



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

COMMISSION MEETING MATERIAL

FOR THE ANNUAL MEETING
Friday, June 22, 2018 at 8:00 A.M.

LOCATION:
THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE
150 Pine Street, Traverse City, Michigan, 49684



**Traverse City
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**Traverse City
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MEETING AGENDA

June 22, 2018



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 AN ANNUAL MEETING ON FRIDAY, JUNE 22, 2018 AT 8:00 A.M.

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENT

150 Pine Street, Traverse City, Michigan, 49684

(231) 922-4915

POSTED: JUNE 20, 2018

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

AGENDA

I CALL TO ORDER & ROLL CALL

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV CONSENT AGENDA

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

- A. *Consideration of Approval of May 25, 2018 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for May 2018 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for June 2018 – Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for May 2018 – Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meeting: June 18, 2018

- B. Governance Committee Meeting: June 14, 2018
- C. Communication & Outreach Committee Meeting: June 5, 2018

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2018 Consolidated Budget: Review of May 2018
- B. TCHC Policy Review Schedule: Review
- C. Executive Director Review: Update on Goals
- D. RTRC Memorandum of Understanding: Update

VIII NEW BUSINESS

- A. TCHC Annual Meeting: Election of Officers
- B. TCHC By-Law Review: Action Required
- C. FY 2018 HUD Budget: Action Required
- D. Disposition of Property: Action Required
- E. Bad Debt: Action Required
- F. HUD Income Limits: Action Required
- G. Resolution to Adopt Travel Policy: Action Requested
- H. Resolution to Adopt the Hazard Communication/Policy: Action Requested

IX CORRESPONDENCE

- A. June 1, 2018 Noble Pines Gazette (Elk Rapids Housing Commission) Newsletter
- B. May 8, 2018 Letter from Mold Matters, Inc.

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING IS A STUDY SESSION: Friday, July 20, 2018 at 9:00 A.M.



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

CONSENT AGENDA

May 25, 2018 Regular Meeting Minutes

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

Payment of Invoices for June 2018

Financial Statements for May 2018

DRAFT Meeting Minutes of the Traverse City Housing Commission May 25, 2018

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits in the Second Floor Training Room of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 8:00 A.M.

I ROLL CALL

The following Commissioners were present: Brian Haas, Jim Friend, Kay Serratelli, and Andy Smits. Heather Lockwood (arrived at 8:45 A.M).

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

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

Public: A local student.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

General Comment: Norma Loper, Ellen Corcoran, Jeff Turner, and Paul Olson of Municipal Underwriters of West MI, Inc.

IV CONSENT AGENDA

Commissioner Haas moved (Serratelli support) to approve the Consent Agenda as presented in the May 25, 2018 meeting packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the March 23, 2018 Regular Commission Meeting.
- B. Meeting Minutes of the May 16, 2018 Special Commission Meeting.
- C. Schedule of Disbursements for March & April 2018 for Public Housing and Housing Choice Voucher Section 8 Programs.
- D. Payment of Invoices for May 2018.
- E. Financial Statements for March & April 2018.

V COMMITTEE REPORTS

- A. The meeting minutes from the April 24 & May 21, 2018 Executive Committee meetings were presented. There was no discussion.
- B. The meeting minutes from the April 19 & May 17, 2018 Governance Committee meetings were presented. There was no discussion.
- C. The meeting minutes from the April 10, 2018 Communications & Outreach Committee meeting were presented. There was no discussion.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's April & May 2018 Report was presented. There was no discussion.

- B. The April & May 2018 Family Self-Sufficiency Report was presented. There was no discussion.
- C. The April & May 2018 Resident Council Reports were presented. There was no discussion.

VII OLD BUSINESS

- A. The 2018 Consolidated Budget was presented and reviewed.
- B. TCHC Policy Review Schedule was presented and reviewed.
- C. Staff presented a memo and attachments regarding progress on the Executive Director Goals. There was a brief discussion.
- D. President Smits updated the Commission on his voluntary review of the RTRC Memorandum of Understanding (MOU). The current MOU is in effect and unaltered.
- E. Commissioner Haas moved (Friend support) to approve the employment agreement for the Executive Director as presented. The motion was unanimously approved.

VIII NEW BUSINESS

- A. A memo regarding two FSS Escrow Disbursements was presented. Commissioner Haas moved (Friend support) to disburse \$853.00 to V-001-003226 and \$1,050.00 to V-001-V05208 as requested. The motion was unanimously approved.
- B. A memo regarding TCHC's Insurance Coverage was presented. There was a brief discussion. Commissioner Smits moved (Haas support) to approved the renewal of the service offered by Municipal Underwriters of West MI, Inc. Commissioner Haas noted for the record that the last sentence of the fourth paragraph of the cover letter written by Paul W. Olson (page 93 of the Board Packet) is factually incorrect. There was no civil rights violation. The motion was unanimously approved.
- C. The draft TCHC Code of Conduct Policy was presented. After a brief discussion, Commissioner Haas moved (Smits support) to adopt the Resolution to Adopt the Code of Conduct Policy as presented in the May 25, 2018 packet.

Roll Call

Serratelli	Yes
Smits	Yes
Haas	Yes
Friend	Yes
Lockwood	Absent

The resolution was adopted.

- D. The draft Community Service Policy was presented. Commissioner Haas moved (Serratelli support) to adopt the Resolution to Adopt the Community Service Policy.

Roll Call

Smits	Yes
Haas	Yes
Friend	Yes
Lockwood	Yes
Serratelli	Yes

The resolution was adopted.

- E. Staff presented a memo and attachments regarding the FY 2017 Mainstream Voucher Program Request for Proposals. After a brief discussion, Commissioner Smits moved (Haas support) to adopt the Resolution to Apply for FY 2017 Mainstream Vouchers from HUD.

Roll Call

Haas	Yes
Friend	Yes
Lockwood	Yes
Serratelli	Yes
Smits	Yes

The resolution was adopted.

- F. The draft TCHC Management Services Agreement with Elk Rapids Housing Commission was presented. After a brief discussion Commissioner Smits moved (Lockwood support) to adopt the Resolution to Provide Management Services to the Elk Rapids Housing Commission. It is noted for the record that the Elk Rapids Housing Commission has already reviewed and approved the draft Management Services Agreement.

Roll Call

Friend	Yes
Lockwood	Yes
Serratelli	Yes
Smits	Yes
Haas	Yes

The resolution was adopted.

- G. Staff presented the two suggested Amendments to the TCHC By-Laws. President Smits completed the first reading of the amended portions, Article 1 Section 5 Public Duty and Article 2 Section 5 Executive Director.

IX CORRESPONDENCE

Seven items of correspondence were presented and accepted.

X PUBLIC COMMENT

General Comment: Jo Simerson, Ellen Corcoran, and Jeff Turner.

Note: Staff made a comment to clarify that HUD has no plan to tear down Riverview Terrace and HUD would require the TCHC to relocate every resident in the event of a tear down. It is not lawful for a Public Housing Authority to displace any current resident without notice and assistance.

XI COMMISSIONER COMMENT

Commissioner Lockwood offered an apology for her tardiness.

XII ADJOURNMENT

Commissioner Haas moved (Friend support) to adjourn the meeting at 9:16 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2018 To: 05/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2018	DEP			13,025.57	75,525.09
05/02/2018	DEP	T Mobile		2,333.98	77,859.07
05/02/2018	037894	Engineered Protection Systems Inc	51.81		77,807.26
05/02/2018	037895	Vision Service Plan	205.74		77,601.52
05/02/2018	037896	Traverse City Business News	35.00		77,566.52
05/02/2018	037897	Charles Edwards	177.12		77,389.40
05/02/2018	037898	SAM'S CLUB	902.04		76,487.36
05/02/2018	037899	Staples Business Advantage	86.37		76,400.99
05/02/2018	037900	Allen Supply	40.49		76,360.50
05/02/2018	037901	Ace Hardware	43.58		76,316.92
05/02/2018	037902	Home Depot Credit Services	562.88		75,754.04
05/02/2018	037903	CynergyComm.net,Inc	24.57		75,729.47
05/03/2018	DEP			12,933.00	88,662.47
05/03/2018	037904	David Gourlay	31.05		88,631.42
05/03/2018	037905	DTE ENERGY	30.91		88,600.51
05/03/2018	037906	Safety Net	704.00		87,896.51
05/03/2018	037907	Traverse Outdoor	96.25		87,800.26
05/03/2018	037908	City of Traverse City, Treasurer's	738.92		87,061.34
05/03/2018	037909	Spectrum Business	3,290.20		83,771.14
05/03/2018	037910	Verizon Wireless	29.42		83,741.72
05/03/2018	037911	Spectrum Business	184.98		83,556.74
05/03/2018	037912	D & W Mechanical	1,395.59		82,161.15
05/03/2018	037912	**VOID** D & W Mechanical	(1,395.59)		83,556.74
05/03/2018	037913	Elmer's	462.00		83,094.74
05/03/2018	037914	Housing Authority Accounting	1,099.41		81,995.33
05/03/2018	037915	City Of Traverse City	12,378.09		69,617.24
05/03/2018	037916	DeWeese Hardware	10.92		69,606.32
05/03/2018	037917	Grand Traverse County	53.43		69,552.89
05/03/2018	037918	Priority Health	6,292.39		63,260.50
05/03/2018	037919	Cardmember Service	599.41		62,661.09
05/03/2018	037920	Anthony Lentych	238.85		62,422.24
05/03/2018	037921	City Of Traverse City	123.50		62,298.74
05/03/2018	037922	DTE ENERGY	28.50		62,270.24
05/04/2018	EFT	U.S. Dept. of HUD		23,765.00	86,035.24
05/04/2018	EFT	U.S. Dept. of HUD		5,602.00	91,637.24
05/04/2018	DEP			8,933.76	100,571.00
05/07/2018	DEP			7,205.84	107,776.84
05/07/2018	DEP			341.00	108,117.84
05/07/2018	037923	D & W Mechanical	1,374.97		106,742.87
05/08/2018	ADJST	Alisa Kroupa	1,275.05		105,467.82

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2018 To: 05/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/08/2018	ADJST	Anthony Lentych	2,412.52		103,055.30
05/08/2018	ADJST	Angela N. Szabo	648.22		102,407.08
05/08/2018	ADJST	Michelle Reardon	1,417.98		100,989.10
05/08/2018	ADJST	Joseph Battaglia	282.55		100,706.55
05/08/2018	ADJST	Charles Edwards	914.91		99,791.64
05/08/2018	ADJST	David Gourlay	995.83		98,795.81
05/08/2018	ADJST	Benjamin Weston	445.23		98,350.58
05/08/2018	EFT	Principal Life Insurance Co.	713.16		97,637.42
05/11/2018	EFT	Internal Revenue Service	2,507.08		95,130.34
05/16/2018	037924	SAM'S CLUB	311.76		94,818.58
05/16/2018	037925	Staples Business Advantage	57.94		94,760.64
05/16/2018	037926	Kendall Electric Inc	45.84		94,714.80
05/16/2018	037927	Safety Net	704.00		94,010.80
05/16/2018	037928	Total Attention	1,850.00		92,160.80
05/16/2018	037929	A T & T	251.15		91,909.65
05/16/2018	037930	City Of Traverse City	11,796.14		80,113.51
05/16/2018	037931	DTE ENERGY	1,413.03		78,700.48
05/16/2018	037932	Home Depot Credit Services	281.40		78,419.08
05/16/2018	037933	Aflac	188.88		78,230.20
05/16/2018	037934	Environmental Pest Control	270.00		77,960.20
05/16/2018	037935	John DeWeese	40.75		77,919.45
05/16/2018	037936	Integrated Payroll Services, Inc.	104.90		77,814.55
05/16/2018	037937	Kuhn Rogers PLC	133.00		77,681.55
05/16/2018	037938	Republic Services #239	604.65		77,076.90
05/16/2018	037939	City Of Traverse City	125.44		76,951.46
05/16/2018	037940	AmRent	106.20		76,845.26
05/16/2018	037941	South Cedar Chimney Sweep	1,050.00		75,795.26
05/16/2018	037942	Mold Matters	140.00		75,655.26
05/16/2018	037943	CynergyComm.net, Inc	5.47		75,649.79
05/16/2018	037944	Housing Data Systems	145.00		75,504.79
05/16/2018	037945	Great Lakes Business Systems, Inc.	134.64		75,370.15
05/16/2018	037946	A T & T	276.66		75,093.49
05/16/2018	037947	McCardel Water Conditioning	32.50		75,060.99
05/16/2018	037948	Grand Traverse County DPW	483.00		74,577.99
05/16/2018	037949	R.W. Popp Excavating, Inc.	1,048.90		73,529.09
05/16/2018	037950	Holiday Fleet	51.65		73,477.44
05/16/2018	037951	Sherwin Williams Co.	46.58		73,430.86
05/21/2018	EFT	State Of Michigan	824.17		72,606.69
05/21/2018	DEP			17,683.50	90,290.19
05/21/2018	037952	Save Carpet USA	1,180.00		89,110.19

