



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, October 28, 2022 at 9:00 A.M.

LOCATION:

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

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Traverse City
Housing Commission
a Public Housing Authority

MEETING AGENDA

October 28, 2022



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, OCTOBER 28, 2022 AT 9:00 A.M.**

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: OCTOBER 26, 2022

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. Please note that the Traverse City Housing Commission is committed to a dialog that is constructive, respectful, and civil. We ask that all individuals interacting verbally or in writing with the Commission honor these values.

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 September 23, 2022 Regular Meeting Minutes:* Approval Recommended.
- B. *Consideration of Approval of September 28, 2022 Special Meeting Minutes:* Approval Recommended.

- C. *Consideration of Approval of Schedule of Disbursements for September 2022 for Public Housing Program:* Approval Recommended.
- D. *Consideration of Approval of Schedule of Disbursements for September 2022 for HCV (Section 8) Program:* Approval Recommended.
- E. *Review & Approval of Payment of Invoices for October 2022:* Approval Recommended.
- F. *Review & Acceptance of Financial Statements for August 2022:* Approval Recommended.
- G. *Review & Acceptance of Financial Statements for September 2022:* Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: October 24, 2022
- B. Governance & Compliance Committee Meeting: October 18, 2022

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: October 2022
- B. Family Self-Sufficiency (FSS) Program Report: October 2022
- C. Resident Council Report: October 2022

VII OLD BUSINESS

- A. TCHC Policy Review Schedule: October 2022
- B. Memorandum on RAD Construction Progress: Review
- C. Memorandum on TCHC – BATA Transit Oriented Development Update: Review
- D. Update on TCAPS Property RFP Response

VIII NEW BUSINESS

- A. Memorandum on Family Self-Sufficiency Escrow Disbursement Request: Action Required

IX CORRESPONDENCE

- A. October 9, 2022 Record Eagle Article on BATA – TCHC Housing Project

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: October 28, 2022 at 9:00 A.M.



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

CONSENT AGENDA

September 23, 2022 Regular Meeting Minutes

September 28, 2022 Special Meeting Minutes

Schedule of Disbursements for September 2022 Public Housing Program

Schedule of Disbursements September 2022 HCV (Section 8) Program

Payment of Invoices for October 2022

Financial Statements for August 2022

Financial Statements for September 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
September 23, 2022

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Second Floor Training Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:01 A.M.

I ROLL CALL

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Roger Putman, Mitchell Treadwell, and Wayne Workman.
Staff – Tony Lentych, Executive Director.
Residents – Jeff Turner.
Guests/Public – Ashley Halladay-Schmandt.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

Reserved: Ashley Halladay-Schmandt, Director of the Northwest Michigan Coalition to End Homelessness (NWCEH), introduced herself and explained how her coalition provides services to homeless persons in this region.

IV CONSENT AGENDA

Commissioner Friend moved (Treadwell support) to accept the Consent Agenda as presented in the September 23, 2022 Meeting Packet. It was noted that our Fee Accountant has not completed the August accounting but should be finished in about a week but that the previous two months had been completed.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of August 26, 2022 Annual Meeting.
- B. Schedule of Disbursements for August 2022 for the Public Housing Program.
- C. Schedule of Disbursements for August 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for September 2022.

- E. Financial Statements for June 2022.
- F. Financial Statements for July 2022.

V COMMITTEE REPORTS

- A. The meeting minutes from the September 19, 2022 Executive & Finance Committee meeting were presented. The MOU under New Business was discussed in some detail.
- B. The meeting minutes from the September 20, 2022 Governance & Compliance Committee meeting were presented. The Record Retention Policy was reviewed.
- C. The meeting minutes from the August 30, 2022 Governance & Compliance Committee meeting were presented. The Pet Policy was reviewed and recommended for approval.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's September Report was presented. It was reported that staff had been nominated by Housing North for a Board Service award from CEDAM.
- B. The September 2022 Family Self-Sufficiency Report was presented and accepted. It was noted that there was another Graduation to review under New Business.
- C. The Resident Council Report for September 2022 in the packet was reviewed. There were no questions.

VII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented. There were no questions of comments.
- B. A memorandum on activities with the RAD Program was reviewed. It was reported that construction was well under way and staff shared a Daily Construction Report that detailed some of that progress.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. Garfield Township voted unanimously that the \$6,000,000 grant from the State Budget was enough of a "start" to allow BATA to begin construction. Sen. Wayne Schmidt drove from Lansing to attend the meeting and he spoke to the Trustees about his commitment to seeing this project through completion. This issue was the last "time" sensation requirements in the PUD.
- D. There was a verbal update on the TCAPS RFP response presented by staff. The architect and our development team met multiple times and have reviewed three scenarios. The consensus preference from the TCHC is for maximum units on the site.

VIII NEW BUSINESS

- A. A memorandum regarding the most recent FSS Graduation was presented by staff. Commissioner Workman the moved (Friend support) to disburse \$23,816.07 to Participant No. V-001-053378. Staff was encouraged to get a quote from the participant that is graduating.

Roll Call

Treadwell Yes

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was approved. The funds will be disbursed according to policy.

- B. A resolution to adopt the changes and updates to the FSS Action Plan was presented by staff. It was noted that this plan needs to be submitted in conjunction with the FSS applications that are due in early October. After a review of changes, Commissioner Workman moved (Lockwood support) to adopt the new FSS Action Plan and submit it to HUD.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-12.

- C. A resolution detailing the annual adoption of Fair Market Rents (FMR) from HUD was reviewed. It was noted that we are automatically utilizing the 110% standard for our rent schedule. Commissioner Putman then moved (Treadwell) to adopt the Fair Market Rent Payment Standards established by HUD for the Housing Choice Voucher (HCV) Program beginning November 30, 2022.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-13.

The Board requested that this schedule be distributed to the Commission when ready.

- D. A resolution detailing the annual adoption of Flat Rents for the Public Housing program was reviewed. Since Riverview Terrace converted through the RAD program, we no longer need to establish Flat Rents for Grand Traverse County. Commissioner Workman moved (Putman) to adopt the Flat Rent Schedule for the Public Housing program beginning November 30, 2022.

Roll Call

Lockwood	Yes
Putman	Yes

Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-14.

- E. Staff introduced two resolutions regarding the contractual relationship between TCHC and the Elk Rapids Housing Commission (ERHC). The current contracts are expiring at the end of the month. The relationship is strong and there has not been any real issues between the two housing commissions. ERHC approved the agreements at their regular meeting earlier in the month.

Commissioner Friend moved (Workman support) to adopt the resolution that TCHC will provide Management Services to ERHC for a period of twenty-four (24) months beginning October 1, 2022 per the terms of the executed Management Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.

Roll Call

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-15.

Commissioner Workman moved (Friend support) to adopt the resolution that TCHC will provide Maintenance Services to ERHC for a period of twenty-four (24) months beginning October 1, 2022 per the terms of the executed Maintenance Services Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.

Roll Call

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-16.

- F. Staff introduced a resolution that extends the term for TCHC's Utility Allowance Schedule until a new one is completed. This will allow recent rate increases to be included in the new schedule.

Commissioner Lockwood moved (Workman support) to adopt the resolution that TCHC will extend the Fiscal Year 2021 Utility Allowance Schedule adopted in March of 2021 for the Housing Choice Voucher Program until December 31, 2022 or when the new Schedule is available for adoption.

Roll Call

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-17.

- G. The TCHC Pet Policy was introduced for approval. One of the main changes was the exception of house cats from the annual Veterinarian visits. There was also some clean-up of language regarding support animals. The Governance Committee has reviewed all changes and recommends approval. Commissioner Workman then moved (Friend support) to adopt all of the changes to the TCHC Pet Policy with immediate effect.

Roll Call

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The resolution was approved. It will be recorded as Resolution No. 2022-18.

- H. There was a long conversation about a potential Memorandum of Understanding (MOU) between the Northwest Michigan Coalition to End Homelessness (NWCEH) and TCHC. Ashley Halladay-Schmandt was available to answer questions about this request and reported along with staff on how the potential program might work. NWCEH has the potential to receive significant resources with a partnership with the local PHA. HUD has encouraged such collaboration and it could lead to significant supportive services for several of our residents at Riverview Terrace. The HCV program would basically be open for persons experiencing homelessness.

After the discussion of some of the program's potential, Commissioner Workman moved (Treadwell support) to authorize the Executive Director to negotiate a MOU with representative of NWCEH and prepare for its executive at a special meeting prior to September 29, 2022. The motion was approved.

Commissioner Lockwood and Commissioner Workman then called for a Special Meeting as required in TCHC's By-Laws on September 28 at 3:00 PM (established after calendars were consulted) to consider the draft MOU.

IX CORRESPONDENCE

One (1) item of correspondence was presented and accepted into the record: an article on the BATA TOD Project.

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

Commissioner Putman noted that the Support Services discussed under New Business are critical services and necessary to help with the issues with the homeless population now seen at the public library.

Commissioner Treadwell announced that the Fish Weir is “up and running.”

XII ADJOURNMENT

Commissioner Mitch Treadwell moved (Putman support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:29 A.M. It was announced that the next meeting will be a Special Meeting 3:00 PM on September 28, 2022 at Riverview Terrace.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President

DRAFT
Meeting Minutes of the Traverse City Housing Commission
September 28, 2022

A Special Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Third Floor Community Room at Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 3:01 P.M.

The Special Meeting was called by Commissioners Lockwood and Workman on September 23, 2022 after deliberation and discussion of an item under New Business.

I ROLL CALL

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Roger Putman, Mitchell Treadwell, and Wayne Workman.

Staff – Tony Lentych, Executive Director.

Residents – Ellen Corcoran, Elizabeth Osborne, and Jeff Turner.

Guests/Public – Ashley Halladay-Schmandt.

II APPROVAL OF AGENDA

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

III NEW BUSINESS

A. President Lockwood moved (Workman support) to adopt a resolution to approve a Memorandum of Understanding (MOU) with Northwest Michigan Coalition to End Homelessness (NWCEH). Staff was asked to introduced the item and provide details of the work behind the MOU. Halladay-Schmandt was recognized in the audience and it was noted that she was available to answer questions.

There was a questions about “preferences” and how that would work was explained for both the HCV program and for Riverview Terrace Apartments.

There was a question about the “services” provided and Halladay-Schmandt responded with a “high-need” case example. She stated that the goal was to provide services similar to those provided at East Bay Flats.

