



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

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**  
Friday, August 23, 2019 at 8:00 A.M.

**LOCATION:**

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



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

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

# MEETING AGENDA

August 23, 2019



**TRAVERSE CITY HOUSING COMMISSION**

150 Pine Street, Traverse City, Michigan, 49684

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

TDD: (800) 649-3777

TCHousing.org

**NOTICE**

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING  
ON FRIDAY, AUGUST 23, 2019 AT 8:00 A.M.**

**SECOND FLOOR TRAINING ROOM – GOVERNMENTAL CENTER**

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

**POSTED: AUGUST 22, 2019**

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

**AGENDA**

**I CALL TO ORDER & ROLL CALL**

**II PUBLIC HEARING**

2019 Administration Plan for Housing Choice Voucher Program

**III APPROVAL OF AGENDA**

**IV PUBLIC COMMENT**

**V CONSENT AGENDA**

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

- A. *Consideration of Approval of June 28, 2019 Annual Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for June & July 2019 for Public Housing & HCV / Section 8 Programs: Approval Recommended.*

- C. *Review & Approval of Payment of Invoices for August 2019: Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for June (Year End) & July 2019: Approval Recommended.*

**VI COMMITTEE & COMMISSIONER REPORTS**

- A. Executive & Finance Committee Meeting: July 31, 2019 & August 13, 2019
- B. Governance & Compliance Committee Meeting: July 18, 2019 & August 15, 2019

**VII STAFF & PROGRAM REPORTS**

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

**VIII OLD BUSINESS**

- A. 2019 Consolidated Budget: Review of Year End
- B. 2020 Consolidated Budget: Review of July 2019
- C. TCHC Policy Review Schedule: Review
- D. Memorandum on RAD Update: Review

**IX NEW BUSINESS**

- A. Memorandum on RTRC & TCHC Memorandum of Understanding: Action Requested
- B. Memorandum on FSS Distribution Request: Action Required
- C. Resolution to Change Authorized Signers on Financial Accounts: Action Required
- D. Resolution to Adopt the 2019 Housing Choice Voucher Admin Plan: Action Required
- E. Memorandum to Enter in to Closed Session to Review Attorney-Client Privileged Communications per MCL 15.268(e)

**X CORRESPONDENCE**

- A. June 24, 2019 Engagement Letter from Smith & Klaczkiewicz CPAs
- B. July 23, 2019 Letter from HUD Regarding CFP Funding
- C. August 5, 2019 Letter to HUD Regarding Orchardview Townhomes
- D. August 22, 2019 Letter from HUD Regarding CFP Funding
- E. Joint Defense & Common Interest Agreement with City of Traverse City
- F. Various Media Articles

**XI PUBLIC COMMENT**

**XII COMMISSIONER COMMENT**

**XIII ADJOURNMENT**

**NEXT SCHEDULED MEETING:** September 27, 2019



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

## **CONSENT AGENDA**

June 28, 2019 Annual Meeting Minutes

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

Payment of Invoices for August 2019

Financial Statements for June & July 2019

**DRAFT Meeting Minutes of the Traverse City Housing Commission**  
**June 28, 2019**

The Annual Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at Riverview Terrace Apartments – Third Floor Community Room, 150 Pine Street, Traverse City at 8:03 A.M.

**I ROLL CALL**

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

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

Residents: Norma Loper, Sue Albee, Jeff Turner, Jo Simerson, Hunter Reed, Michael Conger, and Ellen Corcoran.

Invited Guest: Paul Olson, Municipal Underwriters of West Michigan, Inc.

**II APPROVAL OF AGENDA**

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

**III PUBLIC COMMENT**

Reserved: Paul Olson reviewed the proposed insurance coverage for Fiscal Year 2020. The Commission had a brief discussion.

**IV CONSENT AGENDA**

Commissioner Lockwood moved (Friend support) to approve the Consent Agenda as presented in the June 28, 2019 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the May 24, 2019 Regular Commission Meeting.
- B. Schedule of Disbursements for May 2019 for Public Housing and Housing Choice Voucher / Section 8 Programs.
- C. Payment of Invoices for June 2019.
- D. Financial Statements for May 2019.

**V COMMITTEE REPORTS**

- A. The meeting minutes from the June 19, 2019 Executive & Finance Committee were presented and accepted. There was no discussion.
- B. The meeting minutes from the June 20, 2019 Governance & Compliance Committee were presented and accepted. There was a brief discussion.

**VI STAFF AND PROGRAM REPORTS**

- A. The June 2019 Executive Director's Report was presented and accepted. There was a brief discussion.



- B. The June 2019 Family Self-Sufficiency Report was presented and accepted.
- C. The June 2019 Resident Council Report was presented and accepted.

**VII OLD BUSINESS**

- A. The 2019 Consolidated Budget was presented and accepted.
- B. TCHC Policy Review Schedule was presented and accepted.
- C. A memorandum regarding the RAD program and the results of the RFQ was presented. Commissioner Lockwood moved (Lucas support) that TCHC accept the Ethos Development Partners successful bid to provide Real Estate Development Services beginning no sooner than July 1, 2019 and that the TCHC Executive Director is hereby authorized to execute a professional services contract with the firm. The motion passed unanimously.

**VIII NEW BUSINESS**

- A. Annual Election of Officers: Commissioner Smits announced the need to accept nomination for President and Vice President for the Housing Commission.

President – Commissioner Smits opened the floor for nominations for President for the fiscal year 2020. Commissioner Lucas nominated Heather Lockwood for President. Seeing no other nominations, Commissioner Smits closed the call for nominations for President. Commissioner Smits moved (Friend support) to accept Commissioner Lockwood as President of the Traverse City Housing Commission by acclamation. The motion was approved. Commissioner Lockwood will assume the role of President at the next Regular Meeting

Vice President – Commissioner Smits then opened the floor for nominations for Vice President. Commissioner Lockwood nominated Commissioner Friend for Vice President. Seeing no other nominations, Commissioner Smits closed the nominations for Vice President. Commissioner Smits moved (Lucas support) to accept Commissioner Friend as Vice President of the Traverse City Housing Commission by acclamation. The motion was approved. Commissioner Friend will assume the role of Vice President at our next Regular Meeting.

- B. Commissioner Lucas moved (Friend support) to approve the Resolution to Adopt the Changes to the TCHC By-Laws as presented in the June 28, 2019 packet. There was a brief review of the minor updates.

**Roll call**

Smits	Yes
Friend	Yes
Lucas	Yes
Putman	Yes
Lockwood	Yes

The resolution was unanimously adopted.

- C. Commissioner Lockwood moved (Smits support) to adopt the Resolution for Property Disposition as presented in the June 28, 2019 packet. There was a brief review of document.

**Roll call**

Friend	Yes
Lucas	Yes
Putman	Yes
Lockwood	Yes
Smits	Yes

The resolution was unanimously adopted.

- D. Commissioner Lockwood moved (Lucas support) to adopt the Resolution to Remove Doubtful Accounts from Financial Statements as presented in the June 28, 2019 packet. There was a brief review of the accounts.

**Roll call**

Lucas	Yes
Putman	Yes
Lockwood	Yes
Smits	Yes
Friend	Yes

The resolution was unanimously adopted.

- E. Commissioner Lucas moved (Smits support) to approve the Resolution to adopt the 2019 HUD Income Limits as presented in the June 28, 2019 packet. There was a brief review of this process.

**Roll call**

Putman	Yes
Lockwood	Yes
Smits	Yes
Friend	Yes
Lucas	Yes

The resolution was unanimously adopted.

- F. Commissioner Smits presented the Draft FY 2020 Consolidated Budget. Commissioner Smits moved (Lockwood support) to approve the Resolution for the Adoption of the Fiscal Year 2020 Budget. There was a discussion on the budget and regarding the need to adopt the budget by way of resolution. Commissioner Smits then offered the following resolution:

**Resolution to Adopt the FY 2020 Consolidated Annual Budget**

WHEREAS, the Fiscal Year 2020 Consolidated Annual Budget presented in the June 28, 2019 TCHC Packet is similar to the prior year budget; and

WHEREAS, TCHC Staff has reviewed and prepared the budget and recommend its approval.

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

*The TCHC Fiscal Year 2020 Consolidated Annual Budget is adopted as tendered.*

**Roll call**

Lockwood	Yes
Smits	Yes
Friend	Yes
Lucas	Yes
Putman	Yes

The resolution was unanimously adopted.

- G. Commissioner Lucas moved (Lockwood support) to accept the package of coverage as presented in the June 28, 2019 packet. Having been presented and discussed during public comment, a vote was taken. The motion passed unanimously.

**IX CORRESPONDENCE**

Four items of correspondence were presented and accepted.

**X PUBLIC COMMENT**

Hunter Reed, Ellen Corcoran, Norma Loper, and Jeff Turner made general comments.

**XI COMMISSIONER COMMENT**

- A. Commissioner Lockwood expressed her gratitude for Commissioner Smits work and leadership on behalf of TCHC.
- B. Commissioner Putman informed the attendees and his fellow Commissioners that he will be running to keep his seat on the City Commission and encouraged everyone to educate themselves on all of the candidates and to vote.
- C. Commissioner Lucas echoed Commissioner Lockwood's sentiment of gratitude for Commissioner Smits.

**XII ADJOURNMENT**

Commissioner Lucas moved (Putman support) to adjourn the meeting at 9:11 A.M.

Respectfully submitted,

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Michelle Reardon, Recording Secretary

---

Heather Lockwood, President

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 06/01/2019 To: 06/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2019	EFT	Internal Revenue Service	3,359.86		81,191.99
06/03/2019	DEP			14,420.00	95,611.99
06/04/2019	ADJST	Alisa Kroupa	1,278.55		94,333.44
06/04/2019	ADJST	Anthony Lentych	2,415.49		91,917.95
06/04/2019	ADJST	Michelle Reardon	1,530.03		90,387.92
06/04/2019	ADJST	Angela N. Szabo	950.89		89,437.03
06/04/2019	ADJST	Henry Webb	449.64		88,987.39
06/04/2019	ADJST	Joseph Battaglia	298.90		88,688.49
06/04/2019	ADJST	Charles Edwards	2,476.82		86,211.67
06/04/2019	ADJST	Joseph Frawley	1,403.62		84,808.05
06/04/2019	ADJST	David Gourlay	1,067.25		83,740.80
06/04/2019	ADJST	Justin Sailors	378.18		83,362.62
06/04/2019	ADJST	Chemical Bank	183.57		83,179.05
06/04/2019	EFT	Principal Life Insurance Co.	928.22		82,250.83
06/04/2019	DEP			17,126.37	99,377.20
06/04/2019	EFT	T Mobile		2,404.00	101,781.20
06/04/2019	038764	Thomas P. Licavoli	2,170.00		99,611.20
06/04/2019	038765	Finishing Touches Inc.	490.00		99,121.20
06/04/2019	038766	City of Traverse City, Treasurer's	414.71		98,706.49
06/04/2019	038767	Cardmember Service	3,456.03		95,250.46
06/05/2019	EFT	U.S. Dept. of HUD		25,450.00	120,700.46
06/05/2019	EFT	U.S. Dept. of HUD		5,602.00	126,302.46
06/05/2019	DEP			0.63	126,303.09
06/06/2019	DEP			8,871.00	135,174.09
06/06/2019	038768	The Home Depot Pro Multifamily	406.67		134,767.42
06/06/2019	038769	Grand Traverse County DPW	483.00		134,284.42
06/06/2019	038770	Traverse Outdoor	104.00		134,180.42
06/06/2019	038771	Traverse City Record Eagle	82.20		134,098.22
06/06/2019	038772	City Of Traverse City	21.25		134,076.97
06/06/2019	038773	Ace Hardware	53.08		134,023.89
06/06/2019	038774	All American Investment Group, LLC	9,486.76		124,537.13
06/06/2019	038775	DTE ENERGY	171.97		124,365.16
06/06/2019	038776	Barton Carroll's Inc	1,643.00		122,722.16
06/06/2019	038777	Northwest Lock, Inc.	27.50		122,694.66
06/06/2019	038778	ServPro	2,802.02		119,892.64
06/06/2019	038779	Grand Traverse County	56.07		119,836.57
06/06/2019	038780	Kendall Electric Inc	40.60		119,795.97
06/06/2019	038781	BLOXSOM ROOFING AND SIDING	210.00		119,585.97
06/06/2019	038782	Walters & Hemming Inc	5.00		119,580.97
06/06/2019	038783	Advantage Electric, LLC	140.60		119,440.37

Traverse City Housing Commission  
Check Register Summary Report  
Chemical Bank  
From: 06/01/2019 To: 06/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/06/2019	038784	Northern Greenlawn	284.00		119,156.37
06/06/2019	038785	Twin Bay Glass Inc.	659.66		118,496.71
06/06/2019	038786	Total Attention	600.00		117,896.71
06/06/2019	038787	Joseph Frawley	154.10		117,742.61
06/06/2019	038788	Engineered Protection Systems Inc	208.80		117,533.81
06/06/2019	038789	Housing Authority Accounting	1,099.41		116,434.40
06/06/2019	038790	Byte Productions, LLC	30.00		116,404.40
06/06/2019	038791	Angela Szabo	226.78		116,177.62
06/06/2019	038792	Justin Sailors	41.76		116,135.86
06/06/2019	038793	David Gourlay	278.63		115,857.23
06/06/2019	038794	Keiser Services LLC	8,919.64		106,937.59
06/06/2019	038795	A T & T	368.10		106,569.49
06/06/2019	038796	Verizon Wireless	47.17		106,522.32
06/06/2019	038797	Great Lakes Business Systems, Inc.	239.76		106,282.56
06/06/2019	038798	McCardel Water Conditioning	33.00		106,249.56
06/06/2019	038799	City Of Traverse City	60.90		106,188.66
06/06/2019	038800	DTE ENERGY	26.10		106,162.56
06/06/2019	038801	Team Bob's Heating, Cooling,	775.00		105,387.56
06/07/2019	EFT	Internal Revenue Service	3,359.86		102,027.70
06/10/2019	EFT	T Mobile	2,404.00		99,623.70
06/13/2019	ADJST			( 792.00)	98,831.70
06/13/2019	ADJST		10.00		98,821.70
06/17/2019	DEP			7,916.59	106,738.29
06/17/2019	DEP			596.05	107,334.34
06/18/2019	ADJST	Alisa Kroupa	1,278.56		106,055.78
06/18/2019	ADJST	Anthony Lentych	2,415.48		103,640.30
06/18/2019	ADJST	Michelle Reardon	1,530.05		102,110.25
06/18/2019	ADJST	Angela N. Szabo	1,026.23		101,084.02
06/18/2019	ADJST	Henry Webb	464.01		100,620.01
06/18/2019	ADJST	Joseph Battaglia	298.90		100,321.11
06/18/2019	ADJST	Joseph Frawley	1,334.21		98,986.90
06/18/2019	ADJST	David Gourlay	975.93		98,010.97
06/18/2019	ADJST	Justin Sailors	372.71		97,638.26
06/18/2019	ADJST	Chemical Bank	156.52		97,481.74
06/18/2019	EFT	Principal Life Insurance Co.	760.22		96,721.52
06/18/2019	038802	Priority Health	4,756.08		91,965.44
06/18/2019	038803	SAM'S CLUB	826.49		91,138.95
06/18/2019	038804	Home Depot Credit Services	1,932.32		89,206.63
06/18/2019	038805	Collier's Pest Control	450.00		88,756.63
06/18/2019	038806	Spectrum Business	184.98		88,571.65

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 06/01/2019 To: 06/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/18/2019	038807	Ace Welding & Machine Inc	60.00		88,511.65
06/18/2019	038808	City Of Traverse City	146.85		88,364.80
06/18/2019	038809	Republic Services #239	1,053.14		87,311.66
06/18/2019	038810	CynergyComm.net,Inc	13.68		87,297.98
06/18/2019	038811	Staples Business Advantage	83.58		87,214.40
06/18/2019	038812	AmRent	238.95		86,975.45
06/18/2019	038813	Spectrum Business	3,471.64		83,503.81
06/18/2019	038814	A T & T	166.93		83,336.88
06/18/2019	038815	City Of Traverse City	59.00		83,277.88
06/18/2019	038816	City Of Traverse City	26.69		83,251.19
06/18/2019	038817	Kuhn Rogers PLC	6,656.00		76,595.19
06/18/2019	038817	**VOID** Kuhn Rogers PLC	( 6,656.00)		83,251.19
06/18/2019	038818	Integrated Payroll Services, Inc.	114.90		83,136.29
06/18/2019	038819	Environmental Pest Control	290.00		82,846.29
06/18/2019	038820	DTE ENERGY	485.06		82,361.23
06/18/2019	038821	City Of Traverse City	10,285.35		72,075.88
06/18/2019	038822	D & W Mechanical	133.85		71,942.03
06/18/2019	038823	Safety Net	864.00		71,078.03
06/19/2019	038824	Kuhn Rogers PLC	6,096.00		64,982.03
06/19/2019	038825	Sondee, Racine & Doren, P.L.C.	560.00		64,422.03
06/20/2019	ADJST	State Of Michigan	1,002.97		63,419.06
06/21/2019	EFT	Internal Revenue Service	2,894.11		60,524.95
06/25/2019	DEP			209.00	60,733.95
06/25/2019	DEP			2,386.80	63,120.75
06/28/2019	DEP			790.00	63,910.75
06/30/2019	ADJST	Chemical Bank		29.12	63,939.87
<b>Total:</b>			105,621.54	85,009.56	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 06/01/2019 To: 06/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2019	EFT	U.S. Dept. of HUD		8,239.00	132,315.80
06/03/2019	EFT	U.S. Dept. of HUD		103,972.00	236,287.80
06/03/2019	000230	TC Commons I LDHA, LLC	258.00		236,029.80
06/03/2019	000230	Jeana Aiken	562.00		235,467.80
06/03/2019	000230	Dustin Ansoerge	1,250.00		234,217.80
06/03/2019	000230	Anthony Ansoerge	796.00		233,421.80
06/03/2019	000230	Ayers Investment Properties LLC	728.00		232,693.80
06/03/2019	000230	B & R RENTALS, LLC	778.00		231,915.80
06/03/2019	000230	Bay Front Apartments	359.00		231,556.80
06/03/2019	000230	Bay Hill Housing LDHALP	7,843.00		223,713.80
06/03/2019	000230	Bay Hill II	9,268.00		214,445.80
06/03/2019	000230	Elizabeth Beckett	312.00		214,133.80
06/03/2019	000230	Bellaire Senior Apartments	304.00		213,829.80
06/03/2019	000230	Brookside Commons LDHA, LP	3,046.00		210,783.80
06/03/2019	000230	Brown Elder Apartments LLC	177.00		210,606.80
06/03/2019	000230	Irma Jean Brownley	788.00		209,818.80
06/03/2019	000230	Rebecca Carmien	288.00		209,530.80
06/03/2019	000230	Carson Square	5,941.00		203,589.80
06/03/2019	000230	Chris R. Frank	926.00		202,663.80
06/03/2019	000230	Central Lake Townhouses	397.00		202,266.80
06/03/2019	000230	Cherrywood Village Farms, Inc.	3,040.00		199,226.80
06/03/2019	000230	Douglas A. Chichester	650.00		198,576.80
06/03/2019	000230	Davis Investment Properties, LLC	671.00		197,905.80
06/03/2019	000230	Jack V. Dean	417.00		197,488.80
06/03/2019	000230	Ronald M. Dean	14.00		197,474.80
06/03/2019	000230	Zachary Duell	1,200.00		196,274.80
06/03/2019	000230	East Bay Properties	584.00		195,690.80
06/03/2019	000230	Chester Farrell	827.00		194,863.80
06/03/2019	000230	Five P Enterprises, LLC	466.00		194,397.80
06/03/2019	000230	Rent Leelanau, LLC	668.00		193,729.80
06/03/2019	000230	Lisa Forbes	531.00		193,198.80
06/03/2019	000230	Mabel Foust	446.00		192,752.80
06/03/2019	000230	Frankfort Housing LDHA LP	297.00		192,455.80
06/03/2019	000230	Michael Glowacki	707.00		191,748.80
06/03/2019	000230	David Grzesiek	393.00		191,355.80
06/03/2019	000230	Habitat for Humanity	331.00		191,024.80
06/03/2019	000230	Matthew Hamminga	1,200.00		189,824.80
06/03/2019	000230	Harbour Ridge Apts	1,187.00		188,637.80
06/03/2019	000230	Leonard Herman	524.00		188,113.80
06/03/2019	000230	Hillview Terrace	1,916.00		186,197.80

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 06/01/2019 To: 06/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2019	000230	Josh Hollister	403.00		185,794.80
06/03/2019	000230	HomeStretch	3,058.00		182,736.80
06/03/2019	000230	Nancy Irish	572.00		182,164.80
06/03/2019	000230	Donna Kalchik	304.00		181,860.80
06/03/2019	000230	Kalkaska Woods Limited Partnership	302.00		181,558.80
06/03/2019	000230	Bruce W. Korson	420.00		181,138.80
06/03/2019	000230	Lake Pointe Acquisitions LLC.	307.00		180,831.80
06/03/2019	000230	Sidney Lammers	397.00		180,434.80
06/03/2019	000230	John J. Lewis	310.00		180,124.80
06/03/2019	000230	Don E. Lint	502.00		179,622.80
06/03/2019	000230	Maret Sabourin	514.00		179,108.80
06/03/2019	000230	Sue Martin	658.00		178,450.80
06/03/2019	000230	Robert J. Mork	390.00		178,060.80
06/03/2019	000230	Kim Lien Thi Nguyen	974.00		177,086.80
06/03/2019	000230	Oak Park Apts	1,361.00		175,725.80
06/03/2019	000230	Oak Terrace Apts	720.00		175,005.80
06/03/2019	000230	Daniel G. Pohlman	893.00		174,112.80
06/03/2019	000230	Douglas L. Porter	418.00		173,694.80
06/03/2019	000230	Timothy Rice	340.00		173,354.80
06/03/2019	000230	Sabin Pond Apartments LLC	113.00		173,241.80
06/03/2019	000230	Eldon Schaub	377.00		172,864.80
06/03/2019	000230	Mike & Melissa Schichtel	1,100.00		171,764.80
06/03/2019	000230	Sherwin Rentals	1,212.00		170,552.80
06/03/2019	000230	Samuel Shore	986.00		169,566.80
06/03/2019	000230	Gerald Sieggreen	741.00		168,825.80
06/03/2019	000230	SILVER SHORES MHC	3,954.00		164,871.80
06/03/2019	000230	Mark & Cheryl Snyder	497.00		164,374.80
06/03/2019	000230	Ryan Storey	360.00		164,014.80
06/03/2019	000230	22955 Investments LLC	1,836.00		162,178.80
06/03/2019	000230	Traverse City Property Management	51.00		162,127.80
06/03/2019	000230	TCR Investments, LLC	819.00		161,308.80
06/03/2019	000230	TCWFH	688.00		160,620.80
06/03/2019	000230	Wendy Teagan	502.00		160,118.80
06/03/2019	000230	TEAMCO PROPERTIES	394.00		159,724.80
06/03/2019	000230	TOS Holdings, LLC	781.00		158,943.80
06/03/2019	000230	Tradewinds Terrace Apts	299.00		158,644.80
06/03/2019	000230	Village Apartments LDHA	387.00		158,257.80
06/03/2019	000230	Village Glen Apartments	7,920.00		150,337.80
06/03/2019	000230	Village View Housing LHDA LP	1,191.00		149,146.80
06/03/2019	000230	Village Woods	1,633.00		147,513.80



Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 06/01/2019 To: 06/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2019	000230	Wagner Asset Group at Ninth Street,	732.00		146,781.80
06/03/2019	000230	Paul Wheelock	602.00		146,179.80
06/03/2019	000230	Susette Redman Wilson	1,000.00		145,179.80
06/03/2019	000230	Woda Boardman Lake LDHA.LP	943.00		144,236.80
06/03/2019	000230	Woodmere Ridge Apartments LDHA	4,196.00		140,040.80
06/03/2019	000230	Wyatt Road Apartment Company	570.00		139,470.80
06/03/2019	000230	Theodore V. Zachman	887.00		138,583.80
06/03/2019	000230	Barb Zupin	493.00		138,090.80
06/04/2019	DEP			100.00	138,190.80
06/18/2019	023136	Traverse City Housing Commission	5,042.39		133,148.41
06/18/2019	023137	Cherryland Electric Cooperative	147.20		133,001.21
06/18/2019	023138	City Of Traverse City	147.10		132,854.11
06/18/2019	023139	Consumers Energy	81.20		132,772.91
06/18/2019	023140	DTE ENERGY	280.20		132,492.71
06/18/2019	023141	Lisa L. Forbes	14.00		132,478.71
06/18/2019	023142	Holttons LP Gas Fife Lake	6.30		132,472.41
<b>Total:</b>			103,915.39	112,311.00	

Traverse City Housing Commission  
Check Register Summary Report  
Chemical Bank  
From: 07/01/2019 To: 07/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
07/01/2019	DEP			17,420.76	81,360.63
07/01/2019	ADJST			( 300.00)	81,060.63
07/02/2019	ADJST	Alisa Kroupa	1,278.55		79,782.08
07/02/2019	ADJST	Anthony Lentych	2,415.48		77,366.60
07/02/2019	ADJST	Michelle Reardon	1,416.49		75,950.11
07/02/2019	ADJST	Angela N. Szabo	969.73		74,980.38
07/02/2019	ADJST	Joseph Battaglia	298.90		74,681.48
07/02/2019	ADJST	Joseph Frawley	1,204.23		73,477.25
07/02/2019	ADJST	David Gourlay	987.34		72,489.91
07/02/2019	ADJST	Justin Sailors	195.03		72,294.88
07/02/2019	ADJST	Henry Webb	550.32		71,744.56
07/02/2019	ADJST	Chemical Bank	156.52		71,588.04
07/02/2019	EFT	Principal Life Insurance Co.	750.96		70,837.08
07/02/2019	EFT	T Mobile		2,404.00	73,241.08
07/02/2019	DEP			1,516.00	74,757.08
07/03/2019	DEP			15,973.42	90,730.50
07/03/2019	038826	Ace Hardware	10.99		90,719.51
07/03/2019	038827	Allen Supply	131.60		90,587.91
07/03/2019	038828	Joseph Frawley	158.39		90,429.52
07/03/2019	038829	Dolly's Best Inc.	1,800.00		88,629.52
07/03/2019	038830	DTE ENERGY	119.39		88,510.13
07/03/2019	038831	NCRC NAHRO	75.00		88,435.13
07/03/2019	038832	Thomas P. Licavoli	1,170.00		87,265.13
07/03/2019	038833	Nan McKay & Associates Inc	398.00		86,867.13
07/03/2019	038834	Northern Greenlawn	87.50		86,779.63
07/03/2019	038835	MailFinance	149.85		86,629.78
07/03/2019	038836	Speedwrench, Inc.	548.32		86,081.46
07/03/2019	038837	Justin Sailors	27.43		86,054.03
07/03/2019	038838	Total Attention	600.00		85,454.03
07/03/2019	038839	Team Bob's Heating, Cooling,	115.00		85,339.03
07/03/2019	038840	Housing Authority Accounting	1,099.41		84,239.62
07/03/2019	038841	David Gourlay	131.77		84,107.85
07/03/2019	038842	Byte Productions, LLC	30.00		84,077.85
07/03/2019	038843	A T & T	364.74		83,713.11
07/03/2019	038844	Grand Traverse County DPW	483.00		83,230.11
07/03/2019	038845	Verizon Wireless	36.74		83,193.37
07/03/2019	038846	Municipal Underwriters of Michigan,	29,156.00		54,037.37
07/03/2019	038847	Cardmember Service	1,577.12		52,460.25
07/03/2019	038848	City Of Traverse City	60.90		52,399.35
07/03/2019	038849	DTE ENERGY	26.10		52,373.25

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 07/01/2019 To: 07/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
07/03/2019	038850	Chemical Bank	12,880.00		39,493.25
07/05/2019	EFT	Internal Revenue Service	2,753.59		36,739.66
07/05/2019	EFT	U.S. Dept. of HUD		37,399.00	74,138.66
07/05/2019	EFT	U.S. Dept. of HUD		5,602.00	79,740.66
07/08/2019	038853			9,048.96	88,789.62
07/09/2019	DEP			21,892.18	110,681.80
07/09/2019	038851	Rodney Faust	1,863.00		108,818.80
07/10/2019	ADJST			( 227.00)	108,591.80
07/10/2019	ADJST	Chemical Bank	10.00		108,581.80
07/10/2019	DEP			2,726.00	111,307.80
07/10/2019	EFT	Chemical Bank	90.11		111,217.69
07/11/2019	ADJST			1.00	111,218.69
07/16/2019	ADJST	Alisa Kroupa	1,278.55		109,940.14
07/16/2019	ADJST	Anthony Lentych	2,528.28		107,411.86
07/16/2019	ADJST	Michelle Reardon	1,677.46		105,734.40
07/16/2019	ADJST	Angela N. Szabo	950.17		104,784.23
07/16/2019	ADJST	Joseph Battaglia	258.30		104,525.93
07/16/2019	ADJST	Joseph Frawley	1,181.42		103,344.51
07/16/2019	ADJST	David Gourlay	1,182.27		102,162.24
07/16/2019	ADJST	Justin Sailors	266.10		101,896.14
07/16/2019	ADJST	Henry Webb	607.85		101,288.29
07/16/2019	ADJST	Chemical Bank	121.14		101,167.15
07/16/2019	EFT	Principal Life Insurance Co.	777.12		100,390.03
07/18/2019	DEP			1,344.60	101,734.63
07/19/2019	EFT	Internal Revenue Service	2,974.85		98,759.78
07/19/2019	038854	SAM'S CLUB	448.79		98,310.99
07/19/2019	038855	Home Depot Credit Services	514.06		97,796.93
07/19/2019	038856	Holiday Fleet	65.63		97,731.30
07/19/2019	038857	Sherwin Williams Co.	273.42		97,457.88
07/19/2019	038858	Walters & Hemming Inc	56.52		97,401.36
07/19/2019	038859	McCardel Water Conditioning	26.50		97,374.86
07/19/2019	038860	Republic Services #239	843.14		96,531.72
07/19/2019	038861	Spectrum Business	187.75		96,343.97
07/22/2019	EFT	Internal Revenue Service	971.16		95,372.81
07/22/2019	038852	Holly Steele	322.00		95,050.81
07/22/2019	038862	Great Lakes Business Systems, Inc.	292.79		94,758.02
07/22/2019	038863	AmRent	185.85		94,572.17
07/22/2019	038864	City Of Traverse City	135.49		94,436.68
07/22/2019	038865	CynergyComm.net,Inc	8.81		94,427.87
07/22/2019	038866	Grand Traverse Cty. Treasurer	56.07		94,371.80