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2018 To: 05/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/22/2018	ADJST	Alisa Kroupa	1,216.89		87,893.30
05/22/2018	ADJST	Anthony Lentych	2,412.52		85,480.78
05/22/2018	ADJST	Angela N. Szabo	802.76		84,678.02
05/22/2018	ADJST	Michelle Reardon	1,417.97		83,260.05
05/22/2018	ADJST	Joseph Battaglia	282.54		82,977.51
05/22/2018	ADJST	Charles Edwards	878.39		82,099.12
05/22/2018	ADJST	David Gourlay	995.83		81,103.29
05/22/2018	ADJST	Benjamin Weston	221.98		80,881.31
05/22/2018	EFT	Principal Life Insurance Co.	721.14		80,160.17
05/22/2018	DEP			344.30	80,504.47
05/22/2018	037953	G.T. Sheet Metal Inc.	78.85		80,425.62
05/24/2018	ADJST	Chemical Bank	32.00		80,393.62
05/25/2018	EFT	Internal Revenue Service	2,457.78		77,935.84
05/25/2018	037954	David Carr	312.00		77,623.84
05/31/2018	DEP			9,179.36	86,803.20
05/31/2018	ADJST	Chemical Bank		25.48	86,828.68
Total:			77,043.63	101,372.79	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2018 To: 05/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2018	ADJST	PNC	73.70		131,311.39
05/01/2018	EFT	U.S. Dept. of HUD		87,850.00	219,161.39
05/01/2018	EFT	U.S. Dept. of HUD		7,358.00	226,519.39
05/01/2018	000214	TC Commons I LDHA, LLC	263.00		226,256.39
05/01/2018	000214	Jeana Aiken	563.00		225,693.39
05/01/2018	000214	Dustin Ansorge	1,318.00		224,375.39
05/01/2018	000214	Ayers Investment Properties LLC	575.00		223,800.39
05/01/2018	000214	Brad Barnes	507.00		223,293.39
05/01/2018	000214	Bay Front Apartments	322.00		222,971.39
05/01/2018	000214	Bay Hill Housing LDHALP	5,096.00		217,875.39
05/01/2018	000214	Bay Hill II	7,871.00		210,004.39
05/01/2018	000214	Elizabeth Beckett	288.00		209,716.39
05/01/2018	000214	Bellaire Senior Apartments	248.00		209,468.39
05/01/2018	000214	Brookside Commons LDHA, LP	1,959.00		207,509.39
05/01/2018	000214	Irma Jean Brownley	465.00		207,044.39
05/01/2018	000214	Rebecca Carmien	358.00		206,686.39
05/01/2018	000214	Carson Square	5,818.00		200,868.39
05/01/2018	000214	Central Lake Townhouses	421.00		200,447.39
05/01/2018	000214	Cherrywood Village Farms, Inc.	2,286.00		198,161.39
05/01/2018	000214	Douglas A. Chichester	622.00		197,539.39
05/01/2018	000214	Davis Investment Properties, LLC	298.00		197,241.39
05/01/2018	000214	Jack V. Dean	421.00		196,820.39
05/01/2018	000214	Zachary Duell	1,200.00		195,620.39
05/01/2018	000214	Eden Brook LLC	457.00		195,163.39
05/01/2018	000214	Shirley Farrell	833.00		194,330.39
05/01/2018	000214	Five P Enterprises, LLC	485.00		193,845.39
05/01/2018	000214	Rent Leelanau, LLC	658.00		193,187.39
05/01/2018	000214	Lisa Forbes	531.00		192,656.39
05/01/2018	000214	Mabel Foust	450.00		192,206.39
05/01/2018	000214	Dale E. French	91.00		192,115.39
05/01/2018	000214	French Quarter Apts.	110.00		192,005.39
05/01/2018	000214	Michael Glowacki	669.00		191,336.39
05/01/2018	000214	David Grzesiek	395.00		190,941.39
05/01/2018	000214	Habitat for Humanity	341.00		190,600.39
05/01/2018	000214	Harbour Ridge Apts	1,689.00		188,911.39
05/01/2018	000214	Leonard Herman	521.00		188,390.39
05/01/2018	000214	Hillview Terrace	1,425.00		186,965.39
05/01/2018	000214	Josh Hollister	396.00		186,569.39
05/01/2018	000214	HomeStretch	3,443.00		183,126.39
05/01/2018	000214	Nancy Irish	554.00		182,572.39

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2018 To: 05/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2018	000214	Donna Kalchik	313.00		182,259.39
05/01/2018	000214	Kalkaska Woods Limited Partnership	931.00		181,328.39
05/01/2018	000214	Jim Kidder	555.00		180,773.39
05/01/2018	000214	Bruce W. Korson	427.00		180,346.39
05/01/2018	000214	Lake Pointe Acquisitions LLC.	315.00		180,031.39
05/01/2018	000214	Sidney Lammers	372.00		179,659.39
05/01/2018	000214	John J. Lewis	758.00		178,901.39
05/01/2018	000214	Don E. Lint	504.00		178,397.39
05/01/2018	000214	Maret Sabourin	525.00		177,872.39
05/01/2018	000214	Meadowrun-Mancelona Rd 207 LHDA	471.00		177,401.39
05/01/2018	000214	Robert J. Mork	371.00		177,030.39
05/01/2018	000214	Oak Park Apts	1,342.00		175,688.39
05/01/2018	000214	Oak Terrace Apts	718.00		174,970.39
05/01/2018	000214	Gerald Oliver Revocable Trust	769.00		174,201.39
05/01/2018	000214	Daniel G. Pohlman	1,519.00		172,682.39
05/01/2018	000214	Douglas L. Porter	390.00		172,292.39
05/01/2018	000214	Punta Gorda Housing Authority	1,128.38		171,164.01
05/01/2018	000214	Timothy Rice	349.00		170,815.01
05/01/2018	000214	John Sarya	448.00		170,367.01
05/01/2018	000214	Eldon Schaub	401.00		169,966.01
05/01/2018	000214	Mike & Melissa Schichtel	620.00		169,346.01
05/01/2018	000214	Melanie Schmid	818.00		168,528.01
05/01/2018	000214	Gerald Sieggreen	697.00		167,831.01
05/01/2018	000214	SILVER SHORES MHC	405.00		167,426.01
05/01/2018	000214	Douglas & Julia Slack	333.00		167,093.01
05/01/2018	000214	22955 Investments LLC	3,003.00		164,090.01
05/01/2018	000214	Carl Sumner	535.00		163,555.01
05/01/2018	000214	Traverse City Property Management	439.00		163,116.01
05/01/2018	000214	TCR Investments, LLC	611.00		162,505.01
05/01/2018	000214	Wendy Teagan	475.00		162,030.01
05/01/2018	000214	TEAMCO PROPERTIES	651.00		161,379.01
05/01/2018	000214	TOS Holdings, LLC	697.00		160,682.01
05/01/2018	000214	Tradewinds Terrace Apts	262.00		160,420.01
05/01/2018	000214	Village Glen Apartments	7,439.00		152,981.01
05/01/2018	000214	Village View Housing LHDA LP	1,249.00		151,732.01
05/01/2018	000214	Village Woods	704.00		151,028.01
05/01/2018	000214	Wagner Asset Group at Ninth Street,	734.00		150,294.01
05/01/2018	000214	Paul Wheelock	538.00		149,756.01
05/01/2018	000214	Woda Boardman Lake LDHA.LP	2,009.00		147,747.01
05/01/2018	000214	Woodland Shores Properties, LLC	344.00		147,403.01

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2018 To: 05/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2018	000214	Woodmere Ridge Apartments LDHA	5,179.00		142,224.01
05/01/2018	000214	Wyatt Road Apartment Company	573.00		141,651.01
05/01/2018	000214	Theodore V. Zachman	876.00		140,775.01
05/01/2018	000214	Ann Zenner	549.00		140,226.01
05/01/2018	000214	Barb Zupin	1,053.00		139,173.01
05/02/2018	023062	City Of Traverse City	152.10		139,020.91
05/02/2018	023063	Consumers Energy	51.10		138,969.81
05/02/2018	023064	DTE ENERGY	295.80		138,674.01
05/02/2018	023065	Traverse City Housing Commission	5,518.31		133,155.70
05/03/2018	DEP			100.00	133,255.70
05/16/2018	023066	Traverse City Housing Commission	8,327.50		124,928.20
05/25/2018	023067	Nehal Elramly	853.00		124,075.20
05/25/2018	023068	Angela Lassiter	1,050.00		123,025.20
05/31/2018	023069	City Of Traverse City	147.60		122,877.60
05/31/2018	023070	Consumers Energy	26.60		122,851.00
05/31/2018	023071	DTE ENERGY	306.80		122,544.20
05/31/2018	023072	Lisa L. Forbes	14.00		122,530.20
Total:			104,162.89	95,308.00	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2018 To: 06/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2018	DEP			8,878.00	95,706.68
06/01/2018	DEP			4,271.00	99,977.68
06/01/2018	037955	City of Traverse City, Treasurer's	24,364.73		75,612.95
06/01/2018	037956	BLOXSOM ROOFING AND SIDING	128.00		75,484.95
06/01/2018	037957	Aflac	188.88		75,296.07
06/01/2018	037958	Sherwin Williams Co.	23.29		75,272.78
06/01/2018	037959	Guardian Medical Monitoring	14.95		75,257.83
06/01/2018	037960	All American Investment Group, LLC	9,500.00		65,757.83
06/01/2018	037961	K & H Concrete Cutting Inc.	175.00		65,582.83
06/01/2018	037962	Municipal Underwriters of Michigan,	28,109.00		37,473.83
06/01/2018	037963	Koorsen Fire & Security	61.37		37,412.46
06/01/2018	037964	Dolly's Best Inc.	1,800.00		35,612.46
06/01/2018	037965	Roto-Rooter	95.00		35,517.46
06/01/2018	037966	Nichols Paper & Supply Co.	96.32		35,421.14
06/01/2018	037967	Priority Health	6,292.39		29,128.75
06/01/2018	037968	Thomas P. Licavoli	1,220.00		27,908.75
06/01/2018	037969	Northern Greenlawn	566.00		27,342.75
06/01/2018	037970	DTE ENERGY	43.55		27,299.20
06/01/2018	037971	Spectrum Business	184.98		27,114.22
06/01/2018	037972	Verizon Wireless	80.39		27,033.83
06/01/2018	037973	Cardmember Service	2,003.46		25,030.37
06/01/2018	037974	Dorrie Stanton	305.00		24,725.37
06/01/2018	037975	Anthony Lentych	1,200.00		23,525.37
06/01/2018	037976	Engineered Protection Systems Inc	208.80		23,316.57
06/01/2018	037977	Housing Authority Accounting	1,099.41		22,217.16
06/01/2018	037978	A T & T	276.66		21,940.50
06/01/2018	037979	City of Traverse City, Treasurer's	369.46		21,571.04
06/01/2018	037980	Grand Traverse County	53.43		21,517.61
06/01/2018	037981	Northern Greenlawn	142.00		21,375.61
06/04/2018	DEP	T Mobile		2,333.98	23,709.59
06/04/2018	DEP			7,376.00	31,085.59
06/04/2018	DEP			6,095.00	37,180.59
06/04/2018	037982	Natalie McManemy	175.00		37,005.59
06/05/2018	EFT	U.S. Dept. of HUD		5,602.00	42,607.59
06/05/2018	EFT	U.S. Dept. of HUD		20,821.00	63,428.59
06/05/2018	ADJST	Alisa Kroupa	1,275.05		62,153.54
06/05/2018	ADJST	Anthony Lentych	2,412.52		59,741.02
06/05/2018	ADJST	Angela N. Szabo	802.76		58,938.26
06/05/2018	ADJST	Michelle Reardon	1,417.98		57,520.28
06/05/2018	ADJST	Joseph Battaglia	205.90		57,314.38

