apartments	351.00		161,996.91
04/01/2019	000228	Brookside Commons LDHA, LP	2,968.00		159,028.91
04/01/2019	000228	Brown Elder Apartments LLC	177.00		158,851.91
04/01/2019	000228	Irma Jean Brownley	600.00		158,251.91
04/01/2019	000228	Rebecca Carmien	288.00		157,963.91
04/01/2019	000228	Carson Square	5,627.00		152,336.91
4/01/2019	000228	Chris R. Frank	926.00		151,410.91
4/01/2019	000228	Central Lake Townhouses	395.00		151,015.91
4/01/2019	000228	Cherrywood Village Farms, Inc.	2,305.00		148,710.91
4/01/2019	000228	Douglas A. Chichester	615.00		148,095.91
4/01/2019	000228	Davis Investment Properties, LLC	671.00		147,424.91
4/01/2019	000228	Jack V. Dean	417.00		147,007.91
4/01/2019	000228	Ronald M. Dean	14.00		146,993.91
4/01/2019	000228	Zachary Duell	1,200.00		145,793.91
4/01/2019	000228	East Bay Properties	584.00		145,209.91
4/01/2019	000228	Shirley Farrell	827.00		144,382.91
4/01/2019	000228	Five P Enterprises, LLC	466.00	-	143,916.91
4/01/2019	000228	Rent Leelanau, LLC	668.00		143,248.91
4/01/2019	000228	Lisa Forbes	531.00		142,717.91
4/01/2019	000228	Mabel Foust	446.00		142,271.91
4/01/2019	000228	Michael Glowacki	707.00		141,564.91
1/01/2019	000228	David Grzesiek	395.00		141,169.91
1/01/2019	000228	Habitat for Humanity	340.00		140,829.91
1/01/2019	000228	Matthew Hamminga	1,200.00		139,629.91
1/01/2019	000228	Harbour Ridge Apts	1,187.00	-	138,442.91
1/01/2019	000228	Leonard Herman	524.00		137,918.91

Traverse City Housing Commission Check Register Summary Report PNC - Section 8

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From: 04/01/2019 To: 04/22/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2019	000228	Hillview Terrace	1,961.00	*	135,957.91
04/01/2019	000228	Josh Hollister	403.00		135,554.91
04/01/2019	000228	HomeStretch	3,420.00		132,134.91
04/01/2019	000228	Nancy Irish	572.00		131,562.91
04/01/2019	000228	Donna Kalchik	304.00		131,258.91
04/01/2019	000228	Kalkaska Woods Limited Partnership	302.00		130,956.91
04/01/2019	000228	Bruce W. Korson	420.00		130,536.91
04/01/2019	000228	Lake Pointe Acquisitions LLC.	307.00		130,229.91
04/01/2019	000228	Sidney Lammers	397.00		129,832.91
04/01/2019	000228	John J. Lewis	310.00		129,522.91
04/01/2019	000228	Don E. Lint	502.00		129,020.91
04/01/2019	000228	Maret Sabourin	514.00		128,506.91
04/01/2019	000228	Sue Martin	658.00		127,848.91
04/01/2019	000228	Meadowrun-Mancelona Rd 207 LHDA	525.00		127,323.91
04/01/2019	000228	Robert J. Mork	390.00		126,933.91
04/01/2019	000228	Kim Lien Thi Nguyen	974.00		125,959.91
04/01/2019	000228	Oak Park Apts	1,368.00		124,591.91
04/01/2019	000228	Oak Terrace Apts	720.00		123,871.91
04/01/2019	000228	Daniel G. Pohlman	1,076.00		122,795.91
04/01/2019	000228	Douglas L. Porter	418.00		122,377.91
04/01/2019	000228	Punta Gorda Housing Authority	851.38	11-	121,526.53
04/01/2019	000228	Timothy Rice	340.00		121,186.53
04/01/2019	000228	Sabin Pond Apartments LLC	113.00		121,073.53
04/01/2019	000228	Eldon Schaub	384.00		120,689.53
04/01/2019	000228	Mike & Melissa Schichtel	1,100.00		119,589.53
04/01/2019	000228	Sherwin Rentals	1,212.00		118,377.53
04/01/2019	000228	Samuel Shore	986.00		117,391.53
04/01/2019	000228	Gerald Sieggreen	741.00		116,650.53
04/01/2019	000228	SILVER SHORES MHC	3,069.00		113,581.53
04/01/2019	000228	Douglas & Julia Slack	320.00		113,261.53
04/01/2019	000228	Mark & Cheryl Snyder	497.00		112,764.53
04/01/2019	000228	Ryan Storey	360.00		112,404.53
04/01/2019	000228	22955 Investments LLC	2,917.00		109,487.53
04/01/2019	000228	Traverse City Property Management	454.00		109,033.53
04/01/2019	000228	TCR Investments, LLC	818.00		108,215.53
04/01/2019	000228	Wendy Teagan	502.00		107,713.53
)4/01/2019	000228	TEAMCO PROPERTIES	667.00		107,046.53
04/01/2019	000228	TOS Holdings, LLC	781.00		106,265.53
04/01/2019	000228	Tradewinds Terrace Apts	249.00		106,016.53
4/01/2019	000228	Village Apartments LDHA	542.00		105,474.53

Traverse City Housing Commission Check Register Summary Report

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From: 04/01/2019 To: 04/22/2019

Date Ref Num Payee **Payment Deposit** Balance 04/01/2019 000228 Village Glen Apartments 9,665.00 95,809.53 04/01/2019 000228 Village View Housing LHDA LP 1,175.00 94,634.53 04/01/2019 000228 Village Woods 804.00 93,830.53 04/01/2019 000228 Wagner Asset Group at Ninth Street, 732.00 93,098.53 04/01/2019 000228 Paul Wheelock 602.00 92,496.53 04/01/2019 000228 Susette Redman Wilson 1,000.00 91,496.53 04/01/2019 000228 Woda Boardman Lake LDHA,LP 1,472.00 90,024.53 04/01/2019 000228 Woodland Shores Properties, LLC 492.00 89,532.53 04/01/2019 000228 Woodmere Ridge Apartments LDHA 4,320.00 85,212.53 04/01/2019 000228 Wyatt Road Apartment Company 570.00 84,642.53 04/01/2019 000228 Theodore V. Zachman 887.00 83,755.53 04/01/2019 000228 Barb Zupin 493.00 83,262.53 04/05/2019 DEP 100.00 83,362,53 04/05/2019 023124 Traverse City Housing Commission 12,466.56 70,895.97 04/19/2019 023125 Cherryland Electric Cooperative 144.50 70,751.47 04/19/2019 023126 City Of Traverse City 166.50 70,584.97 04/19/2019 023127 Consumers Energy 90.20 70,494.77 04/19/2019 023128 DTE ENERGY 384.80 70,109.97 04/19/2019 023129 Lisa L. Forbes 14.00 70,095.97

Total:

112,188.74

104,270.00

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Traverse City Housing Commission Voucher FSS Program Income & Expense Statement For the 1 Month and 9 Months Ended March 31, 2019

	1 Month Ended		9 Months Ended				
	March 31, 2019		March 31, 2019		BUDGET	,	OVER/UNDER
Operating Reserve Income Total Operating Reserve Income	\$ 0.00	\$	0.00	\$	0	\$	0.00
Revenues - HUD PHA GRANTS 3412 - FSS Grant Revenue	\$ 5,602.00	\$	39,214.00	\$	0	•	(39,214.00)
Total HUD PHA GRANTS	\$ 5,602.00	_	39,214.00	_	0	\$ \$	(39,214.00)
Income Offset HUD A.C. Total Income Offset	0.00		0.00		0.00		0.00
Total Operating Income	\$ 5,602.00	\$	39,214.00	\$	0	\$	(39,214.00)
Operating Expenses Routine Expense Administration							
4110 - Administrative Salaries 4182 - Employee Benefits - Admin 4190.1 - Publications	\$ 3,678,48 1,137.28 0.00	\$	36,136.80 16,051.94 433.00	\$	55,800 19,070 0	\$	19,663.20 3,018.06 (433.00)
Total Administration	\$ 4,815.76	\$	52,621.74	\$	74,870	\$	22,248.26
General Expense Total General Expense	\$ 0.00	\$	0.00	\$	0	\$	0.00
Total Routine Expense	\$ 4,815.76	\$	52,621.74	\$	74,870	\$	22,248.26

Traverse City Housing Commission Voucher FSS Program Income & Expense Statement For the 1 Month and 9 Months Ended March 31, 2019

	onth Ended rch 31, 2019	,	9 Months Ended March 31, 2019	BUDGET	OVER/UNDER
Housing Assistance Payments Total HAP Payments	\$ 0.00	\$	0.00	\$ 0	\$ 0.00
Depreciation Expense Total Depreciation Expense	\$ 0.00	\$	0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 4,815.76	\$	52,621.74	\$ 74,870	\$ 22,248.26
Surplus Credits & Charges Total Surplus Credits & Charges	\$ 0.00	\$	0.00	\$ 0	\$ 0.00
Capital Expenditures Total Capital Expenditures	\$ 0.00	\$	0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ 786.24	\$	(13,407.74)	\$ (74,870)	\$ (61,462.26)

Traverse City Housing Commission Housing Choice Voucher Program Income & Expense Statement For the 1 Month and 9 Months Ended March 31, 2019

		1 Month Ended		9 Months Ended				
		March 31, 2019		March 31, 2019		BUDGET	*	OVER/UNDER
Operating Reserve Income 3390 - Fraud Recovery Income 3603 - Number of Unit Months 3604 - Unit Months - Contra	\$	71.28 (185.00) 185.00	\$	711.28 (1,568.00) 1,568.00	\$	0 0 0	\$	(711.28) 1,568.00 (1,568.00)
Total Operating Reserve Income	\$	71.28	\$	711.28	\$	0	\$	(711.28)
Revenues - HUD PHA GRANTS 3410 - HAP Funding	\$	96,054.00	\$	796,008.00	\$	0	\$	(796,008.00)
3411 - Admin Fee Funding Total HUD PHA GRANTS	S	8,116.00 104,170.00	\$	76,729.00 872,737.00	\$	0	<u>-</u>	(76,729.00)
Total HUD PHA GRANTS	Þ	104, 170.00	Ф	872,737.00	Ф	U	Ф	(872,737.00)
Income Offset HUD A.C. Total Income Offset		0.00		0.00		0.00		0.00
Total Operating Income	\$_	104,241.28	\$_	873,448.28	\$	0	\$	(873,448.28)
Operating Expenses Routine Expense Administration	•	0.000.50		22.27.42				
4110 - Administrative Salaries 4120 - Compensated Absences	\$	3,082.52 0.00	\$	30,651.42	\$	40,790	\$	10,138.58
4130 - Legal Expense		46.80		0.00 501.45		(250) 500		(250.00) (1.45)
4140 - Staff Training		0.00		81.00		2,700		2,619.00
4150 - Travel Expense		25.92		1,699.70		1,800		100.30
4170 - Accounting Fees		649.25		6,045.75		8,000		1,954.25
4171 - Auditing		0.00		1,800.00		3,000		1,200.00
4182 - Employee Benefits - Admin		831.83		10,444.90		17,195		6,750.10
4185 - Telephone		133,68		1,336.64		3,200		1,863.36
4190 - Administrative Sundry		423,00		423.00		0		(423.00)
4190.1 - Publications 4190.2 - Membership Dues and Fees		0.00 0.00		0,00 951,38		500		500.00
4190.3 - Admin. Service Contracts		275.91		4,341.80		1,000 10,200		48.62 5,858.20
4190.4 - Office Supplies		110.97		710.55		2,200		1,489.45
4190.5 - Other Sundry Expense		1,465,14		9,434.85		5,460		(3,974.85)
4190.6 - Advertising	-0	80.25		180.17		0		(180.17)
Total Administration	\$	7,125.27	\$	68,602.61	\$	96,295	\$	27,692.39
General Expense								
4590 - Other General Expense	\$	34.38	\$	309.42	\$ \$	0	\$	(309.42)
Total General Expense	\$	34.38	\$	309,42	\$	0	\$	(309.42)
Total Routine Expense	\$	7,159.65	\$	68,912.03	\$	96,295	\$	27,382.97

Traverse City Housing Commission Housing Choice Voucher Program Income & Expense Statement For the 1 Month and 9 Months Ended March 31, 2019

		1 Month Ended March 31, 2019	;	9 Months Ended <u>March 31, 2019</u>		BUDGET	<u>*(</u>	OVER/UNDER
Housing Assistance Payments 4715.1 - HAP - Occupied Units	•	04.740.00	•	700 400 50	•		_	
4715.3 - HAP - Non-Elderly Disabled	\$	94,713.00 1,823.00	Ф	789,103.00	\$	0	\$	(789,103.00)
4715.4 - HAP - Utility Allowances		789.00		17,664.00		0		(17,664.00)
4715.5 - HAP - Fraud Recovery		(71.29)		6,322.00 (671,29)		0		(6,322.00) 671,29
4715.6 - HAP - Homeownership		1,159.00		10,711.00		0		
4715.61 - HAP-Homeownership URP		14.00		126.00		0		(10,711.00)
4715.8 - HAP - Portable Paying Out		817.00		7,397.00		0		(126.00) (7,397.00)
4715.9 - HAP - Portable Receiving		337.00		2,696.00		0		(2,696.00)
4719 - HAP - FSS Escrow		3,555.00		31,195.83		0		(31,195.83)
4719.1 - FSS Forfeitures		0.00		(7,838.97)		0		7,838.97
Total HAP Payments	\$	103,135.71	\$	856,704.57	\$	0	\$	(856,704,57)
Total In a Taymonto	•	,, .	*	000,101.07	Ψ	· ·	Ψ	(000,704,07)
Depreciation Expense								
Total Depreciation Expense	\$	0.00	\$	0.00	\$	0	\$	0.00
Total Operating Expense	\$	110,295.36	\$	925,616.60	\$	96,295	\$	(829,321.60)
Capital Expenditures								
Total Capital Expenditures	\$	0.00	\$	0.00	\$	0	\$	0.00
GAAP Net Income (Loss) Memo:	\$	(6,054.08)	\$	(52,168.32)	\$	(96,295)	\$	(44,126.68)
Admin Operating Income/(Loss)	\$	956.35	\$	7,816.97	\$	(96,295)	\$	(104,111.97)
Analysis of Funding A.C. Received: March 31, 2019 3410 - HAP Funding				Months Ended March 31, 2019 796,008.00				
A.C. Earned								
4715.1 - HAP - Occupied Units				789,103.00				
4715.3 - HAP - Non-Elderly Disabled				17,664.00				
4715.4 - HAP - Utility Allowances				6,322.00				
4715.5 - HAP - Fraud Recovery				(671.29)				
4715.6 - HAP - Homeownership				10,711.00				
4715.61 - HAP-Homeownership URP				126.00				
4715.8 - HAP - Portable Paying Out				7,397.00				
4715.9 - HAP - Portable Receiving				2,696.00				
4719 - HAP - FSS Escrow 4719.1 - FSS Forfeitures				31,195.83				
Total Funding Required			_	(7,838.97)				
Total Fullding Required			\$	856,704.57				
Over/(Under) Funding			\$	(60,696.57)				
RNP as of: March 31, 2019			\$	(64,555.57)				
UNP as of: March 31, 2019			\$	120,163.53				

