



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, May 24, 2019 at 8:00 A.M.

LOCATION:

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



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**Traverse City
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MEETING AGENDA

May 24, 2019



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

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TCHousing.org

NOTICE

THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, MAY 24, 2019 AT 8:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: MAY 22, 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 PUBLIC HEARING ON PHA ANNUAL PLAN – CFP**
- III APPROVAL OF AGENDA**
- IV PUBLIC COMMENT**
- V 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 April 26, 2019 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for April 2019 for Public Housing & HCV / Section 8 Programs: Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for May 2019: Approval Recommended.*

D. *Review & Acceptance of Financial Statements for April 2019: Approval Recommended.*

VI COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: May 15, 2019
- B. Governance & Compliance Committee Meeting: May 16, 2019

VII STAFF & PROGRAM REPORTS

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

VIII OLD BUSINESS

- A. 2019 Consolidated Budget: Review of April 2019 (3rd Quarter)
- B. TCHC Policy Review Schedule: Review
- C. RAD: Update
- D. Shared Fire Lane / Drive with Pine Street Development One LLC: Recorded Document

IX NEW BUSINESS

- A. Memorandum Introducing TCHC By-Law Changes: No Action Required (First Reading)
- B. Resolution to Adopt TCHC Trespass Policy: Action Requested
- C. Resolution to Adopt TCHC Five-Year Plan for Capital Fund Program: Action Required
- D. Memorandum on FSS Distribution Request: Action Required
- E. Memorandum on Closed Session to Discuss Property Purchase per MCL 15.268(d)
- F. Memorandum on Closed Session to Discuss Attorney-Client Privileged Communications per MCL 15.268(e)

X CORRESPONDENCE

- A. April 26, 2019 Letter from State of Michigan DEGLE regarding Orchardview Townhomes
- B. April 30, 2019 Letter from HUD on Audit
- C. May 6, 2019 Record Eagle Article on DEGLE Letter
- D. May 11, 2019 Record Eagle Editorial on Orchardview

XI PUBLIC COMMENT

XII COMMISSIONER COMMENT

XIII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, June 28, 2019 at 8:00 A.M. This is our **ANNUAL MEETING.**



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

CONSENT AGENDA

April 26, 2019 Regular Meeting Minutes

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

Payment of Invoices for May 2019

Financial Statements for April 2019

DRAFT Meeting Minutes of the Traverse City Housing Commission
April 26, 2019

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

I ROLL CALL

The following Commissioners were present: Jim Friend, Heather Lockwood, Sarah Lucas, and Andy Smits. Commissioner Roger Putman joined the meeting at 8:18 A.M.

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

Residents: Norma Loper and Jeff Turner.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

General Comments: Norma Loper.

IV CONSENT AGENDA

Commissioner Friend moved (Lucas 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 March 22, 2019 Regular Commission Meeting.
- B. Meeting Minutes of the April 1, 2019 Special Commission Meeting.
- C. Schedule of Disbursements for March 2019 for Public Housing and Housing Choice Voucher Section 8 Programs.
- D. Payment of Invoices for April 2019.
- E. Financial Statements for March 2019.

V COMMITTEE REPORTS

- A. The meeting minutes from the April 23, 2019 Executive Committee meeting were presented and accepted.
- B. The meeting minutes from the April 18, 2019 Governance Committee meeting were presented and accepted.
- C. The meeting minutes from the April 4, 2019 Resident Advisory Board meeting were presented and accepted.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's April 2019 Report was presented and accepted.
- B. The April 2019 Family Self-Sufficiency Report was presented and briefly discussed.
- C. The April 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 there was a brief discussion.
- C. Staff provided a brief update on the RAD process and the monthly meetings be held for Riverview Terrace residents.
- D. Staff presented a memo and the final draft of the Reciprocal Easement Agreement for the shared drive/fire lane with Pine Street Development One, LLC. The Commission had a brief discussion about the document.

VIII NEW BUSINESS

- A. Staff presented a memo and a draft TCHC Maintenance Services Agreement for the provision of maintenance work at Elk Rapids Housing Commission (ERHC) properties. There was a brief discussion and staff noted that the agreement had been accepted by ERHC at their monthly meeting earlier in the month. It was noted that this contract was designed to align with the other contract which will also expire at the end of the ERHC Fiscal Year 2020 (September 30, 2020). After a review, Commissioner Lockwood moved (Lucas support) to adopt the Resolution to Provide Maintenance Services to the Elk Rapids Housing Commission as presented in the April 26, 2019 Board Packet.

Roll Call

Smits	Yes
Lockwood	Yes
Friend	Yes
Putman	Yes
Lucas	Yes

The resolution was adopted. It will be recorded as Resolution No. 2019-04.

IX CORRESPONDENCE

- Three items of correspondence were presented and accepted. These items were:
- 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

None.

XI COMMISSIONER COMMENT

Commissioner Putman informed the Commission that the 8th Street re-construction will begin on May 6, 2019.

Commissioner Lockwood inquired about media regarding East Bay Flats and staff informed the Commission that a new media program would begin within the week. This included some ads in local media outlets and an upgrade on Apartments.com.

XII **ADJOURNMENT**

Commissioner Putman moved (Smits support) to adjourn the meeting. The motion was unanimously approved and Commissioner Smits closed the meeting at 8:55 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 04/01/2019 To: 04/30/2019

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
04/03/2019	EFT	U.S. Dept. of HUD		18,250.00	109,733.00
04/04/2019	038640	Cardmember Service	1,572.51		108,160.49
04/04/2019	038641	McCardel Water Conditioning	26.00		108,134.49
04/04/2019	038642	Great Lakes Business Systems, Inc.	202.95		107,931.54
04/04/2019	038643	A T & T	365.00		107,566.54
04/04/2019	038644	Thomas P. Licavoli	870.00		106,696.54
04/04/2019	038645	City of Traverse City, Treasurer's	449.24		106,247.30
04/04/2019	038646	David Gourlay	41.68		106,205.62
04/04/2019	038647	Byte Productions, LLC	30.00		106,175.62
04/04/2019	038648	Aflac	217.10		105,958.52
04/04/2019	038649	Housing Authority Accounting	1,099.41		104,859.11
04/04/2019	038650	Spectrum Business	184.98		104,674.13
04/04/2019	038651	Verizon Wireless	30.51		104,643.62
04/04/2019	038652	Justin Sailors	32.88		104,610.74
04/04/2019	038653	Mcgough's	293.75		104,316.99
04/04/2019	038653	**VOID** Mcgough's	(293.75)		104,610.74
04/04/2019	038654	MailFinance	149.85		104,460.89
04/04/2019	038655	Priority Health	4,401.81		100,059.08
04/04/2019	038656	Grand Traverse Cty. Treasurer	56.07		100,003.01
04/04/2019	038657	R.W. Popp Excavating, Inc.	240.00		99,763.01
04/04/2019	038658	MAX'S SERVICE	102.00		99,661.01
04/04/2019	038659	Grand Traverse County DPW	483.00		99,178.01
04/04/2019	038660	Spectrum Business	3,471.64		95,706.37
04/04/2019	038661	Angela Szabo	192.78		95,513.59
04/04/2019	038662	Wilmar	216.77		95,296.82
04/04/2019	038663	Allen Supply	225.00		95,071.82
04/04/2019	038664	Ace Hardware	67.13		95,004.69
04/04/2019	038665	Kendall Electric Inc	51.66		94,953.03
04/04/2019	038666	TC Millworks	45.00		94,908.03
04/04/2019	038667	Northwest Lock, Inc.	72.50		94,835.53
04/04/2019	038668	D & W Mechanical	1,192.50		93,643.03
04/04/2019	038669	DTE ENERGY	323.01		93,320.02
04/04/2019	038670	Dolly's Best Inc.	2,065.00		91,255.02

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 04/01/2019 To: 04/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
04/05/2019	DEP			13,296.00	104,551.02
04/05/2019	038671	City Of Traverse City	81.20		104,469.82
04/05/2019	038672	DTE ENERGY	34.80		104,435.02
04/05/2019	038673	Chemical Bank	613.31		103,821.71
04/08/2019	DEP			3,974.00	107,795.71
04/09/2019	ADJST	Alisa Kroupa	1,278.55		106,517.16
04/09/2019	ADJST	Anthony Lentych	2,415.50		104,101.66
04/09/2019	ADJST	Michelle Reardon	1,501.67		102,599.99
04/09/2019	ADJST	Angela N. Szabo	950.89		101,649.10
04/09/2019	ADJST	Joseph Battaglia	298.91		101,350.19
04/09/2019	ADJST	Charles Edwards	1,009.60		100,340.59
04/09/2019	ADJST	Joseph Frawley	1,314.37		99,026.22
04/09/2019	ADJST	David Gourlay	975.93		98,050.29
04/09/2019	ADJST	Justin Sailors	282.49		97,767.80
04/09/2019	ADJST	Chemical Bank	183.57		97,584.23
04/09/2019	EFT	Principal Life Insurance Co.	841.90		96,742.33
04/12/2019	EFT	Internal Revenue Service	2,976.60		93,765.73
04/15/2019	DEP			15,167.07	108,932.80
04/15/2019	DEP			215.00	109,147.80
04/18/2019	038674	SAM'S CLUB	772.59		108,375.21
04/18/2019	038675	Home Depot Credit Services	1,017.11		107,358.10
04/18/2019	038676	Sherwin Williams Co.	66.62		107,291.48
04/18/2019	038677	Ace Welding & Machine Inc	66.00		107,225.48
04/18/2019	038678	Vision Service Plan	72.09		107,153.39
04/19/2019	038679	Priority Health	5,134.89		102,018.50
04/19/2019	038680	Thomas P. Licavoli	2,470.00		99,548.50
04/19/2019	038681	Roto-Rooter	25.00		99,523.50
04/19/2019	038682	Safety Net	861.90		98,661.60
04/19/2019	038683	Staples Business Advantage	20.27		98,641.33
04/19/2019	038684	Aflac	217.10		98,424.23
04/19/2019	038685	A T & T	170.25		98,253.98
04/19/2019	038686	Kuhn Rogers PLC	2,008.50		96,245.48
04/19/2019	038687	Elmer's	1,000.00		95,245.48
04/19/2019	038688	Environmental Pest Control	270.00		94,975.48
04/19/2019	038689	AmRent	106.20		94,869.28
04/19/2019	038690	D & W Mechanical	1,873.03		92,996.25
04/19/2019	038691	CynergyComm.net,Inc	9.64		92,986.61
04/19/2019	038692	Joseph Frawley	168.15		92,818.46
04/19/2019	038693	Integrated Payroll Services, Inc.	110.90		92,707.56
04/19/2019	038694	Republic Services #239	1,066.64		91,640.92

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 04/01/2019 To: 04/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
04/19/2019	038695	City Of Traverse City	13,709.05		77,931.87
04/19/2019	038696	DTE ENERGY	1,774.05		76,157.82
04/19/2019	038697	Holiday Fleet	27.24		76,130.58
04/22/2019	EFT	State Of Michigan	880.37		75,250.21
04/23/2019	ADJST	Alisa Kroupa	1,278.55		73,971.66
04/23/2019	ADJST	Anthony Lentych	2,415.48		71,556.18
04/23/2019	ADJST	Michelle Reardon	1,530.03		70,026.15
04/23/2019	ADJST	Angela N. Szabo	950.89		69,075.26
04/23/2019	ADJST	Joseph Battaglia	258.28		68,816.98
04/23/2019	ADJST	Charles Edwards	1,164.41		67,652.57
04/23/2019	ADJST	Joseph Frawley	1,344.11		66,308.46
04/23/2019	ADJST	David Gourlay	975.92		65,332.54
04/23/2019	ADJST	Justin Sailors	364.52		64,968.02
04/23/2019	ADJST	Chemical Bank	183.57		64,784.45
04/23/2019	EFT	Principal Life Insurance Co.	844.22		63,940.23
04/26/2019	EFT	Internal Revenue Service	3,072.85		60,867.38
04/26/2019	DEP			1,751.00	62,618.38
04/26/2019	DEP			278.75	62,897.13
04/30/2019	EFT	Principal Life Insurance Co.	550.00		62,347.13
04/30/2019	ADJST	Chemical Bank		28.57	62,375.70
Total:			91,554.45	89,534.54	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 04/01/2019 To: 04/30/2019

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 Ansoerge	1,250.00		180,022.91
04/01/2019	000228	Anthony Ansoerge	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
04/01/2019	000228	Chris R. Frank	926.00		151,410.91
04/01/2019	000228	Central Lake Townhouses	395.00		151,015.91
04/01/2019	000228	Cherrywood Village Farms, Inc.	2,305.00		148,710.91
04/01/2019	000228	Douglas A. Chichester	615.00		148,095.91
04/01/2019	000228	Davis Investment Properties, LLC	671.00		147,424.91
04/01/2019	000228	Jack V. Dean	417.00		147,007.91
04/01/2019	000228	Ronald M. Dean	14.00		146,993.91
04/01/2019	000228	Zachary Duell	1,200.00		145,793.91
04/01/2019	000228	East Bay Properties	584.00		145,209.91
04/01/2019	000228	Shirley Farrell	827.00		144,382.91
04/01/2019	000228	Five P Enterprises, LLC	466.00		143,916.91
04/01/2019	000228	Rent Leelanau, LLC	668.00		143,248.91
04/01/2019	000228	Lisa Forbes	531.00		142,717.91
04/01/2019	000228	Mabel Foust	446.00		142,271.91
04/01/2019	000228	Michael Glowacki	707.00		141,564.91
04/01/2019	000228	David Grzesiek	395.00		141,169.91
04/01/2019	000228	Habitat for Humanity	340.00		140,829.91
04/01/2019	000228	Matthew Hamminga	1,200.00		139,629.91
04/01/2019	000228	Harbour Ridge Apts	1,187.00		138,442.91
04/01/2019	000228	Leonard Herman	524.00		137,918.91