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2018 To: 06/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
06/05/2018	ADJUST	Charles Edwards	960.58		56,353.80
06/05/2018	ADJUST	David Gourlay	995.84		55,357.96
06/05/2018	ADJUST	Benjamin Weston	396.91		54,961.05
06/05/2018	EFT	Principal Life Insurance Co.	725.76		54,235.29
06/05/2018	DEP			6,945.00	61,180.29
06/06/2018	037975	**VOID** Anthony Lentych	(1,200.00)		62,380.29
06/06/2018	037983	Anthony Lentych	1,200.00		61,180.29
06/08/2018	EFT	Internal Revenue Service	2,538.29		58,642.00
06/11/2018	DEP			5,522.69	64,164.69
06/11/2018	DEP			291.00	64,455.69
06/13/2018	037984	Republic Services #239	538.10		63,917.59
06/13/2018	037985	Advantage Electric, LLC	1,211.23		62,706.36
06/13/2018	037986	Integrated Payroll Services, Inc.	104.90		62,601.46
06/13/2018	037987	Housing Data Systems	105.50		62,495.96
06/13/2018	037988	A T & T	251.65		62,244.31
06/13/2018	037989	AmRent	88.50		62,155.81
06/13/2018	037990	Spectrum Business	1,690.00		60,465.81
06/13/2018	037990	**VOID** Spectrum Business	(1,690.00)		62,155.81
06/13/2018	037991	Save Carpet USA	3,508.00		58,647.81
06/13/2018	037992	Dawn Rogers	318.75		58,329.06
06/13/2018	037993	Aflac	217.10		58,111.96
06/13/2018	037994	Great Lakes Business Systems, Inc.	419.31		57,692.65
06/13/2018	037995	DeWeese Hardware	60.15		57,632.50
06/13/2018	037995	**VOID** DeWeese Hardware	(60.15)		57,692.65
06/13/2018	037996	Grand Traverse County DPW	483.00		57,209.65
06/13/2018	037997	Nahro Professional Development	515.94		56,693.71
06/13/2018	037998	Johnson Controls	1,351.00		55,342.71
06/13/2018	037999	Total Attention	335.00		55,007.71
06/13/2018	038000	McCardel Water Conditioning	19.50		54,988.21
06/13/2018	038001	Spectrum Business	3,290.20		51,698.01
06/13/2018	038002	Dolly's Best Inc.	80.00		51,618.01
06/13/2018	038003	Safety Net	779.81		50,838.20
06/14/2018	038004	Michigan NAHRO	45.00		50,793.20
06/14/2018	038005	Holiday Fleet	16.60		50,776.60
06/14/2018	038006	Northern Greenlawn	80.00		50,696.60
06/14/2018	038007	Cornell Agency Inc	701.00		49,995.60
06/14/2018	038008	Charles Edwards	211.68		49,783.92
06/14/2018	038009	David Gourlay	73.98		49,709.94
06/14/2018	038010	Ace Hardware	100.67		49,609.27
06/14/2018	038011	Staples Business Advantage	81.90		49,527.37

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2018 To: 06/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
06/14/2018	038012	Helen Rybarski	149.00		49,378.37
06/14/2018	038013	Home Depot Credit Services	529.84		48,848.53
06/14/2018	038014	Sherwin Williams Co.	23.29		48,825.24
06/14/2018	038015	Barton Carroll's Inc	990.00		47,835.24
06/14/2018	038016	Thomas P. Licavoli	1,690.00		46,145.24
06/14/2018	038017	John DeWeese	60.15		46,085.09
06/14/2018	038018	Vision Service Plan	102.87		45,982.22
06/15/2018	ADJST	David Gourlay	985.11		44,997.11
Total:			109,967.24	68,135.67	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2018 To: 06/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2018	ADJUST	PNC	79.05		122,451.15
06/01/2018	EFT	U.S. Dept. of HUD		7,358.00	129,809.15
06/01/2018	EFT	U.S. Dept. of HUD		79,952.00	209,761.15
06/01/2018	000215	TC Commons I LDHA, LLC	263.00		209,498.15
06/01/2018	000215	Jeana Aiken	386.00		209,112.15
06/01/2018	000215	Dustin Ansorge	1,248.00		207,864.15
06/01/2018	000215	Ayers Investment Properties LLC	575.00		207,289.15
06/01/2018	000215	Brad Barnes	503.00		206,786.15
06/01/2018	000215	Bay Front Apartments	322.00		206,464.15
06/01/2018	000215	Bay Hill Apartments	613.00		205,851.15
06/01/2018	000215	Bay Hill Housing LDHALP	3,492.00		202,359.15
06/01/2018	000215	Bay Hill II	7,325.00		195,034.15
06/01/2018	000215	Elizabeth Beckett	288.00		194,746.15
06/01/2018	000215	Bellaire Senior Apartments	351.00		194,395.15
06/01/2018	000215	Brookside Commons LDHA, LP	1,502.00		192,893.15
06/01/2018	000215	Irma Jean Brownley	535.00		192,358.15
06/01/2018	000215	Rebecca Carmien	358.00		192,000.15
06/01/2018	000215	Carson Square	5,795.00		186,205.15
06/01/2018	000215	Central Lake Townhouses	421.00		185,784.15
06/01/2018	000215	Cherrywood Village Farms, Inc.	2,328.00		183,456.15
06/01/2018	000215	Douglas A. Chichester	615.00		182,841.15
06/01/2018	000215	Davis Investment Properties, LLC	640.00		182,201.15
06/01/2018	000215	Jack V. Dean	421.00		181,780.15
06/01/2018	000215	Zachary Duell	1,200.00		180,580.15
06/01/2018	000215	Eden Brook LLC	457.00		180,123.15
06/01/2018	000215	Shirley Farrell	833.00		179,290.15
06/01/2018	000215	Five P Enterprises, LLC	485.00		178,805.15
06/01/2018	000215	Rent Leelanau, LLC	658.00		178,147.15
06/01/2018	000215	Lisa Forbes	531.00		177,616.15
06/01/2018	000215	Mabel Foust	450.00		177,166.15
06/01/2018	000215	Dale E. French	91.00		177,075.15
06/01/2018	000215	French Quarter Apts.	110.00		176,965.15
06/01/2018	000215	Michael Glowacki	669.00		176,296.15
06/01/2018	000215	David Grzesiek	395.00		175,901.15
06/01/2018	000215	Habitat for Humanity	340.00		175,561.15
06/01/2018	000215	Harbour Ridge Apts	1,689.00		173,872.15
06/01/2018	000215	Leonard Herman	521.00		173,351.15
06/01/2018	000215	Hillview Terrace	1,916.00		171,435.15
06/01/2018	000215	Josh Hollister	396.00		171,039.15
06/01/2018	000215	HomeStretch	3,094.00		167,945.15

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2018 To: 06/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2018	000215	Nancy Irish	554.00		167,391.15
06/01/2018	000215	Donna Kalchik	313.00		167,078.15
06/01/2018	000215	Kalkaska Woods Limited Partnership	301.00		166,777.15
06/01/2018	000215	Bruce W. Korson	427.00		166,350.15
06/01/2018	000215	Lake Pointe Acquisitions LLC.	315.00		166,035.15
06/01/2018	000215	Sidney Lammers	372.00		165,663.15
06/01/2018	000215	John J. Lewis	758.00		164,905.15
06/01/2018	000215	Don E. Lint	504.00		164,401.15
06/01/2018	000215	Maret Sabourin	525.00		163,876.15
06/01/2018	000215	Meadowrun-Mancelona Rd 207 LHDA	471.00		163,405.15
06/01/2018	000215	Robert J. Mork	371.00		163,034.15
06/01/2018	000215	Oak Park Apts	1,342.00		161,692.15
06/01/2018	000215	Oak Terrace Apts	718.00		160,974.15
06/01/2018	000215	Gerald Oliver Revocable Trust	769.00		160,205.15
06/01/2018	000215	Daniel G. Pohlman	1,117.00		159,088.15
06/01/2018	000215	Douglas L. Porter	390.00		158,698.15
06/01/2018	000215	Punta Gorda Housing Authority	1,128.38		157,569.77
06/01/2018	000215	Timothy Rice	349.00		157,220.77
06/01/2018	000215	John Sarya	448.00		156,772.77
06/01/2018	000215	Eldon Schaub	384.00		156,388.77
06/01/2018	000215	Mike & Melissa Schichtel	620.00		155,768.77
06/01/2018	000215	Melanie Schmid	818.00		154,950.77
06/01/2018	000215	Gerald Sieggreen	697.00		154,253.77
06/01/2018	000215	SILVER SHORES MHC	405.00		153,848.77
06/01/2018	000215	Douglas & Julia Slack	333.00		153,515.77
06/01/2018	000215	22955 Investments LLC	3,003.00		150,512.77
06/01/2018	000215	Carl Sumner	535.00		149,977.77
06/01/2018	000215	Traverse City Property Management	454.00		149,523.77
06/01/2018	000215	TCR Investments, LLC	611.00		148,912.77
06/01/2018	000215	Wendy Teagan	475.00		148,437.77
06/01/2018	000215	TEAMCO PROPERTIES	651.00		147,786.77
06/01/2018	000215	TOS Holdings, LLC	697.00		147,089.77
06/01/2018	000215	Tradewinds Terrace Apts	262.00		146,827.77
06/01/2018	000215	Village Glen Apartments	8,247.00		138,580.77
06/01/2018	000215	Village View Housing LHDA LP	751.00		137,829.77
06/01/2018	000215	Village Woods	804.00		137,025.77
06/01/2018	000215	Wagner Asset Group at Ninth Street,	734.00		136,291.77
06/01/2018	000215	Paul Wheelock	538.00		135,753.77
06/01/2018	000215	Woda Boardman Lake LDHA.LP	2,008.00		133,745.77
06/01/2018	000215	Woodland Shores Properties, LLC	344.00		133,401.77

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2018 To: 06/15/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2018	000215	Woodmere Ridge Apartments LDHA	5,179.00		128,222.77
06/01/2018	000215	Wyatt Road Apartment Company	573.00		127,649.77
06/01/2018	000215	Theodore V. Zachman	876.00		126,773.77
06/01/2018	000215	Barb Zupin	1,053.00		125,720.77
06/04/2018	DEP			100.00	125,820.77
06/14/2018	023073	Cherryland Electric Cooperative	44.00		125,776.77
06/14/2018	023074	City Of Traverse City	147.60		125,629.17
06/14/2018	023075	Consumers Energy	26.60		125,602.57
06/14/2018	023076	DTE ENERGY	306.80		125,295.77
06/14/2018	023077	Lisa L. Forbes	14.00		125,281.77
Total:			84,658.43	87,410.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2018

	1 Month Ended		11 Months Ended			
	<u>May 31, 2018</u>		<u>May 31, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	31,179.00	\$	341,652.00	\$ 435,000	\$ 93,348.00
3110.2 - Dwelling Rental-Proj. 2		4,993.00		54,155.00	0	(54,155.00)
3120 - Excess Utilities		0.00		1,003.89	0	(1,003.89)
3190 - Nondwelling Rental		10,237.22		84,209.49	71,900	(12,309.49)
Total Rental Income	\$	46,409.22	\$	481,020.38	\$ 506,900	\$ 25,879.62
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	23,765.00	\$	222,930.00	\$ 250,000	\$ 27,070.00
Total HUD PHA GRANTS	\$	23,765.00	\$	222,930.00	\$ 250,000	\$ 27,070.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	148.79	\$	1,843.52	\$ 2,500	\$ 656.48
3690 - Tenant Income		150.00		2,208.01	6,000	3,791.99
3690.1 - Non-Tenant Income		4,729.78		34,406.37	15,400	(19,006.37)
3690.2 - Tenant Income-Cable		2,375.00		26,188.00	29,200	3,012.00
Total Nonrental Income	\$	7,403.57	\$	64,645.90	\$ 53,100	\$ (11,545.90)
Total Operating Income	\$	77,577.79	\$	768,596.28	\$ 810,000	\$ 41,403.72
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	9,609.96	\$	118,387.49	\$ 136,780	\$ 18,392.51
4120 - Compensated Absences		0.00		0.00	(1,000)	(1,000.00)
4130 - Legal Expense		93.10		5,584.15	17,000	11,415.85
4140 - Staff Training		94.50		2,438.56	6,300	3,861.44
4150 - Travel Expense		349.64		4,384.83	4,200	(184.83)
4170 - Accounting Fees		450.16		6,549.42	7,000	450.58
4171 - Auditing		0.00		3,000.00	4,000	1,000.00
4182 - Employee Benefits - Admin		3,080.12		38,066.68	50,430	12,363.32
4185 - Telephone		660.98		7,095.11	7,500	404.89
4190 - Administrative Sundry		0.00		322.50	0	(322.50)
4190.1 - Publications		35.00		348.60	800	451.40
4190.2 - Membership Dues and Fees		87.17		902.29	1,000	97.71
4190.3 - Admin. Service Contracts		1,000.16		13,871.34	23,800	9,928.66
4190.4 - Office Supplies		175.62		1,918.57	4,200	2,281.43
4190.5 - Other Sundry Expense		633.53		15,229.15	13,640	(1,589.15)
4190.6 - Advertising		0.00		242.34	1,500	1,257.66
Total Administration	\$	16,269.94	\$	218,341.03	\$ 277,150	\$ 58,808.97
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	831.94	\$	4,543.24	\$ 8,575	\$ 4,031.76
4230 - Cable TV-Tenants		3,290.20		35,662.99	37,460	1,797.01
Total Tenant Services	\$	4,122.14	\$	40,206.23	\$ 46,035	\$ 5,828.77