Traverse City Housing Commission Low Rent Public Housing Income & Expense Statement For the 1 Month and 9 Months Ended March 31, 2019

		1 Month Ended		9 Months Ended				
		March 31, 2019		March 31, 2019		BUDGET	<u>*0</u>	VER/UNDER
Operating Income								
Rental Income								
3110 - Dwelling Rental	\$	31,673.00	\$	287,083.00	\$	435,000	\$	147,917.00
3110.2 - Dwelling Rental-Proj. 2		5,141.00		49,147.00		0		(49,147.00)
3120 - Excess Utilities		119.00		1,254.18		0		(1,254.18)
3190 - Nondwelling Rental	_	7,570.35	_	67,743.61	-	71,900	_	4,156.39
Total Rental Income	\$	44,503.35	\$	405,227.79	\$	506,900	\$	101,672.21
Revenues - HUD PHA GRANTS								
3401.2 - Operating Subsidy	\$	18,250.00	-	184,820.00	_	250,000	\$	65,180.00
Total HUD PHA GRANTS	\$	18,250.00	\$	184,820.00	\$	250,000	\$	65,180.00
Nonrental Income								
3610 - Interest Income-Gen, Fund	\$	230.18	\$	1,992.17	\$	2,500	\$	507.83
3690 - Tenant Income		562.00		3,288.58		6,000		2,711.42
3690.1 - Non-Tenant Income		791.81		28,962.35		15,400		(13,562.35)
3690.2 - Tenant Income-Cable		2,175.00		20,463.00		29,200		8,737.00
3692 - Management Fee - TAHDC	-	0.00	_	4,118.97	_	0		(4,118.97)
Total Nonrental Income	\$_	3,758.99	\$	58,825.07	\$	53,100	\$	(5,725.07)
Total Operating Income	\$	66,512.34	\$_	648,872.86	\$	810,000	\$	161,127.14
Operating Expenses								
Routine Expense								
Administration								
4110 - Administrative Salaries	\$	9,663.86	\$	96,086.08	\$	136,780	\$	40,693.92
4130 - Legal Expense		752.70		5,234.49		17,000		11,765,51
4140 - Staff Training		0.00		189.00		6,300		6,111.00
4150 - Travel Expense		349.47		4,591.53		4,200		(391.53)
4170 - Accounting Fees		450.16		4,726.44		7,000		2,273.56
4171 - Auditing		0.00		4,200.00		4,000		(200.00)
4182 - Employee Benefits - Admin		2,561.87		32,001.39		50,430		18,428.61
4185 - Telephone		679.85		6,094.16		7,500		1,405.84
4190.1 - Publications		0.00		423.00		800		377.00
4190.2 - Membership Dues and Fees		0.00		1,100.82		1,000		(100.82)
4190.3 - Admin. Service Contracts		643.77		11,115.91		23,800		12,684.09
4190.4 - Office Supplies		258.93		1,763.47		4,200		2,436.53
4190.5 - Other Sundry Expense		3,245.97		10,973.49		13,640		2,666.51
4190.6 - Advertising	-	0.00	_	275.00		1,500		1,225.00
Total Administration	\$	18,606.58	\$	178,774.78	\$	278,150	\$	99,375.22
Tenant Services								
4220 - Rec., Pub., & Other Services	\$	378.10	\$	7,482.48	\$	8,575	\$	1,092.52
4230 - Cable TV-Tenants	_	3,523.71	_	30,265.59	_	37,460		7,194.41
Total Tenant Services	\$	3,901.81	\$	37,748.07	\$	46,035	\$	8,286.93

Traverse City Housing Commission Low Rent Public Housing Income & Expense Statement For the 1 Month and 9 Months Ended March 31, 2019

		1 Month Ended		9 Months Ended				
		March 31, 2019		March 31, 2019		BUDGET	*	OVER/UNDER
Utilities								
4310 - Water	\$	2,143.00	\$	15,336.97	· .s	16,500	\$	1,163.03
4320 - Electricity	*	27,132.74	*	93,739.94		150,000	Ψ	56,260.06
4330 - Gas		7,157.05		16,902.17		15,500		(1,402.17)
Total Utilities	\$	36,432.79	\$	125,979.08		182,000	\$	56,020.92
Ordinary Maint. & Operations								
4410 - Labor, Maintenance	\$	9,091.75	\$	94,953.12	\$	97,540	\$	2,586.88
4420 - Materials		5,631.30		28,552.69		25,000		(3,552.69)
4430.02 - Heating & Cooling Contracts		1,073.75		2,741.00		6,000		3,259.00
4430.03 - Snow Removal Contracts		2,168.25		5,213.25		4,000		(1,213.25)
4430.04 - Elevator Maintenance Contracts		0.00		22,524.29		9,600		(12,924.29)
4430.05 - Landscape & Grounds Contracts		0.00		12,613.79		10,000		(2,613.79)
4430.06 - Unit Turnaround Contracts		2,440.00		28,753.24		18,000		(10,753.24)
4430.07 - Electrical Contracts		0.00		246.34		1,000		753.66
4430.08 - Plumbing Contacts		931.85		4,710.97		1,000		(3,710.97)
4430.09 - Extermination Contracts		540.00		3,515.00		3,000		(515.00)
4430.10 - Janitorial Contracts		0.00		0.00		2,200		2,200.00
4430.11 - Routine Maintenance Contracts		208.80		12,722.67		10,000		(2,722.67)
4430.12 - Misc. Contracts		504.43		4,749.68		10,000		5,250.32
4431 - Garbage Removal		663.14		6,439.32		10,500		4,060.68
4433 - Employee Benefits - Maint.	_	2,699.12		28,802.24		35,620	_	6,817.76
Total Ordinary Maint. & Oper	\$	25,952.39	\$	256,537.60	\$	243,460	\$	(13,077.60)
General Expense								
4510 - Insurance	\$	2,680.18	\$	24,092,26	ď	30,600	æ	0.507.74
4520 - Payment in Lieu of Taxes	Ψ	2,041.67	Ψ	18,113.36	φ	23,000	\$	6,507.74 4,886.64
4550 - Compensated Absences		0.00		0.00		(1,000)		·
4570 - Collection Losses		0.00		0.00		5,000		(1,000.00) 5,000.00
4586 - Interest Expense-CFFP		0.00		0.00		32,000		32,000.00
Total General Expense	\$	4,721.85	\$	42,205.62	\$	89,600	\$	47,394.38
Total Routine Expense	\$	89,615.42	\$	641,245.15	\$	839,245	\$	197,999.85
Non-Routine Expense								
Extraordinary Maintenance								
4610.2 - Materials	\$	860.24	\$	1,258.20	S	0	\$	(1,258.20)
4610.3 - Contract Costs	•	0.00	Ψ	2,898,75	Ψ	10,000	Ψ	7,101.25
Total Extraordinary Maintenance	\$		\$	4,156.95	\$	10,000	\$	5,843.05
Casualty Losses-Not Cap.								
Total Casualty Losses	\$	0.00	\$	0.00	\$	0	\$	0.00
Total Non-Routine Expense	\$	860.24	\$	4,156.95	\$	10,000	\$	5,843.05
Total Operating Expenses	\$	90,475.66	\$	645,402.10	\$	849,245	\$	203,842.90
Operating Income (Loss)	\$	(23,963.32)	\$	3,470.76	\$	(39,245)	\$	(42,715.76)
Depreciation Expense								
4800 - Depreciation - Current Year	œ	20 044 45	Φ	400 507 54	Ф.	_	Φ.	(400 507 5 "
	\$	20,611.45	\$	186,587.54		0	\$	(186,587.54)
Total Depreciation Expense	Ф	20,611.45	\$	186,587.54	\$	0	\$	(186,587.54)

Traverse City Housing Commission Low Rent Public Housing Income & Expense Statement For the 1 Month and 9 Months Ended March 31, 2019

	1	1 Month Ended 9 Months Ended						
	M	arch 31, 2019		March 31, 2019		BUDGET	*C	VER/UNDER
Surplus Credits & Charges Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$	0	\$	0.00
Capital Expenditures								
7520 - Replacement of Equipment	\$	0.00	\$	3,573.00	\$	0	\$	(3,573.00)
7540 - Betterments and Additions		5,554.00		31,306.25		25,000		(6,306.25)
7590 - Operating Expenditures-Contra		(5,554.00)		(34,879.25)		0		34,879.25
Total Capital Expenditures	\$	0.00	\$	0.00	\$	25,000	\$	25,000.00
Other Financial Items								
8010 - Operating Transfers In	\$	0.00	\$	0.00	\$	109,300	\$	109,300.00
Total Other Financial Items	\$	0.00	\$	0.00	\$	109,300	\$	109,300.00
HUD Net Income (Loss)	\$	(29,517.32)	\$	(31,408.49)	\$	(173,545)	\$	(142,136.51)
GAAP Net Income (Loss)	\$	(44,574.77)	\$	(183,116.78)	\$	45,055	\$	228,171.78



COMMITTEE REPORTS

Executive Committee Meeting: April 23, 2019

Governance Committee Meeting: April 18, 2019

Resident Advisory Board Meeting: April 4, 2019

DRAFT Meeting Minutes of the Traverse City Housing Commission Executive & Finance Committee April 23, 2019

A regular meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 4:38 P.M.

ROLL CALL

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

CORRESPONDENCE

Two pieces of correspondence from HUD on "Streamlined Voluntary Conversion of Assets" were briefly reviewed and are being forwarded to the Commission.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the March 19, 2019 meeting minutes were reviewed.
- B. The monthly financial report was discussed we are at the 75% mark of the budget.
- C. The TCHC Policy Tracking document was presented and reviewed. Our By-Laws and the Admin Plan are being reviewed by Governance now.
- D. The April 23, 2019 Regular Meeting Agenda was discussed:
 - The ERHC Maintenance agreement will be the main issue under new business.
 - A final review of the Easement proposed by Pine Street Development One was presented and discussed. It will be reviewed under Old Business but is being presented for information and clarification only.

ADJOURNMENT

President Smits adjourned the meeting at 5:25 P.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

DRAFT Meeting Minutes of the Traverse City Housing Commission Governance & Compliance Committee April 18, 2019

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Community Room of Riverview Terrace, 150 Pine Street, Traverse City, Michigan at 10:07 A.M.

I ROLL CALL

The following Commissioner was present: Roger Putman.

The following resident members were present: Ellen Corcoran and Norma Loper <u>Staff</u>: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director. Residents: Jo Simerson and Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the March 14, 2019 meeting of this committee and the agenda for this meeting were accepted by the committee.

III PUBLIC COMMENT

Jeff Turner made general comments.

NOTE: The committee chose to add an Anti-Bullying & Hostile Environment Harassment Policy update as a new "Item D" under "Updates".

IV UPDATES

- A. The Policy Review Schedule was presented and reviewed.
- B. An update on the Shared Drive request was presented and discussed. The committee reviewed suggested non-permitted uses of the river portion of the Pine Street One Development. The following list was recommended for inclusion:
 - Any commercial exploitation of the river.
 - Package liquor license.
 - Marijuana business.
- C. The Uptown "Riverwalk" Project is complete.
- D. Staff reviewed the Anti-Bullying & Hostile Environment Harassment Policy and actions taken since its adoption.

V OLD BUSINESS

- A. There is no update on the Safety & Evacuation Plan.
- B. There is no update on the TCHC Lease.
- C. There was no RAD meeting this month and there is no update.
- D. The probationary period for the Smoke-Free Property Policy has ended and staff continues to enforce this rule.

VI NEW BUSINESS

- A. A memorandum regarding the Housing Choice Voucher Administrative Plan Policy Review was presented and discussed.
- B. The draft CFP Five-Year Plan was presented and reviewed.

	hed and drafted	is being researched	/ Standards Polic	g & Sanitar	The Housekeeping	C.
--	-----------------	---------------------	-------------------	-------------	------------------	----

VII PUBLIC COMMENT

Jeff Turner made general comments.

VIII ADJOURNMENT

The meeting was adjourned by consensus at 11:16 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

DRAFT

Meeting Minutes of the Traverse City Housing Commission Resident Advisory Board April 4, 2019

A Meeting of the Traverse City Housing Commission Resident Advisory Board was called to order in the Third Floor Community Room – Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 2:00 P.M.

I ROLL CALL

The following were present:

RAB Chairs: Ellen Corcoran, and Norma Loper

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

Residents: Jeff Turner, Gene Homminga, Wilma Crites, Rob Antkiewicz, and Sandra Antkiewicz.

II APPROVAL OF AGENDA

The agenda was adopted by consensus.

III NEW BUSINESS

- A. Staff reviewed the purpose of the FY 2020-2024 PHA Five-Year Plan.
- B. Staff reviewed the TCHC Debt Service.
- C. Staff reviewed the list of improvements to the public housing properties as generated through the RAD planning process and requested additional ideas from the attendees.

The following ideas were mentioned:

- Air Conditioning in the units.
- New furniture in the Riverview Terrace 3rd floor TV room.
- New furniture in the Riverview Terrace lobby.
- Updated and improved communications system for Riverview Terrace.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

The meeting was adjourned by Chairs Corcoran and Loper at 2:19 P.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary



STAFF & PROGRAM REPORTS

Executive Director's Report: April 2019

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

Resident Council Report: April 2019

EXECUTIVE DIRECTOR'S REPORT: April 26, 2019

This report covers the work accomplished from March 22, 2019 until April 25, 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: Full occupancy but we have an anticipated vacancy (with notice) at the end of the month.
- 2. Orchardview: There is one vacancy post eviction but the unit had extensive damage and will not be ready until Mid-May.