Staff noted that the services offered cannot be “required” but are purely “voluntary” but they could be a condition in order to avoid eviction – after lease violations are documented. Language in the MOU also indicated that the activities promised in it were only allowable to

After discussion, Lockwood noted that this MOU accomplishes one of our primary objectives in our Strategic Plan and a roll call vote was called:

Roll Call

Putman	Yes
Friend	Yes

Lockwood	Yes
Workman	Yes
Treadwell	Yes

The resolution was adopted. It will be recorded as Resolution No. 2022-19.

IV PUBLIC COMMENT

Jeff Turner complimented everyone “working in the trenches with this issue” and Elizabeth Osborne agreed.

V COMMISSIONER COMMENT

Commissioner Treadwell mentioned that House Bill 4722 (short-term rentals) received a hearing and may be moving forward. There was a brief conversation about the overall merits of the bill from both sides of the issue.

VI ADJOURNMENT

Commissioner Roger Putman moved (Lockwood support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 3:38 P.M. It was announced that the next meeting will on October 28, 2022 at the Governmental Center.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President

Date: 10/24/2022
Time: 09:00:29

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 09/01/2022 To: 09/30/2022

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Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2022	DEP	U.S. Dept. of HUD		25,835.33	128,548.47
09/01/2022	041052	Judy Myers	630.00		127,918.47
09/02/2022	DEP			2,626.92	130,545.39
09/06/2022	EFT	4 Front Credit Union	78.33		130,467.06
09/06/2022	EFT	Internal Revenue Service	3,004.10		127,462.96
09/06/2022	EFT	State of Michigan	493.42		126,969.54
09/06/2022	EFT	Alisa Korn	1,837.66		125,131.88
09/06/2022	EFT	Kim Fehrenbach	1,728.54		123,403.34
09/06/2022	EFT	Anthony Lentych	2,820.62		120,582.72
09/06/2022	EFT	Larry G. Freeman	563.84		120,018.88
09/06/2022	EFT	Michael Walters	2,078.57		117,940.31
09/06/2022	EFT	James Liberty	1,663.82		116,276.49
09/06/2022	EFT	Principal Life Insurance Co.	780.84		115,495.65
09/06/2022	DEP			12,278.34	127,773.99
09/06/2022	DEP			1,299.51	129,073.50
09/06/2022	DEP			77.00	129,150.50
09/09/2022	041053	Safety Net	2,164.50		126,986.00
09/09/2022	041054	Housing Authority Accounting...	1,735.36		125,250.64
09/09/2022	041055	McCardel Water Conditioning	20.00		125,230.64
09/09/2022	041056	Northern Michigan Janitorial Supply	110.00		125,120.64
09/09/2022	041057	City Of Traverse City	96.89		125,023.75
09/09/2022	041058	Republic Services #239	3,280.23		121,743.52
09/09/2022	041059	Grand Traverse County DPW	483.00		121,260.52
09/09/2022	041060	Michael Walters	308.75		120,951.77
09/09/2022	041061	Kim Fehrenbach	175.00		120,776.77
09/09/2022	041062	James Liberty	77.50		120,699.27
09/09/2022	041063	Verizon Wireless	24.67		120,674.60
09/09/2022	041064	Quadient Leasing USA, Inc.	350.15		120,324.45
09/09/2022	041065	City Of Traverse City	28,761.63		91,562.82
09/09/2022	041066	Environmental Pest Control	130.00		91,432.82
09/09/2022	041067	Vision Service Plan	108.13		91,324.69
09/09/2022	041068	Integrated Payroll Services, Inc.	120.80		91,203.89
09/09/2022	041069	Leelanau Cut Above Lawn Care	2,465.00		88,738.89
09/09/2022	041070	Ace Hardware	128.43		88,610.46
09/09/2022	041071	Byte Productions, LLC	30.00		88,580.46
09/09/2022	041072	DTE ENERGY	108.98		88,471.48
09/09/2022	041073	Cardmember Service	2,269.80		86,201.68
09/09/2022	041074	Kim Fehrenbach	196.65		86,005.03
09/09/2022	041075	City Of Traverse City	65.00		85,940.03
09/09/2022	041076	DTE ENERGY	54.00		85,886.03

Date: 10/24/2022
Time: 09:00:29

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 09/01/2022 To: 09/30/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
09/20/2022	EFT	4 Front Credit Union	78.33		85,807.70
09/20/2022	EFT	Internal Revenue Service	3,033.43		82,774.27
09/20/2022	EFT	State of Michigan	493.33		82,280.94
09/20/2022	EFT	Alisa Korn	1,955.40		80,325.54
09/20/2022	ADJST	**VOID** Kim Fehrenbach	(175.00)		80,500.54
09/20/2022	EFT	Kim Fehrenbach	1,786.34		78,714.20
09/20/2022	EFT	Anthony Lentych	2,820.62		75,893.58
09/20/2022	EFT	Larry G. Freeman	563.84		75,329.74
09/20/2022	EFT	Michael Walters	2,069.77		73,259.97
09/20/2022	EFT	James Liberty	1,467.80		71,792.17
09/20/2022	EFT	Principal Life Insurance Co.	820.59		70,971.58
09/20/2022	041077	Kim Fehrenbach	175.00		70,796.58
09/21/2022	041077	Kuhn Rogers PLC	3,829.50		66,967.08
09/21/2022	041078	City Of Traverse City	178.51		66,788.57
09/21/2022	041079	Northwest Fire	185.00		66,603.57
09/21/2022	041079	**VOID** Northwest Fire	(185.00)		66,788.57
09/21/2022	041079	AmRent	21.70		66,766.87
09/21/2022	041080	Integrated Payroll Services, Inc.	60.40		66,706.47
09/21/2022	041081	Traverse Outdoor	563.03		66,143.44
09/21/2022	041082	McCardel Water Conditioning	18.50		66,124.94
09/21/2022	041083	Safety Net	1,988.00		64,136.94
09/21/2022	041084	Vision Service Plan	56.10		64,080.84
09/21/2022	041085	Home Depot Credit Services	383.46		63,697.38
09/21/2022	041086	Kuhn Rogers PLC	495.00		63,202.38
09/21/2022	041087	Spectrum Business	189.98		63,012.40
09/21/2022	041088	Great Lakes Business Systems, Inc.	311.62		62,700.78
09/21/2022	041089	Northwest Fire	185.00		62,515.78
09/22/2022	DEP			2,296.07	64,811.85
09/22/2022	DEP			30,320.86	95,132.71
09/27/2022	041090	TC 150P 4B LDHA LP	21,192.31		73,940.40
09/28/2022	DEP	U.S. Dept. of HUD		17.00	73,957.40
09/28/2022	DEP	U.S. Dept. of HUD		856.00	74,813.40
09/28/2022	DEP	U.S. Dept. of HUD		60.00	74,873.40
09/28/2022	DEP			2,626.92	77,500.32
09/28/2022	041091	U.S. Dept. of HUD		48.00	77,548.32
09/29/2022	DEP			6,862.99	84,411.31
09/29/2022	DEP			248,541.01	332,952.32

Total: 103,506.77 333,745.95

Date: 10/24/2022
Time: 09:01:35

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2022 To: 09/30/2022

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Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2022	DEP	U.S. Dept. of HUD		57,668.00	250,605.27
09/01/2022	DEP	U.S. Dept. of HUD		94,763.00	345,368.27
09/01/2022	DEP	U.S. Dept. of HUD		9,196.00	354,564.27
09/01/2022	ADJST	PNC Bank	158.55		354,405.72
09/01/2022	000273	TC Commons I LDHA, LLC	616.00		353,789.72
09/01/2022	000273	Jeana Aiken	724.00		353,065.72
09/01/2022	000273	Dustin Ansonge	938.00		352,127.72
09/01/2022	000273	Ayers Investment Properties LLC	721.00		351,406.72
09/01/2022	000273	B & R RENTALS, LLC	679.00		350,727.72
09/01/2022	000273	Bay Front Apartments	398.00		350,329.72
09/01/2022	000273	Bay Hill Housing LDHALP	9,608.00		340,721.72
09/01/2022	000273	Bay Hill II	8,592.00		332,129.72
09/01/2022	000273	Elizabeth Beckett	238.00		331,891.72
09/01/2022	000273	Bellaire Senior Apartments	399.00		331,492.72
09/01/2022	000273	WODA Boardman Lake LHDALP	377.00		331,115.72
09/01/2022	000273	Brookside Commons LDHA, LP	3,581.00		327,534.72
09/01/2022	000273	Padrice Brown	539.00		326,995.72
09/01/2022	000273	Rebecca Carmien	254.00		326,741.72
09/01/2022	000273	Carson Square	7,090.00		319,651.72
09/01/2022	000273	Central Lake Townhouses	402.00		319,249.72
09/01/2022	000273	Cherrywood Village Farms, Inc.	3,684.00		315,565.72
09/01/2022	000273	TC Commons II LDHA LLC	920.00		314,645.72
09/01/2022	000273	Davis Investment Properties, LLC	875.00		313,770.72
09/01/2022	000273	Jack V. Dean	403.00		313,367.72
09/01/2022	000273	Five P Enterprises, LLC	509.00		312,858.72
09/01/2022	000273	Lisa Forbes	518.00		312,340.72
09/01/2022	000273	Frankfort Housing LDHA LP	1,391.00		310,949.72
09/01/2022	000273	Michael Glowacki	375.00		310,574.72
09/01/2022	000273	David Grzesiek	303.00		310,271.72
09/01/2022	000273	Habitat for Humanity	306.00		309,965.72
09/01/2022	000273	Harbour Ridge Apts	804.00		309,161.72
09/01/2022	000273	Hillview Terrace	1,071.00		308,090.72
09/01/2022	000273	Josh Hollister	842.00		307,248.72
09/01/2022	000273	HomeStretch	6,985.00		300,263.72
09/01/2022	000273	Matthew Jones	696.00		299,567.72
09/01/2022	000273	Donna Kalchik	436.00		299,131.72
09/01/2022	000273	Lake Pointe Acquisitions LLC.	965.00		298,166.72
09/01/2022	000273	Sidney Lammers	398.00		297,768.72
09/01/2022	000273	Maret Sabourin	552.00		297,216.72
09/01/2022	000273	Sue Martin	780.00		296,436.72