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 04/01/2019 To: 04/30/2019

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		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
04/01/2019	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
04/01/2019	000228	Village Apartments LDHA	542.00		105,474.53

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 04/01/2019 To: 04/30/2019

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	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2019 To: 05/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2019	DEP			592.00	62,967.70
05/02/2019	EFT	U.S. Dept. of HUD		18,249.00	81,216.70
05/02/2019	EFT	U.S. Dept. of HUD		5,602.00	86,818.70
05/02/2019	DEP			14,968.36	101,787.06
05/02/2019	DEP			1,052.00	102,839.06
05/02/2019	038698	Kendall Electric Inc	40.60		102,798.46
05/02/2019	038699	Ace Hardware	186.32		102,612.14
05/02/2019	038700	DTE ENERGY	237.60		102,374.54
05/02/2019	038701	Lautner Irrigation	662.88		101,711.66
05/03/2019	DEP			17,513.00	119,224.66
05/03/2019	EFT	T Mobile		2,404.00	121,628.66
05/06/2019	DEP			10,898.63	132,527.29
05/06/2019	DEP			2,402.00	134,929.29
05/06/2019	038702	Allen Supply	69.76		134,859.53
05/06/2019	038703	Northern Greenlawn	495.00		134,364.53
05/06/2019	038704	Total Attention	2,576.41		131,788.12
05/06/2019	038705	D & W Mechanical	1,585.68		130,202.44
05/07/2019	ADJST	Alisa Kroupa	1,278.55		128,923.89
05/07/2019	ADJST	Anthony Lentych	2,415.50		126,508.39
05/07/2019	ADJST	Michelle Reardon	1,501.67		125,006.72
05/07/2019	ADJST	Angela N. Szabo	950.89		124,055.83
05/07/2019	ADJST	Joseph Battaglia	298.91		123,756.92
05/07/2019	ADJST	Charles Edwards	1,019.60		122,737.32
05/07/2019	ADJST	Joseph Frawley	1,192.82		121,544.50
05/07/2019	ADJST	David Gourlay	1,010.18		120,534.32
05/07/2019	ADJST	Justin Sailors	359.04		120,175.28
05/07/2019	ADJST	Chemical Bank	183.57		119,991.71
05/07/2019	EFT	Principal Life Insurance Co.	841.90		119,149.81
05/07/2019	038706	Great Lakes Business Systems, Inc.	220.59		118,929.22
05/07/2019	038707	Grand Traverse County DPW	483.00		118,446.22
05/07/2019	038708	A T & T	364.53		118,081.69
05/07/2019	038709	City Of Traverse City	159.69		117,922.00
05/07/2019	038710	Barton Carroll's Inc	72.00		117,850.00
05/07/2019	038711	HDS, LLC	145.00		117,705.00
05/07/2019	038712	Northwest Lock, Inc.	13.00		117,692.00
05/07/2019	038713	Housing Authority Accounting	1,369.41		116,322.59
05/07/2019	038714	Engineered Protection Systems Inc	127.26		116,195.33
05/07/2019	038715	Byte Productions, LLC	30.00		116,165.33
05/07/2019	038716	Grand Traverse Cty. Treasurer	56.07		116,109.26
05/07/2019	038717	Verizon Wireless	33.56		116,075.70

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2019 To: 05/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/07/2019	038718	DTE ENERGY	8.61		116,067.09
05/07/2019	038719	Justin Sailors	45.35		116,021.74
05/07/2019	038720	Charles Edwards	457.96		115,563.78
05/07/2019	038721	David Gourlay	87.29		115,476.49
05/07/2019	038722	Cardmember Service	1,232.29		114,244.20
05/07/2019	038722	**VOID** Cardmember Service	(1,232.29)		115,476.49
05/07/2019	038723	City Of Traverse City	81.20		115,395.29
05/07/2019	038724	DTE ENERGY	34.80		115,360.49
05/08/2019	038725	Spectrum Business	184.98		115,175.51
05/08/2019	038726	Vision Service Plan	83.20		115,092.31
05/08/2019	038727	TC Millworks	1,500.00		113,592.31
05/08/2019	038728	Cardmember Service	1,090.43		112,501.88
05/10/2019	EFT	Internal Revenue Service	2,968.18		109,533.70
05/14/2019	DEP			1,130.00	110,663.70
05/14/2019	DEP			347.00	111,010.70
05/14/2019	DEP			764.00	111,774.70
05/17/2019	038729	Michelle Reardon	226.02		111,548.68
05/17/2019	038730	Safety Net	864.00		110,684.68
05/17/2019	038731	SAM'S CLUB	492.88		110,191.80
05/17/2019	038732	Charles Edwards	160.66		110,031.14
05/17/2019	038733	Home Depot Credit Services	697.29		109,333.85
05/17/2019	038734	Wilmar	1,701.53		107,632.32
05/17/2019	038735	Staples Business Advantage	127.93		107,504.39
05/17/2019	038736	Joseph Frawley	215.58		107,288.81
05/17/2019	038737	Traverse City Business News	35.00		107,253.81
05/17/2019	038738	Allen Supply	25.02		107,228.79
05/17/2019	038739	Anthony Lentych	213.09		107,015.70
05/17/2019	038740	Ace Welding & Machine Inc	75.19		106,940.51
05/17/2019	038741	CynergyComm.net,Inc	10.15		106,930.36
05/17/2019	038742	Thomas P. Licavoli	870.00		106,060.36
05/17/2019	038743	Environmental Pest Control	290.00		105,770.36
05/17/2019	038744	Aflac	217.10		105,553.26
05/17/2019	038745	Speedwrench, Inc.	375.00		105,178.26
05/17/2019	038746	City of Traverse City, Treasurer's	414.71		104,763.55
05/17/2019	038747	Traverse City Record Eagle	93.20		104,670.35
05/17/2019	038748	McCardel Water Conditioning	8.00		104,662.35
05/17/2019	038749	Kuhn Rogers PLC	1,130.90		103,531.45
05/17/2019	038750	A T & T	175.42		103,356.03
05/17/2019	038751	DTE ENERGY	1,162.19		102,193.84
05/17/2019	038752	Northwest Lock, Inc.	16.50		102,177.34

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2019 To: 05/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/17/2019	038753	Snap Printing	160.00		102,017.34
05/17/2019	038754	City Of Traverse City	10,794.98		91,222.36
05/17/2019	038755	Spectrum Business	3,471.64		87,750.72
05/17/2019	038756	AmRent	212.40		87,538.32
05/17/2019	038757	Integrated Payroll Services, Inc.	112.90		87,425.42
05/17/2019	038758	South Cedar Chimney Sweep	1,365.00		86,060.42
05/17/2019	038759	D & W Mechanical	989.90		85,070.52
05/17/2019	038760	DTE ENERGY	46.56		85,023.96
05/17/2019	038761	Republic Services #239	1,319.14		83,704.82
05/20/2019	EFT	State Of Michigan	962.46		82,742.36
05/20/2019	038762	Vision Service Plan	83.20		82,659.16
05/20/2019	038763	Priority Health	4,646.17		78,012.99
Total:			60,284.70	75,921.99	

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 05/01/2019 To: 05/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2019	EFT	U.S. Dept. of HUD		8,116.00	78,211.97
05/01/2019	EFT	U.S. Dept. of HUD		99,977.00	178,188.97
05/01/2019	ADJST	PNC Bank	77.80		178,111.17
05/01/2019	000229	TC Commons I LDHA, LLC	258.00		177,853.17
05/01/2019	000229	Jeana Aiken	562.00		177,291.17
05/01/2019	000229	Dustin Ansoerge	1,250.00		176,041.17
05/01/2019	000229	Anthony Ansoerge	796.00		175,245.17
05/01/2019	000229	Ayers Investment Properties LLC	728.00		174,517.17
05/01/2019	000229	B & R RENTALS, LLC	778.00		173,739.17
05/01/2019	000229	Bay Front Apartments	359.00		173,380.17
05/01/2019	000229	Bay Hill Housing LDHALP	6,734.00		166,646.17
05/01/2019	000229	Bay Hill II	7,974.00		158,672.17
05/01/2019	000229	Elizabeth Beckett	312.00		158,360.17
05/01/2019	000229	Bellaire Senior Apartments	351.00		158,009.17
05/01/2019	000229	Brookside Commons LDHA, LP	3,046.00		154,963.17
05/01/2019	000229	Brown Elder Apartments LLC	177.00		154,786.17
05/01/2019	000229	Irma Jean Brownley	788.00		153,998.17
05/01/2019	000229	Rebecca Carmien	288.00		153,710.17
05/01/2019	000229	Carson Square	5,814.00		147,896.17
05/01/2019	000229	Chris R. Frank	926.00		146,970.17
05/01/2019	000229	Central Lake Townhouses	397.00		146,573.17
05/01/2019	000229	Cherrywood Village Farms, Inc.	2,305.00		144,268.17
05/01/2019	000229	Douglas A. Chichester	615.00		143,653.17
05/01/2019	000229	Davis Investment Properties, LLC	671.00		142,982.17
05/01/2019	000229	Jack V. Dean	417.00		142,565.17
05/01/2019	000229	Ronald M. Dean	14.00		142,551.17
05/01/2019	000229	Zachary Duell	1,200.00		141,351.17
05/01/2019	000229	East Bay Properties	584.00		140,767.17
05/01/2019	000229	Shirley Farrell	827.00		139,940.17
05/01/2019	000229	Five P Enterprises, LLC	466.00		139,474.17
05/01/2019	000229	Rent Leelanau, LLC	668.00		138,806.17
05/01/2019	000229	Lisa Forbes	531.00		138,275.17
05/01/2019	000229	Mabel Foust	446.00		137,829.17
05/01/2019	000229	Frankfort Housing LDHA LP	297.00		137,532.17
05/01/2019	000229	Michael Glowacki	707.00		136,825.17
05/01/2019	000229	David Grzesiek	393.00		136,432.17
05/01/2019	000229	Habitat for Humanity	340.00		136,092.17
05/01/2019	000229	Matthew Hamminga	1,200.00		134,892.17
05/01/2019	000229	Harbour Ridge Apts	1,187.00		133,705.17
05/01/2019	000229	Leonard Herman	524.00		133,181.17

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2019 To: 05/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2019	000229	Hillview Terrace	1,916.00		131,265.17
05/01/2019	000229	Josh Hollister	403.00		130,862.17
05/01/2019	000229	HomeStretch	3,058.00		127,804.17
05/01/2019	000229	Nancy Irish	572.00		127,232.17
05/01/2019	000229	Donna Kalchik	304.00		126,928.17
05/01/2019	000229	Kalkaska Woods Limited Partnership	302.00		126,626.17
05/01/2019	000229	Bruce W. Korson	420.00		126,206.17
05/01/2019	000229	Lake Pointe Acquisitions LLC.	307.00		125,899.17
05/01/2019	000229	Sidney Lammers	397.00		125,502.17
05/01/2019	000229	John J. Lewis	310.00		125,192.17
05/01/2019	000229	Don E. Lint	502.00		124,690.17
05/01/2019	000229	Maret Sabourin	514.00		124,176.17
05/01/2019	000229	Sue Martin	658.00		123,518.17
05/01/2019	000229	Meadowrun-Mancelona Rd 207 LHDA	525.00		122,993.17
05/01/2019	000229	Robert J. Mork	390.00		122,603.17
05/01/2019	000229	Kim Lien Thi Nguyen	974.00		121,629.17
05/01/2019	000229	Oak Park Apts	1,361.00		120,268.17
05/01/2019	000229	Oak Terrace Apts	720.00		119,548.17
05/01/2019	000229	Daniel G. Pohlman	1,076.00		118,472.17
05/01/2019	000229	Douglas L. Porter	418.00		118,054.17
05/01/2019	000229	Timothy Rice	340.00		117,714.17
05/01/2019	000229	Sabin Pond Apartments LLC	113.00		117,601.17
05/01/2019	000229	Eldon Schaub	384.00		117,217.17
05/01/2019	000229	Mike & Melissa Schichtel	1,100.00		116,117.17
05/01/2019	000229	Sherwin Rentals	1,212.00		114,905.17
05/01/2019	000229	Samuel Shore	986.00		113,919.17
05/01/2019	000229	Gerald Sieggreen	741.00		113,178.17
05/01/2019	000229	SILVER SHORES MHC	3,959.00		109,219.17
05/01/2019	000229	Mark & Cheryl Snyder	497.00		108,722.17
05/01/2019	000229	Ryan Storey	360.00		108,362.17
05/01/2019	000229	22955 Investments LLC	2,362.00		106,000.17
05/01/2019	000229	Traverse City Property Management	454.00		105,546.17
05/01/2019	000229	TCR Investments, LLC	819.00		104,727.17
05/01/2019	000229	TCWFH	1,376.00		103,351.17
05/01/2019	000229	Wendy Teagan	502.00		102,849.17
05/01/2019	000229	TEAMCO PROPERTIES	667.00		102,182.17
05/01/2019	000229	TOS Holdings, LLC	781.00		101,401.17
05/01/2019	000229	Tradewinds Terrace Apts	299.00		101,102.17
05/01/2019	000229	Village Apartments LDHA	387.00		100,715.17
05/01/2019	000229	Village Glen Apartments	7,958.00		92,757.17