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 07/01/2019 To: 07/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
07/22/2019	038867	Keiser Services LLC	90.00		94,281.80
07/22/2019	038868	The Inspection Group	250.00		94,031.80
07/22/2019	038869	Environmental Pest Control	290.00		93,741.80
07/22/2019	038870	Spectrum Business	3,471.64		90,270.16
07/22/2019	038871	Integrated Payroll Services, Inc.	114.90		90,155.26
07/22/2019	038872	Aflac	197.01		89,958.25
07/22/2019	038873	Thomas P. Licavoli	870.00		89,088.25
07/22/2019	038874	BLOXSOM ROOFING AND SIDING	175.00		88,913.25
07/22/2019	038875	Northern Greenlawn	450.00		88,463.25
07/22/2019	038876	A T & T	166.01		88,297.24
07/22/2019	038877	City Of Traverse City	8,886.77		79,410.47
07/22/2019	038878	D & W Mechanical	353.70		79,056.77
07/22/2019	038879	Joseph Battaglia	39.44		79,017.33
07/22/2019	038880	Safety Net	864.00		78,153.33
07/22/2019	038881	Kuhn Rogers PLC	195.00		77,958.33
07/22/2019	038882	DTE ENERGY	103.78		77,854.55
07/22/2019	038883	Northern Greenlawn	80.00		77,774.55
07/22/2019	038884	Elmer's	7,500.00		70,274.55
07/22/2019	038885	Housing Data Systems, Inc.	106.50		70,168.05
07/22/2019	038886	Priority Health	3,358.32		66,809.73
07/23/2019	EFT	Principal Life Insurance Co.	550.00		66,259.73
07/23/2019	038887	Vision Service Plan	144.18		66,115.55
07/23/2019	038888	First Contracting, Inc.	7,937.28		58,178.27
07/23/2019	038889	Dawn Rogers	468.75		57,709.52
07/25/2019	DEP			1,358.00	59,067.52
07/29/2019	DEP			750.65	59,818.17
07/29/2019	DEP			785.00	60,603.17
07/30/2019	ADJST	Alisa Kroupa	1,278.55		59,324.62
07/30/2019	ADJST	Anthony Lentych	2,528.29		56,796.33
07/30/2019	ADJST	Michelle Reardon	1,698.52		55,097.81
07/30/2019	ADJST	Angela N. Szabo	950.16		54,147.65
07/30/2019	ADJST	Joseph Battaglia	339.52		53,808.13
07/30/2019	ADJST	Joseph Frawley	1,354.06		52,454.07
07/30/2019	ADJST	David Gourlay	1,094.38		51,359.69
07/30/2019	ADJST	Justin Sailors	282.49		51,077.20
07/30/2019	ADJST	Henry Webb	435.26		50,641.94
07/30/2019	ADJST	Chemical Bank	121.14		50,520.80
07/30/2019	EFT	Principal Life Insurance Co.	778.84		49,741.96
07/31/2019	DEP			2,586.00	52,327.96
07/31/2019	ADJST			29.86	52,357.82

Date: 08/20/2019  
Time: 11:00:48

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 07/01/2019 To: 07/31/2019

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Date	Ref Num	Payee	Payment	Deposit	Balance
<b>Total:</b>			131,892.48	120,310.43	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 07/01/2019 To: 07/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
07/01/2019	EFT	U.S. Dept. of HUD		8,239.00	140,711.41
07/01/2019	EFT	U.S. Dept. of HUD		103,972.00	244,683.41
07/01/2019	ADJST	PNC Bank	77.80		244,605.61
07/01/2019	000231	TC Commons I LDHA, LLC	258.00		244,347.61
07/01/2019	000231	Jeana Aiken	602.00		243,745.61
07/01/2019	000231	Dustin Ansoerge	1,250.00		242,495.61
07/01/2019	000231	Anthony Ansoerge	731.00		241,764.61
07/01/2019	000231	Ayers Investment Properties LLC	728.00		241,036.61
07/01/2019	000231	B & R RENTALS, LLC	778.00		240,258.61
07/01/2019	000231	Bay Front Apartments	359.00		239,899.61
07/01/2019	000231	Bay Hill Housing LDHALP	7,246.00		232,653.61
07/01/2019	000231	Bay Hill II	8,752.00		223,901.61
07/01/2019	000231	Elizabeth Beckett	312.00		223,589.61
07/01/2019	000231	Bellaire Senior Apartments	304.00		223,285.61
07/01/2019	000231	Brookside Commons LDHA, LP	3,046.00		220,239.61
07/01/2019	000231	Brown Elder Apartments LLC	177.00		220,062.61
07/01/2019	000231	Irma Jean Brownley	788.00		219,274.61
07/01/2019	000231	Rebecca Carmien	288.00		218,986.61
07/01/2019	000231	Carson Square	5,669.00		213,317.61
07/01/2019	000231	Chris R. Frank	926.00		212,391.61
07/01/2019	000231	Central Lake Townhouses	397.00		211,994.61
07/01/2019	000231	Cherrywood Village Farms, Inc.	3,034.00		208,960.61
07/01/2019	000231	Douglas A. Chichester	650.00		208,310.61
07/01/2019	000231	Davis Investment Properties, LLC	671.00		207,639.61
07/01/2019	000231	Jack V. Dean	417.00		207,222.61
07/01/2019	000231	Ronald M. Dean	14.00		207,208.61
07/01/2019	000231	Zachary Duell	1,200.00		206,008.61
07/01/2019	000231	East Bay Properties	584.00		205,424.61
07/01/2019	000231	Chester Farrell	819.00		204,605.61
07/01/2019	000231	Five P Enterprises, LLC	477.00		204,128.61
07/01/2019	000231	Rent Leelanau, LLC	668.00		203,460.61
07/01/2019	000231	Lisa Forbes	531.00		202,929.61
07/01/2019	000231	Mabel Foust	446.00		202,483.61
07/01/2019	000231	Frankfort Housing LDHA LP	297.00		202,186.61
07/01/2019	000231	Michael Glowacki	707.00		201,479.61
07/01/2019	000231	David Grzesiek	393.00		201,086.61
07/01/2019	000231	Habitat for Humanity	331.00		200,755.61
07/01/2019	000231	Matthew Hamminga	1,200.00		199,555.61
07/01/2019	000231	Harbour Ridge Apts	1,187.00		198,368.61
07/01/2019	000231	Leonard Herman	524.00		197,844.61

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 07/01/2019 To: 07/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
07/01/2019	000231	Hillview Terrace	1,893.00		195,951.61
07/01/2019	000231	Josh Hollister	403.00		195,548.61
07/01/2019	000231	HomeStretch	3,058.00		192,490.61
07/01/2019	000231	Nancy Irish	572.00		191,918.61
07/01/2019	000231	Donna Kalchik	304.00		191,614.61
07/01/2019	000231	Kalkaska Woods Limited Partnership	302.00		191,312.61
07/01/2019	000231	Bruce W. Korson	420.00		190,892.61
07/01/2019	000231	Lake Pointe Acquisitions LLC.	307.00		190,585.61
07/01/2019	000231	Sidney Lammers	397.00		190,188.61
07/01/2019	000231	John J. Lewis	310.00		189,878.61
07/01/2019	000231	Don E. Lint	502.00		189,376.61
07/01/2019	000231	Maret Sabourin	514.00		188,862.61
07/01/2019	000231	Sue Martin	658.00		188,204.61
07/01/2019	000231	Robert J. Mork	390.00		187,814.61
07/01/2019	000231	Kim Lien Thi Nguyen	974.00		186,840.61
07/01/2019	000231	Oak Park Apts	1,361.00		185,479.61
07/01/2019	000231	Oak Terrace Apts	720.00		184,759.61
07/01/2019	000231	Daniel G. Pohlman	893.00		183,866.61
07/01/2019	000231	Douglas L. Porter	418.00		183,448.61
07/01/2019	000231	Punta Gorda Housing Authority	851.38		182,597.23
07/01/2019	000231	Timothy Rice	340.00		182,257.23
07/01/2019	000231	Sabin Pond Apartments LLC	113.00		182,144.23
07/01/2019	000231	Eldon Schaub	377.00		181,767.23
07/01/2019	000231	Mike & Melissa Schichtel	1,100.00		180,667.23
07/01/2019	000231	Sherwin Rentals	1,212.00		179,455.23
07/01/2019	000231	Samuel Shore	986.00		178,469.23
07/01/2019	000231	Gerald Sieggreen	741.00		177,728.23
07/01/2019	000231	SILVER SHORES MHC	3,954.00		173,774.23
07/01/2019	000231	Mark & Cheryl Snyder	497.00		173,277.23
07/01/2019	000231	Ryan Storey	360.00		172,917.23
07/01/2019	000231	22955 Investments LLC	1,836.00		171,081.23
07/01/2019	000231	Traverse City Property Management	51.00		171,030.23
07/01/2019	000231	TCR Investments, LLC	819.00		170,211.23
07/01/2019	000231	TCWFH	688.00		169,523.23
07/01/2019	000231	Wendy Teagan	502.00		169,021.23
07/01/2019	000231	TEAMCO PROPERTIES	394.00		168,627.23
07/01/2019	000231	TOS Holdings, LLC	781.00		167,846.23
07/01/2019	000231	Tradewinds Terrace Apts	299.00		167,547.23
07/01/2019	000231	Village Apartments LDHA	387.00		167,160.23
07/01/2019	000231	Village Glen Apartments	8,020.00		159,140.23

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 07/01/2019 To: 07/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
07/01/2019	000231	Village View Housing LHDA LP	1,443.00		157,697.23
07/01/2019	000231	Village Woods	1,633.00		156,064.23
07/01/2019	000231	Wagner Asset Group at Ninth Street,	732.00		155,332.23
07/01/2019	000231	Paul Wheelock	602.00		154,730.23
07/01/2019	000231	Susette Redman Wilson	1,000.00		153,730.23
07/01/2019	000231	Woda Boardman Lake LDHA.LP	943.00		152,787.23
07/01/2019	000231	Woodmere Ridge Apartments LDHA	4,196.00		148,591.23
07/01/2019	000231	Wyatt Road Apartment Company	570.00		148,021.23
07/01/2019	000231	Theodore V. Zachman	887.00		147,134.23
07/01/2019	000231	Barb Zupin	493.00		146,641.23
07/08/2019	DEP			100.00	146,741.23
07/15/2019	EFT	U.S. Dept. of HUD		2,870.00	149,611.23
07/22/2019	023143	Chase Bank	12,982.30		136,628.93
07/22/2019	023144	Cherryland Electric Cooperative	147.20		136,481.73
07/22/2019	023145	City Of Traverse City	147.10		136,334.63
07/22/2019	023146	Consumers Energy	81.20		136,253.43
07/22/2019	023147	DTE ENERGY	280.20		135,973.23
07/22/2019	023148	Lisa L. Forbes	14.00		135,959.23
07/22/2019	023149	Holttons LP Gas Fife Lake	6.30		135,952.93
07/25/2019	DEP			1,859.72	137,812.65
<b>Total:</b>			111,700.48	117,040.72	



Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 08/01/2019 To: 08/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2019	DEP			3,111.00	55,468.82
08/02/2019	EFT	Internal Revenue Service	2,996.24		52,472.58
08/02/2019	EFT	T Mobile		2,404.00	54,876.58
08/02/2019	DEP			7,822.37	62,698.95
08/02/2019	DEP			2,678.00	65,376.95
08/05/2019	EFT	U.S. Dept. of HUD		5,602.00	70,978.95
08/05/2019	EFT	U.S. Dept. of HUD		29,742.00	100,720.95
08/07/2019	DEP			27,550.50	128,271.45
08/08/2019	DEP			424.30	128,695.75
08/08/2019	038890	Traverse City Record Eagle	343.20		128,352.55
08/08/2019	038891	Environmental Pest Control	290.00		128,062.55
08/08/2019	038892	Spectrum Business	187.75		127,874.80
08/08/2019	038893	The Home Depot Pro Multifamily	763.89		127,110.91
08/08/2019	038894	Sherwin Williams Co.	58.41		127,052.50
08/08/2019	038895	Anthony Lentych	73.31		126,979.19
08/08/2019	038896	Barton Carroll's Inc	72.00		126,907.19
08/08/2019	038897	Ace Hardware	156.00		126,751.19
08/08/2019	038898	Kendall Electric Inc	65.26		126,685.93
08/08/2019	038899	Allen Supply	890.82		125,795.11
08/08/2019	038900	Ace Welding & Machine Inc	150.00		125,645.11
08/09/2019	038901	B & T APPLIANCE	25.00		125,620.11
08/09/2019	038902	Otis Elevator Company	7,588.73		118,031.38
08/09/2019	038903	Kuhn Rogers PLC	3,423.00		114,608.38
08/09/2019	038904	DTE ENERGY	64.50		114,543.88
08/09/2019	038905	City of Traverse City, Treasurer's	216.00		114,327.88
08/09/2019	038906	Joseph Frawley	140.76		114,187.12
08/09/2019	038907	City of Traverse City, Treasurer's	636.97		113,550.15
08/09/2019	038908	D & W Mechanical	581.00		112,969.15
08/09/2019	038909	Northern Greenlawn	284.00		112,685.15
08/09/2019	038910	Grand Traverse Cty. Treasurer	56.07		112,629.08
08/09/2019	038911	Accident Fund	3,151.00		109,478.08
08/09/2019	038912	Verizon Wireless	58.05		109,420.03
08/09/2019	038913	Justin Sailors	34.56		109,385.47
08/09/2019	038914	Byte Productions, LLC	30.00		109,355.47
08/09/2019	038915	David Gourlay	265.06		109,090.41
08/09/2019	038916	Engineered Protection Systems Inc	127.26		108,963.15
08/09/2019	038917	Thomas P. Licavoli	670.00		108,293.15
08/09/2019	038918	Nuisance Animal Control	290.00		108,003.15
08/09/2019	038919	A T & T	459.04		107,544.11
08/09/2019	038920	Great Lakes Business Systems, Inc.	124.37		107,419.74

Traverse City Housing Commission  
**Check Register Summary Report**  
 Chemical Bank  
 From: 08/01/2019 To: 08/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
08/09/2019	038921	Housing Data Systems, Inc.	145.00		107,274.74
08/09/2019	038922	Snap Printing	86.00		107,188.74
08/09/2019	038923	Total Attention	2,609.29		104,579.45
08/09/2019	038924	City Of Traverse City	165.89		104,413.56
08/09/2019	038925	Grand Traverse County DPW	483.00		103,930.56
08/09/2019	038926	McCardel Water Conditioning	34.50		103,896.06
08/09/2019	038927	Cardmember Service	2,632.17		101,263.89
08/09/2019	038928	City Of Traverse City	121.80		101,142.09
08/09/2019	038929	DTE ENERGY	52.20		101,089.89
08/13/2019	ADJST	Alisa Kroupa	1,278.56		99,811.33
08/13/2019	ADJST	Anthony Lentych	2,528.28		97,283.05
08/13/2019	ADJST	Michelle Reardon	1,467.01		95,816.04
08/13/2019	ADJST	Angela N. Szabo	950.16		94,865.88
08/13/2019	ADJST	Joseph Battaglia	298.90		94,566.98
08/13/2019	ADJST	Joseph Frawley	1,192.83		93,374.15
08/13/2019	ADJST	David Gourlay	1,213.66		92,160.49
08/13/2019	ADJST	Justin Sailors	369.98		91,790.51
08/13/2019	ADJST	Henry Webb	406.48		91,384.03
08/13/2019	ADJST	Chemical Bank	121.14		91,262.89
08/13/2019	EFT	Principal Life Insurance Co.	759.96		90,502.93
08/16/2019	EFT	Internal Revenue Service	2,881.74		87,621.19
08/20/2019	EFT	State Of Michigan	1,456.07		86,165.12
<b>Total:</b>			45,526.87	79,334.17	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 08/01/2019 To: 08/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2019	EFT	U.S. Dept. of HUD		8,239.00	146,051.65
08/01/2019	EFT	U.S. Dept. of HUD		103,972.00	250,023.65
08/01/2019	ADJST	PNC Bank	77.10		249,946.55
08/01/2019	000232	TC Commons I LDHA, LLC	258.00		249,688.55
08/01/2019	000232	Jeana Aiken	602.00		249,086.55
08/01/2019	000232	Dustin Ansoerge	1,250.00		247,836.55
08/01/2019	000232	Anthony Ansoerge	731.00		247,105.55
08/01/2019	000232	Ayers Investment Properties LLC	728.00		246,377.55
08/01/2019	000232	B & R RENTALS, LLC	778.00		245,599.55
08/01/2019	000232	Bay Front Apartments	359.00		245,240.55
08/01/2019	000232	Bay Hill Housing LDHALP	7,271.00		237,969.55
08/01/2019	000232	Bay Hill II	8,638.00		229,331.55
08/01/2019	000232	Elizabeth Beckett	312.00		229,019.55
08/01/2019	000232	Bellaire Senior Apartments	304.00		228,715.55
08/01/2019	000232	Brookside Commons LDHA, LP	3,046.00		225,669.55
08/01/2019	000232	Brown Elder Apartments LLC	177.00		225,492.55
08/01/2019	000232	Irma Jean Brownley	136.00		225,356.55
08/01/2019	000232	Rebecca Carmien	288.00		225,068.55
08/01/2019	000232	Carson Square	5,930.00		219,138.55
08/01/2019	000232	Chris R. Frank	958.00		218,180.55
08/01/2019	000232	Central Lake Townhouses	390.00		217,790.55
08/01/2019	000232	Cherrywood Village Farms, Inc.	3,125.00		214,665.55
08/01/2019	000232	Douglas A. Chichester	650.00		214,015.55
08/01/2019	000232	Davis Investment Properties, LLC	671.00		213,344.55
08/01/2019	000232	Jack V. Dean	417.00		212,927.55
08/01/2019	000232	Zachary Duell	1,200.00		211,727.55
08/01/2019	000232	East Bay Properties	584.00		211,143.55
08/01/2019	000232	Chester Farrell	499.00		210,644.55
08/01/2019	000232	Five P Enterprises, LLC	477.00		210,167.55
08/01/2019	000232	Lisa Forbes	531.00		209,636.55
08/01/2019	000232	Mabel Foust	446.00		209,190.55
08/01/2019	000232	Frankfort Housing LDHA LP	297.00		208,893.55
08/01/2019	000232	Michael Glowacki	707.00		208,186.55
08/01/2019	000232	David Grzesiek	393.00		207,793.55
08/01/2019	000232	Habitat for Humanity	331.00		207,462.55
08/01/2019	000232	Matthew Hamminga	1,200.00		206,262.55
08/01/2019	000232	Harbour Ridge Apts	1,159.00		205,103.55
08/01/2019	000232	Leonard Herman	524.00		204,579.55
08/01/2019	000232	Hillview Terrace	1,575.00		203,004.55
08/01/2019	000232	Josh Hollister	403.00		202,601.55

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 08/01/2019 To: 08/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2019	000232	HomeStretch	3,058.00		199,543.55
08/01/2019	000232	Nancy Irish	572.00		198,971.55
08/01/2019	000232	Donna Kalchik	304.00		198,667.55
08/01/2019	000232	Kalkaska Woods Limited Partnership	302.00		198,365.55
08/01/2019	000232	Bruce W. Korson	420.00		197,945.55
08/01/2019	000232	Lake Pointe Acquisitions LLC.	307.00		197,638.55
08/01/2019	000232	Sidney Lammers	397.00		197,241.55
08/01/2019	000232	John J. Lewis	310.00		196,931.55
08/01/2019	000232	Don E. Lint	502.00		196,429.55
08/01/2019	000232	Maret Sabourin	514.00		195,915.55
08/01/2019	000232	Sue Martin	658.00		195,257.55
08/01/2019	000232	Robert J. Mork	390.00		194,867.55
08/01/2019	000232	Kim Lien Thi Nguyen	974.00		193,893.55
08/01/2019	000232	Oak Park Apts	1,361.00		192,532.55
08/01/2019	000232	Oak Terrace Apts	720.00		191,812.55
08/01/2019	000232	Daniel G. Pohlman	893.00		190,919.55
08/01/2019	000232	Douglas L. Porter	418.00		190,501.55
08/01/2019	000232	Timothy Rice	340.00		190,161.55
08/01/2019	000232	Sabin Pond Apartments LLC	126.00		190,035.55
08/01/2019	000232	Eldon Schaub	377.00		189,658.55
08/01/2019	000232	Mike & Melissa Schichtel	1,100.00		188,558.55
08/01/2019	000232	Sherwin Rentals	1,212.00		187,346.55
08/01/2019	000232	Samuel Shore	986.00		186,360.55
08/01/2019	000232	Gerald Sieggreen	741.00		185,619.55
08/01/2019	000232	SILVER SHORES MHC	3,979.00		181,640.55
08/01/2019	000232	Mark & Cheryl Snyder	497.00		181,143.55
08/01/2019	000232	Ryan Storey	360.00		180,783.55
08/01/2019	000232	22955 Investments LLC	1,879.00		178,904.55
08/01/2019	000232	Traverse City Property Management	51.00		178,853.55
08/01/2019	000232	TCR Investments, LLC	491.00		178,362.55
08/01/2019	000232	TCWFH	688.00		177,674.55
08/01/2019	000232	Wendy Teagan	502.00		177,172.55
08/01/2019	000232	TEAMCO PROPERTIES, LLC	394.00		176,778.55
08/01/2019	000232	TOS Holdings, LLC	781.00		175,997.55
08/01/2019	000232	Tradewinds Terrace Apts	289.00		175,708.55
08/01/2019	000232	Village Apartments LDHA	387.00		175,321.55
08/01/2019	000232	Village Glen Apartments	7,939.00		167,382.55
08/01/2019	000232	Village View Housing LHDA LP	1,476.00		165,906.55
08/01/2019	000232	Village Woods	1,633.00		164,273.55
08/01/2019	000232	Wagner Asset Group at Ninth Street,	732.00		163,541.55

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 08/01/2019 To: 08/20/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2019	000232	Paul Wheelock	602.00		162,939.55
08/01/2019	000232	Susette Redman Wilson	1,000.00		161,939.55
08/01/2019	000232	Woda Boardman Lake LDHA.LP	943.00		160,996.55
08/01/2019	000232	Woodmere Ridge Apartments LDHA	3,888.00		157,108.55
08/01/2019	000232	Wyatt Road Apartment Company	1,178.00		155,930.55
08/01/2019	000232	Theodore V. Zachman	887.00		155,043.55
08/01/2019	000232	Barb Zupin	493.00		154,550.55
08/01/2019	023150	PK Housing	698.00		153,852.55
08/01/2019	023151	Kevin Warren	540.00		153,312.55
08/07/2019	DEP			1,029.86	154,342.41
08/15/2019	022938	**VOID** DTE ENERGY	( 809.00)		155,151.41
<b>Total:</b>			95,902.10	113,240.86	

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2019**

	1 Month Ended		12 Months Ended			
	<u>June 30, 2019</u>		<u>June 30, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>						
<b>Rental Income</b>						
3110 - Dwelling Rental	\$	32,651.42	\$	384,365.42	\$	435,000 \$ 50,634.58
3110.2 - Dwelling Rental-Proj. 2		5,214.00		65,152.00	0	(65,152.00)
3120 - Excess Utilities		152.89		1,645.07	0	(1,645.07)
3190 - Nondwelling Rental		<u>7,940.37</u>		<u>90,955.38</u>	<u>71,900</u>	<u>(19,055.38)</u>
<b>Total Rental Income</b>	<b>\$</b>	<b><u>45,958.68</u></b>	<b>\$</b>	<b><u>542,117.87</u></b>	<b>\$</b>	<b><u>506,900</u> \$ (35,217.87)</b>
<b>Revenues - HUD PHA GRANTS</b>						
3401.2 - Operating Subsidy	\$	<u>25,450.00</u>	\$	<u>246,769.00</u>	\$	<u>250,000</u> \$ 3,231.00
<b>Total HUD PHA GRANTS</b>	<b>\$</b>	<b><u>25,450.00</u></b>	<b>\$</b>	<b><u>246,769.00</u></b>	<b>\$</b>	<b><u>250,000</u> \$ 3,231.00</b>
<b>Nonrental Income</b>						
3610 - Interest Income-Gen. Fund	\$	1,347.14	\$	3,816.69	\$	2,500 \$ (1,316.69)
3690 - Tenant Income		145.00		3,789.58	6,000	2,210.42
3690.1 - Non-Tenant Income		1,298.48		41,235.51	15,400	(25,835.51)
3690.2 - Tenant Income-Cable		2,250.00		27,107.00	29,200	2,093.00
3690.3 - Gain (Loss) of Disposal of Equip.		(580.08)		(580.08)	0	580.08
3692 - Management Fee		<u>7,367.59</u>		<u>11,486.56</u>	<u>0</u>	<u>(11,486.56)</u>
<b>Total Nonrental Income</b>	<b>\$</b>	<b><u>11,828.13</u></b>	<b>\$</b>	<b><u>86,855.26</u></b>	<b>\$</b>	<b><u>53,100</u> \$ (33,755.26)</b>
<b>Total Operating Income</b>	<b>\$</b>	<b><u>83,236.81</u></b>	<b>\$</b>	<b><u>875,742.13</u></b>	<b>\$</b>	<b><u>810,000</u> \$ (65,742.13)</b>
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	9,828.11	\$	125,545.83	\$	136,780 \$ 11,234.17
4130 - Legal Expense		6,174.40		14,548.29	17,000	2,451.71
4140 - Staff Training		0.00		525.00	6,300	5,775.00
4150 - Travel Expense		516.72		6,557.53	4,200	(2,357.53)
4170 - Accounting Fees		450.16		6,346.92	7,000	653.08
4171 - Auditing		0.00		4,200.00	4,000	(200.00)
4182 - Employee Benefits - Admin		2,786.59		41,116.11	50,430	9,313.89
4185 - Telephone		824.26		8,286.10	7,500	(786.10)
4190.1 - Publications		0.00		540.70	800	259.30
4190.2 - Membership Dues and Fees		0.00		1,131.02	1,000	(131.02)
4190.3 - Admin. Service Contracts		456.28		14,259.78	23,800	9,540.22
4190.4 - Office Supplies		144.42		2,246.77	4,200	1,953.23
4190.5 - Other Sundry Expense		1,436.08		12,938.89	13,640	701.11
4190.6 - Advertising		<u>(192.80)</u>		<u>82.20</u>	<u>1,500</u>	<u>1,417.80</u>
<b>Total Administration</b>	<b>\$</b>	<b><u>22,424.22</u></b>	<b>\$</b>	<b><u>238,325.14</u></b>	<b>\$</b>	<b><u>278,150</u> \$ 39,824.86</b>
<b>Tenant Services</b>						
4220 - Rec., Pub., & Other Services	\$	(1,371.91)	\$	6,640.33	\$	8,575 \$ 1,934.67
4230 - Cable TV-Tenants		<u>3,471.64</u>		<u>40,680.51</u>	<u>37,460</u>	<u>(3,220.51)</u>
<b>Total Tenant Services</b>	<b>\$</b>	<b><u>2,099.73</u></b>	<b>\$</b>	<b><u>47,320.84</u></b>	<b>\$</b>	<b><u>46,035</u> \$ (1,285.84)</b>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 12 Months Ended June 30, 2019**