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 in the near term.

Projects & Potential Projects

- 1. EAST BAY FLATS: This continues to consume a lot of time as we try to lease up additional units. Construction is now 99.9% complete and we are finalize punch list issues. I am now keeping the books for TCWFH LLC and coordinating information with our investors.
- 2. RAD: Also participated in one conference call with our assigned "RAD Transaction Readiness Manager" about our calendar of activities and upcoming tasks.
- 3. Continued conversations and meetings with partners to implement Homeless Youth Housing continued to ensure that the program is successful.
- 4. Continued conversations with property owner for potential senior housing site on Eighth Street.

Strategic Goal 2

Create opportunities for residents to improve quality of life and achieve individual successes.

1. Continued to work on new Housekeeping & Sanitary Standards Policy.

2. Prepared for and participated in a successful eviction at the Leelanau County Court House.

Strategic Goal 3

Foster an environment of innovation and excellence.

Strategic Planning

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

<u>Financial</u>

- 1. Prepared monthly financial reports for March 2019.
- 2. Continued working on the Fiscal Year 2020 Budget process.
- 3. Completed the CFFP Annual Review Process.

General Management

- 1. Continued work on internal Policy Review. Accelerating the review of the Trespass Policy due to recent events.
- 2. Continued work on TCHC Lease Agreement.

Office IT

- 1. Working to get East Bay Flats up as a secondary work site (temporary leasing office).
- 2. Participated in annual review of IT systems with Safety Net.

TCHC

- 1. Attended one TCHC regular meeting (March) and prepared for another (April).
- 2. Prepared for one Executive & Finance Committee meeting.
- 3. Prepared for one Governance Committee meeting.

ERHC

- 1. Prepared for and attended one ERHC regular meeting (April).
- 2. Obtained approval for the Maintenance Services Agreement with TCHC.

- 3. Coordinated staff activities to implement management contract (schedules, duties, etc.).
- 4. Meetings, phone conversations, and emails with Village staff about selection of new Commissioner.
- 5. Attended Village Council meeting where an ad hoc committee on the future of Noble Pines was proposed and approved.
- 6. Conducted new Commissioner Orientation.

Strategic Goal 4

Increase community engagement and understanding of our work.

- 1. <u>Housing North (Rural Housing Partnership)</u>: Participated in one board of directors meeting and participated in an Executive Committee meeting and an Advocacy Committee meeting.
- Community Economic Development Association of Michigan (CEDAM): Participated on a conference call with Board on new executive director.
- 3. Leelanau County Housing Action Committee: Met with board member of Leelanau REACH.
- 4. <u>Federal Home Loan Bank of Indianapolis</u>: Participated in conference call to plan May meeting in Ann Arbor.
- 5. Attended a Michigan Future's meeting in Lansing regarding the ALICE Report and how to make it part of the Public Policy mainstream.
- 6. Meeting with Goodwill staff about development issues.
- 7. <u>Media</u>: Worked with Record-Eagle on East Bay Flats update and one interview with High School student about paper/newspaper article on public housing.

Miscellaneous

Other information / On-going Issues – plus personal items.

- 1. Meetings, calls, and several emails with TCHC attorney, Ward Kuhn on a variety of issues including possible eviction at Riverview (on-going) and the Shared Drive / Fire Lane issue.
- 2. "SHARED DRIVE" / "RIVERWALK": Several meetings and calls with Erik Falconer and Joe Sarafa about Shared Drive / Fire Lane to finalize the Reciprocal Easement Agreement.
- 3. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

April 26, 2019

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
21	21	100%	13	62%

Program Manager Update

I have been meeting with current FSS clients and continue to schedule appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We are not issuing new vouchers at this time so enrollment for new participants has slowed. I am attending the Family Support Team monthly meeting hosted by Father Fred this week to learn more about local resources for our clients.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. I have been focusing on participants that are idle in their progress. We have had a few decide the program is not for them at this time. We have signed up a new participant from the HCV Program and a new family from Orchardview. We have three (3) clients with contracts ending this year. Two (2) of these clients will ask for an extension so that we can continue to work together to complete the goals that they have set.

FSS Grant

We made our second draw on the grant this month. We formally requested some assistance from the HUD Field office for funding to cover costs in January and February – we were asked to clarify our request but have not heard back from them yet.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE:

April 26, 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 March 2019. The financial reporting continues to be good form. Once again, I received all the information in a timely manner and there have been no mistakes in accounting.

Also attached, are the handouts from the RTRC for April 2019. Additionally, RTRC President, Jo Simerson submitted a cover letter to be included this month.

ATTACHMENT: Letter from RTRC President

Financial Reports Monthly Handouts Miscellaneous

RESIDENT COUNCIL REPORT FOR TCHC BOARD PACKET APRIL 22, 2019

- Our Resident Council Meeting was held on April 19, 2019. We had 11 Residents in attendance. Two issues were brought up about ... 1) Needing more room in the Smoking Area; With more Residents using it (and with the nicer Weather fast approaching and the Parking lot next door closing) it will get crowded. We will also need more Chairs ... 2) Someone has asked about Smoking Classes (Sessation) being made possible.
- Our Birthday Bash on April 17th, 2019 went very well. We had 21 Residents in attendance and many of them stayed after the party to visit. It was so encouraging to know that our parties are beneficial to the Residents.
- I attended the Governance Committee Meeting on April 18th, 2019. All I can say is that it was very interesting Meeting.
- We are all looking forward to the warmer Weather and sunshine to brighten our days!

Respectfully Submitted
Jo Simerson – President

Jo Simerson



Riverview Terrace Resident Council

FY 2018-2019

		July		Oct		Nov		Dec		Jan		Feb		March		June
Restricted Balance Forward	٠	65.86	↔	945.06	.v.	905.07	٠	865.08	\$	810.09	٠	770.10	\$	618.78	٠	556.79
Income	φ.	1,764.99	ب	0	\$	(0)	❖	L e	4∕}-		\$	ji.	Ş	9	\$	(10)
Expenses	φ.	100.00	↔	39.99	\$	39.99	₩.	54.99	↔	39.99	<>	151.32	↔	61.99	\$	1.
SUB TOTAL	S	1,730.85	w	905.07	w	865.08	\ v	810.09	\ s	770.10	₩.	618.78	₩.	556.79	w	556.79
Unrestricted Balance Forward	44	357.57	↔	230.26	↔	353.30	₩.	272.73	₩	289.21	₩	252.27	\$	235.32	₩	230.35
Income	⋄	81.90	\$	150.00	\$	40.00	↔	68.98	₩	ā	❖	65.50	❖	21.00	❖	t
Expenses	₩.	69.94	₩.	26.96	\$	120.57	<>	52.50	\$	36.94	₩.	82.45	\$	25.97	↔	22.
Savings Fund	⇔	r	₩.	Di.	S	i.	₩.	ħ,	\$	9	↔	·	₩.	ř.	\$	×
SUB TOTAL	w	369.53	w	353.30	w	272.73	\ v	289.21	\ v.	252.27	w	235.32	\ \$\sqrt{\sq}}}}}}}}}}}} \sqrt{\sq}}}}}}}}}}} \sqit\sqrt{\sintitita}}}}}} \end{\sqrt{\sintitta}}}}}} \end{\sqrt{\sintitta}\sintitita}\sign{\sqrt{\sint{\sintiin}}}}}}}} \end{\sqitity}}}}}} \end{\sqrt{\sintitta}\sintitta}\sintititit{\sintitita}\s	230.35	₩.	230.35
EOM TOTAL*	\$	2,100.38	45-	1,258.37	\$	1,137.81	4	1,099.30	s	1,022.37	45	854.10	∙v	787.14	S	787.14

* Equals Bank Statement

Total Savings* = \$5.00

Petty Cash = \$\$ 100.00

GRAND TOTAL = \$ 892,14

Current as of March 31, 2019



P.O. Box 2848
Grand Rapids, MI 49501-2848
RETURN SERVICE REQUESTED

Your Statement Of Accounts 03/01/2019-03/31/2019 Your Account Number xxxxxx1794 Page 1





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

		Beginning	Ending
ID#	<u>Type</u>	<u>Balance</u>	Balance
00	MEMBER SAVINGS	\$5,00	\$5.00
01	FREE CHECKING	\$854.10	\$787.14
		Total	\$792.14

MEMBE	R SAVING	S		Share A	ccount ID 00
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Mar 01		Beginning Balance	7	3-1-3-1-	\$5.00
Mar 31		Ending Balance			\$5.00

FREE CH	HECKING		- Veneza			****	Shar	e Account ID 01
						Total Deposi	its	\$21.00
						Total Withdr	awals	\$87.96
Trans	Eff Date					Withdrawal	Deposit	Balance
Mar 01		Beginning Balance						\$854.10
Mar 07	Mar 07	Withdrawal Debit Ca	rd Business [Debit		(\$22.00)		\$832.10
		2444500906600068	3840230 USF	PS PO 259320	7500 TRAVER	SE CITY MI 03/0	06/2019	
Mar 11	Mar 11	Draft 1165 Tracer 04		435		(\$39.99)		\$792.11
		Processed Check - S	Spectrum					
		TYPE: Check Pmt ID): 3431843 <u>26</u>	0				
		DATA: Charter///000	0004019					
Mar 13	Mar 13	Withdrawal POS #90				(\$25.97)		\$766.14
		MEIJER # 033 3955	US 31 S TRA	VERSE CITY	′ MI			
Mar 18	Mar 18	Deposit					\$21.00	\$787.14
Mar 31		Ending Balance						\$787.14
Chaolsin	~ A	6 Cristanam						
Chk#	g Accoun Date	t Summary • Amount	064-#	D-4-				
□ 1165	Mar ·		Chk#	Date	Amount	Chk#	Date	Amount
L 1100		ા વડશ.૭૭ al Checks Cleared	4	\$20 00				
The Asteri		ates a break in check se	quence.	\$39.99				

Dividend Summary

 Account
 Dividends

 MEMBER SAVINGS
 \$0.00

 FREE CHECKING
 \$0.00

 Total
 \$0.00

Your current account relationship is Basic



DRAFT RIVERVIEW TERRACE RESIDENT COUNCIL MINUTES APRIL 19, 2019

Welcome and Call to Order:

Time: 2:00pm

Pledge of Allegiance:

Ouorum: 11 (no)

Roll Call:

. Jo Simerson, Pres (+) Laura Cole, Vice Pres, (+) Norma Loper, Sec. (+) Louis Kanan, Treas. (+)

Introduction of Guest: None

Secretary's report:

. Norma Loper, Sec.

..... Stand as Read

Treasurer's report:

. Loius Kanan, Treas.

...... Stand as Read

Old Business:

- A. March Birthday Bash was held on March 13.
- B. Disability Network was held on March 13 with 12 residents attending. The meeting was canceled for April.
- C. TFAP Food Distribution (free food) was a success with 42 residents taking part in this program.
- D. April Birthday Bash was held on April 17 with 21 people enjoying ice cream and cup cakes.

New Business:

- A. May Birthday Bash is on May 15, 2019.
- B. RAD meeting will be held on May 18, 2019 @ 9:00am.
- C. Governance meeting will be held on May 18, 2019 @ 10:00am.

Public Comment: Caroline

Council Comment: Jo

Motion to Adjourn:

Time: 2:15pm

by: Caroline, seconded by: Rose, adjourned

Next Meeting:

May 17, 201

Respectively Submitted,

Norma Loper



RIVERIVEW TERRACE RESIDENT COUNCIL FINANCIAL REPORT APRIL 15TH, 2019

RESTRICTED FUNDS	
* Beginning balance	. 5618 N
* Expenses	
-stamps \$22.00	
-phone <u>\$39.99</u>	
Total Expenses \$61.99	
RESTRICTED FUNDS FINAL BALANCE \$556,74	
LIAIDECTRICTED FLIAIDC	
UNRESTRICTED FUNDS	
*Beginning Balance	
* Expenses	<u>\$25.97</u>
	\$209.35
* Deposit	+ 21.00
UNRESTRICTED FINAL BALANCE	
RESTRICTED / UNRESTRICTED	
COMBINED FINAL BALANCE	\$787.11
• PETTY CASH	



RE: RIVERVIEW TERRACE RESIDENT COUNCIL MEETING MARCH 15, 2019 CANCELATION

On Tuesday, March 12, 2019, I received the following the text:

From Jo:

FYI: we are canceling the RC meeting on Friday cuz of Dans funeral

Norma's response:

I was going to ask you about that tomorrow. I am glad you decided to do.

So March 15, 2019 meeting was canceled.

Norma loper, Sec MAL



CANCELED

The RTRC meeting was canceled, because of resident Dan Binder's funeral, which was scheduled for the same time.

Norma Loper, Sec. NAI

RIVERVIEW TERRACE RESIDENT COUNCIL AGENDA MARCH 15, 2019

Welcome and Call To Order:

Time:

Pledge of Allegiance:

Ouorum:

Roll Call:

Introduction of Guest:

Secretary's report:

. Norma Loper, Sec.

Treasurer's report:

. Louis Kanan, Treas.

Old Business:

- A. February's Birthday Bash was held on Feb. 13 with 31 in attendance.
- B. Disability Network meeting was canceled in February.
- C. Raffle Basket
- D. NMCAA Tax Preparation went very well. We had 22 who participated.
- E. BATA was here on February 25, with Alan Vanderpaas. He gave us some information and made note of our complaints. 16 people were there.
- F. March Birthday Bash was held on March 13
- G. Disability Network for March was held on March 14

New Business:

- A. RAD meeting will be held March 21 @ 4:00pm.
- B. TFAP Food Distribution (free food) will be on March 25. As always bring your bags, please. Watch for flyers!
- C. Free table is back! Please NO clothes or furniture!!

