



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

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**  
Friday, September 28, 2018 at 8:00 A.M.

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



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## MEETING AGENDA

September 28, 2018



## 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, SEPTEMBER 28, 2018 AT 8:00 A.M.**

#### **SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER**

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

**POSTED: SEPTEMBER 26, 2018**

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

## AGENDA

### **I CALL TO ORDER & ROLL CALL**

### **II APPROVAL OF AGENDA**

### **III PUBLIC COMMENT**

### **IV CONSENT AGENDA**

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

- A. *Consideration of Approval of August 24, 2018 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for August 2018 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for September 2018 – Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for August 2018 – Approval Recommended.*

### **V COMMITTEE & COMMISSIONER REPORTS**

- A. Executive Committee Meeting: September 25, 2018

- B. Governance Committee Meeting: September 20, 2018

## **VI STAFF & PROGRAM REPORTS**

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

## **VII OLD BUSINESS**

- A. 2019 Consolidated Budget: Review of August 2018
- B. TCHC Policy Review Schedule: Review
- C. Executive Director Review: Update on Goals
- D. RAD: Memorandum on Resident Information Notice and Follow-up Information

## **VIII NEW BUSINESS**

- A. Resolution to Adopt FY 2019 Fair Market Rents: Action Required
- B. Resolution to Adopt FY 2019 Flat Rent Schedule for Public Housing: Action Required
- C. Resolution to Approve Management Agreement with the ERHC: Action Required

## **IX CORRESPONDENCE**

- A. Orchardview Townhomes Correspondence of August 30, 2018
- B. City of Traverse City Announcements for Housing Commission Recruitment

## **X PUBLIC COMMENT**

## **XI COMMISSIONER COMMENT**

## **XII ADJOURNMENT**

**NEXT SCHEDULED MEETING:** Friday, October 26, 2018 at 8:00 A.M.



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

August 24, 2018 Regular Meeting Minutes

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

Payment of Invoices for September 2018

Financial Statements for August 2018

## **DRAFT Meeting Minutes of the Traverse City Housing Commission**

### **August 24, 2018**

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Governmental Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City, Michigan at 8:02 A.M.

#### **I ROLL CALL**

The following Commissioners were present: Andy Smits, Kay Serratelli and Jim Friend. Heather Lockwood was absent. President Smits announced that he was copied on an e-mail from Commissioner Haas submitted to the City Clerk resigning from his seat on the Housing Commission. His resignation was immediate.

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

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

#### **II APPROVAL OF AGENDA**

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

#### **III PUBLIC COMMENT**

General Comment: Ellen Corcoran.

#### **IV CONSENT AGENDA**

Commissioner Friend moved (Serratelli support) to approve the Consent Agenda as tendered in the August 24, 2018 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the June 22, 2018 Regular Commission Meeting.
- B. Meeting Minutes of the July 20, 2018 Study Session Meeting.
- C. Meeting Minutes of the July 24, 2018 Special Commission Meeting.
- D. Schedule of Disbursements for June & July 2018 for Public Housing and Housing Choice Voucher Programs.
- E. Payment of Invoices for August 2018.
- F. Financial Statements for June & July 2018.

#### **V COMMITTEE REPORTS**

- A. The meeting minutes from the August 13, 2018 Executive Committee meeting were presented. There was a brief discussion.
- B. The meeting minutes from the July 19, 2018 & August 16, 2018 Governance Committee meetings were presented. There was no discussion.
- C. The meeting minutes from the July 10, 2018 and the August 14, 2018 Communications & Outreach Committee meetings were presented. There was a brief discussion on the website and updates on potential media plans.



**VI      STAFF AND PROGRAM REPORTS**

- A. The Executive Director's July & August 2018 Report was presented. In addition, staff provided the Commissioners with an updated organizational chart showing the vacancy created by Commissioner Haas' resignation. There was brief discussion on select topics from this report.
- B. The July & August 2018 Family Self-Sufficiency Report was presented. There was no discussion.
- C. The June & July 2018 Resident Council Reports were presented. There was no discussion.

**VII     OLD BUSINESS**

- A. The 2018 Consolidated Budget was presented and reviewed for a final time. The audit is scheduled for October 2018.
- B. The 2019 Consolidated Budget was presented and reviewed.
- C. TCHC Policy Review Schedule was presented and reviewed. The TCHC lease is currently being reviewed.
- D. There is no update on the Executive Director Goals.
- E. President Smits updated the Commission on his voluntary review of the RTRC Memorandum of Understanding (MOU). Commissioner Smits moved (Serratelli support) to defer Old Business, RTRD Memorandum of Understanding to the January 2019 Regular Meeting of the TCHC. The motion was unanimously approved.

**VIII    NEW BUSINESS**

- A. A memo regarding two FSS Escrow Disbursements was presented. Commissioner Serratelli moved (Friend support) to disburse \$26,581.72 as outlined in the memo provided in the August 24, 2018 packet. The motion was unanimously approved.
- B. A memo regarding the Housing Choice Voucher Utility Allowances for FY 2019 was presented. Commissioner Smits moved (Friend support) to adopt the Resolution to Adopt New Standard for Utility Allowances as presented in the August 24, 2018 packet.

**Roll Call**

Serratelli	Yes
Smits	Yes
Friend	Yes
Lockwood	Absent

The resolution was adopted.

- C. A memo regarding the Rental Assistance Demonstration (RAD) Program Next Steps was presented. There was discussion regarding the options before the Commission. Commissioner Serratelli moved (Friend support) to adopt the Resolution to Participate in the Rental Assistance Demonstration Program as presented in the August 24, 2018 Packet.

**Roll Call**

Smits	Yes
Friend	Yes
Serratelli	Yes
Lockwood	Absent

The resolution was adopted.

Commissioners Smits moved (Friend support) to authorize staff to develop a Request for Qualifications for a Development Consultant to assist with the RAD process. The motion was unanimously approved.

Commissioner Serratelli moved (Friend support) to assign responsibility for decisions on the RAD process, including the evaluations of the RFQ responses, to the Finance and Compliance Committee as recommended in the August 24, 2018 packet. The motion was unanimously approved.

**IX      CORRESPONDENCE**

Two items of correspondence were presented and accepted.

**X       PUBLIC COMMENT**

General Comment: Jo Simerson.

**XI      COMMISSIONER COMMENT**

Commissioner Friend commented that the TCHC lease review is ongoing and transparent.

Commissioner Smits commented that we are all appreciative of the contributions of Commissioner Haas on behalf of TCHC and that we wish him much luck and success in all his future endeavors. Staff was instructed to send a small token of appreciation to him.

**XII     ADJOURNMENT**

Commissioner Friend moved (Serratelli support) to adjourn the meeting at 9:29 AM.

Respectfully submitted,

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Michelle Reardon, Recording Secretary

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Andy Smits, President

## Check Register Summary Report

Chemical Bank

From: 08/01/2018 To: 08/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2018	EFT	Principal Life Insurance Co.	550.00		3,007.71
08/02/2018	DEP			9,201.62	12,209.33
08/02/2018	DEP			4,030.95	16,240.28
08/02/2018	EFT	Principal Life Insurance Co.	550.00		15,690.28
08/03/2018	DEP			3,776.30	19,466.58
08/03/2018	EFT	U.S. Dept. of HUD		20,873.00	40,339.58
08/03/2018	EFT	U.S. Dept. of HUD		5,602.00	45,941.58
08/03/2018	EFT	T Mobile		2,333.98	48,275.56
08/03/2018	DEP			9,068.00	57,343.56
08/03/2018	EFT	Internal Revenue Service	2,688.81		54,654.75
08/07/2018	DEP			19,014.97	73,669.72
08/08/2018	038147	A T & T	348.12		73,321.60
08/08/2018	038148	David Gourlay	68.14		73,253.46
08/08/2018	038149	USPS- Hasler	1,500.00		71,753.46
08/08/2018	038150	Angela Szabo	119.30		71,634.16
08/08/2018	038151	Great Lakes Business Systems, Inc.	248.10		71,386.06
08/08/2018	038152	Natalie McManemy	68.75		71,317.31
08/08/2018	038153	City Of Traverse City	31.24		71,286.07
08/08/2018	038154	Housing Data Systems	145.00		71,141.07
08/08/2018	038155	McCardel Water Conditioning	26.00		71,115.07
08/08/2018	038156	Grand Traverse County DPW	483.00		70,632.07
08/08/2018	038157	Integrated Payroll Services, Inc.	161.35		70,470.72
08/08/2018	038158	Johnson Controls	1,142.26		69,328.46
08/08/2018	038159	City Of Traverse City	176.10		69,152.36
08/08/2018	038160	City Of Traverse City	201.29		68,951.07
08/08/2018	038161	City Of Traverse City	28.34		68,922.73
08/08/2018	038162	Speedwrench, Inc.	375.00		68,547.73
08/08/2018	038163	Cardmember Service	1,629.15		66,918.58
08/08/2018	038164	Cindy McNeil	515.00		66,403.58
08/08/2018	038165	Cintas Corp. #729	194.25		66,209.33
08/08/2018	038166	Roto-Rooter	265.00		65,944.33
08/08/2018	038167	Sherwin Williams Co.	469.59		65,474.74
08/08/2018	038168	Traverse City Record Eagle	99.92		65,374.82
08/08/2018	038169	Wolverine Power Systems	437.81		64,937.01
08/08/2018	038170	Wilmar	20.53		64,916.48
08/08/2018	038171	Ace Hardware	69.62		64,846.86
08/08/2018	038172	Otis Elevator Company	7,384.50		57,462.36
08/08/2018	038173	Otis Elevator Company	3,373.00		54,089.36
08/08/2018	038174	Spectrum Business	184.98		53,904.38
08/08/2018	038175	DTE ENERGY	16.88		53,887.50

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 08/01/2018 To: 08/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
08/08/2018	038176	DTE ENERGY	34.88		53,852.62
08/08/2018	038177	Accident Fund	3,352.00		50,500.62
08/08/2018	038178	Aflac	325.65		50,174.97
08/08/2018	038179	Verizon Wireless	28.68		50,146.29
08/08/2018	038180	Spectrum Business	3,290.20		46,856.09
08/08/2018	038181	Engineered Protection Systems Inc	127.26		46,728.83
08/08/2018	038182	Byte Productions, LLC	30.00		46,698.83
08/08/2018	038183	Northwest Lock, Inc.	16.00		46,682.83
08/08/2018	038184	Grand Traverse Cty. Treasurer	53.43		46,629.40
08/08/2018	038185	Charles Edwards	175.50		46,453.90
08/08/2018	038186	Northern Greenlawn	833.00		45,620.90
08/08/2018	038187	Thomas P. Licavoli	3,640.00		41,980.90
08/08/2018	038188	Housing Authority Accounting	1,099.41		40,881.49
08/08/2018	038189	Barton Carroll's Inc	37.07		40,844.42
08/08/2018	038190	Grand Traverse Cty. Treasurer	106.86		40,737.56
08/08/2018	038191	City of Traverse City, Treasurer's	380.18		40,357.38
08/08/2018	038192	Total Attention	3,918.54		36,438.84
08/08/2018	038193	Otis Elevator Company	7,501.79		28,937.05
08/09/2018	038194	City Of Traverse City	132.20		28,804.85
08/09/2018	038195	DTE ENERGY	34.80		28,770.05
08/14/2018	ADJST	Chemical Bank	183.57		28,586.48
08/14/2018	ADJST	Alisa Kroupa	1,275.05		27,311.43
08/14/2018	ADJST	Anthony Lentych	2,412.31		24,899.12
08/14/2018	ADJST	Michelle Reardon	1,427.95		23,471.17
08/14/2018	ADJST	Angela N. Szabo	880.25		22,590.92
08/14/2018	ADJST	Joseph Battaglia	321.36		22,269.56
08/14/2018	ADJST	Charles Edwards	970.35		21,299.21
08/14/2018	ADJST	David Gourlay	997.35		20,301.86
08/14/2018	EFT	Internal Revenue Service	2,505.77		17,796.09
08/14/2018	EFT	Principal Life Insurance Co.	732.96		17,063.13
08/15/2018	DEP			333.10	17,396.23
08/15/2018	DEP			4,363.40	21,759.63
08/15/2018	EFT	Principal Life Insurance Co.	732.96		21,026.67
08/16/2018	DEP			2.00	21,028.67
08/20/2018	EFT	State Of Michigan	1,236.40		19,792.27
08/20/2018	038196	Priority Health	4,401.81		15,390.46
08/20/2018	038197	Stricker's Outdoor Power Equipment	53.49		15,336.97
08/20/2018	038198	Wilmar	83.85		15,253.12
08/20/2018	038199	Sherwin Williams Co.	562.85		14,690.27
08/20/2018	038200	Home Depot Credit Services	1,840.85		12,849.42

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 08/01/2018 To: 08/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
08/20/2018	038201	City Of Traverse City	9,654.90		3,194.52
08/20/2018	038202	Lautner Irrigation	572.30		2,622.22
08/22/2018	DEP			3,196.97	5,819.19
08/22/2018	DEP			181.00	6,000.19
08/28/2018	ADJST	Alisa Kroupa	1,275.05		4,725.14
08/28/2018	ADJST	Anthony Lentych	2,412.29		2,312.85
08/28/2018	ADJST	Michelle Reardon	1,427.96		884.89
08/28/2018	ADJST	Angela N. Szabo	880.25		4.64
08/28/2018	ADJST	Joseph Battaglia	298.52		( 293.88)
08/28/2018	ADJST	Charles Edwards	897.31		( 1,191.19)
08/28/2018	ADJST	David Gourlay	991.63		( 2,182.82)
08/28/2018	ADJST	Benjamin Weston	716.91		( 2,899.73)
08/28/2018	ADJST	Chemical Bank	183.57		( 3,083.30)
08/29/2018	DEP			1,540.00	( 1,543.30)
08/29/2018	DEP			140.25	( 1,403.05)
08/29/2018	038203	Byte Productions, LLC	900.00		( 2,303.05)
08/29/2018	038204	Grand Traverse Cty. Treasurer	53.43		( 2,356.48)
08/29/2018	038205	DTE ENERGY	34.88		( 2,391.36)
08/29/2018	038206	DTE ENERGY	23.96		( 2,415.32)
08/29/2018	038207	Northern Greenlawn	213.00		( 2,628.32)
08/29/2018	038208	Flex Administrators, Inc.	75.00		( 2,703.32)
08/29/2018	038209	Northwest Lock, Inc.	46.00		( 2,749.32)
08/29/2018	038210	Spectrum Business	184.98		( 2,934.30)
08/29/2018	038211	Aflac	217.10		( 3,151.40)
08/30/2018	DEP			1,137.70	( 2,013.70)
08/30/2018	DEP			23,768.16	21,754.46
08/30/2018	038212	Kuhn Rogers PLC	870.00		20,884.46
08/30/2018	038213	CynergyComm.net, Inc	9.18		20,875.28
08/30/2018	038214	Lautner Irrigation	87.40		20,787.88
08/30/2018	038215	Environmental Pest Control	270.00		20,517.88
08/30/2018	038216	SAM'S CLUB	596.77		19,921.11
08/30/2018	038217	Gail Hunter	467.45		19,453.66
08/30/2018	038218	Republic Services #239	1,009.52		18,444.14
08/30/2018	038219	Save Carpet USA	6,788.00		11,656.14
08/30/2018	038220	Total Attention	3,309.24		8,346.90
08/30/2018	038221	Thomas P. Licavoli	770.00		7,576.90
08/30/2018	038222	John DeWeese	98.50		7,478.40
08/30/2018	038223	D & W Mechanical	294.30		7,184.10
08/30/2018	038224	Otis Elevator Company	1,192.50		5,991.60
08/30/2018	038225	DTE ENERGY	52.74		5,938.86