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 05/01/2019 To: 05/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2019	000229	Village View Housing LHDA LP	1,175.00		91,582.17
05/01/2019	000229	Village Woods	1,576.00		90,006.17
05/01/2019	000229	Wagner Asset Group at Ninth Street,	732.00		89,274.17
05/01/2019	000229	Paul Wheelock	602.00		88,672.17
05/01/2019	000229	Susette Redman Wilson	1,000.00		87,672.17
05/01/2019	000229	Woda Boardman Lake LDHA.LP	1,472.00		86,200.17
05/01/2019	000229	Woodland Shores Properties, LLC	492.00		85,708.17
05/01/2019	000229	Woodmere Ridge Apartments LDHA	4,767.00		80,941.17
05/01/2019	000229	Wyatt Road Apartment Company	570.00		80,371.17
05/01/2019	000229	Theodore V. Zachman	887.00		79,484.17
05/01/2019	000229	Barb Zupin	493.00		78,991.17
05/06/2019	DEP			100.00	79,091.17
05/17/2019	023130	Cherryland Electric Cooperative	144.50		78,946.67
05/17/2019	023131	City Of Traverse City	147.10		78,799.57
05/17/2019	023132	Consumers Energy	81.20		78,718.37
05/17/2019	023133	DTE ENERGY	280.20		78,438.17
05/17/2019	023134	Lisa L. Forbes	14.00		78,424.17
05/17/2019	023135	Traverse City Housing Commission	12,354.57		66,069.60
Total:			112,219.37	108,193.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2019

	1 Month Ended		10 Months Ended		BUDGET	*OVER/UNDER
	<u>April 30, 2019</u>		<u>April 30, 2019</u>			
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$ 32,166.00	\$	319,249.00	\$	435,000	\$ 115,751.00
3110.2 - Dwelling Rental-Proj. 2	5,347.00		54,494.00		0	(54,494.00)
3120 - Excess Utilities	119.00		1,373.18		0	(1,373.18)
3190 - Nondwelling Rental	7,381.03		75,124.64		71,900	(3,224.64)
Total Rental Income	<u>\$ 45,013.03</u>	\$	<u>450,240.82</u>	\$	<u>506,900</u>	<u>\$ 56,659.18</u>
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$ 18,250.00	\$	203,070.00	\$	250,000	\$ 46,930.00
Total HUD PHA GRANTS	<u>\$ 18,250.00</u>	\$	<u>203,070.00</u>	\$	<u>250,000</u>	<u>\$ 46,930.00</u>
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$ 211.93	\$	2,204.10	\$	2,500	\$ 295.90
3690 - Tenant Income	256.00		3,544.58		6,000	2,455.42
3690.1 - Non-Tenant Income	5,212.34		34,174.69		15,400	(18,774.69)
3690.2 - Tenant Income-Cable	2,175.00		22,638.00		29,200	6,562.00
3692 - Management Fee - TAHDC	0.00		4,118.97		0	(4,118.97)
Total Nonrental Income	<u>\$ 7,855.27</u>	\$	<u>66,680.34</u>	\$	<u>53,100</u>	<u>\$ (13,580.34)</u>
Total Operating Income	<u>\$ 71,118.30</u>	\$	<u>719,991.16</u>	\$	<u>810,000</u>	<u>\$ 90,008.84</u>
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 9,815.82	\$	105,901.90	\$	136,780	\$ 30,878.10
4130 - Legal Expense	2,008.50		7,242.99		17,000	9,757.01
4140 - Staff Training	336.00		525.00		6,300	5,775.00
4150 - Travel Expense	435.49		5,027.02		4,200	(827.02)
4170 - Accounting Fees	450.16		5,176.60		7,000	1,823.40
4171 - Auditing	0.00		4,200.00		4,000	(200.00)
4182 - Employee Benefits - Admin	3,867.51		35,868.90		50,430	14,561.10
4185 - Telephone	681.02		6,775.18		7,500	724.82
4190.1 - Publications	0.00		423.00		800	377.00
4190.2 - Membership Dues and Fees	30.20		1,131.02		1,000	(131.02)
4190.3 - Admin. Service Contracts	1,726.85		12,842.76		23,800	10,957.24
4190.4 - Office Supplies	89.76		1,853.23		4,200	2,346.77
4190.5 - Other Sundry Expense	26.00		10,999.49		13,640	2,640.51
4190.6 - Advertising	0.00		275.00		1,500	1,225.00
Total Administration	<u>\$ 19,467.31</u>	\$	<u>198,242.09</u>	\$	<u>278,150</u>	<u>\$ 79,907.91</u>
Tenant Services						
4220 - Rec., Pub., & Other Services	\$ 278.64	\$	7,761.12	\$	8,575	\$ 813.88
4230 - Cable TV-Tenants	3,471.64		33,737.23		37,460	3,722.77
Total Tenant Services	<u>\$ 3,750.28</u>	\$	<u>41,498.35</u>	\$	<u>46,035</u>	<u>\$ 4,536.65</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2019

	1 Month Ended	10 Months Ended		
	<u>April 30, 2019</u>	<u>April 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 1,311.80	\$ 16,648.77	\$ 16,500	\$ (148.77)
4320 - Electricity	12,880.25	106,620.19	150,000	43,379.81
4330 - Gas	1,955.95	18,858.12	15,500	(3,358.12)
Total Utilities	<u>\$ 16,148.00</u>	<u>\$ 142,127.08</u>	<u>\$ 182,000</u>	<u>\$ 39,872.92</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 11,112.94	\$ 106,066.06	\$ 97,540	\$ (8,526.06)
4420 - Materials	2,408.05	30,960.74	25,000	(5,960.74)
4430.02 - Heating & Cooling Contracts	2,768.53	5,509.53	6,000	490.47
4430.03 - Snow Removal Contracts	1,240.00	6,453.25	4,000	(2,453.25)
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	3,565.00	32,318.24	18,000	(14,318.24)
4430.07 - Electrical Contracts	0.00	246.34	1,000	753.66
4430.08 - Plumbing Contracts	322.00	5,032.97	1,000	(4,032.97)
4430.09 - Extermination Contracts	270.00	3,785.00	3,000	(785.00)
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	2,065.00	14,787.67	10,000	(4,787.67)
4430.12 - Misc. Contracts	147.00	4,896.68	10,000	5,103.32
4431 - Garbage Removal	1,066.64	7,505.96	10,500	2,994.04
4433 - Employee Benefits - Maint.	5,510.23	34,312.47	35,620	1,307.53
Total Ordinary Maint. & Oper	<u>\$ 30,475.39</u>	<u>\$ 287,012.99</u>	<u>\$ 243,460</u>	<u>\$ (43,552.99)</u>
General Expense				
4510 - Insurance	\$ 2,680.18	\$ 26,772.44	\$ 30,600	\$ 3,827.56
4520 - Payment in Lieu of Taxes	2,041.67	20,155.03	23,000	2,844.97
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4570 - Collection Losses	(72.00)	(72.00)	5,000	5,072.00
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
Total General Expense	<u>\$ 4,649.85</u>	<u>\$ 46,855.47</u>	<u>\$ 89,600</u>	<u>\$ 42,744.53</u>
Total Routine Expense	<u>\$ 74,490.83</u>	<u>\$ 715,735.98</u>	<u>\$ 839,245</u>	<u>\$ 123,509.02</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.2 - Materials	\$ 139.98	\$ 1,398.18	\$ 0	\$ (1,398.18)
4610.3 - Contract Costs	0.00	2,898.75	10,000	7,101.25
Total Extraordinary Maintenance	<u>\$ 139.98</u>	<u>\$ 4,296.93</u>	<u>\$ 10,000</u>	<u>\$ 5,703.07</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 139.98</u>	<u>\$ 4,296.93</u>	<u>\$ 10,000</u>	<u>\$ 5,703.07</u>
Total Operating Expenses	<u>\$ 74,630.81</u>	<u>\$ 720,032.91</u>	<u>\$ 849,245</u>	<u>\$ 129,212.09</u>
Operating Income (Loss)	<u>\$ (3,512.51)</u>	<u>\$ (41.75)</u>	<u>\$ (39,245)</u>	<u>\$ (39,203.25)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 20,611.45	\$ 207,198.99	\$ 0	\$ (207,198.99)
Total Depreciation Expense	<u>\$ 20,611.45</u>	<u>\$ 207,198.99</u>	<u>\$ 0</u>	<u>\$ (207,198.99)</u>

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2019**

	<u>1 Month Ended</u>		<u>10 Months Ended</u>			
	<u>April 30, 2019</u>		<u>April 30, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
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		0.00		31,306.25	25,000	(6,306.25)
7590 - Operating Expenditures-Contra		0.00		(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)	<u>\$</u>	<u>(3,512.51)</u>	<u>\$</u>	<u>(34,921.00)</u>	<u>\$ (173,545)</u>	<u>\$ (138,624.00)</u>
GAAP Net Income (Loss)	<u>\$</u>	<u>(24,123.96)</u>	<u>\$</u>	<u>(207,240.74)</u>	<u>\$ 45,055</u>	<u>\$ 252,295.74</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2019**

	1 Month Ended	10 Months Ended		
	<u>April 30, 2019</u>	<u>April 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 761.28	\$ 0	\$ (761.28)
3603 - Number of Unit Months	(183.00)	(1,751.00)	0	1,751.00
3604 - Unit Months - Contra	183.00	1,751.00	0	(1,751.00)
Total Operating Reserve Income	\$ 50.00	\$ 761.28	\$ 0	\$ (761.28)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 96,054.00	\$ 892,062.00	\$ 0	\$ (892,062.00)
3411 - Admin Fee Funding	8,116.00	84,845.00	0	(84,845.00)
Total HUD PHA GRANTS	\$ 104,170.00	\$ 976,907.00	\$ 0	\$ (976,907.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 104,220.00	\$ 977,668.28	\$ 0	\$ (977,668.28)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,137.76	\$ 33,789.18	\$ 40,790	\$ 7,000.82
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	0.00	501.45	500	(1.45)
4140 - Staff Training	144.00	225.00	2,700	2,475.00
4150 - Travel Expense	0.00	1,699.70	1,800	100.30
4170 - Accounting Fees	649.25	6,695.00	8,000	1,305.00
4171 - Auditing	0.00	1,800.00	3,000	1,200.00
4182 - Employee Benefits - Admin	1,268.16	11,713.06	17,195	5,481.94
4185 - Telephone	135.43	1,472.07	3,200	1,727.93
4190 - Administrative Sundry	0.00	423.00	0	(423.00)
4190.1 - Publications	0.00	0.00	500	500.00
4190.2 - Membership Dues and Fees	30.19	981.57	1,000	18.43
4190.3 - Admin. Service Contracts	740.06	5,081.86	10,200	5,118.14
4190.4 - Office Supplies	38.47	749.02	2,200	1,450.98
4190.5 - Other Sundry Expense	77.80	9,512.65	5,460	(4,052.65)
4190.6 - Advertising	0.00	180.17	0	(180.17)
Total Administration	\$ 6,221.12	\$ 74,823.73	\$ 96,295	\$ 21,471.27
General Expense				
4590 - Other General Expense	\$ 34.38	\$ 343.80	\$ 0	\$ (343.80)
Total General Expense	\$ 34.38	\$ 343.80	\$ 0	\$ (343.80)
Total Routine Expense	\$ 6,255.50	\$ 75,167.53	\$ 96,295	\$ 21,127.47

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2019**

	<u>1 Month Ended</u> <u>April 30, 2019</u>	<u>10 Months Ended</u> <u>April 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 94,505.00	\$ 883,608.00	\$ 0	\$ (883,608.00)
4715.3 - HAP - Non-Elderly Disabled	1,823.00	19,487.00	0	(19,487.00)
4715.4 - HAP - Utility Allowances	786.00	7,108.00	0	(7,108.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(721.29)	0	721.29
4715.6 - HAP - Homeownership	1,159.00	11,870.00	0	(11,870.00)
4715.61 - HAP-Homeownership URP	14.00	140.00	0	(140.00)
4715.8 - HAP - Portable Paying Out	817.00	8,214.00	0	(8,214.00)
4715.9 - HAP - Portable Receiving	492.00	3,188.00	0	(3,188.00)
4719 - HAP - FSS Escrow	3,154.00	34,349.83	0	(34,349.83)
4719.1 - FSS Forfeitures	0.00	(7,838.97)	0	7,838.97
Total HAP Payments	<u>\$ 102,700.00</u>	<u>\$ 959,404.57</u>	<u>\$ 0</u>	<u>\$ (959,404.57)</u>
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 108,955.50	\$ 1,034,572.10	\$ 96,295	\$ (938,277.10)
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ (4,735.50)</u>	<u>\$ (56,903.82)</u>	<u>\$ (96,295)</u>	<u>\$ (39,391.18)</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 1,860.50</u>	<u>\$ 9,677.47</u>	<u>\$ (96,295)</u>	<u>\$ (105,972.47)</u>

Analysis of Funding

A.C. Received: April 30, 2019

3410 - HAP Funding

10 Months Ended
April 30, 2019
\$ 892,062.00

A.C. Earned

4715.1 - HAP - Occupied Units	883,608.00
4715.3 - HAP - Non-Elderly Disabled	19,487.00
4715.4 - HAP - Utility Allowances	7,108.00
4715.5 - HAP - Fraud Recovery	(721.29)
4715.6 - HAP - Homeownership	11,870.00
4715.61 - HAP-Homeownership URP	140.00
4715.8 - HAP - Portable Paying Out	8,214.00
4715.9 - HAP - Portable Receiving	3,188.00
4719 - HAP - FSS Escrow	34,349.83
4719.1 - FSS Forfeitures	(7,838.97)