Public Comment:

Council Comment:

Motion to Adjourn:

Next Meeting:

April 15, 2019 @ 2:00pm

Time:
RECEIVED

APR 2 2 2019

Traverse City
Housing Commission

DRAFT

RIVERVIEW TERRACE RESIDENT COUNCIL MINUTES FEBRUARY 15, 2019

Welcome ad Call to Order:	Time: 2:00pm
Pledgeof 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 din	ner was held
on Feb.13.	
1. Everyone enjoyed their Spaghetti with Garlic b	read dinner.
2.We had 31 in attendance.	
B. Disability Network meeting on Feb. 14 was cance	eled
C. Raffle Basket:	
1. This is fo Kathy. She uses the funds for flowers	for main lobby.
D. NMCAA Tax Prep. Feb. 18 between 9:00am-3:00p	m.
New Business:	
A. RAD meeting will be held on February 21. See not	ice downstairs
B. Bata will be here on Feb. 25, @ 2:00 pm.	
C. March Birthday Bash will be on the 13th of March a	t 3:00pm.
Public Comment: Samir, Jeff, Jo	
Council Comment: Jo, Louis	
Motion to Adjourn:	me: 2:30pm
motion: Rose seconded: Laura Passed	
Next Meeting:	
March 15, 2019 @ 2:00pm	
Respectively Submitted By,	
Norma Loper, Sec.	

RIVERVIEW TERRACE RESIDENT COUNCIL FINANCIAL REPORT FEBRUARY 15, 2019

*RESTRICED FUNDS	
Beginning Balance	\$810.09
-Expenses,	\$ 39.90
	······································
*DECTRICTED FLINIDG FINIAL DALANGE	A
*RESTRICTED FUNDS FINAL BALANCE	\$770.10
*UNRESTRICTED FUNDS	
Beginning Balance	\$289.21
-Expenses	\$36.94
*Deposits	
	\$252.27
*UNRESTRICTED FINAL BALANCE	6252.27
ONNESTRICTED FINAL BALANCE	······ \$454.41
*DECTRICTED / LINESCOTT	
*RESTRICTED / UNRESTRICTED	30
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. 15th, 2019). This will show up on next months (March) Financial Report.



OLD BUSINESS

2019 Consolidated Budget: March 2019

TCHC Policy Review Schedule: Review

Memorandum on Shared Fire Lane Reciprocal Easement Agreement

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

		2018 YTD CTUAL*		FY 2019 BUDGET	P	MARCH 2019 ACTUAL*	ı	FY 2019 YTD ACTUAL*	% OF BUDGET
OPERATING INCOME									
Property Rents	\$	431,676.00	\$	435,000.00	\$	36,814.00	\$	336,230.00	77.29%
Investment Interest		2,514.86		2,750.00		230.18		1,992.17	72.44%
Program Income: HCV	:	1,059,768.00		1,067,750.00		104,241.28		873,308.28	81.79%
Program Income: FSS		67,102.00		67,500.00		5,602.00		39,214.00	58.09%
Earned Income		159,523.99		196,700.00		11,218.16		125,830.69	63.97%
HUD Property Subsidy		243,751.00		250,000.00		18,250.00		184,819.50	73.93%
CFP / Draw on Surplus		59,990.87		220,000.00					0.00%
TOTAL OPERATING INCOME	\$ 2	2,024,326.72	\$	2,239,700.00	\$	176,355.62	\$	1,561,394.64	69.71%
OPERATING EXPENSES									
Salaries	\$	213,748.95	\$	233,000.00	\$	16,424.86	\$	162,874.30	69.90%
Benefits		72,038.35		74,184.41		4,530.98		58,498.23	78.86%
Compensated Absences		(5,852.01)		(1,500.00)		*		*	0.00%
Legal		6,330.00		20,000.00		799.50		5,735.94	28.68%
Travel / Staff Training		9,548.23		17,500.00		375.39		6,561.22	37.49%
Accounting / Auditing		20,272.92		27,000.00		1,099.41		16,772.19	62.12%
General Office Expenses		60,625.25		72,500.00		7,351.85		49,866.67	68.78%
TOTAL OPERATING EXPENSES	\$	376,711.69	\$	442,684.41	\$	30,581.99	\$	300,308.55	67.84%
TENANT PROGRAMS & SERVICES									
Recreation, Programs, and Other	\$	6,336.84	\$	9,000.00	\$	378.10	\$	7,482.48	83.14%
Cable Television	Ÿ	38,953.19	7	38,960.00	Y	3,523.71	7	30,265.59	77.68%
HAP	1	,042,669.42		1,028,250.00		103,135.71		842,490.57	81.93%
TOTAL TENANT PROGS / SERVICES	-	,087,959.45	\$	1,076,210.00	\$		\$	-	81.79%
TOTAL TENANT PROGS / SERVICES	- → 1	,067,333.43	27	1,076,210.00	3	107,037.52	2	880,238.64	61.79%
<u>UTILITIES</u> Water	\$	15,395.02	\$	15,500.00	\$	2,143.00	\$	15,336.97	98.95%
		130,384.39	ب		Ş		Ą		
Electricity				150,000.00		27,132.74		93,739.94	62.49%
Gas	2-	15,989.15	-	21,500.00	-	7,157.05	-	16,902.17	78.61%
TOTAL UTILITIES	\$	161,768.56	\$\$	187,000.00	\$\$	36,432.79	\$\$	125,979.08	67.37%
MAINTENANCE / BUILDING OPERATIO									
Labor	\$	103,632.97	\$	126,740.00	\$	9,091.75	\$	94,953.12	74.92%
Maintenance Benefits		36,166.15		48,093.50		2,699.12		28,802.24	59.89%
Materials		23,143.74		37,500.00		5,631.30		28,552.69	76. 1 4%
Contract / CFP Costs		176,147.34		195,000.00		8,530.22		104,229.55	53.45%
TOTAL ORDINARY MAINTENANCE	\$	339,090.20	\$\$	407,333.50	\$	25,952.39	\$	256,537.60	62.98%
GENERAL EXPENSE									
Insurance	\$	29,205.67	\$	31,500.00	\$	2,680.18	\$	24,092.26	76.48%
Payment in Lieu of Taxes		25,226.86		24,500.00		2,041.67		18,113.36	73.93%
Collection Losses		798.66		5,000.00		-		≆	0.00%
Interest Expense / Other		29,143.21		33,000.00		9		¥	0.00%
TOTAL GENERAL EXPENSE	\$	84,374.40	\$	94,000.00	\$	4,721.85	\$	42,205.62	44.90%
EXTRAORDINARY / CASUALTY	\$	1,243.95	\$	10,000.00	\$	860.24	\$	4,156.95	41.57%
TOTAL OPERATING EXPENSES	\$ 2,	051,148.25	\$	2,217,227.91	\$	205,586.78	\$	1,609,426.44	72.59%
NET OPERATING INCOME (LOSS)	\$	(26,821.53)	\$	22,472.09	\$	(29,231.16)	\$	(48,031.80)	
PROPERTY IMPROVEMENTS/EQUIP*	\$	(65,797.00)	\$	(20,000.00)	\$	(5,554.00)	\$	(34,879.25)	
RESIDUAL RECEIPTS (DEFICIT)*	\$	(92,618.53)	\$	2,472.09	\$	(34,785.16)	\$	(82,911.05)	

^{*} Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

Explanation .	/ Description
---------------	---------------

OPERATING INCOME

Property Rents A total of collected rents from Riverview Terrace and Orchardview properties.

Investment Interest A total of interest amounts earned.

Program Income: HCV Housing Choice Voucher program dollars earned.

Program Income: FSS ROSS funding designated for Resident Self Sufficiency Program.

Earned Income A total of non-program dollars earned by TCHC.

HUD Property Subsidy HUD dollars received to assist with rent deficits.

CFP / Draw on Subsidy A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus

TOTAL OPERATING INCOME A total of operating income amounts.

OPERATING EXPENSES

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 diffences between annual leave amounts owed to employees.

Legal Includes all legal fees for operational issues as well as commission governance issues.

Travel / Staff Training Includes all conference, continuing education, and training fees plus travel expenses for all staff.

Accounting / Auditing A total of all third party, contract accounting and auditing expenses.

General Office Expenses A total of all office expenses including telephone charges, office equipment and supplies, etc.

TOTAL OPERATING EXPENSES A total of all operating expenses across all program activities.

TENANT PROGRAMS & SERVICES

Recreation and Other Resident programming and activities associated with current tenants.

Cable Television Fees paid to Charter Communications to provide cable television to residents.

HAP Housing Assistance Payments to landlords in the five county area.

TOTAL TENANT PROGS / SERVICES A total of all tenant programming and services.

UTILITIES

Water Fees paid to Traverse City Light & Power for water and sewer.
Electricity Fees paid to Traverse City Light & Power for electricity.

Gas Fees paid to DTE for gas utility.

TOTAL UTILITIES A total of all utility expenditures.

MAINTENANCE / BUILDING OPERATION

Labor Includes all salaries and wages for maintenance team (2.5 persons)

Maintenance Benefits Includes all benefits for maintenance team (2.5 persons)

Materials A total of all purchases related to upkeep and maintenance of properties owned by TCHC.

Contract / CFP Costs A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.

TOTAL ORDINARY MAINTENANCE A total of all ordinary maintenance and building operation expenditures.

GENERAL EXPENSE

Insurance A total of all insurance monies paid by TCHC related to all operations.

Payment in Lieu of Taxes Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.

Collection Losses A total amount of losses from rents when residents vacate units owing monies.

Interest Expense / Other Misc.

TOTAL GENERAL EXPENSE A total of all general expense expenditures.

EXTRAORDINARY / CASUALTY* A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.

TOTAL OPERATING EXPENSES A grand total of all expenses.

NET OPERATING INCOME (LOSS)This amount reflects total income over total expenses.

PROPERTY IMPROVEMENTS/EQUIP* A total of all property and equipment purchased above \$1,500 capitalization threshhold - plus all appliances.

This category utilizes prior year(s) receipts of funding.

RESIDUAL RECEIPTS (DEFICIT)* Final amounts to be determined by accountants.

^{*} Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT END OF MARCH 2019

PUBLIC HOUSING

Chemical Bank		Charaltan	74 426 40	
		Checking	\$	
4Front Credit Union		Savings	\$	
TC State Bank		1051647	\$	
Huntington Bank		1388434863	\$	
TC State Bank		ICS Acct	\$ 76,381.90	
Chemical Bank		1075909	\$: - ::	
Chemical Bank		9426	\$ 3.77	
Huntington Bank		1388405232	\$ 26,848.23	
Chemical Bank		CD 806592	\$ 52,691.36	Certificate of Deposit
	SUB TOTAL	L	\$ 561,026.01	
HOUSING CHOICE VOU	CHER			
PNC		Checking	\$ 77,978.56	
Chase Bank		135080088317	\$ 46,605.19	Escrow Account
	SUB TOTAL	-	\$ 124,583.75	
<u>OTHER</u>				
Reserves*/FSS/CFP			\$ 487,214.71	Restricted
	SUB TOTAL		\$ 487,214.71	
TOTAL Cash & Cas	sh Equivilants		\$ 1,172,824.47	

^{*} as of December 31, 2017

This Document in NOT COMPLETE

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19 2004	000C canl		
	4007 (ET 1900)	STOZ aunc	June 2019	
ACUP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	Spring 2019	
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	Summer 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	May 2019	
Housekeeping & Sanitary Standards Policy	NEW	None	May 2019	Started

TCHC Policy Review Schedule

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

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE:

April 26, 2019

TO:

All Commissioners of the Traverse City Housing Commission

FROM:

Tony Lentych, Executive Director

SUBJECT:

Shared Drive / Fire Lane Update

MESSAGE:

Last week, Andy Smits and I met with TCHC Attorney Ward Kuhn in order to review a proposed Reciprocal Easement Agreement. This proposed document was a result of a meeting between TCHC (Andy Smits and me) and the two principles of Pine Street Development One (Erik Falconer and Joe Sarafa). After our meeting with Ward, he in turn began conversations with PSDO attorney Robert Parker. The attached "final" draft is the result of their negotiations.

It is my belief that much of what we requested from PSDO is in this document although some language may need to be clarified. Should you have any questions, please be sure to voice them during today's meeting.

A copy of the "signed" easement will be forwarded to everyone once it is signed and recorded.

ATTACHMENT: "Final" Draft of Reciprocal Easement Agreement



DRAFT

RECIPROCAL EASEMENT AGREEMENT

This Reciprocal Easement Agreement is entered into this _____ day of ______, 2019, by and between the **Traverse City Housing Commission** of 150 Pine Street, Traverse City, Michigan 49684 (referred to herein as *Grantor*), and **Pine Street Development One LLC**, of 810 Cottage View Drive, Traverse City, Michigan 49684, (referred to herein as the *Grantee*) both of whom are collectively referred to as the *Parties*.

BACKGROUND

- **A.** The *Parties* are the owners of adjacent parcels of real property located within the City of Traverse City, Grand Traverse County, Michigan.
- **B.** The *Parties* wish to establish an easement over their *Parcels* which will benefit and burden each parcel.
 - 1. **BURDENED PROPERTIES**. The *Grantor* and *Grantee are* the owners of the following described parcels of property located in the City of Traverse City, County of Grand Traverse, State of Michigan which are hereinafter referred to as the *Burdened Properties*:

Grantor's Parcel

THT PRT OF BLK 1 ORIG PLAT DES AS COM AT C/L STATE & PINE STS TH N 0 DEG 15' W 15 FT TH S 89 DEG 47' W 33 FT TO POB TH S 89 DEG 47' W 100 FT TH S 0 DEG 17' E 60.5 FT TO TRAVERSE LINE ALG BOARDMAN R160.5 FT TO TRAVERSE LINE ALG BOARDMAN RIVER TH N'LY ALG TRAVERSE LINE FOL COURSES: N 68 DEG 55' W 63 FT; N 75 DEG 25' 30" W 140.27 FT; N 53 DEG 08' 30" W 145 FT; N28 DEG 07' W 50 FT; N 0 DEG 49' W 47.4 FT; TH E 433.81 FT TO PINE ST TH S 0 DEG 15' E 175.52 FT ALG PINE ST TO POB SAID PARCEL EXTENDS TO WATERS EDGE OF BOARDMAN RIVER WITH FULL RIPARIAN RIGHTS THERETO.

AND

Grantee's Parcel

PARCEL A:

PART OF BLOCK 1 OF THE ORIGINAL PLAT OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE FULLY

DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID BLOCK 1; THENCE S89° 56' 57"W ALONG THE SOUTH RIGHT OF WAY LINE OF FRONT STREET, 134.74 FEET; THENCE S00° 15' 00"E, 208.84 FEET; THENCE S89° 58' 57"E, 134.74 FEET TO THE WEST RIGHT OF WAY LINE OF PINE STREET; THENCE N00° 15' 00"W ALONG THE WEST RIGHT OF WAY LINE OF PINE STREET, 209.00 FEET TO THE POINT OF BEGINNING.