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09/01/2022	000273	Revokable Trust of Richard T &...	560.00		295,876.72
09/01/2022	000273	Oak Park Apts	873.00		295,003.72
09/01/2022	000273	Oak Terrace Apts	735.00		294,268.72
09/01/2022	000273	Dawn M. Oh	600.00		293,668.72
09/01/2022	000273	Douglas L. Porter	542.00		293,126.72
09/01/2022	000273	Post Village Glen, LLC	6,294.00		286,832.72
09/01/2022	000273	Wayne E Purkiss Trust	824.00		286,008.72
09/01/2022	000273	Timothy Rice	392.00		285,616.72
09/01/2022	000273	Sabin Pond Apartments LLC	125.00		285,491.72
09/01/2022	000273	Mike & Melissa Schichtel	1,100.00		284,391.72
09/01/2022	000273	Sherwin Rentals	615.00		283,776.72
09/01/2022	000273	SILVER SHORES MHC	1,857.00		281,919.72
09/01/2022	000273	Paul & Leona Steinorth Family Trust	426.00		281,493.72
09/01/2022	000273	Ryan Storey	370.00		281,123.72
09/01/2022	000273	22955 Investments LLC	2,191.00		278,932.72
09/01/2022	000273	TC 150P 4B LDHA LP	59,973.00		218,959.72
09/01/2022	000273	TCR Investments, LLC	798.00		218,161.72
09/01/2022	000273	Wendy Teagan	436.00		217,725.72
09/01/2022	000273	Village Glen Apartments	1,543.00		216,182.72
09/01/2022	000273	Village View Housing LHDA LP	429.00		215,753.72
09/01/2022	000273	Village Woods	655.00		215,098.72
09/01/2022	000273	Wagner Asset Group at Ninth...	307.00		214,791.72
09/01/2022	000273	Kevin Warren	302.00		214,489.72
09/01/2022	000273	Christina Wellinger	538.00		213,951.72
09/01/2022	000273	Paul Wheelock	365.00		213,586.72
09/01/2022	000273	Woodmere Ridge Apartments...	4,891.00		208,695.72
09/01/2022	000273	Wyatt Road Apartment Company	1,138.00		207,557.72
09/01/2022	000273	Theodore V. Zachman	1,135.00		206,422.72
09/01/2022	000273	Ann Zenner	710.00		205,712.72
09/01/2022	000273	Barb Zupin	472.00		205,240.72
09/01/2022	023414	Village Apartments LP	411.00		204,829.72
09/01/2022	023415	TC 150P 4B LDHA LP	4,147.00		200,682.72
09/06/2022	000273	**VOID** Jeana Aiken	(724.00)		201,406.72
09/06/2022	000273	**VOID** Dustin Ansorge	(938.00)		202,344.72
09/06/2022	000273	**VOID** B & R RENTALS, LLC	(679.00)		203,023.72
09/06/2022	000273	**VOID** Elizabeth Beckett	(238.00)		203,261.72
09/06/2022	000273	**VOID** Padrice Brown	(539.00)		203,800.72
09/06/2022	000273	**VOID** Rebecca Carmien	(254.00)		204,054.72
09/06/2022	000273	**VOID** Jack V. Dean	(403.00)		204,457.72
09/06/2022	000273	**VOID** Lisa Forbes	(518.00)		17 204,975.72

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Date	Ref Num	Payee	Payment	Deposit	Balance
09/06/2022	000273	**VOID** Michael Glowacki	(375.00)		205,350.72
09/06/2022	000273	**VOID** David Grzesiek	(303.00)		205,653.72
09/06/2022	000273	**VOID** Josh Hollister	(842.00)		206,495.72
09/06/2022	000273	**VOID** Matthew Jones	(696.00)		207,191.72
09/06/2022	000273	**VOID** Donna Kalchik	(436.00)		207,627.72
09/06/2022	000273	**VOID** Sidney Lammers	(398.00)		208,025.72
09/06/2022	000273	**VOID** Maret Sabourin	(552.00)		208,577.72
09/06/2022	000273	**VOID** Sue Martin	(780.00)		209,357.72
09/06/2022	000273	**VOID** Revokable Trust of...	(560.00)		209,917.72
09/06/2022	000273	**VOID** Dawn M. Oh	(600.00)		210,517.72
09/06/2022	000273	**VOID** Douglas L. Porter	(542.00)		211,059.72
09/06/2022	000273	**VOID** Post Village Glen, LLC	(6,294.00)		217,353.72
09/06/2022	000273	**VOID** Wayne E Purkiss Trust	(824.00)		218,177.72
09/06/2022	000273	**VOID** Timothy Rice	(392.00)		218,569.72
09/06/2022	000273	**VOID** Sabin Pond Apartments...	(125.00)		218,694.72
09/06/2022	000273	**VOID** Mike & Melissa Schichtel	(1,100.00)		219,794.72
09/06/2022	000273	**VOID** Paul & Leona Steinorth...	(426.00)		220,220.72
09/06/2022	000273	**VOID** Ryan Storey	(370.00)		220,590.72
09/06/2022	000273	**VOID** TC 150P 4B LDHA LP	(59,973.00)		280,563.72
09/06/2022	000273	**VOID** Wendy Teagan	(436.00)		280,999.72
09/06/2022	000273	**VOID** Village Woods	(655.00)		281,654.72
09/06/2022	000273	**VOID** Kevin Warren	(302.00)		281,956.72
09/06/2022	000273	**VOID** Christina Wellinger	(538.00)		282,494.72
09/06/2022	000273	**VOID** Paul Wheelock	(365.00)		282,859.72
09/06/2022	000273	**VOID** Theodore V. Zachman	(1,135.00)		283,994.72
09/06/2022	000273	**VOID** Ann Zenner	(710.00)		284,704.72
09/06/2022	000273	**VOID** Barb Zupin	(472.00)		285,176.72
09/06/2022	000274	Jeana Aiken	724.00		284,452.72
09/06/2022	000274	Dustin Ansorge	938.00		283,514.72
09/06/2022	000274	B & R RENTALS, LLC	679.00		282,835.72
09/06/2022	000274	Elizabeth Beckett	238.00		282,597.72
09/06/2022	000274	Padrice Brown	539.00		282,058.72
09/06/2022	000274	Rebecca Carmien	254.00		281,804.72
09/06/2022	000274	Jack V. Dean	403.00		281,401.72
09/06/2022	000274	Lisa Forbes	518.00		280,883.72
09/06/2022	000274	Michael Glowacki	375.00		280,508.72
09/06/2022	000274	David Grzesiek	303.00		280,205.72
09/06/2022	000274	Josh Hollister	842.00		279,363.72
09/06/2022	000274	Matthew Jones	696.00		278,667.72
09/06/2022	000274	Donna Kalchik	436.00		278,231.72

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09/06/2022	000274	Sidney Lammers	398.00		277,833.72
09/06/2022	000274	Maret Sabourin	552.00		277,281.72
09/06/2022	000274	Sue Martin	780.00		276,501.72
09/06/2022	000274	Revokable Trust of Richard T &...	560.00		275,941.72
09/06/2022	000274	Dawn M. Oh	600.00		275,341.72
09/06/2022	000274	Douglas L. Porter	542.00		274,799.72
09/06/2022	000274	Post Village Glen, LLC	6,294.00		268,505.72
09/06/2022	000274	Wayne E Purkiss Trust	824.00		267,681.72
09/06/2022	000274	Timothy Rice	392.00		267,289.72
09/06/2022	000274	Sabin Pond Apartments LLC	125.00		267,164.72
09/06/2022	000274	Mike & Melissa Schichtel	1,100.00		266,064.72
09/06/2022	000274	Paul & Leona Steinorth Family Trust	426.00		265,638.72
09/06/2022	000274	Ryan Storey	370.00		265,268.72
09/06/2022	000274	TC 150P 4B LDHA LP	59,973.00		205,295.72
09/06/2022	000274	Wendy Teagan	436.00		204,859.72
09/06/2022	000274	Village Woods	655.00		204,204.72
09/06/2022	000274	Kevin Warren	302.00		203,902.72
09/06/2022	000274	Christina Wellinger	538.00		203,364.72
09/06/2022	000274	Paul Wheelock	365.00		202,999.72
09/06/2022	000274	Theodore V. Zachman	1,135.00		201,864.72
09/06/2022	000274	Ann Zenner	710.00		201,154.72
09/06/2022	000274	Barb Zupin	472.00		200,682.72
09/09/2022	023416	City Of Traverse City	113.80		200,568.92
09/09/2022	023417	Consumers Energy	186.00		200,382.92
09/09/2022	023418	DTE ENERGY	170.20		200,212.72
09/12/2022	DEP			425.00	200,637.72
09/21/2022	023419	City Of Traverse City	29.00		200,608.72
09/21/2022	023420	DTE ENERGY	50.00		200,558.72
09/21/2022	023421	Traverse City Housing Commission	29,635.23		170,923.49
09/21/2022	023422	Stephanie Lucas	5,113.07		165,810.42
09/21/2022	023423	Traverse City Housing Commission	5,347.00		160,463.42
09/29/2022	DEP			28,929.44	189,392.86
Total:			194,525.85	190,981.44	