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 08/01/2018 To: 08/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
08/30/2018	038226	Safety Net	1,705.25		4,233.61
08/30/2018	038227	AmRent	97.35		4,136.26
08/30/2018	038228	A T & T	278.66		3,857.60
08/30/2018	038229	Cardmember Service	1,069.77		2,787.83
08/30/2018	038230	Michelle Reardon	227.65		2,560.18
08/31/2018	EFT	Internal Revenue Service	2,694.11		( 133.93)
08/31/2018	ADJST	Chemical Bank		11.68	( 122.25)
08/31/2018	DEP			5,763.95	5,641.70
Total:			112,255.04	114,339.03	

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 08/01/2018 To: 08/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2018	ADJUST	PNC Bank	73.35		130,038.34
08/01/2018	EFT	U.S. Dept. of HUD		86,018.00	216,056.34
08/01/2018	EFT	U.S. Dept. of HUD		7,358.00	223,414.34
08/01/2018	000218	TC Commons I LDHA, LLC	263.00		223,151.34
08/01/2018	000218	Jeana Aiken	386.00		222,765.34
08/01/2018	000218	Dustin Ansorge	1,248.00		221,517.34
08/01/2018	000218	Anthony Ansorge	796.00		220,721.34
08/01/2018	000218	Ayers Investment Properties LLC	575.00		220,146.34
08/01/2018	000218	Brad Barnes	503.00		219,643.34
08/01/2018	000218	Bay Front Apartments	322.00		219,321.34
08/01/2018	000218	Bay Hill Housing LDHALP	4,265.00		215,056.34
08/01/2018	000218	Bay Hill II	7,844.00		207,212.34
08/01/2018	000218	Elizabeth Beckett	288.00		206,924.34
08/01/2018	000218	Bellaire Senior Apartments	351.00		206,573.34
08/01/2018	000218	Brookside Commons LDHA, LP	1,502.00		205,071.34
08/01/2018	000218	Irma Jean Brownley	535.00		204,536.34
08/01/2018	000218	Rebecca Carmien	358.00		204,178.34
08/01/2018	000218	Carson Square	5,648.00		198,530.34
08/01/2018	000218	Chris R. Frank	765.00		197,765.34
08/01/2018	000218	Central Lake Townhouses	395.00		197,370.34
08/01/2018	000218	Cherrywood Village Farms, Inc.	2,295.00		195,075.34
08/01/2018	000218	Douglas A. Chichester	615.00		194,460.34
08/01/2018	000218	Davis Investment Properties, LLC	640.00		193,820.34
08/01/2018	000218	Jack V. Dean	421.00		193,399.34
08/01/2018	000218	Zachary Duell	1,200.00		192,199.34
08/01/2018	000218	Eden Brook LLC	457.00		191,742.34
08/01/2018	000218	Shirley Farrell	827.00		190,915.34
08/01/2018	000218	Five P Enterprises, LLC	466.00		190,449.34
08/01/2018	000218	Rent Leelanau, LLC	786.00		189,663.34
08/01/2018	000218	Lisa Forbes	531.00		189,132.34
08/01/2018	000218	Mabel Foust	450.00		188,682.34
08/01/2018	000218	French Quarter Apts.	110.00		188,572.34
08/01/2018	000218	Michael Glowacki	669.00		187,903.34
08/01/2018	000218	David Grzesiek	395.00		187,508.34
08/01/2018	000218	Habitat for Humanity	340.00		187,168.34
08/01/2018	000218	Harbour Ridge Apts	1,190.00		185,978.34
08/01/2018	000218	Leonard Herman	521.00		185,457.34
08/01/2018	000218	Hillview Terrace	1,840.00		183,617.34
08/01/2018	000218	Josh Hollister	396.00		183,221.34
08/01/2018	000218	HomeStretch	2,871.00		180,350.34

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 08/01/2018 To: 08/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2018	000218	Nancy Irish	554.00		179,796.34
08/01/2018	000218	Donna Kalchik	313.00		179,483.34
08/01/2018	000218	Kalkaska Woods Limited Partnership	301.00		179,182.34
08/01/2018	000218	Bruce W. Korson	427.00		178,755.34
08/01/2018	000218	Lake Pointe Acquisitions LLC.	315.00		178,440.34
08/01/2018	000218	Sidney Lammers	372.00		178,068.34
08/01/2018	000218	John J. Lewis	746.00		177,322.34
08/01/2018	000218	Don E. Lint	504.00		176,818.34
08/01/2018	000218	Maret Sabourin	525.00		176,293.34
08/01/2018	000218	Meadowrun-Mancelona Rd 207 LHDA	471.00		175,822.34
08/01/2018	000218	Robert J. Mork	371.00		175,451.34
08/01/2018	000218	Oak Park Apts	1,178.00		174,273.34
08/01/2018	000218	Oak Terrace Apts	718.00		173,555.34
08/01/2018	000218	Daniel G. Pohlman	1,117.00		172,438.34
08/01/2018	000218	Douglas L. Porter	418.00		172,020.34
08/01/2018	000218	Punta Gorda Housing Authority	798.38		171,221.96
08/01/2018	000218	Timothy Rice	349.00		170,872.96
08/01/2018	000218	Sabin Pond Apartments LLC	113.00		170,759.96
08/01/2018	000218	John Sarya	448.00		170,311.96
08/01/2018	000218	Eldon Schaub	384.00		169,927.96
08/01/2018	000218	Mike & Melissa Schichtel	620.00		169,307.96
08/01/2018	000218	Melanie Schmid	818.00		168,489.96
08/01/2018	000218	Gerald Sieggreen	697.00		167,792.96
08/01/2018	000218	SILVER SHORES MHC	1,830.00		165,962.96
08/01/2018	000218	Douglas & Julia Slack	333.00		165,629.96
08/01/2018	000218	22955 Investments LLC	2,916.00		162,713.96
08/01/2018	000218	Carl Sumner	531.00		162,182.96
08/01/2018	000218	Traverse City Property Management	454.00		161,728.96
08/01/2018	000218	TCR Investments, LLC	611.00		161,117.96
08/01/2018	000218	Wendy Teagan	475.00		160,642.96
08/01/2018	000218	TEAMCO PROPERTIES	651.00		159,991.96
08/01/2018	000218	TOS Holdings, LLC	697.00		159,294.96
08/01/2018	000218	Tradewinds Terrace Apts	249.00		159,045.96
08/01/2018	000218	Village Glen Apartments	7,247.00		151,798.96
08/01/2018	000218	Village View Housing LHDA LP	1,188.00		150,610.96
08/01/2018	000218	Village Woods	804.00		149,806.96
08/01/2018	000218	Wagner Asset Group at Ninth Street,	734.00		149,072.96
08/01/2018	000218	Paul Wheelock	538.00		148,534.96
08/01/2018	000218	Woda Boardman Lake LDHA.LP	2,166.00		146,368.96
08/01/2018	000218	Woodland Shores Properties, LLC	337.00		146,031.96



Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 08/01/2018 To: 08/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2018	000218	Woodmere Ridge Apartments LDHA	5,278.00		140,753.96
08/01/2018	000218	Wyatt Road Apartment Company	573.00		140,180.96
08/01/2018	000218	Theodore V. Zachman	876.00		139,304.96
08/01/2018	000218	Barb Zupin	1,053.00		138,251.96
08/09/2018	023082	K C Auto	598.78		137,653.18
08/15/2018	DEP			100.00	137,753.18
08/28/2018	EFT	U.S. Dept. of HUD		1,167.00	138,920.18
08/29/2018	023083	Cherryland Electric Cooperative	44.00		138,876.18
08/29/2018	023084	City Of Traverse City	98.30		138,777.88
08/29/2018	023085	DTE ENERGY	290.70		138,487.18
08/29/2018	023086	Lisa L. Forbes	14.00		138,473.18
08/29/2018	023087	Traverse City Housing Commission	23,768.16		114,705.02
08/30/2018	023088	Nehal Elramly	10,504.97		104,200.05
08/30/2018	023089	Nicole McCalpin	15,478.33		88,721.72
08/30/2018	023089	**VOID** Nicole McCalpin	( 15,478.33)		104,200.05
08/30/2018	023090	Nicole McCalpin	15,478.08		88,721.97
<b>Total:</b>			136,032.72	94,643.00	

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 09/01/2018 To: 09/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/04/2018	DEP			21,050.62	26,692.32
09/04/2018	DEP			5,586.50	32,278.82
09/04/2018	EFT	U.S. Dept. of HUD		20,850.00	53,128.82
09/05/2018	EFT	T Mobile		2,333.98	55,462.80
09/06/2018	EFT	U.S. Dept. of HUD		5,602.00	61,064.80
09/06/2018	DEP			8,423.63	69,488.43
09/11/2018	ADJST	Alisa Kroupa	1,275.29		68,213.14
09/11/2018	ADJST	Anthony Lentych	2,412.47		65,800.67
09/11/2018	ADJST	Michelle Reardon	1,428.11		64,372.56
09/11/2018	ADJST	Angela N. Szabo	899.49		63,473.07
09/11/2018	ADJST	Joseph Battaglia	298.51		63,174.56
09/11/2018	ADJST	Charles Edwards	915.55		62,259.01
09/11/2018	ADJST	David Gourlay	1,111.49		61,147.52
09/11/2018	ADJST	Benjamin Weston	385.98		60,761.54
09/11/2018	ADJST	Kenneth Sands	407.85		60,353.69
09/11/2018	ADJST	Chemical Bank	183.57		60,170.12
09/11/2018	DEP			1,161.00	61,331.12
09/14/2018	EFT	Internal Revenue Service	2,720.06		58,611.06
09/14/2018	DEP			889.00	59,500.06
09/14/2018	038231	Vision Service Plan	144.18		59,355.88
09/14/2018	038232	City Of Traverse City	60.90		59,294.98
09/14/2018	038233	DTE ENERGY	26.10		59,268.88
09/14/2018	038234	A T & T	315.70		58,953.18
09/14/2018	038235	Ace Hardware	83.25		58,869.93
09/14/2018	038236	Kendall Electric Inc	15.50		58,854.43
09/14/2018	038237	All American Investment Group, LLC	9,500.00		49,354.43
09/14/2018	038238	Charles Edwards	180.36		49,174.07
09/14/2018	038239	The Nelrod Company	2,982.00		46,192.07
09/14/2018	038240	Nichols Paper & Supply Co.	149.03		46,043.04
09/14/2018	038241	Advantage Electric, LLC	183.34		45,859.70
09/14/2018	038242	Spectrum Business	3,289.48		42,570.22
09/14/2018	038243	Verizon Wireless	35.71		42,534.51
09/14/2018	038244	Grand Traverse County DPW	483.00		42,051.51
09/14/2018	038245	Munson Occupational Health &	35.00		42,016.51
09/14/2018	038246	City Of Traverse City	28.65		41,987.86
09/14/2018	038247	City of Traverse City, Treasurer's	380.18		41,607.68
09/14/2018	038248	Byte Productions, LLC	30.00		41,577.68
09/14/2018	038249	Engineered Protection Systems Inc	208.80		41,368.88
09/14/2018	038250	Total Attention	855.00		40,513.88
09/14/2018	038251	Housing Authority Accounting	1,571.91		38,941.97

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 09/01/2018 To: 09/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/14/2018	038252	City Of Traverse City	34.94		38,907.03
09/14/2018	038253	City Of Traverse City	211.61		38,695.42
09/14/2018	038254	City Of Traverse City	143.18		38,552.24
09/14/2018	038255	Safety Net	300.00		38,252.24
09/14/2018	038256	Dolly's Best Inc.	2,110.00		36,142.24
09/14/2018	038257	McCardel Water Conditioning	19.50		36,122.74
09/14/2018	038258	Joseph Battaglia	46.98		36,075.76
09/14/2018	038259	Northern Greenlawn	80.00		35,995.76
09/14/2018	038260	Acme Hauling	85.00		35,910.76
09/14/2018	038261	Snap Printing	90.00		35,820.76
09/14/2018	038262	Leonardo's Tree Service	280.00		35,540.76
09/14/2018	038263	Great Lakes Business Systems, Inc.	419.92		35,120.84
09/14/2018	038264	David Gourlay	180.36		34,940.48
09/14/2018	038265	Career Uniforms	433.43		34,507.05
09/14/2018	038266	Collier's Pest Control	350.00		34,157.05
09/14/2018	038267	Republic Services #239	661.09		33,495.96
09/14/2018	038268	AmRent	35.40		33,460.56
09/14/2018	038269	A T & T	273.42		33,187.14
09/14/2018	038270	Kuhn Rogers PLC	99.00		33,088.14
09/14/2018	038271	Environmental Pest Control	270.00		32,818.14
09/14/2018	038272	Integrated Payroll Services, Inc.	106.90		32,711.24
09/14/2018	038273	Staples Business Advantage	76.28		32,634.96
09/14/2018	038274	Cintas Corp. #729	194.25		32,440.71
09/14/2018	038275	CynergyComm.net,Inc	10.43		32,430.28
09/14/2018	038276	State of Michigan	445.00		31,985.28
09/14/2018	038277	DTE ENERGY	26.10		31,959.18
09/14/2018	038278	Home Depot Credit Services	371.67		31,587.51
09/17/2018	038195	**VOID** DTE ENERGY	( 34.80)		31,622.31
09/17/2018	038279	DTE ENERGY	8.70		31,613.61
09/21/2018	DEP			6,601.05	38,214.66
09/21/2018	DEP			503.65	38,718.31
09/24/2018	Print	Ace Welding & Machine Inc	240.00		38,478.31
09/24/2018	Print	Kendall Electric Inc	20.45		38,457.86
09/25/2018	ADJST	Chemical Bank	183.57		38,274.29
09/25/2018	ADJST	Alisa Kroupa	1,275.29		36,999.00
09/25/2018	ADJST	Anthony Lentych	2,412.48		34,586.52
09/25/2018	ADJST	Michelle Reardon	1,428.12		33,158.40
09/25/2018	ADJST	Angela N. Szabo	949.50		32,208.90
09/25/2018	ADJST	Joseph Battaglia	298.51		31,910.39
09/25/2018	ADJST	Charles Edwards	924.71		30,985.68

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 09/01/2018 To: 09/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/25/2018	ADJUST	David Gourlay	974.51		30,011.17
09/25/2018	ADJUST	Kenneth Sands	1,010.24		29,000.93
09/25/2018	ADJUST	Benjamin Weston	517.15		28,483.78
09/25/2018	Print	DTE ENERGY	19.42		28,464.36
09/25/2018	Print	DTE ENERGY	17.51		28,446.85
09/25/2018	Print	DTE ENERGY	7.28		28,439.57
09/25/2018	Print	DTE ENERGY	34.88		28,404.69
09/25/2018	Print	DTE ENERGY	51.15		28,353.54
09/25/2018	Print	Sherwin Williams Co.	562.85		27,790.69
09/25/2018	Print	City Of Traverse City	33.58		27,757.11
09/25/2018	Print	Northern Michigan Janitorial Supply	32.95		27,724.16
09/25/2018	Print	Award Cleaning Services	1,875.00		25,849.16
09/25/2018	Print	Vision Service Plan	72.09		25,777.07
09/25/2018	Print	Priority Health	4,401.81		21,375.26
09/25/2018	Print	Northern Greenlawn	213.00		21,162.26
09/25/2018	Print	Total Attention	403.55		20,758.71
09/25/2018	Print	City Of Traverse City	9,727.39		11,031.32
09/25/2018	Print	Safety Net	849.00		10,182.32
09/25/2018	Print	Networks Northwest	270.00		9,912.32
09/25/2018	Print	John DeWeese	158.91		9,753.41
09/25/2018	Print	Angela Szabo	183.60		9,569.81
09/25/2018	Print	Twin Bay Glass Inc.	145.41		9,424.40
09/25/2018	Print	Munson Occupational Health &	35.00		9,389.40
09/25/2018	Print	D & W Mechanical	934.07		8,455.33
09/25/2018	Print	Thomas P. Licavoli	3,640.00		4,815.33
09/25/2018	Print	Wilmar	594.28		4,221.05
<b>Total:</b>			74,422.08	73,001.43	