PARCEL B:

PART OF BLOCK 1 OF THE ORIGINAL PLAT OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID BLOCK 1; THENCE S89° 56' 57"W ALONG THE SOUTH RIGHT OF WAY LINE OF FRONT STREET, 134.74 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S89° 56' 57"W ALONG THE SOUTH RIGHT OF WAY LINE OF FRONT STREET, 134.74 FEET TO THE BANK OF THE BOARDMAN RIVER; THENCE S28° 35' 30"W ALONG THE BOARDMAN RIVER, 80.77 FEET; THENCE S41° 36' 59"W ALONG THE BOARDMAN RIVER, 102.44 FEET; THENCE S35° 28' 38"W ALONG THE BOARDMAN RIVER, 75.06 FEET; THENCE S89° 58' 57"E, 285.90 FEET; THENCE N00° 15' 00"W, 208.84 FEET TO THE POINT OF BEGINNING.

2. **BENEFITTED PROPERTIES**. The *Grantor* and the *Grantee* are the owners of the following described parcels of property located in the City of Traverse City, County of Grand Traverse, State of Michigan which are hereinafter referred to as the *Benefitted Properties*:

Grantor's Parcel

THT PRT OF BLK 1 ORIG PLAT DES AS COM AT C/L STATE & PINE STS TH N 0 DEG 15' W 15 FT TH S 89 DEG 47' W 33 FT TO POB TH S 89 DEG 47' W 100 FT TH S 0 DEG 17' E 60.5 FT TO TRAVERSE LINE ALG BOARDMAN R160.5 FT TO TRAVERSE LINE ALG BOARDMAN RIVER TH N'LY ALG TRAVERSE LINE FOL COURSES: N 68 DEG 55' W 63 FT; N 75 DEG 25' 30" W 140.27 FT; N 53 DEG 08' 30" W 145 FT; N28 DEG 07' W 50 FT; N 0 DEG 49' W 47.4 FT; TH E 433.81 FT TO PINE ST TH S 0 DEG 15' E 175.52 FT ALG PINE ST TO POB SAID PARCEL EXTENDS TO WATERS EDGE OF BOARDMAN RIVER WITH FULL RIPARIAN RIGHTS THERETO.

AND

Grantee's Parcel

PARCEL A:

PART OF BLOCK 1 OF THE ORIGINAL PLAT OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID BLOCK 1; THENCE S89° 56' 57"W ALONG THE SOUTH RIGHT OF WAY LINE OF FRONT STREET, 134.74 FEET; THENCE S00° 15' 00"E, 208.84 FEET; THENCE S89° 58' 57"E, 134.74 FEET TO THE WEST RIGHT OF WAY LINE OF PINE STREET; THENCE N00° 15' 00"W ALONG THE WEST RIGHT OF WAY LINE OF PINE STREET, 209.00 FEET TO THE POINT OF BEGINNING.

PARCEL B:

PART OF BLOCK 1 OF THE ORIGINAL PLAT OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID BLOCK 1; THENCE S89° 56' 57"W ALONG THE SOUTH RIGHT OF WAY LINE OF FRONT STREET, 134.74 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S89° 56' 57"W ALONG THE SOUTH RIGHT OF WAY LINE OF FRONT STREET, 134.74 FEET TO THE BANK OF THE BOARDMAN RIVER; THENCE S28° 35' 30"W ALONG THE BOARDMAN RIVER, 80.77 FEET; THENCE S41° 36' 59"W ALONG THE BOARDMAN RIVER, 102.44 FEET; THENCE S35° 28' 38"W ALONG THE BOARDMAN RIVER, 75.06 FEET; THENCE S89° 58' 57"E, 285.90 FEET; THENCE N00° 15' 00"W, 208.84 FEET TO THE POINT OF BEGINNING.

3. **GRANT OF EASEMENT**. The *Grantor* hereby grants to the *Grantee* and the *Grantee* hereby grants to the *Grantor*, and their successors and assigns an easement which is described as follows and referred to as the *Easement Area*:

AN EASEMENT FOR INGRESS, EGRESS, AND UTILITIES IN PART OF BLOCK 1 OF THE ORIGINAL PLAT OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID BLOCK 1; THENCE S00° 15' 00"E ALONG THE WEST RIGHT OF WAY LINE OF PINE STREET, 209.00 FEET TO THE POINT OF BEGINNING; THENCE N89° 58' 57"W, 227.39 FEET; THENCE N84° 26' 29"W, 51.78'; THENCE N89° 58' 57"W, 79.10'; THENCE S00° 15' 00"E, 30.00 FEET; THENCE S89° 58' 57"E, 212.49 FEET; THENCE S67° 47' 10"E, 13.24 FEET; THENCE S89° 58' 57"E, 133.28 FEET TO THE WEST RIGHT OF WAY LINE OF PINE STREET; THENCE N00° 15' 00"W

ALONG THE WEST RIGHT OF WAY LINE OF PINE STREET, 30.00 FEET TO THE POINT OF BEGINNING.

See attached Exhibit A.

This Agreement is expected to be complemented in the future with two or more construction or ancillary agreements related to Grantee's parcels A and B which will be negotiated between the *Parties* or their successors or assigns consistent with the Grantor's policy attached as exhibit B. .

- 4. <u>USE</u>. The *Easement Area* is to be used for ingress and egress to the *Benefitted Properties* and for the operation of public and private utilities. During construction of the easement, the *Easement Area* may also be used for the installation of public and private utilities which benefit either of the *Benefitted Parcels*. The easement may not be used for access to the *Benefitted Parcels* by construction equipment of building supplies without an agreement thereof. The *Parties* agree to keep the *Easement Area* open and free of impediments and neither the *Parties* nor their guests or invitees shall park vehicles in any portion of the *Easement Area* nor use it in a manner such that another *Party's* right of passage or an emergency services is in any way impeded. A sign shall be erected at the entrance to the *Easement Area*, on its south side, which advises that the *Easement Area* is a PRIVATE DRIVE.
- EXCLUSIVETY AND MAINTENANCE. The Easement Area shall be for the 5. exclusive use of the *Parties* and the guests and invitees of the *Parties* and subsequent owners of the Burdened and Benefitted Properties only. The Easement Area shall be maintained by the Grantor and its successor and assigns. The cost of maintenance which shall include repair, snow removal, replacement and striping shall be paid for sixty percent (60%) by the Grantee and its successors and assigns and forty percent (40%) by the Grantor and its successors and assigns. Maintenance expenses shall be paid for by the Grantor and billed by it or its successors and assigns to the Grantee or the subsequent owners of Parcels A and B which shall be paid within 30 days. Should the Easement Area be damaged as a result of usage or installation of utilities by a Party or that Party's guests or invitees, the Party causing the damage shall be solely responsible for the cost of repairs. Initial improvements inside and outside of the Easement Area, which shall be agreed to by the Parties, shall be paid for by the Grantee either directly or with the monies placed in escrowed pursuant to paragraph 6. Thereafter, improvements to the Easement Area shall paid for by the Party requesting the improvement.
- 6. COST ESCROW. The Grantee shall escrow with an escrow agent acceptable to Grantor and the Grantee the sum of \$120,000 not later than September 30, 2019. Seventy Thousand 00/100's Dollars (\$70,000) of this amount shall be used by the Grantee to construct the common driveway and to make improvements to the north side of the Easement Area. The term improvements as used in this Agreement shall be deemed to be those types of improvements depicted in Exhibit B, as outlined in Exhibit C or as agreed to by the Parties. The balance of the escrowed funds shall be

used by the *Grantee* to complete agreed to improvements on the south side of the easement drive, unless the Parties are unable to agree on the improvements on the south side by September 30, 2019, in which case the Grantor shall be able to use the balance of the funds to make improvements to this space as it desires, provided that the improvements are in close proximity to the *Easement Area* and the improvements are completed by December 31, 2022. If *Grantor* does not make improvements to its side of the drive by this date, the *Grantee*, its successor and assigns, may use the escrowed funds, without the consent of the *Grantor*, to complete the south side improvements.

- 7. **SET BACK**. Any building constructed on Parcel B shall be located not less than ten (10) feet from its south boundary line
- 8. <u>USE RESTRICTIONS.</u> The following uses shall not be permitted on Parcel B: Any sale of liquor for offsite consumption pursuant to a Specially Designated Distributor license (or similar license), marijuana in any form, or any commercial activity which utilizes the Parcel for access to the river by persons not residing on the Parcel such as a canoe or kayak livery. The provisions of paragraph 7 and 8 may be amended with the consent of the *Grantor*, its successor and assigns and the owner of Parcel B and its successors and assigns.
- 9. **BOARDWALK.** The City of Traverse City is considering the construction of a boardwalk along the riparian boundaries of the *Parties'* parcels and has sought from both *Parties* an easement to do so. *Grantee* agrees, that so long as it is the owner of Parcel B that it will be directed by the *Grantor* in determining whether or not to grant an easement to the City for this and related purposes.
- 10. **TERM OF EASEMENT**. The *Parties* agree that this <u>Reciprocal Easement Agreement</u> shall be permanent and in perpetuity and may be only amended or revoked by agreement of the *Parties* or their successors and assigns. Notwithstanding the above, if the Cost Escrow has not been created and funded by September 30, 2019 this Agreement is not effective. *Grantor* agrees to execute any documents which the *Grantee* deems necessary which are presented to the *Grantor* by *Grantee* to confirm that the Cost Escrow was timely established and funded and thus this Agreement effective.
- 11. <u>INTEREST IN REAL PROPERTY</u>. The *Parties* agree that both the burden and the benefit granted by this <u>Reciprocal Easement Agreement</u> are appurtenant to both the *Burdened* and *Benefited Properties* shall run with the land and shall be binding upon the *Parties* and successors and assigns.

IN WITNESS WHEREOF, the *Parties* have signed this <u>Reciprocal Easement Agreement</u> on the dates below.

[Remainder of this page left intentionally blank; signature pages follow]

	G	GRANTOR:
	Т	Traverse City Housing Commission
		By: Anthony Lentych ts: Executive Director
		By: Andrew Smits ts: President
STATE OF MICHIGAN COUNTY OF GRAND TRAVERSE)) SS	
On this day of, 2 personally appeared Anthony Lentych and Chairperson of the Traverse City Housing	Andrew Sm ; Commissi	e me, a notary public in and for said County, nits respectively the Executive Director, and ion as Grantor, to me known to be the same ig instrument and acknowledged that they
		, Notary Public County, MI
	Acting in My Comr	

	GRANTEE:
	Pine Street Development One, LLC
	By: Erik J. Falconer Its: Managing Member
STATE OF MICHIGAN)) SS
COUNTY OF GRAND TRAVERSE)
personally appeared Erik J. Falconer, Mar.	2019, before me, a notary public in and for said County, naging Member of Pine Street Development One, LLC, bed in and who executed the foregoing instrument and e act and deed.
	, Notary Public County, MI Acting in County, MI My Commission Expires:

Drafted by:

Robert W. Parker, Attorney PARKER HARVEY PLC 901 S. Garfield Ave., Suite 200 Traverse City, MI 49686

Phone: 231-929-4878



NEW BUSINESS

Resolution on Maintenance Services Agreement with ERHC: Action Required

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 26, 2019

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director

SUBJECT: TCHC – ERHC Maintenance Services Agreement for Noble Pines Apartments

MESSAGE:

Attached your will find the final "draft" of Maintenance Services Agreement. We will review it today and take your questions and concerns. The Elk Rapids Housing Commission has already approved it at their meeting last week.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO PROVIDE MAINTENANCE SERVICES TO THE ELK RAPIDS HOUSING COMMISSION

April 26, 2018

WHEREAS, the Traverse City Housing Commission has made an effort to expand its mission within our region by creating housing, partnering to create housing, or through the successful management of existing housing; and

WHEREAS, the Elk Rapids Housing Commission (ERHC) is in need of maintenance services in order to continue its successful management of Noble Pines Apartments; and

WHEREAS, both ERHC and the Traverse City Housing Commission (TCHC) believe that the current management agreement has met the needs of both parties and that the integration of maintenance services will also be mutually beneficial; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to implement this Maintenance Services Agreement with ERHC.

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

The Traverse City Housing Commission will provide Maintenance Services to the Elk Rapids Housing Commission for a period of seventeen (17) months beginning May 1, 2019 per the terms of the proposed Maintenance Services Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.

DRAFT TCHC MAINTENANCE SERVICES AGREEMENT

This Agreement is made between the ELK RAPIDS HOUSING COMMISSION ("ERHC"), a Michigan Public Housing Authority, whose address is 701 Chippewa Street, Elk Rapids, Michigan, 49629 and the TRAVERSE CITY HOUSING COMMISSION ("TCHC"), a Michigan Public Housing Authority, whose address is 150 Pine Street, Traverse City, Michigan, 49684.

The parties hereto agree to the following:

- TERM OF AGREEMENT. This Agreement shall be effective as of May 1, 2019 and shall
 continue for a period of seventeen (17) months. This Agreement may be extended or
 renewed by written agreement signed by the parties. All provisions of this Agreement shall
 apply to all services and all periods of time in which TCHC renders maintenance services for
 ERHC.
- 2. **TERMINATING THE AGREEMENT**. Either party may terminate this Agreement by giving a thirty (30) day written notice of termination to the other party.
- 3. **SERVICES TO BE PERFORMED**. TCHC agrees to perform all maintenance services (including snow removal and lawn maintenance) necessary for the operation of ERHC's public housing facilities located at 701 Chippewa Street, Elk Rapids, Michigan. TCHC's performance shall be in accordance with applicable laws, regulations and HUD provisions. The responsibilities and duties of TCHC under this Agreement are similar to the duties and responsibilities of maintenance personnel for a public housing facility. TCHC shall, at its discretion, determine the amount of personnel necessary for rendering of these services. The estimate of service hours per month shall be as follows:
 - A. Maintenance Director, Dave Gourlay = TBD hours per month at approx. \$30.00 per hour
 - B. General Maintenance Worker = TBD hours per month at approx. \$21.50 per hour
 - C. Contract Services for Lawn Maintenance and Snow Removal = TBD
- 4. **PAYMENT**. In consideration for the services to be performed by TCHC, ERHC agrees to pay TCHC the sum of THIRTY FOUR THOUSAND (\$34,000.00) Dollars. Said amount shall be payable in monthly installments of \$2,000.00 per month. TCHC shall be solely responsible for any travel expenses related to rendering the services under this Agreement.
- 5. **EXPENSES**. ERHC will furnish all materials, equipment and supplies used to provide the services required by this Agreement. ERHC shall also be responsible for any and all expenses related to the operation and maintenance of its public housing facilities.