Total Funding Required

\$ 959,404.57

Over/(Under) Funding

\$ (67,342.57)

RNP as of: April 30, 2019

\$ (71,201.57)

UNP as of: April 30, 2019

\$ 122,124.36

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2019**

	1 Month Ended	10 Months Ended		
	<u>April 30, 2019</u>	<u>April 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	\$ 5,602.00	\$ 44,816.00	\$ 0	\$ (44,816.00)
Total HUD PHA GRANTS	\$ 5,602.00	\$ 44,816.00	\$ 0	\$ (44,816.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 5,602.00</u>	<u>\$ 44,816.00</u>	<u>\$ 0</u>	<u>\$ (44,816.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,701.50	\$ 39,838.30	\$ 55,800	\$ 15,961.70
4182 - Employee Benefits - Admin	1,850.17	17,902.11	19,070	1,167.89
4190.1 - Publications	0.00	433.00	0	(433.00)
Total Administration	<u>\$ 5,551.67</u>	<u>\$ 58,173.41</u>	<u>\$ 74,870</u>	<u>\$ 16,696.59</u>
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 5,551.67	\$ 58,173.41	\$ 74,870	\$ 16,696.59

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2019**

	<u>1 Month Ended</u> <u>April 30, 2019</u>	<u>10 Months Ended</u> <u>April 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 5,551.67	\$ 58,173.41	\$ 74,870	\$ 16,696.59
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 50.33</u>	<u>\$ (13,357.41)</u>	<u>\$ (74,870)</u>	<u>\$ (61,512.59)</u>



Traverse City
Housing Commission
a Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meeting: May 14, 2019

Governance Committee Meeting: May 16, 2019

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
May 14, 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 5:10 P.M.

ROLL CALL

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

CORRESPONDENCE

Three pieces of correspondence were presented and discussed including a letter from the State of Michigan DEGLE regarding Orchardview Townhomes.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the April 23, 2019 meeting minutes were reviewed.
- B. The monthly financial report was discussed – we are still on mark with the budget.
- C. The TCHC Policy Tracking document was presented and reviewed. A first reading of changes to our By-Laws will be on the agenda. An updated Trespass Policy will be on the agenda too.
- D. The May 24, 2019 Regular Meeting Agenda was discussed:
 - The final Reciprocal Easement Agreement will be in the monthly packet.
 - There will be a closed session to discuss a memorandum from our attorney regarding a pending legal matter. Ward Kuhn will be in attendance.
 - There will be a Public Hearing for our Capital Fund Program Five-Year Plan.

ADJOURNMENT

President Smits adjourned the meeting at 6:05 P.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
May 16, 2019**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Riverview Terrace Third Floor Community Room, 150 Pine Street, Traverse City at 10:05 A.M.

I ROLL CALL

The following Commissioners were present: Jim Friend.

The following Resident Members were present: Ellen Corcoran and Norma Loper.

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

Residents: Jo Simerson and Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the April 18, 2019 meeting of this committee and the agenda for this meeting were accepted by the committee.

III PUBLIC COMMENT

None

IV UPDATES

A. The Policy Review Schedule was presented.

B. An update on the Shared Drive request was presented. This document has been executed and filed. The committee briefly reviewed the accepted non-permitted uses of the river portion of the Pine Street One Development.

C. Phase I of Uptown "Riverwalk" Project is complete. There were no updates regarding future plans, if any, for expansion of this project.

V OLD BUSINESS

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

B. There is no update on the TCHC Lease.

C. An update on the RAD process was provide and the committee had a brief discussion.

D. The Smoke-Free Property Policy was briefly discussed. A smoking cessation class will be held toward the end of the summer.

VI NEW BUSINESS

A. The Traverse City Housing Commission By-laws were presented and reviewed. The committee is recommending to codify that the TCHC Annual Meeting be held in the Riverview Terrace Community Room whenever possible and minor changes were made in the "names" of the TCHC standing committees.

B. A memo on the Housing Choice Voucher Administrative Plan Policy Review was presented. A copy of the draft document will be available in the office for review.

C. The draft 5-Year Plan was presented and reviewed. A public hearing will be held on May 24, 2019 at 8:00 A.M. at the Governmental Center.

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

E. A draft TCHC Trespass Policy was presented and discussed. It will be placed on the May 24, 2019 Regular Meeting Agenda for a recommendation for approval.

VII PUBLIC COMMENT

General Comment: Jeff Turner and Jo Simerson.

VIII ADJOURNMENT

Committee member Loper moved (Loper support) to adjourn the meeting at 10:57 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary



Traverse City
Housing Commission
a Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report: May 2019

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

Resident Council Report: May 2019

EXECUTIVE DIRECTOR'S REPORT: May 24, 2019

This report covers the work accomplished from April 26, 2019 until May 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: We have full occupancy and no move outs scheduled.
2. Orchardview: There are two vacancies but both units will be occupied at the first of the month.

Housing Choice Vouchers

1. We have 183 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. Currently, we are about 40% leased and we continue to get a steady stream of applications. We now have our official Certificate of Occupancy which means all of the major "planned" renovation has been completed. Met with City staff about "parking lot interior landscaping" issue that was preventing our final C of O – and worked out a mutually agreeable plan. We also upgraded the media campaign for this project.
2. RAD: Also participated in one conference call with our assigned "RAD Transaction Readiness Manager" and with the State Director of Public and Indiana Housing. We have announced/published our Request for Qualifications (RFQ) for a Development Consultant. TCHC will have several options available to it as this process continues along.
3. Continued conversations and meetings with partners to implement Homeless Youth Housing – continued to ensure that the program is successful – including a tour of East Bay Flats.
4. Continued conversations with property owner for potential senior housing site on Eighth Street. Attended one meeting to plan site design.
5. Meeting with Bay Area Transit Authority about a potential project. This may require us to partner with that entity in order to gain site control of a property.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Continued to work on new Housekeeping & Sanitary Standards Policy.

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

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

Financial

1. Prepared monthly financial reports for April 2019.
2. Finalizing work on the Fiscal Year 2020 Budget process.
3. Completed the CFP Annual Review Process and finalized our next Five Year Plan for CFP.

General Management

1. Continued work on internal Policy Review. Reviewed and updated the TCHC Trespass Policy.
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).

TCHC

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

ERHC

1. Prepared for one ERHC regular meeting (April) but the meeting was canceled due to lack of quorum.

2. Signed 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 new ad hoc committee on long-term plans for Noble Pines.

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

1. Housing North (Rural Housing Partnership): Participated in one board of directors meeting and participated in an Executive Committee meeting and an Advocacy Committee Planning Session.
2. Community Economic Development Association of Michigan (CEDAM): Participated in a Board of Directors Meeting in Lansing and attended the Annual Event.
3. Housing Solutions Network: Chaired a meeting where the long-term future of this entity was debated.
4. Attended the *Building Michigan Communities Conference* in Lansing.
5. Federal Home Loan Bank of Indianapolis: Participated in meeting in Ann Arbor that included a tour of two public housing properties in Ann Arbor and Ypsilanti.
6. Conducted a tour of Riverview Terrace to other Public Housing staff and Commissioners from across the State.
7. Media: Answered questions from Record-Eagle on State of Michigan DEGLE letter on Orchardview.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Meetings, calls, and several emails with TCHC attorney, Ward Kuhn on a variety of issues – also met with City Attorney and attorney Joe Quandt about DEGLE letter.
2. “SHARED DRIVE” / “RIVERWALK”: Several calls with attorneys and HUD staff about Shared Drive / Fire Lane to finalize the Reciprocal Easement Agreement – it has been executed.
3. Holiday/Vacation/Personal Time: None. I will not be available during our Annual Meeting next month due to a family obligation.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

May 24, 2019

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
21	19	90%	13	68%

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 scheduled to graduate this year to ensure that they are on track with their Individual Training and Services Plan. We have had 2 participants that have been removed from the program for non-compliance. A new voucher holder has signed on and would like to start working on credit repair. We have a new family at Orchardview that is going to be signing an FSS contract with us so they can focus on saving money, establishing credit, and ultimately homeownership.

FSS Grant

We continue to make monthly draws on our grant but we have not heard from the Field Office regarding our request for some assistance to cover costs in January and February.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 24, 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 April 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 May 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

RC COUNCIL REPORT FOR
TCHC BOARD PACKET MAY 20th, 2019

~ Our Resident Council Meeting was held on May 17th, with 16 in attendance. The Council is working on changing a few things in the "By-Laws." They will be presented to the Membership at our June Meeting for a Vote. We're putting a Sign-Up Sheet for Volunteers for the coming Summer Picnic.

~ Our Birthday Bash was on May 15th, with 23 in Attendance. It went very well and folks had a good time eating the Ice Cream and Cupcakes.

~ I attended the Governance Committee Meeting held on May 16th. Also attended the RAD Meeting on the same day.

~ I would like to start the Summer with a Picnic in July if I can get enough Volunteers to help. Our Resident Musician has already said that his band is looking forward to being here.

Respectfully Submitted

RC President

Jo Simerson



Riverview Terrace Resident Council

FY 2018-2019

	July	Dec	Jan	Feb	March	April	May	June
Restricted Balance Forward	\$ 65.86	\$ 865.08	\$ 810.09	\$ 770.10	\$ 618.78	\$ 556.79	\$ 516.80	\$ 516.80
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 54.99	\$ 39.99	\$ 151.32	\$ 61.99	\$ 39.99	\$ -	\$ -
SUB TOTAL	\$ 1,730.85	\$ 810.09	\$ 770.10	\$ 618.78	\$ 556.79	\$ 516.80	\$ 516.80	\$ 516.80

Unrestricted Balance Forward	\$ 357.57	\$ 272.73	\$ 289.21	\$ 252.27	\$ 235.32	\$ 230.35	\$ 230.35	\$ 225.95
Income	\$ 81.90	\$ 68.98	\$ -	\$ 65.50	\$ 21.00	\$ 24.82	\$ -	\$ -
Expenses	\$ 69.94	\$ 52.50	\$ 36.94	\$ 82.45	\$ 25.97	\$ 29.22	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 369.53	\$ 289.21	\$ 252.27	\$ 235.32	\$ 230.35	\$ 225.95	\$ 225.95	\$ 225.95

EOM TOTAL*	\$ 2,100.38	\$ 1,099.30	\$ 1,022.37	\$ 854.10	\$ 787.14	\$ 742.75	\$ 742.75	\$ 742.75
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* Equals Bank Statement

Total Savings* = \$ 5.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 847.75



74564 1 AV 0.383 127593-74564-311
 RIVERVIEW TERRACE RESIDENT COUNCIL
 150 PINE ST # MB1
 TRAVERSE CITY MI 49684-2478

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

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$787.14	\$742.75
		Total	\$747.75

MEMBER SAVINGS

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

FREE CHECKING

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Apr 01		Beginning Balance			\$787.14
Apr 02	Apr 02	Draft 1167 Tracer 042000014629853 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$39.99)		\$747.15
Apr 17	Apr 17	Withdrawal POS #910700136302 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$29.22)		\$717.93
Apr 22	Apr 22	Deposit Bulk		\$24.82	\$742.75
Apr 30		Ending Balance			\$742.75

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount
□ 1167	Apr 02	\$39.99			
Total Checks Cleared		1		\$39.99	

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

Dividend Summary

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
Total	\$0.00

Your current account relationship is Basic



DRAFT

**RIVERVIEW TERRACE RESIDENT COUNCIL
MINUTES MAY 17, 2019**

Welcome and Call to Order:

Time: 2:00PM

Pledge Of Allegiance:

Quorum: 15 (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:

- . Louis Kanan, Treas. Stand as read

Old Business:

- A. Disability Network had a speaker from Red Cross.
 - a. She told us we should have an emergency bag packed for 3 days.
 - b .Bag should contain: water, non perishable food, blanket, clothes, heavy jacket, and medicine for 1 month.
 - c. There were 11 residents attending.
 - d. There will be no more meetings until August, 2019.
- B. May Birthday Bash was held on May 15.
- C. Happy Belated Mothers Day to All Mothers !

New Business:

- A. No meeting in July.
- B. Memorial Day, May 27,2019 RTRC office is closed.
 - a. Thank You to All the Servicemen and Servicewomen who have Served OUR GREAT USA.



C. NMC BBQ May 19, 2019. Delivery will be at 3:00pm.

D. Special vote on Bylaws on the June 21 meeting.

Public Comment:

Jeff.

Council Comment:

Jo: June 3, Bylaws meeting, time will be posted.

Motion to adjourn:

Time 2:26pm

by: Carla seconded by: Norma Adjourned !