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2018 To: 09/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/04/2018	ADJUST	PNC	74.05		88,647.92
09/04/2018	EFT	U.S. Dept. of HUD		7,358.00	96,005.92
09/04/2018	EFT	U.S. Dept. of HUD		86,018.00	182,023.92
09/04/2018	DEP			100.00	182,123.92
09/04/2018	DEP			80.00	182,203.92
09/04/2018	000219	TC Commons I LDHA, LLC	263.00		181,940.92
09/04/2018	000219	Jeana Aiken	386.00		181,554.92
09/04/2018	000219	Dustin Ansorge	1,248.00		180,306.92
09/04/2018	000219	Anthony Ansorge	796.00		179,510.92
09/04/2018	000219	Ayers Investment Properties LLC	575.00		178,935.92
09/04/2018	000219	Brad Barnes	503.00		178,432.92
09/04/2018	000219	Bay Front Apartments	322.00		178,110.92
09/04/2018	000219	Bay Hill Housing LDHALP	5,203.00		172,907.92
09/04/2018	000219	Bay Hill II	7,540.00		165,367.92
09/04/2018	000219	Elizabeth Beckett	315.00		165,052.92
09/04/2018	000219	Bellaire Senior Apartments	351.00		164,701.92
09/04/2018	000219	Brookside Commons LDHA, LP	1,502.00		163,199.92
09/04/2018	000219	Brown Elder Apartments LLC	117.00		163,082.92
09/04/2018	000219	Irma Jean Brownley	535.00		162,547.92
09/04/2018	000219	Rebecca Carmien	358.00		162,189.92
09/04/2018	000219	Carson Square	5,648.00		156,541.92
09/04/2018	000219	Chris R. Frank	765.00		155,776.92
09/04/2018	000219	Central Lake Townhouses	395.00		155,381.92
09/04/2018	000219	Cherrywood Village Farms, Inc.	2,295.00		153,086.92
09/04/2018	000219	Douglas A. Chichester	615.00		152,471.92
09/04/2018	000219	Davis Investment Properties, LLC	640.00		151,831.92
09/04/2018	000219	Jack V. Dean	421.00		151,410.92
09/04/2018	000219	Zachary Duell	1,200.00		150,210.92
09/04/2018	000219	Eden Brook LLC	457.00		149,753.92
09/04/2018	000219	Shirley Farrell	827.00		148,926.92
09/04/2018	000219	Five P Enterprises, LLC	466.00		148,460.92
09/04/2018	000219	Rent Leelanau, LLC	786.00		147,674.92
09/04/2018	000219	Lisa Forbes	531.00		147,143.92
09/04/2018	000219	Mabel Foust	446.00		146,697.92
09/04/2018	000219	Michael Glowacki	707.00		145,990.92
09/04/2018	000219	David Grzesiek	395.00		145,595.92
09/04/2018	000219	Habitat for Humanity	340.00		145,255.92
09/04/2018	000219	Harbour Ridge Apts	1,190.00		144,065.92
09/04/2018	000219	Leonard Herman	521.00		143,544.92
09/04/2018	000219	Hillview Terrace	1,840.00		141,704.92

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2018 To: 09/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/04/2018	000219	Josh Hollister	396.00		141,308.92
09/04/2018	000219	HomeStretch	2,871.00		138,437.92
09/04/2018	000219	Nancy Irish	572.00		137,865.92
09/04/2018	000219	Donna Kalchik	313.00		137,552.92
09/04/2018	000219	Kalkaska Woods Limited Partnership	301.00		137,251.92
09/04/2018	000219	Bruce W. Korson	427.00		136,824.92
09/04/2018	000219	Lake Pointe Acquisitions LLC.	315.00		136,509.92
09/04/2018	000219	Sidney Lammers	372.00		136,137.92
09/04/2018	000219	John J. Lewis	746.00		135,391.92
09/04/2018	000219	Don E. Lint	504.00		134,887.92
09/04/2018	000219	Maret Sabourin	525.00		134,362.92
09/04/2018	000219	Meadowrun-Mancelona Rd 207 LHDA	471.00		133,891.92
09/04/2018	000219	Robert J. Mork	371.00		133,520.92
09/04/2018	000219	Oak Park Apts	1,174.00		132,346.92
09/04/2018	000219	Oak Terrace Apts	718.00		131,628.92
09/04/2018	000219	Daniel G. Pohlman	1,117.00		130,511.92
09/04/2018	000219	Douglas L. Porter	418.00		130,093.92
09/04/2018	000219	Punta Gorda Housing Authority	798.38		129,295.54
09/04/2018	000219	Timothy Rice	349.00		128,946.54
09/04/2018	000219	Sabin Pond Apartments LLC	113.00		128,833.54
09/04/2018	000219	Eldon Schaub	384.00		128,449.54
09/04/2018	000219	Mike & Melissa Schichtel	620.00		127,829.54
09/04/2018	000219	Melanie Schmid	818.00		127,011.54
09/04/2018	000219	Samuel Shore	986.00		126,025.54
09/04/2018	000219	Gerald Sieggreen	697.00		125,328.54
09/04/2018	000219	SILVER SHORES MHC	1,830.00		123,498.54
09/04/2018	000219	Douglas & Julia Slack	333.00		123,165.54
09/04/2018	000219	22955 Investments LLC	2,507.00		120,658.54
09/04/2018	000219	Traverse City Property Management	454.00		120,204.54
09/04/2018	000219	TCR Investments, LLC	611.00		119,593.54
09/04/2018	000219	Wendy Teagan	475.00		119,118.54
09/04/2018	000219	TEAMCO PROPERTIES	651.00		118,467.54
09/04/2018	000219	TOS Holdings, LLC	1,478.00		116,989.54
09/04/2018	000219	Tradewinds Terrace Apts	249.00		116,740.54
09/04/2018	000219	Village Apartments LDHA	535.00		116,205.54
09/04/2018	000219	Village Glen Apartments	7,977.00		108,228.54
09/04/2018	000219	Village View Housing LHDA LP	1,188.00		107,040.54
09/04/2018	000219	Village Woods	804.00		106,236.54
09/04/2018	000219	Wagner Asset Group at Ninth Street,	734.00		105,502.54
09/04/2018	000219	Paul Wheelock	538.00		104,964.54

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2018 To: 09/25/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
09/04/2018	000219	Woda Boardman Lake LDHA.LP	2,018.00		102,946.54
09/04/2018	000219	Woodland Shores Properties, LLC	337.00		102,609.54
09/04/2018	000219	Woodmere Ridge Apartments LDHA	4,397.00		98,212.54
09/04/2018	000219	Wyatt Road Apartment Company	573.00		97,639.54
09/04/2018	000219	Theodore V. Zachman	876.00		96,763.54
09/04/2018	000219	Barb Zupin	500.00		96,263.54
09/14/2018	DEP			407.00	96,670.54
09/14/2018	023091	City Of Traverse City	98.30		96,572.24
09/14/2018	023092	Consumers Energy	13.00		96,559.24
09/14/2018	023093	DTE ENERGY	290.70		96,268.54
09/14/2018	023094	Lisa L. Forbes	14.00		96,254.54
09/14/2018	023095	Traverse City Housing Commission	6,305.05		89,949.49
09/19/2018	023096	City Of Traverse City	531.70		89,417.79
09/19/2018	023097	DTE ENERGY	45.30		89,372.49
<b>Total:</b>			93,312.48	93,963.00	

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 2 Months Ended August 31, 2018**

	1 Month Ended		2 Months Ended			
	<u>August 31, 2018</u>		<u>August 31, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>						
<b>Rental Income</b>						
3110 - Dwelling Rental	\$	32,389.00	\$	63,587.00	\$ 435,000	\$ 371,413.00
3110.2 - Dwelling Rental-Proj. 2		4,389.00		8,696.00	0	(8,696.00)
3120 - Excess Utilities		150.96		273.96	0	(273.96)
3190 - Nondwelling Rental		7,245.60		14,991.20	71,900	56,908.80
<b>Total Rental Income</b>	\$	44,174.56	\$	87,548.16	\$ 506,900	\$ 419,351.84
<b>Revenues - HUD PHA GRANTS</b>						
3401.2 - Operating Subsidy	\$	20,873.00	\$	42,003.00	\$ 250,000	\$ 207,997.00
<b>Total HUD PHA GRANTS</b>	\$	20,873.00	\$	42,003.00	\$ 250,000	\$ 207,997.00
<b>Nonrental Income</b>						
3610 - Interest Income-Gen. Fund	\$	184.26	\$	356.80	\$ 2,500	\$ 2,143.20
3690 - Tenant Income		279.55		864.55	6,000	5,135.45
3690.1 - Non-Tenant Income		5,667.67		18,343.39	15,400	(2,943.39)
3690.2 - Tenant Income-Cable		2,300.00		4,603.00	29,200	24,597.00
3692 - Management Fee - TAHDC		2,093.97		4,118.97	0	(4,118.97)
<b>Total Nonrental Income</b>	\$	10,525.45	\$	28,286.71	\$ 53,100	\$ 24,813.29
<b>Total Operating Income</b>	\$	75,573.01	\$	157,837.87	\$ 810,000	\$ 652,162.13
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	9,663.85	\$	23,728.44	\$ 136,780	\$ 113,051.56
4130 - Legal Expense		870.00		1,534.90	17,000	15,465.10
4140 - Staff Training		0.00		0.00	6,300	6,300.00
4150 - Travel Expense		310.02		853.87	4,200	3,346.13
4170 - Accounting Fees		450.16		900.32	7,000	6,099.68
4171 - Auditing		0.00		0.00	4,000	4,000.00
4182 - Employee Benefits - Admin		2,914.59		11,765.22	50,430	38,664.78
4185 - Telephone		1,033.76		1,608.63	7,500	5,891.37
4190.1 - Publications		0.00		0.00	800	800.00
4190.2 - Membership Dues and Fees		0.00		317.97	1,000	682.03
4190.3 - Admin. Service Contracts		951.82		2,432.46	23,800	21,367.54
4190.4 - Office Supplies		29.67		278.96	4,200	3,921.04
4190.5 - Other Sundry Expense		3,294.75		4,038.67	13,640	9,601.33
4190.6 - Advertising		0.00		275.00	1,500	1,225.00
<b>Total Administration</b>	\$	19,518.62	\$	47,734.44	\$ 278,150	\$ 230,415.56
<b>Tenant Services</b>						
4220 - Rec., Pub., & Other Services	\$	631.44	\$	2,629.75	\$ 8,575	\$ 5,945.25
4230 - Cable TV-Tenants		3,290.20		6,580.40	37,460	30,879.60
<b>Total Tenant Services</b>	\$	3,921.64	\$	9,210.15	\$ 46,035	\$ 36,824.85



**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 2 Months Ended August 31, 2018**

	1 Month Ended	2 Months Ended		
	<u>August 31, 2018</u>	<u>August 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>				
4310 - Water	\$ 2,052.01	\$ 3,786.82	\$ 16,500	\$ 12,713.18
4320 - Electricity	8,444.08	16,124.69	150,000	133,875.31
4330 - Gas	129.18	672.11	15,500	14,827.89
<b>Total Utilities</b>	<u>\$ 10,625.27</u>	<u>\$ 20,583.62</u>	<u>\$ 182,000</u>	<u>\$ 161,416.38</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Labor, Maintenance	\$ 7,346.50	\$ 19,525.06	\$ 97,540	\$ 78,014.94
4420 - Materials	5,465.26	6,414.58	25,000	18,585.42
4430.02 - Heating & Cooling Contracts	0.00	604.19	6,000	5,395.81
4430.03 - Snow Removal Contracts	0.00	0.00	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	19,451.79	19,451.79	9,600	(9,851.79)
4430.05 - Landscape & Grounds Contracts	8,933.48	10,059.48	10,000	(59.48)
4430.06 - Unit Turnaround Contracts	11,365.25	16,728.36	18,000	1,271.64
4430.07 - Electrical Contracts	0.00	63.00	1,000	937.00
4430.08 - Plumbing Contracts	559.30	806.30	1,000	193.70
4430.09 - Extermination Contracts	270.00	810.00	3,000	2,190.00
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	1,323.01	2,523.01	10,000	7,476.99
4430.12 - Misc. Contracts	881.78	1,071.78	10,000	8,928.22
4431 - Garbage Removal	1,009.52	1,009.52	10,500	9,490.48
4433 - Employee Benefits - Maint.	2,280.87	11,038.02	35,620	24,581.98
<b>Total Ordinary Maint. &amp; Oper</b>	<u>\$ 58,886.76</u>	<u>\$ 90,105.09</u>	<u>\$ 243,460</u>	<u>\$ 153,354.91</u>
<b>General Expense</b>				
4510 - Insurance	\$ 2,676.90	\$ 5,331.00	\$ 30,600	\$ 25,269.00
4520 - Payment in Lieu of Taxes	1,780.00	3,821.67	23,000	19,178.33
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>	<u>\$ 4,456.90</u>	<u>\$ 9,152.67</u>	<u>\$ 89,600</u>	<u>\$ 80,447.33</u>
<b>Total Routine Expense</b>	<u>\$ 97,409.19</u>	<u>\$ 176,785.97</u>	<u>\$ 839,245</u>	<u>\$ 662,459.03</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
4610.3 - Contract Costs	\$ 0.00	\$ 0.00	\$ 10,000	\$ 10,000.00
<b>Total Extraordinary Maintenance</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 10,000</u>	<u>\$ 10,000.00</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>\$ 0.00</u>	<u>\$ 10,000</u>	<u>\$ 10,000.00</u>
<b>Total Operating Expenses</b>	<u>\$ 97,409.19</u>	<u>\$ 176,785.97</u>	<u>\$ 849,245</u>	<u>\$ 672,459.03</u>
<b>Operating Income (Loss)</b>	<u>\$ (21,836.18)</u>	<u>\$ (18,948.10)</u>	<u>\$ (39,245)</u>	<u>\$ (20,296.90)</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 21,695.94	\$ 42,307.39	\$ 0	\$ (42,307.39)
<b>Total Depreciation Expense</b>	<u>\$ 21,695.94</u>	<u>\$ 42,307.39</u>	<u>\$ 0</u>	<u>\$ (42,307.39)</u>

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2018**

	1 Month Ended		2 Months Ended			
	<u>August 31, 2018</u>		<u>August 31, 2018</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	\$	0.00	\$	10,770.25	\$ 25,000	\$ 14,229.75
7590 - Operating Expenditures-Contra		<u>0.00</u>		<u>(10,770.25)</u>	<u>0</u>	<u>10,770.25</u>
<b>Total Capital Expenditures</b>	\$	0.00	\$	0.00	\$ 25,000	\$ 25,000.00
<b>Other Financial Items</b>						
8010 - Operating Transfers In	\$	<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>	 \$	 (21,836.18)	 \$	 (29,718.35)	 \$ (173,545)	 \$ (143,826.65)
<b>GAAP Net Income (Loss)</b>	\$	<u>(43,532.12)</u>	\$	<u>(61,255.49)</u>	\$ 45,055	\$ 106,310.49