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Date	Ref Num	Payee	Payment	Deposit	Balance
10/03/2022	DEP	U.S. Dept. of HUD		25,668.00	358,620.32
10/04/2022	EFT	4 Front Credit Union	78.33		358,541.99
10/04/2022	EFT	Internal Revenue Service	2,924.49		355,617.50
10/04/2022	EFT	State of Michigan	478.88		355,138.62
10/04/2022	EFT	Alisa Korn	1,955.40		353,183.22
10/04/2022	EFT	Kim Fehrenbach	1,679.99		351,503.23
10/04/2022	EFT	Anthony Lentych	2,820.62		348,682.61
10/04/2022	EFT	Larry G. Freeman	581.46		348,101.15
10/04/2022	EFT	Michael Walters	1,956.76		346,144.39
10/04/2022	EFT	James Liberty	1,425.95		344,718.44
10/04/2022	EFT	Principal Life Insurance Co.	803.24		343,915.20
10/04/2022	041091	City Of Traverse City	85.00		343,830.20
10/04/2022	041092	DTE ENERGY	65.00		343,765.20
10/04/2022	041093	Olivia Pupil	345.00		343,420.20
10/04/2022	041094	Housing North	1,850.00		341,570.20
10/04/2022	041095	Byte Productions, LLC	30.00		341,540.20
10/04/2022	041096	City Of Traverse City	153.32		341,386.88
10/04/2022	041097	McCardel Water Conditioning	10.00		341,376.88
10/04/2022	041098	HDS, LLC DBA Kansa Software	4,390.00		336,986.88
10/04/2022	041099	Housing Authority Accounting...	1,161.61		335,825.27
10/04/2022	041100	Leelanau Cut Above Lawn Care	1,217.50		334,607.77
10/04/2022	041101	Integrated Payroll Services, Inc.	60.40		334,547.37
10/04/2022	041102	DTE ENERGY	42.85		334,504.52
10/04/2022	041103	Allen Supply	105.07		334,399.45
10/04/2022	041104	City Of Traverse City	96.89		334,302.56
10/04/2022	041105	Grand Traverse County DPW	483.00		333,819.56
10/04/2022	041106	Ace Hardware	53.98		333,765.58
10/04/2022	041107	Verizon Wireless	25.37		333,740.21
10/04/2022	041108	Safety Net	224.50		333,515.71
10/04/2022	041109	Quadient Finance USA, Inc.	299.70		333,216.01
10/04/2022	041110	James Liberty	88.13		333,127.88
10/04/2022	041111	Kim Fehrenbach	283.75		332,844.13
10/04/2022	041112	Michael Walters	369.69		332,474.44
10/04/2022	041113	Cardmember Service	997.89		331,476.55
10/17/2022	041114	Mcgough's	1,792.50		329,684.05
10/17/2022	041115	Kuhn Rogers PLC	12,115.50		317,568.55
10/17/2022	041116	United States Liability Insurance Co.	4,870.00		312,698.55
10/17/2022	041117	Granite Telecommunications	324.00		312,374.55
10/17/2022	041118	Spectrum Business	189.98		312,184.57
10/17/2022	041119	Staples	707.31		311,477.26

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10/17/2022	041120	Home Depot Credit Services	297.61		311,179.65
10/17/2022	041121	SAM'S CLUB	408.77		310,770.88
10/17/2022	041122	Republic Services #239	1,555.91		309,214.97
10/17/2022	041123	DeWeese Hardware	9.99		309,204.98
10/17/2022	041124	Integrated Payroll Services, Inc.	60.40		309,144.58
10/17/2022	041125	Snap Printing	121.26		309,023.32
10/17/2022	041126	Riverview Terrace Resident Council	150.00		308,873.32
10/17/2022	041127	Sondee, Racine & Doren, P.L.C.	221.00		308,652.32
10/17/2022	041128	Twin Bay Glass Inc.	411.68		308,240.64
10/17/2022	041129	AmRent	10.10		308,230.54
10/18/2022	DEP			4,979.03	313,209.57
Total:			50,389.78	30,647.03	

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10/03/2022	DEP	U.S. Dept. of HUD		9,196.00	198,588.86
10/03/2022	DEP	U.S. Dept. of HUD		94,763.00	293,351.86
10/03/2022	DEP	U.S. Dept. of HUD		57,664.00	351,015.86
10/03/2022	ADJST	PNC Bank	161.75		350,854.11
10/03/2022	000275	TC Commons I LDHA, LLC	616.00		350,238.11
10/03/2022	000275	Jeana Aiken	724.00		349,514.11
10/03/2022	000275	Dustin Ansoerge	938.00		348,576.11
10/03/2022	000275	Ayers Investment Properties LLC	721.00		347,855.11
10/03/2022	000275	B & R RENTALS, LLC	679.00		347,176.11
10/03/2022	000275	Bay Front Apartments	398.00		346,778.11
10/03/2022	000275	Bay Hill Housing LDHALP	9,608.00		337,170.11
10/03/2022	000275	Bay Hill II	7,510.00		329,660.11
10/03/2022	000275	Elizabeth Beckett	238.00		329,422.11
10/03/2022	000275	Bellaire Senior Apartments	399.00		329,023.11
10/03/2022	000275	WODA Boardman Lake LHDALP	377.00		328,646.11
10/03/2022	000275	Brookside Commons LDHA, LP	3,823.00		324,823.11
10/03/2022	000275	Padrice Brown	539.00		324,284.11
10/03/2022	000275	Rebecca Carmien	254.00		324,030.11
10/03/2022	000275	Carson Square	7,090.00		316,940.11
10/03/2022	000275	Central Lake Townhouses	402.00		316,538.11
10/03/2022	000275	Cherrywood Village Farms, Inc.	3,695.00		312,843.11
10/03/2022	000275	TC Commons II LDHA LLC	870.00		311,973.11
10/03/2022	000275	Davis Investment Properties, LLC	875.00		311,098.11
10/03/2022	000275	Jack V. Dean	389.00		310,709.11
10/03/2022	000275	Five P Enterprises, LLC	509.00		310,200.11
10/03/2022	000275	Lisa Forbes	537.00		309,663.11
10/03/2022	000275	Frankfort Housing LDHA LP	1,452.00		308,211.11
10/03/2022	000275	Michael Glowacki	433.00		307,778.11
10/03/2022	000275	David Grzesiek	303.00		307,475.11
10/03/2022	000275	Habitat for Humanity	306.00		307,169.11
10/03/2022	000275	Harbour Ridge Apts	804.00		306,365.11
10/03/2022	000275	Hillview Terrace	1,071.00		305,294.11
10/03/2022	000275	Josh Hollister	842.00		304,452.11
10/03/2022	000275	HomeStretch	6,007.00		298,445.11
10/03/2022	000275	Matthew Jones	696.00		297,749.11
10/03/2022	000275	Donna Kalchik	436.00		297,313.11
10/03/2022	000275	Lake Pointe Acquisitions LLC.	965.00		296,348.11
10/03/2022	000275	Sidney Lammers	398.00		295,950.11
10/03/2022	000275	Maret Sabourin	552.00		295,398.11
10/03/2022	000275	Sue Martin	780.00		294,618.11

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Date	Ref Num	Payee	Payment	Deposit	Balance
10/03/2022	000275	Revokable Trust of Richard T &...	560.00		294,058.11
10/03/2022	000275	Oak Park Apts	849.00		293,209.11
10/03/2022	000275	Oak Terrace Apts	721.00		292,488.11
10/03/2022	000275	Dawn M. Oh	600.00		291,888.11
10/03/2022	000275	Douglas L. Porter	542.00		291,346.11
10/03/2022	000275	Post Village Glen, LLC	6,188.00		285,158.11
10/03/2022	000275	Wayne E Purkiss Trust	824.00		284,334.11
10/03/2022	000275	Timothy Rice	392.00		283,942.11
10/03/2022	000275	Sabin Pond Apartments LLC	125.00		283,817.11
10/03/2022	000275	Mike & Melissa Schichtel	1,100.00		282,717.11
10/03/2022	000275	Sherwin Rentals	615.00		282,102.11
10/03/2022	000275	SILVER SHORES MHC	1,869.00		280,233.11
10/03/2022	000275	Paul & Leona Steinorth Family Trust	426.00		279,807.11
10/03/2022	000275	Ryan Storey	370.00		279,437.11
10/03/2022	000275	22955 Investments LLC	2,191.00		277,246.11
10/03/2022	000275	TC 150P 4B LDHA LP	59,123.00		218,123.11
10/03/2022	000275	TCR Investments, LLC	798.00		217,325.11
10/03/2022	000275	Wendy Teagan	407.00		216,918.11
10/03/2022	000275	Village Glen Apartments	811.00		216,107.11
10/03/2022	000275	Village View Housing LHDA LP	429.00		215,678.11
10/03/2022	000275	Village Woods	655.00		215,023.11
10/03/2022	000275	Wagner Asset Group at Ninth...	307.00		214,716.11
10/03/2022	000275	Kevin Warren	302.00		214,414.11
10/03/2022	000275	Christina Wellinger	538.00		213,876.11
10/03/2022	000275	Paul Wheelock	396.00		213,480.11
10/03/2022	000275	Woodmere Ridge Apartments...	4,891.00		208,589.11
10/03/2022	000275	Wyatt Road Apartment Company	1,138.00		207,451.11
10/03/2022	000275	Theodore V. Zachman	1,135.00		206,316.11
10/03/2022	000275	Ann Zenner	710.00		205,606.11
10/03/2022	000275	Barb Zupin	472.00		205,134.11
10/03/2022	023424	Village Apartments LP	411.00		204,723.11
10/03/2022	023425	TC 150P 4B LDHA LP	4,147.00		200,576.11
10/04/2022	023426	City Of Traverse City	131.80		200,444.31
10/04/2022	023427	Consumers Energy	186.00		200,258.31
10/04/2022	023428	DTE ENERGY	200.20		200,058.11
10/04/2022	023429	Traverse City Housing Commission	4,756.00		195,302.11
10/04/2022	023430	Kevin Warren	23,816.37		171,485.74
10/07/2022	DEP	U.S. Dept. of HUD		3,000.00	174,485.74
10/07/2022	DEP	U.S. Dept. of HUD		2,557.00	177,042.74
10/17/2022	023431	Traverse City Housing Commission	6,882.76		23 170,159.98

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Total:			186,412.88	167,180.00	

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of August 31, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 109,807.41
1111.9 - Cash-Short Term Investments	2,337,806.36
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,894.43
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00
Total Cash	\$ 2,474,788.81

Receivables

1122 - Tenants	\$ 9,338.47
1122.1 - Allowance for Doubtful Accounts	(6,902.36)
1129.1 - Accounts Receivable-Other	938,962.22
1129.11 - Interfund Due From Vouchers	36,517.99
1129.14 - Accounts Receivable-KMG/RV	53,920.64
1130 - Accounts Receivable-TAHDC	1,177.27
Total Receivables	\$ 1,033,014.23

Investments

Total Investments	\$ 0.00
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Deferred Charges

1211 - Prepaid Insurance	\$ 31,833.92
1290 - Other Deferred Charges	(2.00)
Total Deferred Charges	\$ 31,831.92

TOTAL CURRENT ASSETS **\$ 3,539,634.96**

NON-CURRENT ASSETS

1300 - Investments in Joint Ventures	\$ 75,000.00
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Fixed Assets

1400 - Construction in Progress-CFP	\$ 12,197.14
1400.5 - Accumulated Depreciation	(7,698,925.45)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	493,136.80
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	4,351,116.74
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	102,419.16
1400.9 - Furn., Equip., Mach.-Admin	276,183.31
Total Fixed Assets	\$ 1,801,525.80

TOTAL NON-CURRENT ASSETS **\$ 1,876,525.80**

TOTAL ASSETS **\$ 5,416,160.76**

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of August 31, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 7,915.56
2114 - Tenant Security Deposits	34,478.00
2117.3 - State Income Tax Withheld	2,147.51
2117.4 - HSA Withheld	(313.32)
Total Accounts Payable	\$ 44,227.75