	1 Month Ended	12 Months Ended	BUDGET	*OVER/UNDER
	<u>June 30, 2019</u>	<u>June 30, 2019</u>		
<b>Utilities</b>				
4310 - Water	\$ 1,799.18	\$ 19,819.75	\$ 16,500	\$ (3,319.75)
4320 - Electricity	9,312.80	125,998.86	150,000	24,001.14
4330 - Gas	303.68	20,442.63	15,500	(4,942.63)
<b>Total Utilities</b>	<u>\$ 11,415.66</u>	<u>\$ 166,261.24</u>	<u>\$ 182,000</u>	<u>\$ 15,738.76</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Labor, Maintenance	\$ 12,620.24	\$ 130,157.08	\$ 97,540	\$ (32,617.08)
4420 - Materials	5,012.61	40,910.64	25,000	(15,910.64)
4430.02 - Heating & Cooling Contracts	419.66	7,514.87	6,000	(1,514.87)
4430.03 - Snow Removal Contracts	0.00	6,453.25	4,000	(2,453.25)
4430.04 - Elevator Maintenance Contracts	0.00	22,524.29	9,600	(12,924.29)
4430.05 - Landscape & Grounds Contracts	691.50	17,039.58	10,000	(7,039.58)
4430.06 - Unit Turnaround Contracts	4,426.55	37,614.79	18,000	(19,614.79)
4430.07 - Electrical Contracts	77.60	323.94	1,000	676.06
4430.08 - Plumbing Contracts	81.70	6,104.57	1,000	(5,104.57)
4430.09 - Extermination Contracts	470.00	4,545.00	3,000	(1,545.00)
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	808.80	17,088.73	10,000	(7,088.73)
4430.12 - Misc. Contracts	3,795.34	9,067.02	10,000	932.98
4431 - Garbage Removal	1,896.28	10,721.38	10,500	(221.38)
4433 - Employee Benefits - Maint.	3,742.09	40,796.97	35,620	(5,176.97)
<b>Total Ordinary Maint. &amp; Oper</b>	<u>\$ 34,042.37</u>	<u>\$ 350,862.11</u>	<u>\$ 243,460</u>	<u>\$ (107,402.11)</u>
<b>General Expense</b>				
4510 - Insurance	\$ 1,508.93	\$ 30,961.55	\$ 30,600	\$ (361.55)
4520 - Payment in Lieu of Taxes	4,796.37	26,993.07	23,000	(3,993.07)
4550 - Compensated Absences	(1,165.12)	(1,165.12)	(1,000)	165.12
4570 - Collection Losses	6,438.25	6,366.25	5,000	(1,366.25)
4586 - Interest Expense-CFFP	19,341.03	19,341.03	32,000	12,658.97
4586.1 - Interest Expense-EPC	6,762.40	6,762.40	0	(6,762.40)
<b>Total General Expense</b>	<u>\$ 37,681.86</u>	<u>\$ 89,259.18</u>	<u>\$ 89,600</u>	<u>\$ 340.82</u>
<b>Total Routine Expense</b>	<u>\$ 107,663.84</u>	<u>\$ 892,028.51</u>	<u>\$ 839,245</u>	<u>\$ (52,783.51)</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
4610.2 - Materials	\$ 0.00	\$ 1,398.18	\$ 0	\$ (1,398.18)
4610.3 - Contract Costs	0.00	3,127.70	10,000	6,872.30
<b>Total Extraordinary Maintenance</b>	<u>\$ 0.00</u>	<u>\$ 4,525.88</u>	<u>\$ 10,000</u>	<u>\$ 5,474.12</u>
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
<b>Total Non-Routine Expense</b>	<u>\$ 0.00</u>	<u>\$ 4,525.88</u>	<u>\$ 10,000</u>	<u>\$ 5,474.12</u>
<b>Total Operating Expenses</b>	<u>\$ 107,663.84</u>	<u>\$ 896,554.39</u>	<u>\$ 849,245</u>	<u>\$ (47,309.39)</u>
<b>Operating Income (Loss)</b>	<u>\$ (24,427.03)</u>	<u>\$ (20,812.26)</u>	<u>\$ (39,245)</u>	<u>\$ (18,432.74)</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 23,279.29	\$ 251,089.73	\$ 0	\$ (251,089.73)
<b>Total Depreciation Expense</b>	<u>\$ 23,279.29</u>	<u>\$ 251,089.73</u>	<u>\$ 0</u>	<u>\$ (251,089.73)</u>

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2019**

	1 Month Ended	12 Months Ended		
	<u>June 30, 2019</u>	<u>June 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
7520 - Replacement of Equipment	\$ 1,613.00	\$ 5,186.00	\$ 0	\$ (5,186.00)
7540 - Betterments and Additions	10,596.90	41,903.15	25,000	(16,903.15)
7590 - Operating Expenditures-Contra	<u>(12,209.90)</u>	<u>(47,089.15)</u>	<u>0</u>	<u>47,089.15</u>
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 25,000	\$ 25,000.00
<b>Other Financial Items</b>				
8010 - Operating Transfers In	\$ 0.00	\$ 0.00	\$ 109,300	\$ 109,300.00
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00	\$ 109,300	\$ 109,300.00
<b>HUD Net Income (Loss)</b>	<u>\$ (36,636.93)</u>	<u>\$ (67,901.41)</u>	<u>\$ (173,545)</u>	<u>\$ (105,643.59)</u>
<b>GAAP Net Income (Loss)</b>	<u>\$ (47,706.32)</u>	<u>\$ (271,901.99)</u>	<u>\$ 45,055</u>	<u>\$ 316,956.99</u>



**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2019**

	1 Month Ended	12 Months Ended	BUDGET	*OVER/UNDER
	<u>June 30, 2019</u>	<u>June 30, 2019</u>		
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 861.28	\$ 0	\$ (861.28)
3603 - Number of Unit Months	(181.00)	(2,113.00)	0	2,113.00
3604 - Unit Months - Contra	181.00	2,113.00	0	(2,113.00)
<b>Total Operating Reserve Income</b>	<b>\$ 50.00</b>	<b>\$ 861.28</b>	<b>\$ 0</b>	<b>\$ (861.28)</b>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 103,972.00	\$ 1,154,096.00	\$ 0	\$ (1,154,096.00)
3411 - Admin Fee Funding	8,239.00	101,200.00	0	(101,200.00)
<b>Total HUD PHA GRANTS</b>	<b>\$ 112,211.00</b>	<b>\$ 1,255,296.00</b>	<b>\$ 0</b>	<b>\$ (1,255,296.00)</b>
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<b>\$ 112,261.00</b>	<b>\$ 1,256,157.28</b>	<b>\$ 0</b>	<b>\$ (1,256,157.28)</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 1,436.50	\$ 38,370.94	\$ 40,790	\$ 2,419.06
4120 - Compensated Absences	21.14	21.14	(250)	(271.14)
4130 - Legal Expense	(62.40)	439.05	500	60.95
4140 - Staff Training	0.00	225.00	2,700	2,475.00
4150 - Travel Expense	37.86	2,129.72	1,800	(329.72)
4170 - Accounting Fees	649.25	7,993.50	8,000	6.50
4171 - Auditing	0.00	1,800.00	3,000	1,200.00
4182 - Employee Benefits - Admin	738.07	13,230.50	17,195	3,964.50
4185 - Telephone	195.47	1,805.59	3,200	1,394.41
4190 - Administrative Sundry	0.00	423.00	0	(423.00)
4190.1 - Publications	0.00	10.50	500	489.50
4190.2 - Membership Dues and Fees	0.00	981.57	1,000	18.43
4190.3 - Admin. Service Contracts	593.55	6,087.16	10,200	4,112.84
4190.4 - Office Supplies	61.89	917.68	2,200	1,282.32
4190.5 - Other Sundry Expense	566.84	10,369.57	5,460	(4,909.57)
4190.6 - Advertising	0.00	180.17	0	(180.17)
<b>Total Administration</b>	<b>\$ 4,238.17</b>	<b>\$ 84,985.09</b>	<b>\$ 96,295</b>	<b>\$ 11,309.91</b>
<b>General Expense</b>				
4590 - Other General Expense	\$ 0.00	\$ 343.80	\$ 0	\$ (343.80)
<b>Total General Expense</b>	<b>\$ 0.00</b>	<b>\$ 343.80</b>	<b>\$ 0</b>	<b>\$ (343.80)</b>
<b>Total Routine Expense</b>	<b>\$ 4,238.17</b>	<b>\$ 85,328.89</b>	<b>\$ 96,295</b>	<b>\$ 10,966.11</b>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2019**

	<u>1 Month Ended June 30, 2019</u>	<u>12 Months Ended June 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 99,917.00	\$ 1,078,281.00	\$ 0	\$ (1,078,281.00)
4715.3 - HAP - Non-Elderly Disabled	1,823.00	23,133.00	0	(23,133.00)
4715.4 - HAP - Utility Allowances	(147.00)	7,614.00	0	(7,614.00)
4715.5 - HAP - Fraud Recovery	(90.00)	(861.29)	0	861.29
4715.6 - HAP - Homeownership	1,150.00	14,179.00	0	(14,179.00)
4715.61 - HAP-Homeownership URP	14.00	168.00	0	(168.00)
4715.8 - HAP - Portable Paying Out	0.00	8,214.00	0	(8,214.00)
4715.9 - HAP - Portable Receiving	(2,790.00)	1,780.00	0	(1,780.00)
4715.91 - HAP - Portable Rec. Reimb.	(1,780.00)	(1,780.00)	0	1,780.00
4719 - HAP - FSS Escrow	2,946.03	40,447.86	0	(40,447.86)
4719.1 - FSS Forfeitures	7,837.85	(1.12)	0	1.12
<b>Total HAP Payments</b>	<u>\$ 108,880.88</u>	<u>\$ 1,171,174.45</u>	<u>\$ 0</u>	<u>\$ (1,171,174.45)</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 568.42	\$ 568.42	\$ 0	\$ (568.42)
<b>Total Depreciation Expense</b>	<u>\$ 568.42</u>	<u>\$ 568.42</u>	<u>\$ 0</u>	<u>\$ (568.42)</u>
<b>Total Operating Expense</b>	<u>\$ 113,687.47</u>	<u>\$ 1,257,071.76</u>	<u>\$ 96,295</u>	<u>\$ (1,160,776.76)</u>
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
<b>GAAP Net Income (Loss)</b>	<u>\$ (1,426.47)</u>	<u>\$ (914.48)</u>	<u>\$ (96,295)</u>	<u>\$ (95,380.52)</u>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<u>\$ 3,432.41</u>	<u>\$ 15,302.69</u>	<u>\$ (96,295)</u>	<u>\$ (111,597.69)</u>
<b>Analysis of Funding</b>				
<b>A.C. Received: June 30, 2019</b>		<b>12 Months Ended June 30, 2019</b>		
3410 - HAP Funding		\$ 1,154,096.00		
<b>A.C. Earned</b>				
4715.1 - HAP - Occupied Units		1,078,281.00		
4715.3 - HAP - Non-Elderly Disabled		23,133.00		
4715.4 - HAP - Utility Allowances		7,614.00		
4715.5 - HAP - Fraud Recovery		(861.29)		
4715.6 - HAP - Homeownership		14,179.00		
4715.61 - HAP-Homeownership URP		168.00		
4715.8 - HAP - Portable Paying Out		8,214.00		
4715.9 - HAP - Portable Receiving		1,780.00		
4715.91 - HAP - Portable Rec. Reimb.		(1,780.00)		
4719 - HAP - FSS Escrow		40,447.86		
4719.1 - FSS Forfeitures		(1.12)		
<b>Total Funding Required</b>		<u>\$ 1,171,174.45</u>		
<b>Over/(Under) Funding</b>		<u>\$ (17,078.45)</u>		

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2019**

	<u>1 Month Ended June 30, 2019</u>	<u>12 Months Ended June 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>RNP as of: June 30, 2019</b>		\$ (20,937.45)		
<b>UNP as of: June 30, 2019</b>		\$ 126,210.37		

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2019**

	1 Month Ended	12 Months Ended		
	<u>June 30, 2019</u>	<u>June 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
<b>Total Operating Reserve Income</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Revenues - HUD PHA GRANTS</b>				
3412 - FSS Grant Revenue	\$ 5,602.00	\$ 56,020.00	\$ 0	\$ (56,020.00)
<b>Total HUD PHA GRANTS</b>	\$ 5,602.00	\$ 56,020.00	\$ 0	\$ (56,020.00)
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	\$ 5,602.00	\$ 56,020.00	\$ 0	\$ (56,020.00)
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 5,666.36	\$ 49,206.16	\$ 55,800	\$ 6,593.84
4120 - Compensated Absences	1,490.07	1,490.07	0	(1,490.07)
4182 - Employee Benefits - Admin	1,320.78	20,320.39	19,070	(1,250.39)
4190.1 - Publications	(433.00)	0.00	0	0.00
<b>Total Administration</b>	\$ 8,044.21	\$ 71,016.62	\$ 74,870	\$ 3,853.38
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	\$ 8,044.21	\$ 71,016.62	\$ 74,870	\$ 3,853.38

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

	1 Month Ended		1 Month Ended			
	<u>July 31, 2019</u>		<u>July 31, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>						
<b>Rental Income</b>						
3110 - Dwelling Rental	\$	32,350.00	\$	32,350.00	\$ 435,000	\$ 402,650.00
3110.2 - Dwelling Rental-Proj. 2		5,280.00		5,280.00	0	(5,280.00)
3120 - Excess Utilities		127.00		127.00	0	(127.00)
3190 - Nondwelling Rental		<u>7,391.37</u>		<u>7,391.37</u>	<u>71,900</u>	<u>64,508.63</u>
<b>Total Rental Income</b>	<b>\$</b>	<b><u>45,148.37</u></b>	<b>\$</b>	<b><u>45,148.37</u></b>	<b>\$ 506,900</b>	<b>\$ 461,751.63</b>
<b>Revenues - HUD PHA GRANTS</b>						
3401.2 - Operating Subsidy	\$	<u>37,399.00</u>	\$	<u>37,399.00</u>	\$ 250,000	\$ 212,601.00
<b>Total HUD PHA GRANTS</b>	<b>\$</b>	<b><u>37,399.00</u></b>	<b>\$</b>	<b><u>37,399.00</u></b>	<b>\$ 250,000</b>	<b>\$ 212,601.00</b>
<b>Nonrental Income</b>						
3610 - Interest Income-Gen. Fund	\$	246.37	\$	246.37	\$ 2,500	\$ 2,253.63
3690 - Tenant Income		583.00		583.00	6,000	5,417.00
3690.1 - Non-Tenant Income		1,197.25		1,197.25	15,400	14,202.75
3690.2 - Tenant Income-Cable		2,225.00		2,225.00	29,200	26,975.00
3692 - Management Fee		<u>19,222.18</u>		<u>19,222.18</u>	<u>0</u>	<u>(19,222.18)</u>
<b>Total Nonrental Income</b>	<b>\$</b>	<b><u>23,473.80</u></b>	<b>\$</b>	<b><u>23,473.80</u></b>	<b>\$ 53,100</b>	<b>\$ 29,626.20</b>
<b>Total Operating Income</b>	<b>\$</b>	<b><u>106,021.17</u></b>	<b>\$</b>	<b><u>106,021.17</u></b>	<b>\$ 810,000</b>	<b>\$ 703,978.83</b>
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	14,945.28	\$	14,945.28	\$ 136,780	\$ 121,834.72
4130 - Legal Expense		183.30		183.30	17,000	16,816.70
4140 - Staff Training		0.00		0.00	6,300	6,300.00
4150 - Travel Expense		326.87		326.87	4,200	3,873.13
4170 - Accounting Fees		450.16		450.16	7,000	6,549.84
4171 - Auditing		0.00		0.00	4,000	4,000.00
4182 - Employee Benefits - Admin		4,875.53		4,875.53	50,430	45,554.47
4185 - Telephone		683.52		683.52	7,500	6,816.48
4190.1 - Publications		0.00		0.00	800	800.00
4190.2 - Membership Dues and Fees		37.50		37.50	1,000	962.50
4190.3 - Admin. Service Contracts		1,401.08		1,401.08	23,800	22,398.92
4190.4 - Office Supplies		110.88		110.88	4,200	4,089.12
4190.5 - Other Sundry Expense		1,383.28		1,383.28	13,640	12,256.72
4190.6 - Advertising		<u>0.00</u>		<u>0.00</u>	<u>1,500</u>	<u>1,500.00</u>
<b>Total Administration</b>	<b>\$</b>	<b><u>24,397.40</u></b>	<b>\$</b>	<b><u>24,397.40</u></b>	<b>\$ 278,150</b>	<b>\$ 253,752.60</b>
<b>Tenant Services</b>						
4220 - Rec., Pub., & Other Services	\$	234.10	\$	234.10	\$ 8,575	\$ 8,340.90
4230 - Cable TV-Tenants		<u>3,471.64</u>		<u>3,471.64</u>	<u>37,460</u>	<u>33,988.36</u>
<b>Total Tenant Services</b>	<b>\$</b>	<b><u>3,705.74</u></b>	<b>\$</b>	<b><u>3,705.74</u></b>	<b>\$ 46,035</b>	<b>\$ 42,329.26</b>

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

	1 Month Ended		1 Month Ended			
	<u>July 31, 2019</u>		<u>July 31, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>						
4310 - Water	\$	1,758.14	\$	1,758.14	\$ 16,500	\$ 14,741.86
4320 - Electricity		7,747.12		7,747.12	150,000	142,252.88
4330 - Gas		180.78		180.78	15,500	15,319.22
<b>Total Utilities</b>	<b>\$</b>	<b>9,686.04</b>	<b>\$</b>	<b>9,686.04</b>	<b>\$ 182,000</b>	<b>\$ 172,313.96</b>
<b>Ordinary Maint. &amp; Operations</b>						
4410 - Labor, Maintenance	\$	13,975.85	\$	13,975.85	\$ 97,540	\$ 83,564.15
4420 - Materials		2,255.18		2,255.18	25,000	22,744.82
4430.02 - Heating & Cooling Contracts		115.00		115.00	6,000	5,885.00
4430.03 - Snow Removal Contracts		0.00		0.00	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts		0.00		0.00	9,600	9,600.00
4430.05 - Landscape & Grounds Contracts		1,217.50		1,217.50	10,000	8,782.50
4430.06 - Unit Turnaround Contracts		2,040.00		2,040.00	18,000	15,960.00
4430.07 - Electrical Contracts		0.00		0.00	1,000	1,000.00
4430.08 - Plumbing Contracts		353.70		353.70	1,000	646.30
4430.09 - Extermination Contracts		290.00		290.00	3,000	2,710.00
4430.10 - Janitorial Contracts		0.00		0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts		1,800.00		1,800.00	10,000	8,200.00
4430.12 - Misc. Contracts		813.32		813.32	10,000	9,186.68
4431 - Garbage Removal		843.14		843.14	10,500	9,656.86
4433 - Employee Benefits - Maint.		6,414.58		6,414.58	35,620	29,205.42
<b>Total Ordinary Maint. &amp; Oper</b>	<b>\$</b>	<b>30,118.27</b>	<b>\$</b>	<b>30,118.27</b>	<b>\$ 243,460</b>	<b>\$ 213,341.73</b>
<b>General Expense</b>						
4510 - Insurance	\$	2,771.85	\$	2,771.85	\$ 30,600	\$ 27,828.15
4520 - Payment in Lieu of Taxes		2,083.34		2,083.34	23,000	20,916.66
4550 - Compensated Absences		0.00		0.00	(1,000)	(1,000.00)
4570 - Collection Losses		0.00		0.00	5,000	5,000.00
4586 - Interest Expense-CFFP		0.00		0.00	32,000	32,000.00
<b>Total General Expense</b>	<b>\$</b>	<b>4,855.19</b>	<b>\$</b>	<b>4,855.19</b>	<b>\$ 89,600</b>	<b>\$ 84,744.81</b>
<b>Total Routine Expense</b>	<b>\$</b>	<b>72,762.64</b>	<b>\$</b>	<b>72,762.64</b>	<b>\$ 839,245</b>	<b>\$ 766,482.36</b>
<b>Non-Routine Expense</b>						
<b>Extraordinary Maintenance</b>						
4610.3 - Contract Costs	\$	7,500.00	\$	7,500.00	\$ 10,000	\$ 2,500.00
<b>Total Extraordinary Maintenance</b>	<b>\$</b>	<b>7,500.00</b>	<b>\$</b>	<b>7,500.00</b>	<b>\$ 10,000</b>	<b>\$ 2,500.00</b>
<b>Casualty Losses-Not Cap.</b>						
<b>Total Casualty Losses</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Non-Routine Expense</b>	<b>\$</b>	<b>7,500.00</b>	<b>\$</b>	<b>7,500.00</b>	<b>\$ 10,000</b>	<b>\$ 2,500.00</b>
<b>Total Operating Expenses</b>	<b>\$</b>	<b>80,262.64</b>	<b>\$</b>	<b>80,262.64</b>	<b>\$ 849,245</b>	<b>\$ 768,982.36</b>
<b>Operating Income (Loss)</b>	<b>\$</b>	<b>25,758.53</b>	<b>\$</b>	<b>25,758.53</b>	<b>\$ (39,245)</b>	<b>\$ (65,003.53)</b>
<b>Depreciation Expense</b>						
4800 - Depreciation - Current Year	\$	15,729.92	\$	15,729.92	\$ 0	\$ (15,729.92)
<b>Total Depreciation Expense</b>	<b>\$</b>	<b>15,729.92</b>	<b>\$</b>	<b>15,729.92</b>	<b>\$ 0</b>	<b>\$ (15,729.92)</b>

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

	1 Month Ended		1 Month Ended			
	<u>July 31, 2019</u>		<u>July 31, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>						
<b>Total Surplus Credits &amp; Charges</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>						
7540 - Betterments and Additions	\$	<u>0.00</u>	\$	<u>0.00</u>	\$ <u>25,000</u>	\$ <u>25,000.00</u>
<b>Total Capital Expenditures</b>	\$	0.00	\$	0.00	\$ 25,000	\$ 25,000.00
<b>Other Financial Items</b>						
8010 - Operating Transfers In	\$	<u>0.00</u>	\$	<u>0.00</u>	\$ 109,300	\$ 109,300.00
<b>Total Other Financial Items</b>	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
<b>HUD Net Income (Loss)</b>	\$	<u>25,758.53</u>	\$	<u>25,758.53</u>	\$ (173,545)	\$ (199,303.53)
<b>GAAP Net Income (Loss)</b>	\$	<u>10,028.61</u>	\$	<u>10,028.61</u>	\$ 45,055	\$ 35,026.39

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

	1 Month Ended	1 Month Ended		
	<u>July 31, 2019</u>	<u>July 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 50.00	\$ 0	\$ (50.00)
3603 - Number of Unit Months	(181.00)	(181.00)	0	181.00
3604 - Unit Months - Contra	181.00	181.00	0	(181.00)
<b>Total Operating Reserve Income</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>\$ 0</b>	<b>\$ (50.00)</b>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 103,972.00	\$ 103,972.00	\$ 0	\$ (103,972.00)
3411 - Admin Fee Funding	11,109.00	11,109.00	0	(11,109.00)
<b>Total HUD PHA GRANTS</b>	<b>\$ 115,081.00</b>	<b>\$ 115,081.00</b>	<b>\$ 0</b>	<b>\$ (115,081.00)</b>
<b>Income Offset HUD A.C.</b>				
3310 - Portable Admin Fee	(79.72)	(79.72)	0	79.72
<b>Total Income Offset</b>	<b>(79.72)</b>	<b>(79.72)</b>	<b>0.00</b>	<b>79.72</b>
<b>Total Operating Income</b>	<b>\$ 115,051.28</b>	<b>\$ 115,051.28</b>	<b>\$ 0</b>	<b>\$ (115,051.28)</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 4,832.29	\$ 4,832.29	\$ 40,790	\$ 35,957.71
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	11.70	11.70	500	488.30
4140 - Staff Training	0.00	0.00	2,700	2,700.00
4150 - Travel Expense	30.16	30.16	1,800	1,769.84
4170 - Accounting Fees	649.25	649.25	8,000	7,350.75
4171 - Auditing	0.00	0.00	3,000	3,000.00
4182 - Employee Benefits - Admin	2,026.74	2,026.74	17,195	15,168.26
4185 - Telephone	136.60	136.60	3,200	3,063.40
4190.1 - Publications	0.00	0.00	500	500.00
4190.2 - Membership Dues and Fees	37.50	37.50	1,000	962.50
4190.3 - Admin. Service Contracts	341.26	341.26	10,200	9,858.74
4190.4 - Office Supplies	8.90	8.90	2,200	2,191.10
4190.5 - Other Sundry Expense	560.50	560.50	5,460	4,899.50
<b>Total Administration</b>	<b>\$ 8,634.90</b>	<b>\$ 8,634.90</b>	<b>\$ 96,295</b>	<b>\$ 87,660.10</b>
<b>General Expense</b>				
<b>Total General Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Routine Expense</b>	<b>\$ 8,634.90</b>	<b>\$ 8,634.90</b>	<b>\$ 96,295</b>	<b>\$ 87,660.10</b>



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

	<u>1 Month Ended July 31, 2019</u>	<u>1 Month Ended July 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 93,256.00	\$ 93,256.00	\$ 0	\$ (93,256.00)
4715.3 - HAP - Non-Elderly Disabled	1,817.00	1,817.00	0	(1,817.00)
4715.4 - HAP - Utility Allowances	662.00	662.00	0	(662.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(50.00)	0	50.00
4715.6 - HAP - Homeownership	1,150.00	1,150.00	0	(1,150.00)
4715.61 - HAP-Homeownership URP	14.00	14.00	0	(14.00)
4715.8 - HAP - Portable Paying Out	851.38	851.38	0	(851.38)
4715.9 - HAP - Portable Receiving	890.00	890.00	0	(890.00)
<b>Total HAP Payments</b>	<b>\$ 98,590.38</b>	<b>\$ 98,590.38</b>	<b>\$ 0</b>	<b>\$ (98,590.38)</b>
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Operating Expense</b>	<b>\$ 107,225.28</b>	<b>\$ 107,225.28</b>	<b>\$ 96,295</b>	<b>\$ (10,930.28)</b>
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>GAAP Net Income (Loss)</b>	<b>\$ 7,826.00</b>	<b>\$ 7,826.00</b>	<b>\$ (96,295)</b>	<b>\$ (104,121.00)</b>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<b>\$ 2,474.10</b>	<b>\$ 2,474.10</b>	<b>\$ (96,295)</b>	<b>\$ (98,769.10)</b>

**Analysis of Funding**

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

3410 - HAP Funding 1 Month Ended  
July 31, 2019  
\$ 103,972.00

**A.C. Earned**

4715.1 - HAP - Occupied Units 93,256.00  
4715.3 - HAP - Non-Elderly Disabled 1,817.00  
4715.4 - HAP - Utility Allowances 662.00  
4715.5 - HAP - Fraud Recovery (50.00)  
4715.6 - HAP - Homeownership 1,150.00  
4715.61 - HAP-Homeownership URP 14.00  
4715.8 - HAP - Portable Paying Out 851.38  
4715.9 - HAP - Portable Receiving 890.00

**Total Funding Required** **\$ 98,590.38**

**Over/(Under) Funding** **\$ 5,381.62**

**RNP as of: July 31, 2019** **\$ 1,442.90**

**UNP as of: July 31, 2019** **\$ 122,089.77**

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

	1 Month Ended		1 Month Ended			
	<u>July 31, 2019</u>		<u>July 31, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>						
<b>Total Operating Reserve Income</b>	\$	0.00	\$	0.00	\$	0 \$
<b>Revenues - HUD PHA GRANTS</b>						
3412 - FSS Grant Revenue	\$	5,602.00	\$	5,602.00	\$	0 \$
<b>Total HUD PHA GRANTS</b>	\$	5,602.00	\$	5,602.00	\$	0 \$
<b>Income Offset HUD A.C.</b>						
<b>Total Income Offset</b>		0.00		0.00	0.00	0.00
<b>Total Operating Income</b>	\$	5,602.00	\$	5,602.00	\$	0 \$
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	5,610.58	\$	5,610.58	\$	55,800 \$
4182 - Employee Benefits - Admin		5,070.77		5,070.77		19,070
4190.1 - Publications		398.00		398.00		0
<b>Total Administration</b>	\$	11,079.35	\$	11,079.35	\$	74,870 \$
<b>General Expense</b>						
<b>Total General Expense</b>	\$	0.00	\$	0.00	\$	0 \$
<b>Total Routine Expense</b>	\$	11,079.35	\$	11,079.35	\$	74,870 \$

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

	<u>1 Month Ended</u> <u>July 31, 2019</u>	<u>1 Month Ended</u> <u>July 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
<b>Total HAP Payments</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 11,079.35	\$ 11,079.35	\$ 74,870	\$ 63,790.65
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (5,477.35)</u>	<u>\$ (5,477.35)</u>	<u>\$ (74,870)</u>	<u>\$ (69,392.65)</u>



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

## **COMMITTEE REPORTS**

Executive Committee Meeting: August 13, 2019

Governance Committee Meeting: August 15, 2019

Executive Committee Meeting: July 31, 2019

Governance Committee Meeting: July 18, 2019

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Executive & Finance Committee  
August 13, 2019**

A regular meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order by Past-President Andy Smits 6:10 P.M. President Lockwood arrived at 6:20 P.M.

**ROLL CALL**

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

**CORRESPONDENCE**

A letter from TCHC attorney Joe Quandt regarding the draft Joint/Common Defense Agreement was presented and discussed. Since this was not covered under our Procurement Policy due to a lack of costs, staff was cleared to sign the agreement.

**AGENDA**

The following Agenda items were discussed:

- A. The minutes of the July 31, 2019 meeting minutes were reviewed and accepted.
- B. The monthly financial report is expected in the next several days.
- C. There was a lengthy discussion regarding staffing within the TCHC office. Staff discussed some thoughts on the reassignment of duties due to the resignation of Deputy Director Reardon. The exact position that will be advertised is not known yet due to the possible internal promotion and reassignment of duties. Commissioner Smits reminded the Committee that changes to the official Succession Plan and our By-Laws may be needed in the near future.
- D. Staff provided an update on HUD's site visit to Orchardview and meeting with City officials.
- E. The Agenda for the August 23, 2019 Regular Meeting was discussed. In addition to a Public Hearing on TCHC's Admin Plan, there will be resolutions presented on Banking Signatories and the MOU with the RTRC (the MOU will be given to the Governance Committee and the RTRC for discussion).