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2018**

	1 Month Ended	2 Months Ended		
	<u>August 31, 2018</u>	<u>August 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 0.00	\$ 50.00	\$ 0	\$ (50.00)
<b>Total Operating Reserve Income</b>	\$ 0.00	\$ 50.00	\$ 0	\$ (50.00)
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 86,018.00	\$ 173,868.00	\$ 0	\$ (173,868.00)
3411 - Admin Fee Funding	8,525.00	15,883.00	0	(15,883.00)
<b>Total HUD PHA GRANTS</b>	\$ 94,543.00	\$ 189,751.00	\$ 0	\$ (189,751.00)
<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>	\$ 94,543.00	\$ 189,801.00	\$ 0	\$ (189,801.00)
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 3,087.77	\$ 7,532.75	\$ 40,790	\$ 33,257.25
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	0.00	74.10	500	425.90
4140 - Staff Training	0.00	0.00	2,700	2,700.00
4150 - Travel Expense	52.92	380.25	1,800	1,419.75
4170 - Accounting Fees	649.25	1,298.50	8,000	6,701.50
4171 - Auditing	0.00	0.00	3,000	3,000.00
4182 - Employee Benefits - Admin	827.11	3,815.94	17,195	13,379.06
4185 - Telephone	214.56	460.93	3,200	2,739.07
4190.1 - Publications	0.00	0.00	500	500.00
4190.2 - Membership Dues and Fees	0.00	317.97	1,000	682.03
4190.3 - Admin. Service Contracts	407.91	882.74	10,200	9,317.26
4190.4 - Office Supplies	12.71	119.55	2,200	2,080.45
4190.5 - Other Sundry Expense	1,473.43	2,010.73	5,460	3,449.27
4190.6 - Advertising	99.92	99.92	0	(99.92)
<b>Total Administration</b>	\$ 6,825.58	\$ 16,993.38	\$ 96,295	\$ 79,301.62
<b>General Expense</b>				
4590 - Other General Expense	\$ 34.38	\$ 68.76	\$ 0	\$ (68.76)
<b>Total General Expense</b>	\$ 34.38	\$ 68.76	\$ 0	\$ (68.76)
<b>Total Routine Expense</b>	\$ 6,859.96	\$ 17,062.14	\$ 96,295	\$ 79,232.86

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2018**

	<u>1 Month Ended August 31, 2018</u>	<u>2 Months Ended August 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 80,289.00	\$ 159,127.00	\$ 0	\$ (159,127.00)
4715.3 - HAP - Non-Elderly Disabled	2,509.00	5,018.00	0	(5,018.00)
4715.4 - HAP - Utility Allowances	433.00	866.00	0	(866.00)
4715.5 - HAP - Fraud Recovery	0.00	(50.00)	0	50.00
4715.6 - HAP - Homeownership	1,229.00	2,458.00	0	(2,458.00)
4715.61 - HAP-Homeownership URP	14.00	28.00	0	(28.00)
4715.8 - HAP - Portable Paying Out	764.00	1,858.00	0	(1,858.00)
4715.9 - HAP - Portable Receiving	337.00	337.00	0	(337.00)
4719 - HAP - FSS Escrow	2,876.00	6,934.00	0	(6,934.00)
<b>Total HAP Payments</b>	<b>\$ 88,451.00</b>	<b>\$ 176,576.00</b>	<b>\$ 0</b>	<b>\$ (176,576.00)</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>\$ 95,310.96</b>	<b>\$ 193,638.14</b>	<b>\$ 96,295</b>	<b>\$ (97,343.14)</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>\$ (767.96)</b>	<b>\$ (3,837.14)</b>	<b>\$ (96,295)</b>	<b>\$ (92,457.86)</b>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<b>\$ 1,665.04</b>	<b>\$ (1,179.14)</b>	<b>\$ (96,295)</b>	<b>\$ (95,115.86)</b>

**Analysis of Funding**

**A.C. Received: August 31, 2018**

3410 - HAP Funding

**2 Months Ended  
August 31, 2018**

\$ 173,868.00

**A.C. Earned**

4715.1 - HAP - Occupied Units	159,127.00
4715.3 - HAP - Non-Elderly Disabled	5,018.00
4715.4 - HAP - Utility Allowances	866.00
4715.5 - HAP - Fraud Recovery	(50.00)
4715.6 - HAP - Homeownership	2,458.00
4715.61 - HAP-Homeownership URP	28.00
4715.8 - HAP - Portable Paying Out	1,858.00
4715.9 - HAP - Portable Receiving	337.00
4719 - HAP - FSS Escrow	6,934.00

**Total Funding Required**

\$ 176,576.00

**Over/(Under) Funding**

\$ (2,708.00)

**RNP as of: August 31, 2018**

\$ (15,982.00)

**UNP as of: August 31, 2018**

\$ 118,875.86

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2018**

	1 Month Ended	2 Months Ended		
	<u>August 31, 2018</u>	<u>August 31, 2018</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	\$ 11,204.00	\$ 0	\$ (11,204.00)
<b>Total HUD PHA GRANTS</b>	\$ 5,602.00	\$ 11,204.00	\$ 0	\$ (11,204.00)
<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>	<u>\$ 5,602.00</u>	<u>\$ 11,204.00</u>	<u>\$ 0</u>	<u>\$ (11,204.00)</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 3,678.48	\$ 9,076.20	\$ 55,800	\$ 46,723.80
4182 - Employee Benefits - Admin	1,146.34	7,254.12	19,070	11,815.88
4190.1 - Publications	0.00	433.00	0	(433.00)
<b>Total Administration</b>	<u>\$ 4,824.82</u>	<u>\$ 16,763.32</u>	<u>\$ 74,870</u>	<u>\$ 58,106.68</u>
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	<u>\$ 4,824.82</u>	<u>\$ 16,763.32</u>	<u>\$ 74,870</u>	<u>\$ 58,106.68</u>

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2018**

	<u>1 Month Ended August 31, 2018</u>	<u>2 Months Ended August 31, 2018</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>	\$ 4,824.82	\$ 16,763.32	\$ 74,870	\$ 58,106.68
<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>\$ 777.18</u>	<u>\$ (5,559.32)</u>	<u>\$ (74,870)</u>	<u>\$ (69,310.68)</u>



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

## **COMMITTEE REPORTS**

Executive Committee Meeting: September 25, 2018

Governance Committee Meeting: September 20, 2018

**Meeting Minutes of the Traverse City Housing Commission  
Executive & Governance Committee  
September 25, 2018**

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 7:34 A.M. on September 25, 2018 in the TCHC Offices in Traverse City, Michigan.

**ROLL CALL**

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

**CORRESPONDENCE**

An E-Mail from HUD regarding the TCHC Application to the RAD Program was shared. HUD has received the application and expects to take over sixty (60) days to review the application.

**AGENDA**

The following Agenda items were discussed:

- A. The Minutes of the August 13, 2018 Executive Committee Meeting were presented and accepted.
- B. A financial report was given by staff. We are still running a deficit.
- C. The policy review schedule was presented and discussed. There was a long discussion about a new Housekeeping and Sanitary Standards Policy and staffs work with our attorney to guide the development of the policy.
- D. Staff gave an update on the East Bay Flats project; the State of Michigan is requiring us to build out six more accessible bathrooms. Commissioner Lockwood is ready to assist on the marketing and media plan for East Bay Flats when ready.
- E. There was a lengthy discussion on the relationship with the Elk Rapids Housing Commission as staff distributed a proposed twelve-month management agreement. Staff also reported that the ERHC has approved the agreement and that our attorney has reviewed it and found no problem with it. The Committee recommends its approval and since President Smits cannot attend the meeting on Friday, he will try to forward his comments prior to the meeting.
- F. The September 28, 2018 Regular Meeting Agenda was discussed:
  - Fair Market Rents were reviewed and recommended for approval.
  - The Flat Rent Schedule was reviewed and recommended for approval.

**ADJOURNMENT**

President Smits adjourned the meeting at 8:15 A.M.

Respectfully submitted,

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Andy Smits, President &  
Tony Lentych, Executive Director



**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Executive & Governance Committee  
September 20, 2018**

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Commissioner Kay Serratelli in the Riverview Terrace Community Room, 150 Pine Street, Traverse City, Michigan at 10:03 A.M.

**I      ROLL CALL**

The following Commissioners were present: Kay Serratelli.

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

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

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

Committee Member Corcoran moved (Loper support) to approve the agenda and accept the meeting minutes as presented. The motion passed unanimously.

**III      PUBLIC COMMENT**

None.

**IV      UPDATES**

- A. The Policy Review Schedule was presented and discussed. Staff will be working on the Housekeeping and Sanitary Standards policy. Staff informed the committee that the Pest Control Policy will be accelerated.

**V      OLD BUSINESS**

- A. There is no update regarding the "Shared Drive" request from the City.
- B. The committee discussed the upcoming DDA meeting and the River Walk. Committee members are planning to attend the September 21, 2018 DDA meeting.
- C. Work on the Safety & Evacuation Plan work is ongoing.
- D. The TCHC lease sub-committee has sent the lease to the attorney for review and comment.
- E. Staff presented a Summary of RAD Questions & Answers from Resident Meetings memo and updated the committee on the RAD process. Staff will continue to hold monthly resident meetings through this process.
- F. The FY 2019 Salary Survey document is being reviewed and completed by staff. A list of comparable agencies will be provided at the next meeting.

**VI      NEW BUSINESS**

- A. The Elk Rapids Housing Commission Management Agreement was presented. After a detailed discussion, the committee recommends sending this to the TCHC Board for approval.
- B. The FY2019 Fair Market Rents were presented and discussed. The committee recommends sending this to the TCHC Board for approval.

**VII     PUBLIC COMMENT**

None.

**VIII    ADJOURNMENT**

Committee Member Loper moved (Cocoran support) to adjourn the meeting at 10:58 AM. The motion passed unanimously. Commissioner Serratelli closed the meeting at 10:58 AM.

The next scheduled meeting is Thursday, October 18, 2018 at 10:00 AM.

Respectfully submitted,

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Michelle Reardon, Recording Secretary



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

## **STAFF & PROGRAM REPORTS**

Executive Director's Report: September 2018

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

Resident Council Report: September 2018

## EXECUTIVE DIRECTOR'S REPORT: September 28, 2018

This report covers the work accomplished from August 25, 2018 until September 27, 2018. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

### Strategic Goal 1

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

#### Current Properties

1. Riverview Terrace: No openings at this time. We have one unit opening and month's end and we already have unit filled.
2. Orchardview: We have two units open at this time. We had two families move in last month. We anticipate at least one more opening before the project settles down.

#### Housing Choice Vouchers

1. We have 170 HCV filled at this time. We have approximately 2 individuals/families looking for housing at this time. The waitlist will be open until the end of September. We already have over 300 new applicants.

#### Projects & Potential Projects

1. EAST BAY FLATS: Participated in many meetings, calls, tours, emails with the team. Everything is moving along. The State of Michigan has requested that we build six more accessible units – this will be the end of our appeal of the County's decision to require us to make all of the units fully accessible. This is a significant cost saver. Worked with our partners to plan for additional unit renovations. Model Unit should be open in October.
2. ELK RAPIDS HOUSING COMMISSION: Submitted a twelve-month management agreement to their Commission. It was approved at their Regular Meeting in September.
3. RAD: Submitted our application to HUD and conducted three meetings with residents on the program as well as prepared written correspondence for the program.
4. Continued conversations and meetings with partners to implement Homeless Youth Housing – developing a work plan for East Bay Flats. We have a waitlist for these units.
5. Participated in continued conversations about the future of Sarah's House.
6. Continued work with Leelanau REACH through emails and calls.

7. Continued to assist the Opportunity Resource Fund, a state-wide CDFI, about their plans to “announce” a presence in the region.

<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. Multiple meetings with the leadership of the Riverview Terrace Resident Council to finalize their budget.
2. Continued to monitor the new Smoke-Free Properties policy. It is going well.

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

1. Continued research for the white paper on the future of TCHC – still have not completed this task.
2. Applied for a DBA for TAHDCO to become known as TC Housing Services.

#### Financial

1. Prepared monthly financial reports for August 2018.

#### General Management

1. Continued work on internal Policy Review and Improvement.
2. Continued work on TCHC Lease Agreement – conversations with our attorney.
3. Welcomed a new Maintenance staffer to the team – including the initial orientation utilizing the new Personnel Policy & Procedure Manual.

#### Office IT

1. Continued evaluation of new website.

#### TCHC

1. Attended one TCHC regular meeting (August 24) and prepared for another (September 28).

2. Coordinated an Executive Committee meeting. Prepared for a Governance Committee meetings.

#### **ERHC**

1. Prepared for and attended one ERHC regular meetings (September).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.)

<b>Strategic Goal 4</b>	<b>Increase community engagement and understanding of our work.</b>
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1. Housing Solution Network: Chaired a monthly meeting of the Housing Solutions Network that focused on the needs of business to acquire “affordable” housing for their employees.
2. Rural Housing Partnership: Participated in the first board of directors meeting. Also participated in a “marketing” meeting of with the board to prepare for the public launch.
3. Community Economic Development Association of Michigan (CEDAM): Participated in one conference call.
4. Federal Home Loan Bank of Indianapolis: Participated in two conference calls and attended one meeting that included a tour of affordable housing activities in the Lansing Michigan area.
5. Media: Nothing to report.
6. Meeting with staff of BATA about future transportation issues.
7. Participated in one Meeting of the Leelanau County Housing Action Committee.

<b>Miscellaneous</b>	<b>Other information / On-going Issues – plus personal items.</b>
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1. Several emails and calls with TCHC attorney, Ward Kuhn on a variety of issues.
2. “SHARED DRIVE” / “RIVERWALK”: I participated in the DDA site tour for the Riverwalk Extension at the Uptown neighborhood. I met with Joe Sarafa to get an update on his project next door.
3. “ENGINEERING SERVICES”: No movement on this issue.
4. Holiday/Vacation/Personal Time: Had a day off for the Labor Day Holiday. Additionally, I have been out of the office for one day of personal leave.

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

**September 28, 2018**

## **Current SEMAP Status**

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	22	96%	14	64%

## **Program Manager Update**

I have been meeting with current FSS clients and continue to schedule quarterly appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We will begin pulling names from the HCV Waitlist once the list is closed at the end of September. This will be a great opportunity to introduce the FSS program to new clients.

## **Status of Participants**

Current participants are showing progress and continuously working to meet their goals. We have two clients that have graduated the program successfully and one new participant enrolled this month. One of our graduates is planning to use her escrow funds towards homeownership through our homeownership program.

## **FSS Grant**

We continue to make our monthly draw on the grant. The FY 2019 grant RFP is about to be announced and we will respond accordingly.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** September 28, 2018

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

**FROM:** Tony Lentych, Executive Director

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

**MESSAGE:**

Attached are the monthly financial review reports from RTRC for the month of August. The financial reporting continues to be great. Late last month, the budget for the year was also finalized.

Also attached are the handouts from the RTRC monthly meeting for September. Additionally, she submitted a letter to be included this month as well.

**ATTACHMENT:** Letter from RTRC President  
Financial Reports  
FY 2019 Budget  
Monthly Handouts  
Draft Meeting Minutes



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

\*At our August Meeting we didn't have a Quorum but we did have a Quorum at our September Meeting. Our October Meeting will be held on October 19<sup>th</sup>. I will be gone from October 3<sup>rd</sup> through the October 17<sup>th</sup> to visit My Daughter in Ohio.