Next meeting: June 21,2019

RIVERVIEW TERRACE RESIDENT COUNCIL
FINANCIAL REPORT MAY 17th, 2019

RESTRICTED FUNDS

* Beginning Balance \$556.79
* Expenses - phone \$39.99
\$ 516.80

RESTRICTED FUNDS FINAL BALANCE **\$516.80**

UNRESTRICTED FUNDS

* Beginning balance \$230.35
* Expenses - \$29.22
\$201.30
* Donations +\$24.82
\$225.95

UNRESTRICTED FUNDS FINAL BALANCE **\$225.95**

TOTAL SAVINGS \$5.00
PETTY CASH \$100.00

GRAND TOTAL **\$847.75**



DRAFT

**RIVERVIEW TERRACE RESIDENT COUNCIL
MINUTES APRIL 19, 2019**

**Welcome and Call to Order:
Pledge of Allegiance:
Roll Call:**

**Time: 2:00pm
Quorum: 11 (no)**

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

Introduction of Guest: None

Secretary's report:

. Norma Loper, Sec. Stand as Read

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

NAL



RIVERVIEW TERRACE RESIDENT COUNCIL FINANCIAL REPORT APRIL 15TH, 2019

- **RESTRICTED FUNDS**

- * Beginning balance \$618.78

- * Expenses

- stamps \$22.00

- phone \$39.99

Total Expenses \$61.99

***RESTRICTED FUNDS FINAL BALANCE* \$556.74**

- **UNRESTRICTED FUNDS**

- * Beginning Balance \$235.32

- * Expenses - \$25.97

\$209.35

- * Deposit..... + 21.00

***UNRESTRICTED FINAL BALANCE* \$230.35**

- **RESTRICTED / UNRESTRICTED**

- COMBINED FINAL BALANCE \$787.14**

- **PETTY CASH \$100.00**





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

OLD BUSINESS

2019 Consolidated Budget: April 2019

TCHC Policy Review Schedule: Review

Memorandum on Shared Fire Lane Reciprocal Easement Agreement

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2018 YTD ACTUAL*	FY 2019 BUDGET	APRIL 2019 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 37,513.00	\$ 373,743.00	85.92%
Investment Interest	2,514.86	2,750.00	211.93	2,204.10	80.15%
Program Income: HCV	1,059,768.00	1,067,750.00	104,220.00	977,528.28	91.55%
Program Income: FSS	67,102.00	67,500.00	5,602.00	44,816.00	66.39%
Earned Income	159,523.99	196,700.00	15,143.37	140,974.06	71.67%
HUD Property Subsidy	243,751.00	250,000.00	18,250.00	203,069.50	81.23%
CFP / Draw on Surplus	59,990.87	220,000.00	-	-	0.00%
TOTAL OPERATING INCOME	\$ 2,024,326.72	\$ 2,239,700.00	\$ 180,940.30	\$ 1,742,334.94	77.79%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 16,655.08	\$ 179,529.38	77.05%
Benefits	72,038.35	74,184.41	6,985.84	65,484.07	88.27%
Compensated Absences	(5,852.01)	(1,500.00)	-	-	0.00%
Legal	6,330.00	20,000.00	2,008.50	7,744.44	38.72%
Travel / Staff Training	9,548.23	17,500.00	915.49	7,476.71	42.72%
Accounting / Auditing	20,272.92	27,000.00	1,099.41	17,871.60	66.19%
General Office Expenses	60,625.25	72,500.00	3,610.16	53,476.83	73.76%
TOTAL OPERATING EXPENSES	\$ 376,711.69	\$ 442,684.41	\$ 31,274.48	\$ 331,583.03	74.90%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ 278.64	\$ 7,761.12	86.23%
Cable Television	38,953.19	38,960.00	3,471.64	33,737.23	86.59%
HAP	1,042,669.42	1,028,250.00	102,700.00	945,190.57	91.92%
TOTAL TENANT PROGS / SERVICES	\$ 1,087,959.45	\$ 1,076,210.00	\$ 106,450.28	\$ 986,688.92	91.68%
<u>UTILITIES</u>					
Water	\$ 15,395.02	\$ 15,500.00	\$ 1,311.80	\$ 16,648.77	107.41%
Electricity	130,384.39	150,000.00	12,880.25	106,620.19	71.08%
Gas	15,989.15	21,500.00	1,955.95	18,858.12	87.71%
TOTAL UTILITIES	\$ 161,768.56	\$ 187,000.00	\$ 16,148.00	\$ 142,127.08	76.00%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 11,112.94	\$ 106,066.06	83.69%
Maintenance Benefits	36,166.15	48,093.50	5,510.23	34,312.47	71.35%
Materials	23,143.74	37,500.00	2,408.05	30,960.74	82.56%
Contract / CFP Costs	176,147.34	195,000.00	11,444.17	115,673.72	59.32%
TOTAL ORDINARY MAINTENANCE	\$ 339,090.20	\$ 407,333.50	\$ 30,475.39	\$ 287,012.99	70.46%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 2,680.18	\$ 26,772.44	84.99%
Payment in Lieu of Taxes	25,226.86	24,500.00	2,041.67	20,155.03	82.27%
Collection Losses	798.66	5,000.00	(72.00)	(72.00)	-1.44%
Interest Expense / Other	29,143.21	33,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 84,374.40	\$ 94,000.00	\$ 4,649.85	\$ 46,855.47	49.85%
<u>EXTRAORDINARY / CASUALTY</u>	\$ 1,243.95	\$ 10,000.00	\$ 139.98	\$ 4,296.93	42.97%
TOTAL OPERATING EXPENSES	\$ 2,051,148.25	\$ 2,217,227.91	\$ 189,137.98	\$ 1,798,564.42	81.12%
NET OPERATING INCOME (LOSS)	\$ (26,821.53)	\$ 22,472.09	\$ (8,197.68)	\$ (56,229.48)	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (65,797.00)	\$ (20,000.00)	\$ -	\$ (34,879.25)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (92,618.53)	\$ 2,472.09	\$ (8,197.68)	\$ (91,108.73)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

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

* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT
END OF APRIL 2019**

PUBLIC HOUSING

Chemical Bank	Checking	\$	69,708.57	
4Front Credit Union	Savings	\$	6,616.36	
TC State Bank	1051647	\$	164,168.27	
Huntington Bank	1388434863	\$	163,294.67	
TC State Bank	ICS Acct	\$	76,444.70	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	3.78	
Huntington Bank	1388405232	\$	26,853.75	
Chemical Bank	CD 806592	\$	52,691.36	Certificate of Deposit
SUB TOTAL		\$	559,781.46	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	70,073.82	
Chase Bank	135080088317	\$	46,605.59	Escrow Account
SUB TOTAL		\$	116,679.41	

OTHER

Reserves*/FSS/CFP		\$	481,612.71	Restricted
SUB TOTAL		\$	481,612.71	
TOTAL Cash & Cash Equivalents		\$	1,158,073.58	

* as of December 31, 2017

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 2018	May 2019	
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	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	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	August 2017	August 2020	August 25, 2017
Pest Control Policy	February 18, 2003	May 1, 2008	November 2018	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	NA	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	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	NA	December 1, 2017
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	February 18, 2003	August 21, 2012	June 2018	June 22, 2018
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: May 24, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Shared Drive / Fire Lane Final Update

MESSAGE:

Attached you will find the final version of our Reciprocal Easement Agreement with Pine Street Development One (Erik Falconer and Joe Sarafa) or PSDO. This version has been signed and recorded – and, for the record, it has been “approved” by HUD.

ATTACHMENT: Recorded Version of Reciprocal Easement Agreement
April 25, 2019 Letter from HUD Legal Department Regarding this Issue



R. EDWARD KUHN
TERRY C. ROGERS
(LLM, Taxation)
EDGAR ROY III
JOSEPH E. QUANDT
GREGORY J. DONAHUE
GREGORY L. JENKINS
TROY W. STEWART
GINA A. BOZZER

412 SOUTH UNION STREET
TRAVERSE CITY, MICHIGAN 49684
TELEPHONE: 231-947-7900
FAX: 231-947-7321

LANSING OFFICE:
2937 ATRIUM DRIVE, STE 200
OKEMOS, MI 48864

MOUNT PLEASANT OFFICE:
3046 JEN'S WAY
MT. PLEASANT, MI 48858

SAINT IGNACE OFFICE:
440 NORTH STATE STREET
ST. IGNACE, MI 49781

CHRISTOPHER G. ROGERS
(also admitted in Illinois)
J.D. PRAASTERINK
MATTHEW L. BOYD
MARC S. McKELLAR II

OF COUNSEL:
LEWIS G. GATCH
A. BROOKS DARLING

May 8, 2019

RECEIVED

MAY 14 2019

Traverse City
Housing Commission

Tony Lentych
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

Re: Pine Street Development One Easement Agreement
Our File No. 3563-000

Dear Tony:

I am enclosing an original fully executed Reciprocal Easement Agreement for your file.

Very truly yours,

R. Edward Kuhn
Direct dial #(231)947-7901 x109

REK/amb
Enclosure

RECIPROCAL EASEMENT AGREEMENT

This Reciprocal Easement Agreement is entered into this 15th day of May, 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 D**.

4. **USE.** 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 or 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.
5. **EXCLUSIVITY AND MAINTENANCE.** The *Easement Area* shall be for the 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 be 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. **USE RESTRICTIONS.** 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 Reciprocal Easement Agreement 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. **INTEREST IN REAL PROPERTY.** The *Parties* agree that both the burden and the benefit granted by this Reciprocal Easement Agreement 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 Reciprocal Easement Agreement on the dates below.

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

GRANTOR:

Traverse City Housing Commission



By: **Anthony Lentych**
Its: Executive Director



By: **Andrew Smits**
Its: President

STATE OF MICHIGAN

)

) SS

COUNTY OF GRAND TRAVERSE

)

On this 15th day of May, 2019, before me, a notary public in and for said County, personally appeared Anthony Lentych and Andrew Smits respectively the Executive Director, and Chairperson of the **Traverse City Housing Commission** as Grantor, to me known to be the same persons described in and who executed the foregoing instrument and acknowledged that they executed it as their free act and deed.



Annette M. Burgee, Notary Public
Grand Traverse County, MI
Acting in Grand Traverse County, MI
My Commission Expires: 11/25/2023

GRANTEE:


Pine Street Development One, LLC



By: **Erik J. Falconer**
Its: Managing Member

STATE OF MICHIGAN)
) SS
COUNTY OF GRAND TRAVERSE)

On this 3rd day of may, 2019, before me, a notary public in and for said County, personally appeared **Erik J. Falconer**, Managing Member of Pine Street Development One, LLC, to me known to be the same person described in and who executed the foregoing instrument and acknowledged that he executed it as his free act and deed.



M. EDWARD KUHN, Notary Public
GRAND TRAVERSE County, MI
Acting in GRAND TRAVERSE County, MI
My Commission Expires: 7/24/23

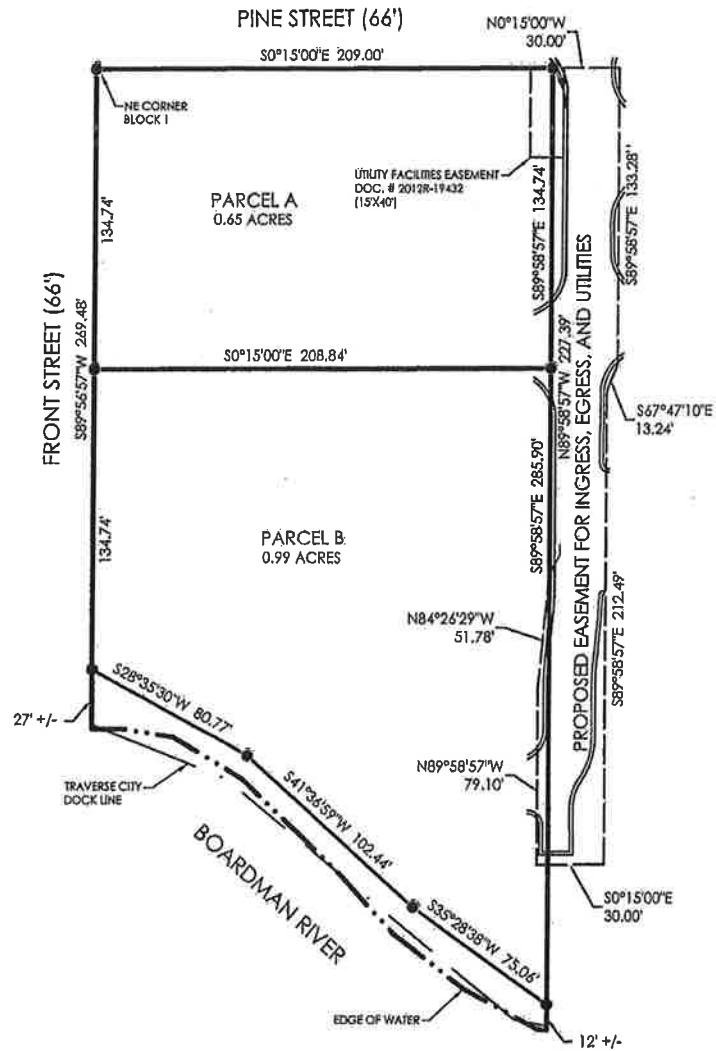
Drafted by:

Robert W. Parker, Attorney
PARKER HARVEY PLC
901 S. Garfield Ave., Suite 200
Traverse City, MI 49686
Phone: 231-929-4878

EXHIBIT A: EASEMENT AREA

Survey Sketch and Description

Survey Sketch



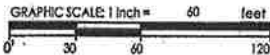
PROPOSED EASEMENT FOR INGRESS, EGRESS, AND UTILITIES:
 AN EASEMENT FOR INGRESS, EGRESS, AND UTILITIES IN PART OF BLOCK 1 OF THE ORIGINAL PLAT OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE FULLY DESCRIBED AS FOLLOWS:

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.