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2018

	1 Month Ended		11 Months Ended			
	<u>May 31, 2018</u>		<u>May 31, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities						
4310 - Water	\$	1,507.00	\$	13,840.21	\$ 16,500	\$ 2,659.79
4320 - Electricity		23,275.67		121,366.07	150,000	28,633.93
4330 - Gas		1,443.94		19,134.04	15,500	(3,634.04)
Total Utilities	\$	26,226.61	\$	154,340.32	\$ 182,000	\$ 27,659.68
Ordinary Maint. & Operations						
4410 - Labor, Maintenance	\$	6,994.12	\$	95,908.64	\$ 97,540	\$ 1,631.36
4420 - Materials		1,374.57		26,856.84	25,000	(1,856.84)
4430.02 - Heating & Cooling Contracts		0.00		6,490.46	6,000	(490.46)
4430.03 - Snow Removal Contracts		1,510.90		5,020.57	4,000	(1,020.57)
4430.04 - Elevator Maintenance Contracts		0.00		8,309.00	9,600	1,291.00
4430.05 - Landscape & Grounds Contracts		1,946.25		14,888.50	10,000	(4,888.50)
4430.06 - Unit Turnaround Contracts		81.24		21,253.72	18,000	(3,253.72)
4430.07 - Electrical Contracts		0.00		344.00	1,000	656.00
4430.08 - Plumbing Contracts		1,374.97		4,727.95	1,000	(3,727.95)
4430.09 - Extermination Contracts		270.00		3,370.00	3,000	(370.00)
4430.10 - Janitorial Contracts		0.00		0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts		1,101.81		18,729.47	10,000	(8,729.47)
4430.12 - Misc. Contracts		283.85		19,960.21	10,000	(9,960.21)
4431 - Garbage Removal		604.65		5,938.56	10,500	4,561.44
4433 - Employee Benefits - Maint.		2,812.24		33,266.85	35,620	2,353.15
Total Ordinary Maint. & Oper	\$	18,354.60	\$	265,064.77	\$ 243,460	\$ (21,604.77)
General Expense						
4510 - Insurance	\$	2,412.51	\$	26,584.57	\$ 30,600	\$ 4,015.43
4520 - Payment in Lieu of Taxes		1,780.00		19,716.67	23,000	3,283.33
4570 - Collection Losses		688.00		688.97	5,000	4,311.03
4586 - Interest Expense-CFFP		0.00		0.00	32,000	32,000.00
Total General Expense	\$	4,880.51	\$	46,990.21	\$ 90,600	\$ 43,609.79
Total Routine Expense	\$	69,853.80	\$	724,942.56	\$ 839,245	\$ 114,302.44
Non-Routine Expense						
Extraordinary Maintenance						
4610.3 - Contract Costs	\$	0.00	\$	797.00	\$ 10,000	\$ 9,203.00
Total Extraordinary Maintenance	\$	0.00	\$	797.00	\$ 10,000	\$ 9,203.00
Casualty Losses-Not Cap.						
Total Casualty Losses	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$	0.00	\$	797.00	\$ 10,000	\$ 9,203.00
Total Operating Expenses	\$	69,853.80	\$	725,739.56	\$ 849,245	\$ 123,505.44
Operating Income (Loss)	\$	7,723.99	\$	42,856.72	\$ (39,245)	\$ (82,101.72)
Depreciation Expense						
4800 - Depreciation - Current Year	\$	21,695.94	\$	236,868.74	\$ 0	\$ (236,868.74)
Total Depreciation Expense	\$	21,695.94	\$	236,868.74	\$ 0	\$ (236,868.74)

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2018

	1 Month Ended		11 Months Ended			
	<u>May 31, 2018</u>		<u>May 31, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Capital Expenditures						
7520 - Replacement of Equipment	\$	0.00	\$	5,837.00	\$ 0	\$ (5,837.00)
7540 - Betterments and Additions		1,180.00		61,140.00	25,000	(36,140.00)
7590 - Operating Expenditures-Contra		(1,180.00)		(66,977.00)	0	66,977.00
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)	 \$	 6,543.99	 \$	 (24,120.28)	 \$ (173,545)	 \$ (149,424.72)
GAAP Net Income (Loss)	\$	(13,971.95)	\$	(194,012.02)	\$ 45,055	\$ 239,067.02

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2018**

	1 Month Ended		11 Months Ended			
	<u>May 31, 2018</u>		<u>May 31, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income						
Total Operating Reserve Income	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS						
3412 - FSS Grant Revenue	\$	5,602.00	\$	61,500.00	\$ 0	\$ (61,500.00)
Total HUD PHA GRANTS	\$	5,602.00	\$	61,500.00	\$ 0	\$ (61,500.00)
Income Offset HUD A.C.						
Total Income Offset		0.00		0.00	0.00	0.00
Total Operating Income	\$	5,602.00	\$	61,500.00	\$ 0	\$ (61,500.00)
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	3,228.48	\$	41,593.20	\$ 55,800	\$ 14,206.80
4182 - Employee Benefits - Admin		1,437.49		16,140.02	19,070	2,929.98
4190.1 - Publications		0.00		856.00	0	(856.00)
Total Administration	\$	4,665.97	\$	58,589.22	\$ 74,870	\$ 16,280.78
General Expense						
Total General Expense	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Routine Expense	\$	4,665.97	\$	58,589.22	\$ 74,870	\$ 16,280.78

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2018**

	<u>1 Month Ended May 31, 2018</u>	<u>11 Months Ended May 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 4,665.97	\$ 58,589.22	\$ 74,870	\$ 16,280.78
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>\$ 936.03</u>	<u>\$ 2,910.78</u>	<u>\$ (74,870)</u>	<u>\$ (77,780.78)</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2018**

	1 Month Ended	11 Months Ended		
	<u>May 31, 2018</u>	<u>May 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 1,225.00	\$ 0	\$ (1,225.00)
3603 - Number of Unit Months	(168.00)	(1,801.00)	0	1,801.00
3604 - Unit Months - Contra	168.00	1,801.00	0	(1,801.00)
Total Operating Reserve Income	<u>\$ 50.00</u>	<u>\$ 1,225.00</u>	<u>\$ 0</u>	<u>\$ (1,225.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 87,850.00	\$ 897,061.00	\$ 0	\$ (897,061.00)
3411 - Admin Fee Funding	7,358.00	80,375.00	0	(80,375.00)
Total HUD PHA GRANTS	<u>\$ 95,208.00</u>	<u>\$ 977,436.00</u>	<u>\$ 0</u>	<u>\$ (977,436.00)</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 95,258.00</u>	<u>\$ 978,661.00</u>	<u>\$ 0</u>	<u>\$ (978,661.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,059.42	\$ 37,735.72	\$ 40,790	\$ 3,054.28
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	39.90	1,006.35	500	(506.35)
4140 - Staff Training	40.50	1,577.95	2,700	1,122.05
4150 - Travel Expense	110.77	1,626.20	1,800	173.80
4170 - Accounting Fees	649.25	7,993.50	8,000	6.50
4171 - Auditing	0.00	3,000.00	3,000	0.00
4182 - Employee Benefits - Admin	1,001.11	12,687.89	17,195	4,507.11
4185 - Telephone	164.70	1,868.36	3,200	1,331.64
4190 - Administrative Sundry	0.00	322.50	0	(322.50)
4190.1 - Publications	0.00	134.40	500	365.60
4190.2 - Membership Dues and Fees	87.16	524.14	1,000	475.86
4190.3 - Admin. Service Contracts	428.64	5,742.72	10,200	4,457.28
4190.4 - Office Supplies	75.26	814.04	2,200	1,385.96
4190.5 - Other Sundry Expense	316.76	7,289.11	5,460	(1,829.11)
Total Administration	<u>\$ 5,973.47</u>	<u>\$ 82,322.88</u>	<u>\$ 96,295</u>	<u>\$ 13,972.12</u>
General Expense				
4590 - Other General Expense	\$ 34.38	\$ 343.80	\$ 0	\$ (343.80)
Total General Expense	<u>\$ 34.38</u>	<u>\$ 343.80</u>	<u>\$ 0</u>	<u>\$ (343.80)</u>
Total Routine Expense	<u>\$ 6,007.85</u>	<u>\$ 82,666.68</u>	<u>\$ 96,295</u>	<u>\$ 13,628.32</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2018**

	1 Month Ended <u>May 31, 2018</u>	11 Months Ended <u>May 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 81,641.00	\$ 858,296.92	\$ 0	\$ (858,296.92)
4715.3 - HAP - Non-Elderly Disabled	3,003.00	34,191.00	0	(34,191.00)
4715.4 - HAP - Utility Allowances	980.00	6,954.50	0	(6,954.50)
4715.5 - HAP - Fraud Recovery	(50.00)	(825.00)	0	825.00
4715.6 - HAP - Homeownership	1,244.00	12,507.00	0	(12,507.00)
4715.8 - HAP - Portable Paying Out	1,094.00	10,172.00	0	(10,172.00)
4715.9 - HAP - Portable Receiving	344.00	3,740.00	0	(3,740.00)
4719 - HAP - FSS Escrow	0.00	14,485.00	0	(14,485.00)
Total HAP Payments	\$ 88,256.00	\$ 939,521.42	\$ 0	\$ (939,521.42)
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 94,263.85	\$ 1,022,188.10	\$ 96,295	\$ (925,893.10)
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)	\$ 994.15	\$ (43,527.10)	\$ (96,295)	\$ (52,767.90)
Memo:				
Admin Operating Income/(Loss)	\$ 1,350.15	\$ (2,291.68)	\$ (96,295)	\$ (94,003.32)
<u>Analysis of Funding</u>		11 Months Ended <u>May 31, 2018</u>		
A.C. Received: May 31, 2018				
3410 - HAP Funding		\$ 897,061.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		858,296.92		
4715.3 - HAP - Non-Elderly Disabled		34,191.00		
4715.4 - HAP - Utility Allowances		6,954.50		
4715.5 - HAP - Fraud Recovery		(825.00)		
4715.6 - HAP - Homeownership		12,507.00		
4715.8 - HAP - Portable Paying Out		10,172.00		
4715.9 - HAP - Portable Receiving		3,740.00		
4719 - HAP - FSS Escrow		14,485.00		
Total Funding Required		\$ 939,521.42		
Over/(Under) Funding		\$ (42,460.42)		
NRA as of: May 31, 2018		\$ (15,216.68)		
UNA as of: May 31, 2018		\$ 142,214.43		



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

COMMITTEE REPORTS

Executive Committee Meeting: June 18, 2018

Governance Committee Meeting: June 14, 2018

Communication & Outreach Committee Meeting: June 5, 2018

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

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 4:45 P.M. on June 18, 2018 at the TCHC Office in Traverse City, Michigan.

ROLL CALL

The following Commissioners were present: Andy Smits, President; Haas reported a conflict.

CORRESPONDENCE

A letter and report from Mold Matters, Inc. was discussed.

AGENDA

The following Agenda items were discussed:

- A. The Minutes of the May 21, 2018 Executive Committee Meeting were presented.
- B. A financial update for May was presented and discussed. Everything is close to the projections.
- C. The policy review schedule was presented and discussed.
- D. Staff gave an update on the East Bay Flats project; demolition is under way. Smits requested a summary of activity expected when it is known. Staff also gave a brief update on Sarah's House.
- E. Staff provided a brief update on the work of the Governance Committee.
- F. The FY 2019 Budget was discussed in detail and is ready for approval by the Commission.
- G. The June 22, 2018 Regular Meeting Agenda was reviewed:
 - The Draft Travel Policy was reviewed.
 - Income Limits/Bad Debt/Property Disposition was discussed.
 - TCHC By Law revisions were discussed.
 - Annual Elections of Officers was briefly discussed.
- H. The Committee will attempt to meeting on July 27, 2018.