\*We still don't have a Social Coordinator. The RC Members, Residents & I are working together to put on different activities such as the Birthday & Dinner bashes. We're finding that combining some of these activities has helped greatly.

\*We painted Bird Houses on September 15<sup>th</sup> and it was a lot of fun! Everyone went home with a beautiful sparkly accomplishment.

\*Our donations have been excellent. This allows us to continue with the activities and parties in the future.

Respectfully Submitted,  
Jo Simerson, President



# Riverview Terrace Resident Council

## FY 2018-2019

	July	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ 65.86	\$ 1,730.85	\$ 985.05	\$ 985.05	\$ 985.05	\$ 985.05	\$ 985.05
Income	\$ 1,764.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 745.80	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 1,730.85	\$ 985.05	\$ 985.05	\$ 985.05	\$ 985.05	\$ 985.05	\$ 985.05

Unrestricted Balance Forward	\$ 357.57	\$ 369.53	\$ 280.46	\$ 280.46	\$ 280.46	\$ 280.46	\$ 280.46
Income	\$ 81.90	\$ 83.43	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 69.94	\$ 172.50	\$ -	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 369.53	\$ 280.46	\$ 280.46	\$ 280.46	\$ 280.46	\$ 280.46	\$ 280.46

EOM TOTAL*	\$ 2,100.38	\$ 1,265.51	\$ 1,265.51	\$ 1,265.51	\$ 1,265.51	\$ 1,265.51	\$ 1,265.51
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\* Equals Bank Statement

Total Savings = \$ 5.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 1,370.51

Current as of August 31, 2018



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

**Your Statement Of Accounts**  
**08/01/2018-08/31/2018**  
**Your Account Number**  
**xxxxxx1794**  
**Page 1**

71823 1 AV 0.378

124413-71823-254



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

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



### Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$2,100.38	\$1,265.51
	<b>Total</b>		<b>\$1,270.51</b>

### MEMBER SAVINGS

Share Account ID 00

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

### FREE CHECKING

Share Account ID 01

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Aug 01		Beginning Balance			\$2,100.38
Aug 07	Aug 07	Withdrawal POS #821900236562 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI INQ LAKE MICHIGAN CU 310 W FRONT ST TRAVERSE CITY MI 707581	(\$29.40)		\$2,070.98
Aug 18	Aug 18	Withdrawal POS #823052681100 NST BEST BUY #500 082187 2577 NORTH US 31 S TRAVERSE CITY MI	(\$705.81)		\$1,365.17
Aug 20	Aug 20	Draft 1156 Tracer 042000010865881 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$39.99)		\$1,325.18
Aug 21	Aug 21	Withdrawal POS #823318223892 GFS STORE #0919 1781 Ba Traverse City MI	(\$34.97)		\$1,290.21
Aug 21	Aug 21	Withdrawal POS #823319600013 MEIJER # 033 3955 US 31 TRAVERSE CITY MI	(\$8.13)		\$1,282.08
Aug 24	Aug 24	Draft 1157 Tracer 000019985	(\$100.00)		\$1,182.08
Aug 25	Aug 25	Deposit		\$83.43	\$1,265.51
Aug 31		Ending Balance			\$1,265.51

### Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount
□ 1156	Aug 20	\$39.99	□ 1157	Aug 24	\$100.00
<b>Total Checks Cleared</b>		<b>2</b>	<b>Total Checks Cleared</b>		<b>\$139.99</b>

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

124414-71823



**Dividend Summary**

**Account**

MEMBER SAVINGS 00

FREE CHECKING 01

**Total**

**Dividends**

**Year To Date**

\$0.00

\$0.00

\$0.00

Your current account relationship is      Basic

# Riverview Terrace Resident Council

## FY 2018-2019

### BUDGET

INCOME	AMOUNT
Cash on Hand (End of Fiscal Year)	\$ 525.00
Tenant Participation Fees (HUD)	\$ 1,725.00
Earned Income	\$ 25.00
Grants/Donations/Other*	\$ 900.00
<b>TOTAL</b>	<b>\$ 3,175.00</b>
EXPENSES	AMOUNT
<b>OFFICE EXPENSES</b>	
Telephone/Internet	\$ 480.00
Printing Costs	\$ 325.00
Equipment	\$ 725.00
Office Supplies	\$ 250.00
Misc./Other	\$ 150.00
<b>SUB TOTAL</b>	<b>\$ 1,930.00</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>\$ 3,175.00</b>

### Office Hours

#### **Fall-Winter-Spring:**

M/W/F Only 10:00 AM - 2:00 PM

#### **Summer:**

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

### 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

**DRAFT**

**RIVERVIEW TERRACE RESIDENT COUNCIL**  
**MINUTES SEPTEMBER, 2018**

**Welcome and Call to Order:**

**Time: 2:00 pm**

**Pledge of Allegiance:**

**Roll Call:**

**Quorum: 16 (yes)**

- . Jo Simerson, pres. Laura Cole, vice pres. Norma Loper, sec.
- . Louis Kanan, tres.

**Introduction of Guest: none**

**Secretary's report:**

- . Norma Loper, Sec.

1. June report: motion by: Jody, seconded by: Jim, carried.

2. August report:

- a. There was a correction made on the June 6, 2018 in the unrestricted funds. So the final balance of 558.38 is correct for June, 2018 On the Treasurer's report.

b. motion by: Jody, seconded by: Gene, carried.

**Treasurer's report:**

- . Louis Kanan, Treas.

**Old Business:**

**A. Birthday Bash for August had 23 people present, and was a success.**

**B. Disability Network:**

1. Disability Network will be known as the Peer Advocacy Group

2. Next meeting is October 11, 2018

**C. August 22 Picnic was loads of fun. Everyone enjoyed the band.**

1. We had 53 residents present.

**New Business:**

**A. "Paint a Bird House" saw 8 people sitting around the tables painting the most gorgeous bird houses you ever did see !!**

**1. Sat. Sept. 15. You missed a whale of a good time.....**

**B. Birthday Bash/ Dinner September 19 @ 3:00 pm**

**C RAD:**

**1. Meeting scheduled for September 20<sup>th</sup> . If this changes, notices will be posted.**

**Public Comment:**

**Council Comment:**

**Motion To Adjourn:**

**Time: 2:33 pm**

**by: Harold , seconded by: Laura, adjourned**

**Next meeting : October 19, 2018 @ 2:00pm**

# **DRAFT**

## **RIVERVIEW TERRACE RESIDENT COUNCIL MINUTES AUGUST 17, 2018**

**Welcome and Call to Order:**

**Time: 2:00pm**

**Pledge of Allegiance:**

**Public Comment:**

**Roll Call:**

**Quorum: 11 residents (no)**

**A. Jo Simerson, Pres. Laura Cole, Vice Pres. Norma Loper, Sec.  
Louis Kanan, Treas.**

**Introduction Of guest:**

**A. None**

**Secretary's report:**

**. Norma Loper, Sec. No vote**

**A. There was a correction made on the June, 2018 Treasurer's report.**

**1. A correction for quarters on the Agenda:**

**a. They were deposited on June 6, 2018, in the unrestricted funds  
so the final Balance of \$558.38 is correct for June 2018.**

**Treasurer's report:**

**. Louis Kanan, Trea.**

**Old Business:**

**A. Birthday Bash for July was a success with 22 present.**

**1. Karla Jameson won the Raffle Basket. There are enough funds  
to keep the "flower fund" for the lobby going for 11/2- 2 years.**

**B. Disability Network meeting had 10 people attending.**

**C. July picnic was another success, and the band was great !**

**New Business:**

**A. August 22 is our last picnic of the year, come and join us.**

**1. We are trying to get the band here again !**

**B. August Birthday Bash ( Aug. 8 ) was very successful with 23 present.**

**Public comment:**

**Council comment:**

**A: Jo Simerson stated that Fay Samey resigned as Social Coordinator.**

**Motion to Adjourn: motion : none**

**Time: 2:34pm**

**Next meeting: September 14, 2018**



# RIVERVIEW TERRACE RESIDENT COUNCIL

## FINANCIAL REPORT FOR JULY 2018

### **RESTRICTED FUNDS**

Beginning Balance .....	\$65.86
Deposit ...(HUD).....	+ <u>\$1725.00</u>
Total .....	\$1790.86
Expenses .....(picnic band).....	- <u>\$100.00</u>
Total .....	\$1690.86
<b>Deposit</b> .....	+ <u><b>\$39.99</b></u>
Total .....	\$1730.85

### **\*NOTE**

**\$39.99** deposited because the Phone Company made a mistake and took it out twice.

*RESTRICTED FUNDS FINAL BALANCE* ..... \$1730.85

### **UNRESTRICTED FUNDS**

Beginning Balance .....	\$357.57
Expenses .....	\$48.97 (picnic)
	<u>\$20.97 (b-day bash)</u>
After Expenses.....	\$287.63
Deposit Donations .....	+ <u>\$81.90</u>
UNRESTRICTED FUNDS FINAL BALANCE .....	\$369.53

*FINAL COMBINED BALANCE* ..... \$2,100.38

• PETTY CASH ..... \$100.00



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

## **OLD BUSINESS**

2019 Consolidated Budget: Review of August 2019

TCHC Policy Review Schedule: Review

Memorandum on Resident Information Notice & Follow-up on RAD Application

# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2018 YTD ACTUAL*	FY 2019 BUDGET	AUGUST 2018 ACTUAL*	FY 2019 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 431,676.00	\$ 435,000.00	\$ 36,778.00	\$ 72,283.00	16.62%
Investment Interest	2,514.86	2,750.00	184.26	356.80	12.97%
Program Income: HCV	1,059,768.00	1,067,750.00	94,543.00	189,751.00	17.77%
Program Income: FSS	67,102.00	67,500.00	5,602.00	11,204.00	16.60%
Earned Income	159,523.99	196,700.00	17,737.75	43,195.07	21.96%
HUD Property Subsidy	243,751.00	250,000.00	20,873.00	42,003.00	16.80%
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>\$ 175,718.01</b>	<b>\$ 358,792.87</b>	<b>16.02%</b>
<u>OPERATING EXPENSES</u>					
Salaries	\$ 213,748.95	\$ 233,000.00	\$ 16,430.10	\$ 40,337.39	17.31%
Benefits	72,038.35	74,184.41	4,888.04	22,835.28	30.78%
Compensated Absences	(5,852.01)	(1,500.00)	-	-	0.00%
Legal	6,330.00	20,000.00	870.00	1,609.00	8.05%
Travel / Staff Training	9,548.23	17,500.00	362.94	1,234.12	7.05%
Accounting / Auditing	20,272.92	27,000.00	1,099.41	2,198.82	8.14%
General Office Expenses	60,625.25	72,500.00	7,552.91	13,345.29	18.41%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 376,711.69</b>	<b>\$ 442,684.41</b>	<b>\$ 31,203.40</b>	<b>\$ 81,559.90</b>	<b>18.42%</b>
<u>TENANT PROGRAMS &amp; SERVICES</u>					
Recreation, Programs, and Other	\$ 6,336.84	\$ 9,000.00	\$ 631.44	\$ 2,629.75	29.22%
Cable Television	38,953.19	38,960.00	3,290.20	6,580.40	16.89%
HAP	1,042,669.42	1,028,250.00	88,451.00	176,576.00	17.17%
<b>TOTAL TENANT PROGS / SERVICES</b>	<b>\$ 1,087,959.45</b>	<b>\$ 1,076,210.00</b>	<b>\$ 92,372.64</b>	<b>\$ 185,786.15</b>	<b>17.26%</b>
<u>UTILITIES</u>					
Water	\$ 15,395.02	\$ 15,500.00	\$ 2,052.01	\$ 3,786.82	24.43%
Electricity	130,384.39	150,000.00	8,444.08	16,124.69	10.75%
Gas	15,989.15	21,500.00	129.18	672.11	3.13%
<b>TOTAL UTILITIES</b>	<b>\$ 161,768.56</b>	<b>\$ 187,000.00</b>	<b>\$ 10,625.27</b>	<b>\$ 20,583.62</b>	<b>11.01%</b>
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 103,632.97	\$ 126,740.00	\$ 7,346.50	\$ 19,525.06	15.41%
Maintenance Benefits	36,166.15	48,093.50	2,280.87	11,038.02	22.95%
Materials	23,143.74	37,500.00	5,465.26	6,414.58	17.11%
Contract / CFP Costs	176,147.34	195,000.00	43,794.13	53,127.43	27.24%
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>\$ 339,090.20</b>	<b>\$ 407,333.50</b>	<b>\$ 58,886.76</b>	<b>\$ 90,105.09</b>	<b>22.12%</b>
<u>GENERAL EXPENSE</u>					
Insurance	\$ 29,205.67	\$ 31,500.00	\$ 2,676.90	\$ 5,331.00	16.92%
Payment in Lieu of Taxes	25,226.86	24,500.00	1,780.00	3,821.67	15.60%
Collection Losses	798.66	5,000.00	-	-	0.00%
Interest Expense / Other	29,143.21	33,000.00	-	-	0.00%
<b>TOTAL GENERAL EXPENSE</b>	<b>\$ 84,374.40</b>	<b>\$ 94,000.00</b>	<b>\$ 4,456.90</b>	<b>\$ 9,152.67</b>	<b>9.74%</b>
<u>EXTRAORDINARY / CASUALTY</u>	\$ 1,243.95	\$ 10,000.00	\$ -	\$ -	0.00%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,051,148.25</b>	<b>\$ 2,217,227.91</b>	<b>\$ 197,544.97</b>	<b>\$ 387,187.43</b>	<b>17.46%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (26,821.53)</b>	<b>\$ 22,472.09</b>	<b>\$ (21,826.96)</b>	<b>\$ (28,394.56)</b>	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (65,797.00)	\$ (20,000.00)	\$ -	\$ (10,770.25)	
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	<b>\$ (92,618.53)</b>	<b>\$ 2,472.09</b>	<b>\$ (21,826.96)</b>	<b>\$ (39,164.81)</b>	

\* Accountant Reviewed

# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<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.
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	This category utilizes prior year(s) receipts of funding. Final amounts to be determined by accountants.

\* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT**  
**END OF AUGUST 2018**

**PUBLIC HOUSING**

Chemical Bank	Checking	\$	13,062.99	
4Front Credit Union	Savings	\$	6,613.04	
TC State Bank	1051647	\$	163,367.21	
TC State Bank	53691	\$	42,480.77	
Huntington Bank	1388434863	\$	163,105.15	
TC State Bank	ICS Acct	\$	75,939.61	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	17,659.14	
Huntington Bank	1388405232	\$	26,813.25	
4Front Credit Union	CD 16525-S100	\$	31,641.46	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,691.36	Certificate of Deposit

**SUB TOTAL** **\$ 593,373.98**

**HOUSING CHOICE VOUCHER**

PNC	Checking	\$	88,585.82	
Chase Bank	135080088317	\$	76,040.08	Escrow Account

**SUB TOTAL** **\$ 164,625.90**

**OTHER**

Reserves*/FSS/CFP		\$	493,058.53	Restricted
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**SUB TOTAL** **\$ 493,058.53**

**TOTAL Cash & Cash Equivalents** **\$ 1,251,058.41**

*\* 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	May/June 2017	June 2018	June 22, 2018
<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	Annual	March 25, 2016
<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	TBD	
<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	August 2018	
<b>Housekeeping &amp; Sanitary Standards Policy</b>	<b>NEW</b>		<b>November 2018</b>	

# TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
<b>Inventory Policy</b>	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
<b>Key (Master) Policy</b>	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
<b>Pet Policy</b>	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
<b>Personnel Policy / Employee Handbook</b>	Unknown	August 2017	August 2020	August 25, 2017
Pest Control Policy	Unknown	Unknown	TBD	
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
<b>Rent Collection Policy</b>	April 5, 1988	None	NA	October 27, 2017
<b>Residential Lease Agreement</b>	Unknown	Unknown	September 2018	
<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
Tresspass Policy	Unknown	Unknown	TBD	
<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:** September 28, 2018

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

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Rental Assistance Demonstration (RAD) Resident Information

**MESSAGE:**

Attached, you will find all of the information that the office has distributed to residents regarding the Rental Assistance Demonstration (RAD) application that was submitted on September 4, 2018. Our initial meetings had over 60 participants and our first monthly meeting was attended by seven (7) residents. It is our hope to answer each and every question and address each and every concern.