Legend

- Iron Found
- Monument Found
- Nail Found



Mansfield Land Use Consultants Planners - Civil Engineers - Surveyors	PO Box 4015 830 Cottageview Dr., Suite 201 Traverse City, MI 49685 Ph: (231) 946-9310 Fax: (231) 946-8926 www.msaeps.com	Pine Street Development One, LLC Part of Block 1 of the Original Plat of Traverse City Section 3, T27N, R11W City of Traverse City, Grand Traverse County, Michigan	DRN: RWB CKD: MKG 3/29/2019 16225 SHT 1 OF 1
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EXHIBIT B: SITE PLAN

As accepted by Traverse City Housing Commission on March 22, 2019

EXHIBIT C: EASEMENT IMPROVEMENTS

<u>Item #</u>	<u>Item Description</u>
1	Traffic Control and Minor Traffic Devices
2	Machine Grading Modified, Service Drive
3	Adjust Existing Gate Valve and Water Shut Off
4	Remove HMA Pavement
5	Remove Concrete Sidewalk and Driveways
6	Remove Concrete Curb and Gutter
7	Remove Drainage Structure/Manhole
8	Remove Trees
9	4' Diameter Storm Manhole including Casting
10	4' Diameter Storm Catch Basin including Casting
11	2' Diameter Storm Catch Basis including Casting
12	12" Diameter Storm Sewer Line
13	Connect to Existing Storm Sewer and Structure
14	8" 22A Aggregate Base (1137 Syd est.)
15	HMA Pavement, MDOT Mixture 13A (141 ton est.)
16	HMA Approach (47 ton est.)
17	~400' 4" Concrete Sidewalk on South Side of Drive
18	~350' 4" Concrete Sidewalk on North Side of Drive
19	~60' 6" Concrete Sidewalk Crossing Drive
20	Concrete Curb and Gutter, MDOT
21	Masonry Wall
22	Landscaping
23	Restoration: 3" Topsoil, Hydroseed and Mulch
24	Pavement Markings, Waterborne

EXHIBIT D: ASSET/PHYSICAL PLANT MANAGEMENT ADDENDUM

Traverse City Housing Commission Asset / Physical Plant Management Addendum

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

Approved: January 22, 2016



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Counsel
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-7900 FAX (313) 226-5872

U.S. Dept. of H.U.D.
RECEIVED

MAY 08 2019

Office of Public Housing

April 25, 2019

MEMORANDUM TO: Todd Miller, Portfolio Management Specialist
FROM: *James Radcliffe on behalf of*
Amanda Shaughnessy, Chief Counsel
SUBJECT: Easement on the Traverse City Housing Commission's public housing property.

This memorandum responds to your request for legal review of a reciprocal easement (attached) between the Traverse City Housing Commission ("TCHC") and Pine Street Development One, LLC ("Pine Street"). After review, we have no objections to the easement so long as all programmatic obligations are met.

We note, however, that paragraph 3 of the easement mentions a future "construction or ancillary agreement" between TCHC and Pine Street and paragraph 4 mentions an agreement regarding "construction equipment of building supplies between TCHC and Pine Street. These are likely references to a future construction easement that would allow Pine Street to construct certain improvements in or near the easement area at its own expense pursuant to paragraph 6. Be advised that such an agreement would require HUD's written approval.

Please contact attorney James Radcliffe at 313-234-7434 if you have any further questions or concerns.

RECEIVED
MAY 15 2019
Traverse City
Housing Commission

FC: 19.1 – General Public Housing
FC: Chron
FC: Radcliffe 4/25/19



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

NEW BUSINESS

Memorandum Introducing TCHC By-Law Changes

Resolution to Adopt TCHC Trespass Policy

Resolution to Adopt TCHC Five-Year Plan for Capital Fund Program

Memorandum on FSS Distribution Request


Memorandum on Closed Session to Discuss Property Purchase per MCL 15.268(d)

Memorandum on Closed Session to Discuss Attorney-Client Privileged Communications
per MCL 15.268(e)

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 24, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC By-Laws

MESSAGE:

Attached you will find our first draft of proposed changes to our By-Laws. This memorandum serves as our “first reading” for the changes and will be adopted by Resolution at our Annual Meeting in June.

There are two changes being proposed:

1. We are updating Committee Names to reflect the changes made by the Commission earlier this year.
2. The Governance Committee is recommending codifying the location of the Annual Meeting.

Please note that we attempt to review our By-Laws on an annual basis.

Traverse City Housing Commission

DRAFT By-Laws

ARTICLE I – THE HOUSING COMMISSION

1. Name of Commission. The name of the Commission shall be “The Traverse City Housing Commission.”
2. Establishment of the Commission. The Traverse City Housing Commission was established by Ordinance 105 of the City of Traverse City in 1966.
3. Offices of the Commission. The administrative offices of the Housing Commission are located at 150 Pine Street, Traverse City, MI 49684, or at such place as the TCHC Board may from time to time designate by resolution.
4. Purpose of the Commission. The Purpose of the Traverse City Housing Commission shall be to provide decent, safe and sanitary affordable housing opportunities for residents of the Traverse City area.
5. Public Duty. The Traverse City Housing Commission is a body entrusted by the citizenry to be run in a competent and fair manner. No member of the Housing Commission Board or staff shall utilize the position for undue, personal gain and each member of the Housing Commission Board or staff shall adhere to all items of the TCHC Code of Conduct.

ARTICLE II – OFFICERS

1. Officers. The officers of the Commission shall be a President, a Vice President, and a Secretary.
2. President. The President shall preside over all meetings of the TCHC Board of the Housing Commission. At each meeting the President shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Commission. Except as otherwise provided for by Policies of the Housing Commission or authorized by resolution of the TCHC Board, the President shall sign all contracts, deeds and other instruments on behalf of the Commission. The President serves as the spokesperson and public representative for the Board of Commissioners.
3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the TCHC Board shall elect a new President.
4. Secretary. The Secretary shall keep the records of the Commission and record all votes while acting as Secretary of the meetings of the TCHC Board. The Secretary shall keep a record of the proceedings of the Board of Commissioners including but not limited to; policies, communications,

By-Laws, rosters, etc. and a journal of Minutes, to be kept for such purpose, and shall perform all duties incident to the office. Duties may also include acting as an advisor to the Board with regard to compliance to these By-Laws and applicable laws, regulations and protocols. The Secretary shall be an individual or entity approved by Resolution of the Board and may be filled by contract or by appointment to the TCHC Board. The position of Secretary shall not be filled by a sitting commissioner and is not a voting member of the Board. In the event of the absence of the Secretary at the Board meeting, the President shall appoint a recording secretary for the purposes of that meeting.

5. Executive Director. The Executive Director (“Director”) of the Commission shall have general supervision over the administration of Commission business affairs and fiduciary management, subject to the direction of the TCHC Board. The compensation for the Director shall be determined by the TCHC Board. The Director serves at the pleasure of the TCHC Board, and their control over the administration of the Housing Commission is subject to the By-Laws and Policies of the Housing Commission, local, State, and Federal laws and regulations. The Executive Director, along with the President, serves as the spokesperson and public representative for TCHC.
6. Additional Duties. The Officers of the TCHC Board shall perform such other duties and functions as may from time to time be required by the Commissioners, the By-laws, or the rules and regulations of the US Department of Housing and Urban Development or other authorities having legal jurisdiction over the actions of the Traverse City Housing Commission.
7. Election of Officers. The President and Vice President shall be elected at the Annual Meeting of the TCHC Board from among the members of the TCHC Board, and shall hold office for one year or until their successors are elected and qualified.
8. Attendance. Following the policy of the City of Traverse City, appointees to the TCHC Board must attend at least 75% of scheduled meetings. Absences from meetings may be recorded as “excused” or “unexcused” by the President of the Board (or by Vice President in case of President’s absence). Commissioners should notify the President of the Board or the Executive Director at least 24 hours in advance if they cannot attend a meeting, or the absence will automatically be recorded as “unexcused” pending explanation to the Board. The Board President has the authority to record the absence of a Board member as “excused” in the case of an emergency or for other satisfactory reason. The records of attendance at TCHC meetings shall be forwarded to the City Clerk’s office by Staff. Absences excused by the President shall be noted. Any appointee who does not attend a minimum of 75% of scheduled meetings in any calendar year shall be requested to meet with a committee of the City Commission to determine if extenuating circumstances exist or if the appointee should be considered for removal.
9. Vacancies. Should the office of President or Vice President become vacant, the TCHC Board shall elect a successor from their membership at the next regular meeting, and such election shall be for the remainder of the un-expired term of said office.
10. Additional Personnel. The Board may authorize the Executive Director from time to time to employ such personnel or contractors as the Board deems necessary to exercise the powers, duties, and functions of the TCHC. The hiring of additional personnel or contractors must fall within budgetary limits and policies established by the TCHC Board and subject to the laws of the State of Michigan and regulations of the US Department of Housing and Urban Development.

11. Committees and Subcommittees. Through a strategic planning process, the TCHC Board has created the following permanent committees:

- I. Executive & Finance Committee
- II. Governance & Compliance Committee
- III. Communications & Outreach Committee

The TCHC Board may also create such special ad hoc or advisory committees as it deems necessary or appropriate. The TCHC Board shall set the number and terms of the members of any committee. Such committees shall exist until such time that the TCHC Board deems their task has been satisfactorily completed. Each Committee/Subcommittee shall contain at least one (1) TCHC Board member who shall preside over the meetings as Chairperson. Non-Commission members serving on committees/subcommittees are encouraged. All members of committees/subcommittees are appointed with the consent of a majority vote of the TCHC Board.

ARTICLE III – MEETINGS

1. Procedures. All regular and special meetings of the Housing Commission shall be conducted according to the rules of procedure contained in *Robert's Rules of Order* and also in accordance with appropriate State Laws, including the Open Meetings Act, and any applicable Federal Laws or regulations. Notice of meetings shall be posted in accordance with the Open Meetings Act of the State of Michigan
2. Annual Meeting. The Annual Meeting of the TCHC Board shall be held on the regularly scheduled meeting in the month of June and, when possible, held in the Third Floor Community Room at Riverview Terrace Apartments. In the event that such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.
3. Regular Meetings. Regular meetings of the Board of Commissioners shall be held on a monthly basis pursuant to adequate notice and will occur at least 10 times per year. The Housing Commission shall comply with the Open Meetings Act, Public Act No. 267 of 1976: The basic intent of the Open Meetings Act is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings. The Housing Commission will approve and publish an Annual Meeting Schedule at or before the January meeting of each year.
4. Special Meetings. The President of the Commission may, and shall, upon the request of two members of the Board of Commissioners, call a Special Meeting of the TCHC Board for the purpose of transacting any business designated in the call for the Special Meeting. The call for a special meeting must be delivered to each member of the Board of Commissioners at least three (3) days prior to the date of such special meeting. Posting requirements for Special Meetings shall follow State Open Meetings Act.

At such Special Meeting, no business shall be considered other than as designated in the call and posted agenda, but if all of the members of the TCHC Board are present at a Special Meeting, any and all business may be added to the Agenda; however, items added to the agenda that were not previously posted may only be discussed and shall not be acted upon.

5. Quorum. At all meetings of the TCHC Board, three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the TCHC Board upon a vote of a majority of those Commissioners present. Amendments to the By-Laws, however, require a vote of the majority of the entire membership of the Board.

6. Order of Business. At the regular meetings of the TCHC Board the following shall be in order of business:
 - I. Roll Call
 - II. Approval of Agenda
 - III. Public Comment
 - IV. Consent Agenda
 - V. Committee & Commissioner Reports
 - VI. Staff & Program Reports
 - VII. Old Business
 - VIII. New Business
 - IX. Public Comment
 - X. Commissioner Comment
 - XI. Adjournment

All meetings shall be conducted as stated above unless modified by the TCHC Board from time to time. All resolutions shall be in writing. Copies of the Minutes of proceedings of the TCHC Board shall be kept by the Board Secretary in a permanent journal in the Commission's Administrative Offices.

7. Manner of Voting. The voting on all questions coming before the TCHC Board shall be by voice vote, except if the President or a member wishes, he/she may call for a division, at which time a show of hands will show the number of yeas and nays to be recorded; and by request of the President or a member, there may be a Roll Call and the yeas and nays shall be entered upon the Minutes of such meeting.

ARTICLE IV – AMENDMENTS

1. Amendments to By-Laws. The By-Laws of the Housing Commission shall be amended only with the approval of at least three (3) of the members of the TCHC Board at a regular or special meeting in accordance with Article III of the By-Laws. Prior to holding a vote on an amendment to the Housing Commission By-Laws, a first reading of the proposed change shall be made into record at a Regular Meeting. In no instance shall the first reading occur less than seven (7) days prior to a vote on such amendment(s).

ARTICLE V – BOARD COMPOSITION, MEMBERSHIP, & TERM OF OFFICE

1. Appointment. The Mayor of the City of Traverse City appoints board members of the Housing Commission. The selection process follows the regulations and provisions of the City of Traverse City and Public Act 18 of the State of Michigan.
2. Employment of Board Member. Pursuant to Public Act 18 of the State of Michigan, no member of the TCHC Board shall be employed by the Housing Commission during their tenure on the Board. A Board member cannot be employed by the Housing Commission until at least 12 months after their tenure on TCHC Board has ended.
3. Resignation. A Board Member desiring to resign from the Commission shall submit a written notice to the City Clerk and President of the TCHC Board. This request shall be passed to the remainder of the Board and Executive Director within three (3) days of its receipt by the Board President.
4. Term of Office. Commissioners are appointed by the Mayor of Traverse City to serve 5-year staggered terms to expire November 30th of the appropriate year.