**ADJOURNMENT**

President Lockwood adjourned the meeting at 7:02 P.M.

Respectfully submitted,

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Heather Lockwood, President &  
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Governance & Compliance Committee  
August 15, 2019**

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

**I      ROLL CALL**

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

Commissioners: Jim Friend. Commissioner Roger Putman was excused.

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

Residents: Jo Simerson, Vivian Arnold, and Jeff Turner.

**II      APPROVAL OF AGENDA & REVIEW OF MINUTES**

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

**III     PUBLIC COMMENT**

General Comments: Jo Simerson.

**IV     UPDATES**

A. The Policy Review Schedule was presented and reviewed.

B. The committee discussed the Lower Boardman River Planning project. Several residents attended the focus group meetings. The committee will continue to follow these activities.

**V      OLD BUSINESS**

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

B. There is no update on the TCHC Lease.

C. An update on the RAD process was provided and the committee had a brief discussion. The TCHC Development Consultants will provide more information at the upcoming Study Session of the TCHC Board.

D. Staff has been monitoring the parking lot since the closure of the lot to the north. The committee discussed the activity in the lot and the RTRC will provide recommendations regarding rules to the TCHC Board.

**VI     NEW BUSINESS**

A. A Public Hearing on the HCV Administration Policy will be held August 23, 2018 at 8:00 A.M. in the second floor Committee Room of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

B. Staff presented a draft MOU between TCHC and RTRC. The committee reviewed this document.

C. The committee will be reviewing the TCHC Organization Chart in light of staffing changes. The goal is to prepare the office for post RAD needs.

D. The committee discussed the TCHC Procurement Policy. This document will be reviewed by the committee over the next two months.

**VII**    **PUBLIC COMMENT**

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

**VIII**    **ADJOURNMENT**

Commissioner Friend moved (Loper support) to adjourn the meeting at 11:13 A.M.

Respectfully submitted,

---

Michelle Reardon, Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Executive & Finance Committee  
July 31, 2019**

A regular meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order by President Heather Lockwood at 3:10 P.M.

**ROLL CALL**

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

**CORRESPONDENCE**

A letter from the HUD Detroit Filed Office regarding Capital Funds was distributed and discussed. Staff anticipated addressing all of the concerns contained in the letter during the next two weeks.

**AGENDA**

The following Agenda items were discussed:

- A. The minutes of the June 19, 2019 meeting minutes were reviewed and it was decided that Andy Smits will serve on the Executive Committee as Past-President until his term ends later this year.
- B. The monthly financial report is not available due to the year-end accounting activities but staff reported that the month of July should start the fiscal year off on a positive basis.
- C. The Governance & Compliance Committee has started a review of the Procurement Policy. The history of the policy was briefly discussed.
- D. The Study Session will be postponed due to the pending HUD visit to Traverse City.
- E. The recent meeting between City Staff, TCHC, (along with their attorneys) and EGLE/DEQ staff in Cadillac, Michigan was discussed.

**ADJOURNMENT**

President Lockwood adjourned the meeting at 4:25 P.M.

Respectfully submitted,

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Heather Lockwood, President &  
Tony Lentych, Executive Director



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

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

**I ROLL CALL**

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

Commissioners: Roger Putman. Commissioner Jim Friend was excused.

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

Residents: Jo Simerson and Jeff Turner.

**II APPROVAL OF AGENDA & REVIEW OF MINUTES**

The meeting minutes from the June 20, 2019 meeting of this committee and the agenda for this meeting were accepted by the committee.

**III PUBLIC COMMENT**

None.

**IV UPDATES**

A. The Policy Review Schedule was presented and reviewed.

B. The committee discussed the Lower Boardman River Planning project. There are Focus Group meetings scheduled for July 24 and 25, 2019. Corcoran announced her plans to attend.

**V OLD BUSINESS**

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

B. There is no update on the TCHC Lease.

C. An update on the RAD process was provided and the committee had a brief discussion. Staff provided a flyer regarding upcoming training on the RAD program. The TCHC Development Consultants will also be providing information at the Study Session of the TCHC Board.

**VI NEW BUSINESS**

A. A memorandum on the final portion of the Housing Choice Voucher Administrative Plan Policy Review was presented. A copy of the draft will be available in the office for review. The Resident Advisory Board will be reviewing the document at a meeting on August 8, 2019 at 9:00 A.M. in the Third Floor Community Room, Riverview Terrace, 150 Pine Street, Traverse City, Michigan. A public hearing on the document will be held August 23, 2018 at 8:00 A.M. in the second floor Committee Room of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

B. The committee discussed parking impacts on the Riverview Terrace lot due to construction. Staff will continue to monitor the parking. New signage for the Riverview Terrace lot will be in place within a month.

C. The current TCHC Procurement Policy was presented. This document will be reviewed by the committee over the next two months.

**VII PUBLIC COMMENT**

General Comments: Roger Putman and Jeff Turner.

**VIII ADJOURNMENT**

Committee member Corcoran moved (Loper support) to adjourn the meeting at 11:21 A.M.

Respectfully submitted,

---

Michelle Reardon, Recording Secretary



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

## **STAFF & PROGRAM REPORTS**

Executive Director's Report: July & August 2019

Family Self-Sufficiency (FSS) Program Report: July & August 2019

Resident Council Report: July & August 2019

## **EXECUTIVE DIRECTOR'S REPORT: August 23, 2019**

This report covers the work accomplished from June 29, 2019 until August 22, 2019. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

### **Strategic Goal 1**

**Expand affordable housing inventory and range of options.**

#### **Current Properties**

1. Riverview Terrace: We have one unit open and it is an accessible unit so we are trying to find the right tenant on our wait list for it.
2. Orchardview: There is one unit open at this time.

#### **Housing Choice Vouchers**

1. We have 180 HCV filled at this time. No one is looking for housing at this time and we don't anticipate issuing any new vouchers in the near term. We are still working with HUD every month to work on our predicted overage of approximately \$15k. That represents about a 0.014% of program overage. Technically, we are told that we have a program for 208 Vouchers but with living costs in this region, we can never fill that many without going over budget.

#### **Projects & Potential Projects**

1. EAST BAY FLATS: This continues to consume a lot of time as we try to lease up additional units. Currently, we are about 75% leased up. We continue to get a steady stream of applications. We are now working out our operational activities on this site including maintenance and emergency maintenance.
2. RAD: Also participated in one conference call with our assigned "RAD Transaction Readiness Manager". We are now working with our Consultants as well. I also attended a one-day HUD training on Asset Transition (every option including RAD) in Charlevoix. We plan to get the concept around our "Finance Plan" in place this fall.
3. Continued conversations and meetings with partners to implement Homeless Youth Housing – continued to ensure that the program is successful.
4. Continued conversations with property owner for potential senior housing site on Eighth Street. We are working with our Consultants to prepare a potential offer.
5. Attended several meetings with Bay Area Transit Authority and others about a potential project.

6. Several meetings with officials from Safe Harbor about their housing project next to their shelter.

<b>Strategic Goal 2</b>	<b>Create opportunities for residents to improve quality of life and achieve individual successes.</b>
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1. Continued to work on new Housekeeping & Sanitary Standards Policy.
2. Worked with a window company to get a “bid” on Window Replacement at Riverview Terrace – this information will help guide the need for financing for the RAD conversion. And I learned a lot about window technology.
3. Conducted two Monthly RAD meetings for Residents at Riverview Terrace.

<b>Strategic Goal 3</b>	<b>Foster an environment of innovation and excellence.</b>
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**Strategic Planning**

1. After postponing the July Study Session, I began working with consultants to plan another date with specific content.

**Financial**

1. Prepared monthly financial reports for June 2019 and prepared the Fiscal Year 2020 Consolidated Budget and its first monthly financial report.

**General Management**

1. Continued work on internal Policy Review. Finalizing Admin Plan review and started reviewing Procurement Policy.
2. Working on a plan to replace departing Deputy Director next month. This will include a reorganization of the office. Plan to advertise for a new staff person next week and we can tell of our plan will work once we get the resumes in for review.

**Office IT**

1. Working to get East Bay Flats up as a secondary work site (temporary leasing office). Also working to connect ERHC to all of our systems when staff is on site working.

**TCHC**

1. Prepared for on Commission Meeting (August).
2. Prepared for two Executive & Finance Committee meetings.
3. Prepared for two Governance & Compliance Committee meetings.

**ERHC**

1. Prepared for two ERHC regular meetings (June & July).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Meetings, phone conversations, and emails with Village staff about plans for affordable housing in the village.

<b>Strategic Goal 4</b>	<b>Increase community engagement and understanding of our work.</b>
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1. Housing North (Rural Housing Partnership): Participated in one board of directors meeting and participated in an Executive Committee meeting.... plus a few calls
2. Community Economic Development Association of Michigan (CEDAM): Participated in a Board of Directors Meeting via conference call.
3. Federal Home Loan Bank of Indianapolis: Participated in conference calls about next meetings and for Board of Director's Slate of Nominees.
4. Leelanau County Housing Action Committee: Attended one Meeting.
5. Participating in an on-going series of meetings with "economic leaders" in the State that want to utilize the ALICE statistics in State Policy.
6. Housing Solutions Network: Participated in two meetings – I am no longer serving as the 'chair' of this group.
7. I have had several meetings with people wanting to run for local office regarding the role of TCHC (what it does, etc.).
8. Media: Worked with several reporters on several stories about Affordable Housing.

<b>Miscellaneous</b>	<b>Other information / On-going Issues – plus personal items.</b>
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1. Meetings, calls, and several emails with TCHC attorney, Ward Kuhn on a variety of issues from property taxes, eviction review, to FOIA. Additionally, I have spent a large amount of time on the Soil Issue at Orchardview meeting with our additional attorney, consultants, State Officials, City Officials, and with HUD Field Staff and Regional Staff. I have also completed a lot of research (reading) on the issue as well.
2. Holiday/Vacation/Personal Time: I have taken one (1) day as a vacation day this month. There was also one (1) Holiday – Independence Day.

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

**August 23, 2019**

## **Current SEMAP Status**

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

<b>Number of Mandatory Slots</b>	<b>Number of Families Enrolled</b>	<b>% of Families Enrolled</b>	<b>Number of Families with Progress Reports &amp; Escrow Balances</b>	<b>% of Families with Progress Reports &amp; Escrow Balances</b>
21	19	90%	13	68%

## **Program Manager Update**

I have been meeting with current FSS clients and continue to schedule appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We are still not issuing new vouchers at this time so enrollment for new participants has been slow. I am attending the Family Support Team monthly meeting hosted by the Father Fred Foundation this month to learn more about local resources for our clients. I am going to be creating a flyer for our Orchardview residents. We have some new families that would be great candidates for the program.

## **Status of Participants**

Current participants are showing progress and continuously working to meet their goals. I have been focusing on participants that are not earning escrow to ensure that they are on track with their Individual Training and Services Plan and are utilizing the resources that the program offers. We have a family eligible for early graduation because the head of household has met all of their goals and has increased their income to no longer need our services. We have a new family at Orchardview that is about to sign an FSS contract with us so they can focus on saving money, establishing credit, and ultimately homeownership.

## **FSS Grant**

We continue to make monthly draws on our grant as we await the release of the RFP for next Fiscal Year.



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** August 23, 2019

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Riverview Terrace Resident Council (RTRC) Updates

**MESSAGE:**

Attached are the monthly financial reports from RTRC for the month of June 2019 (their YEAR END) and July 2019. The financial reporting continues to be completed in a timely and thorough manner. Once again, I received all the information and there have been no mistakes in accounting. The budget for FY 2020 is also attached and it has been accepted by RTRC officers. Once the MOU is completed we can forward their tenant support funds to them.

Also attached, RTRC President, Jo Simerson, submitted a two letters to be included this month that cover each month.

**ATTACHMENT:** Letter from RTRC President  
Financial Reports  
FY 2020 Budget

# Riverview Terrace Resident Council

FY 2019-2020

	July	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ 392.71	\$ 292.71	\$ 292.71	\$ 292.71	\$ 292.71	\$ 292.71	\$ 292.71
Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	<b>\$ 292.71</b>	<b>\$ 292.71</b>	<b>\$ 292.71</b>	<b>\$ 292.71</b>	<b>\$ 292.71</b>	<b>\$ 292.71</b>	<b>\$ 292.71</b>

Unrestricted Balance Forward	\$ 175.60	\$ 167.39	\$ 167.39	\$ 167.39	\$ 167.39	\$ 167.39	\$ 167.39
Income	\$ 66.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 74.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	<b>\$ 167.39</b>	<b>\$ 167.39</b>	<b>\$ 167.39</b>	<b>\$ 167.39</b>	<b>\$ 167.39</b>	<b>\$ 167.39</b>	<b>\$ 167.39</b>

<b>EOM TOTAL*</b>	<b>\$ 460.10</b>	<b>\$ 460.10</b>	<b>\$ 460.10</b>	<b>\$ 460.10</b>	<b>\$ 460.10</b>	<b>\$ 460.10</b>	<b>\$ 460.10</b>
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\* Equals Bank Statement

Total Savings\* = \$ 5.00

Petty Cash = \$ 100.00

**GRAND TOTAL = \$ 565.10**

Current as of July 31, 2019



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

**Your Statement Of Accounts**  
**07/01/2019-07/31/2019**  
**Your Account Number**  
**xxxxxx1794**  
**Page 1**

76144 1 AV 0.383 130684-76144-316  
RIVERVIEW TERRACE RESIDENT COUNCIL  
150 PINE ST # MB1  
TRAVERSE CITY MI 49684-2478

The truth about down payments. Home ownership may be closer than you think. Here are 4 facts to consider when buying a home. 1. You may not need 10-20% down. 2. Low down payment programs aren't just for first time buyers. 3. You don't need perfect credit or a high income to qualify. 4. Cash is not the only currency. To get started visit LMCU.org/Mortgage or call (844)754-6280

**Summary-Share Accounts**

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$568.31	\$460.10
	<b>Total</b>		<b>\$465.10</b>

**MEMBER SAVINGS**

Share Account ID 00

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

**FREE CHECKING**

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jul 01		Beginning Balance			\$568.31
Jul 09	Jul 09	Withdrawal POS #919017506240	(\$74.78)		\$493.53
Jul 11	Jul 11	GFS STORE #0919 1781 Ba Traverse City MI			
Jul 11	Jul 11	Draft 1168 Tracer 000003487	(\$100.00)		\$393.53
Jul 12	Jul 12	Deposit		\$66.57	\$460.10
Jul 31		Ending Balance			\$460.10

**Checking Account Summary**

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1168	Jul 11	\$100.00						
	<b>Total Checks Cleared</b>		<b>1</b>	<b>\$100.00</b>				

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

**Dividend Summary**

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
<b>Total</b>	<b>\$0.00</b>

Your current account relationship is Basic



# Riverview Terrace Resident Council

FY 2018-2019

	July	Dec	Jan	Feb	March	April	May	June
Restricted Balance Forward	\$ 65.86	\$ 865.08	\$ 810.09	\$ 770.10	\$ 618.78	\$ 556.79	\$ 516.80	\$ 516.80
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 54.99	\$ 39.99	\$ 151.32	\$ 61.99	\$ 39.99	\$ -	\$ 124.09
<b>SUB TOTAL</b>	<b>\$ 1,730.85</b>	<b>\$ 810.09</b>	<b>\$ 770.10</b>	<b>\$ 618.78</b>	<b>\$ 556.79</b>	<b>\$ 516.80</b>	<b>\$ 516.80</b>	<b>\$ 392.71</b>

Unrestricted Balance Forward	\$ 357.57	\$ 272.73	\$ 289.21	\$ 252.27	\$ 235.32	\$ 230.35	\$ 225.95	\$ 193.13
Income	\$ 81.90	\$ 68.98	\$ -	\$ 65.50	\$ 21.00	\$ 24.82	\$ 13.25	\$ 20.47
Expenses	\$ 69.94	\$ 52.50	\$ 36.94	\$ 82.45	\$ 25.97	\$ 29.22	\$ 46.07	\$ 38.00
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	<b>\$ 369.53</b>	<b>\$ 289.21</b>	<b>\$ 252.27</b>	<b>\$ 235.32</b>	<b>\$ 230.35</b>	<b>\$ 225.95</b>	<b>\$ 193.13</b>	<b>\$ 175.60</b>

<b>EOM TOTAL*</b>	<b>\$ 2,100.38</b>	<b>\$ 1,099.30</b>	<b>\$ 1,022.37</b>	<b>\$ 854.10</b>	<b>\$ 787.14</b>	<b>\$ 742.75</b>	<b>\$ 709.93</b>	<b>\$ 568.31</b>
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\* Equals Bank Statement

Total Savings\* = \$ 5.00

Petty Cash = \$ 100.00

**GRAND TOTAL = \$ 673.31**

Current as of June 30, 2019



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

**Your Statement Of Accounts**  
**06/01/2019-06/30/2019**  
**Your Account Number**  
**xxxxxx1794**  
**Page 1**

135934 1 AV 0.383 193706-135934-515



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

The truth about down payments. Home ownership may be closer than you think. Here are 4 facts to consider when buying a home. 1. You may not need 10-20% down. 2. Low down payment programs aren't just for first time buyers. 3. You don't need perfect credit or a high income to qualify. 4. Cash is not the only currency. To get started visit LMCU.org/Mortgage or call (844) 754-6280

**Summary-Share Accounts**

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$709.93	\$568.31
	<b>Total</b>		<b>\$573.31</b>

**MEMBER SAVINGS**

*Share Account ID 00*

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jun 01		<b>Beginning Balance</b>			<b>\$5.00</b>
Jun 30		<b>Ending Balance</b>			<b>\$5.00</b>

**FREE CHECKING**

*Share Account ID 01*

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jun 01		<b>Beginning Balance</b>			<b>\$709.93</b>
Jun 12	Jun 12	Withdrawal POS #916300145205 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$38.00)		\$671.93
Jun 14	Jun 14	Deposit		\$20.47	\$692.40
Jun 14	Jun 14	Draft 1166 Tracer 042000012486339 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter//0000004019	(\$39.99)		\$652.41
Jun 17	Jun 17	Withdrawal POS #916800210693 USPS PO 25932006 202 S UNION ST TRAVERSE CITY MI	(\$11.00)		\$641.41
Jun 21	Jun 21	Withdrawal POS #917200136601 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$73.10)		\$568.31
Jun 30		<b>Ending Balance</b>			<b>\$568.31</b>

**Checking Account Summary**

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
<input type="checkbox"/> 1166	Jun 14	\$39.99						
	<b>Total Checks Cleared</b>		<b>1</b>	<b>\$39.99</b>				

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

**Dividend Summary**

Account
MEMBER SAVINGS
FREE CHECKING
<b>Total</b>

Dividends Year To Date
\$0.00
\$0.00
<b>\$0.00</b>

**RECEIVED**

JUL 08 2019

Traverse City  
 Housing Commission

Your current account relationship is Basic

# Riverview Terrace Resident Council

## FY 2019-2020

### BUDGET

INCOME	AMOUNT
Cash on Hand (End of Fiscal Year)	\$ 565.00
Tenant Participation Fees (HUD)	\$ 1,725.00
Earned Income	\$ 100.00
Grants/Donations/Other*	\$ 625.00
<b>TOTAL</b>	<b>\$ 3,015.00</b>

#### Office Hours

##### Fall-Winter-Spring:

M/W/F Only 11:00 AM - 2:00 PM

##### Summer:

M/W/F Only 11:00 AM - 2:00 PM

EXPENSES	AMOUNT
<b>OFFICE EXPENSES</b>	
Telephone/Internet	\$ 480.00
Printing Costs	\$ 325.00
Equipment	\$ 600.00
Office Supplies	\$ 250.00
Misc./Other	\$ 150.00
<b>SUB TOTAL</b>	<b>\$ 1,805.00</b>
<b>SOCIAL/ORGANIZING EXPENSES</b>	
Supplies	\$ 520.00
Food	\$ 350.00
Monthly Activities	\$ 275.00
Community Room Improvements	\$ 50.00
Misc./Other	\$ 50.00
<b>SUB TOTAL</b>	<b>\$ 1,245.00</b>
<b>TOTAL</b>	<b>\$ 3,050.00</b>

#### Office Duties

1. Work with TCHC Management
2. Work with TCHC Commissioners
3. Assisting Residents with filings (e.g., DHS)
4. Monitor all resident needs
5. Monitor all Commission activities
6. Monitor all social activities
7. Monitor all activities in community affecting residents (e.g., Senior Center)

#### Social Activities

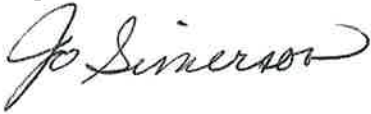
1. Ongoing Activities: Cards, Puzzles, etc.
2. Meals for all residents during Holidays
3. Host two (2) summer Outdoor Picnics
4. Host twelve (12) Birthday Celebrations
5. Monitor all kitchen activities
6. Monitor all kitchen supplies
7. Work with TCHC office on planning
8. Welcome Baskets for New Residents

**RIVERVIEW TERRACE RESIDENT COUNCIL REPORT FOR  
TCHC BOARD PACKET FOR AUGUST, 2019**

- ~ I attended both the RAD Meeting and The Governance Committee Meetings.
- ~ Our Birthday Bash with Sloppy Joes and chips was fun. We only had about 25 people there so there were a lot of leftovers for people to take home.
- ~ We are having both our Birthday Bash and our RC Meeting early in September because I will be going to Ohio the 16<sup>th</sup> through the 30<sup>th</sup>.
- ~ We had 19 Present for our August Meeting. We voted on the change to the "By-laws." There was only one change: "Residents Must live at Riverview Terrace at least 6 months to run for Office." It was voted on and accepted.

Respectfully Submitted

*Jo Simerson*



RIVERVIEW TERRACE RESIDENT COUNCIL  
REPORT FOR TCHC BOARD PACKET JULY, 2019

We had our first picnic on July 10 and it went very well. It was 93 degrees outside so a lot of the residents took their food back to their apartments. We served approximately 45 people and had 30 that stayed for the entertainment afterwards. Everyone had a good time!

I attended the RAD & the Governance Committee Meetings on the 18<sup>th</sup>.

We closed the office from July 22<sup>nd</sup> to July 29<sup>th</sup> because we needed a break and that was the best time to do it.

Looking forward to a making the plans in August for our Birthday Bash with Sloppy Joes, Chips, and of course Ice Cream and Cupcakes.

Respectfully Submitted

*Jo Simerson* ..... President





**DRAFT**

**RIVERVIEW TERRACE RESIDENT COUNCIL  
MINUTES AUGUST 16, 2019**

**Welcome and Call to Order:**

**Time: 2:00pm**

**Pledge Of Allegiance:**

**Roll Call:**

**Quorum: 19 yes**

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

**Introduction of Guest:**

**A. Dennis: Can still Order Meal Today \$7.00**

**Secretary's report:**

. Norma Loper, Sec ..... Stand as read ( yes )

**Treasurer's report:**

. Louis Kanan, Treas. .... Stand as read (yes )

**Old Business:**

**A. Disability Network is still on summer vacation. Be back soon.**

**B. July Birthday Bash was well attended.**

1. Pam brought all the buns for the Hamburgers and Hot dogs. Thank You, Pam !

2.The Band, " John's Band " played again this year.

**C. August Birthday Bash included 'sloppy joe's' with all our ice cream, cup cakes & stuff. Yea !**

**D. By Laws Voting**

1.The By Laws were amended : August 16,2019

**New Business:**

**A. Elections**

1. Election slips will be in the September Gazette.

**Public comment:**

**A. Jannine: TFAP will be the last Monday in September.**

**Council Comment:**

**A. Jo: Took a survey about our congested Parking Lot for Director Tony.**

**Motion to adjourn:**

**Time: 2:52pm**

**by: Janine seconded by: JoAnn**

**Adjourned**

**Next Meeting/ Birthday Bash \*September 12, 2019 \* @ 2:00pm**

*Respectively Submitted,  
Norma Loper*

**RIVERVIEW RESIDENT COUNCIL  
FINANCIAL REPORT FOR AUGUST 16<sup>th</sup>, 2019**

**\*RESTRICTED FUNDS**

Beginning Balance .....	\$392.71
~ expenses .....	- <u>\$100.00</u>
	\$292.71

**RESTRICTED FUNDS FINAL BALANCE ..... \$292.71**

**\*UNRESTRICTED FUNDS**

Beginning Balance .....	\$175.60
~ expenses .....	- <u>\$74.78</u>
	\$100.82
~ donations.....	+ <u>\$66.57</u>
	\$167.39

**\*UNRESTRICTED FINAL BALANCE ..... \$167.39**

**\*RESTRICED / UNRESTRICTED FINAL BALANCE ..... \$460.01**

**\*savings ..... \$5.00**

**\*petty cash ..... \$100.00**

**\*GRAND TOTAL ..... \$565.10**

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

**RESTRICTED FUNDS**

*Beginning Balance .....	\$516.80
*Expenses .....	- <u>\$124.09</u>
	\$392.71
office expenses .....	\$73.10
phone .....	\$39.99
stamps .....	+ <u>\$11.00</u>
	\$124.09

***RESTRICTED FUNDS FINAL BALANCE .....* \$392.71**

**UNRESTRICTED FUNDS**

Beginning Balance .....	\$193.13
*Expenses .....	- <u>\$38.00</u>
	\$155.13
*Donations .....	+ <u>\$20.47</u>
	\$175.60

***UNRESRICTED FUNDS FINAL BALANCE .....* \$175.60**

***savings..... \$5.00***  
***petty cash .....* \$100.00**

***GRAND TOTAL .....* \$673.31**

**DRAFT RIVERVIEW TERRACE RESIDENT COUNCIL  
Minutes JUNE 21, 2019**

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

**Time: 2:03pm  
Quorum: 15 ( no )**

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

**Introduction of Guest: None**

**Secretary's report:**

**. Norma Loper, Sec. ....Stand as read ( \* )**

**Treasurer's report:**

**. Louis Kanan, Treas. ....Stand as read ( \* )**

**Old Business:**

- A. Disability Network is taking the Summer off. They will be back in August. This is just a reminder, thanks !**
- B. June Birthday Bash was held, a fun time was had by all.**
- C. Happy Belated Fathers Day to all Fathers everywhere.**

**New Business:**

- A. TFAP Food ( Free Food ) June 24 @ 2:00 pm community room.  
a. We had 43 residents come!**
- B. City Parking Lot directly North of us will be closed on June 28. Construction is due to start.  
a. Just a reminder, our parking lot is for residents and office people only. Please check with Office about other parking.**
- C. Cherry Festival starts June 29. Stay safe!**
- D. Information on July 10 Picnic !  
a. Meeting for volunteers on July 9!**
- E. No Meeting in July. Meetings will resume on August 16, 2019.**
- F. First reading of the proposed changes to the Bylaws.  
a. Voting of proposed Bylaws will be at the August 16, meeting.  
b. Read by Norma Loper**

**Public Comment:**

**A. Dennis re: August 16 picnic . Sign up sheet by elevator**

**Council Comment:**

**A. RAD 9am, Governance 10am N. Loper**

**B. New Cab Company: 231-268-0032**

**Moyion to adjourn**

**Time: 2:37pm**

**by: Louis seconded by: Carolyn Adjourned: yes**

**Next meeting : August 16, 2010**

*Respectively Submitted,*

*Norma Loper, Sec.*



**RIVERVIEW TERRACE RESIDENT COUNCIL  
FINANCIAL REPORT JUNE 21<sup>st</sup>, 2019**

• **RESTRICTED FUNDS**

Beginning Balance .....	\$516.80
*Expenses .....	0

**RESTRICTED FINAL BALANCE ..... \$516.80**

• **UNRESTRICTED FUNDS**

Beginning Balance .....	\$225.95
*Expenses .....	- <u>\$46.07</u>
	\$179.88
*Donations.....	+ <u>\$13.25</u>
	\$193.13