Accrued Liabilities

2135 - Salaries and Wages	\$ 4,213.26
2135.1 - Compensated Absences-Short Term	2,674.99
2135.2 - Accrued Payroll Taxes	322.32
2136 - Accrued Liabilities-Other	9,353.53
2137 - Payments in Lieu of Taxes	32,928.31
Total Accrued Liabilities	\$ 49,492.41

Deferred Credits

2290 - Other Deferred Credits	\$ 2,956,555.48
Total Deferred Credits	\$ 2,956,555.48

Total Current Liabilities	\$ 3,050,275.64
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NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$ 3,343.74
Total Noncurrent Liabilities	\$ 3,343.74

TOTAL LIABILITIES	\$ 3,053,619.38
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EQUITY

2806.1 - Invested in Capital Assets, Net of Debt	\$ 1,305,680.69
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Net Assets

2806 - Unrestricted Net Assets	\$ 747,354.80
2807 - Restricted Net Assets	\$ 75,000.00
Income and Expense Clearing	9,384.64
Income and Expense Clearing-2019 CFP	40,364.89
Income and Expense Clearing-2020 CFP	184,756.36

Total Net Assets	\$ 1,056,860.69
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TOTAL EQUITY	\$ 2,362,541.38
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TOTAL LIABILITIES/EQUITY	\$ 5,416,160.76
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Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022

	1 Month Ended	2 Months Ended		
	<u>August 31, 2022</u>	<u>August 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income				
Rental Income				
3110 - Dwelling Rental	\$ 34,023.00	\$ 68,335.00	\$ 0	\$ (68,335.00)
3110.2 - Dwelling Rental-Proj. 2	9,303.00	16,097.00	68,000	51,903.00
3120 - Excess Utilities	34.00	169.00	0	(169.00)
3190 - Nondwelling Rental	8,093.26	16,551.22	0	(16,551.22)
Total Rental Income	<u>\$ 51,453.26</u>	<u>\$ 101,152.22</u>	<u>\$ 68,000</u>	<u>\$ (33,152.22)</u>
Revenues - HUD PHA GRANTS				
3401.2 - Operating Subsidy	\$ 25,836.00	\$ 51,671.67	\$ 35,000	\$ (16,671.67)
Total HUD PHA GRANTS	<u>\$ 25,836.00</u>	<u>\$ 51,671.67</u>	<u>\$ 35,000</u>	<u>\$ (16,671.67)</u>
Nonrental Income				
3610 - Interest Income-Gen. Fund	\$ 1,479.27	\$ 1,829.42	\$ 500	\$ (1,329.42)
3690 - Tenant Income	667.83	1,311.66	1,000	(311.66)
3690.1 - Non-Tenant Income	1,108.00	2,781.08	1,000	(1,781.08)
3690.2 - Tenant Income-Cable	2,875.00	5,780.00	0	(5,780.00)
3692 - Management Fee	2,100.00	4,200.00	270,200	266,000.00
3692.1 - Maintenance Contracts	2,000.00	4,000.00	24,000	20,000.00
Total Nonrental Income	<u>\$ 10,230.10</u>	<u>\$ 19,902.16</u>	<u>\$ 296,700</u>	<u>\$ 276,797.84</u>
Total Operating Income	<u>\$ 87,519.36</u>	<u>\$ 172,726.05</u>	<u>\$ 399,700</u>	<u>\$ 226,973.95</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 37,873.44	\$ 49,679.99	\$ 239,460	\$ 189,780.01
4130 - Legal Expense	538.70	1,180.44	1,500	319.56
4140 - Staff Training	0.00	0.00	3,500	3,500.00
4150 - Travel Expense	239.12	615.81	2,000	1,384.19
4170 - Accounting Fees	477.36	1,224.72	12,500	11,275.28
4171 - Auditing	0.00	0.00	6,000	6,000.00
4182 - Employee Benefits - Admin	3,089.60	8,426.62	47,500	39,073.38
4185 - Telephone	474.93	1,047.18	5,000	3,952.82
4190.1 - Publications	0.00	0.00	1,800	1,800.00
4190.2 - Membership Dues and Fees	70.00	70.00	1,000	930.00
4190.3 - Admin. Service Contracts	175.75	1,445.60	20,500	19,054.40
4190.4 - Office Supplies	60.23	361.05	3,000	2,638.95
4190.5 - Other Sundry Expense	924.65	1,463.76	11,000	9,536.24
4190.6 - Advertising	0.00	0.00	500	500.00
Total Administration	<u>\$ 43,923.78</u>	<u>\$ 65,515.17</u>	<u>\$ 355,260</u>	<u>\$ 289,744.83</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	\$ 206.11	\$ 340.95	\$ 1,500	\$ 1,159.05
4230 - Cable TV-Tenants	0.00	5,740.09	0	(5,740.09)
Total Tenant Services	<u>\$ 206.11</u>	<u>\$ 6,081.04</u>	<u>\$ 1,500</u>	<u>\$ (4,581.04)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022

	1 Month Ended	2 Months Ended		
	<u>August 31, 2022</u>	<u>August 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 696.76	\$ 1,492.07	\$ 5,000	\$ 3,507.93
4320 - Electricity	4,906.70	12,241.60	5,000	(7,241.60)
4330 - Gas	89.68	221.26	2,000	1,778.74
Total Utilities	<u>\$ 5,693.14</u>	<u>\$ 13,954.93</u>	<u>\$ 12,000</u>	<u>\$ (1,954.93)</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 13,317.57	\$ 23,182.98	\$ 186,580	\$ 163,397.02
4420 - Materials	858.88	1,122.60	5,000	3,877.40
4430.02 - Heating & Cooling Contracts	0.00	0.00	1,000	1,000.00
4430.03 - Snow Removal Contracts	0.00	0.00	1,000	1,000.00
4430.05 - Landscape & Grounds Contracts	0.00	4,224.19	2,000	(2,224.19)
4430.06 - Unit Turnaround Contracts	0.00	0.00	2,000	2,000.00
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00
4430.08 - Plumbing Contracts	0.00	0.00	1,000	1,000.00
4430.09 - Extermination Contracts	0.00	458.39	1,000	541.61
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts	(127.26)	(127.26)	3,000	3,127.26
4430.12 - Misc. Contracts	0.00	0.00	2,000	2,000.00
4431 - Garbage Removal	0.00	2,672.01	2,000	(672.01)
4433 - Employee Benefits - Maint.	1,080.53	3,865.97	40,600	36,734.03
4470 - Elk Rapids Expenses	(5.50)	9.49	0	(9.49)
Total Ordinary Maint. & Oper	<u>\$ 15,124.22</u>	<u>\$ 35,408.37</u>	<u>\$ 249,180</u>	<u>\$ 213,771.63</u>
General Expense				
4510 - Insurance	\$ 3,142.26	\$ 6,353.23	\$ 5,000	\$ (1,353.23)
4520 - Payment in Lieu of Taxes	2,083.34	4,166.68	5,000	833.32
4550 - Compensated Absences	0.00	0.00	1,000	1,000.00
4570 - Collection Losses	0.00	0.00	1,000	1,000.00
4586 - Interest Expense-CFFP	0.00	397.06	0	(397.06)
4586.1 - Interest Expense-EPC	0.00	1,951.91	0	(1,951.91)
Total General Expense	<u>\$ 5,225.60</u>	<u>\$ 12,868.88</u>	<u>\$ 12,000</u>	<u>\$ (868.88)</u>
Total Routine Expense	<u>\$ 70,172.85</u>	<u>\$ 133,828.39</u>	<u>\$ 629,940</u>	<u>\$ 496,111.61</u>
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expenses	<u>\$ 70,172.85</u>	<u>\$ 133,828.39</u>	<u>\$ 629,940</u>	<u>\$ 496,111.61</u>
Operating Income (Loss)	<u>\$ 17,346.51</u>	<u>\$ 38,897.66</u>	<u>\$ (230,240)</u>	<u>\$ (269,137.66)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 14,434.51	\$ 28,869.02	\$ 0	\$ (28,869.02)
Total Depreciation Expense	<u>\$ 14,434.51</u>	<u>\$ 28,869.02</u>	<u>\$ 0</u>	<u>\$ (28,869.02)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022

	1 Month Ended		2 Months Ended			
	<u>August 31, 2022</u>		<u>August 31, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$ 0	\$ 0.00
RAD Expense						
7020 - RAD Expenses	\$	144.00	\$	644.00	\$ 0	\$ (644.00)
Total RAD Expense	\$	144.00	\$	644.00	\$ 0	\$ (644.00)
Capital Expenditures						
7540 - Betterments and Additions	\$	0.00	\$	0.00	\$ 5,000	\$ 5,000.00
7590 - Operating Expenditures-Contra		0.00		0.00	(5,000)	(5,000.00)
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Other Financial Items						
Total Other Financial Items	\$	0.00	\$	0.00	\$ 0	\$ 0.00
 HUD Net Income (Loss)	 \$	 17,202.51	 \$	 38,253.66	 \$ (235,240)	 \$ (273,493.66)
GAAP Net Income (Loss)	\$	2,768.00	\$	9,384.64	\$ (230,240)	\$ (239,624.64)

Traverse City Housing Commission
Capital Fund 501-19
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022

501-19 P&L	1 Month Ended	2 Months Ended
1022	<u>August 31, 2022</u>	<u>August 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	0.00	40,364.89
Total HUD PHA GRANTS	0.00	40,364.89
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	0.00	40,364.89
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	0.00	40,364.89

Traverse City Housing Commission
Capital fund 501-20
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022

501-20 P&L	1 Month Ended	2 Months Ended
1023	<u>August 31, 2022</u>	<u>August 31, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	0.00	184,756.36
Total HUD PHA GRANTS	0.00	184,756.36
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	0.00	184,756.36
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	0.00	184,756.36