Adopted: October 19, 2004

Revised: January 17, 2006

Revised: August 15, 2006

Revised: February 20, 2007

Revised: April 19, 2011

Revised: March 20, 2012

Revised: June 17, 2014

Revised: June 24, 2016

Revised: June 23, 2017

Revised: June 22, 2018

Proposed: June 28, 2019

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 24, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: TCHC Trespass Policy

MESSAGE:

Attached you will find an updated Trespass Policy. This policy is an attempt to update the previous policy with the understanding of current practices. The Governance & Compliance Committee has reviewed this policy at its May meeting as recommends its adoption.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE TCHC TRESPASS POLICY

May 24, 2019

WHEREAS, the Traverse City Housing Commission has made it a priority to review, update, and/or create policies and plans to govern all of its operations; and

WHEREAS, the Commission recognizes that the TCHC Trespass Policy that helps to govern the expectations for the Commission, its staff, and its residents when a person has been banned from our properties for egregious and/or unwanted behavior; and

WHEREAS, the Commission wishes to update the TCHC Trespass Policy in order to align it with current practices and with its relationship with the Traverse City Police Department; and

WHEREAS, the Governance & Compliance Committee has reviewed the purpose of, and the need for, said Trespass Policy and recommends its adoption; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to adopt the TCHC Trespass Policy.

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

The TCHC Travel Policy is hereby adopted as presented to the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

DRAFT Trespass Policy

1. **Purpose.** The Traverse City Housing Commission (TCHC) understands that the presence of persons who have no legal right to be on the property can be problematic. Recognizing that such persons could be the source of criminal activity and general activity that disrupts the peace of our residents, the Traverse City Housing Commission is implementing this Trespass Policy, to enhance the safety, health, and quality of life of its residents, and to protect its staff and property.
2. **Policy and Procedures.** The following are the policies and procedures for the Trespass Policy on properties owned by TCHC.
 - A. The Traverse City Housing Commission shall issue a verbal or written warning to any non-resident, who either has no legal right to be on the property of the Commission, or is not invited, registered guest of a resident. Said warning shall state that such persons shall not come on any property belonging to or managed by TCHC, under penalty of prosecution for trespassing. Warnings may be issued for violations which include but are not limited to:
 1. Engage in or has had a verbal or physical confrontation with law enforcement personnel or commission personnel on the property of the Housing Commission.
 2. Have been involved in or suspected of being involved in a drug related activity on the property of the Housing Commission: (a) buying, (b) selling, (c) possession, (d) using, (e) manufacturing a controlled substance.
 3. Have been involved in any violence or threats of violence against any person while on the property of the Housing Commission: (a) assault, (b) assault and battery, (c) robbery, (d) stalking.
 4. Have prior history of criminal activity.
 5. Have been involved in any criminal or other activity that occurred on the property of the Housing Commission which interferes with the quiet and peaceful enjoyment of the residents: (a) loud parties/music, (b) obscene conduct, (c) prowling/window peeping.
 6. Damage the property of TCHC or its residents.
 - B. **Review Team.** The review team will study in detail the facts and circumstances relative to the person before a written No Trespass Warning is issued. The review team will consist of the Executive Director, the Associate Director and, when necessary or appropriate, the leadership of the Resident Council.

- C. **Trespass Warnings.** A Trespass Warning shall be issued verbally or in writing to such persons by the Executive Director or designated employee(s) of TCHC. A copy of the warning shall be filed at the Traverse City Housing Commission office.
1. Verbal warnings will be followed by a written warning.
 - a. The written notification will include the reason for the warning and the appeal process.
 2. When possible, a written Trespass Warning notice, will be issued or served to the person by hand delivery, or by certified mail with return receipt requested. The notice will have the issuing person's signature and be witnessed with the date and time of issuance of the notice. A short comment shall be included describing the reasons and circumstance surrounding the cause of the notice being issued.
 3. The person will be requested to acknowledge receipt of the notice by his or her signature on the notice. If the person refuses to sign the notice, the issuing person shall write "Refused to Sign" on the place designated for the signature. The receipt from the post office showing delivery shall be sufficient for proof of service. Should the person refuse to accept the certified mail, then the Housing Commission shall mail the notice by first class mail to the address of the person, and shall specify upon the notice the time of mailing.
 4. When possible, a picture of the person shall be made for inclusion in the file for future reference.
- D. **Notification of Law Enforcement.** A copy of the warning notice along with a periodic list of persons who have been issued Trespass Warnings shall be supplied to the Local Law Enforcement Agencies.
1. Law Enforcement Officers may issue citations and remove, arrest, or seek an arrest warrant for persons known to have a Trespass Warning and are found to be or are reported to be in violation by a complaining witness.
 2. Law Enforcement Officers may issue Temporary Trespass Warnings to individuals who meet the criteria in paragraph A. These orders will be effective for 72 hours.
 - a) The name of the person, reasons and circumstances for the temporary warning must be forwarded to the Traverse City Housing Commission as soon as possible. This will allow for a review of the situation and the issuance of a formal warning, if deemed necessary, by the Review Team.
- E. **Appeal Process.** The person who has been served with a Trespass Warning shall be entitled to a formal hearing before the Executive Director or a designee. Any revocation of the warning will be delayed by one (1) week to allow appropriate notification of Law Enforcement Agencies.
1. Any person requesting an appeal of the Trespass Warning must sign a consent form to allow the Housing Commission to conduct a criminal background check.

- F. **Responsibility of Employees.** It shall be the responsibility of all employees to comply with this policy. Any employee who observes a person whom they know has been issued a Trespass Warning shall report the sighting to the office immediately.


- G. **Resident Responsibility.** It shall be the responsibility of all residents to promptly notify the office or the police department if they see anyone who has been served with a Trespass Warning on Traverse City Housing Commission property. If it is found that any resident allowed a person on the Trespass List access to their apartment, their lease will be terminated.

Adopted: July 18, 2006
Revised: July 15, 2008
Proposed: May 24, 2019

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 24, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2019 HUD Five-Year Capital Fund Program Plan

MESSAGE:

Attached to this memorandum you will find our planned submission to the U.S. Department of Housing and Urban Development (HUD) for the required Five-Year Capital Fund Program (CFP) Plan. Our Five-Year CFP was last adopted in 2015 and this is our initial plan for the next five years. We have followed all of the protocols for submission including public announcement, RAB review, and a public hearing – all of which were utilized to receive valuable input to our CFP Five Year Plan.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD FIVE-YEAR CFP PLAN

May 24, 2019

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to submit a Five-Year Plan for the Capital Fund Program (CFP) to govern the planned expenditures of Capital Fund Program monies; and

WHEREAS, the TCHC last adopted a Five-Year Capital Fund Program Plan in 2015 which is expiring at the end of this fiscal year; and

WHEREAS, the TCHC received input from its Governance & Compliance Committee, its Resident Advisory Board (RAB) on April 4, 2019 and through a general Public Hearing held on May 24, 2019; and

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

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

The required Five-Year Plan for the Capital Fund Program is adopted and shall be submitted to HUD with all required authorizations and approvals from this body.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		FFY of Grant: 2020 FFY of Grant Approval:	
PHA Name: Traverse City Housing Commission		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant	<input type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending:	<input type="checkbox"/> Revised Annual Statement (revision no:)	
Line	Summary by Development Account	Total Estimated Cost Revised ²	Obligated Total Actual Cost ¹ Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures	51,845	
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴	25,000	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		FFY of Grant: 2020 FFY of Grant Approval:	
PHA Name: Traverse City Housing Commission	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant		<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Summary by Development Account <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		Expended
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	52,554	
19	1502 Contingency (may not exceed 8% of line 20)	129,399	
20	Amount of Annual Grant: (sum of lines 2 - 19)		
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

PROPOSED

Capital Fund Program - Five-Year Action Plan


U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Part I: Summary					
PHA Name/Number	Traverse City HC MI080	Traverse City, Michigan			
Development Number and Name	Work Statement for Year 1 FFY 2020	Work Statement for Year 2 FFY 2021	Work Statement for Year 3 FFY 2022	Work Statement for Year 4 FFY 2023	Work Statement for Year 5 FFY 2024
A.					
B.	Physical Improvements Subtotal				
C.	Management Improvements				
D.	PHA-Wide Non-dwelling Structures and Equipment				
E.	Administration				
F.	Other				
G.	Operations				
H.	Demolition				
I.	Development				
J.	Capital Fund Financing -- Debt Service	52,554	52,554	52,554	52,554
K.	Total CFP Funds	76,845	76,845	76,845	76,845
L.	Total Non-CFP Funds				
M.	Grand Total	129,399	129,399	129,399	129,399

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 24, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Angie Szabo, FSS Coordinator 
SUBJECT: Interim FSS Escrow Disbursement Request

MESSAGE:

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

Participant No. V-001-V053378 joined the FSS program in 2017 after being a client of TCHC since 2015 and has requested a partial or interim disbursement from the escrow account. This family has completed the homeownership class at NMCAA and now needs to make an Earnest Money Deposit for the purchase of a home. This family will continue to use their Housing Choice Voucher through the Home Ownership program. Their current total escrow balance is \$7,189.52.

Total Escrow amount to be distributed is \$1,000.00.

Earlier this month, the FSS Program Coordinating Committee approved the disbursement to V-001-V053378 in the amount of \$1,000.00 for the purchase of a home; therefore, I respectfully request a motion to disburse this amount.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 24, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Request for Closed Session

MESSAGE:

The Traverse City Housing Commission needs to review some items related to the potential purchase of a property for an affordable housing project located within the City of Traverse City. A closed session is allowed in order to evaluate an agreement to purchase property per MCL 15.268(d) [see below].

Any Commissioner, therefore, wishing to enter into a closed session may do so with by offering the following motion:

[Move] that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss the purchase of a property per MCL 15.268(d).

Open Meetings Act (Act 267 of 1976)

15.268 Closed sessions; permissible purposes.

A public body may meet in a closed session only for the following purposes:

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 24, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Request for Closed Session

MESSAGE:

The Traverse City Housing Commission has received a letter from our attorney, Ward Kuhn, that requires a closed session to discuss legal responses related to the pending legal matter. A closed session is allowed in order to discuss trial strategy per MCL 15.268(e) [see below].

Any Commissioner wishing to enter into a closed session may do so with by offering the following motion:

[Move] that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss correspondence from attorney Ward Kuhn regarding a pending legal matter per MCL 15.268(e).

Open Meetings Act (Act 267 of 1976)

15.268 Closed sessions; permissible purposes.

A public body may meet in a closed session only for the following purposes:

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.



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

CORRESPONDENCE

April 26, 2019 Letter from State of Michigan DEGLE regarding Orchardview Townhomes

April 30, 2019 Letter from HUD on Audit

May 6, 2019 Record Eagle Article on DEGLE Letter

May 11, 2019 Record Eagle Editorial on Orchardview



STATE OF MICHIGAN
 DEPARTMENT OF
 ENVIRONMENT, GREAT LAKES, AND ENERGY
 CADILLAC DISTRICT OFFICE



GRETCHEN WHITMER
 GOVERNOR

LIESL EICHLER CLARK
 DIRECTOR

April 26, 2019

Mr. Marty Colburn
 City of Traverse City
 400 Boardman Avenue
 Traverse City, Michigan 49684

Mr. Tony Lentych
 Traverse City Housing Commission
 150 Pine Street
 Traverse City, Michigan 49684



Dear Mr. Colburn and Mr. Lentych:

SUBJECT: Request for Section 20107a of Part 201 Compliance Documentation
 Orchardview Apartments
 10200 East Carter Centre, Traverse City, Leelanau County
 Site Identification Number: 45000108

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has information that indicates arsenic exist within the shallow soils at Orchardview Apartments, 10200 East Carter Centre, Traverse City, Leelanau County, Michigan (Property) at concentrations in excess of the generic residential direct contact criterion promulgated pursuant to Section 20107a of Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. It is therefore the conclusion of the department that the property is subject to regulation under Part 201 as a “Facility” pursuant to Section 20101(1)s.

This Compliance Communication is intended to request documentation that demonstrates the city of Traverse City and the Traverse City Housing Commission are in compliance with its obligations with respect to the hazardous substances and the environmental conditions present at the Property subject to Section 20107a of Part 201.

Pursuant to Section 20107a of Part 201, and Part 10 of the Part 201 Administrative Rules (collectively, commonly referred to as “due care”), a person who owns or operates property that he or she has knowledge is contaminated is required to undertake measures to protect the public health, safety, and welfare (i.e., due care) with respect to hazardous substances present in groundwater, soil, and vapor at the Property in excess of generic residential criteria. This includes having gathered sufficient information to evaluate and determine the exposure pathways that may pose an unacceptable risk, as well as sufficient information that demonstrates and documents that necessary response activities have been undertaken to prevent or mitigate all unacceptable exposures. In accordance with Section 20107a(1), persons who are owners or operators of contaminated property are required to comply with the requirements of Section 20107a(1)(a-f).

The contamination identified at the Property is likely a result of agronomically applied, arsenic based pesticide often documented in old orchards. The possible use of the “agronomically applied” exemption of a “release” under Section 20101(pp)(iv) has been discussed as possibly exempting the property from regulation under Part 201 along with Section 7a requirements. A review of past department practice has revealed that discretion was employed in some cases in asserting the liability and due care provisions of Part 201 in these circumstances. This past practice has caused some confusion in that it could be interpreted as meaning it is the department’s position that the properties in question are not regulated under Part 201 due to the “agronomically applied” release exemption. This was never asserted in any written

communications and in the future, this sort of discretion will be avoided due to the inherent confusion it causes.