**UNRESTRICTED FINAL BALANCE ..... \$193.13**

**COMBINED BALANCE (RESTRICTED / UNRESTRICTED) ..... \$709.93**

SAVINGS ACCOUNT ..... \$5.00

PETTY CASH ..... \$100.00



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

## **OLD BUSINESS**

2019 Consolidated Budget: June 2019

2020 Consolidated Budget: July 2019

TCHC Policy Review Schedule: Review

Memorandum on RAD Update

# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2018 YTD ACTUAL*	FY 2019 BUDGET	JUNE 2019 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
<b>OPERATING INCOME</b>					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 37,865.42	\$ 449,517.42	103.34%
Investment Interest	2,514.86	2,750.00	1,347.14	3,816.69	138.79%
Program Income: HCV	1,059,768.00	1,067,750.00	112,261.00	1,256,017.28	117.63%
Program Income: FSS	67,102.00	67,500.00	5,602.00	56,020.00	82.99%
Earned Income	159,523.99	196,700.00	18,574.25	175,639.02	89.29%
HUD Property Subsidy	243,751.00	250,000.00	25,450.00	246,768.50	98.71%
CFP / Draw on Surplus	59,990.87	220,000.00	-	-	0.00%
<b>TOTAL OPERATING INCOME</b>	<b>\$ 2,024,326.72</b>	<b>\$ 2,239,700.00</b>	<b>\$ 201,099.81</b>	<b>\$ 2,187,778.91</b>	<b>97.68%</b>
<b>OPERATING EXPENSES</b>					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 16,930.97	\$ 213,803.33	91.76%
Benefits	72,038.35	74,184.41	4,845.44	74,667.00	100.65%
Compensated Absences	(5,852.01)	(1,500.00)	346.09	346.09	-23.07%
Legal	6,330.00	20,000.00	6,112.00	14,987.34	74.94%
Travel / Staff Training	9,548.23	17,500.00	554.58	9,437.24	53.93%
Accounting / Auditing	20,272.92	27,000.00	1,099.41	20,340.42	75.33%
General Office Expenses	60,625.25	72,500.00	4,221.41	61,172.93	84.38%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 376,711.69</b>	<b>\$ 442,684.41</b>	<b>\$ 34,109.90</b>	<b>\$ 394,754.35</b>	<b>89.17%</b>
<b>TENANT PROGRAMS &amp; SERVICES</b>					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ (1,371.91)	\$ 6,640.33	73.78%
Cable Television	38,953.19	38,960.00	3,471.64	40,680.51	104.42%
HAP	1,042,669.42	1,028,250.00	108,880.88	1,156,960.45	112.52%
<b>TOTAL TENANT PROGS / SERVICES</b>	<b>\$ 1,087,959.45</b>	<b>\$ 1,076,210.00</b>	<b>\$ 110,980.61</b>	<b>\$ 1,204,281.29</b>	<b>111.90%</b>
<b>UTILITIES</b>					
Water	\$ 15,395.02	\$ 15,500.00	\$ 1,799.18	\$ 19,819.75	127.87%
Electricity	130,384.39	150,000.00	9,312.80	125,998.86	84.00%
Gas	15,989.15	21,500.00	303.68	20,442.63	95.08%
<b>TOTAL UTILITIES</b>	<b>\$ 161,768.56</b>	<b>\$ 187,000.00</b>	<b>\$ 11,415.66</b>	<b>\$ 166,261.24</b>	<b>88.91%</b>
<b>MAINTENANCE / BUILDING OPERATION</b>					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 12,620.24	\$ 129,476.68	102.16%
Maintenance Benefits	36,166.15	48,093.50	3,742.09	40,796.97	84.83%
Materials	23,143.74	37,500.00	5,012.61	40,910.64	109.10%
Contract / CFP Costs	176,147.34	195,000.00	12,667.43	138,997.42	71.28%
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>\$ 339,090.20</b>	<b>\$ 407,333.50</b>	<b>\$ 34,042.37</b>	<b>\$ 350,181.71</b>	<b>85.97%</b>
<b>GENERAL EXPENSE</b>					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 1,508.93	\$ 30,961.55	98.29%
Payment in Lieu of Taxes	25,226.86	24,500.00	4,796.37	26,993.07	110.18%
Collection Losses	798.66	5,000.00	6,438.25	6,366.25	127.33%
Interest Expense / Other	29,143.21	33,000.00	26,103.43	26,103.43	79.10%
<b>TOTAL GENERAL EXPENSE</b>	<b>\$ 84,374.40</b>	<b>\$ 94,000.00</b>	<b>\$ 38,846.98</b>	<b>\$ 90,424.30</b>	<b>96.20%</b>
<b>EXTRAORDINARY / CASUALTY</b>					
	\$ 1,243.95	\$ 10,000.00	\$ -	\$ 4,525.88	45.26%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,051,148.25</b>	<b>\$ 2,217,227.91</b>	<b>\$ 229,395.52</b>	<b>\$ 2,210,428.77</b>	<b>99.69%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (26,821.53)</b>	<b>\$ 22,472.09</b>	<b>\$ (28,295.71)</b>	<b>\$ (22,649.86)</b>	
<b>PROPERTY IMPROVEMENTS/EQUIP*</b>	<b>\$ (65,797.00)</b>	<b>\$ (20,000.00)</b>	<b>\$ (12,209.90)</b>	<b>\$ (47,089.15)</b>	
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	<b>\$ (92,618.53)</b>	<b>\$ 2,472.09</b>	<b>\$ (40,505.61)</b>	<b>\$ (69,739.01)</b>	

\* Accountant Reviewed



# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

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

\* Accountant Reviewed

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

**PUBLIC HOUSING**

Chemical Bank	Checking	\$	81,666.79	
4Front Credit Union	Savings	\$	6,619.19	
TC State Bank	1051647	\$	164,380.66	
Huntington Bank	1388434863	\$	163,376.98	
TC State Bank	ICS Acct	\$	76,572.55	
Chemical Bank	1075909		-	
Chemical Bank	9426	\$	3.78	
Huntington Bank	1388405232	\$	26,864.97	
Chemical Bank	CD 806592	\$	53,280.78	Certificate of Deposit
<b>SUB TOTAL</b>		<b>\$</b>	<b><u>572,765.70</u></b>	

**HOUSING CHOICE VOUCHER**

PNC	Checking	\$	133,259.26	
Chase Bank	135080088317	\$	46,606.33	Escrow Account
<b>SUB TOTAL</b>		<b>\$</b>	<b><u>179,865.59</u></b>	

**OTHER**

Reserves*/FSS/CFP		\$	470,408.71	Restricted
<b>SUB TOTAL</b>		<b>\$</b>	<b><u>470,408.71</u></b>	
<b>TOTAL Cash &amp; Cash Equivalents</b>		<b>\$</b>	<b><u><u>1,223,040.00</u></u></b>	

\* as of December 31, 2017

# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2019 YTD ACTUAL*	FY 2020 BUDGET	JULY 2019 ACTUAL*	FY 2020 YTD ACTUAL*	% OF BUDGET
<b>OPERATING INCOME</b>					
Property Rents	\$ 449,517.42	\$ 445,000.00	\$ 37,630.00	\$ 37,630.00	8.46%
Investment Interest	3,816.69	2,750.00	246.37	246.37	8.96%
Program Income: HCV	1,256,017.28	1,130,000.00	115,051.28	115,051.28	10.18%
Program Income: FSS	56,020.00	67,200.00	5,602.00	5,602.00	8.34%
Earned Income	175,639.02	205,000.00	30,745.80	30,745.80	15.00%
HUD Property Subsidy	246,768.50	260,000.00	37,399.00	37,399.00	14.38%
CFP / Draw on Surplus	-	160,000.00	-	-	0.00%
<b>TOTAL OPERATING INCOME</b>	<b>\$ 2,187,778.91</b>	<b>\$ 2,269,950.00</b>	<b>\$ 226,674.45</b>	<b>\$ 226,674.45</b>	<b>9.99%</b>
<b>OPERATING EXPENSES</b>					
Salaries	\$ 213,803.33	\$ 239,500.00	\$ 25,388.12	\$ 25,388.12	10.60%
Benefits	74,667.00	60,969.17	11,973.04	11,973.04	19.64%
Compensated Absences	346.09	(1,500.00)	-	-	0.00%
Legal	14,987.34	20,000.00	195.00	195.00	0.98%
Travel / Staff Training	9,437.24	16,000.00	357.03	357.03	2.23%
Accounting / Auditing	20,340.42	25,000.00	1,099.41	1,099.41	4.40%
General Office Expenses	61,172.93	70,000.00	5,099.02	5,099.02	7.28%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 394,754.35</b>	<b>\$ 429,969.17</b>	<b>\$ 44,111.62</b>	<b>\$ 44,111.62</b>	<b>10.26%</b>
<b>TENANT PROGRAMS &amp; SERVICES</b>					
Recreation, Programs, and Other	\$ 6,640.33	\$ 9,500.00	\$ 234.10	\$ 234.10	2.46%
Cable Television	40,680.51	40,000.00	3,471.64	3,471.64	8.68%
HAP	1,156,960.45	1,100,000.00	98,590.38	98,590.38	8.96%
<b>TOTAL TENANT PROGS / SERVICES</b>	<b>\$ 1,204,281.29</b>	<b>\$ 1,149,500.00</b>	<b>\$ 102,296.12</b>	<b>\$ 102,296.12</b>	<b>8.90%</b>
<b>UTILITIES</b>					
Water	\$ 19,819.75	\$ 17,500.00	\$ 1,758.14	\$ 1,758.14	10.05%
Electricity	125,998.86	145,000.00	7,747.12	7,747.12	5.34%
Gas	20,442.63	22,000.00	180.78	180.78	0.82%
<b>TOTAL UTILITIES</b>	<b>\$ 166,261.24</b>	<b>\$ 184,500.00</b>	<b>\$ 9,686.04</b>	<b>\$ 9,686.04</b>	<b>5.25%</b>
<b>MAINTENANCE / BUILDING OPERATION</b>					
Labor	\$ 129,476.68	\$ 140,150.00	\$ 13,975.85	\$ 13,975.85	9.97%
Maintenance Benefits	40,796.97	50,641.76	6,414.58	6,414.58	12.67%
Materials	40,910.64	39,500.00	2,255.18	2,255.18	5.71%
Contract / CFP Costs	138,997.42	145,000.00	7,472.66	7,472.66	5.15%
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>\$ 350,181.71</b>	<b>\$ 375,291.76</b>	<b>\$ 30,118.27</b>	<b>\$ 30,118.27</b>	<b>8.03%</b>
<b>GENERAL EXPENSE</b>					
Insurance	\$ 30,961.55	\$ 31,500.00	\$ 2,771.85	\$ 2,771.85	8.80%
Payment in Lieu of Taxes	26,993.07	25,000.00	2,083.34	2,083.34	8.33%
Collection Losses	6,366.25	3,000.00	-	-	0.00%
Interest Expense / Other	26,103.43	33,000.00	-	-	0.00%
<b>TOTAL GENERAL EXPENSE</b>	<b>\$ 90,424.30</b>	<b>\$ 92,500.00</b>	<b>\$ 4,855.19</b>	<b>\$ 4,855.19</b>	<b>5.25%</b>
<b>EXTRAORDINARY / CASUALTY</b>	<b>\$ 4,525.88</b>	<b>\$ 10,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>75.00%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,210,428.77</b>	<b>\$ 2,241,760.93</b>	<b>\$ 198,567.24</b>	<b>\$ 198,567.24</b>	<b>8.86%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (22,649.86)</b>	<b>\$ 28,189.07</b>	<b>\$ 28,107.21</b>	<b>\$ 28,107.21</b>	
<b>PROPERTY IMPROVEMENTS/EQUIP*</b>	<b>\$ (47,089.15)</b>	<b>\$ (20,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	<b>\$ (69,739.01)</b>	<b>\$ 8,189.07</b>	<b>\$ 28,107.21</b>	<b>\$ 28,107.21</b>	

\* Accountant Reviewed

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

**PUBLIC HOUSING**

Chemical Bank	Checking	\$	65,042.35	
4Front Credit Union	Savings	\$	6,619.19	
TC State Bank	1051647	\$	164,499.56	
Huntington Bank	1388434863	\$	163,403.83	
TC State Bank	ICS Acct	\$	76,637.61	
Chemical Bank	1075909		-	
Chemical Bank	9426	\$	3.78	
Huntington Bank	1388405232	\$	26,870.67	
Chemical Bank	CD 806592	\$	53,280.78	Certificate of Deposit
<b>SUB TOTAL</b>		<b>\$</b>	<b>556,357.77</b>	

**HOUSING CHOICE VOUCHER**

PNC	Checking	\$	138,599.50	
Chase Bank	135080088317	\$	59,589.05	Escrow Account
<b>SUB TOTAL</b>		<b>\$</b>	<b>198,188.55</b>	

**OTHER**

Reserves*/FSS/CFP		\$	464,806.71	Restricted
<b>SUB TOTAL</b>		<b>\$</b>	<b>464,806.71</b>	
<b>TOTAL Cash &amp; Cash Equivalents</b>		<b>\$</b>	<b>1,219,353.03</b>	

\* as of December 31, 2017

# TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
<b>TCHC By-Laws</b>	October 19, 2004	June 2018	May 2019	June 28, 2019
<b>ACOP (Admission &amp; Continued Occupancy Policy)</b>	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
<b>ADMIN (Administrative Plan HCV)</b>	January 1, 2005	March 2016	Summer 2019	August 23, 2019
<b>Anti-Bullying &amp; Hostile Environment Harassment Policy</b>	August 25, 2017	Summer 2017	April 2018	August 25, 2017
<b>Asset / Physical Plant Management Addendum</b>	January 22, 2016	January 2016	NA	January 22, 2016
<b>Attendance Policy</b>	June 23, 2017	June 2017	NA	June 23, 2017
<b>Board Orientation Policy</b>	February 2013	September 2017	NA	September 29, 2017
<b>Camera Policy</b>	September 29, 2017	September 2017	NA	September 29, 2017
<b>Capitalization Policy</b>	March 18, 2003	February 20, 2006	March 2018	March 23, 2018
<b>Certificate of Deposit Signatories Authorization Policy</b>	Unknown	Unknown	TBD	
<b>Check Signing Policy</b>	December 2004	March 2017	NA	March 24, 2017
<b>Civil Rights Policy</b>	September 11, 1996	None	TBD	
<b>Code of Conduct Policy</b>	September 28, 2012	January 11, 2013	May 2018	May 25, 2018
<b>Community Room Policy</b>	February 2006	March 2016	NA	March 25, 2016
<b>Community Service Policy</b>	July 19, 2005	July 15, 2008	May 2018	May 25, 2018
<b>Credit Card Policy</b>	October 20, 2015	October 2015	NA	October 20, 2015
<b>Deceased Resident Policy</b>	April 5, 1988	April 2016	NA	April 22, 2016
<b>Disposition Policy</b>	June 25, 1985	Unknown	TBD	
<b>Document Retention Policy</b>	Unknown	Unknown	Summer 2019	
<b>Doubtful Account Write-Off Policy</b>	March 18, 2001	January 2017	NA	January 27, 2017
<b>EIV Policy</b>	April 17, 2006	June 30, 2012	March 2018	March 23, 2018
<b>Emergency Closing Policy</b>	April 18, 2006	February 2016	NA	February 26, 2016
<b>Emergency Transfer for Victims of Domestic Violence Policy</b>	August 25, 2017	August 2017	NA	August 25, 2017
<b>Equal Housing Opportunity Plan</b>	March 8, 1990	None	TBD	
<b>Family Self Sufficiency Action Plan</b>	August 31, 1998	September 2016	NA	September 23, 2016
<b>Freedom of Information Policy</b>	June 16, 2015	June 2015	NA	June 16, 2015
<b>Grievance Policy</b>	Unknown	Unknown	TBD	
<b>Hazard Communication Policy</b>	February 18, 2003	July 1, 2011	September 2019	

# TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
<b>Housekeeping &amp; Sanitary Standards Policy</b>	NEW	None	September 2019	Started
<b>Inventory Policy</b>	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
<b>Key (Master) Policy</b>	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
<b>Pet Policy</b>	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
<b>Personnel Policy / Employee Handbook</b>	Unknown	August 2017	August 2020	August 25, 2017
<b>Pest Control Policy</b>	February 18, 2003	May 1, 2008	November 2018	November 30, 2018
<b>Procurement Policy</b>	May 1, 1990	August 19, 2014	September 2019	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
<b>Rent Collection Policy</b>	April 5, 1988	None	NA	October 27, 2017
<b>Residential Lease Agreement</b>	Unknown	Unknown	September 2018	On-Going
<b>Safety &amp; Evacuation Policy</b>	December 19, 2006	December 19, 2008	Spring 2018	On-Going
<b>Schedule of Excess Utility Charges Policy</b>	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
<b>Smoke-Free Properties Policy</b>	December 19, 2006	September 18, 2012	September 2017	February 23, 2018
<b>Social Media Policy</b>	August 26, 2016	August 2016	NA	August 26, 2016
<b>Social Security Number Privacy Policy</b>	January 22, 2016	January 2016	NA	January 22, 2016
<b>Succession Plan</b>	May 15, 2007	July 17, 2014	NA	December 1, 2017
Transfer Policy	Unknown	Unknown	TBD	
<b>Travel Policy</b>	February 18, 2003	August 21, 2012	June 2018	June 22, 2018
<b>Tresspass Policy</b>	July 18, 2006	July 2008	May 2019	May 24, 2018
<b>Vehicle Policy</b>	August 2006	February 2011	February 2018	March 23, 2018


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** August 23, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Rental Assistance Demonstration (RAD) Update

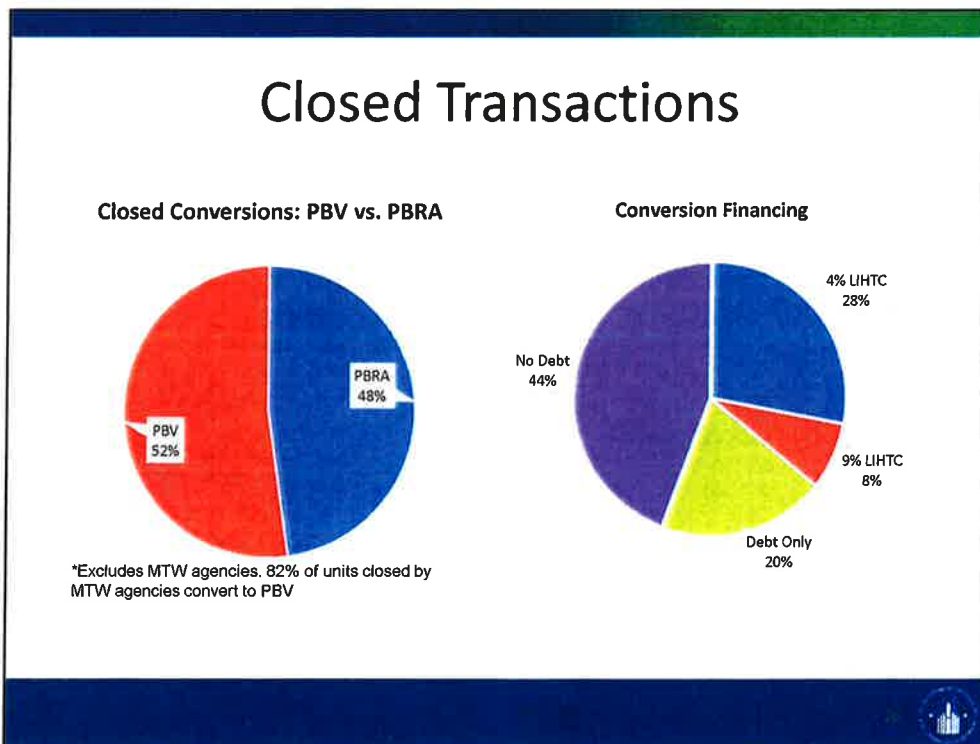
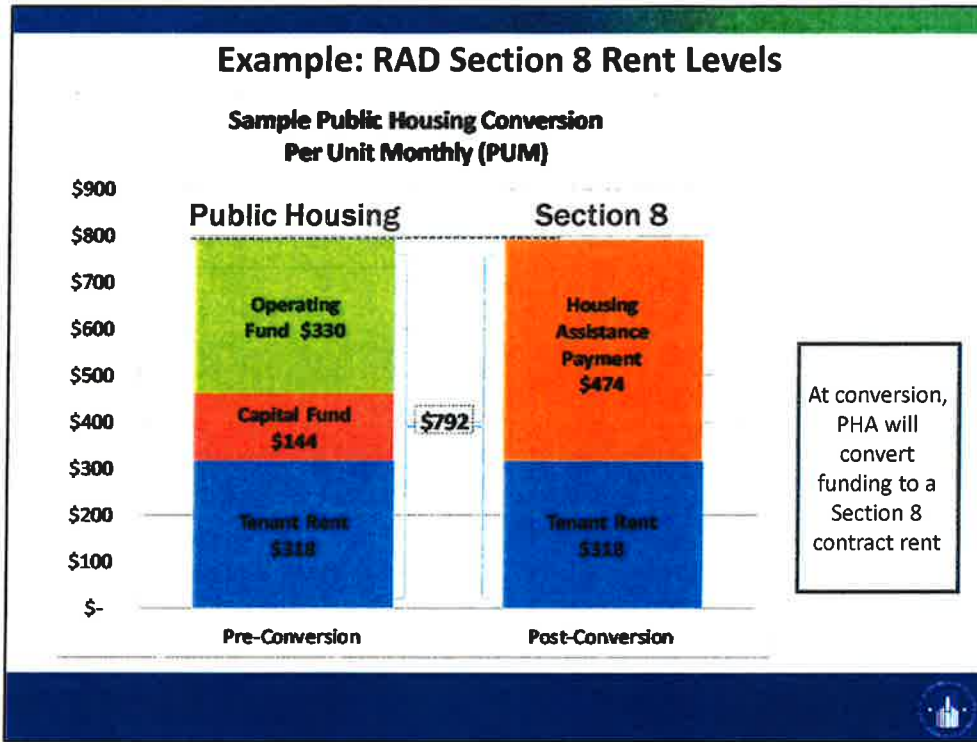
**MESSAGE:**

On August 6, 2019, I attended a day-long “repositioning” forum held at the Charlevoix Housing Commission. It was well attended. While not everything presented was appropriate for TCHC, I am attaching a few items for your records. Once again, I can report that HUD is really pushing this notion of “repositioning” Section 9 properties to the Section 8 funding platform.

I have had several calls with our new Real Estate Development Consultants and they have been introduced to our RAD Conversion Manager. We plan to meet via conference call at least every other week to keep everything moving forward. We do plan to have our financing plan ready at some point this fall. Submitting to HUD may require us to assemble more information (e.g., a complete LIHTC application). Presently, we are trying to determine what is the best route forward for our properties – this mostly refers to which kind of financing package we may want to seek, like a 4% or 9% LIHTC.


Since our last meeting, we have had two resident sessions. We updated everyone who attended and answered their questions.

**ATTACHMENT:** Training Materials






U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT




## Section 18 Demolition and Disposition



## Section 18 Overview

- Another way to reposition your Public Housing stock
- Section 18 authorized by the Housing Act of 1937
- Additional flexibility outlined in Notice PIH 2018-04. HUD will generally approve a property under Section 18 if it is:
  - Scattered site (4 or fewer units, non-contiguous) with operational challenges
  - Owned by a PHA with 50 units or less
  - Physically obsolete

## How Can You Qualify?



## Justification Criteria for Section 18

**Demolition:**

- Obsolescence: Physical, Location or other factors
- De Minimis

**Disposition:**

- Scattered sites
- Small PHA - 50 units or less total inventory
- Physical Obsolescence
- More efficient/effective repositioning
- Health and Safety



### Disposition: Scattered Site Units



- Buildings
  - Non-contiguous
  - 4 or fewer units
- Unsustainable to operate/maintain
- Must have Relocation Plan
  - allow residents to remain (i.e. PBV) or voucher out
- Flexibility in Structuring Disposition
  - sell at FMV on open market (generate proceeds)
  - partner with related entity and sell at below FMV so units can be used as affordable rental housing, including PBV
  - create local homeownership program

### Disposition: Small PHA (</= 50 Units)

- Can reposition through streamlined Section 18 disposition.
- While RAD will allow the PHA to retain title to property or partner with a third party, Section 18 requires a sale.
- PHAs must close-out their public housing ACC
- PHAs that do not operate a voucher program, and want to reposition through Section 18 will need to find a Voucher Agency to administer the TPVs. HUD (Field Office) can assist.
- PHA must decide what to do with all of its assets and liabilities.
- Possible to consolidate, join a consortium, transfer or close down all together.

### Disposition: Obsolescence Physical Condition

- Scope of Work: Rehab Needs
  - Captures Immediate Needs (needed within 3 years or less)
  - Third-party report (structural, environmental)
  - International Building Code (IBC)
  - \*Age of an item alone is not evidence of need to repair or replace.
- Cost-estimates
  - R.S. Means Cost-Index
  - Rehabilitation costs are between 57.14% (or 62.5% if elevator) and 90% of TDC

### Physical Condition

#### Non-Eligible Items

- Enhancements/Improvements of working systems
- New Amenities not currently existing
- Landscaping or Site work beyond five feet of the exterior walls of a building
- Local code compliance if not triggered by the **Substantial** rehabilitation/repair
- Replacement of PHA personal property
- Costs attributable to inflation or “cost escalation”


**Disposition: More Efficient or Effective Units**

- Disposition where off-site replacement units will be more efficiently or effectively operated as low-income housing
- Must demonstrate why the replacement low-income housing units are preferable
- NOTE: PHA will **only** receive TPVs for 25% of **occupied** units. No obsolescence test. PHA determines number of replacement units

**Disposition: Health or Safety**

- Conditions in the area (density, industrial or commercial development) adversely affect the health or safety of the residents
- Serious obstacles in maintaining units as healthy or safe (3<sup>rd</sup> party documentation)
- PHA cannot cure or mitigate cost-effectively
- Generally sell property at Fair Market Value (FMV)

**Why Choose Section 18?**



**Public Housing Close-Out**

- Required for Section 18 Dispositions of 50 or less;
- Two close-out options:
  - Voluntary Transfer/Consolidation (PIH Notice 2014-24)
  - ACC Termination (PIH Notice 2016-23)
- Reserves returned to HUD if ACC Termination
  - Use for improvements **prior** to repositioning

## Advantages of Section 18

- Sell at Fair Market Value (FMV)
- Sell below FMV if commensurate public benefit
- Increased annual funding with Fair Market Rents (FMR)
- Local autonomy of affordable housing (with PHA Non-Profit)
- 100% TPV Vouchers for any unit occupied within the past 24 months
- TPVs can be Project Based
- Cash flow unrestricted
- Federal regulatory and reporting relief

## Federal Regulatory & Reporting Relief (IF ALL INVENTORY REMOVED)

- EPIC (5yr action plan, annual budget)
  - Environmental reviews
  - PHA Plans
  - Executive Compensation
  - Community Service
  - Occupancy reporting
  - Offline unit status
  - Operating Subsidy
  - Smoke-Free
  - REAC inspections
  - PHAS Scores
- \*\*Not a complete list



## Increase Annual Funding

- Section 18 HAP is based on Fair Market Rent
- FMR typically higher than RAD Rents
- 100% FMR and ability to go up to 110% FMR if get rent reasonableness study
- No rent increase to tenants

## Eligible for Asset Repositioning Fee (ARF) Funding

- Notice PIH-2011-18 (HA)
- **Demolition:** 75 % Project Expense Levels (PEL) per unit for the first twelve months, 50 % PEL per unit for the next twelve months, and 25 % PEL per unit for the next twelve months. (12 + 12 + 12 = **36 months maximum**) pursuant to 24 CFR 990.190(h)(3)
- **Disposition:** 75 % PEL per unit for the first twelve months and 50 % PEL per unit for the next twelve months. (12 + 12 = **24 months maximum**) pursuant to 24 CFR 990.190(h)(4)

### Eligible for Demo/Dispo Transitional Funding (DDTF)

- 5 years of a DDTF grant that the PHA may be eligible to receive DDTF pursuant to [24 CFR § 905.326\(i\)](#).
- Grant that will be included in the regular Capital Fund formula grant
- 5 year sliding scale downward

### Things to Consider

- Age and Condition of the Property
  - Recent REAC Inspection
  - Physical Needs Assessment (PHAs are required to do every 5 years)
- Local Government/Community Support
- FMR vs RAD Rent Amounts
- Amount of Reserves
- Replacement Reserves After Sec 18



### Interested – How Do You Apply?



### Section 18 Application Process

- First step – Contact your Portfolio Management Specialist at the Detroit Field Office
- A specially trained Section 18 Expeditor will be assigned to assist by:
  - providing guidance on the required forms and supporting documentation
  - reviewing completed Applications PRIOR to submission

## Application Requirements



- Justification
- Environmental Review
- PHA Plan
- Resident Consult
- Local Government Consult
- Board Resolution
- Method of Disposition
- Estimate of fair market value (FMV)
- Relocation information
- HUD-52860 and its Addendums → PIC submission
- Timing to PIC submission 6-9 months

## Resident Consultation

- Recommendation - start early
- In addition to consulting residents on the PHA Plan, PHAs must consult:
  - Residents of development(s)
  - Group representing resident of the development(s)
  - Group representing all residents in PHA
  - Resident Advisory Board (RAB)
- Residents can submit written comments and PHA **must** provide those comments to HUD in application

## Disposition to Whom?

- Separate legal entity under State law
  - PHA may retain ownership or control
  - May be non-profit of PHA
- Options:
  - Open Market at FMV (Public Bid/Auction)
  - Negotiated Disposition at FMV (Identified Buyer)
  - Negotiated Disposition at below FMV (Identified Buyer) to be used for commensurate public benefit
  - Sale or Ground Lease

## Commensurate Public Benefit

- Required for dispositions proposed below FMV
- HUD determines on a case-by-case basis. Generally,
  - Property used as housing for low-income families
  - Property used as non-dwelling for low-income families (i.e. community center)
- Use restriction required
  - Generally 30-years
  - PHA can propose preferred form of use restriction
- Limitations/Restrictions—not for general public benefits, i.e., can't be transferred to City for a park

## Use of Proceeds

- Eligible Uses:
  - Relocation and Reasonable closing costs (gross proceeds)
  - Modernization/Development of Public Housing (Cap Fund)
  - Operation of Public Housing (Op Fund)
  - RAD costs
  - Modernization or Development of PBV units
  - Section 8 HAP Shortages (if confirmed by HUD)
- SAC approval required
- Deposit under HUD-51999 (General Depository Agreement)

## SECTION 18 Schedule Estimate

**Total Time: Approximately 6-8 Months**

- 1 Prep Activities - PMS, PHA, Expeditor call Approx. 1 week
- 2 Conduct Environmental Reviews (24 CFR Part 50 or 58) Approx. 20 weeks
- 3 Physical Needs Assessment, if Needed Approx. 11 weeks
- 4 Resident Consultation - Notice & meetings (Describe in App.) Approx. 3 weeks
- 5 Update PHA 5 year/Annual Plan (Significant Amendment) Approx. 13 weeks
- 6 Offer of Sale to Resident Organization Timing: As little as 1 week- up to 60 days
- 7 Evidence of Consultation with local government officials Approx. 3 weeks
- 8 Appointing Official Letter (e.g. - Mayor, County Board Chair, etc.) Approx. 2 weeks
- 9 Signed Resolution by PHA Board approving submission of Section 18 Application (Must happen after Letter from Appointing Official). Approx. 1 week
- 10 Submit PDF Draft Application to Section 18 Expeditor Approx. 1 week
- 11 Expeditor Review/HQ-QAQC Approx. 2 weeks
- 12 SUBMIT SECTION 18 APPLICATION IN PIC

## After HUD Approval

- PHA is Responsible for:**
- Requesting updates to relocation to FO (Op Fund accuracy)
  - **Applying for TPVs**
  - Relocating Residents
  - Requesting Field Office release of DOT
  - Preparing Use Agreement and/or Depositing Proceeds under GDA HUD-51999
  - Requesting to remove the property from PIC within 7 days of demo/dispo
  - Complying with conditions of SAC approval documents
  - Requesting amendments to the SAC for material changes

## Section 18 Re-Cap

- ✓ Justifications:
- Scattered Sites
  - 50 or fewer units remaining in PH inventory
  - Physical obsolescence
  - Efficient and Effective
  - Health and Safety
- ✓ TPVs for any occupied units in past 24 months
- ✓ Can project-base TPVs
- ✓ HAP Contract based on Fair Market Rent
- ✓ May be Eligible for ARF and DDTF Funding

**Thank You!**

For more information:

Contact the Detroit Field Office

or

Visit Demolition & Disposition (Section 18):

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/centers/sac/demo\\_dispo](https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo)





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

## **NEW BUSINESS**

- Memorandum on RTRC & TCHC Memorandum of Understanding: Action Requested
- Memorandum on FSS Distribution Request: Action Required
- Resolution to Change Authorized Signers on Financial Accounts: Action Required
- Resolution to Adopt the 2019 Housing Choice Voucher Admin Plan: Action Required
- Memorandum to Enter in to Closed Session to Review Attorney-Client Privileged Communications  
per MCL 15.268(e)

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** August 23, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director  
**SUBJECT:** Resident Council Memorandum of Understanding

**MESSAGE:**

Attached you will find a draft version of an updated Memorandum of Understanding (MOU) to be presented to the Riverview Terrace Resident Council (RTRC). There is only one item that is new and that addresses the manner in which RTRC presents the “opinion” of the residents to us. Both the Governance Committee and RTRC have seen this document and there has not been any negative feedback. A simple motion can authorize me to finalize the negotiation and sign the document when accepted.