Traverse City Housing Commission

2019 Capital Fund

Program ID:	1 Month Ended	2 Months Ended		
MI33-P080-50119 1522****	August 31, 2022	August 31, 2022	BUDGET	OVER/UNDER
Administration				
1406 - Operations	\$ 0.00	\$ 0.00	\$ 168,220.00	\$ 168,220.00
Total Administration	0.00	0.00	168,220.00	168,220.00
A & E				
1430 - Architect & Engineering Fees	0.00	58,055.00	0.00	(58,055.00)
Total A & E Fees	0.00	58,055.00	0.00	(58,055.00)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.62 - Masonry Repairs	0.00	50,484.46	0.00	(50,484.46)
1460.63 - Electrical Service (RAD)	0.00	19,316.01	0.00	(19,316.01)
Total Dwelling Structures	0.00	69,800.47	0.00	(69,800.47)
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	92,918.53	52,554.00	(40,364.53)
Total Other	0.00	92,918.53	52,554.00	(40,364.53)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 220,774.00</u>	<u>\$ 220,774.00</u>	<u>\$ 0.00</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>220,774.00</u>	<u>220,774.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Traverse City Housing Commission

2020 Capital Fund

Program ID:	1 Month Ended	2 Months Ended		
MI33-P080-50120 1523****	August 31, 2022	August 31, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430 - Architect & Engineering Fees	0.00	0.00	184,756.00	184,756.00
Total A & E Fees	0.00	0.00	184,756.00	184,756.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	237,310.00	52,554.00	(184,756.00)
Total Other	0.00	237,310.00	52,554.00	(184,756.00)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 237,310.00</u>	<u>\$ 237,310.00</u>	<u>\$ 0.00</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>237,310.00</u>	<u>237,310.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Traverse City Housing Commission

Capital Fund Finance Program

Program ID: CFFP

1601****

	1 Month Ended	2 Months Ended		
	August 31, 2022	August 31, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	0.00	(19,561.06)
Total A & E Fees	0.00	19,561.06	0.00	(19,561.06)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
Total Dwelling Structures	0.00	577,637.00	0.00	(577,637.00)
Dwelling Equipment				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
Total Dwelling Equipment	0.00	33,497.43	0.00	(33,497.43)
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
Total Other	0.00	8,477.83	0.00	(8,477.83)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 0.00</u>	<u>\$ (639,173.32)</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>639,173.32</u>	<u>0.00</u>	<u>(639,173.32)</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of August 31, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$	270,916.69
1111.6 - FSS Escrow Savings		<u>70,784.38</u>

Total Cash	\$	341,701.07
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Receivables

Total Receivables	\$	0.00
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Investments

Total Investments	\$	0.00
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Deferred Charges

Total Deferred Charges	\$	0.00
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TOTAL CURRENT ASSETS	\$	341,701.07
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Fixed Assets

1400.5 - Accumulated Depreciation	\$	(6,506.46)
1400.9 - Furn., Equip., Mach.-Admin		<u>6,562.63</u>

Total Fixed Assets	\$	56.17
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TOTAL ASSETS	\$	<u><u>341,757.24</u></u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of August 31, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 1,474.94
2119.21 - Interfund Due To Low Rent	36,517.99

Total Accounts Payable	\$ 37,992.93
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Accrued Liabilities

2135 - Salaries and Wages	\$ 1,008.98
2135.1 - Compensated Absences-Short Term	844.73
2135.2 - Accrued Payroll Taxes	77.19
2182 - FSS Escrow Trust	53,547.67

Total Accrued Liabilities	\$ 55,478.57
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Deferred Credits

2290 - Other Deferred Credits	\$ 1,297.00
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Total Deferred Credits	\$ 1,297.00
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Total Current Liabilities	\$ 94,768.50
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NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$ 1,055.92
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Total Noncurrent Liabilities	\$ 1,055.92
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TOTAL LIABILITIES	\$ 95,824.42
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NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$ 235,583.04
2826 - Operating Reserve-Admin	228,995.77
2826.01 - Operating Reserve-HAP	6,585.24
2826.1 - Operating Reserve-Contra	(235,581.01)
Income and Expense Clearing	12,954.39
Income and Expense Clearing - FSS	(2,604.61)

TOTAL NET ASSETS	\$ 245,932.82
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TOTAL LIABILITIES/NET ASSETS	\$ 341,757.24
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**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022**

	1 Month Ended	2 Months Ended		
	<u>August 31, 2022</u>	<u>August 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 100.00	\$ 0	\$ (100.00)
3603 - Number of Unit Months	0.00	(154.00)	0	154.00
3604 - Unit Months - Contra	0.00	154.00	0	(154.00)
Total Operating Reserve Income	<u>\$ 50.00</u>	<u>\$ 100.00</u>	<u>\$ 0</u>	<u>\$ (100.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 93,940.00	\$ 192,308.00	\$ 1,250,000	\$ 1,057,692.00
3411 - Admin Fee Funding	9,196.00	18,392.00	90,000	71,608.00
Total HUD PHA GRANTS	<u>\$ 103,136.00</u>	<u>\$ 210,700.00</u>	<u>\$ 1,340,000</u>	<u>\$ 1,129,300.00</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 103,186.00</u>	<u>\$ 210,800.00</u>	<u>\$ 1,340,000</u>	<u>\$ 1,129,200.00</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 4,073.60	\$ 8,095.70	\$ 0	\$ (8,095.70)
4150 - Travel Expense	9.00	170.44	0	(170.44)
4170 - Accounting Fees	684.25	1,368.50	0	(1,368.50)
4182 - Employee Benefits - Admin	341.28	2,730.92	0	(2,730.92)
4185 - Telephone	251.07	413.70	0	(413.70)
4190.2 - Membership Dues and Fees	30.00	30.00	0	(30.00)
4190.3 - Admin. Service Contracts	81.79	626.01	0	(626.01)
4190.4 - Office Supplies	25.81	113.57	0	(113.57)
4190.5 - Other Sundry Expense	225.90	607.77	0	(607.77)
Total Administration	<u>\$ 5,722.70</u>	<u>\$ 14,156.61</u>	<u>\$ 0</u>	<u>\$ (14,156.61)</u>
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	<u>\$ 5,722.70</u>	<u>\$ 14,156.61</u>	<u>\$ 0</u>	<u>\$ (14,156.61)</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022**

	<u>1 Month Ended August 31, 2022</u>	<u>2 Months Ended August 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 86,008.00	\$ 174,914.00	\$ 1,250,000	\$ 1,075,086.00
4715.3 - HAP - Non-Elderly Disabled	1,431.00	2,447.00	0	(2,447.00)
4715.4 - HAP - Utility Allowances	506.00	1,063.00	0	(1,063.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(100.00)	0	100.00
4715.6 - HAP - Homeownership	1,677.00	3,052.00	0	(3,052.00)
4719 - HAP - FSS Escrow	2,313.00	2,313.00	0	(2,313.00)
Total HAP Payments	\$ 91,885.00	\$ 183,689.00	\$ 1,250,000	\$ 1,066,311.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 97,607.70	\$ 197,845.61	\$ 1,250,000	\$ 1,052,154.39
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ 5,578.30	\$ 12,954.39	\$ 90,000	\$ 77,045.61
<i>Memo:</i>				
<i>Admin Operating Income/(Loss)</i>	\$ 3,473.30	\$ 4,235.39	\$ 90,000	\$ 85,764.61
<u>Analysis of Funding</u>		<u>2 Months Ended August 31, 2022</u>		
A.C. Received: August 31, 2022				
3410 - HAP Funding		\$ 192,308.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		174,914.00		
4715.3 - HAP - Non-Elderly Disabled		2,447.00		
4715.4 - HAP - Utility Allowances		1,063.00		
4715.5 - HAP - Fraud Recovery		(100.00)		
4715.6 - HAP - Homeownership		3,052.00		
4719 - HAP - FSS Escrow		2,313.00		
Total Funding Required		\$ 183,689.00		
Over/(Under) Funding		\$ 8,619.00		
RNP as of: August 31, 2022		\$ 11,918.13		
UNP as of: August 31, 2022		\$ 219,708.35		

Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022

	1 Month Ended	2 Months Ended		
	<u>August 31, 2022</u>	<u>August 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
Total HUD PHA GRANTS	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 1,186.78	\$ 2,358.17	\$ 0	\$ (2,358.17)
4182 - Employee Benefits - Admin	<u>131.63</u>	<u>246.44</u>	<u>0</u>	<u>(246.44)</u>
Total Administration	\$ 1,318.41	\$ 2,604.61	\$ 0	\$ (2,604.61)
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 1,318.41	\$ 2,604.61	\$ 0	\$ (2,604.61)

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2022**

	<u>1 Month Ended August 31, 2022</u>	<u>2 Months Ended August 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 1,318.41	\$ 2,604.61	\$ 0	\$ (2,604.61)
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ (1,318.41)</u>	<u>\$ (2,604.61)</u>	<u>\$ 0</u>	<u>\$ 2,604.61</u>

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of September 30, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 338,892.53
1111.9 - Cash-Short Term Investments	2,088,355.72
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,891.79
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

Total Cash	\$ 2,454,420.65
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Receivables

1122 - Tenants	\$ 11,595.15
1122.1 - Allowance for Doubtful Accounts	(6,902.36)
1129.1 - Accounts Receivable-Other	615,883.37
1129.11 - Interfund Due From Vouchers	15,675.86
1129.14 - Accounts Receivable-KMG/RV	(490.00)
1130 - Accounts Receivable-TAHDC	1,177.27

Total Receivables	\$ 636,939.29
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Investments

1165 - Assets Held For Sale	\$ 424,872.50
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Total Investments	\$ 424,872.50
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Deferred Charges

1211 - Prepaid Insurance	\$ 28,686.42
1290 - Other Deferred Charges	(2.40)

Total Deferred Charges	\$ 28,684.02
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TOTAL CURRENT ASSETS	\$ 3,544,916.46
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NON-CURRENT ASSETS

1300 - Investments in Joint Ventures	\$ 75,000.00
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Fixed Assets

1400 - Construction in Progress-CFP	\$ 12,197.14
1400.5 - Accumulated Depreciation	(7,713,359.96)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	493,136.80
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	4,351,116.74
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	104,264.16
1400.9 - Furn., Equip., Mach.-Admin	274,338.31

Total Fixed Assets	\$ 1,787,091.29
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TOTAL NON-CURRENT ASSETS	\$ 1,862,091.29
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TOTAL ASSETS	\$ 5,407,007.75
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**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of September 30, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 102,739.06
2114 - Tenant Security Deposits	6,084.00
2117.3 - State Income Tax Withheld	986.79
2117.4 - HSA Withheld	(469.98)

Total Accounts Payable \$ 109,339.87

Accrued Liabilities

2135 - Salaries and Wages	\$ 4,213.26
2135.1 - Compensated Absences-Short Term	2,674.99
2135.2 - Accrued Payroll Taxes	322.32
2136 - Accrued Liabilities-Other	9,353.53
2137 - Payments in Lieu of Taxes	6,250.02