The enclosed brochure provides general information with respect to what "due care" is and the requirements under Part 201. For specific statutory language, please refer to Section 20107a of Part 201. In addition to the obligations identified in the statute, an owner and/or operator may also be required to comply with one or more of the Part 10 Rules. All persons who are subject to Section 20107a of Part 201 are required to maintain documentation of compliance with Section 20107a in accordance with Rule 1003(5).

EGLE records indicate that the city of Traverse City is the owner of the Property, and that the Traverse City Housing Commission is the operator of the Property, and pursuant to Rule 1003(6), the documentation of compliance with due care is required to be available to the department upon request. The time frames specified do not alter the continuing obligation of a person who is subject to Section 20107a of Part 201 to be in compliance with due care.

Within 30 days from the date of receipt of this letter, please provide documentation of the evaluation of exposure pathways and the necessary actions the city of Traverse City and the Traverse City Housing Commission has taken at the Property to address its due care obligations under Part 201 and the Part 10 Rules.

The files containing the information used to prepare this Compliance Communication are located in EGLE's Cadillac District Office. If you or a representative of the city of Traverse City or the Traverse City Housing Commission wishes to review these files or have questions regarding this Compliance Communication, please contact Mr. Brian Flickinger, Project Manager, at 231-876-4456 or by email at flickingerb@michigan.gov. All correspondence and reports regarding this matter should be sent to Mr. Flickinger's attention at EGLE's Cadillac District Office.

Sincerely,



Steven Kitler, Supervisor
Cadillac District Office
Remediation and Redevelopment Division
231-876-4455
kitlers@michigan.gov

sk/bf/tl
Enclosure
cc: Mr. Brian Flickinger, EGLE

Top reasons why you should care about due care

- *Due care is about protecting public health and safety; it protects you and your community.*
- *It allows for the safe use of contaminated properties.*
- *Due care encourages redevelopment of abandoned, vacant, or under-utilized properties, generally referred to as "brownfields."*
- *It promotes investment in your community and supports local economic growth.*
- *Due care ensures contaminated properties can once again be useful.*

Sources of information

To learn more about the due care program, please contact us at:

DEQ Due Care Specialist

Jeanne Schlaufman Remediation and Redevelopment Division
586-753-3823
schlaufmanj1@michigan.gov

DEQ Web Page

www.michigan.gov/bee

DEQ Remediation and Redevelopment Division

www.michigan.gov/deqrrd

DEQ Environmental Assistance

Center: 1-800-662-9278

Legislation requiring due care is located in Section 20107a and Section 21304c of Part 201 (Environmental Remediation) and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Find this legislation at this web location: www.michigan.gov/bee

The Michigan Department of Environmental Quality will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation. Questions or concerns should be directed to the Quality of Life – Office of Human Resources, PO Box 30473, Lansing, MI 48909-7973.

www.michigan.gov/deq

June 2014

DUE CARE

Using Contaminated Property Safely

Could this pertain to you?



An introduction to Michigan's due care requirements



Michigan Department of Environmental Quality
Remediation and Redevelopment Division

What is due care?

Due care means taking action to protect people from contact with contamination, allowing the safe use of contaminated property, and preventing the spread of contamination off of your property. Exposure to contamination can occur in many ways, such as breathing contaminated vapors, drinking contaminated water, or being in contact with contaminated soils.

How do I know if my property could be contaminated?

Contamination can come from many sources such as past or present industrial and agricultural uses, gas tanks and gas stations, landfills, dry cleaning operations, or residential fuel oil tanks.

There are multiple resources to assist owners and operators in learning about the history of a property. Inventories of contaminated properties can be found on the Michigan Department of Environmental Quality's (DEQ) web page. Property files are located in the DEQ District Offices. County Register of Deeds offices can provide deed notices or restrictions on the property. Local health departments, previous owners, real estate disclosures, past or present employees, or neighbors may also provide valuable information. Anyone considering purchasing or leasing property should exercise due diligence by investigating the condition and history

of the property. Environmental professionals are often consulted to complete what is commonly referred to as a Phase I Environmental Site Assessment of the property.

Who has due care?

The owner and the operator of property known to be contaminated have due care obligations. This includes property where businesses, industries, residences, schools, parks, etc., are located.

When do I take due care?

You take due care when you have knowledge that your property is contaminated.

What do I do if my property is contaminated?

Evaluate how your property is used; determine if people may be exposed to the contamination and what actions should be taken to prevent the exposure, then comply with due care obligations. The DEQ is developing a resource document to aid in this type of evaluation. Environmental professionals often assist with this process.

Look into the condition and history of your property before you purchase or lease.

Exercise due care!

Do I need DEQ approval?⁸

DEQ approval of your evaluation, and the actions you have taken to satisfy your due care obligations are not required. However, you must still conduct the evaluation, maintain documentation of the actions you take, and provide your documentation to the DEQ if requested.

What are the due care obligations?

- **Prevent** anyone using the property from being exposed to the contamination, and prevent fire and explosions related to the contamination.
- **Prevent** actions that might cause the existing contamination to spread off your property.
- **Take reasonable precautions** to protect other people who come onto the property, such as contractors, utility workers, etc.
- **Cooperate** with and provide access to the person responsible for cleanup of the contamination and don't interfere with their actions.
- **Be aware** of and comply with any land or resource use restrictions on the property due to the contamination. For example, preventing the installation of a drinking water well into contaminated groundwater, if such a restriction exists.



U.S. Department of Housing and Urban Development

Michigan State Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226-2592
Tel. (313) 226-7900

April 30, 2019

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

SUBJECT: Closure of Independent Auditor Report MI080-06302018

Dear Mr. Lentych:

Thank you for the submission of the independent audit report for the fiscal year ending June 30, 2018. The audit was performed by Smith & Klaczkiewicz, PC and contained no findings. As a result, there is no further action required of your agency and the audit is officially closed.

Congratulations! The efforts from you and your staff to implement sound financial practices are greatly appreciated. We wish you continued success in the current fiscal year.

If you have any questions or comments, please feel free to contact Todd Miller, Portfolio Management Specialist, at 313-234-7499, or myself at 313-234-7463.

Sincerely,

X

Douglas C. Gordon, Director
Michigan HUD Field Office of Public Housing
Signed by: DOUGLAS GORDON

cc:

Andrew Smits
Board Chairperson
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684



State Wants Info on Orchardview Arsenic Plans

2012 testing showed levels higher than residential criteria

BY JORDAN TRAVIS
May 6, 2019



Record-Eagle/Mike Krebs A building at Orchardview Terrace on Friday, May 3, 2019, in Traverse City.

TRAVERSE CITY — Arsenic in the soil poses more than just a hurdle to future development at Orchardview Terrace. It's also a health concern for the residents there — especially the children, according to an attorney and environmental expert.

Attorney Kristyn Houle and Chris Grobbel, with Grobbel Environmental and Planning Associates, are working with roughly 10 residents at the 20-unit complex to ensure the issue is being handled properly, they said.

The residents formed a tenants association, and their chief concern is the dozens of children who lived there — urine tests in fall 2018 found elevated arsenic levels in two of the children, Houle said.

"What we want to do is work with the city and housing commission and (Department of Environment, Great Lakes and Energy) to make sure that there's an adequate due care plan in place to address the arsenic issues," Houle said.

Now, the city and Traverse City Housing Commission have until May 29 to send the state Department of Environment, Great Lakes and Energy information about its due care plan. That's according to a letter Steven Kitler, EGLE Remediation and Redevelopment Division Cadillac District supervisor, sent to city Manager Marty Colburn and TCHC Executive Director Tony Lentych.

Orchardview Terrace is on land owned by Traverse City off Carter Road and is managed by Traverse City Housing Commission.

Andy Smits, the housing commission board president and a geological engineer, said the Department of Environmental Quality — as EGLE was known then — previously determined there's no undue risk to residents living there so long as they obey warnings not to dig in or eat the soil.

Housing Commission Executive Director Tony Lentych echoed this.

Tests by DEQ personnel done in 2012 found arsenic in the soil at levels ranging from 4.2 milligrams per kilogram — around the play area — to 16 milligrams per kilogram — in a vacant part of the apartment property where topsoil was piled during construction, documents show.

The state's criteria for residential direct contact is 7.6 milligrams per kilogram, according to the DEQ report — concentrations above that pose a risk if dirt gets on the skin or is breathed or ingested.

Grobbel, a former DEQ employee, cited a 2001 report showing even higher levels — up to 24.4 milligrams per kilogram, with nearly seven out of 10 samples taken then testing higher than the residential direct contact criteria.

Lentych said all residents are made aware of the arsenic contamination. They sign a form warning them not to dig and to plant flowers in pots. Not digging around the building is also among lease terms, and he recalled seeing only one hole there in the time he's been with TCHC — he joined in 2015, as previously reported.

Lawn care workers spread dirt when they edge the sidewalks and perform other tasks, Houle said.

That dust is a concern for the children living at the apartments, Grobbel said. They have a higher breathing rate than adults and, being shorter, breathe air closer to the ground. Landscapers working there face a risk as well, he said.

Smits said the topsoil was moved when building the existing structures and spread back over the site, he said. He wasn't involved with the original construction but asked the DEQ in 2012 to test.

Lentych said arsenic in the soil prompted the housing commission to drop prior plans for the second phase. The cost of dealing with the arsenic would've made the planned expansion — of eight or so units — too high, he said.

Arsenic frequently is found at development sites on old farm land around the area, including neighboring property, Smits said — Grobbel echoed him.

It's a remnant of pesticides and weed killer once widely used in orchards and along railroad tracks, Grobbel said.

Tests at other construction sites in the region revealed its presence, including traces at Vineyard Ridge and The 81 on East Bay, both of which are residential neighborhoods at varying stages of development, as previously reported.

Those are just to name two — Smits said there are myriad former orchards throughout the western Lower Peninsula, long known as the "fruit belt."

Owners and operators of land considered contaminated under state regulations must have plans to ensure people aren't exposed and that contaminated doesn't spread, according to EGLE documents. Approval by the state agency isn't required but such plans and documents of steps taken must be sent to the state upon request.

Due care plans typically require extensive studies to identify ways people could be exposed and means to stop that, Grobbel said. Both he and Houle said they doubt the steps TCHC takes to notify residents meet those requirements.

Lentych and Colburn both said they're working on responses to the letter.

The state has known about the contamination for decades, Colburn said.

"They're obviously changing their interpretation from what's been in place for years, and so we're certainly going to re-evaluate and have some communications with them to try to understand a little better where they're coming from," he said.

Lentych said he'll likely include information about how residents are warned.

"We are going to obviously work with the state on this," Lentych said. "If they have a concern, we're going to help remedy it. I don't believe there's a need for panic."

Editorial: Redevelopment Reveals Chemical Baggage

May 11, 2019

Traverse City is rightly proud of its long history as a business hub. But all those decades of agricultural and commercial activity left behind faint but lingering ghosts in the ground beneath our feet.

Like all communities of advanced age, Traverse City recycles land for fresh purposes. Foundries are torn down to make room for office structures. Farms are redeveloped into housing complexes. Canneries are demolished to make room for public parks.

Redevelopment involves digging. And digging into dirt that has been used for industry or agricultural can reveal potentially harmful substances — things like cyanide, arsenic and PFAS. We've become more aware of these dangers through the last several decades, and testing and remediation techniques have been refined to help us deal with brownfield problems. Cyanide and arsenic can be fatal in high concentrations; in low concentrations they aren't as immediately dangerous but over time can cause health issues.

The U.S. Environmental Protection Agency estimates there are more than 450,000 brownfield sites in the nation. Every community across the country needs to deal with them. It's a public health issue.

We can monitor ground water to ensure contamination levels stay under safe limits. If water becomes too strongly contaminated, we can stop drinking it. If soil is found to contain danger, we can dig it up and move it somewhere to keep it isolated.

Or, as in the case of the Orchardview Terrace residential complex on land owned by the City of Traverse City, authorities can warn residents not to dig and to be careful not to spread dust when doing lawn work. Despite that caution, tests in 2018 found elevated arsenic levels in two children who lived in the complex.

Arsenic has been found in soil at many locations around Traverse City. It remains a lingering reminder of the weed killers and pesticides once widely used in orchards and along railroad tracks, according to Chris Grobbel, a former DEQ employee who now does business as Grobbel Environmental and Planning Associates.

Agricultural and industrial activities deposited a variety of substances in local soils — over a long period.

Grand Traverse County became a legal entity in 1851, according to the Traverse Area Historical Society. The first cherry trees were planted on Old Mission Peninsula in 1852. Traverse City was home to a variety of manufacturing plants — which churned out products like carriages, sleighs, iron castings, shingles, fire hydrants, farm implements, wood containers, wash boards and canned goods — throughout the 1800s and 1900s.

As a general rule, the older the community and the more commercial activity, the more resulting chemical residue left in soil. It's not surprising that arsenic, cyanide and other chemicals are present in local land being recycled into new housing and business developments.

Redevelopment will continue throughout the region. Local population is growing, and new construction is required to provide places to live, work and play. New construction is bound to reveal chemical remnants of the area's agricultural and industrial past.

We live in a wonderful place with a long, interesting history. That history travels with chemical baggage. Cleaning up the mess is a dirty job — but somebody's got to do it. Figuring out who that somebody is — is another chore altogether.