ADJOURNMENT

President Smits adjourned the meeting at 5:55 P.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
June 14, 2018**

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

I ROLL CALL

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

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

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

II APPROVAL OF AGENDA

Jim Friend moved (Corcoran support) to approve the agenda as presented. The was unanimously approved.

III PUBLIC COMMENT

None.

IV UPDATES

A. The Policy Review Schedule was presented and discussed.

V OLD BUSINESS

- A. There is no update regarding the "Shared Drive" request from the City.
- B. There is no update regarding the "Riverwalk" request from the City/DDA. Staff will communicate with the DDA regarding representation of the residents on the study committee being formed.
- C. The draft Safety & Evacuation Plan was presented. An illustrated floorplan will be professionally drawn and included when the document is placed in the apartments.
- D. There is no update regarding the Salary Formula Review.
- E. There is no update regarding the Incentive-Based Compensation Plan. A mid-year assessment will be provided to the Board at a future meeting.
- F. The draft East Bay Flats lease was presented as a point of reference for the committee. The lease sub-committee will convene to review the Public Housing lease.

VI NEW BUSINESS

- A. Staff presented the draft TCHC By-laws for consideration. Committee Member Corcoran moved (Friend support) to recommend the changes to the TCHC Board for adoption. The motion passed unanimously.
- B. Staff presented the Noble Pines (Elk Rapids Housing Commission) Newsletter and provided an update regarding the management agreement. The Governance Committee will review the impact of this arrangement at the August meeting.

- C. Staff presented the draft FY 2017 Budget. Some of its details were reviewed and discussed. Committee Member Loper moved (Friend support) to accept the budget as presented and forward to the TCHC Board for review and approval. The motion passed unanimously.
- D. Staff presented the draft TCHC Travel Policy. The committee suggested minor changes to be included by staff.
- E. Staff presented the draft Hazard Communication Policy/Program. This document is being reviewed by the Maintenance Supervisor and will be ready for the Board soon.

VII PUBLIC COMMENT

General comment: Ellen Corcoran, and Norma Loper.

VIII ADJOURNMENT

Ellen Corcoran moved (Loper support) to adjourn the meeting and yhe meeting was adjourned at 11:34 A.M. by Serratelli. The next scheduled meeting is Thursday, July 19, 2018 at 10:00 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

**Meeting Minutes of the Traverse City Housing Commission
Communication & Outreach Committee
June 5, 2018**

A Communications & Outreach Committee Meeting of the Traverse City Housing Commission was called to order by Commissioners Friend and Haas at the TCHC Office, 150 Pine Street, Traverse City, Michigan, at 4:11 P.M.

ROLL CALL

The following Commissioners were present: Jim Friend and Brian Haas.

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

Other: None.

AGENDA

A. The minutes of the previous meeting were reviewed and the agenda was approved.

B. Old Business

The following Old Business items were discussed:

- Building Art: No update on this item this month. Commissioner Friend still plans to reach out to the Arts Commission with staff at some point this spring.
- Website: Final text is being developed and photos are the only thing missing prior to launch. Photos will be taken at the Annual Meeting.
- Long-term Media Strategy: Kathleen Stocking submitted a number of possible “sound bites” that may be the basis of our strategy. The list will be reviewed by all.

C. New Business

The following New Business item was discussed:

- East Bay Flats Media Campaign: Lease up may begin in September so a campaign will be needed to attract the maximum amount of interest.

ADJOURNMENT

The Committee adjourned at 4:54 P.M.

After a brief discussion on the calendar, it was announced that the next meeting will be on July 10, 2018 at 4:00 P.M. at Riverview Terrace. [The move from July 3 is to accommodate the Independence Day Holiday].

Respectfully submitted,

Brian Haas & Angie Szabo, Intake/FSS Manager



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

STAFF & PROGRAM REPORTS

Executive Director's Report: June 2018

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

Resident Council Report: June 2018

EXECUTIVE DIRECTOR'S REPORT: June 22, 2018

This report covers the work accomplished from May 25, 2018 until June 21, 2018. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: We have several units opening this month and next but those units are quickly filled.
2. Orchardview: We have had one family that moved into one of our larger units that opened up and we anticipate other openings next month.
3. Other: We just conducted our annual unit inspections and are awaiting the report.

Housing Choice Vouchers

1. We have 166 HCV filled at this time. We have approximately 10 individuals/families looking for housing at this time. We have nearly exhausted our waiting list so we are planning to open it up on August 1, 2018.

Projects & Potential Projects

1. EAST BAY FLATS: Participated in several "post-closing" calls and meetings. The second floor has been gutted and is getting ready for some of the improvements to begin. You may have noticed the furniture sale earlier this month. It cleaned out most of the second floor furniture (I was able to get some art work for each of the common areas on each floor of Riverview Terrace). We are keeping the furniture on the first floor because we are renting most of that floor to the "Horses by the Bay" folks. We plan to have another furniture sale after that is over. I was hoping to have a full construction schedule finished by now but it is still just a draft. Until we know the outcome of the appeal to the State of Michigan about the handicap accessible units, we will not know the full scope of construction needs. We still anticipate the project being finished before November. I had a lunch meeting with former owners to start the conversation on how we will be "neighbors".
2. ELK RAPIDS HOUSING COMMISSION: The staff and I have begun the management of Noble Pines Apartments and the ERHC. It seems to be going well. I attended a Village Commission Meeting to introduce myself and we have had one Commission meeting. The one change that I was not expecting was that the maintenance supervisor is expecting to cut way back on his

hours – he, like the executive director, is ready for his second retirement! That means that we have more maintenance duties than we thought but we will be compensated for this (the budget being discussed today accounts for this development). Several other staff members are settling in to their new roles.

3. Continued conversations and meetings with partners to implement Homeless Youth Housing – developing a work plan for East Bay Flats.
4. Property Management Agreement is nearly complete for East Bay Flats. TCHC will be managing the financial reporting during construction.
5. We have a draft Lease Agreement ready for East Bay Flats and have submitted to our attorney for review. It is significantly different from our regular lease but similar to other properties that serve the 80% of AMI.
6. Participated in several meetings and conversations about the future of Sarah’s House and our relationship with it. This includes meetings with executive staff at Women’s Resource Center, and Goodwill Industries. It seems that Women’s Resource Center is ready to be out of the property management game. I met with the City Attorney about this due to the nature of some of their mortgage documents. The City Attorney had been meeting with WRC attorneys about this issue and I notified the City Attorney that we are available to assist in this process. I also had a conversation with WRC attorney about the issue as well.
7. Met with a subcommittee of Leelanau REACH on how TCHC can help them implement their Northport Michigan project – a four unit, for-sale, development. We may help with some backroom management of financial reports.
8. Gave a tour to an Indianapolis-based Affordable Housing Developer team that has several properties in Michigan and is interested in Northern Michigan. I learned a lot about how they view the new QAP and its impact on rural Michigan.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Multiple meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues. Worked with Treasurer to review monthly financial status.
2. Attended the Monthly Meeting of the RTRC and answered questions for participants.
3. The new laundry room at Riverview Terrace is re-opened and running well. The transition to the new card system (no longer coins) was about what we expected. We negotiated with laundry company that all residents received their first card free and preloaded with money for one wash and one dry.

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

1. Continued research for the white paper on the future of TCHC – first draft/outline completed. Continue to work on the content for the July Study Session that will feature this paper and the RAD Conversion process as they both relate to the long-term future of TCHC properties.

Financial

1. Prepared monthly financial reports for May 2018. Created the draft budget for Fiscal Year 2019 and shared it with the accountant and two committees for review.

General Management

1. Continued work on internal Policy Review and Improvement.
2. Reviewed the potential for a new delivery system for Health Care benefits.

Office IT

1. Continued conversations with representatives of Byte Productions to work on our website. Collected text and items to assist with the website launch in late June.

TCHC

1. Attended one TCHC regular meeting (May 25) and prepared for another (June 22).
2. Coordinated an Executive Committee meeting. Prepared for and coordinated a Governance Committee meeting. Prepared for and attended a Communications & Outreach Committee meeting.
3. Coordinated one Grievance Hearing on a tenant issue and forwarded the report to our Attorney and he also recommended a plan for eviction.

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

1. Housing Solution Network: Chaired a monthly meetings of the Housing Solutions Network. The Rural Housing Partnership, is now in a planning stage and I was asked to be on the five-person steering committee to get the project launched. The initial grant is for \$241,000 and another foundation has already asked for a proposal to help with the effort.

2. Community Economic Development Association of Michigan (CEDAM): Met with CEDAM's Executive Director about some management issues.
3. Federal Home Loan Bank of Indianapolis: Participated in a conference call to finalize the AHAC response to the AHP modernization rules that were recently released by the Federal Housing Finance Agency (FHFA) which regulates the FHLB System. Our letter was signed and submitted.
4. Media: Spoke to a reporter at the Record Eagle about an issue that arose from our last Commission meeting.
5. Participated in a monthly Meeting of the Leelanau County Housing Action Committee.
6. Attended the Venture North Annual Meeting luncheon.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Several emails and calls with TCHC attorney, Ward Kuhn on a variety of issues.
2. Interviewed by the FBI for a background check for a friend that is being considered for nomination as a Federal Judge by the White House.
3. "SHARED DRIVE" / "RIVERWALK": There was no movement on the Shared Drive issue. I submitted Ellen Corcoran's name to the DDA to participate on its Lower Boardman River Leadership Team where they are to discuss Phase II of the Riverwalk.
4. "ENGINEERING SERVICES": No movement on this issue.
5. Holiday/Vacation/Personal Time: Had a day off for the Memorial Day Holiday.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

June 22, 2018

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	21	91%	11	52%

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.

The Program Coordinating Committee met on June 7, 2018.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. We have one client that has requested graduation. Another client has requested a two (2) year extension on her contract to allow her more time to complete some goals that she has been working on.

FSS Grant

We continue to make our monthly draw on the grant.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial review reports from RTRC for the month of May. The financial reporting continues to be great.

Also attached are the monthly handouts from the RTRC monthly meetings and a report from RTRC President Jo Simerson.

ATTACHMENT: Financial Reports
Monthly Handouts
Draft Meeting Minutes

**RIVERVIEW TERRACE RESIDENT COUNCIL
REPORT FOR TCHC BOARD PACKET JUNE 2018**

Our May Meeting was led by Our Vice President Laura Cole. There wasn't a Quorum so no decisions were made, and the Agenda was not approved. Laura did a great job in my absence!

Our June Meeting went well and we did have Quorum. We were then able to approve April & May's Agenda and Minutes.

On June 4th we had the Disability Network here to talk to our Residents. The discussion was about what Disability Network had to offer in the way of help & activities and how to get things accomplished. I have arranged for them to meet in our Community Room on a regular basis with their Peer Advocacy Group which will be open to our Residents. We will be starting our picnics in July but haven't set a date just yet.

Our Pantry is stocked and we have a list of items available and posted. We, however, have had problems with the posting's staying up. Someone keeps taking them down and it's getting annoying. But what can we do when you live in a zoo? I would like our postings to be left alone.