It is my plan to have a fully executed MOU in place by the end of the month.

**ATTACHMENT:** Draft MOU

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM OF UNDERSTANDING

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WHEREAS, the Traverse City Housing Commission (TCHC) has owned and successfully operated the Riverview Terrace housing development for nearly forty years and has worked diligently to provide an enjoyable and peaceful environment for its residents; and

WHEREAS, the currently established and duly elected Riverview Terrace Resident Council (Resident Council) is a formally recognized nonprofit entity in good standing with the State of Michigan (ID No. 71656F) and the Internal Revenue Service that was established to encourage resident involvement in creating a positive living environment; and

WHEREAS, TCHC and Resident Council desire to enter into a collaborative relationship to support the tenants of the Riverview Terrace in accordance with the understanding of the implementation of the provisions of 24 C.F.R. 964; and

NOW, THEREFORE, it is hereby agreed by and between TCHC and the Resident Council as follows:

1. Upon execution of this MOU, TCHC will formally recognize the Resident Council and consider it to be the voice of the majority of Riverview Terrace residents.
2. TCHC will, when appropriate, communicate through the Resident Council President on issues regarding the resident's overall enjoyment of Riverview Terrace.
3. The Resident Council will, when appropriate, communicate through the Executive Director on issues regarding the resident's overall enjoyment of Riverview Terrace.
4. TCHC will accept an approved motion or an adopted resolution as identified in the By-Laws of the Resident Council as the "will" of the residents on all matters of significance or urgency.
5. TCHC will disperse Tenant Participation Funds to the Residents Council in a timely manner and in accordance with 24 C.F.R. 964.150:

*(a) Funding duly elected resident councils.*

(1) The Housing Authority shall provide funds it receives for this purpose to the duly elected resident council at each development... as provided by 24 CFR part 990, to permit HAs to fund \$25 per unit per year for units represented by duly elected resident councils for resident services.... Of this amount, \$15 per unit per year would be provided to fund tenant participation activities under subpart B of this part for duly elected resident councils... and \$10 per unit per year would be used by the HA to pay for costs incurred in carrying out tenant participation activities under subpart B of this part.... This will guarantee the resources necessary to create a bona fide partnership among the duly elected resident councils, the HA and HUD.

6. The Resident Council will provide a proposed budget in advance of disbursement and will report financial activity to the TCHC Executive Director in a timely manner which includes both monthly and annual financial reports in accordance with 24 C.F.R. 964.150:

(3) Funding provided by a HA to a duly elected resident council may be made only under a written agreement between the HA and a resident council, which includes a resident council budget and assurance that all resident council expenditures will not contravene provisions of law and will promote serviceability, efficiency, economy and stability in the operation of the local development. The agreement must require the local resident council to account to the HA for the use of the funds and permit the HA to inspect and audit the resident council's financial records related to the agreement.

7. TCHC agrees to provide an "office" to the Resident Council on the third floor of the building. Located within the Community Room of Riverview Terrace, this office has an estimated value for rent of \$300.00 per month and is intended for the sole purpose of Riverview Terrace resident business as directed through the duly adopted by-laws. Additional office support will be provided from time to time and in a case by case manner that may include but will not be limited to the following: assistance with the purchase of, or donation of, office supplies and office equipment; the provision of office furniture; and assistance, when appropriate, in communication with all building residents through newsletters, memorandums, or building-wide fliers.
8. This MOU will be in effect for three years from the date of execution but may be terminated by either party with sixty (60) days written notice.

We, the undersigned, have read and agree with this MOU:

\_\_\_\_\_  
Tony Lentych, for the  
Traverse City Housing Commission, its  
Executive Director

\_\_\_\_\_  
Jo Simerson, for the  
Riverview Terrace Resident Council, its  
President

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** August 23, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Angie Szabo, FSS Coordinator   
**SUBJECT:** Interim FSS Escrow Disbursement Request

**MESSAGE:**

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

Participant No. B-001-0001-06 is graduating the FSS program two (2) years early. They have completed all of their goals including graduating from Ferris University with a Bachelors Degree. Additionally, they have completed the homeownership class at NMCAA and will be applying the escrow funds to a down payment on the purchase of their first home. This participant will not be eligible for our HCV Homeownership Program due to income qualifications – they are now earning enough income to be financially self-sufficient and are no longer in need of our services. Their current total escrow balance is \$5,422.35.

Total Escrow amount to be distributed today is \$5,422.35.

Earlier this month, the FSS Program Coordinating Committee (PCC) approved – via e-mail – the disbursement to B-001-0001-06 in the amount of \$5,422.35 for the purchase of a home; therefore, I respectfully request a motion to disburse this amount.


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** August 23, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Resolution to Change Authorized Signers on All Checking Accounts

**MESSAGE:**

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

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO CHANGE AUTHORIZED SIGNERS ON ALL ACCOUNTS**

August 23, 2019

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

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

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

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

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

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


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** August 23, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Resolution to Adopt the 2019 Housing Choice Voucher Administrative Plan

**MESSAGE:**

As previously discussed, TCHC has published a request for public comment on our 2019 Housing Choice Voucher Administrative Plan. Attached you will find the memorandum that summarizes the changes to our Admin Plan over the most recent version, all of which were discussed in some detail at the Governance Committee Meetings over recent months.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO ADOPT THE 2019 HCV ADMINISTRATIVE PLAN**

August 23, 2019

WHEREAS, the Traverse City Housing Commission recognizes the need to update and change its Housing Choice Voucher Administrative Plan in order to improve upon its operations in this area; and

WHEREAS, the necessary changes were appropriately published and announced to the general public and feedback was sought from our community through our Resident Advisory Board and our through our Governance Committee; and

WHEREAS, the Traverse City Housing Commission itself has reviewed the proposed changes to the 2019 Housing Choice Voucher Administrative Plan and believes that it reflects the necessary changes to improve operations; 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 2019 Housing Choice Voucher Administrative Plan as presented to the Traverse City Housing Commission is hereby adopted with immediate effect.*

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** August 23, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director  
**SUBJECT:** Housing Choice Voucher Administrative Plan Policy Review

**MESSAGE:**

On an annual basis the TCHC reviews the "Admissions and Continued Occupancy Plan" (ACOP) and the "Housing Choice Voucher Administrative Plan" (Admin Plan). These two plans are comprehensive guides for the governance of both our Public Housing Program and our Housing Choice Voucher Program. The ACOP and Admin Plan was purchased from Nan McKay & Associates, a leading provider of consulting, training, and products to the public housing and HCV Section 8 industry. Nan McKay has provided TCHC with plan updates since 2006.

Both significant and minor changes have been approved several times over recent years and we are again making a recommendation to make changes this year. TCHC staff has reviewed the Admin Plan and incorporated the required changes and several additional corrections. Utilizing the previous plan, we made the necessary adjustments in a clearly marked fashion (non-black font color).

Updates to the Housing Choice Voucher Administration Plan includes the following:

Chapter 1

- No changes of significance

Chapter 2:

- No changes of significance

Chapter 3:

- An update of the definition of an independent student for assistance from the HCV Program (Page 3-18).
- Inclusion of the definition of "Vulnerable Youth" (Page 3-21).
- Deleted "Any PHA has ever terminated assistance under the program for any member of the family" as a reason for denial to the HCV program (Page 3-27).



- Added detail to the consideration of circumstances under Section 3-III.E. Criteria for Deciding to Deny Assistance (Page 3-30).

#### Chapter 4:

- Detail on purging the Waitlist to follow HUD rule and reflect TCHC practices (Page 4-10).
- Inclusion of VAWA status as a preference for selection from the waitlist per HUD requirements (Page 4-15).

#### Chapter 5:

- No changes of significance

#### Chapter 6:

- Addition of the Revised Calculation Method for earned income disallowance as required by HUD (Page 6-15).
- Inclusion of the new definition of tuition and fees as required by HUD for the calculation of income (Page 6-32).
- Inclusion of the new process for implementing a decrease in payment standards as required by HUD (Page 6-56).

#### Chapter 7:

- Clarification of Asset and Asset income (Page 7-8)
- Clarification of suitable Self-Certification v. Third Party Verification (Page 7-9)
- Clarification of timeline for submission of SSN for children under 6 (Page 7-13)
- Definition of Independent Student (Page 7-17)
- Inclusion of a preference for VAWA victim (Page 7-20)

#### Chapter 8:

- Clarification of Life-Threatening Conditions as part of Housing Quality Standards (Page 8-6)
- New standards for action related to Children with Elevated Blood Lead Levels (Page 8-10)
- Clarification regarding inspection costs. TCHC will not charge a fee for failed inspections – no change from current practice (Page 8-12)
- Statement that a unit must pass HQS inspection on or before rent assistance begins – no change from current practice. (Page 8-13)
- Clarification of Special Inspections timeline (Page 8-15)

#### Chapter 9

- Inclusion of VAWA standards for execution of the HAP contract (Page 9-13)

#### Chapter 10

- Inclusion of VAWA standards for moving with continued assistance (Page 10-2)

- Clarification of procedures for moving with continued assistance when there are insufficient funds (Page 10-3)
- Clarification on portability procedures (Pages 10-13 to 10-22)

#### Chapter 11

- Inclusion of Streamlined Annual Reexaminations (Page 11-2)
- Clarification on procedure to implement a reduce payment standard (Page 11-16)

#### Chapter 12

- Clarification on reasons for Termination of Assistance (Page 12-7)
- Clarification on Consideration of Circumstances as it pertains to the Decision to Terminate Assistance (Page 12-12)
- Clarification on process to Terminate the Assistance of a Domestic Violence Perpetrator (Page 12-16)

#### Chapter 13:

- No changes of significance

#### Chapter 14:

- No changes of significance

#### Chapter 15

- Changes to payment assistance calculations for Manufactured Housing (p. 15-13).
- Homeowner Down Payment Assistance changes per HUD (p. 15-17).
- Clarification that failure to complete FSS requirements is not cause for termination of assistance (p. 15-28).

#### Chapter 16

- Change in the effective date of new payment standards per HUD (p. 16-6).
- Clarification of the informal hearing process (p. 16-18).
- Interpreter will be provided by the PHA at no cost to the client should one be necessary (p. 16-25).
- Clarification of the Lease Up indicator for Section Eight Management Assessment Program (SEMAP) (p. 16-35).
- Change in reporting requirements for Children with Elevated Blood Lead Levels (p. 16-41).
- Inclusion of VAWA changes per HUD (p. 16-47).

#### Chapter 17:

- Updates to Project Based Voucher program per HUD guidelines

Chapter 18:

- New chapter regarding RAD

OTHER:

- There are additional clerical edits of this plan to correct errors from earlier editions of this plan that do not impact the substance of the material.

Please note, this is a 400-page document and it is available on our website, in our office, and as a PDF. Please let me know if you would like a physical copy of this plan to review. Otherwise I will send out a link to the website for your review for approval at a future Commission meeting.

The Admin Plan has been reviewed by the public AND the Resident Advisory Board (RAB) prior to this Commission.


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** August 23, 2019  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Request for Closed Session

**MESSAGE:**

The attorney for the Traverse City Housing Commission has prepared a memorandum regarding the recent legal matter regarding the State of Michigan Department of the Environment, Great Lakes, and Energy (DEGLE), the US Department of Housing & Urban Development (HUD) involving our Orchardview Townhomes property. A closed session is allowed under the Michigan Open Meetings Act to Discuss Attorney-Client Privileged Communications per MCL 15.268(e) [see below].

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

*[Move] that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss a privileged attorney-client communication per MCL 15.268(e).*

**Open Meetings Act (Act 267 of 1976)**

15.268 Closed sessions; permissible purposes.

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

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



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

## **CORRESPONDENCE**

June 24, 2019 Engagement Letter from Smith & Klaczkiwicz CPAs

July 23, 2019 Letter from HUD Regarding CFP Funding

August 5, 2019 Letter to HUD Regarding Orchardview Townhomes

Joint Defense & Common Interest Agreement with City of Traverse City

August 22, 2019 Letter from HUD Regarding CFP Funding

July 14, 2019 Record Eagle Article, "Affordable Housing Faces Headwinds in Region"

July 27, 2019 Northern Express Article, "Paying the Rent in Paradise"

August 15, 2019 Record Eagle Editorial on Affordable Housing

August 1, 2019 Bridge Magazine Article on High Housing Costs in Region



SMITH & KLACZKIEWICZ, PC  
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA  
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA  
(989)751-3064

A VETERAN OWNED BUSINESS

June 24, 2019

RECEIVED

JUL 01 2019

Traverse City  
Housing Commission

Tony Lentych  
Executive Director  
150 Pine Street  
Traverse City, MI 49684

Mr. Lentych,

Attached is the engagement letter for the audit of the Housing Commission for the year ended June 30, 2019. Please read and sign the engagement letter and send one signed copy back to me either by mail, fax or email.

The engagement letter contains information regarding the auditor's responsibilities under Generally Accepted Auditing Standards (GAAS) and the planned scope and timing of the audit, which is required to be communicated to those charged with governance. Would you please share a copy of the engagement letter with the Board of Commissioners and encourage them to contact me with any questions or concerns they may have regarding the audit; *including* any information that could lead to indications of increased risk of fraud within the Housing Commission.

Sincerely,

Robert Klaczkiewicz, CPA  
Smith & Klaczkiewicz, PC



SMITH & KLACZKIEWICZ, PC  
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA  
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA  
(989)751-3064

A VETERAN OWNED BUSINESS

RECEIVED

JUL 01 2019

Traverse City  
Housing Commission

June 24, 2019

To Board of Commissioners and Executive Director  
Traverse City Housing Commission

We are pleased to confirm our understanding of the services we are to provide the *Traverse City Housing Commission* for the year ended June 30, 2019. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the *Traverse City Housing Commission* as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the *Traverse City Housing Commission's* basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the *Traverse City Housing Commission's* RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the *Traverse City Housing Commission's* financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards
2. Financial data schedules

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Commissioners of the *Traverse City Housing Commission*. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser



importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as “the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgement of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement.”

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We have advised the Housing Commission of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We can, as a separate engagement, perform extended procedures specifically

designed to potentially detect defalcations. Management acknowledges that the Housing Commission has not engaged us to do so and does not wish to do so at this time.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with the preparation of the Housing Commission's financial statements and related notes. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that management has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them. Management agrees to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge and/or experience to oversee any nonaudit services we provide; evaluate the adequacy and results of these or other nonattest services provided by our Firm; and understand and accept responsibility for the results of such services.

We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the *Traverse City Housing Commission's* compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion

on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the *Traverse City Housing Commission's* major programs. The purpose of these procedures will be to express an opinion on the *Traverse City Housing Commission's* compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the *Traverse City Housing Commission* in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is solely and completely responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also solely and completely responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on October 14, 2019.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the

supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

During the course of our engagement, we will request information and explanations from management regarding the Housing Commission's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transaction and accounting systems and procedures. At the conclusion of our engagement, we will require, a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the *Traverse City Housing Commission*; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of **Smith & Klaczkiewicz, PC** and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of **Smith & Klaczkiewicz, PC** personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency for Audit. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October 14, 2019 and to issue our reports no later than December 31, 2019. Robert Klaczkiewicz, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$6,100. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our audit engagement and responsibility as auditors ends on delivery of our audit report. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter or that service.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the Housing Commission agrees that, notwithstanding the statute of limitations of any particular State or U.S. Territory, any claim based on the audit engagement must be filed with 12 months after performance or our services, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

We acknowledge the Housing Commission's right to terminate our services at any time, and the Housing Commission acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment (a) the conditions in the first paragraph of the Audit Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, (d) management (or the Audit Committee, if applicable) fails to reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, or a lack of professionalism exhibited by management demonstrates a lack of respect for our personnel such as that evidenced in inappropriate or threatening language / emails, subject in either case to our right to payment of charges incurred to the date of termination or resignation.

In the event that we determine to resign, and the Housing Commission seeks damages allegedly resulting from such resignation, our maximum liability to the Housing Commission in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules of Professional Accounting and Related Services Disputes before resorting to binding arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to be of service to the *Traverse City Housing Commission* and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign a copy and return it to us either by fax, email or mail.

Very truly yours,

*Smith + Klaczynski PC*

RESPONSE:

This letter correctly sets forth the understanding of the *Traverse City Housing Commission*.

  
\_\_\_\_\_  
Signature

*EXECUTIVE DIRECTOR*  
\_\_\_\_\_  
Title



**U.S. Department of Housing and Urban Development**

Detroit Field Office  
Office of Public Housing  
Patrick V. McNamara Federal Building  
477 Michigan Avenue, Room 1710  
Detroit, MI 48226-2592  
Tel. (313) 226-7900 FAX (313) 226-6160

July 23, 2019

Traverse City Housing Commission  
Tony Lentych  
150 Pine Street  
Traverse City, MI 49684-7814

Dear Mr. Lentych:

**SUBJECT: 2018 & 2019 Capital Fund Grants**

The purpose of this letter is to notify you of the status of the Capital Fund Program (CFP) Grants awarded for years 2018 & 2019. The Public Housing Authority has no Environmental Review (ER) on file with the Detroit HUD Field Office. The ER is required under 24 CFR part 905.308. Due to the missing ER and the ongoing environmental issues with the State of Michigan Department of Environment, Great Lakes, and Energy, the CFP funds for 2018 & 2019 have been suspended until an ER is submitted, approved, and a resolution correcting the outstanding issues is completed.

The PHA will need to submit all required documents to the Responsible Entity in order to clear this sanction. As with all Capital Fund expenditures, a PHA must complete all necessary reviews before the PHA is eligible and able to submit a draw request. This sanction is allowed under 24 CFR part 905.804. The Housing Commission has the right to appeal this action by submitting any additional facts and/or data to the Detroit HUD Field Office.

If you have any questions concerning this matter, please contact Todd Miller, Portfolio Management Specialist, at (313) 234-7499.

Sincerely,

X 

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





## TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

TDD: (800) 649-3777

TCHousing.org

August 5, 2019

Mr. Douglas C. Gordon, Director of Public Housing  
Office of Public Housing - Michigan HUD Field Office  
McNamara Federal Building  
477 Michigan Avenue  
Detroit, Michigan 48226

RE: Orchardview Townhomes Update

Dear Mr. Gordon:

Please accept this letter as an official update to the Traverse City Housing Commission's response to the State of Michigan's Department of the Environment, Great Lakes, and Energy regarding the soil issue at Orchardview Townhomes.

Since our first contact from the State of Michigan on April 26, 2019, we have done the following:

1. We have responded to all requests from the State of Michigan in a timely manner and pledge to continue to do so.
2. We have continually updated your staff with any and all information regarding this matter and will continue this dialogue until everything is resolved to your satisfaction.
3. We have worked closely with the City of Traverse City through its staff and kept them "in the loop" regarding all of our decisions and actions to date. Additionally, we have developed a Common Defense Agreement regarding this issue.
4. We have retained an attorney with the experience to represent us in this matter. And, at the request of the State of Michigan we have retained the services of an environmental engineering firm – please see the attached resumes and biographies.
5. We have met with State of Michigan Staff and have discussed the necessary "intermediate steps" to resolve this issue. This included the installation of a fence on part of the property at the instruction of our environmental engineer. A local fence company has quoted the job and will be ready to install once the location is approved.
6. We have notified the residents that we are in discussions with the State of Michigan and plan to have a meeting with residents once we have a plan in place.
7. Our Board of Commissioners was made aware of all of the options available to it for a long-term solution, including the utilization of Section 18 for this property during our overall and ongoing conversation on asset repositioning.

We are eager for your input and direction at any time. Do not hesitate to make us aware of any opportunities available that may help during our conversations with the State of Michigan. Our focus

has been, and will remain, on the residents of Orchardview Townhomes and we know you share that focus as well.

You are welcome, of course, to contact me directly at any time should you need any additional information.

Respectfully submitted,

**COPY**

Tony Lentych,  
Executive Director

CC: Ward Kuhn, Attorney  
Joe Quandt, Attorney  
Lauren Tribble-Laucht, City of Traverse City Attorney

Attachments: Biographies of Environmental Engineers Lint and Neithercutt  
Biography of Attorney Joe Quandt



## Joseph E. Quandt

Joseph E. Quandt is a partner with the law firm of Kuhn Rogers, PLC and supervises the firm's environmental and oil & gas practice groups.

Mr. Quandt previously worked for the Michigan Department of Environmental Quality as a compliance and enforcement specialist from 1990 to 1993. He also worked as an enforcement liaison to the Michigan Department of Attorney General on environmental matters.

Since 1994, Mr. Quandt has focused his practice in oil & gas, business and environmental matters, particularly in the areas of litigation and regulatory defense. Mr. Quandt has had the privilege of serving as a council member to the State Bar Environmental Law Section and has served as Chair of the State Bar Natural Resources Committee and Co-Chair of the Program Committee. Mr. Quandt enjoys an "AV Preeminent" rating from Martindale Hubbell, is listed in the peer reviewed *US News and World Report* publication "The Best Lawyers in America", and is listed in *Reuters Michigan Super Lawyers*.

Mr. Quandt publishes and lectures frequently on legal issues and is a co-author of *The Michigan Environmental Law Deskbook*.

**Joseph E. Quandt**  
Kuhn Rogers, PLC  
412 S. Union Street, P.O. Box 987  
Traverse City, MI 49685-0987  
(231) 947-7900

**RESUME**

**Professional**

- 1990-1993 Michigan Department of Environmental Quality - Final Position - Enforcement Specialist, Environmental Response Division
- 1993-1994 Stowe, Darling & Boyd - Associate Attorney
- 1994-1998 Smith, Johnson & Brandt, Attorneys - Associate Attorney
- 1998-present Kuhn Rogers, PLC Principal Attorney/Equity Member

**Education**

- 1986-1990 Oakland University - BA Political Science; Major Field of Study: Political Science/History, Member, National Honor Society
- 1990-1993 Thomas M. Cooley Law School - Juris Doctor; Dean's List/Honors

**Affiliations:**

- State Bar of Michigan - Environmental Law Section Council
- State Bar of Michigan - Chair, Natural Resources Committee
- Best Lawyers in America - 2008 to present
- Michigan Super Lawyers - 2011 to present

JOSEPH E. QUANDT, originally from Port Huron, Michigan, graduated with Honors from Oakland University in Rochester, Michigan and was an Honors graduate of The Thomas M. Cooley Law School. Mr. Quandt received both American Jurisprudence and Certificate of Meritorious Achievement Awards and was recognized for his contributions as a student tutor in commercial law.

Prior to his association with Kuhn Rogers, PLC, Mr. Quandt was a specialist for the Michigan Department of Natural Resources' Environmental Response Division's Compliance and Enforcement Section. Additionally, Mr. Quandt was retained on a contractual basis by the Michigan Department of Natural Resources to prosecute environmental bankruptcy claims in which the State of Michigan was involved as a creditor.

Mr. Quandt is a contributing author on environmental matters to The Business News and publishes and lectures frequently in the area of environmental law. Mr. Quandt has served as faculty and commentator to the State Bar of Michigan and the Institute for Continuing Legal Education on environmental matters and is a former Co-Chair of the Natural Resources Committee of the State Bar Environmental Law Section. Mr. Quandt is also listed in the Best Lawyers in American and Michigan Super Lawyers. Mr. Quandt is an "A/V Preeminent" rated attorney (highest rating available) by Martindale-Hubbell.

Mr. Quandt is a member of the Environmental Law and Real Property Law Sections of the State Bar of Michigan and the Grand Traverse-Antrim-Leelanau County Bar Association.

Mr. Quandt is admitted to practice in all Michigan State and Federal Courts, as well as the Sixth Circuit of the United States Court of Appeals.

## Peter Neithercut, PE

### Principal Environmental Engineer

#### Professional Summary

As an Environmental Engineer/Senior Principal Engineer, Mr. Neithercut has supported approximately 1,300 projects in Michigan, Ohio, and throughout the Midwest for public and private clients involving environmental remediation and restoration. These projects have ranged in value from \$500 to \$5.5 million, in duration from 1 day to 12+ years, and in geographic coverage from approximately 1/2 acre to 120,000 acres. His experience and expertise include directing remedial investigations and feasibility studies; hazardous waste characterization; offsite transportation and disposal, and onsite treatment for various waste streams; and developing remedial designs, remedial action plans, and closure plans. Moreover, he has directed the implementation of remedial projects under Part 201 and its predecessor, Act 307. Mr. Neithercut's experience also includes successful site closures involving risk analysis and resource restrictions, and managing Superfund and state equivalent projects in both the private sector and as an On-Scene Coordinator for the U.S. Environmental Protection Agency (USEPA) in Region V.

#### Qualifications

##### Education

- Bachelor of Engineering, Environmental Engineering, Michigan Technological University, 1981

##### Registrations / Certifications / Licenses

- Professional Engineer, MT, 14507PE
- Professional Engineer, MI, 6201036835
- Certified SCUBA Diver, US
- MI Certified UST Professional, MI

##### Training

- CPR, 2005
- First Aid, 2005
- HAZWOPER 40 Hour, 1985
- HAZWOPER 8 Hour Refresher, 2006
- HAZWOPER 8 Hour Supervisor, 1990
- Post-graduate studies relating to remediation and hazardous materials.

#### Wood Experience

**H&H Tube Site, Higgins Industries, Vanderbilt, Michigan. Part 201 RI/FS/RD/RA.** Project Manager for all aspects of this fixed price project involving the remediation of a solvent plume. The H&H Tube & Manufacturing Company site in Vanderbilt, Michigan is in a glacial drift

#### Years of Experience

38 (26 with Wood)

#### Office of Employment

East US - Traverse City

#### Professional Associations

- Professional Engineer, MT
- Professional Engineer, MI
- MI Certified UST Professional, MI

#### Areas of Expertise

- Environmental Engineer



Continued...

area where past contaminant releases created a contaminant plume about 800 feet wide and 100 feet thick that extends 7,600 feet from the source area. Remediation includes pumping up to 1.5 million gallons per day of contaminated groundwater and treating the groundwater with granular-activated carbon to remove volatile organic compounds. The source area remediation consists of vadose zone purging and treatment with activated carbon. In 2016, use restrictions were purchased on eight parcels, restricting potable water use for over 750 acres. Negotiated site specific clean up criteria and purchase of use restrictions.