We have received notice that our application was received. We will continue to hold monthly meetings at Riverview Terrace in order to 1) keep the information flowing in a structured manner and 2) provide an opportunity to “catch” anyone up on what has happened thus far. While these meetings are on the Monthly Calendar, should there be an important announcement, we promised to do more to announce that the upcoming meeting is an important one.

**ATTACHMENT:** Official Resident Information Notice  
Building Poster on RAD Announcing Monthly Meetings  
Summary of Two (2) Meetings on RAD with Summary of Questions & Answers  
Three (3) HUD Handouts – Distributed to Residents at Meetings





**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

## **RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD) RESIDENT INFORMATION NOTICE (RIN)**

August 24, 2018

Riverview Terrace Apartment No. 101

Dear Jo Simerson:

You are invited to a resident meeting to talk about the Traverse City Housing Commission's (TCHC) plans to convert Riverview Terrace Apartments from the Public Housing program to Section 8 Rental Assistance under the Rental Assistance Demonstration (RAD). You can attend one of the following:

**TUESDAY, AUGUST 28, 2018 AT 11:00 A.M.**

OR

**THURSDAY, AUGUST 30, 2018 AT 4:00 P.M.**

PLUS

**MONTHLY UPDATE MEETINGS – EVERY 3<sup>RD</sup> THURSDAY AT 9:00 A.M.**

**ALL MEETINGS WILL BE IN THE COMMUNITY ROOM OF RIVERVIEW TERRACE**

RAD is a voluntary program run by the U.S. Department of Housing and Urban Development (HUD). Under RAD, HUD will change the way it provides rental assistance to the property from Public Housing to a long-term Section 8 assistance contract. The Section 8 Rental Assistance would make it easier for us to access money to repair and improve the property, either now or in the future.

**This letter describes your rights under RAD and explains how a RAD conversion might affect you.**

**Whether we participate in RAD or not,  
you will still get rental assistance.**

### **YOUR RIGHT TO INFORMATION**

With this letter, we have included “Attachment #1,” which is a description of our current plans for the property. At the meeting, we will describe the RAD program and our current ideas in more detail. If we submit an application to HUD and are accepted into the program, we will have at least one additional meeting with you about our plans. You have the right to hear about major changes in the plans for the project, and we will invite you to additional meetings if key features of the plans change. You also have a right to organize and to form a resident organization to serve as your voice and to help you become well informed about the RAD plans.

### **YOUR RIGHT TO RENTAL ASSISTANCE**

Our decision to participate in RAD does not affect your rental assistance eligibility. You are not subject to new eligibility screening. If we satisfy all HUD requirements and the property is placed under a Section 8 Housing Assistance Payment (HAP) contract, you have a right to ongoing rental assistance as long as you comply with the requirements of your lease. In most cases, your rent will not change with the conversion from public housing to Section 8. In the rare event that your rent calculation would change (most commonly, when you are paying a “ceiling rent”), the increase would be phased in over time.

### **YOUR RIGHT TO RETURN**

You have a right to return to an assisted unit once any construction work is done. However, we may need to move you during construction and your post-construction home may be a different unit than your current home. If the plans involve the transfer of the rental assistance to a different site, you may need to move to the new site to keep your rental assistance (provided that it is within a reasonable distance of your current home), but you still have a right to an assisted unit.

You get to return to a RAD Section 8 unit unless **you choose** to move somewhere else. If you believe the plans prevent you from exercising your right to return, you have the right to object to the plans. RAD program rules require us to make sure that anyone who wants to return can do so.

## **YOUR RIGHT TO RELOCATION ASSISTANCE**

In some situations, we may need to relocate you from your unit temporarily in order to complete repairs or do construction. Since we are at the beginning of the planning process for the RAD conversion, we don't yet know whether you will need to move. You **DO NOT** need to move now.

If we require you to move, you are entitled to certain relocation protections under the RAD rules, including, in all cases, advance written notice and detailed information about the move. The other specific relocation protections depend on the situation, but may include advisory services, moving assistance, payments and other assistance.

In some cases, you have additional rights under other Federal laws, such as the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, often referred to as the "Uniform Relocation Act." If the Uniform Relocation Act applies, we must give you a "General Information Notice" which is also referred to as a "GIN." To make sure we are complying with the Uniform Relocation Act, we will distribute the GIN once a decision has been made on the final future of the property. Please remember that the GIN describes rights you have, but may also describe situations that don't apply to you.

## **DON'T PUT YOUR RIGHTS AT RISK!**

You are always welcome to move based on your household's needs and personal goals. However, if the RAD effort will require relocation and you choose to move from the property on your own without waiting for instructions from us, you may lose your eligibility for relocation payments and assistance. **If you want to preserve your relocation rights, please wait until you get a Notice of Relocation and instructions to move from us!**

The RAD conversion, and any relocation associated with it, must be implemented consistent with fair housing and civil rights requirements. If you need a reasonable accommodation due to a disability, or have other questions about the RAD conversion, please contact me directly (Tony Lentych email = [tlentych@TCHousing.org](mailto:tlentych@TCHousing.org)), and I will assist you. If you need to appeal a decision made by us, or if you think your rights aren't being protected, you may contact the Detroit Field Office of HUD directly.

Because we are very early in the process, the plans for the RAD conversion are likely to change. We are holding resident meetings to share our current ideas and will keep you informed about major changes to these ideas as we develop our plans. You should also share with us any information you have on repairs that need to be made, since you know the property best. We will give that information to the people who are helping us figure out what work needs to be done at the property.

We hope this letter gives you useful information about your rights. We are also including with this letter a list of frequently asked questions and answers that may help you understand the RAD program better. We encourage you to come to the resident meetings to learn more about how the RAD conversion would impact your property and you.

Respectfully,

**COPY**

Tony Lentych,  
Executive Director

**Attachments:**      Current Plans for the Property  
                             Frequently Asked Questions and Answers

**ATTACHMENT NO. 1**  
**CURRENT PLANS FOR RIVERVIEW TERRACE APARTMENTS**

**Note:** These plans may change as we do more research. As we improve the plans, we will consider the following: your opinions; an independent professional's analysis of what needs to be repaired at the property; the cost to maintain the property for the long-term; and the financing we may be able to get.

- We plan to replace all windows.
- We plan to remodel all public spaces – including the Community Room.
- We plan to replace the elevators.
- We plan to repair (and/or seal) the exterior brick facing of the building.
- We plan to replace the common area air-handling units.
- We plan to upgrade the entire security system.
- We plan to explore the installation of “wifi” service throughout the property.

## **ATTACHMENT NO. 2**

### **FREQUENTLY ASKED QUESTIONS ABOUT RAD CONVERSIONS**

#### **Will a RAD conversion affect my housing assistance?**

You will not lose your housing assistance and you will not be subject to eligibility re-screening as a result of the RAD conversion. You can remain in your unit regardless of your current income. However, your PHA will continue to follow its annual and interim re-examination processes, including re-examination of your income to adjust your rent. These requirements will be in your lease.

In a RAD conversion, your housing assistance will change from being public housing assistance to being Section 8 housing assistance under either the Project Based Voucher (PBV) program or the Project Based Rental Assistance (PBRA) program. The PHA chooses whether to convert the unit to PBV or PBRA.

#### **Will a RAD conversion affect my rent?**

Most residents will not have a rent increase as a result of a RAD conversion. However, if you are paying a flat rent in public housing, you will most likely have to pay more in rent over time. If your rent changes by more than 10% and requires you to pay more than \$25 per month in additional rent, your new rent will be phased in. If the increase in your rent is less than 10% or \$25 per month, the change in rent will be effective immediately.

#### **How can I participate in the RAD planning process?**

Prior to participating in RAD, HUD requires PHAs to:

- Notify all residents at the property about their RAD plans, and
- Conduct at least two (2) meetings with residents.

These meetings are an opportunity for you to discuss the proposed conversion plans with your PHA, ask questions, express concerns and provide comments. These meetings are also an opportunity to tell the PHA what you think needs to

be repaired at the property. The PHA can then consider that information when developing plans for the property.

The PHA must have at least one more meeting with all residents of the property before HUD approves the final RAD conversion. This additional meeting is another opportunity for the PHA to keep you informed and for you to provide comments about the PHA's RAD conversion plans.

In addition to these resident meetings, your Resident Advisory Board (RAB) will also be consulted and have an opportunity to make recommendations on your PHA's RAD conversion plans during the PHA Plan public hearing process.

### **What if I need accommodations to participate?**

Your PHA must make materials available in accessible formats for persons with disabilities and must make meetings accessible for persons with disabilities. Your PHA must also provide language assistance to persons with limited English proficiency so that you can understand materials, participate in meetings, and provide comments on the proposed RAD conversion. This may include providing written translation of the PHA's written materials and providing oral interpreters at meetings.

### **Will I have to move if my home or building is rehabbed?**

If the repairs planned at your property are small, you will most likely be able to stay in your home during renovation. If the repairs planned at your property are more extensive, you will most likely need to be relocated during rehabilitation. Even if you are required to move during the construction, you have a right to return to a RAD-assisted unit after construction is completed.

If relocation will last longer than 12 months, you benefit from additional protections as a "displaced person" under the Uniform Relocation Act. In this situation, you will be able to choose between the permanent relocation assistance that you are eligible for under the Uniform Relocation Act and the temporary relocation assistance (including the right to return) that you are

eligible for under RAD. This is your choice and the PHA must work with you so you have the information you need to make this choice.

### **What changes will I see in my lease renewal process?**

At the time of the RAD conversion, you will need to sign a new lease. Unless there is good cause for eviction based on your actions, your new lease will continue to renew. Under both the PBV and PBRA programs, a property owner who tries to end your lease must give you notice and grievance rights similar to the rights you have under public housing and the owner must follow state and local eviction laws.

### **Will RAD affect my rights and participation as a resident in the development?**

RAD keeps many of the resident rights available under public housing such as the ability to request an informal hearing and the timeliness of termination notification. You also have a right to organize, and resident organizations will continue to receive up to \$25 per occupied unit each year.

### **Will RAD increase my ability to choose where I live?**

In most cases, you will have greater choice in where to live through the RAD “choice mobility option.” This option is available under PBV after living in a RAD property for one (1) year and under PBRA after living in a RAD property for two (2) years. After the required time living in the RAD property after conversion, you may request a Housing Choice Voucher (HCV) and will have priority on the HCV waiting list when an HCV is available.

### **What if I need more information?**

For more information, go to the RAD website: [www.hud.gov/rad](http://www.hud.gov/rad)



## BEFORE RAD

- ♦ Properties are typically **NOT** funded at 100% in Public Housing
- ♦ In Public Housing, PHAs **CANNOT** borrow money to perform necessary repairs
- ♦ The funding **FAILS** to keep up with deteriorating living conditions of properties
- ♦ Residents **CANNOT** choose to move without losing housing assistance

## AFTER RAD

- ♦ Properties are placed on a more **STABLE** Section 8 funding platform
- ♦ PHAs **CAN** more easily borrow money and perform rehabilitation work
- ♦ The living conditions of residents are **IMPROVED!**
- ♦ Residents **MAY** receive a tenant-based voucher, or similar assistance, and move after one (1) year in PBV



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

## **MONTHLY MEETINGS ON RAD!**

**3<sup>RD</sup> THURSDAY AT 9:00 A.M.**  
**RIVERVIEW TERRACE COMMUNITY ROOM**


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

## MEMORANDUM

**DATE:** August 31, 2018

**TO:** All Current Residents of Riverview Terrace Apartments

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Summary of RAD Questions & Answers from Resident Meetings

**MESSAGE:**

After the issuance of the Rental Assistance Demonstration (RAD) Program Resident Information Notice (RIN), two meetings were held to discuss the potential TCHC application to the program. Nearly 50% of residents attended one of the meetings or stopped in the office to ask questions or make comments. This document is a summary of those questions and the answers that we provided to you.

**Q: What does this RAD “conversion” mean?**

**A:** *At its simplest, a RAD conversion may not mean anything to the residents of TCHC properties. It basically converts our project to a Section 8 funding platform that would be largely unnoticeable to our residents. At its most complicated, a RAD conversion presents an opportunity to update and improve our properties by utilizing other funding opportunities like the Low Income Housing Tax Credit program. It is our goal to utilize RAD to improve your lives by re-investing in our properties!*

**NOTE:** Two hand outs were distributed during the meetings and these are available to those that did not attend the meetings – just ask in the office. Additionally, monthly meetings (9:00 A.M. every third Thursday) are scheduled for you to attend so that all of your questions are answered and your concerns addressed.

**Q: Are you “selling” Riverview Terrace?**

**A:** *NO! We are not selling any of our properties and we never plan to. Our properties will have long-term affordability attached to it no matter what we do. You are not in danger of losing your home due to this process.*

**Q: What is the timeline for this “conversion”?**

**A:** *We do not know anything for sure at this time but it is not an immediate conversion and there will be additional meetings once we are notified from HUD. The application will be submitted on September 4, 2018 and we may not hear anything for several months.*

**Q: Will I have to relocate?**

**A:** *Should any relocation be needed we will look for “volunteers” first but if you are required to move, there will be detailed plan provided to you IN ADVANCE of any relocation.*

**Q: Will I have to pay for my relocation?**

**A:** *No, all of your costs will be covered by any relocation plan implemented by TCHC.*

**Q: If we move, can we return to Riverview Terrace?**

**A:** *Yes.*

**Q: What are TCHC’s development plans?**

**A:** *In addition to the rehabilitation of Riverview Terrace, it is our wish to build a new senior housing project located within the City of Traverse City limits. With this new project, we plan to offer units to residents of Riverview Terrace either permanent or temporary units during the rehab of Riverview Terrace. This sounds like a complicated process but I assure you that you will be informed of every step IN ADVANCE.*

**Q: Are you going to rehab our individual apartments”?**

**A:** *We had not fully examined this as an opportunity to rehab each unit (other than new paint, flooring, etc.). But we will look into what we can do to improve each apartment – especially the ideas about storage space (closets).*

**Q: Will you “get rid” of the asbestos in the building?**

**A:** *The asbestos in Riverview Terrace is currently encapsulated and is of no threat to you. We will address this issue when we start finalizing the work we want to accomplish. You can expect a more detailed answer in the near future.*

**Q: What are you planning to do to Riverview Terrace?**

**A:** *In the RIN, we stated the following:*

*We plan to replace all windows.*

*We plan to remodel all public spaces – including the Community Room.*

*We plan to replace the elevators.*

*We plan to repair (and/or seal) the exterior brick facing of the building.*

*We plan to replace the common area air-handling units.*

*We plan to upgrade the entire security system.*

*We plan to explore the installation of “wifi” service throughout the property.*

**Q: Can we add to the list for improvements to Riverview Terrace?**

**A: Yes!**

**NOTE:** The following items were suggested as improvements.

*New kitchen appliances with potential for real “cooking” stoves*  
*Better closet doors plus potential additional storage areas in the building*  
*Water filters*  
*Band shell on the river*  
*Redesign the units – open concept*  
*Upgrade the lighting in the units and in the stairwells*  
*Microwaves*  
*Dishwashers*  
*Raised-bed gardens*  
*Solar parking lot lights*  
*New internal phone system*  
*Covered bike racks*  
*Ramp to lower level (outside)*  
*Finish “mini-park” landscaping*

# RENTAL ASSISTANCE DEMONSTRATION (RAD)

## FACT SHEET #1: RAD OVERVIEW

### WHAT IS RAD?

The **Rental Assistance Demonstration (RAD)** is a program of the Department of Housing and Urban Development (HUD) that seeks to **preserve affordable housing**.