- 6. **INDEPENDENT CONTRACTOR STATUS**. The parties agree that TCHC is an independent contractor, and that neither TCHC nor its employees or personnel are, or shall be deemed to be, employees of ERHC. In its capacity as an independent contractor, TCHC agrees to and represents the following:
 - A. TCHC has the right and does fully intend to perform services for ERHC during the term of this Agreement.
 - B. TCHC has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
 - C. TCHC has the right to perform the services required by this Agreement at any place or location and at such times as TCHC may determine.
 - D. TCHC has the right to use its employees to provide the services required by this Agreement.
 - E. The services required by this Agreement shall be performed by TCHC, or its employees or personnel.
 - F. Neither TCHC nor its employees or personnel shall be required by ERHC to devote fulltime to the performance of the services required by this Agreement.
 - G. TCHC does not receive the majority of its annual compensation from ERHC.
- 7. **EMPLOYEE BENEFITS**. TCHC understands that its employees and personnel are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of ERHC. TCHC will cover its employees and personnel with worker's compensation insurance. ERHC shall not be responsible for any unemployment compensation payments of behalf of TCHC or its employees and personnel.
- 8. **LIMITATIONS**. All responsibilities for operation of the ERHC Housing Commission, including any current or future liabilities, shall remain the sole responsibility of ERHC. There shall be no transfer of the responsibilities or liabilities of ERHC to TCHC.

9. MISCELLANEOUS.

- A. This is the entire Agreement between TCHC and ERHC.
- B. This Agreement may be modified only by a writing signed by both parties.
- C. This Agreement will be governed by the laws of the State of Michigan.
- D. All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be personally delivered or sent registered or

- certified mail to the addresses specified above or such other address as one party may give the other from time to time.
- E. This Agreement does not create a partnership relationship. TCHC does not have authority to enter into contracts on ERHC's behalf.
- F. TCHC may not assign or subcontract any rights or obligations under this Agreement without ERHC's prior written approval.

With the signatures below, the Traverse City Housing Commission and the Elk Rapids Housing Commission verify that permissions to enter into this contract have been reviewed by each respective Housing Commission and adopted by way of Resolution.

Traverse City Housing Commission		
Ву:		
Tony Lentych	Date	
Its: Executive Director		
Elk Rapids Housing Commission		
Ву:		
Myrna Howse	Date	
lts: President		



CORRESPONDENCE

March 21, 2019 HUD PIH 2019-05 regarding Streamlined Voluntary Conversion Notice

March 29, 2019 E-Mail from HUD on Streamlined Voluntary Conversion Notice

March 30, 2019 Record Eagle Article on East Bay Flats

April 5, 2019 Record Eagle Article on Shared Fire Lane Easement

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



OFFICE OF PUBLIC AND INDIAN HOUSING

SPECIAL ATTENTION OF:

Regional Managers; Office of Public Housing Directors; Program Center Coordinators: Public Housing Agencies: Resident

Management Corporations

NOTICE PIH 2019-05 (HA)

Issued: March 21, 2019

Expires: This notice remains in effect until amended, superseded or

rescinded

Cross-references: 24 CFR part 972, 2 CFR part 200, PIH Notice 2017-22, PIH Notice 2016-20, PIH Notice

2016-23

Subject: Streamlined Voluntary Conversions of Last Remaining Projects of Small Public Housing Agencies

- 1) Purpose. Section 22 of the United States Housing Act of 1937, (42 U.S.C. 1437t) (the 1937 Act) and its implementing regulations at 24 CFR part 972, subpart B, authorize Public Housing Agencies (PHAs) to convert public housing to tenant-based assistance. HUD is authorized under Section 22(b)(3) to waive the conversion assessment or require a streamlined conversion assessment for "any public housing project or class of public housing projects." Assistance for residents is through tenant protection vouchers (TPVs) under Section 22(b)(3). For purposes of this notice, a small PHA has 250 or fewer Section 9 public housing units under its Consolidated Annual Contributions Contract (CACC) with HUD.\(^1\) Conversion to Housing Choice Vouchers (HCVs) gives small PHAs greater flexibility to respond to local needs, allows them to pursue private financing, and provides greater housing choice and mobility to assisted households.
- 2) Background. HUD and PHAs remain committed to providing deeply subsidized rental assistance to the nation's most vulnerable populations, including the elderly, disabled and formerly homeless families. Meeting this commitment has been challenged by significant capital backlog, combined with regulatory burdens and limited access to private capital. Despite best efforts, PHAs, particularly small PHAs, struggle to preserve their stock of deeply assisted housing. This notice represents one of an array of tools that HUD is offering to PHAs to allow them to voluntarily reposition public housing units to more sustainable funding platforms in order to meet local objectives. Other opportunities that PHAs should evaluate for repositioning include the Rental Assistance Demonstration (RAD) program and new flexibilities in the Section 18 Demolition and Disposition process (see PIH Notice 2018-04). HUD is committed to working with each PHA as it determines which, or which combination, of these tools may be most appropriate to achieve sustainability of assisted housing in its particular housing market and community, while balancing overall cost-effectiveness for the Federal government.

¹The number of public housing units under a PHA's ACC is based on the data in the Information Management System/PIH Information (IMS/PIC).

Section 22(c) permits PHAs to convert a Section 9 public housing project (or portion thereof) (i.e., a public housing project or portion thereof receiving Section 9 assistance under the 1937 Act) to HCV assistance if the PHA demonstrates conversion 1) is not more expensive than continuing to operate as public housing; 2) principally benefits residents, the PHA, and the community; and 3) has no adverse effect on the availability of affordable housing in the community. In accordance with Section 22(b)(1)(A) of the 1937 Act, as amended by Section 553 of the Quality Housing and Work Responsibility Act of 1996 (P.L. 105-276), and HUD's implementing regulations at 24 CFR 972.212 and 972.218, PHAs shall conduct a conversion assessment and provide a timeline identifying PHA actions to convert to HCV assistance. The conversion assessment consists of a cost analysis, market value analysis, rental market analysis, and an impact analysis on the neighborhood.

Recognizing that small PHAs typically have reduced staff and limited funding available to conduct a full conversion assessment, even if the conversion to HCV serves the best interests of residents and has no adverse effect on the availability of affordable housing in affected neighborhoods, HUD is exercising its authority under Section 22(b)(3) of the 1937 Act to waive the conversion assessment for small PHAs as described at Sections 22(b)(1)(A)-(E) and 24 CFR 972.218(a)-(e). This waiver does not affect other voluntary conversion requirements or procedures under the statute, regulations, directives, or guidance.

- 3) Eligibility. A Section 9 public housing project(s) is eligible for conversion under this notice if it meets the criteria listed below:
 - A. As of the date of application submission, the project or projects are owned by a small PHA, as defined in Section 1 of this notice, that confirms its intent to close-out its public housing program after all units are converted²; and
 - B. Conversion of the project or projects will result in the conversion of all public housing units owned by the PHA.
- **4) Application Submission and Conversion Plan Components.** To apply for conversion under this notice, PHAs submit a conversion plan to HUD in the Inventory Removals Submodule of the IMS/PIC under "Streamlined VC." PHAs are required to complete the electronic IMS/PIC application and upload completed Forms HUD-52860 and HUD-52860-E. PHAs complete only question #2 of the HUD-52860-E form related to future use. The other questions are not applicable to streamlined voluntary conversions under this notice. The conversion plan and application include:
 - A. PHA Plan. Explicit reference to the proposed conversion in the PHA Annual or Moving To Work (MTW) Plan or Significant Amendment to the PHA or MTW Annual Plan. See

² A PHA may close-out its public housing program through ACC termination (see PIH Notice 2016-23 or any replacement notice) or Consolidation/Voluntary Transfer (see PIH Notice 2014-24 or any replacement notice).

Form HUD-52860 and instructions. Qualified PHAs must discuss the proposed conversion at a public hearing, as required by 24 CFR 903.17.³

- B. Resident Involvement. Evidence the conversion plan was developed with resident participation as required by 24 CFR 972.227(c).⁴ The PHA must summarize resident comments and provide its responses to significant issues raised by the commenters including a description of actions taken by the PHA as a result of the comments. See Form HUD-52860 and instructions.
- C. Board Approval. Evidence by a copy of PHA's Board of Commissioners resolution approving the conversion plan. See Form HUD-52860 and instructions.
- D. Local Government Review. Evidence consultation with appropriate public officials as required by 24 CFR 972.227(b).⁵ See Form HUD-52860 and instructions.
- E. Future Use. Consistent with 24 CFR 972.230(a), describe the planned future use for all assets (real property) that comprise the units proposed for conversion. If the units are in different buildings and/or on different sites, provide a future use plan for each property. Describe any disposition (i.e. sale, ground lease), demolition, rehabilitation, or new construction, and anticipated financing (i.e. LIHTCs). See question #2 of HUD-52860-E form.

If a PHA proposes to retain the property in its own name (retention), HUD reviews the retention request pursuant to HUD policies under 2 CFR 200.311 and PIH Notice 2016-20 (or any successor notice), except the PHA is not required to submit a separate Retention Application to HUD. Instead, the PHA must include the submission requirements outlined in PIH Notice 2016-20 (or any successor notice) as part of the conversion plan.

If a PHA proposes to dispose of the property to another entity through sale or ground lease (disposition), the PHA must include a description of the disposition in the

³ A qualified PHA is defined by the Housing and Economic Recovery Act (HERA) as a PHA that (1) has a combined unit total of 550 or less public housing units and HCVs; (2) is not designated under section 6(j)(2) of the 1937 Act, the Public Housing Assessment System (PHAS), as a troubled public housing agency during the prior 12 months; and (3) does not have a failing score under the Section 8 Management Assessment Program (SEMAP) during the prior 12 months.

⁴ To satisfy the requirement for significant participation by residents of the development, in addition to the public participation requirements for the PHA Annual Plan, a PHA must hold at least one meeting with the residents of the affected sites (including the Resident Council, if any) at which the PHA must explain the voluntary conversion requirements especially as they apply to residents of the affected projects and provide draft copies of the conversion plan to them. PHAs must also provide residents with a reasonable comment period.

⁵ PHAs can satisfy this requirement by obtaining a certification from the appropriate state or local officials that the conversion plan is consistent with that jurisdiction's Consolidated Plan. This may be the same certification as is required for the PHA Annual Plan that includes the conversion plan, so long as the certification specifically addresses the conversion plan.

conversion plan pursuant to Section 22(d)(3) of the 1937 Act and 24 CFR 972.230. Consistent with Section 22(c) of the 1937 Act, a disposition proposed as part of a conversion plan must principally benefit residents, the PHA, and the community.

If a project continues to operate as rental housing, the PHA (or subsequent owner) must allow the families to remain in their units using the HCV in the form of tenant-based assistance. See 24 CFR 972.230(g)(ii)(E).

If a PHA plans to project-base a property in accordance with the Section 8 project-based voucher (PBV) program, all applicable PBV program requirements apply. PBV program requirements may be found in Section 8(o) of the 1937 Act (as amended by HOTMA, P.L. 114-201, 130 Stat. 782), program regulations at 24 CFR Part 983, and applicable guidance. Applicable program guidance includes, but is not limited to: the HOTMA Federal Register Implementation Notice at 82 Fed. Reg. 5458 (January 18, 2017), PIH Notice 2017-21, subsidy layering review requirements published in the Federal Register on July 9, 2010 (FR-5417–N-01) http://edocket.access.gpo.gov/2010/pdf/2010-16827.pdf and as described in PIH Notice 2013-11 (or any replacement notice) and environmental requirements described in PIH Notice 2016-22.6

Because section 22(d)(4)(C) of the 1937 Act requires that families be provided with the option to remain in their unit using tenant-based HCV assistance when a property will be used as housing after conversion, in order to provide project-based (PBV) assistance at a property as part of or immediately after conversion, families must voluntarily consent to the PBV assistance. Tenant consent means a family, after being fully informed of its options, voluntarily giving up the ability to receive a tenant-based HCV voucher (that it could use at the property or off-site in the private market) in order to be assisted under a PBV contract at the property. The informed and voluntary consent a family gives is to forego tenant-based HCV assistance (for use at the property or in the private market). If a family fails to consent to the PBV assistance and chooses to remain using tenant-based HCV assistance, that family's unit is excluded from the PBV HAP until the family moves out or consents to switching to PBV assistance. To obtain such consent, the PHA must follow the requirements outlined in Appendix A. Note that the requirements in Appendix A are in addition to the relocation requirements (including 90-day notice requirements) of 24 CFR 972.230(g) and PHAs must be cognizant of applicable timing requirements of both.

F. Environmental Requirements. Conversion plans must have environmental clearance before HUD approves a conversion plan. Environmental clearance means final approval from a HUD Approving Official of an environmental review conducted under 24 CFR

⁶ Note that three HOTMA exceptions may apply when former Section 9 public housing projects are converted to project-based rental assistance under the PBV program: (1) a percentage cap exception where public housing units approved for conversion may not count toward the PBV program unit limitation (PHA-wide); (2) an exception to the income-mixing requirement where public housing units approved for conversion may not count toward the required project PBV cap; and (3) a competitive process exception where a PHA may be able to attach PBVs without following a competitive process to a former Section 9 public housing project in which it has an ownership interest or over which it has control, and for which the PHA is engaged in an initiative to improve, develop, or replace the public housing property or site. See PIH Notice 2017-21. PHAs consult their Field Office for technical assistance.

part 50, or the final electronic signature of the HUD approving official approving a Request for Release of Funds in HEROS or on form HUD-7015.16 for an environmental review conducted under 24 CFR part 58. See PIH Notice 2016-22. The PHA may not demolish or dispose of units or property until completion of the environmental review. See 24 CFR 972.212(b). PHAs are responsible for providing to the Responsible Entity or local Office of Public Housing (Field Office) a full description of the activities (including relocations, demolition, disposition and planned future use as described in response to section 4(E) of this notice) to comply with aggregation requirements. Site re-use is not limited to future actions by the PHA, but encompasses future re-use, including use of the project as rental housing after conversion. Even if there are no planned physical alterations and the project is categorically excluded from the National Environmental Policy Act (NEPA), a Categorically Excluded Subject To (CEST) environmental review addressing related environmental laws and authorities in Sections 58.5 and 58.6 or 50.4 needs to be completed. It is possible the environmental review may reveal risks or circumstances that do not allow for approval of the conversion plan.