**Manufactured Gas Plant (MGP) Remedial Actions, Aquila, Inc., Various Locations Across Michigan. Part 201 FS/RD/RA.** Program Manager responsible for providing oversight and management of Remedial Actions for source removal at 11 MGP sites across Michigan. Removal actions focused on removal of heterogeneous source area soil, debris and residual DNAPLs (tar) from gasholders. Arranged for the appropriate disposal of both hazardous and nonhazardous waste streams.

**Sediment Clean-up, Confidential Client, Edmore, Michigan, 2011 – 2015.** Project manager responsible for all aspects of site evaluation and removal of sediments contaminated with polychlorinated biphenyls (PCBs) and heavy metals, including mercury. Wrote bid specs to procure contractor, conducted pre bid meeting, over saw site activities. Activities included generation and implementation of multi-phase work plan for sediment sampling site survey and negotiation of appropriate action level criteria with EGLE. Site concerns and considerations include total mercury, organic (methyl) mercury, site-specific background value determination, and aquatic toxicity modeling and risk-based assessment. A remedial work plan for sediment removal was subsequently approved by EGLE. Sediments impacted by mercury were removed and the site was granted closure by the EGLE.

**Camp Grayling Bulk Fuel Facility, Camp Grayling, Grayling, Michigan. Part 201 RI/FS/RD/RA.** Project Manager and lead engineer. Designed and constructed a network of recovery wells using a combination of new and existing recovery wells from the diesel fuel remediation project to effectively capture the solvent plume. Designed, constructed, and operated groundwater remediation system where groundwater is contaminated with solvents (PCE and TCE.) An existing building was refurbished to house the carbon treatment system. A total of 14 recovery wells flow at an aggregate rate of 200 gallons per minute into the wet well located inside the treatment building. A transfer pump then pushes the groundwater through the carbon system for treatment. From the carbon system, the treated groundwater flows to an infiltration gallery, where it is discharged back into the aquifer, creating a recirculating extraction system.

**Reductive De-chlorination, Camp Grayling, Grayling, Michigan. Part 201 RI/FS/RA/RD.** Project Manager for a groundwater investigation that located a solvent plume south of the Grayling Army Air Field, just upgradient of a residential area. Given the time-critical nature of protecting the neighboring water supply, a permeable reactive barrier wall was installed to remediate the plume. Directed a drilling subcontractor in the injection of 12,000 pounds of a time-released hydrogen releasing compound (HRC) into a line of 60 borings set perpendicular to the axis of the plume. An inoculum was also added due to the absence of naturally occurring microorganisms. Reducing conditions were observed and the HRC effectively reduced the solvent levels to below analytical method detection limits.

**Environmental Assessment, Michigan Department of Military & Veteran Affairs, Grayling, Michigan.** Project Manager for the Environmental Assessment of a 50-square-mile site military training facility in central Michigan. The project scope included design and mapping of the monitoring network for surface waters (lakes, streams, and wetlands), aquatic biota, chronic toxicity testing, groundwater discharge areas, and sediments from streams, lakes, and wetlands. Areas of investigation and constituents of concern included organic and inorganic constituents, explosive compounds, stream gaging and sampling, determination of losing and gaining sections of stream, flowing spring delineation and sampling, and multi-level lake sampling. Additional activities included: oversight of associated water and sediment sampling and analysis, bulk sediment toxicity testing, qualitative and quantitative biotic survey investigation, mixing zone concentration criteria development and application, watershed delineation and mapping, data review and interpretation, report generation of groundwater and surface water sections, interaction/negotiation with regulatory personnel and special interest groups, and continued involvement in an advisory capacity regarding site monitoring and interpretation of findings.

**Groundwater Remediation, Mitchell Corp, Cadillac, Michigan. Part 201 RI/FS/RA/RD.** Project Manager for the remedial investigation and feasibility study of a TCE plume emanating from a former manufacturing facility. The



Continued...

solvent plume was found to be threatening a municipal well field. Negotiated Consent Order with the Attorney General's Office. Designed and oversaw the construction of a multi-well purge and treat groundwater cleanup system utilizing activated carbon. Managed system start-up and three years of operation, maintenance & monitoring before system was turned over to EGLE.

**Soil Vapor Extraction, Department of Military Affairs, Grayling Army Air Field, Grayling, Michigan. Part 201 – RD/RA.** Project manager and lead engineer for the design, installation, and operation of a soil vapor extraction/air sparging system for the source area of a chlorinated solvent spill. Fully designed treatment system (blowers, motors, plumbing, pipe sizes, etc.) Worked with geologists for proper well locations, sizing, and screen intervals. Directed well drillers in installation of wells. Managed remediation contractor in the construction and operation of the treatment system. Implemented system start-up and managed three years of system operation. Contaminant levels in soil and groundwater have decreased to closure levels.

**Groundwater Clean-up, Weatherford, Kalkaska, Michigan. Part 201 – RD/RA.** Project Manager managing the implementation of a Remedial Action Plan negotiated under a Consent Decree with EGLE. Responsible for operation, maintenance and monitoring of four separate treatment systems located along the axis of a 7,800-foot tetrachloroethene plume, which ultimately discharges into a trout stream. Site closure obtained in 2017.

**Heavy Metals Remediation, Confidential Client, Mid-Michigan Manufacturing Facility. Part 201 – FS/RD/RA.** Project Manager and field team lead responsible for developing the site-specific background concentrations for inorganic contaminants. Negotiated less restrictive remedial objectives with the state regulatory agency. Site specific criteria combined with use restrictions filed on the property deed allowed for most of the contaminated soil to remain in place. Acted as field leader for the removal of highly contaminated source material. Developed and implemented a "post-excavation" assessment according to applicable guidance. Site closure obtained.

**Groundwater System Construction, Conservation Chemical Superfund Site, Kansas City, Missouri. CERCLA Remedial Action.** On-site construction superintendent for the design build of this groundwater treatment system at this National Priorities List site. Responsible for the review and approval of design drawings and submittals. Built the plant from 30% complete drawings with support from design engineers. Due to regulatory deadline, constructed building to house the system while constructing the system. Managed system start-up once constructed. services for a groundwater treatment plant.

**Automobile Manufacturing Industry, General Motors, Detroit, Michigan. Part 201- RD.** Project manager and field team leader for developing the decommissioning plan of this mid-century automotive assembly plant. Directed the development of closure alternatives for a "big three" assembly plant. Prepared specifications and reviewed contractor bids to implement the remedial action plan.

**Train Derailment, CSX, Freeland, Michigan. Part 201- FS/RD/RA.** Field team leader for the cleanup of a derailment which released over 50,000 gallons of chemicals. Liquids chemicals ignited and burned several residential homes. The major concerns included the proximity of the derailment to residential properties, a creek which crossed the site and the time-critical nature of remediation involving the disruption of a major transportation line. Contaminated soils were loaded into rail cars for transport to hazardous disposal facility in Utah.

**Lagoon Closure, Traverse City, Michigan. Part 201 – RD/RA.** Field team leader for closure of settling lagoons contaminated with heavy metals generated from metal treating operations. Prepared specifications, conducted pre-bid meeting, and awarded contract. Acted as on-site engineer directing site activities. Responsible for contractor oversight for the client during removal and solidification of 15,000 cubic yards of lagoon sludge.

**Lagoon Closure, Albion, Michigan. Part 201 – RD/RA.** Distillates from commercial gas production had resulted in a lagoon contaminated with a variety of wastes. Acted as field team leader to identify and consolidate waste streams. Directed remediation contractor in the excavation, solidification, transportation, and disposal of 5,000 cubic yards of lagoon sludge.

**Butterworth Landfill, Michigan Department of Environmental Quality, Grand Rapids, Michigan. Part 201 – RA.** This 120-acre landfill is a Superfund site located along the Grand River. From 1950 until 1967, the City of Grand Rapids operated the landfill as an open dump and later as a sanitary landfill. Landfill operations contaminated groundwater and soil. EPA placed the site on the Superfund program's National Priorities List (NPL) in 1983 Field team



Continued...

leader directing remediation contractors in the excavation of buried drums of liquid wastes. Responsibilities included drum sampling, characterization, and bulking of waste streams. All activities were conducted under Level B Personal Protection.

**International Disc, USEPA Site, Ellsworth, Michigan. CERCLA – Remedial Action.** On-Scene Coordinator for this USEPA Emergency Removal Action. Directed remediation contractors in the characterization of over 500 drums, vats and other containers of unknown hazardous and non-hazardous wastes using an on-site laboratory. Wastes included PCB's waste oils, solvents, oxidizers, heavy metals from plating operations and other hazardous wastes. Once identified, wastes were consolidated into similar waste streams and disposal arrangements made. Wastes were containerized and transported for disposal under manifest

**Commercial Oil Services Site, USEPA Site, Oregon, Ohio. CERCLA Remedial Action.** On-Scene Coordinator for this USEPA Emergency Removal Action. Directed remediation contractors in the dewatering and closure of a PCB oil lagoon. Responsible for the final design and operation of mobile water treatment system. Used a mobile laboratory to confirm discharge levels and treatment efficiencies. Directed the dewatering, treatment, and discharge of 12 million gallons of water decanted from PCB oil lagoon in below zero weather.

**Reverse Copper and Brass Facility, USEPA Site, Detroit, Michigan. CERCLA Remedial Action.** On-Scene Coordinator for this USEPA Emergency Removal Action. Directed remediation contractors the site assessment and developed sampling protocols, as well as all cleanup activities including removing and disposing of abandoned PCB-contaminated electrical equipment, excavating soils, and decontaminating concrete structures.

## Professional History

- Wood E&IS, Principal Engineer, Traverse City, Michigan, 1993 to present
- Associate Engineer, Eder Associates Consulting Engineers, P.C., 1990 to 1993
- Project Manager, Combustion Engineering, 1988 to 1990
- On-Scene Coordinator, U.S. Environmental Protection Agency, 1984 to 1988
- Environmental Engineer, U.S. Steel Corporation, Texas Works, 1981 to 1984

## Additional Qualifications

### Publications / Presentations

- "On-site Water Treatment Under Superfund: Economical and Effective," Superfund 87, HMCRI, 1987.

### Awards

- Letter of Commendation - USEPA Regional Administrator, 1987.
- Letter of Commendation - Office of the Inspector, Superfund Audit Program, 1987.
- Letter of Commendation - Director of Waste Management, USEPA, Region V, 1986.





## Robert Lint, CPG

Senior Scientist

### Professional Summary

As a Geologist and Senior Scientist, Mr. Lint has nearly three decades of project experience and has supported hundreds of projects in Michigan for public and private clients involving environmental remediation and restoration. These projects have ranged in value from under \$10,000 up to \$5 million, in duration from 1 month to 12 years, and in geographic coverage from 1 acre to several square miles. His expertise includes glacial geology, hydrogeology, site characterization, risk assessment, groundwater modeling, drilling, field services, data management, project design and implementation, and project management. Mr. Lint has also conducted numerous field pilot tests for vapor extraction, sparge, and pump and treat remediation systems, and has participated in geophysical investigations including seismic refraction, self-potential, magnetometer surveys, terrain conductivity, and borehole geophysical logging.

### Qualifications

#### Education

- Bachelor of Arts, Geology, Albion College, 1984

#### Registrations / Certifications / Licenses

- Certified Professional Geologist, AIPG CP-10548
- Certified SCUBA Diver, US
- Master Automotive Technician, Michigan

#### Training

- CPR, 1991
- First Aid, 1991
- HAZWOPER 40 Hour, 1990
- HAZWOPER 8 Hour Refresher, 2019
- HAZWOPER 8 Hour Supervisor, 1990
- Risk-Based Corrective Action, ASTM short course, April 1999
- Groundwater Flow & Transport Modeling for Remedial Design, Environmental Simulations, Inc., short course, May 2000
- Sampling Strategies and Statistical Applications for Compliance with Part 201 Cleanup Criteria, Michigan Department of Environmental Quality, September 2001
- Cleanup Criteria Training, Michigan Department of Environmental Quality, June 2007
- Visual Sample Plan Training Course, January 2017

### Years of Experience

28 (26 with Wood)

### Office of Employment

East US - Traverse City

### Professional Associations

- Member, American Institute of Professional Geologists

### Areas of Expertise

- Geologist
- Hydrologist/Hydrogeologist
- Exposure Modeling

## Wood Experience

### **Michigan Department of Military & Veterans Affairs / Huron Pines Research & Conservation Development Camp Grayling GIS Portal Application Development, Michigan Department of Military and Veteran Affairs, Grayling, MI, United States.**

Database Specialist responsible for designing and overseeing data entry and other database development objectives. GIS, Information Technology and environmental services for development and implementation of a GIS web-based portal for secure access to dynamically store, retrieve, analyze and graphically depict historical data critical for development of and updating of a watershed management plan encompassing over 100 square miles, over ten years of historical data, and involving three key sites.

### **N.L. Industries, Inc. Kalkaska Site Quarterly Soil Sampling and Division Street Treatment System O&M Services, NL Industries, Inc., Kalkaska, MI, United States.**

Former chemical manufacturing facility determined to be source of 7,800-foot trichloroethane (TCE) plume impacting soil and groundwater before discharging into nearby river. Project Scientist responsible for evaluation and reporting of treatment system operational monitoring data, downgradient vertical aquifer profile investigation, and fate and transport modeling associated with a 7,000-foot long trichloroethylene groundwater plume traveling beneath a city neighborhood and discharging ultimately to a river. Completed Tier 1 risk assessment and private well survey. Environmental services included quarterly soil sampling, soil excavation, and groundwater sampling and operations and maintenance (O&M) services, including cleaning and recovery of pumps and wells, for groundwater treatment system operating on site. Authored an approved No Further Action report. Site remediation services completed by Wood in 2016.

### **Hitachi Magnetics Corporation Edmore Site Environmental Investigation and Remediation Services, Hitachi Magnetics Corporation, Edmore, MI, United States.**

Geologist/Hydrogeologist responsible for assessment of groundwater movement and associated contaminant transport in relation to multiple natural and manmade hydrologic influences, including site production wells, nearby remediation wells, off-site irrigation wells, groundwater injection wells, and storm water runoff retention basins. The assessment was used to support regulatory closure of a decommissioned manufacturing plant. Since 1987, soil, sediment and groundwater investigation and remediation activities at 66-acre industrial complex with several hundred thousand square feet of facility space. Former industrial occupant manufactured magnetic alloys used in electronic devices; long-term concerns regarding potential impact from PCBs and other contaminants in sediments of nearby creek tributary and wetlands. Efforts included investigation, remedial studies, remedial design and implementation, and monitoring at unnamed drain site and location of TCE plume.

### **RAVENNA, Environmental Chemical Corp, Ravenna, OH, United States.**

Senior Scientist. Project activities for this performance-based contract included preparing work plan, field sampling plans, and QAPP for collection of soil samples at seven areas of concern (AOCs) where incremental sampling methods (ISM) were used to collect representative soil sample data. Wood conducted human and ecological risk assessment, soil fate and transport modeling, and prepared RI reports for the seven AOCs, and conducted a feasibility study of one AOC. Chemicals of concern included VOCs, SVOCs, metals, and explosives.

### **Boardman River Flood Event, Boardman River Dams Settlement Agreement, Traverse City, MI, United States.**

Senior Scientist. Following a major flooding event associated with the Boardman River and removal of Brown Bridge River Dam, Wood performed a series of assessments and restorations including: an environmental assessment and a dam assessment of the Brown Bridge River Dam, technical services in support of the removal of the Brown Bridge Dam and the subsequent site restoration, assessments of the Boardman river and impacted residential properties and their subsequent restoration, emergency response, water well chlorination, and litigation support.



Continued...

**Packaging Corporation of America, Bear Lake, Filer City, MI, United States.**

Project Manager responsible for designing and conducting a Phase I and II Environmental Assessment, authored a Baseline Environmental Assessment, provided professional services in the areas of hydrogeology and forensic analysis of nitrate sources. Conducted Phase I and II environmental site assessments and baseline environmental assessment of sludge disposal areas at pulp and paperboard manufacturing facility. Provided professional services in areas of hydrogeology, contaminant fate and transport, and forensic analysis of potential contaminant sources. Area of concern covered several hundred acres of mostly vacant agricultural property. Fifteen groundwater monitoring wells installed to characterize area of nitrate impacted groundwater discovered during site assessments, with numerous potential nitrate sources discovered. Groundwater samples analyzed for variety of co-contaminants. Also represented client before state regulatory agency.

**Hydrogeological Study, City of Onekama Wastewater Treatment Plant, Onekama Michigan.**

Project manager responsible for Design and implementation of a hydrogeological study necessary to obtain a groundwater discharge permit for a proposed wastewater discharge. The study was designed to identify the effects of the discharge on surrounding wetland areas, and the underlying groundwater aquifer. The study included provisions for quantifying and monitoring groundwater discharge to a nearby wetland. Site-specific discharge standards were proposed based on a statistical evaluation of existing and background groundwater quality, and surface water standards for areas where groundwater may vent to the wetland areas.

**Database Design and Management**

Designed numerous project-specific databases to produce reports comparing over 20,000 separate analytical results with 30 generic and various site-specific cleanup criteria. The reports highlighted where constituents of concern exceeded relevant cleanup criteria.

**Weavers, Inc. Gasoline Service Station Facility Closures Environmental Investigations, Weavers, Inc., 11 Cities in Michigan, MI, United States.**

Project Manager responsible for managing all activities related to investigation and remediation of leaking underground petroleum storage tanks. Environmental investigation and remediation activities to achieve regulatory compliance for proper closure of 17 service stations throughout Michigan. Long-term services date back to 1993.

**WESCO, Inc. Service Station Closures Environmental Investigations, WESCO, Inc., Muskegon and Other Cities, MI, United States.**

Project Manager responsible for managing and participating in all activities related to investigation and remediation of leaking petroleum USTs. Environmental investigation and remediation activities to achieve regulatory compliance for proper closure of 14 service stations throughout Michigan.

## **Additional Qualifications**

### **Publications / Presentations**

- "No Purge Groundwater Sampling", Michigan Department of Environmental Quality, Water Bureau Groundwater Committee, September 2008
- With L.C. Mankowski, "Economical Application of the Self-Potential Method to Remedial Investigation and Treatment System Monitoring at a Petroleum Release Site", American Institute of Professional Geologists 2007 Annual Meeting, October 2007



## JOINT DEFENSE AND COMMON INTEREST AGREEMENT

This Joint Defense and Common Interest Agreement ("Agreement") is entered into by and between TRAVERSE CITY HOUSING COMMISSION and THE CITY OF TRAVERSE CITY (each hereinafter a "Party" and collectively hereinafter "the Parties"), in connection with claims asserted regarding alleged contamination and exposure to alleged contamination at the Orchardview Property, located at 10200 E. Carter Road, Traverse City Michigan (the "Property") by residents of the Property as well as the Department of Housing and Urban Development (HUD) and the Michigan Department of Environment, Great Lakes and Energy (EGLE) (collectively the "Petitioners"). The Parties share certain common interests concerning the Claims, and it is in their common and individual interests to cooperate with each other by sharing on a confidential basis certain information in connection with the Claims. The Parties therefore agree as follows:

1. For purposes of this Agreement, the term "counsel" means and includes in-house and outside counsel for each of the Parties. The Parties have concluded that it may be desirable or necessary from time to time in connection with the Claims to share, in confidence, work product and information relating to the Claims and the underlying matters with some or all of the other Parties, and with their counsel. The shared information may include (but is not limited to) oral or written communications and may consist of the disclosure of documents, factual and legal analyses and memoranda, ideas, strategies, interview reports, reports of experts, consultants or investigators, information shared at meetings, in person, by telephone or forms of electronic communication, and records or reports of such communications, all of which are included within the term "Defense Materials" as used herein. However, nothing in this Agreement shall be construed to affect the separate and independent representation of each Party by its respective counsel.

2. The Parties may share among each other and their counsel Defense Materials on a confidential basis concerning issues of common interest pertaining to the Claims. The Parties agree that: (a) Defense Materials may contain confidential and privileged communications; (b) Defense Materials may contain attorney work product; (c) in accordance with applicable legal standards, exchanges will be made only of information concerning issues as to which the exchanging Parties believe they share common interests with respect to the Claims; and (d) all exchanges of information will be used by counsel solely for the purpose of securing, advancing, and supplying legal representation to their clients who are Parties to this Agreement. Unless expressly stated in writing to the contrary, any communication concerning the Claims between or among any of the Parties is confidential and protected from disclosure to any third party by the joint defense privilege, common interest privilege, the attorney-client privilege, and the work-product doctrine.

3. Some or all of the Defense Materials may be privileged from disclosure to adverse or other parties as a result of the attorney-client privilege, the work product doctrine, or other applicable privileges or protections. It is the desire, intention, and mutual understanding of the Parties hereto: (a) that the sharing of Defense Materials among one another is not intended to, and shall not, waive or diminish in any way the confidentiality of such materials or their continued protection under the attorney-client privilege and the work-product doctrine, and (b) that all Defense Materials provided by a Party pursuant to this Agreement that are entitled to protection under the attorney-client privilege, the work-product doctrine, or other applicable

privileges or protections shall remain entitled to such protection under the joint-defense or common interest doctrines. The exchange under this Agreement of Defense Materials that are otherwise protected against discovery or disclosure as a result of the attorney-client privilege, the attorney work-product protection, or other applicable privileges and rules of confidentiality is not intended to and will not waive any applicable privileges or protection from disclosure.

4. The Parties to this Agreement and their counsel will not furnish or disclose any shared Defense Materials to any other person without the written consent of the Party supplying the Defense Materials, except to attorneys within law firms representing the Parties and their employees and agents who shall be advised of this Agreement and agree to abide by its terms. The requirements of this paragraph survive termination of the Agreement.

5. The shared Defense Materials, and the information contained therein, are to be used by each person or Party receiving them solely in connection with the Claims. Neither the Defense Materials nor the information contained therein may be used by any person or Party receiving them for any other purpose whatsoever. Nothing in this Agreement shall constitute a restriction on the Party that first originates the transmission of any document or communication with respect to that specific document or communication. This Agreement shall not apply to information or documents produced in discovery in any proceeding or available in the public domain, or which may become available publicly through no fault of the recipient of said information or documents.

6. If a person not a Party to this Agreement requests or demands, by subpoena or otherwise, that a Party to this Agreement disclose or produce any Defense Materials provided by any other Party to this Agreement, the Party or counsel receiving the request or subpoena shall (a) assert the joint defense and common interest privileges and oppose the request, and (b) decline to produce the Defense Materials absent a court order. The Party or counsel receiving the request or subpoena shall also immediately notify the Party that provided the materials and that Party's counsel, and give that Party an opportunity to respond to such notice before taking any action or making any decision in connection with such request or subpoena. The Party or counsel receiving the request shall undertake to permit the assertion of all applicable rights and privileges with regard to this Agreement.

7. Nothing in this Agreement shall preclude any counsel who receives privileged information from his or her own client, or independently develops information protected by the work-product privilege, or receives information from anyone other than a Party to this Agreement or his or her counsel from disclosing such information to a person not a Party to this Agreement.

8. Any Party may withdraw from this Agreement on written notice to all of the undersigned counsel. Each Party has a duty to withdraw from the Agreement when, in good faith, it reasonably believes that a commonality of interest no longer exists, in which case it shall give prompt written notice of such withdrawal to each of the undersigned. Notwithstanding a Party's withdrawal, this Agreement shall remain operative as to: (a) all other remaining Parties to this Agreement; and (b) all previously furnished Defense Materials. Any such withdrawal will be solely on a prospective basis and any Defense Materials shared pursuant to this Agreement

prior to such withdrawal shall continue to be governed by the terms of this Agreement. Upon withdrawal, the withdrawing Party shall return all written Defense Material and all copies thereof within seven (7) days to the Party or counsel who provided the written Defense Material. The Parties acknowledge and agree that this Agreement may be enforced through equitable relief including, without limitation, a temporary restraining order or a temporary or permanent injunction.

9. Each client signatory to the Agreement, after being informed of the general nature of conflicts that might arise among the client signatories in the future, including the possibility that one Party may choose to cooperate with another Party's adversary or that one Party may assert claims against another, specifically waives any claim of conflict of interest that may arise on account of this Agreement, such as, without limitation, the right of counsel for another Party to represent that Party in litigation against the waiving Party, or to cross-examine the waiving Party, at any future proceeding on the basis of (but without disclosing or seeking to introduce) information derived from Defense Materials originating with the waiving Party.

10. The provisions of this Agreement may be modified only by written agreement of counsel for all Parties then subject to this Agreement.

11. This Agreement may be executed in counterparts and by counsel representing the party.

12. This Agreement is effective on the first date documents, information and strategies were shared between the parties.

CITY OF TRAVERSE CITY

By:   
Its: City Manager

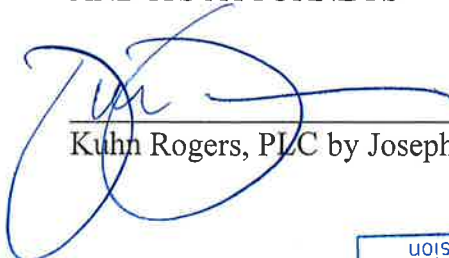
AND ITS ATTORNEY

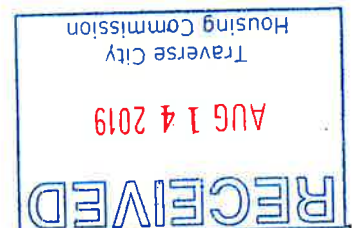
  
Lauren Tribble-Laucht

TRAVERSE CITY HOUSING  
COMMISSION

By:   
Its: Executive Director

AND ITS ATTORNEYS

  
Kuhn Rogers, PLC by Joseph E. Quandt





**U.S. Department of Housing and Urban Development**

Detroit Field Office  
Office of Public Housing  
Patrick V. McNamara Federal Building  
477 Michigan Avenue, Room 1710  
Detroit, MI 48226-2592  
Tel. (313) 226-7900 FAX (313) 226-6160

August 22, 2019

**RECEIVED**

AUG 22 2019

Traverse City  
Housing Commission

Traverse City Housing Commission  
Tony Lentych  
150 Pine Street  
Traverse City, MI 49684-7814

Dear Mr. Lentych:

SUBJECT: Capital Fund Grants

The Detroit Field office has received your Environmental Review dated July 31, 2019. It is currently under review. However, the purpose of this letter is to notify you of the status of the Capital Fund Program (CFP) Grants awarded for years 2018 & 2019. The Public Housing Authority (PHA) has submitted evidence of interim measures that it has taken to prevent the possible spread of contamination to the tenants and the Capital Fund Program (CFP) Grants awarded for years 2018 & 2019 are needed to proceed with these measures. It is evident that the PHA is working toward a solution with the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE), to cure any outstanding issues.

The hold placed on the CFP funds on July 23, 2019 has been released. The funds are to be used to implement interim controls and remediation as it deals with the Michigan Dept. of EGLE. As with all Capital Fund expenditures, a PHA must complete all necessary reviews before the PHA is eligible and able to submit a draw request.

If you have any questions concerning this matter, please contact Todd Miller, Portfolio Management Specialist, at (313) 234-7499 or [Todd.R.Miller@hud.gov](mailto:Todd.R.Miller@hud.gov).

Sincerely,

X 

---

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

# Affordable Housing Faces Headwinds in Region

By Jordan Travis and Patti Brandt Burgess

July 14, 2019

TRAVERSE CITY — An empty lot near Traverse City's Depot Neighborhood, the planned site of affordable apartments since 2015, will stay empty for now.

The Michigan State Housing Development Authority again passed over Woda Cooper Companies' application for a Low Income Housing Tax Credit for one project, and also rejected its tax credit request for a new project planned in Traverse City, said Craig Patterson, a senior vice president with the company formerly called The Woda Group.

Both of the company's submissions were outscored by other applications in the year's first round, Patterson said.

"We're not giving up on Traverse City nor these properties," he said. "We think this last round, there were a lot of high-scoring applications, and so therefore we just missed out."

Meanwhile, other developers are taking different routes to fund and build sorely needed housing for people who make less than average area incomes. Those routes include other MSDHA programs, a web of partnerships or both.

## FELL SHORT

The Woda Cooper Companies submitted two projects, one a new building planned at Wellington Street's south end. The company requested \$1,109,000 in tax credits to build a 58-apartment building with rents starting at \$491 up to \$1,360.

MSDHA records show the authority has passed over Woda Cooper Companies' applications for the second project, planned for land at Station Street and Railroad Avenue, five times since January 2016 — the company most recently sought \$900,097 in tax credits.

The planned building has taken different shapes, starting in 2015 as a five-story, 64-unit apartment building for those 55 or older or with a certified disability. The latest version was a 46-unit, four-story building with no age restrictions and rents ranging from \$411 to \$1,221.

Both projects included rent and income restrictions on some or all of the units to be built — a requirement to get Low Income Housing Tax Credits.



Woda Cooper Companies could apply for the credits again this year if company employees believe the projects have a good chance of succeeding, Patterson said.

#### PILOT CONCERNS

The latest applications lost points over concerns MSDHA employees raised over Traverse City's payment in lieu of taxes ordinance, Patterson said.

Payment in lieu of taxes agreements allow apartment owners to pay a percentage of net shelter rents — rent incomes less the cost of certain utilities — instead of property taxes. They're a necessary ingredient, both to compete for the tax credits and to win over investors, Patterson said previously.