Public housing across the country needs more than \$26 billion in repairs and many public housing agencies (PHAs) do not have enough money to keep units in good condition. RAD provides PHAs a way to stabilize, rehabilitate, or replace properties.

### HOW DOES RAD WORK?

RAD allows PHAs to convert a public housing property's HUD funding to either:

- **Section 8 project-based voucher (PBV); or**
- **Section 8 project-based rental assistance (PBRA).**

This conversion of funding to long-term Section 8 contracts lets PHAs make needed repairs while ensuring permanent affordability for these units.

Only 225,000 public housing units can convert funding through RAD. PHAs must submit applications to HUD to get approval to convert some or all of their public housing funding to PBV or PBRA contracts.

### WILL RAD AFFECT MY HOUSING ASSISTANCE?

You will **not lose your housing assistance** because of RAD. Even though owners of a RAD property can use private money to make repairs, owners will still receive money from HUD and must follow HUD's PBV and PBRA rules.

#### FACT SHEETS FOR PUBLIC HOUSING RESIDENTS

This series of fact sheets is intended to help residents of public housing learn about RAD. All fact sheets are posted on RAD's website at [www.hud.gov/rad](http://www.hud.gov/rad), under the 'Residents' tab. This fact sheet provides a summary of the program with a focus on elements that affect residents.

### WILL RAD AFFECT MY RENT?

Since Section 8 programs also set rents at 30% of income like in public housing, **most residents will not have rent increases** because of RAD.

However, if you are paying a flat rent in public housing, you will most likely have to pay more in rent over time. In these cases, your new rent will be phased in over a few years, meaning that you will only pay a little more each year.

### HOW CAN I BE INVOLVED?

HUD encourages residents and their PHAs to work together during the RAD conversion process. Before PHAs can apply to participate in RAD, they must:

- Notify all residents at a property proposed for RAD conversion about their plans; and
- Conduct at least two meetings with residents.

During these meetings, you can **learn about the conversion plans, ask questions, express concerns, and provide comments**. The PHA must submit your comments and its response to them in the RAD application.

The PHA must have at least one more meeting with all residents of the property before HUD approves the conversion. This is another chance for you to ask questions and provide comments.

## WILL I HAVE TO MOVE DURING CONSTRUCTION?

Some properties will not require any repairs or construction. In other cases, the repairs can be completed while you stay in your home. However, some apartments and buildings will require more work.

In these cases, you will be relocated and protected by RAD relocation rules. You will have the **right to return** to your development once construction is completed. You may not be permanently displaced without your consent.

If construction at your property takes longer, the PHA may offer you other housing options, such as another public housing unit or a **Housing Choice Voucher (HCV)** that you can use to rent another affordable unit in the private market.

Whether you choose to move temporarily or to move permanently to other housing, the PHA will help you find the best possible option and pay for your moving expenses.

## WILL RAD AFFECT MY RIGHTS?

When the property converts, you will sign a new Section 8 lease. RAD keeps many of the resident processes and rights available under public housing, such as the ability to request a **grievance process** and the timelines for termination notification.

Residents will also have a **right to organize**. **Owners must provide \$25 per occupied unit** each year to support resident participation, \$15 of which must be provided to resident organizations.

## WILL I STILL BE ABLE TO PARTICIPATE IN FSS AND ROSS?

You will be able to continue participating in the Family Self-Sufficiency (FSS) program. If your

### DEFINITIONS

- **Housing Choice Voucher (HCV)** – Rental vouchers that let people choose their own housing in the private rental market.
- **Project-based Vouchers (PBV)** – Rental vouchers that are attached to specific units in a building. The voucher stays with the unit even after a tenant moves out.
- **Project-based Rental Assistance (PBRA)** – A rental assistance contracts that is tied to units in a specific building.

property converts assistance to PBV, you will be moved from the public housing FSS program to the HCV FSS program. The rules in both programs are very similar.

If your property converts assistance to PBRA, you may continue your participation in FSS until your current contract of participation ends. The owner may choose to establish a PBRA FSS program to admit new participants.

If you are currently participating in the Resident Opportunities and Self Sufficiency (ROSS) program, you can participate until all the program funding is used.

## DOES RAD AFFECT WHERE I CAN CHOOSE TO LIVE?

Once the property has converted, residents of most properties will have a new "choice mobility" option, which will allow you to request a Housing Choice Voucher (HCV) that the household can use to select a rental unit in the private market:

- Under the PBV program, you can request an HCV after living in a RAD property for one year;
- Under the PBRA program, you may request an HCV after living in a RAD property for two years.

A resident is under no obligation to move from the RAD property or to request an HCV.



# RENTAL ASSISTANCE DEMONSTRATION (RAD)

## FACT SHEET #2: STEPS IN A RAD CONVERSION

### WHAT IS RAD?

The **Rental Assistance Demonstration (RAD)** is a program of the Department of Housing and Urban Development (HUD) that seeks to **preserve affordable housing**.

Public housing across the country needs more than \$26 billion in repairs and many public housing agencies (PHAs) do not have enough money to keep units in good condition. RAD provides PHAs a way to stabilize, repair, or replace properties.

### WHAT ARE THE STEPS IN A RAD CONVERSION?

A RAD conversion will typically take 6 to 18 months and will require multiple steps in engaging with residents, securing financing, and demonstrating to HUD that the property will be improved and remain in good physical condition. The major steps include:

1. PHA applies to HUD
2. HUD issues an initial approval through a "Commitment to enter into a Housing Assistance Payment" (CHAP)
3. PHA plans significant amendment
4. PHA completes and submits a financing plan to HUD
5. HUD issues a RAD conversion commitment
6. Closing/conversion

### RAD APPLICATION

A PHA must first apply to HUD before it can begin a RAD conversion. Before submitting a RAD application to HUD, a PHA must have at least two meetings with residents of properties submitted for a conversion to discuss the proposed conversion plans and solicit feedback. Before the first

#### FACT SHEETS FOR PUBLIC HOUSING RESIDENTS

This series of fact sheets is intended to help residents of public housing learn about RAD. All fact sheets are posted on RAD's website at [www.hud.gov/rad](http://www.hud.gov/rad), under the 'Residents' tab. This fact sheet discusses the steps that your PHA must take in order to convert public housing assistance through RAD.

resident meeting, the PHA must provide a RAD Information Notice (called a RIN) to each resident that explains the residents' rights, provides basic program information, and facilitates residents' engagement with the PHA.

### PHA PLAN SIGNIFICANT AMENDMENT

A RAD conversion is important enough that it must be documented in the PHA's annual or five-year plan.

If the RAD conversion isn't already described in the PHA plan, the PHA needs to prepare a **significant amendment to the PHA plan**. Any changes to a PHA plan must go through a public comment process, which includes a public meeting.

In addition to the information generally required in the PHA plan, your PHA must include the following information specific to its RAD conversion plans:

- A description of the number units to be converted, including bedroom size, and who lives in the units (families, elderly, or those with disabilities);
- Any change in the number of units;
- Any change in the bedrooms per unit;

- Any change in policies about who could move into the units when there are vacancies; and
- If the PHA will move any of the subsidized assistance to another site.

## FINANCING PLAN

HUD will only allow a property to be converted if the PHA can show that the property will be improved and maintained in good condition once it has been converted. To show that your PHA's plans make sense, your PHA will have to submit its **Financing Plan** to HUD for approval before conversion. The **financing plan** includes the following information:

- Type of conversion (PBV or PBRA)
- **Physical Condition Assessment (PCA)**
- Plans for rehabilitation or new construction
- Environmental review
- Fair housing and relocation documents
- Development budget
- Development team
- Operating and maintenance costs

After HUD reviews and approves the financing plan, it will issue a **RAD Conversion Commitment (RCC)** to your PHA. Receiving an RCC means that HUD has approved your PHA's RAD plans and that the property is close to completing the conversion process.

## CLOSING

After receiving an RCC, your property will move toward **Closing**. After closing, your property will no longer be part of the public housing program.

The new Section 8 PBRA or PBV **Housing Assistance Payment** contract and the **RAD Use Agreement** will become effective after closing. At this point, your property is now under the **PBRA** or **PBV** programs. Your PHA will have to work on any repairs needed at the property and make sure to complete them within required timelines.

### BASIC STEPS IN A RAD CONVERSION



### DEFINITIONS:

- **Closing** – The final step in a real estate transaction. In RAD, this is one of the final steps in the conversion process. After closing, a property is no longer public housing.
- **Commitment to Enter into a Housing Assistance Payments (CHAP)** – After HUD reviews a PHA's RAD application, HUD issues a CHAP. The CHAP allows PHAs to begin their RAD conversion process.
- **Financing Plan** – The plan that shows the PHA has all the money needed for repairs and construction, and is ready to convert.
- **Housing Assistance Payment Contract** – The agreement between your PHA and HUD that states the amount of subsidy payments provided by HUD to PBV and PBRA contracts.
- **Physical Condition Assessment** – A detailed physical inspection of a PHA property that will list the repairs that the PHA will need to make as part of the RAD conversion.
- **RAD Conversion Commitment** – Agreement between HUD and the PHA, following HUD approval of the financing plan, that describes the terms and conditions of the conversion.
- **RAD Use Agreement** – Document requiring that the RAD property be used for affordable housing.



# RENTAL ASSISTANCE DEMONSTRATION (RAD)

## FACT SHEET #3: RENT

### WHAT IS RAD?

The **Rental Assistance Demonstration (RAD)** is a program of the Department of Housing and Urban Development (HUD) that seeks to **preserve affordable housing**.

Public housing across the country needs more than \$26 billion in repairs and many public housing agencies (PHAs) do not have enough money to keep units in good condition. RAD provides PHAs a way to stabilize, rehabilitate, or replace properties.

### HOW IS RENT CALCULATED IN PUBLIC HOUSING?

In public housing, there are two ways to determine rent payments:

- **Income-based rent** is generally calculated at 30% of your household's income.
- **Flat rent** is based on the rent charged for similar units in the private market. It is not affected by income changes.

Most public housing residents already pay an income-based rent – calculated at 30% of your household's "adjusted" income - so **most residents will not have a rent increase because of RAD**.

However, households who currently pay a flat rent may have their rent change because the PBV and PBRA programs do not allow flat rents. Under PBV or PBRA, you will pay an income-based rent.

### WILL MY RENT INCREASE UNDER RAD?

In general, rent payments are very similar in the public housing, PBV, and PBRA programs. Residents generally pay an **income-based rent**

#### FACT SHEETS FOR PUBLIC HOUSING RESIDENTS

This series of fact sheets is intended to help residents of public housing learn about RAD. All fact sheets are posted on RAD's website at [www.hud.gov/rad](http://www.hud.gov/rad), under the 'Residents' tab. For most residents, your rent will not change because of RAD. This fact sheet describes changes in rent that are possible.

calculated at 30% of household income.

Residents who pay 30% of their income on rent will **not see an increase in their rent payments due to a RAD conversion**.

However, some public housing residents pay a flat rent established by the PHA that is not affected by income changes. Households who currently pay a flat rent may have their rent change because the PBV and PBRA programs do not allow flat rents.

If you are paying a **flat rent** in public housing, you will most likely have to pay a bit more in rent over time. In these limited cases, if your rent calculation would increase by more than the greater of 10% or \$25, your new rent will be **phased in**. This means you will not have to start paying the full amount of the new rent immediately. Instead, your rent will increase a little each year. Your PHA must phase in the rent increase over at least 3 years, but may choose to phase in the increase over 5 years.

If the increase in your rent is less than 10% or not more than \$25 per month, this change in rent will be effective immediately.

Increase Less than 10% or \$25 No Phase-In	Increase Greater than 10% or \$25 Three-Year Option
<p><b>Change in Rent:</b> In public housing, you paid a <b>flat rent</b> of \$400 per month. Your "adjusted" income was <b>\$1,400</b> per month and remained the same after conversion.</p> <p>In PBV or PBRA, you will pay an <b>income-based rent</b> of 30% of your income, which calculates to \$420 per month (<math>\\$1,400 \times 30\% = \\$420</math>).</p> <p>This is a difference of \$20 per month (<math>\\$420 - \\$400 = \\$20</math>), which is a 5% increase.</p> <p><b>No Phase-in of Rent Increase:</b> The new rent of \$420 per month <u>will not be phased-in</u>, because your rent did <b>not</b> increase by more than 10% and your additional rent was less than \$25. You will begin paying \$420 per month when your property converts to PBV or PBRA.</p>	<p><b>Change in Rent:</b> In public housing, you paid a <b>flat rent</b> of \$400 per month. Your "adjusted" income was <b>\$1,500</b> per month and remained the same after conversion.</p> <p>In PBV or PBRA, you will pay an <b>income-based rent</b> of 30% of your income, which calculates to \$450 per month (<math>\\$1,500 \times 30\% = \\$450</math>).</p> <p>This is a difference of \$50 per month (<math>\\$450 - \\$400 = \\$50</math>), which is a 12.5% increase.</p> <p><b>Phase-in of Rent Increase:</b> The new rent of \$450 per month <u>will be phased-in</u> over <b>3 years</b>, because your rent increased by <b>more than 10%</b> and you have to pay <b>more than \$25 per month</b> in additional rent <b>as a result of RAD conversion</b>.</p>

## WHAT IF MY INCOME CHANGES AFTER A RAD CONVERSION?

Your income and assets will be re-evaluated regularly under the PBV and PBRA programs. As your calculated "adjusted" income increases or decreases, your rent payment will change.

In addition, residents may be subject to interim re-examination. In the PBV program, PHAs set their own policy related to the frequency of re-evaluating income. Under PBRA, an owner must adjust your rent every time your adjusted income increases by \$200 or more per month.



### DEFINITIONS

- **Annual reexamination** – A process that occurs each year where your income and family size are reviewed to ensure you are paying the correct rent and living in a right-sized unit.
- **Flat rent** – Rent set at a specific amount based on the rent charged for similar units in the private market. A flat rent does not increase or decrease when your income changes. Flat rents are only allowed in public housing.
- **Income** – Your income is calculated by taking your total income, minus any exclusions or deductions such as large medical expenses. Your income is determined at the time of admission and during any reexamination.
- **Income-based rent** – Rent generally calculated at 30% of your household's adjusted gross income. Project-based Section 8 programs only allow income-based rent.
- **Rent Phase-In** – If your rent increases by more than 10% because of RAD conversion and requires you to pay more than \$25 per month in additional rent, you will not have to pay this increase immediately. Instead, you will pay more in rent each year for either 3 or 5 years.



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

## **NEW BUSINESS**

Resolution to Adopt FY 2019 Fair Market Rents

Resolution to Adopt FY 2019 Flat Rent Schedule for Public Housing

Resolution to Approve Management Agreement with the ERHC

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** September 28, 2018  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director  
**SUBJECT:** Fiscal Year 2019 HUD Fair Market Rents

**MESSAGE:**

On an annual basis, U.S. Department of Housing and Urban Development (HUD) publishes fair market rent limits for every community in our Housing Choice Voucher (HCV) Program. Once adopted through resolution, local Public Housing Authorities are allowed to establish a payment standard to landlords at any level between 90 percent and 110 percent (120 percent if approved) of the established FMR for any unit size [See Attached Schedule].