Total Accrued Liabilities \$ 22,814.12

Deferred Credits

2290 - Other Deferred Credits	\$ 2,956,557.48
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Total Deferred Credits \$ 2,956,557.48

Total Current Liabilities \$ 3,088,711.47

NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$ 3,343.74
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Total Noncurrent Liabilities \$ 3,343.74

TOTAL LIABILITIES \$ 3,092,055.21

EQUITY

2806.1 - Invested in Capital Assets, Net of Debt	\$ 1,305,680.69
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Net Assets

2806 - Unrestricted Net Assets	\$ 747,354.80
2807 - Restricted Net Assets	\$ 75,000.00
Income and Expense Clearing	(38,204.20)
Income and Expense Clearing-2019 CFP	40,364.89
Income and Expense Clearing-2020 CFP	184,756.36

Total Net Assets \$ 1,009,271.85

TOTAL EQUITY \$ 2,314,952.54

TOTAL LIABILITIES/EQUITY \$ 5,407,007.75

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022

	1 Month Ended		3 Months Ended			
	<u>September 30, 2022</u>		<u>September 30, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$ (50,355.39)	\$	17,979.61	\$	0	\$ (17,979.61)
3110.2 - Dwelling Rental-Proj. 2	9,209.00		25,306.00		68,000	42,694.00
3120 - Excess Utilities	0.00		169.00		0	(169.00)
3190 - Nondwelling Rental	11,220.18		27,771.40		0	(27,771.40)
Total Rental Income	<u>\$ (29,926.21)</u>	<u>\$</u>	<u>71,226.01</u>	<u>\$</u>	<u>68,000</u>	<u>\$ (3,226.01)</u>
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$ 26,816.33	\$	78,488.00	\$	35,000	\$ (43,488.00)
Total HUD PHA GRANTS	<u>\$ 26,816.33</u>	<u>\$</u>	<u>78,488.00</u>	<u>\$</u>	<u>35,000</u>	<u>\$ (43,488.00)</u>
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$ 1,833.04	\$	3,662.46	\$	500	\$ (3,162.46)
3690 - Tenant Income	60.00		1,371.66		1,000	(371.66)
3690.1 - Non-Tenant Income	3,638.03		6,419.11		1,000	(5,419.11)
3690.2 - Tenant Income-Cable	0.00		5,780.00		0	(5,780.00)
3692 - Management Fee	2,100.00		6,300.00		270,200	263,900.00
3692.1 - Maintenance Contracts	2,000.00		6,000.00		24,000	18,000.00
Total Nonrental Income	<u>\$ 9,631.07</u>	<u>\$</u>	<u>29,533.23</u>	<u>\$</u>	<u>296,700</u>	<u>\$ 267,166.77</u>
Total Operating Income	<u>\$ 6,521.19</u>	<u>\$</u>	<u>179,247.24</u>	<u>\$</u>	<u>399,700</u>	<u>\$ 220,452.76</u>
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 12,289.09	\$	61,969.08	\$	239,460	\$ 177,490.92
4130 - Legal Expense	0.00		1,180.44		1,500	319.56
4140 - Staff Training	0.00		0.00		3,500	3,500.00
4150 - Travel Expense	504.37		1,120.18		2,000	879.82
4170 - Accounting Fees	882.36		2,107.08		12,500	10,392.92
4171 - Auditing	0.00		0.00		6,000	6,000.00
4182 - Employee Benefits - Admin	1,212.35		9,638.97		47,500	37,861.03
4185 - Telephone	82.85		1,130.03		5,000	3,869.97
4190.1 - Publications	0.00		0.00		1,800	1,800.00
4190.2 - Membership Dues and Fees	0.00		70.00		1,000	930.00
4190.3 - Admin. Service Contracts	684.41		2,130.01		20,500	18,369.99
4190.4 - Office Supplies	109.07		470.12		3,000	2,529.88
4190.5 - Other Sundry Expense	3,573.95		5,037.71		11,000	5,962.29
4190.6 - Advertising	0.00		0.00		500	500.00
Total Administration	<u>\$ 19,338.45</u>	<u>\$</u>	<u>84,853.62</u>	<u>\$</u>	<u>355,260</u>	<u>\$ 270,406.38</u>
Tenant Services						
4220 - Rec., Pub., & Other Services	\$ 0.00	\$	340.95	\$	1,500	\$ 1,159.05
4230 - Cable TV-Tenants	0.00		5,740.09		0	(5,740.09)
Total Tenant Services	<u>\$ 0.00</u>	<u>\$</u>	<u>6,081.04</u>	<u>\$</u>	<u>1,500</u>	<u>\$ (4,581.04)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022

	1 Month Ended	3 Months Ended		
	<u>September 30, 2022</u>	<u>September 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 514.00	\$ 2,006.07	\$ 5,000	\$ 2,993.93
4320 - Electricity	147.51	12,389.11	5,000	(7,389.11)
4330 - Gas	42.97	264.23	2,000	1,735.77
Total Utilities	<u>\$ 704.48</u>	<u>\$ 14,659.41</u>	<u>\$ 12,000</u>	<u>\$ (2,659.41)</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 9,868.05	\$ 33,051.03	\$ 186,580	\$ 153,528.97
4420 - Materials	9.76	1,132.36	5,000	3,867.64
4430.02 - Heating & Cooling Contracts	0.00	0.00	1,000	1,000.00
4430.03 - Snow Removal Contracts	0.00	0.00	1,000	1,000.00
4430.05 - Landscape & Grounds Contracts	2,000.00	6,224.19	2,000	(4,224.19)
4430.06 - Unit Turnaround Contracts	0.00	0.00	2,000	2,000.00
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00
4430.08 - Plumbing Contracts	0.00	0.00	1,000	1,000.00
4430.09 - Extermination Contracts	130.00	588.39	1,000	411.61
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts	40.00	(87.26)	3,000	3,087.26
4430.12 - Misc. Contracts	0.00	0.00	2,000	2,000.00
4431 - Garbage Removal	1,455.72	4,127.73	2,000	(2,127.73)
4433 - Employee Benefits - Maint.	874.37	4,740.34	40,600	35,859.66
4470 - Elk Rapids Expenses	0.00	9.49	0	(9.49)
Total Ordinary Maint. & Oper	<u>\$ 14,377.90</u>	<u>\$ 49,786.27</u>	<u>\$ 249,180</u>	<u>\$ 199,393.73</u>
General Expense				
4510 - Insurance	\$ 3,147.50	\$ 9,500.73	\$ 5,000	\$ (4,500.73)
4520 - Payment in Lieu of Taxes	2,083.34	6,250.02	5,000	(1,250.02)
4550 - Compensated Absences	0.00	0.00	1,000	1,000.00
4570 - Collection Losses	0.00	0.00	1,000	1,000.00
4586 - Interest Expense-CFFP	0.00	397.06	0	(397.06)
4586.1 - Interest Expense-EPC	0.00	1,951.91	0	(1,951.91)
Total General Expense	<u>\$ 5,230.84</u>	<u>\$ 18,099.72</u>	<u>\$ 12,000</u>	<u>\$ (6,099.72)</u>
Total Routine Expense	<u>\$ 39,651.67</u>	<u>\$ 173,480.06</u>	<u>\$ 629,940</u>	<u>\$ 456,459.94</u>
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expenses	<u>\$ 39,651.67</u>	<u>\$ 173,480.06</u>	<u>\$ 629,940</u>	<u>\$ 456,459.94</u>
Operating Income (Loss)	<u>\$ (33,130.48)</u>	<u>\$ 5,767.18</u>	<u>\$ (230,240)</u>	<u>\$ (236,007.18)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 14,434.51	\$ 43,303.53	\$ 0	\$ (43,303.53)
Total Depreciation Expense	<u>\$ 14,434.51</u>	<u>\$ 43,303.53</u>	<u>\$ 0</u>	<u>\$ (43,303.53)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022

	1 Month Ended		3 Months Ended			
	<u>September 30, 2022</u>	<u>September 30, 2022</u>	<u>September 30, 2022</u>	<u>September 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
RAD Expense						
7020 - RAD Expenses	\$ 23.85	\$ 667.85	\$ 0	\$ (667.85)		
Total RAD Expense	\$ 23.85	\$ 667.85	\$ 0	\$ (667.85)		
Capital Expenditures						
7540 - Betterments and Additions	\$ 0.00	\$ 0.00	\$ 5,000	\$ 5,000.00		
7590 - Operating Expenditures-Contra	0.00	0.00	(5,000)	(5,000.00)		
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
Other Financial Items						
Total Other Financial Items	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
 HUD Net Income (Loss)	 \$ (33,154.33)	 \$ 5,099.33	 \$ (235,240)	 \$ (240,339.33)		
GAAP Net Income (Loss)	<u>\$ (47,588.84)</u>	<u>\$ (38,204.20)</u>	<u>\$ (230,240)</u>	<u>\$ (192,035.80)</u>		

Traverse City Housing Commission
Capital Fund 501-19
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022

501-19 P&L	1 Month Ended	3 Months Ended
1022	<u>September 30, 2022</u>	<u>September 30, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	0.00	40,364.89
Total HUD PHA GRANTS	0.00	40,364.89
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	0.00	40,364.89
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	0.00	40,364.89

Traverse City Housing Commission
Capital fund 501-20
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022

501-20 P&L	1 Month Ended	3 Months Ended
1023	<u>September 30, 2022</u>	<u>September 30, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	0.00	184,756.36
Total HUD PHA GRANTS	0.00	184,756.36
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	0.00	184,756.36
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	0.00	184,756.36

Traverse City Housing Commission

2019 Capital Fund

Program ID:

MI33-P080-50119
1522****

	1 Month Ended	3 Months Ended	BUDGET	OVER/UNDER
	September 30, 2022	September 30, 2022		
Administration				
1406 - Operations	\$ 0.00	\$ 0.00	\$ 168,220.00	\$ 168,220.00
Total Administration	0.00	0.00	168,220.00	168,220.00
A & E				
1430 - Architect & Engineering Fees	0.00	58,055.00	0.00	(58,055.00)
Total A & E Fees	0.00	58,055.00	0.00	(58,055.00)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.62 - Masonry Repairs	0.00	50,484.46	0.00	(50,484.46)
1460.63 - Electrical Service (RAD)	0.00	19,316.01	0.00	(19,316.01)
Total Dwelling Structures	0.00	69,800.47	0.00	(69,800.47)
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	92,918.53	52,554.00	(40,364.53)
Total Other	0.00	92,918.53	52,554.00	(40,364.53)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 220,774.00</u>	<u>\$ 220,774.00</u>	<u>\$ 0.00</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>220,774.00</u>	<u>220,774.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Traverse City Housing Commission