Respectively,
President Jo Simerson



Riverview Terrace Resident Council
FY 2017-2018

	July**	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Restricted Balance Forward	\$ -	\$ -	\$ 1,614.43	\$ 1,005.29	\$ 947.29	\$ 634.13	\$ 527.65	\$ 487.66	\$ 340.91	\$ 300.92	\$ 260.93
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 110.57	\$ 609.14	\$ 58.00	\$ 313.16	\$ 106.48	\$ 39.99	\$ 146.75	\$ 39.99	\$ 39.99	\$ 39.99
SUB TOTAL	\$ -	\$ 1,614.43	\$ 1,005.29	\$ 947.29	\$ 634.13	\$ 527.65	\$ 487.66	\$ 340.91	\$ 300.92	\$ 260.93	\$ 220.94
Unrestricted Balance Forward	\$ 142.39	\$ 80.85	\$ 70.93	\$ 263.25	\$ 154.29	\$ 234.37	\$ 214.03	\$ 214.03	\$ 293.40	\$ 261.82	\$ 297.45
Income	\$ -	\$ 105.26	\$ 500.00	\$ 21.86	\$ 100.00	\$ 36.00	\$ -	\$ 130.00	\$ 55.00	\$ 47.00	\$ -
Expenses	\$ 61.54	\$ 115.18	\$ 307.68	\$ 130.82	\$ 19.92	\$ 56.34	\$ -	\$ 50.63	\$ 86.58	\$ 11.37	\$ 21.74
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 80.85	\$ 70.93	\$ 263.25	\$ 154.29	\$ 234.37	\$ 214.03	\$ 214.03	\$ 293.40	\$ 261.82	\$ 297.45	\$ 275.71
EOM TOTAL*	\$ 80.85	\$ 1,685.36	\$ 1,268.54	\$ 1,101.58	\$ 868.50	\$ 741.68	\$ 701.69	\$ 634.31	\$ 562.74	\$ 558.38	\$ 496.65

* Equals Bank Statement

Total Savings = \$ 5.00

**The RTRC Office was closed in July

Petty Cash = \$ 100.00

Laundry Fund = \$ 50.00

GRAND TOTAL = \$ 651.65

Current as of May 31, 2018



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

Your Statement Of Accounts
05/01/2018-05/31/2018
Your Account Number
xxxxxx1794
Page 1

70946 1 AV 0.378

120947-70946-250



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

Now, every time you log into Online Banking and pay a reoccurring or on-time bill of \$500 or more on your personal account, we'll alert you via email and SMS text. This new payment notification provides you with extra security protection on your everyday transactions. For more details call (800) 242-9790 or visit LMCU.org.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$558.38	\$496.65
	Total		\$501.65

MEMBER SAVINGS

Share Account ID 00

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

FREE CHECKING

Share Account ID 01

			Total Deposits	\$0.00	
			Total Withdrawals	\$61.73	
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
May 01		Beginning Balance			\$558.38
May 10	May 10	Draft 1153 Tracer 042000012888083	(\$39.99)		\$518.39
		Processed Check - Spectrum			
		TYPE: Check Pmt ID: 3431843260			
		DATA: Charter///0000004019			
May 22	May 22	Withdrawal POS #814200195613	(\$21.74)		\$496.65
		MEIJER # 033 3955 US 31 S TRAVERSE CITY MI			
May 31		Ending Balance			\$496.65

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1153	May 10	\$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 00	\$0.00
FREE CHECKING 01	\$0.00
Total	\$0.00

Your current account relationship is Basic



DRAFT

RIVERVIEW TERRACE RESIDENT COUNCIL **MINUTES JUNE 8, 2018**

Welcome and Call to Order:

Time: 2:00 pm

Pledge Of Allegiance:

Roll Call:

A. Present: Jo Simerson, Laura Cole, Louis Kanan,

B. Absent: Norma Loper, Fay Samsey

Quorum 16

Introduction of Guest: ED Tony Lentych

Public Comment:

A. Leslie brought a basket filled with goodies to raffle off

1. The money will go to a "flower fund" for the lobby.

Secretary's report:

A. April 13, 2018 minutes was presented. The public was asked if there was any corrections. Hearing none, a motion was called to accept the minutes as written.

1. Louis made the motion 2. Samir seconded 3. carried

B. May 11, 2018 minutes was presented. The public was asked if there was any corrections. Hearing none, a motion was called to accept the minutes as written.

1. Janine made the motion 2. Louis seconded 3 carried

Treasurers report:

A. Louis Kanan, Treas.

Other Committee report:

A: Ellen Corcoran

1. River-walk update: None

Old Business:

A. Birthday Bash:

1. May 23, 2018 had 24 present, with loads of fun

2. Next one will be on June 13th @ 3:00 pm

B. Laundry Room: Many questions were asked about the washers

1. ED Tony Lentych will check on getting another front loading washer

2. Doug asked about a different folding table. The old one did not fit.

They will check int it.

New Business:

A. Picnics :

1. In July , will post at a later time

B. July Meeting:

1. Canceled due to Cherry Festival

Public Comment:

A. Janine: TEFAP (free food)

1. September, November, March . On the 4th Monday of the month

B. Jo : Birdhouses:

1. Paint your own birdhouse June 26th 2:00- 4:00 pm

Council Comment:

A. Laura: Door to Office will be closed at 12:00 pm .

1. It will not be opened, so don't knock !

Motion to Adjourn:

A. made by Louis B. seconded by Carolyn C. Adjourned Time. 2:34pm

Next meeting: August 10, 2018



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

OLD BUSINESS

2018 Consolidated Budget: Review of May 2018

TCHC Policy Review Schedule: Review

Executive Director Review: Update on Goals

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2017 ACTUAL*	FY 2018 BUDGET	MAY 2018 ACTUAL*	FY 2018 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 430,802.36	\$ 435,000.00	\$ 36,172.00	\$ 395,807.00	90.99%
Investment Interest	3,296.42	2,500.00	148.79	1,843.52	73.74%
Program Income: HCV	1,106,748.50	1,025,000.00	95,258.00	978,661.00	95.48%
Program Income: FSS	66,966.85	66,600.00	5,602.00	61,500.00	92.34%
Earned Income	139,035.24	122,500.00	17,492.00	148,092.70	120.89%
HUD Property Subsidy	253,023.00	250,000.00	23,765.00	222,930.00	89.17%
CFP / Draw on Surplus	92,528.08	199,000.00	-	59,990.87	30.15%
TOTAL OPERATING INCOME	\$ 2,092,400.45	\$ 2,100,600.00	\$ 178,437.79	\$ 1,868,825.09	88.97%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 220,395.30	\$ 229,500.00	\$ 15,897.86	\$ 197,716.41	86.15%
Benefits	82,942.28	84,830.00	5,518.72	66,894.59	78.86%
Compensated Absences	3,333.77	(1,500.00)	-	-	0.00%
Legal	15,742.24	17,500.00	133.00	6,590.50	37.66%
Travel / Staff Training	20,941.40	15,000.00	595.41	9,835.58	65.57%
Accounting / Auditing	20,477.92	22,000.00	1,099.41	20,542.92	93.38%
General Office Expenses	86,359.91	72,500.00	3,699.36	58,016.93	80.02%
TOTAL OPERATING EXPENSES	\$ 450,192.82	\$ 439,830.00	\$ 26,943.76	\$ 359,596.93	81.76%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 9,249.64	\$ 8,575.00	\$ 831.94	\$ 4,543.24	52.98%
Cable Television	37,215.33	37,460.00	3,290.20	35,662.99	95.20%
HAP	974,570.52	965,400.00	88,256.00	939,856.42	97.35%
TOTAL TENANT PROGS / SERVICES	\$ 1,021,035.49	\$ 1,011,435.00	\$ 92,378.14	\$ 980,062.65	96.90%
<u>UTILITIES</u>					
Water	\$ 14,871.90	\$ 16,500.00	\$ 1,507.00	\$ 12,333.21	74.75%
Electricity	128,456.86	150,000.00	23,275.67	121,366.07	80.91%
Gas	15,100.66	15,500.00	1,443.94	19,134.04	123.45%
TOTAL UTILITIES	\$ 158,429.42	\$ 182,000.00	\$ 26,226.61	\$ 152,833.32	83.97%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 93,120.02	\$ 101,410.00	\$ 6,994.12	\$ 88,914.52	87.68%
Maintenance Benefits	30,400.02	37,870.00	2,812.24	33,266.85	87.84%
Materials	35,531.40	25,000.00	1,374.57	26,856.84	107.43%
Contract / CFP Costs	225,578.48	175,000.00	7,173.67	169,023.31	96.58%
TOTAL ORDINARY MAINTENANCE	\$ 384,629.92	\$ 339,280.00	\$ 18,354.60	\$ 318,061.52	93.75%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 28,633.24	\$ 30,600.00	\$ 2,412.51	\$ 24,172.06	78.99%
Payment in Lieu of Taxes	24,364.73	23,000.00	1,780.00	19,716.67	85.72%
Collection Losses	7,467.66	5,000.00	688.00	688.97	13.78%
Interest Expense / Other	32,604.61	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 93,070.24	\$ 90,600.00	\$ 4,880.51	\$ 44,577.70	49.20%
<u>EXTRAORDINARY / CASUALTY</u>	\$ 4,545.00	\$ 10,000.00	\$ -	\$ 797.00	7.97%
TOTAL OPERATING EXPENSES	\$ 2,111,902.89	\$ 2,073,145.00	\$ 168,783.62	\$ 1,855,929.12	89.52%
NET OPERATING INCOME (LOSS)	\$ (19,502.44)	\$ 27,455.00	\$ 9,654.17	\$ 12,895.97	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (170,915.39)	\$ (25,000.00)	\$ (1,180.00)	\$ (65,797.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (190,417.83)	\$ 2,455.00	\$ 8,474.17	\$ (52,901.03)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

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

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF MAY 2018

PUBLIC HOUSING

Chemical Bank	Checking	\$	80,104.10	
4Front Credit Union	Savings	\$	6,611.40	
TC State Bank	1051647	\$	163,139.22	
TC State Bank	53691	\$	42,476.58	
Huntington Bank	1388434863	\$	163,022.98	
TC State Bank	ICS Acct	\$	75,844.40	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	17,645.80	
Huntington Bank	1388405232	\$	26,818.86	
4Front Credit Union	CD 16525-S100	\$	31,549.61	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,141.73	Certificate of Deposit
SUB TOTAL		\$	<u>659,354.68</u>	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	122,494.05	
Chase Bank	135080088317	\$	76,038.82	Escrow Account
SUB TOTAL		\$	<u>198,532.87</u>	

OTHER

Reserves/FSS/CFP*		\$	390,557.47	Restricted
SUB TOTAL		\$	<u>390,557.47</u>	
TOTAL Cash & Cash Equivalents		\$	<u><u>1,248,445.02</u></u>	

* as of September 30, 2017

TCHC Policy Review Schedule

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

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
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	Unknown	Unknown	TBD	
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	May 2018	
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Spring 2018	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	September 18, 2012	September 2017	February 23, 2018
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	NA	December 1, 2017
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	February 18, 2003	August 21, 2012	June 2018	
Trespass Policy	Unknown	Unknown	TBD	
Vehicle Policy	August 2006	February 2011	February 2018	March 23, 2018


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Executive Director Contract & Goals - Update

MESSAGE:

Attached is an update on the goals we discussed at our August 2017 Meeting. Four of the goals are completed and two are actively coming to a conclusion. Since our last meeting, I have only been able to work on the July Study Session planning but I anticipate having the white paper available a week before this July meeting.

ATTACHMENT: Executive Director Goals

EXECUTIVE DIRECTOR GOALS
August 25, 2017 through March 25, 2018

GOAL	ACTIVITY	DATE DUE	UPDATE
1.	BOARD EDUCATION ON HOUSING DEVELOPMENT: Develop a comprehensive plan to fully educate the Board on overall Housing Knowledge – including RAD, long-term Riverview plans, method of LIHTC scoring, update on TAHDCO, his past/current efforts in local TC housing arena, etc. Education method(s) to be both written/documented and verbal, via appropriate meeting format. Note: Possible Joint Session with other City Commissions/Authorities.	PLAN: December 1, 2017 Board Meeting IMPLEMENT: December 2017*	Phase I Completed – Training Conducted on December 19, 2017 Whether a Phase II is needed will be discussed by Board in January.
2.	IMPROVE COMMUNICATIONS: A. Develop a Plan for a fully functional external public website, including archival Board packet/public information; obtain bids from vendors for implementation. B. Develop a Plan for an internal Board method to collectively establish & utilize an agenda / tracking mechanism to manage dates and expectations.	December 2017 Board Meeting	A. Draft Website is under Construction: Launch in June B. Update in June.
3.	DEVELOP INCENTIVE COMPENSATION PLAN: Develop Incentive Compensation Plan Version 1.0. Set performance criteria for each of the four (4) performance ‘bubbles’ previously approved. Plan for possible December 2017 payout. Plan to be reviewed by auditors in October; also subject to final Board approval.	Prior to October 2017 Audit	Met with Auditor and presented to the Governance Committee. Prepared for Commission 2/23/18.
4.	COMPLETION OF PUBLIC HOUSING MANAGER CERTIFICATION: Attend and complete one-week course with certification exam.	October 2017	Complete
5.	EVALUATION OF ORGANIZATION: Provide a “White Paper” to Board with thorough Evaluation of feasibility and manner of advancement of TCHC’s independence from HUD. This may include analysis of grants, side funding, CDBG, or other factors.	July 2018 Study Session*	Target Goal Not Met.
6.	NEW BOARD MEMBER ORIENTATION POLICY/PROCESS: Full development and application of an up-to-date, effective process for new TCHC Board members.	October 2017 Board Meeting	Complete

*Subject to Change/Adjustment by Commission.