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION FOR THE ADOPTION OF THE HUD FAIR MARKET RENTS**

September 28, 2018

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local public housing authorities including the Traverse City Housing Commission (TCHC) to adopt Fair Market Rents (FMRs) for the Housing Choice Voucher (HCV) Program; and

WHEREAS, the HUD Fiscal Year (FY) 2019 Fair Market Rents are now published (attached) for our region; and

WHEREAS, FMRs are primarily used to determine payment standard amounts for the HCV Program and the local Public Housing Authority may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent (120 percent if approved) of the published FMR for that unit size (24 CFR 982.503(b)); and

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

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

*The Fair Market Rent Payment Standards established by HUD are adopted for the Housing Choice Voucher (HCV) Program for the remainder of TCHC FY 2019 beginning November 1, 2018.*

## TCHC FY 2019 Fair Market Rents (FMR) for HCV Program\*

County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Payment Standard
Antrim	\$ 450.00	\$ 577.00	\$ 700.00	\$ 958.00	\$ 1,060.00	FMR
	\$ 495.00	\$ 635.00	\$ 770.00	\$ 1,054.00	\$ 1,166.00	110%
	\$ 540.00	\$ 692.00	\$ 840.00	\$ 1,150.00	\$ 1,272.00	120%
Benzie	\$ 559.00	\$ 605.00	\$ 800.00	\$ 1,002.00	\$ 1,081.00	FMR
	\$ 615.00	\$ 666.00	\$ 880.00	\$ 1,102.00	\$ 1,189.00	110%
	\$ 671.00	\$ 726.00	\$ 960.00	\$ 1,202.00	\$ 1,297.00	120%
Grand Traverse	\$ 623.00	\$ 762.00	\$ 892.00	\$ 1,201.00	\$ 1,338.00	FMR
	\$ 685.00	\$ 838.00	\$ 981.00	\$ 1,321.00	\$ 1,472.00	110%
	\$ 748.00	\$ 914.00	\$ 1,070.00	\$ 1,441.00	\$ 1,606.00	120%
Kalkaska	\$ 466.00	\$ 548.00	\$ 725.00	\$ 966.00	\$ 1,050.00	FMR
	\$ 513.00	\$ 603.00	\$ 798.00	\$ 1,063.00	\$ 1,155.00	110%
	\$ 559.00	\$ 658.00	\$ 870.00	\$ 1,159.00	\$ 1,260.00	120%
Leelanau	\$ 649.00	\$ 681.00	\$ 796.00	\$ 1,072.00	\$ 1,235.00	FMR
	\$ 714.00	\$ 749.00	\$ 876.00	\$ 1,179.00	\$ 1,359.00	110%
	\$ 779.00	\$ 817.00	\$ 955.00	\$ 1,286.00	\$ 1,482.00	120%
Wexford	\$ 526.00	\$ 569.00	\$ 753.00	\$ 943.00	\$ 1,018.00	FMR
	\$ 579.00	\$ 626.00	\$ 828.00	\$ 1,037.00	\$ 1,120.00	110%
	\$ 631.00	\$ 683.00	\$ 904.00	\$ 1,132.00	\$ 1,222.00	120%

\*Proposed September 2018


**NOTE:** TCHC will apply to HUD for a 120% Payment Exception.



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

## MEMORANDUM

**DATE:** September 28, 2018  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Establishing Flat Rent Schedules in Grand Traverse and Leelanau Counties

### MESSAGE:

The U.S. Department of Housing and Urban Development (HUD) publishes fair market rent limits for every community where we maintain our Public Housing Program – Grand Traverse County and Leelanau County. Once adopted through resolution, local Public Housing Authorities must also establish a Flat Rent Schedule for all of its units at a level that is no more than 80 percent of the established FMR [See Attached Schedule]. There are many reasons for HUD maintaining this tool, not the least of which is that this tool encourages our residents to continue to increase their incomes when possible but not to “earn their way out” of any unit.

TCHC staff, therefore, recommends adoption of the following:

### **RESOLUTION FOR THE ADOPTION OF PUBLIC HOUSING FLAT RENT SCHEDULE**

September 28, 2018

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local Public Housing Authorities (PHAs) including the Traverse City Housing Commission (TCHC) to adopt a Flat Rent Schedule for the Public Housing Program; and

WHEREAS, the HUD Fiscal Year (FY) 2019 Fair Market Rents are now published and adopted for our region including the two counties where TCHC maintains its Public Housing Program, Grand Traverse County and Leelanau County; and

WHEREAS, HUD requires each PHA to establish a Flat Rent Schedule at a dollar level equal to 80% of the adopted Fair Market Rent in order to provide incentives for residents to increase their incomes and to deconcentrate poverty in communities; 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 Flat Rent Schedule required by HUD is adopted for the Public Housing Program in Grand Traverse County and Leelanau County beginning November 1, 2018.*

## TCHC FY 2019 Flat Rent Schedule for Public Housing Programs\*

Michigan County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Apartment Community
Grand Traverse	NA	\$ 610.00	NA	NA	NA	Riverview Terrace Apartments
Leelanau	NA	NA	\$ 637.00	\$ 858.00	\$ 988.00	Orchardview Townhomes

\*Proposed for October 2018


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** September 28, 2018  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** TCHC – ERHC Management Services Agreement

**MESSAGE:**

Attached you will find a draft Management Services Agreement that establishes a contractual arrangement between the Elk Rapids Housing Commission (ERHC) and TCHC. After a four (4) month “bridge” agreement, I am pleased to share with you a more formal and long-term agreement – ERHC has reported that the previous agreement was successful and has already adopted a companion resolution. Our attorney has reviewed the agreement and approves its form and structure. The Governance Committee has reviewed the terms of this agreement, has reviewed the progress of the last four (4) months, and recommends its implementation.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO PROVIDE MANAGEMENT SERVICES TO  
THE ELK RAPIDS HOUSING COMMISSION**

September 28, 2018

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

WHEREAS, the Elk Rapids Housing Commission (ERHC) is in need of management services; and

WHEREAS, both ERHC and TCHC believe that the previous agreement was largely successful thereby paving the way for this longer-term arrangement; and

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

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

*The Traverse City Housing Commission will provide Management Services to the Elk Rapids Housing Commission for a period of twelve (12) months beginning October 1, 2018 per the terms of the executed Management Agreement and upon review by the TCHC attorney.*



## **TCHC MANAGEMENT SERVICES AGREEMENT**

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

The parties hereto agree to the following:

1. **TERM OF AGREEMENT.** This Agreement shall be effective as of October 1, 2018 and shall continue for a period of twelve (12) months, or until September 30, 2019. This Agreement may be extended or renewed by written agreement signed by the parties. All provisions of this Agreement shall apply to all services and all periods of time in which TCHC renders services for ERHC.
2. **TERMINATING THE AGREEMENT.** Either party may terminate this Agreement by giving a sixty (60) day written notice of termination to the other party.
3. **SERVICES TO BE PERFORMED.** TCHC agrees to perform all administrative and or secretarial services necessary for the operation of ERHC's public housing facility located at 701 Chippewa Street, Elk Rapids, Michigan, 49629. TCHC's performance shall be in accordance with applicable laws, regulations and HUD provisions. The responsibilities and duties of TCHC under this Agreement are those akin to the duties and responsibilities of an Executive Director for a public housing facility. The estimate of service hours per month shall be as follows:
  - A. Executive Director, Tony Lentych = 8-12 hours per month at approx. \$52 per hour
  - B. Deputy Director, Michelle Reardon = 8-10 hours per month at approx. \$35 per hour
  - C. Office Coordinator, Angie Szabo = 44-48 hours per month at approx. \$22 per hour
4. **PAYMENT.** In consideration for the services to be performed by TCHC, ERHC agrees to pay TCHC the sum of TWENTY FOUR THOUSAND THREE HUNDRED (\$24,300.00) DOLLARS for duration of this agreement. Said amount shall be payable in monthly installments of \$2,025.00. Prior to the next renewal date, TCHC shall determine its costs of providing the services and, at TCHC's request, the parties shall negotiate an increase in the management fee. Also prior to the next renewal date, ERHC shall analyze its expenses in receiving the services and, at ERHC's request, the parties shall negotiate a decrease in the management fee. TCHC shall be solely responsible for any travel expenses related to rendering of the services under this Agreement.

5. **EXPENSES.** ERHC will furnish all materials, equipment and supplies used to provide the services required by this Agreement. These expenses shall include, but not be limited to, office supplies, computer systems, copier, software, and postage. ERHC shall also be responsible for any and all expenses related to the operation and maintenance of its public housing facility.
6. **INDEPENDENT CONTRACTOR STATUS.** The parties agree that TCHC is an independent contractor, and that neither TCHC nor its employees or personnel are, or shall be deemed to be, employees of ERHC.

In its capacity as an independent contractor, TCHC agrees to and represents the following:

- A. TCHC has the right and does fully intend to perform services for ERHC during the term of this Agreement.
  - B. TCHC has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
  - C. TCHC has the right to perform the services required by this Agreement at any place or location and at such times as TCHC may determine.
  - D. TCHC has the right to use its employees to provide the services required by this Agreement.
  - E. The service required by this Agreement shall be performed by TCHC, or its employees or personnel.
  - F. Neither TCHC nor its employees or personnel shall be required by ERHC to devote fulltime to the performance or the services required by this Agreement.
  - G. TCHC does not receive the majority of its annual compensation from ERHC.
7. **EMPLOYEE BENEFITS.** TCHC understands that its employees and personnel are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of ERHC. TCHC will cover its employees and personnel with worker's compensation insurance. ERHC shall not be responsible for any unemployment compensation payments of behalf of TCHC or its employees and personnel.
  8. **LIMITATIONS.** All responsibilities for operation of the Elk Rapids Housing Commission, including any current or future liabilities, shall remain the sole responsibility of ERHC.
  9. **MISCELLANEOUS.**
    - A. This is the entire Agreement between TCHC and ERHC.

- B. A separate Maintenance Agreement may be negotiated prior to October 31, 2018. Until then, maintenance work will continue as it has been regularly conducted.
- C. This Agreement may be modified only by a writing signed by both parties.
- D. This Agreement will be governed by the laws of the State of Michigan.
- E. All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be personally delivered or sent registered or certified mail to the addresses specified above or such other address as one party may give the other from time to time.
- F. This Agreement does not create a partnership relationship. TCHC does not have authority to enter into contracts on ERHC's behalf.
- G. TCHC may not assign or subcontract any rights or obligations under this Agreement without ERHC's prior written approval.

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

**Traverse City Housing Commission**

By: \_\_\_\_\_  
**Tony Lentych**  
Its: **Executive Director**

\_\_\_\_\_ **Date**

**Elk Rapids Housing Commission**

By: \_\_\_\_\_  
**Myrna Howse**  
Its: **President**

\_\_\_\_\_ **Date**



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

## **CORRESPONDENCE**

August 30, 2018 Orchardview Townhomes Correspondence

City of Traverse City Announcements for Housing Commission Recruitment



## 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

# **AN IMPORTANT MESSAGE TO ALL RESIDENTS OF ORCHARDVIEW TOWNHOMES**

August 30, 2018

In working toward our continued goal of providing a safe and comfortable family community, the Traverse City Housing Commission has partnered with the **Traverse City Police Department**, the **State of Michigan**, and **other agencies** to eliminate the recent problems at Orchardview Townhomes.

You will notice an increased presence of police officers on our property, at many times arriving on foot rather than a marked patrol car. They will, however, be uniformed and may be walking around the exterior of your apartment. **We are thankful to the TCPD for their partnership with us to help ensure Orchardview is a great community for you and your children to call home.**

We will continue to partner with the TCPD narcotics K-9 Units by providing our property to them for dog training exercises. This not only provides a valuable opportunity for the dogs and their handlers, but is yet another level of police presence on our property.

In an additional request for assistance, we have an unauthorized tenant named Brad Pace living at Orchardview who has an outstanding warrant with the Grand Traverse County Sheriff's department. The police are actively pursuing him and will be on property looking for him daily. If you see him, the police ask that you immediately call 911 to notify the dispatcher where he is. He is not allowed on our property at all. The Detective's Bureau has also asked for assistance from all neighbors. If you see someone fleeing from the property when police are present, be sure to alert them. As a reminder, if you make the choice to harbor a fugitive in your apartment, you will lose your housing.

**Unauthorized tenants are not welcome on our property.** Our goal is a shared goal with you to provide a safe and nurturing place for your children to grow. We have zero tolerance for the bad behavior at Orchardview in recent months and

are working tirelessly to stop it. We are aware of the problems and the tenants involved, and they are monitored by law enforcement and staff. If you see drugs, contact authorities and our office. Possession, use and/or sale of illegal drugs on federally funded property results in an immediate 24 hour eviction. The only way we can stop this, is with your help.

We ask you to please join with our staff to help combat these issues.

### ***IF YOU SEE SOMETHING – SAY SOMETHING!***

We do not have staff or officers present there 24 hours a day and we need YOU to help make a difference. Any information you can bring to us, anything you see that is out of the ordinary, please contact our office immediately or call 9-1-1 if that is the more appropriate route.

It takes all of us working together to make this happen.

Respectfully,

**COPY**

Tony Lentych,  
Executive Director

P.S. Beginning next month, we will begin monthly inspections of all the apartments at Orchardview Townhomes. More information will follow.

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## City of Traverse City

### Office of the City Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



*Subject: Available Positions on Various City Boards!*

*Contact: Katelyn Zeits, Deputy City Clerk  
kzeits@traversecitymi.gov*

Members of the Traverse City community are invited to serve on one of the City's citizen boards and committees. Through this service, civic-minded citizens can become involved in their local government. The City, in turn, benefits from the knowledge, experience and expertise of those in our community.

#### **City Planning Commission**

The purpose of the Planning Commission is to prepare and adopt a master plan for the City, and to review development proposals, both private and public, regarding their consistency with City plans. This Commission meets the first and third Tuesday of each month at 7:00 pm.

#### **Housing Commission**

The authority of this commission is to purchase, maintain, operate, improve, and/or repair housing facilities; eliminate detrimental housing conditions; issue notes and revenue bonds; and regulate the rentals of such public or subsidized housing. This board meets the fourth Friday of each month at 8:00 am.

For more information on these boards and other City boards, or to find our “*Application to Become Involved*,” please visit [www.traversecitymi.gov/boards.asp](http://www.traversecitymi.gov/boards.asp).

If you are interested in serving, please submit your application to the City Clerk’s Office by Friday, September 28, 2018 in person at 400 Boardman Ave., or by email: [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov).

Applications are accepted on an ongoing basis for all boards and commissions and are kept on file for a period of one year; applicants must not be in default to the City.

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#### **Art Selection Panel**

The Art Selection Panel, a seven-member panel appointed by the Traverse City Arts Commission, holds meetings as needed to review proposals and make recommendations to the Traverse City Arts Commission. Members of the Art Selection Panel are not required to be City residents, but should have knowledge of or interest in the visual arts, and will be appointed to terms of three years.

#### **Brown Bridge Advisory Committee**

The purpose of this advisory committee is to make recommendations to restore, preserve and protect the integrity of the Brown Bridge property under the direction of the City Manager. This Committee meets quarterly on the third Thursday of that month, and appointments are for terms of three years.

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