- G. Impact Analysis. Provide a brief narrative statement describing the likely impact of the conversion on the neighborhood(s) in which the public housing is located. Describe: (i) the impact on the availability of affordable housing; (ii) the impact on the concentration of poverty; and (iii) other substantial impacts on the neighborhood. See HUD-52860-E.
- H. Relocation Activities. Provide a summary of information concerning the relocation plan required by 24 CFR 972.230(g), including information on counseling services, direct relocation assistance, providing the relocation notice, and relocation expenses. See Form HUD-52860. As part of the Form HUD-52860, PHAs certify the provision of a written notice to families, as required by paragraph 24 CFR 972.230(g)(4). To the extent that tenants are displaced as a direct result of demolition, acquisition, or rehabilitation of real property that receives federal financial assistance through the conversion of public housing as described in this notice, the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601-4655) (URA), and its implementing regulations at 49 CFR part 24 apply. For the purposes of this paragraph, the term "project" is defined at 49 CFR 24.2(a)(22); the URA may therefore apply even if federal funds do not pay for the demolition, acquisition, or rehabilitation that causes the displacement. If voluntary conversion is subject to the URA, the PHA must also comply with the requirements in 24 CFR 972.230(g)(5).

Generally, PHAs fulfill requirements for comparable housing by offering HCV assistance through the award of Tenant Protection Vouchers (TPVs) (see Section 6 of this notice). To receive HCV assistance, a family must be low-income (less than 80 percent of AMI). Although the families were previously receiving public housing assistance, the PHA must still screen families for TPV eligibility consistent with the requirements in 24 CFR part 982. Accordingly, PHAs must also address relocation needs for families who do not qualify for HCV assistance (i.e., over-income families).

⁷ See 24 CFR 58.32 and 24 CFR 50.21.

To plan effectively for the relocation needs of individuals with disabilities, PHAs should consult HUD's Relocation Handbook 1378, and in particular, the guidance at Exhbit 3-1.

To plan effectively for the relocation needs of individuals with disabilities, PHAs should consult HUD's Relocation Handbook 1337.0, and in particular, the relocation planning checklist at Appendix 3-1.

If a project continues to operate as rental housing, the PHA (or subsequent owner) must allow the families to remain in their units using the HCV in the form of tenant-based assistance, as provided in section 22(d)(4)(C) of the 1937 Act. The family may also choose to move from the unit and use continued tenant-based assistance in accordance with HCV program requirements. See section 4(E) of this notice for more information on using PBV assistance at the project after conversion. The PHA should consult with families early in the conversion process to determine which residents will choose to remain at the project using HCV assistance.

- I. Close-Out Information. The PHA evidences its intention to close-out its public housing program by including a completed Form HUD-5837 with its conversion plan submission. Section D of the Form HUD-5837 requires the PHA to identify any potential issues related to close-out and how those issues can be addressed. In identifying issues, the PHA assesses the likely impact of the close-out on the PHA's staffing, repayment agreements, other obligations, and remaining liabilities. Field Offices may require additional information from PHAs as part of their review of the Form HUD-5837. See PIH Notice 2016-23 (or successor notice). The PHA should reach out to its Field Office for technical assistance.
- J. Public Housing Only PHAs. If the applicant PHA does not administer a Section 8 HCV program, then another PHA with a Section 8 HCV program must be identified to administer the TPVs. A Public Housing Only PHA may enter into an agreement with an HCV PHA or may contact its Field Office for assistance in identifying an appropriate PHA to administer the TPV assistance. In all instances and as stipulated by PIH Notice 2018-09, or subsequent notice, the HCV PHA must have the jurisdictional authority to administer its program in the Section 9 public housing project's geographic location under state and local law. Additionally, the HCV PHA must have the administrative capacity to administer TPVs and be in compliance with federal civil rights laws. Public Housing Only PHAs are encouraged to identify and contact potentially interested HCV PHAs in the early stages of conversion planning, as the PHAs' agreement to cooperate in the conversion must be established prior to HUD's approval of the conversion plan. As stipulated by PIH Notice 2018-09, or subsequent notice, once the Field Office approves the partnership, the two PHAs must enter into a written agreement regarding the roles and responsibilities of the two PHAs, including communication with the residents. Public

⁸ Families must be provided with the option to remain in their unit using <u>tenant-based</u> HCV assistance. However, families can also be offered the option to remain in their units using PBV assistance. In this case, families would need to voluntarily consent to the PBV assistance. HUD is available to provide technical assistance on how PHAs can inform families of their options.

Housing Only PHAs should consult their Field Offices for technical assistance with these agreements.

5) HUD Processing. HUD will not process an application found to be deficient or incomplete (i.e., missing required supporting documentation); HUD will return the application to the PHA and inform the PHA of the deficiencies. If a property will not be used as rental housing after the conversion (and the residents therefore do not have the option of remaining in their units using HCV assistance), HUD may conduct a rental market analysis by examining the PHA's Section 8 success rate data, leasing data, and utilization. In addition, HUD may require additional information from PHAs about its conversion plan, including information on Section 8 data, with consideration of the impacted residents (such as large households, elderly or disabled family members), as well as the availability of rental housing and proximity to schools, jobs and transportation. If the applicant PHA is a Public Housing Only PHA, HUD will conduct this analysis on the PHA administering the TPVs.

PHAs may not proceed with a conversion plan without a written approval from HUD. HUD must provide a preliminary response within 90 days of the PHA submitting the conversion plan, otherwise the plan is treated by HUD as automatically approved. A longer process may be required where HUD's review of the plan raises questions that require further discussion with the PHA. See 24 CFR 972.236.

6) Tenant-Protection Vouchers (TPVs). The premise of the voluntary conversion program is that public housing units are converted from the Section 9 funding stream through the provision of tenant-based assistance for the residents in the form of TPVs. As a result, PHAs will be provided replacement TPVs subject to the availability of funding. HUD determines a PHA's maximum TPV award based on relevant appropriations and promulgates such determinations through guidance (including, but not limited to, the annual HCV funding implementation notice). Please see PIH Notice 2018-09 or the most recent notice regarding TPV eligibility and awards.

HUD will continuously monitor PHA requests for TPVs through certain activities such as demolition, disposition, and voluntary conversions. As needed, HUD plans to issue guidance that describes how it will manage available TPV resources, including prioritizing the circumstances or conditions warranting TPV issuance for a range of eligible actions, including those of voluntary conversions. Such guidance may place constraints on the voluntary conversion approval process under this notice, which may affect the order in which HUD reviews and approves voluntary conversion applications, limiting the number of units that HUD will approve for voluntary conversions in a given fiscal year, or temporarily suspending the voluntary conversion approval process until TPV resources are determined to be sufficient to meet the demand for tenant protection actions.

7) Asset Repositioning Fee (ARF). Refer to PIH Notice 2017-22 (or any replacement notice) to determine if units approved for conversion under this notice are eligible for ARF pursuant to 24 CFR 990.190(h)(1).

⁹ HUD returns applications to PHAs by changing the status of the application to DRAFT status in IMS/PIC.

8) Demolition Disposition Transitional Funding (DDTF). PHAs are not eligible to receive DDTF under 24 CFR 905.400(j) for conversions approved under this notice.

9) Other Requirements.

- A. Existing Financial Transactions. PHAs with an approved transaction through the Capital Fund Financing Program (CFFP), Section 30 (including PHA Mortgaged Transaction (PMT)), Energy Performance Contracting (EPC), Operating Fund Financing Program (OFFP), or Repayment Agreements required by HUD must comply with additional instructions provided by HUD regarding such financing and may not take any steps to implement a conversion plan without receiving confirmation from HUD that all applicable requirements of the financing are satisfied. PHAs must certify an existing financial agreement is not at-risk because of the proposed conversion.
- B. Reporting Requirements. PHAs must work with their Field Offices and the Special Application Center (SAC) to ensure the accuracy of data in IMS/PIC—specifically to ensure units are put into Removed from Inventory (RMI) status upon completion of the conversion to HCV assistance. On a case-by-case basis, HUD may require other reporting information.
- C. False Certifications and HUD Enforcement. Any person knowingly presenting a false, fictitious or fraudulent statement or claim in a HUD matter, including certifications and supporting documentation for submitted conversion plans, are subject to criminal penalties, civil liability, or administrative actions which HUD may prosecute. HUD may pursue debarment/suspensions of principals and PHAs, and any enforcement actions available including, but not limited to, injunctive relief and other equitable remedies under HUD program and other Federal authorities. See 18 U.S.C. §§ 1001, 1010 and 1012; 2 CFR 180 and 2424; 31 U.S.C. §§ 3729-3731; and 31 U.S.C. §§ 3801-3812. Procedures and possible consequences of a false or otherwise invalid civil rights certification under Section 5A of the 1937 Act are incorporated in HUD regulations at 24 CFR 903.7(o) and 903.15(d)(3).

D. Civil Rights Requirements.

i) PHA Certification. As part of the conversion plan and application, PHAs certify compliance with all applicable civil rights nondiscrimination and equal opportunity requirements, including, but not limited to, Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing. A PHA's certification that it will affirmatively further fair housing means: (1) for a PHA that has completed an Assessment of Fair Housing (AFH) which has been accepted by HUD, that it will take meaningful actions to further the goals identified in the AFH conducted in accordance with 24 CFR 5.150 through 5.180, and that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its

programs, in accordance with 24 CFR 903.7(o)(3); or (2) for a PHA that is not yet required to and has not submitted an AFH, that it must continue complying with the requirements that existed prior to August 17, 2015, with respect to affirmatively furthering fair housing. PHAs also certify that if HUD approves the conversion plan, subsequent implementation of the approved conversion will comply with all applicable civil rights requirements, including conditions imposed in an environmental review to address environmental justice concerns.

- ii) Disclosure of Remedial Orders and Compliance Agreements. In its conversion plan and application, the PHA provides a certification that the conversion does not violate any remedial civil rights order or agreement, voluntary compliance agreement, final judgment, consent decree, settlement agreement, or other court order or agreement (per 24 CFR 972.224(b)(2)). In addition, the PHA states whether it is operating under any federal, state, or local remedial order, compliance agreement, final judgment, consent decree, settlement agreement or other court order or agreement, including but not limited to those related to a fair housing or other civil rights finding of noncompliance. If the PHA is operating under such a document, it must provide a citation to the document and attach a narrative description explaining how the proposed conversion is consistent with such document.
- iii) HUD Civil Rights Review. HUD's Office of Fair Housing and Equal Opportunity (FHEO) conducts a civil rights review of conversion plans.
- iv) Federal Labor Standards and Economic Opportunity. PHAs using Public Housing funds for a conversion must comply with all applicable federal labor standards of section 12 of the 1937 Act (42 U.S.C. 1437j) (Davis-Bacon) and requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C 1701u), as amended. Such activities include but are not limited to demolition and resident relocation. Under Section 3 and HUD's implementing rule at 24 CFR 135, recipients of certain HUD public housing financial assistance must provide employment, training, contracting, and economic opportunities to the greatest extent feasible to Section 3 residents or business concerns. Section 3 obligations apply to PHAs, their contractors, and their subcontractors regardless of the amount of funds received by the PHA or the amount of the contract or subcontract. See 24 CFR 134.3(a)(3).
- v) Accessible Resident Consultation, Meetings, and Notices. To ensure individuals with disabilities have reasonable opportunities to consult on the conversion plan and application, as well as ensuring that other communications and meetings are effective for individuals with disabilities, PHAs must ensure communications and materials are accessible and in compliance with Section 504 of the Rehabilitation Act of 1973 and implementing rules at 24 CFR 8.6 and Title II of the Americans with Disabilities Act of 1990 and implementing rules at 28 CFR 35 and 36. This includes ensuring written and oral communications, including resident meetings, are provided in appropriate alternative formats as needed, e.g., Braille, audio,

large type, accessible electronic communications, assistive listening devices, sign language interpreters, computer-assisted real time transcription of meetings, brailed materials, large print documents, accessible web-based and email communications, and when providing materials via the Internet. In selecting locations for consultation with residents, the PHA must provide equal access for persons with disabilities, conducting sessions at locations that are physically accessible to persons with disabilities, including individuals who use wheelchairs. Individuals with disabilities must receive services in the most integrated setting appropriate to their needs, meaning the needs of qualified individuals with disabilities that enables interactions to the fullest extent possible. The PHA is guided by the goal of maximizing participation in an integrated setting so that residents with disabilities and residents without disabilities may hear and consider each other's views. Priority shall be given to on-site accessible locations (e.g., TV rooms or informal gathering places) even if to do so requires multiple sessions with smaller groups of residents.

Title VI of the Civil Rights Act of 1964 and regulations at 24 CFR 1 require PHAs to take reasonable steps to ensure meaningful access to their programs and activities for persons who have limited ability to read, speak, or understand English (i.e., individuals who have limited English proficiency or LEP persons). Written materials provided in English are to be provided in regularly encountered languages among the residents. PHAs may need to provide interpreters to communicate between different languages to ensure LEP persons have meaningful access. PHAs hold meetings in languages other than English to provide direct communication and participation.

- 10) Technical Assistance. Contact SACTA@hud.gov.
- 11) Paperwork Reduction Act. The information collection requirements contained in this notice are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The OMB control numbers are 2577-0075, 2577-0169, 2577-0226, and 2577-0276.
- 12) Public Comments. HUD welcomes public comments on this notice. Comments may be submitted to HUD via email at SACTA@hud.gov or to HUD's Special Applications Center (SAC), 77 W. Jackson Blvd. Chicago, IL 60604. It is helpful to organize comments by specific sections of the notice to assist with the subsequent review and response. Explain your views and reasoning as clearly as possible; outline the basis for assumptions; and supporting evidence or data, wherever possible. If you disagree with an aspect, provide alternatives that implement your suggestions. Add an analysis of how your alternative(s) would better serve the public interest and specific examples to illustrate your concerns, again, as possible.