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

NEW BUSINESS

TCHC By-Law Review: Action Required

FY 2018 HUD Budget: Action Required

Disposition of Property: Action Required

Bad Debt: Action Required

HUD Income Limits: Action Required


Resolution to Adopt Travel Policy: Action Requested

Resolution to Adopt the Hazard Communication/Policy: Action Requested

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Adopt Changes to the By Laws

MESSAGE:

Attached you will find the updated By Laws of the Traverse City Housing Commission. A draft of all of the changes was presented at the Regular Meeting of the TCHC in May. Drafts of the changes were discussed at the June Executive Committee meeting and at two Executive & Governance Committee meetings – May and June.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE BY LAWS

June 22, 2018

WHEREAS, the Traverse City Housing Commission has made it a priority to review and update all Policies and plans that govern all of its operations; and

WHEREAS, the By Laws of the Traverse City Housing Commission deemed it to be appropriate and prudent to review the By Laws annually and to update when necessary; and

WHEREAS, the proposed changes are necessary for the By-Laws to be concurrent with other recently updated policies and current operations; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the By Laws by way of its Executive & Governance Committee meetings; 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 By Laws are hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

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 & Governance Committee
- II. Finance & 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 at the pre-determined location for that meeting. 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

Proposed: June 22, 2018

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Fiscal Year 2019 Operating Budget

MESSAGE:

Every year, U.S Department of Housing and Urban Development (HUD) requires a budget submission related to the Housing Choice Voucher (HCV) and Public Housing (PH) Programs. The attached budget is our one-page consolidated budget sheet – our fee accountant from HAAS will translate this budget into the appropriate form and manner for final submission to HUD. This largely means that the Section 8 and Section 9 funding is segregated and submitted separately.

It should be noted that this budget reflects the proposed salary and benefits that were reviewed by the Executive Committee. The Governance Committee also reviewed the entire budget at its June meeting.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE FISCAL YEAR 2018 BUDGET

June 22, 2018

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 Fiscal Year (FY) budget for the Public Housing (PH) Programs; and

WHEREAS, the TCHC staff has worked with our accounting partner, Housing Authority Accounting Specialists (HAAS), to prepare the FY 2019 Budget for submission to HUD; 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 TCHC Fiscal Year 2019 Operating Budget, as required by HUD for the Fiscal Year Ending June 30, 2019, is adopted and shall be submitted to HUD for approval on or before June 30, 2018.

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE PROPOSED BUDGET

	FY 2016 ACTUAL*	FY 2017 ACTUAL*	FY 2018 BUDGET	FY 2019 BUDGET	% CHANGE
OPERATING INCOME					
Property Rents	\$ 431,741.66	\$ 430,802.36	\$ 435,000.00	\$ 435,000.00	0.00%
Investment Interest	3,195.44	3,296.42	2,500.00	2,750.00	9.09%
Program Income: HCV	1,091,389.00	1,106,748.50	1,025,000.00	1,067,750.00	4.00%
Program Income: FSS	66,688.65	66,966.85	66,600.00	67,500.00	1.33%
Earned Income	134,075.71	139,035.24	122,500.00	196,700.00	37.72%
HUD Property Subsidy	263,918.00	253,023.00	250,000.00	250,000.00	0.00%
CFP / Draw on Surplus	182,486.66	92,528.08	199,000.00	220,000.00	9.55%
TOTAL OPERATING INCOME	\$ 2,173,495.12	\$ 2,092,400.45	\$ 2,100,600.00	\$ 2,239,700.00	6.58%
OPERATING EXPENSES					
Salaries	\$ 192,072.51	\$ 220,395.30	\$ 229,500.00	\$ 233,000.00	1.50%
Benefits	71,191.54	82,942.28	84,830.00	74,184.41	-14.35%
Compensated Absences	5,126.29	3,333.77	(1,500.00)	(1,500.00)	0.00%
Legal	5,614.12	15,742.24	17,500.00	20,000.00	12.50%
Travel / Staff Training	10,045.68	20,941.40	15,000.00	17,500.00	14.29%
Accounting / Auditing	20,495.42	20,477.92	22,000.00	27,000.00	18.52%
General Office Expenses	82,892.87	86,359.91	72,500.00	72,500.00	0.00%
TOTAL OPERATING EXPENSES	\$ 387,438.43	\$ 450,192.82	\$ 439,830.00	\$ 442,684.41	-1.70%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, & Other	\$ 9,961.31	\$ 9,249.64	\$ 8,575.00	\$ 9,000.00	4.72%
Cable Television	35,065.00	37,215.33	37,460.00	38,960.00	3.85%
HAP	948,943.11	974,570.52	965,400.00	1,028,250.00	6.11%
TOTAL TENANT PROGS / SERVICES	\$ 993,969.42	\$ 1,021,035.49	\$ 1,011,435.00	\$ 1,076,210.00	5.13%
UTILITIES					
Water	\$ 16,413.25	\$ 14,871.90	\$ 16,500.00	\$ 15,500.00	-6.45%
Electricity	125,464.02	128,456.86	150,000.00	150,000.00	0.00%
Gas	10,035.02	15,100.66	15,500.00	21,500.00	27.91%
TOTAL UTILITIES	\$ 151,912.29	\$ 158,429.42	\$ 182,000.00	\$ 187,000.00	15.28%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 77,347.71	\$ 93,120.02	\$ 101,410.00	\$ 126,740.00	19.99%
Maintenance Benefits	33,937.30	30,400.02	37,870.00	48,093.50	21.26%
Materials	25,160.53	35,531.40	25,000.00	37,500.00	33.33%
Contract / CFP Costs	304,677.97	225,578.48	175,000.00	195,000.00	10.26%
TOTAL ORDINARY MAINTENANCE	\$ 441,123.51	\$ 384,629.92	\$ 339,280.00	\$ 407,333.50	5.57%
GENERAL EXPENSE					
Insurance	\$ 28,352.38	\$ 28,633.24	\$ 30,600.00	\$ 31,500.00	2.86%
Payment in Lieu of Taxes	24,914.86	24,364.73	23,000.00	24,500.00	6.12%
Collection Losses	4,438.91	7,467.66	5,000.00	5,000.00	0.00%
Interest Expense / Other	34,625.21	32,604.61	32,000.00	33,000.00	3.03%
TOTAL GENERAL EXPENSE	\$ 92,331.36	\$ 93,070.24	\$ 90,600.00	\$ 94,000.00	0.99%
EXTRAORDINARY / CASUALTY	\$ 6,936.36	\$ 4,545.00	\$ 10,000.00	\$ 10,000.00	0.00%
TOTAL OPERATING EXPENSES	\$ 2,073,711.37	\$ 2,111,902.89	\$ 2,073,145.00	\$ 2,217,227.91	6.50%
NET OPERATING INCOME (LOSS)	\$ 99,783.75	\$ (19,502.44)	\$ 27,455.00	\$ 22,472.09	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (32,087.93)	\$ (170,915.39)	\$ (25,000.00)	\$ (20,000.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ 67,695.82	\$ (190,417.83)	\$ 2,455.00	\$ 2,472.09	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET


	Explanation / Description
<u>OPERATING INCOME</u>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Account 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

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Fiscal Year-End Property Disposition Resolution

MESSAGE:

Per the U.S. Department of Housing and Urban Development (HUD) guidelines, TCHC has maintained the appropriate lists of inventory and assets. Normally, TCHC produces a quarterly or annual list of items that need to be removed from inventory lists and have, when appropriate, made adjustment to our recorded assets. During the spring, staff made a concerted effort to physically match the inventory lists to items in each unit owned and operated by TCHC. Because of this effort, we now have a more accurate inventory list. This resolution covers all items removed from inventory for the last 6 months (since December 2017) and items that were found to have been replaced during the physical inventory – items are listed below.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR PROPERTY DISPOSITION

June 22, 2018

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local Public Housing Authorities (PHAs) including the Traverse City Housing Commission (TCHC) to track the addition and removal of all property and assets; and

WHEREAS, a physical inventory was conducted in each and every property managed by TCHC; and

WHEREAS, the attached list of items are no longer considered assets to TCHC; 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 following list of surplus property is approved for removal from official TCHC inventory lists as needed with appropriate adjustments made to recorded assets by June 30, 2018:

1. Frigidaire Stove – Damaged/not repairable
Serial #LFGF3019NWA
2. Kenmore Stove – Damaged/not repairable
Model #9609012193 / Serial #9409193153
3. Kenmore Refrigerator – Damaged/not repairable
Model #2538634092 / Serial #1183113830
TCHC Item #1313
4. Kenmore Stove – Damaged/not repairable
Model #960-9012193 / Serial #9409193153
5. Kenmore Stove – Damaged/not repairable
Model #9609012193 / Serial #9511164005
TCHC Item #1745
6. Frigidaire Stove – Damaged/not repairable
Model #LFGF3019NWA
7. Frigidaire Refrigerator – Damaged/not repairable
Model #FRT17HB3JZ3 / Serial #BA94909316
TCHC Item #1560
8. Hotpoint Stove – Damaged/not repairable
Model #RA720K1WH / Serial #2L101532A
9. Frigidaire Stove – Damaged/not repairable
Model #FFEF3000MW
10. Brown Stove – Damaged/not repairable
Model #RA720KWH /Serial #VS102782A
11. Brown Stove – Damaged/not repairable
Model #WEM1101 / Serial #4N60021
12. Brown Stove – Damaged/not repairable
Model #RA720KWH / Serial #ZS10010A
13. Kenmore Stove – Damaged/not repairable
Model #9609012193 / Serial #9511164808


14. Brown Stove – Damaged/not repairable
Model WEM1171Q / Serial #5L60729
15. Hotpoint Stove – Damaged/not repairable
Serial #TH130606R
16. Hotpoint Stove – Damaged/not repairable
Serial #TH130665R
17. Hotpoint Stove – Damaged/not repairable
Serial #TH130582R
18. Frigidaire Refrigerator – Damaged/not repairable
Model #FFHT1614QW5 / Serial #BA9490316
19. Frigidaire Refrigerator – Damaged/not repairable
Serial #BA94909330
20. Frigidaire Refrigerator – Damaged/not repairable
Serial #BA95006248
21. Frigidaire Refrigerator – Damaged/not repairable
Serial # BA94909350
22. Frigidaire Refrigerator – Damaged/not repairable
Model #FFHT1814TW0 / Serial #BA72822794
TCHC Item #1818
23. GE Refrigerator – Damaged/not repairable
Serial #TH517898
24. Frigidaire Refrigerator – Damaged/not repairable
Model LFGF3019NWA / Serial #VF4358977
TCHC Item #1488
25. Eight (8) Prints (Pictures) – Riverview Terrace Hallways – Broken/damaged
Asset #333
26. Steelcase Desk and Lateral File – Unwanted for Donation
Asset #660
27. Office Furniture – Credenza, Lateral File, 2 Cabinets – Unwanted for Donation
Asset #259

- 28. Steelcase Furniture & Workstation – Unwanted for Donation
Asset #361
- 29. Kyocera Mita KM-2050 Copier – Not repairable
Asset #332
- 30. Gateway E-1500D Computer with Flat Screen Monitor - Obsolete
Asset #409
- 31. Gateway Desktop E4610 Computer with HD Screen Monitor - Obsolete
Product #39053641 / Asset #414
- 32. HP Compaq Ultra-Thin Desktop - Obsolete
Asset #465
- 33. Lenovo ThinkStation Desktop E31 - Obsolete
Product #1S255538UMSWBYD / Asset #519
- 34. HP ProBook Laptop 4710s - Obsolete
Product #FM965UT / Asset #518
- 35. HP Compaq NX6125 Laptop - Obsolete
Product #PS220UA / Asset #260
- 36. Compaq 7900S Desktop - Obsolete
Product #KR664 / Asset #708

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution on Doubtful Accounts

MESSAGE:

Attached you will find a list of former renters that have not responded to any attempts to collect their past due amounts. After reviewing this list, and in accordance with advice from our accountants on how HUD views doubtful accounts, staff is recommending that the attached past due amounts on its doubtful account lists be declared bad debt removed from our financial statements. The debts owed are still active in the HUD system (EIV) but it will be removed from our books and we will no longer actively seek to collect or monitor it.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO REMOVE DOUBTFUL ACCOUNTS FROM FINANCIAL STATEMENTS

June 22, 2018

WHEREAS, the Traverse City Housing Commission has always attempted to collect the rents due to it from its tenants in a timely manner but some rent, for a variety of reasons, is never collected and is carried on our financial statements as doubtful accounts; and

WHEREAS, TCHC accountants suggest, and prudent policy dictates, that after some period of time doubtful accounts are declared bad debt and removed from financial statements; and

WHEREAS, the Traverse City Housing Commission has reviewed the list of rents owed; 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 amount of \$3,675.26 is hereby removed from all Records and Financial Statements of the Traverse City Housing Commission in accordance with all necessary rules and regulations forthwith.