Chad Benson, MSDHA Low Income Housing Tax Credit allocation manager said the city ordinance includes a clause for terminating a PILOT agreement that raised flags over its notice requirements.

City Attorney Lauren Tribble-Laucht said she'll meet with Patterson, then MSDHA representatives, to find out more. The ordinance in question dates back to 1995 and this is the first she's heard of such concerns, she said.

#### INVESTMENT PERK

Michigan gets about \$27.5 million in Low Income Housing Tax Credits annually, Benson said. The IRS awards them to each state based on population.

MSHDA grants the tax credits competitively to affordable rental housing projects through a twice-a-year application process, Benson said.

Investors get a 10-year tax break for investing in the chosen projects, according to the agency. Owners must agree to an 18-year cap on rents for a portion of the housing they're building or rehabbing, and to rent those units to people earning less than area median incomes for that same period.

#### HARD TO GET

Tony Lentych, Traverse City Housing Commission executive director, said Low Income Housing Tax Credits have become one of the biggest forces in supplying affordable housing nationwide. The high demand for rent-subsidized apartments the housing commission manages shows the need, as do unfilled service jobs, he said.

Housing North executive director Sarah Lucas said MSDHA sets aside 10 percent of those tax credits each year for rural developments — Traverse City and several surrounding townships are considered urban, documents show.

The set-aside is a smaller chunk of an already small pot, Lucas said. She and Lentych both said the program tends to favor projects in bigger urban areas — for example, the application scoring method favors projects in traditional downtowns and more urban areas, Lucas said.

Navigating the program's requirements requires costly help that makes smaller projects not viable for HomeStretch to pursue, said nonprofit Executive Director Jon Stimson. The company works to build affordable housing, both rentals and to own.

#### FAVORED PROJECTS

Tax credit applicants get points for proximity to numerous amenities, transportation and large employers, among others.

MSHDA employees are concerned about the location of a project, Benson said.

"We want to make sure that the housing that we are developing is located in areas of opportunity so that the people who are living there have access to amenities and resources that they need to be able to live and thrive in the community that they're in," he said.

Those connections look different in rural areas, and MSDHA considers projects in farther-flung sites differently, Benson said. For example, criteria favoring projects near large employers consider 125 jobs sufficient for rural projects, whereas 250 is the minimum for urban ones, he said.

MSDHA reworks its application process every two years, and the agency is interested in hearing in ways to make it better each time, Benson said.

Patterson said the latest changes to the application process helped the company's applications score a few more points, he said.

#### EARLIER FAILURE

The Woda Group in February 2017 dropped a plan to build a 36-unit affordable housing development in part of Northport's shuttered Leelanau Memorial Hospital. The company requested nearly \$1 million in MSHDA tax credits, but a low score put the project nearly last in a field of 57 applicants.

High sewer connection costs and annual fees made the development unaffordable.

#### ONE FACTOR OF MANY

Several factors make it hard to build affordable housing, not just in the region but nationwide, Lucas said. Rising costs for materials, labor, land and infrastructure make development unlikely without some financial help, to name a few.

“When you put it all together, it’s pretty much impossible to develop housing that’s affordable to the lower, moderate and in some cases even above-average incomes at this point,” she said. “You have to have some kind of incentive, some kind of subsidy.”

## OTHER ROUTES

Low Income Housing Tax Credits aren’t the only option, Lucas said.

Developers have taken other routes to secure subsidies, including local partnerships and seeking other MSDHA funding sources. HomeStretch and Habitat for Humanity Grand Traverse Region partnered to build the Depot Neighborhood, and HomeStretch used a MSDHA HOME fund grant to build 16 homes in the Depot Neighborhood, Stimson said.

Habitat for Humanity Grand Traverse Region built 10 homes in the Depot Neighborhood, organization Executive Director Wendy Irvin said. Buyers got up to \$12,000 in MSDHA down payment assistance.

The Depot Neighborhood faced its own setbacks and took several years to complete after the city sold the two nonprofits the land in 2012. Habitat for Humanity started construction in 2013 while HomeStretch struggled to get started, at one point losing a past executive director and losing, then regaining, grant funding.

HomeStretch also seeks MSDHA grants to build three more projects, including two in Traverse City, Stimson said. One is a six-townhome development planned for East Eighth Street land where two vacant homes currently stand — city leaders recently approved a PILOT for the project. Another is a four-townhome project planned for an empty Fern Street lot.

## RURAL PROJECTS

HomeStretch also is looking for funding to build an eight-unit apartment complex in Honor with rents around \$635 a month, Stimson said. The company applied for an Affordable Housing Program grant for up to \$400,000 from the Federal Home Loan Bank of Indianapolis toward the estimated \$1.4 million development cost.

Stimson said the project would never score competitively for a Low Income Housing Tax Credit. Other partners are stepping in, or could be — the Benzie County Land Bank will donate the land and HomeStretch is seeking a Rotary Charities grant.

Land bank contributions like these are one way local governments can help fill needs for low- to mid-income housing, Lucas said.

These organizations sell back tax-foreclosed properties, and Leelanau County Treasurer John Gallagher said local developers can partner with them to secure land. Property they get this way is considered blighted.

Developers can then ask local governments for agreements to capture increases in property taxes and pay for infrastructure costs to develop the land, Gallagher said.

## NORTHPORT SUCCESS

Privately donated land is one key ingredient to the Vincer West project in Northport. Leelanau REACH should start construction soon on the four, 1,400-square-foot homes that will be sold for \$169,000 each.

The nonprofit isn't seeking tax credits, but is using grants and a \$500,000 low-interest loan from the Opportunity Resource Fund to finance the project.

REACH President Bob Schlueter said funding is a big problem with developing affordable housing in northern Michigan. Most builders also are not interested because there is such a low profit margin, he said.

"You need people and businesses who want to support the community, that see the need for appropriate housing," Schlueter said. "You need people with vision and advocacy and deep pockets."

Lucas said it's easy to become discouraged when listing the factors that make it harder to build affordable housing.

"We have to focus on the fact that there are things we can do," she said.

*Editor's note: This article has been updated to correct a reporter's error misstating the amount and source of the \$400,000 Affordable Housing Program grant HomeStretch is seeking from the Federal Home Loan Bank of Indianapolis for its project in Honor. It's also been updated to clarify a reporter's error misstating the status of HomeStretch's grant application with Rotary Charities, and the name of Woda Cooper Companies. July 18, 2019*

*Record Eagle Story*

# Paying the Rent in Paradise

What it costs to live, work, and rent in northern Michigan.



By Todd VanSickle | July 27, 2019

Faith Mulholland is a single mother who is an assistant manager at Wendy's in Interlochen. Her commute to work is about 10 minutes from Grawn, where she pays \$650 a month for a two-bedroom manufactured home, but she hasn't always been so fortunate.

"The trailer is about as old as I am," Mulholland said. "But it's worth it to be closer to work. ... If I was to move back to Mancelona or Kalkaska, what I would be saving on rent, I'd be spending on gas getting to work."

Almost all of her coworkers commute a long distance to get to work. For the most part, they can't find affordable housing in Traverse City.

Prior to working at Wendy's, Mulholland worked at McDonalds in Acme, and still found it financially difficult.

"The situation was ridiculous," she said. "I wasn't even making enough money to make the drive from Grawn to Acme to support myself. I decided enough is enough, and I got a job at Wendy's making more money, and I'm closer to work."

Mulholland's situation isn't unique. According to the Housing and Transportation Index, Grand Traverse County residents spend 28 percent on housing and 27 percent on transportation for a total of 55 percent of their income. Boyne City residents spend a total of 54 percent of their

income for housing (26 percent) and transportation (28 percent), while Kalkaska residents spend 18 percent on housing and 25 percent on transportation for a total of 43 percent of their income.

Mulholland's situation was even worse four years ago, when she was living at home with her ailing parents in Mancelona. At the time, she decided to work in Traverse City because the pay was better. But when it came time to move, she struggled for years to find affordable housing close to her job. She considered low-income housing but found herself on a long wait list.

"That list is like a couple years long," Mulholland said. "And they really aren't places you want to live. They are drug pits. God knows what is going in those places."

Mulholland is like many others in northern Michigan who have struggled to find affordable housing as wages remain stagnant, and rent and home prices continue to rise. And Traverse City is not the only community that is grappling with the situation.

### **IT'S THE ECONOMY, STUPID**

Traverse City Housing Commission Executive Director Tony Lentych said the shortage and cost of housing all over the region is a "significant problem."

He said it is a "structural problem with how our economy works." Traverse City and other northern Michigan communities rely on two economic engines: tourism and agriculture. Most often, these areas of the economy set costs and prices for things like food and lodging based on other markets and how the area is perceived.

"What people will pay is largely based on a function of a market elsewhere," Lentych said. "This often translates to the inability to pay a wage that fits our local housing market."

To compound the situation, the housing market is often set by people who are not necessarily participating in those two areas of the economy.

"They are often attracted here by those two parts of the economy, but they are usually retirees or investors," Lentych said.

He added that a large portion of these properties are used exclusively as vacation homes or rented on a short-term basis through services like Airbnb, which raises the cost of rent for short- and longer-term stays and the price of real estate.

"That is what you call a market failure in economics," he said. "The supply and demand is not meeting the needs of the local economy."

So what's keeping builders and investors from capitalizing on the market's need by building more affordable housing?

Lentych said it's a complicated question.

"Builders are building high-end homes and condos — that's where the market is at," Lentych said. "I don't blame them — that is what is natural for them."

Obviously, he said, high-end homes and condos are not solving the housing problem.

### **GROWING PAINS**

According to the 2010–2016 American Community Survey, seasonal housing growth outpaced all housing in the region, with the exception of Emmet County, which experienced only 1 percent growth for all housing and -3 percent for seasonal housing. In Grand Traverse County, seasonal housing growth was the largest in the region, with 16 percent growth but only 3 percent growth for all housing.

In 2016, the estimated median value of a Traverse City house or condo was about \$241,722. In 2000, it was \$123,800. The average for the state is about \$147,100.

In Traverse City, there are about 7,645 houses. Of those homes, 6,867 are occupied: 4,298 owner-occupied and 2,573 renter-occupied, according to City Data.

Lentych has served as the Traverse City Housing Commission Executive Director for the past four years. Since taking the job, there has been a conscious decision to do something about the current housing situation, he said.

One of the projects that the commission has taken on: East Bay Flats, a 67-unit workforce housing project about two miles east of Traverse City's downtown.

"It has a target market of people who make about \$17 bucks an hour," Lentych said. "There are just not enough of those [types of] units."

He said there is a "huge market" for people who want to rent for about \$600 to \$700 a month.

"That is what they can afford; that is what they are comfortable with," Lentych said. "And they are indifferent to what it's like. We had a few units at East Bay flats just over 300 square feet for \$695 a month — and we have a wait list for them."

According to Networks Northwest, the median rent in Grand Traverse County is \$872. Leelanau County is \$865 per month; Emmet County is \$774; Manistee is \$619; Kalkaska is \$692; Antrim is \$699 and Wexford is \$718.

In Kings Court, a manufactured home community near South Airport Road, about 4 miles southwest of downtown Traverse City, a 1,600-square-foot manufactured home rents for \$1,449 a month. There is also a \$500 move-in fee that covers the security deposit and a closing fee.

As expected, apartment complexes in the area have waiting lists.

Lake Pointe Village Apartments in Traverse City receives requests for rentals daily, but hopeful renters experience an average three-month waiting period. In fact, the only Lake Pointe apartment available when Northern Express inquired was a two-bedroom unit; it won't be ready until September.

According to the property manager, Susan Tompkins, when a unit does become available at the 260-unit apartment complex, it will be offered to the next person on the complex's wait list. The cost of rent ranges from \$860 to more than \$1,300 per month, depending on the apartment's size and what updates have been done. Waiting out the waiting list is only the first hurdle. Renters are approved if they pass a credit check, and they must earn three times the amount of the rent in a month.

"The workforce people are the ones having the issues. They are the ones coming to us the most," Tompkins said.

The median household income for Grand Traverse County is \$55,597; Leelanau is \$59,018; Emmet County is \$51,096; Antrim is \$50,803, Charlevoix is \$48,694, Kalkaska is \$42,612 and Manistee is \$42,530, according to Networks Northwest.

Lentcyh said officials must actively pursue ways to create more affordable housing in their communities if they are going to solve the problem.

### **BOYNE CITY FOCUS**

In Boyne City, Michelle Cortright sits on the Boyne Area Chamber of Commerce board and is part of the Boyne Housing Solutions group.

"[The chamber] did some strategic planning, and we came up with areas that we were going to focus on," she said. "One of the areas was a community forum and the No. 1 goal was to find housing. Out of that initiative came the Boyne Housing Solutions."

The group meets about every two to three weeks to "keep moving the needle ahead" on housing issues, according Cortright, who added that there have been five to six forums held so far. The educational topics have featured speakers from the local land bank, as well as area developers.

"We are making progress," Cortright said. "Word is out about what we are doing here. Check back with us in five months."

In the fall, a new project, Lofts on Lake Street, will break ground in Boyne City. Cortright is optimistic that the project, which will offer 46 income-adjusted units, will make a difference in the community.



“It’s downtown, and people will be able to walk to work. It is not subsidized; it’s based upon income,” Cortright said. “All of us middle-class people are struggling. We are a resort community, and the housing is taken up by Airbnb and VRBO. The owners can get a lot more money doing that than renting to the middle class.”

Cortright, also the owner of Harbor House Publishers, has experienced firsthand how the shortage of affordable housing challenges not only working-class employees but also employers.

“I no longer interview people from outside of the area, because I would make a job offer, and they wouldn’t be able to find a place to live,” Cortright said. “I no longer can bring people in. I know of an employer in town who has 89 positions available — they can’t find the workforce; the workforce can’t find the housing. It’s a horrible situation.”

Charlevoix County ranks fourth in the region’s employment rates, with 731 employers and 8,652 jobs. Grand Traverse County is by far the leader when it comes to employment, with 45,408 jobs and 3,244 employers, while Emmet County is second in the region, with 15,220 jobs and 1,344 employers, according to Networks Northwest.

### **VICTORIAN MANISTEE’S STRUGGLE**

Even areas with less developed downtowns and waterfronts, like Manistee, aren’t exempt from the affordable housing crisis.

There are 2,758 occupied housing units in the city of Manistee. Of those, 1,727, or 62.6 percent, are owner-occupied, while 1,031, or 38.4 percent, are renter-occupied. The average home value in the city is \$146,592, compared with \$175,084 in Manistee County. Unlike many of the waterside towns on northern Michigan’s West Coast, there isn’t a significant amount of even high-end residences being built; 77 percent of the houses in the city were built before 1980, while nearly 41 percent were built before 1940, according to the Census Bureau.

Recently, Manistee officials held a public meeting to inform residents and officials about housing facts and issues there. The Housing Matters presentation attracted about 50 people from the community and was conducted by Sarah Lucas from Housing North.

“We definitely need more housing options for everyone,” said Manistee Area Chamber of Commerce President Stacie Bytwork, who attended the meeting. “We are currently working with developers trying to bring more housing opportunities here. That is something we are currently actively working on and looking at a bunch of potential state programs to help increase that.”

According to the 2014 report Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan, rentals in Manistee County are unaffordable for the average renter; and extremely low-income households — those earning \$20,000 or less per year — confront

shortages of rentals that they can afford, forcing them to rent more expensive homes and in turn reduce the availability of affordable housing for other income groups. With about 900 rental households in this income range, only about 550 of the county's rentals are affordable to those households. Housing agencies report long waiting lists and wait times for those seeking housing assistance from rental voucher programs.

### **BOOMER HOUSING A BUST, TOO**

Lentych said it's not only the working force and low-income renters that are finding housing markets around the North challenging but also retirees.

"The Baby Boomer generation is retiring at massive amounts," said the Traverse City Housing Commission Executive Director.

He added that retirement has changed dramatically in the last 30 years, with less people receiving pensions and not as many saving as much money for their Golden Years.

"If we want to address something, we should address senior housing," Lentych said. "If we can help get seniors out of their current homes that are too large for them and too much of a burden. And give them a really great place to live, those homes would be open to young families."

But he acknowledges the price of those homes would most likely still be out of reach of many homebuyers or renters.

"You have to ask yourself, is that because of scarcity or is that the way it is here," Lentych said. "I am sure it is a combination of both, but we don't really know for sure. One of those two things is very fragile. That is what everyone is always afraid of: 'How is it going to affect my price point?' They don't want to lose their investment."

Overall, he said the Traverse City area is in a good position.

"We have problems, but they are good problems," Lentych said. "There are communities out there that don't know what to do to even start. ... We could have it all here. We have a desirable place to live, plenty of nature and beauty. And, we have a potential workforce that can do all kinds of diverse work. It wouldn't be hard to make room for everything."

# Editorial:

# The Right Environment for Affordable Housing

August 15, 2019

Last week's news showed our inner conflict.

1. When local voters and representatives in counties that voted for recreational marijuana in 2018 opted to bar marijuana businesses in 2019.
2. When an affordable housing project was voted down in an area where "we need affordable housing" is a mantra.

Now perhaps these weren't the right proposals, or the right time, but it does beg a general question to ask ourselves: How do we expect one without the other when we say we want both?

We'll pass on the marijuana issue for now — except to say that not-in-my-backyard fears drove marijuana businesses into Colorado's low-income neighborhoods with varying results.

But we want to tackle No. 2, as affordable housing projects also often vex neighborhoods where they are proposed — and in Traverse City, we don't have much room for argument.

Most land within the city limits is developed, and much of the city is residential. It's going to have to go somewhere.

What happened with this last project — when six single-family homes, called "micro-flats" proposed at 1027 Fern St. received a soft pass that included a petition before a formal ask was made — isn't a new story.

Many projects die by neighborhood fears of falling property values and increased crime. Yet we're also told emphatically and often, that pricing young people out of housing will eventually result in a painful death for the community we know and love.

So how do we create an environment where those who need affordable housing — think anyone who works in retail, food, tourism, and many, many professional jobs that don't pay enough to comfortably withstand a monthly \$1,000 rent wallop — feel welcome?

This isn't to say that anything with the name "affordable housing" slapped on it shouldn't be fully vetted. There are flawed projects out there. The right project should also be a good fit for the community, and have neighborhood buy-in.

But we're conflicted beings, and our fears, both founded and unfounded, can get in the way of the big picture. HomeStretch Executive Director Jon Stimson said he'll request consideration of a smaller project at the site instead.

"That's the problem with affordable housing, is that we all want it, but where should we put it?" he said.

*Record Eagle Editorial*

# High Housing Costs in Traverse City Now Hurting More Industries in Region

August 15, 2019

by Lindsay VanHulle

TRAVERSE CITY — Ten or 15 years ago, housing wasn't really on Penny Challender's radar.

Today, it's a regular topic of conversation at Hayes Manufacturing Inc., a small company near Fife Lake about 25 miles southeast of Traverse City. A lack of affordable housing nearby has made it harder to recruit employees to the 48-person firm, which builds equipment parts for industries from construction to agriculture and forestry.

Hayes considered building small houses next door and renting them to employees, though the idea of a company becoming a landlord creates other complications.

"There really are very few options in rural areas," said Challender, a co-owner and chief financial officer. "I wish I knew the answer to it."

Local leaders and housing advocates say a lack of affordable housing is one of the greatest barriers to the region's economic growth. They want state lawmakers to approve tax incentives for employers that can help workers find housing, and expand local incentives cities can offer developers willing to build affordable housing.

They are also urging Gov. Gretchen Whitmer to name a cabinet-level administrator who is focused on rural issues in the state, including housing.

Kent Wood, government relations director for the Traverse City Area Chamber of Commerce and Northern Michigan Chamber Alliance, told Bridge Magazine that leaders in the region hope to have bills intended to boost affordable housing ready for lawmakers to sponsor this fall.

"We know this is not going to be done in two years," he said, referring to efforts to change state policy in the current legislative term.

Still, he added, the time is right to plant seeds: Whitmer's Democratic administration is young, and Republican House Speaker Lee Chatfield, who's from rural northern Michigan, is one of the most powerful people in Lansing.

"There's no silver bullet to this," Wood said. "It's going to have to be a multiple-pronged approach, and so I think that's why we feel the need for raising the discussion."

Failing to address the housing issue could mean companies will lose out on talented employees who can't find a place to live, housing advocates contend, or be forced to turn down new business opportunities because they can't attract enough employees to fulfill demand. There's also fear that this tourism-heavy region could wind up with more affluent retirees than young working adults who can contribute to the region's economic growth.

In a 2015 series, "Poverty in Paradise," Bridge Magazine explored how difficult it is for low-wage service workers to find affordable housing in an economy that depends on seasonal tourism. It highlighted the need for more rental housing for seasonal employees, in particular, who often live far from jobs; and minimum-wage workers would need to put in far more than 40 hours each week to rent in these northwest Michigan resort counties.

The housing shortage has grown more acute in the years since, and is now touching more industries beyond the tourism-based service economy, said Sarah Lucas, executive director of Housing North, a nonprofit launched this year to raise awareness on the issue and advocate for public policy changes.

Several people said retail and restaurant business owners have gotten more actively involved in helping their employees find housing, though the issue also is affecting non-tourism sectors, such as manufacturing and health care.

That is one reason why, while demand is still highest for rentals, Lucas said, more for-sale homes also are needed to satisfy growing demand.

"Maybe those seasonal workers might have been the canary in the coal mine on this issue, that it always hits lower-income households first, but the problem and the housing shortage has become much more widespread," Lucas said.

A 2016 survey by the Leelanau Peninsula Economic Foundation, an advisory board for the local business community, found nearly three-quarters of 132 business owners in Leelanau County said a lack of affordable housing was a major barrier to business growth.

## **More would be better**

There is no easy solution.

The region needs more income-based rental units for service workers in the tourism industry, and homes that can be rented or sold at lower price points to workers who earn too much to qualify for subsidized housing but not enough to afford market rates, said Lucas, of Housing North.

In some rural communities, she said, the housing supply simply isn't large enough, or might look affordable on paper but require higher energy costs because it's heated by propane, rather

than natural gas. A tenant could save money on rent by living farther from work, but the extra gas costs may eat up any savings.

At its core, the housing dilemma is a function of supply and demand, Lucas said. The northwestern Lower Peninsula could support as many as 2,250 new rentals and 655 new single-family homes each year, according to a 2014 market study that is being updated.

“We’re just talking about housing, period,” Lucas said. “We feel that if we’re able to create housing, it will take some pressure off of the market and will affect multiple [housing] types and income levels.”

But the Traverse City area presents challenges for developers because of the high cost of land, labor and materials; local zoning restrictions; and trouble winning public subsidies designed to keep housing prices low, according to Housing North.

In 2017, the median new home price in the Traverse City area was \$437,000, according to data from the Home Builders Association of Michigan shared by Housing North. To afford it, a household would need to earn \$116,000 per year.

By comparison, the median household income in the rest of Grand Traverse County was \$58,229 that year, according to Census estimates. Fewer than a quarter of county households earned more than \$100,000 in 2017.

“We risk creating communities where only wealthy elites can live,” Lucas wrote in a recent presentation to a group of community members.

That would have ripple effects throughout the region’s economy, she told Bridge. The Northwest Michigan region’s year-round population is already aging, a trend most pronounced in rural areas; if younger people or families in need of apartments or starter homes can’t find them, they will settle elsewhere. That means fewer people of working age to fill open jobs, and fewer children enrolled in local schools.

Baby boomers looking to downsize are competing with young people starting families for the same housing, Lucas said, while buyers aren’t flocking to the larger, more-expensive homes older adults are leaving behind.

The shortage is affecting the region’s lakeshore communities, where the economy depends on service jobs in tourism and hospitality but whose employees can’t afford to live where they work.

Take Frankfort. Tourists love the Benzie County resort town for its proximity to Lake Michigan and inland lakes, and it’s increasingly attractive to retirees. On a recent weekday, visitors strolled in and out of restaurants and gift shops in the downtown business district.

But an entry-level house in Frankfort can cost \$180,000, said Joshua Mills, the city superintendent. Businesses in town struggle to fill summer jobs, in part because many families with school-age children live miles from town due to the cost of housing, Mills said. Commuting into the city for work costs time and money.

He can relate. A Frankfort native, Mills said he couldn't afford to live in his hometown when he took the city administrator job nearly 20 years ago. He and his wife instead built a home 10 miles away, where they raised their kids.

"We live in paradise," he told Bridge, adding, "Paradise is at risk."

Developers built 92 affordable units in three housing developments in town using federal tax credits to meet demand, but few options exist for households that earn too much to qualify – Mills said the homes are restricted to households earning up to 80 percent of the area median income. Census estimates show Frankfort's median income was \$39,516 in 2017, though the data aren't broken down by household size.

Frankfort is now working to start a housing commission that would allow it to buy property targeting the so-called missing middle, or people who aren't eligible for income-based housing but can't afford market rates.

"If we don't get a handle on this, we're going to be in a bad situation," Mills said. "It's only going to continue to get worse."

[Photo Deleted] Joshua Mills, Frankfort's city superintendent, said he can relate to the plight of people who can't afford to live in Frankfort: He couldn't, either, when he took the job managing the city nearly 20 years ago. He and his wife built a home about 10 miles away, where they raised their children. "Paradise is at risk," Mills said of the affordable housing shortage.

## Identifying solutions

Regional business groups, housing advocates and government leaders say they plan to be a louder voice in Lansing.

"It's become one of those issues that is nonpartisan," Lucas said. "I'm hopeful that we can find enough common ground to make something happen."

State policymakers could look at creating a state revenue stream dedicated to financing housing projects, she said; one possible funding source is Michigan's real estate transfer tax, which currently funds public schools.

Housing advocates also are exploring ideas to give owners of year-round rental property, which isn't their primary residence, some relief from higher, non-homestead property tax rates that help fund public schools but also are passed down to tenants as higher rental rates, Lucas said.



The concept would, in theory, require property owners to reduce rents, she added, though a specific proposal has not yet been drafted.

Another proposal would make it easier for more developers willing to build affordable housing to avoid local property taxes as a financing incentive.

Several local leaders also called for building more flexibility into the application process for federal low-income housing tax credits. The credits are currently funneled through the Michigan State Housing Development Authority and awarded to developers, who agree to keep housing prices low.

The agency uses a set of criteria to evaluate applications, including the project's proximity to certain amenities, such as grocery stores and health clinics, and public transportation such as a bus stop. The agency also considers a project's walkability. Those may be fine criteria for affordable housing in cities, but housing advocates say they are less relevant to rural and other more sparsely populated corners of Michigan.

In April, just two of 14 projects receiving credits were in northern Michigan, in Petoskey and Manistee, according to MSHDA data. In October, two of 18 projects are located Up North, in Clare and Roscommon counties.

Urban and rural communities have different needs, said Tony Lentych, executive director of the Traverse City Housing Commission, who served four years as a gubernatorial appointee to the MSHDA board during the Granholm and Snyder administrations.

Lentych said MSHDA often doesn't account for the particular circumstances of places like Traverse City, where the high cost of land means that developers might have to search farther from the city, which might lower the project's score for, say, walkability.

"We know what our problems are and we're trying to fix them, but then we try to get the tools that most communities have available to them [and] we're not successful when we apply," he said.

MSHDA says it understands the criticism. The agency updates the tax-credit criteria every two years, and recently reduced the emphasis of walkability, said Chad Benson, allocations manager for the federal low-income housing tax credits program at MSHDA. It soon will review the criteria again.

Separately, the agency is piloting a program that helps fund development of modular homes for sale in communities with a shortage of affordable homes for workers.

"We definitely hear the need that's there," Benson said, adding that MSHDA receives three to four applications for low-income housing tax credits for every one that is funded.

“We’re doing everything we can to try to find a way to help all areas throughout the state,” he said.

Whitmer’s office referred comment on rural housing issues to MSHDA. Chatfield spokesman Gideon D’Assandro did not respond to a message seeking comment on whether the House speaker is receptive to these housing policy suggestions.

## **A small opening in Traverse City**

Traverse City is not without success in affordable housing. A \$3.6 million project, known as the Depot Neighborhood, recently brought 16 new homes to Traverse City near the public library. To qualify, prospective buyers must earn no more than 80 percent of the area’s median income – currently, \$43,440 for a single person or \$62,000 for a family of four.

One of the developers, a community housing development organization called HomeStretch Nonprofit Housing Corp., plans to build six more units in Traverse City, and another two to six units in the city are in early planning stages. Another eight housing units are planned in Honor, a small community in neighboring Benzie County, said Jonathan Stimson, the organization’s executive director.

Sally Rath said she bought her home in the Depot Neighborhood in December for \$160,000. She had rented a home in Traverse City’s Slabtown neighborhood, just outside the central business district, for close to nine years until her landlord raised her monthly rent by \$300 per month – a price no longer in her budget.

Rath said her daughter encouraged her to try to buy a home, and she did, though she had to move about a dozen miles outside town to find one in her price range. Her job as an enforcement specialist at 13th Circuit Court, which serves three northern counties, remained in Traverse City, along with her friends and her sense of community. And her commute got longer, especially during the winter.

She spotted an advertisement for the Depot Neighborhood in a county newsletter and inquired. When she found out she qualified under HomeStretch’s income limit for a one-person household, Rath bought one of the Depot’s three-bedroom units.

“There’s a lot of people that are coming here that are buying up properties for vacation homes, and it seems to me like we’re the average person that’s just trying to live here and work,” Rath said. “It’s a real struggle.”