Dominique Blom,
General Deputy Assistant Secretary for
Public and Indian Housing

APPENDIX A

Voluntary Relinquishment of Voucher Assistance in Exchange for Project-Based Voucher Assistance in Public Housing Conversions

If a PHA plans to use Project-Based Voucher (PBV) assistance as part of, or immediately following, conversion of a public housing property, neither the PHA nor the owner can require families to relinquish tenant-based vouchers already received by the eligible family, or tenant-based vouchers that have not yet been issued but will be received by the eligible family, pursuant to the public housing conversion. Provided all applicable PBV requirements are met, PBV assistance may only be attached to units in the project occupied by families eligible for tenant-based assistance resulting from the conversion, if the following conditions are satisfied:

- A) Family Briefing PHAs must schedule a family briefing for all families potentially impacted by the proposed attachment of PBV assistance. A representative from the HUD Field Office of Public Housing must be invited and must attend the briefing either in person, or by teleconference. At a minimum, the briefing must include:
 - 1) Information on families' right to remain in the unit using tenant-based HCV assistance;
 - 2) Information on the significant differences between PBV assistance and HCV assistance including income limits and the family's total tenant payment;
 - 3) An opportunity for families to ask questions;
 - 4) Written material available for families concerning PBV assistance and HCV assistance, including mobility options, rent levels, rent payments, provision of supportive services, etc.;
 - 5) Provision of a written consent form explaining that a family's decision to consent to relinquish its right to receive HCV assistance, or, if a voucher has already been issued, consent to relinquish its HCV assistance, is completely voluntary (see Paragraph B below);
 - 6) Information on the anticipated date of the conversion action and the execution of the PBV contract between the owner and the PHA.

In selecting the proper venue for the briefing, PHA's must give priority to methods that provide physical access to individuals with disabilities, i.e., holding the briefing in an accessible location, in accordance with the regulations implementing Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act of 1990, as applicable. If accessibility is not achievable, PHAs must give priority to alternative methods of product delivery that allow persons with disabilities to access the family briefing in the most integrated setting appropriate. PHAs must ensure that persons with disabilities have an equal opportunity to participate in the family briefing. PHAs must provide appropriate auxiliary aids where necessary to afford persons with disabilities an equal opportunity to participate in the family briefing (see 24 CFR §8.6). Additionally, the PHA must take reasonable steps to provide meaningful access to the family briefing for persons with Limited English Proficiency (LEP). This may include the provision of translated notices of the date, time and location of the family briefing and qualified interpreters at the family briefing. The PHA must also make available any written materials that are provided at

the family briefing in the appropriate languages for persons with LEP¹⁰. PHAs must keep records of their efforts to comply with these requirements.

B) Written Consent – The family must be given at least 30 days from the date of the family briefing to make their decision. The consent form provided to each family at the briefing must explicitly acknowledge a family's consent or non-consent. The consent form must indicate that it must be signed by the head of household and include the name and telephone number of a PHA employee that families can contact directly if they should have any questions or need additional information. If a family does not respond, informs the PHA that they wish to retain HCV assistance, or affirmatively withholds consent, the PHA shall not include that unit under a PBV HAP contract.

The consent form must be provided in an accessible format for persons with disabilities and must include a TDD/TTY number or other equally effective communication system for persons with disabilities to use if they wish to contact the PHA with any questions or request for additional information (see 24 CFR §8.6). Additionally, the consent form should be translated into the appropriate language for persons with LEP and must include information on how persons with LEP can access language assistance if they wish to contact the PHA with any questions or requests for additional information.

¹⁰ See HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, published in the Federal Register on January 22, 2007 (72 FR 2732)

Tony Lentych

From:

Sent: To:

Subject:

GDAS Dominique Blom <GDAS@pih.hud.gov>

Friday, March 29, 2019 5:52 PM

Tony Lentych

Public Housing Repositioning Options



OFFICE OF PUBLIC & INDIAN HOUSING

PHA Partners.

Last week, the Department published the <u>Streamlined Voluntary Conversion</u>
<u>Notice</u> providing PHAs operating 250 or fewer public housing units the ability to convert their entire public housing portfolio to Tenant Protection Vouchers. Together with the Department's other repositioning strategies like RAD and Section 18 dispositions, Streamlined Voluntary Conversion is intended to provide you with a **range of options** to better manage your local affordable housing resources to meet current and future needs.

To assist in PHAs' public housing repositioning efforts, PIH has been focused on the following **communication and technical assistance**:

- PIH staff have been making presentations at local and national industry meetings to help PHAs become more aware of their repositioning options.
- PHAs wanting to learn more about their repositioning may ask their local Field
 Office staff to walk them through the benefits of the various options—always with a focus on how best to address the local needs.
- PIH has set up Repositioning Assistance Panels. Field office staff can reserve time with program experts identified by the Office of Recapitalization, Special Applications Center (SAC), Urban Revitalization Division, and Office of Housing Voucher Programs. These experts can discuss the various repositioning options with a PHA, enabling an informed decision about what strategy would best meet local needs. You can set up a time with a Panel through your local Field Office.
- We have also trained Repositioning Expeditors in most Field Offices. These Expeditors are available to help PHAs with their RAD, voluntary conversion, and demo/dispo applications.
- Understanding that these repositioning options are complex, particularly for small PHAs, the Department is working to provide the following starting late spring:
 - 1. Develop **training materials**, sample documents and other tools that help PHAs consider repositioning strategies and understand available options:
 - 2. Provide local **training sessions** to present available repositioning tools and considerations to address local affordable housing needs:
 - Develop an online training platform and training materials to help PHAs and their boards understand repositioning options and HUD requirements; and

4. Provide **direct technical assistance** to small PHAs (operating 250 or less assisted units) in how to start and sustain affordable housing strategies.

Our focus through these efforts is to help PHAs clearly understand the benefits and requirements of our various repositioning options and make an informed decision regarding what is best for their local housing needs. We look forward to supporting your efforts to preserve and reposition your affordable housing assets.

Many thanks,

Dominique Blom

Somingue Blu

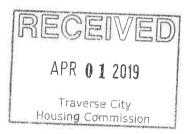
General Deputy Assistant Secretary

<u>pih@hud.gov</u> | 202,402.4100 hud.gov/pih 451 7th Street SW | Room 4100 Washington, DC 20410

We hope you enjoy receiving these messages from HUD's Office of Public and Indian Housing.

Public Housing Agency contact information is retrieved from HUD's Public Housing Information Center (PIC). If your agency's contact information is out of date, please update PIC with the correct contact information. We update our email lists from PIC twice a month, so you should see your change reflected after two weeks.

Thank you for furthering HUD's mission in the communities you serve.



New Apartments Include Spots for Young Adults Facing Homelessness

BY JORDAN TRAVIS March 30, 2019

TRAVERSE CITY — Construction continues on apartments in Traverse City that aim to be more affordable — and accommodate young adults facing homelessness.

East Bay Flats is partway done and has its first 12 tenants, Traverse City Housing Commission Executive Director Tony Lentych said. The motel suites-turned-apartments are a joint effort between the commission and investor Michigan Community Capital.

Most of the building's units are for anyone making 80 percent of the area median income — about \$17.25 an hour — or less, Lentych said.

Small studio apartments rent for \$695 per month and larger studio plus one-bedroom units go for \$990 monthly, rental listings show — Lentych said those figures include all utilities.

The housing commission checks applicants' income with their employer before approving a lease, housing commission Intake Coordinator Angie Szabo said. She's had to turn away a few applicants who didn't make enough, and she gets a few inquiries about the rentals every day.

Tenants won't have to move out if they get a raise, Lentych said.

These new apartments also are home for young adults with a specific need for housing, said Sarah Hughes, Northwest Michigan Community Action Agency's Youth Homeless Prevention Demonstration Project coordinator. They'll work with a mentor and case manager to transition into an independent life during their stay — up to two years.

Those who qualify are 18 through 24 years old and must either be homeless, in imminent danger of it or a victim of violence, Hughes said. Housing someone younger than 18 who's emancipated from their family or a ward of the state is possible, but not without considerably more planning to ensure they can meet program requirements.

Case managers meet with residents in the program weekly at first, then at least once a month, Hughes said. The resident mentor can work with them on life skills depending on need, from the basic like cooking and cleaning to job searches and more.

"We also help them find community support, good people who can surround them and help them in their independence," she said. "I even did tax returns with a couple of them."

Up to 15 of the building's 60 units will be available for the program, Lentych said.

The Youth Homeless Prevention Demonstration Program has five other houses or apartments scattered throughout Grand Traverse County, Hughes said.

Those 15 units will mean the program has more homes for participants, said Tina Allen, Northwest Michigan Coalition to End Homelessness coordinator.

Rents for residents under the demonstration program work differently. Hughes said the idea is to work with them so they can gradually afford to independently support themselves, including paying rent.

The U.S. Department of Housing and Urban Development funds those units, while the housing commission acts as landlord, Lentych said.

Hughes said there are five other houses or apartments across Grand Traverse County where program participants are staying.

Tina Allen, Northwest Michigan Coalition to End Homelessness coordinator, said those scattered sites plus the apartments at East Bay Flats go far to meet the needs of the area's young homeless population when combined with a new program: diversion.

That means working with people to prevent them from becoming homeless in the first place, Allen said. Case managers, for example, can work with family where a person is or recently was staying to ensure they can keep living there, she said.

The aim is to find the smallest intervention that works to get people out of homelessness, and to keep them out as well, Allen said.

Possible tenants for East Bay Flats and other demonstration program sites come from a list the coalition compiles, Allen said. Referrals from Goodwill Industries of Northern Michigan's Street Outreach, local schools and others are sorted by need, she said.

East Bay Flats residents in the demonstration program will get 30 months of case management after their two-year stay, Hughes said. That ensures that those who stay for the full two years still have help staying independent after they move out.

The program, and the overall conversion of a motel into residences, concern some residents who live nearby. Several at a April 2018 meeting wondered about whether those in the demonstration program would bring together young adults who would cause problems. Others said the apartment building overall would change the neighborhood character.

Mary Anderson said she's lived in a nearby home since 1973 and wishes the young adults the best. She recalled how she had a little help from her parents when she was starting out on her own.

But Anderson still is worried about the changing nature of her neighborhood, she said. Development has cost Traverse City a lot of its quaintness, she said. Full-time residents could bring a different set of problems, she said.

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"I guess the motel people are in and out, they don't stay, so you don't run into a lot of situations where there were problems down here," she said.

Lentych said he believes apartment residents will bring stability. Plus, demonstration program participants have people working with them who can address any problems, he said.

They'll have to follow rules that include a zero-tolerance policy for drugs and smoking on the premises, Hughes said. And they'll have the guidance to learn the skills that everyone needs to learn, she said. They've already shown their willingness to work out a few minor situations that have already cropped up typical of apartment living — loud noises late in the day, for example.

"It is true that a lot of them come from really difficult backgrounds, but that doesn't mean that they can't be good, productive members of our community," she said.

Pine Street Project Gets Easement

Search for Tenants is on, Memorial Day Announcement Possible

BY JORDAN TRAVIS April 5, 2019

TRAVERSE CITY — Owners of a half-empty piece of downtown Traverse City have a deal with Traverse City Housing Commission for a shared driveway.

That's left lot owners Joe Sarafa and Erik Falconer primed to work on signing tenants, Sarafa said. The developers need drawings for a proposed building ready for contractors to bid on by May 10, and could make an announcement by Memorial Day, he said.

"I'm hopeful that we break ground this summer," he said.

Both Sarafa and Falconer are members of Pine Street Development One, the company that requested the easement. Drawings show the agreement would make a shared drive out of a fire lane running just north of Riverview Terrace, the housing commission's 10-story tower of federally funded housing for older and disabled people.

The company wants to build two mixed-use buildings on land at the corner of Pine and West Front streets, Sarafa said — currently a parking lot leased by the city and vacant land. They recently split the land into two parcels to make the project an easier sell, he said. The company is working with a bank he declined to name, and the May 10 deadline is stipulated in a contract he couldn't discuss further, he said.

Housing Commission Executive Director Tony Lentych said Riverview Terrace and the potential future building would share a driveway, with Riverview Terrace eventually giving up its current curb cut. Pine Street's west side would then have two fewer driveways, he said. Housing commissioners approved the easement at a recent meeting.

Meeting documents show Pine Street Development One agreed to pay the cost of improving the fire lane, and would place \$120,000 in escrow to do so.

Lentych said the agreement would hold back \$50,000 for when the housing commission reconfigures Riverview Terrace's parking lot as part of planned rehabilitation work for the building in coming years. He viewed it as a good way to leverage land the housing commission must keep open according to fire codes. The improvements also will add a sidewalk Riverview Terrace residents can use, he said.

City Planner Russ Soyring requested a shared drive in 2015, he said. Fewer driveways make for safer roads for both drivers and pedestrians, and allows better traffic flow, he said.

The company's earlier proposal for the land — twin 96-foot-tall buildings — incensed city residents who oppose tall buildings and drew a legal challenge. That suit ended after state Court of Appeals judges sided with then-13th Circuit Court Judge Philip Rodgers ruling that city commissioners lacked evidence to back their approval of the project's special land use permit — since dropped.

The outcry culminated in city voters in 2016 adding a public vote requirement for any new construction in the city taller than 60 feet.

Plans are now five stories shorter, and differ from those shown in renderings the company provided in February 2017, Sarafa said.

Sarafa said he wants to build something allowable by right under city zoning — that is, 60 feet tall or shorter. Asking for the public to approve a taller building vote would be costly and time-consuming, he said.

"The third thing is, as a developer and as a builder you have to be cooperative, and that doesn't mean just cooperative with the city, it means cooperative with the neighbors, it means cooperative with the residents, it means a lot of things," he said.

A potential change to the city's required setbacks from the Boardman River would affect the project, Soyring said. Planning Commissioners at their meeting Tuesday set a May 7 public hearing to define the river's edge using the ordinary high water mark in several zoning districts, not the dock line as currently written.

That's because the dock line doesn't follow the actual river's edge so closely, as previously reported — Soyring said the dock line along the proposed project site goes through the water in places.

Sarafa said he wasn't aware of the possible impact, and that he probably wouldn't need to adjust plans for the project if city officials make the change.