TCHC Bad Debt Fiscal Year 2017

Resident	Amount	Notes
LaBonte	\$ 3,675.26	Last Payment 11/16/2015 -- Moved 5/24/2017
Total	<u>\$ 3,675.26</u>	

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2018 HUD Income Limits for HCV and Public Housing [ATTACHED]

MESSAGE:

On an annual basis, U.S. Department of Housing and Urban Development (HUD) reviews the area median income and establishes the income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs.

Income limit areas are based on the HUD FY 2018 Fair Market Rent areas. Extremely Low Income Limits are defined as the greater of 60% of the Very Low Income Limits or the poverty guidelines, which has resulted in some of the Extremely Low Income Limits to equal the Very Low Income Limits in our areas.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD INCOME LIMITS

June 22, 2018

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to adopt income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs; and

WHEREAS, the HUD Fiscal Year (FY) 2018 Fair Market Rents are now published (attached) for our region; 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 Fair Market Rents established by HUD are adopted for purposes of setting income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs for the TCHC FY 2019 beginning July 1, 2018.

TRAVERSE CITY HOUSING COMMISSION

FY 2019 INCOME LIMITS FOR SECTION 8 HCV AND PUBLIC HOUSING PROGRAMS


COUNTY	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Antrim	\$ 12,350.00	\$ 16,460.00	\$ 20,780.00	\$ 25,100.00	\$ 29,420.00	\$ 33,740.00	\$ 36,400.00	\$ 38,750.00	ELI
	20,550.00	23,500.00	26,450.00	29,350.00	31,700.00	34,050.00	36,400.00	38,750.00	VLI
	32,900.00	37,600.00	42,300.00	46,950.00	50,750.00	54,500.00	58,250.00	62,000.00	LI
Benzie	\$ 12,600.00	\$ 16,460.00	\$ 20,780.00	\$ 25,100.00	\$ 29,420.00	\$ 33,740.00	\$ 37,200.00	\$ 39,600.00	ELI
	21,000.00	24,000.00	27,000.00	30,000.00	32,400.00	34,800.00	37,200.00	39,600.00	VLI
	33,600.00	38,400.00	43,200.00	48,000.00	51,850.00	55,700.00	59,550.00	63,400.00	LI
Grand Traverse	\$ 15,400.00	\$ 17,600.00	\$ 20,780.00	\$ 25,100.00	\$ 29,420.00	\$ 33,740.00	\$ 38,060.00	\$ 42,380.00	ELI
	25,700.00	29,400.00	33,050.00	36,700.00	39,650.00	42,600.00	45,550.00	48,450.00	VLI
	41,100.00	47,000.00	52,850.00	58,700.00	63,400.00	68,100.00	72,800.00	77,500.00	LI
Kalkaska	\$ 12,350.00	\$ 16,460.00	\$ 20,780.00	\$ 25,100.00	\$ 29,420.00	\$ 33,740.00	\$ 36,400.00	\$ 38,750.00	ELI
	20,550.00	23,500.00	26,450.00	29,350.00	31,700.00	34,050.00	36,400.00	38,750.00	VLI
	32,900.00	37,600.00	42,300.00	46,950.00	50,750.00	54,500.00	58,250.00	62,000.00	LI
Leelanau	\$ 15,150.00	\$ 17,300.00	\$ 20,780.00	\$ 25,100.00	\$ 29,420.00	\$ 33,740.00	\$ 38,060.00	\$ 42,380.00	ELI
	25,200.00	28,800.00	32,400.00	36,000.00	38,900.00	41,800.00	44,650.00	47,550.00	VLI
	40,350.00	46,100.00	51,850.00	57,600.00	62,250.00	66,850.00	71,450.00	76,050.00	LI
Wexford	\$ 12,350.00	\$ 16,460.00	\$ 20,780.00	\$ 25,100.00	\$ 29,420.00	\$ 33,740.00	\$ 36,400.00	\$ 38,750.00	ELI
	20,550.00	23,500.00	26,450.00	29,350.00	31,700.00	34,050.00	36,400.00	38,750.00	VLI
	32,900.00	37,600.00	42,300.00	46,950.00	50,750.00	54,500.00	58,250.00	62,000.00	LI

Proposed: June 22, 2018

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Travel Policy

MESSAGE:

Attached you will find an updated Travel Policy. This policy is an attempt to update the previous policy with current best practices. The Governance Committee has reviewed this policy at its June meeting as recommends its adoption.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE TCHC TRAVEL POLICY

June 22, 2018

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 Travel Policy that helps to govern the expectations for the Commission, its staff, and its volunteers/agents who travel for TCHC business; and

WHEREAS, the Commission wishes to update the TCHC Travel Policy in order to align it with current best practices; and

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

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

1. **Purpose.** The intent of this policy is to establish the expectations of, and guidance for, employees and Commissioners who travel to conduct Traverse City Housing Commission (TCHC) business.
2. **Policy and Procedures.** The following are the policies and procedures for all TCHC business related travel.

- A. Commissioners, employees, or other authorized representatives of the Commission may perform official travel upon prior authorization by the Board. If the travel has implied budget authorization, prior Board approval for Commission travel is required.

Attendance at conferences, conventions, meetings or training sessions shall be limited to the number of persons necessary to cover the meeting adequately and the duties of such persons shall be related to the agenda.

- B. TCHC shall pay for all transportation costs for persons authorized to travel. Automobile or coach class airline seating shall be the standard means of transportation.
- C. All expenses incident to official business such as registration fees, taxi fares, bridge fares, parking expenses, tips, business related telephone calls, telegrams, FAX, WIFI, and other similar items shall be considered as reimbursable expenses. Eligible costs shall not include bonuses or presents to Commission employees in any form, or expenses incurred for the provision of entertainment or incidental food and beverages.
- D. In addition to the above eligible expenses, actual reasonable hotel expenses, which only includes room fees and taxes, may be authorized or approved as supported by receipt. Meal expenses may not exceed \$60.00 per day unless in a high cost area where actual costs shall be approved as supported by receipt – the purchase of alcohol with TCHC funding is not allowed. The reimbursement voucher must itemize the amount spent daily for lodging, meals, and all other items properly within the scope of this policy.

To be approved for meal expenses, the following applies:

<u>Meal</u>	<u>Leave Prior To</u>	<u>Return After</u>
Breakfast	8:00 A.M.	11:00 A.M.
Lunch	11:00 A.M.	1:00 P.M.
Dinner	4:00 P.M.	6:00 P.M.

- E. In substantiation of reimbursement of any of the above items, receipts shall be attached to a signed **Travel Reimbursement Request Form** and submitted to the Executive Director for approval. At the time the Travel Reimbursement Request Form is submitted, any and all reimbursement due to TCHC for all non-covered personal expenses should be attached or included in the final reconciliation of the total.
 - F. Reimbursement for use of a privately owned automobile for authorized out-of-town travel and in-town travel shall be made at the current IRS amount. When travel is performed in an automobile owned by the Commission, necessary car expenses shall be paid. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only in the case of a privately owned automobile, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one of these persons shall be reimbursed for mileage (if travel is by private automobile) or for auto expenditures (if travel is by a Commission owned automobile).
3. **Travel Advances.** TCHC may authorize advances for travel. Such advances shall not exceed the amount reasonably computed as reimbursable from the trip and shall be deducted from the reimbursement due the traveler. In the event the advance exceeds the reimbursement due, the excess shall be repaid to TCHC within one day of return to the office.

Adopted: February 18, 2003

Revised: May 1, 2008

Revised: August 21, 2012

Proposed: June 22, 2018

TRAVERSE CITY HOUSING COMMISSION
TRAVEL REIMBURSEMENT REQUEST FORM

NAME (As it is to appear on check): _____

DESCRIPTION/FUNCTION: _____

MILEAGE					
DATE	From	Odometer	To	Odometer	Total Miles
					-
					-
TOTAL MILES					-
IRS RATE					0.535
TOTAL COST					\$ -

MEALS - FOOD		
DATE	ITEM - RESTAURANT - STORE	COST
		\$ -
TOTAL COST		\$ -

MISCELLANEOUS REIMBURSABLES		
DATE	ITEM(S) - USE - STORE	COST
		\$ -
TOTAL COST		\$ -

LODGING			
DATE-IN	HOTEL/MOTEL - LOCATION (City & State)	DATE-OUT	COST
			\$ -
TOTAL COST			\$ -

CUMULATIVE COSTS	
Mileage:	\$ -
Meals:	\$ -
Miscellaneous:	\$ -
Lodging:	\$ -
TOTAL DUE THIS REQUEST:	\$ -

Signature: _____

Date: _____


Approval: _____

Date: _____

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 22, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Hazzard Communication Policy

MESSAGE:

The TCHC Hazzard Communication Policy has been pulled from this month's agenda. The Governance Committee has reviewed this policy at its June meeting as recommended its adoption but upon an additional meeting with David Gourlay in Maintenance, I decided to wait so that we can get a better handle on the materials listed in Policy.



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

CORRESPONDENCE

June 1, 2018 Noble Pines Gazette (Elk Rapids Housing Commission) Newsletter

May 8, 2018 Letter from Mold Matters, Inc.

NOBLE PINES GAZETTE

A Property of the Elk Rapids Housing Commission

JUNE 2018

A FOND FAREWELL & NEW FACES

Vicky Harrett has retired as the Director of the Elk Rapids Housing Commission! Although we are sad to see her go, we appreciate all the hard work she has done and wish her the best on her future endeavors. To make this transition easier, the staff from the Traverse City Housing Commission will be helping out with operations and the overall day-to-day functions of the office.

Angie Szabo, Intake Specialist and **Michelle Reardon**, Deputy Director will be spending time in the Noble Pines office on a regular basis. Angie will be in the office, Monday and Wednesday mornings and occasionally Friday afternoons. Michelle will be in the office a few days a month also and **Tony Lentych**, Executive Director, will be attending the ERHC board meetings. When you see us around, stop by and say hello! We are very excited about this opportunity and look forward to meeting all of you. Please let us know if any suggestions or comments — we value your opinion and welcome your feedback!

NOTE: You may continue to use the emergency contact list that you have been provided. If you need to talk to someone from our staff, please call the Traverse City office at (231) 922-4915 or email us at tchc@tcpha.net.

WE ARE HERE TO SERVE YOU !



MEET THE TCHC STAFF

Tony Lentych
Executive Director

Michelle Reardon
Deputy Director

Alisa Korn
Program Manager

Angie Szabo
FSS/Intake Specialist

Dave Gourlay
Maintenance Supervisor

Charlie Edwards
Maintenance

Riley Weston
Maintenance (Part-Time)

Joe Battagalia
Maintenance (Part-Time)



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

MOLD MATTERS, INC.
1650 BARLOW ST STE # 11
TRAVERSE CITY, MI 49686
231-933-MOLD OFFICE
231-313-0440 CELL
231-933-6653 FAX
MOLDMATTERS@SBCGLOBAL.NET
WWW.MOLDMATTERS.ORG

Mold Matters



Mold Inspections
Remediations
Indoor Air Quality Specialists

(231) 933-MOLD

Solutions for Healthy
Indoor Environments

01/08/2018

Attn: Traverse City Housing Commission

I was asked to come to 150 Pine St, Traverse City, MI 49684 and do a mold inspection at apt# 609. I arrived at the property and met the occupant; he said he had a concern that he may have a mold problem in his apartment. Using my infrared camera and moisture meter, I visually looked at all area's of the apartment. In my assessment of the apartment, I feel that the client is having a problem keeping his apartment cleaned. Walking through the apartment it was obvious all his belonging were stuffed into this small environment. As a precaution I did a mold sample to insure I did not miss anything in my inspection. The lab report came back and the client does not have any mold issues, see report.

In conclusion this apartment is just fine but I did recommend he clean his apartment thoroughly and get rid of stuff he is not using. This should be the solution.

Thank you very much for your time in this matter and please do hesitate to call with any questions or concerns.

Sincerely,

George B. Jorkasky: IEP, CMI, CMRI


Owner/Mold Matters, Inc

1650 Barlow St #11
TRAVERSE CITY, MI 49686

www.moldmatters.org
moldmatters@sbcglobal.net
231.933.MOLD(6653) Corporate Office
231.313.0440 Cell Phone
231.933.6653 Fax



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