2020 Capital Fund

Program ID:

MI33-P080-50120
1523****

	1 Month Ended	3 Months Ended		
	September 30, 2022	September 30, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430 - Architect & Engineering Fees	0.00	0.00	184,756.00	184,756.00
Total A & E Fees	0.00	0.00	184,756.00	184,756.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	237,310.00	52,554.00	(184,756.00)
Total Other	0.00	237,310.00	52,554.00	(184,756.00)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 237,310.00</u>	<u>\$ 237,310.00</u>	<u>\$ 0.00</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>237,310.00</u>	<u>237,310.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Traverse City Housing Commission

Capital Fund Finance Program

Program ID: CFFP

1601****

	1 Month Ended	3 Months Ended		
	September 30, 2022	September 30, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	0.00	(19,561.06)
Total A & E Fees	0.00	19,561.06	0.00	(19,561.06)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
Total Dwelling Structures	0.00	577,637.00	0.00	(577,637.00)
Dwelling Equipment				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
Total Dwelling Equipment	0.00	33,497.43	0.00	(33,497.43)
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
Total Other	0.00	8,477.83	0.00	(8,477.83)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 0.00</u>	<u>\$ (639,173.32)</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>639,173.32</u>	<u>0.00</u>	<u>(639,173.32)</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of September 30, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 270,212.28
1111.6 - FSS Escrow Savings	<u>47,213.17</u>

Total Cash	\$ 317,425.45
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Receivables

Total Receivables	\$ 0.00
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Investments

Total Investments	\$ 0.00
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Deferred Charges

1290 - Other Deferred Charges	\$ <u>(425.00)</u>
-------------------------------	--------------------

Total Deferred Charges	\$ (425.00)
-------------------------------	--------------------

TOTAL CURRENT ASSETS	\$ 317,000.45
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Fixed Assets

1400.5 - Accumulated Depreciation	\$ (6,506.46)
1400.9 - Furn., Equip., Mach.-Admin	<u>6,562.63</u>

Total Fixed Assets	\$ 56.17
---------------------------	-----------------

TOTAL ASSETS	<u>\$ 317,056.62</u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of September 30, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 1,474.94
2119 - Accts Payable-Other	(4,147.00)
2119.21 - Interfund Due To Low Rent	15,675.86

Total Accounts Payable \$ 13,003.80

Accrued Liabilities

2135 - Salaries and Wages	\$ 1,008.98
2135.1 - Compensated Absences-Short Term	844.73
2135.2 - Accrued Payroll Taxes	77.19
2182 - FSS Escrow Trust	53,792.83

Total Accrued Liabilities \$ 55,723.73

Deferred Credits

2290 - Other Deferred Credits	\$ 4,137.00
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Total Deferred Credits \$ 4,137.00

Total Current Liabilities \$ 72,864.53

NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$ 1,055.92
---	-------------

Total Noncurrent Liabilities \$ 1,055.92

TOTAL LIABILITIES \$ 73,920.45

NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$ 235,583.04
2826 - Operating Reserve-Admin	228,995.77
2826.01 - Operating Reserve-HAP	6,585.24
2826.1 - Operating Reserve-Contra	(235,581.01)
Income and Expense Clearing	11,504.23
Income and Expense Clearing - FSS	(3,951.10)

TOTAL NET ASSETS \$ 243,136.17

TOTAL LIABILITIES/NET ASSETS \$ 317,056.62

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022**

	1 Month Ended	3 Months Ended		
	<u>September 30, 2022</u>	<u>September 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 0.00	\$ 100.00	\$ 0	\$ (100.00)
3603 - Number of Unit Months	0.00	(154.00)	0	154.00
3604 - Unit Months - Contra	0.00	154.00	0	(154.00)
Total Operating Reserve Income	<u>\$ 0.00</u>	<u>\$ 100.00</u>	<u>\$ 0</u>	<u>\$ (100.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 94,763.00	\$ 287,071.00	\$ 1,250,000	\$ 962,929.00
3410.2 - HAP Funding-Tenant Protection	57,668.00	57,668.00	0	(57,668.00)
3411 - Admin Fee Funding	9,196.00	27,588.00	90,000	62,412.00
Total HUD PHA GRANTS	<u>\$ 161,627.00</u>	<u>\$ 372,327.00</u>	<u>\$ 1,340,000</u>	<u>\$ 967,673.00</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 161,627.00</u>	<u>\$ 372,427.00</u>	<u>\$ 1,340,000</u>	<u>\$ 967,573.00</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 4,270.72	\$ 12,366.42	\$ 0	\$ (12,366.42)
4150 - Travel Expense	52.50	222.94	0	(222.94)
4170 - Accounting Fees	853.00	2,221.50	0	(2,221.50)
4182 - Employee Benefits - Admin	384.98	3,115.90	0	(3,115.90)
4185 - Telephone	35.50	449.20	0	(449.20)
4190.2 - Membership Dues and Fees	0.00	30.00	0	(30.00)
4190.3 - Admin. Service Contracts	349.91	975.92	0	(975.92)
4190.4 - Office Supplies	46.74	160.31	0	(160.31)
4190.5 - Other Sundry Expense	1,611.81	2,219.58	0	(2,219.58)
Total Administration	<u>\$ 7,605.16</u>	<u>\$ 21,761.77</u>	<u>\$ 0</u>	<u>\$ (21,761.77)</u>
General Expense				
Total General Expense	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Routine Expense	<u>\$ 7,605.16</u>	<u>\$ 21,761.77</u>	<u>\$ 0</u>	<u>\$ (21,761.77)</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022**

	<u>1 Month Ended September 30, 2022</u>	<u>3 Months Ended September 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 87,847.00	\$ 262,761.00	\$ 1,250,000	\$ 987,239.00
4715.3 - HAP - Non-Elderly Disabled	1,037.00	3,484.00	0	(3,484.00)
4715.4 - HAP - Utility Allowances	549.00	1,612.00	0	(1,612.00)
4715.5 - HAP - Fraud Recovery	0.00	(100.00)	0	100.00
4715.6 - HAP - Homeownership	1,618.00	4,670.00	0	(4,670.00)
4715.7 - HAP-Tenant Protection	59,074.00	59,074.00	0	(59,074.00)
4719 - HAP - FSS Escrow	5,347.00	7,660.00	0	(7,660.00)
Total HAP Payments	\$ 155,472.00	\$ 339,161.00	\$ 1,250,000	\$ 910,839.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 163,077.16	\$ 360,922.77	\$ 1,250,000	\$ 889,077.23
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ (1,450.16)	\$ 11,504.23	\$ 90,000	\$ 78,495.77
<i>Memo:</i>				
<i>Admin Operating Income/(Loss)</i>	<i>\$ 1,590.84</i>	<i>\$ 5,826.23</i>	<i>\$ 90,000</i>	<i>\$ 84,173.77</i>
<u>Analysis of Funding</u>		<u>3 Months Ended September 30, 2022</u>		
A.C. Received: September 30, 2022				
3410 - HAP Funding		\$ 287,071.00		
3410.2 - HAP Funding-Tenant Protection		57,668.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		262,761.00		
4715.3 - HAP - Non-Elderly Disabled		3,484.00		
4715.4 - HAP - Utility Allowances		1,612.00		
4715.5 - HAP - Fraud Recovery		(100.00)		
4715.6 - HAP - Homeownership		4,670.00		
4715.7 - HAP-Tenant Protection		59,074.00		
4719 - HAP - FSS Escrow		7,660.00		
Total Funding Required		\$ 339,161.00		
Over/(Under) Funding		\$ 5,578.00		
RNP as of: September 30, 2022		\$ 12,163.24		
UNP as of: September 30, 2022		\$ 230,970.90		

Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022

	1 Month Ended		3 Months Ended			
	<u>September 30, 2022</u>	<u>September 30, 2022</u>	<u>September 30, 2022</u>	<u>September 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income						
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
Revenues - HUD PHA GRANTS						
Total HUD PHA GRANTS	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
Income Offset HUD A.C.						
Total Income Offset	0.00	0.00	0.00	0.00		
Total Operating Income	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>		
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 1,202.78	\$ 3,560.95	\$ 0	\$ (3,560.95)		
4182 - Employee Benefits - Admin	<u>143.71</u>	<u>390.15</u>	<u>0</u>	<u>(390.15)</u>		
Total Administration	\$ 1,346.49	\$ 3,951.10	\$ 0	\$ (3,951.10)		
General Expense						
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
Total Routine Expense	\$ 1,346.49	\$ 3,951.10	\$ 0	\$ (3,951.10)		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2022**

	<u>1 Month Ended September 30, 2022</u>	<u>3 Months Ended September 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 1,346.49	\$ 3,951.10	\$ 0	\$ (3,951.10)
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ (1,346.49)</u>	<u>\$ (3,951.10)</u>	<u>\$ 0</u>	<u>\$ 3,951.10</u>



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

COMMITTEE REPORTS

Executive & Finance Committee Meeting: October 24, 2022

Governance & Compliance Committee Meeting: October 18, 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
October 24, 2022

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the Offices of Heather Lockwood, 807 West Front Street, Traverse City, Michigan, by President Heather Lockwood at 3:40 P.M.

ROLL CALL

The following were present:

Commissioners – Heather Lockwood, President and Wayne Workman, Vice President.

Staff – Tony Lentych, Executive Director.

Other – None.

CORRESPONDENCE

None.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the September 19, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted.
- B. RAD: A construction schedule was distributed and reviewed. Staff reported on the recent changes to the construction schedule including the early delivery of refrigerators and stoves and the work to paint and repair closets/pantries – which by doing this one early will help alleviate some logistical work when the kitchen cabinetry is replaced. Staff also reported that office staff is working diligently to finalized all of the new files for the residents (post RAD conversion).
- C. Real Estate Updates: Staff noted that the Parkview project is still working to finalize the tax credit reservation and was informed as to what the hold ups on MSHDA's part were. There was a successful "Kick-Off" Event for the BATA project that was covered by two television news channels.

TCAPS RFP UPDATE: Our response is nearly complete and some architectural renderings were distributed. We are presenting two options for their consideration.

- D. Cheboygan Housing Commission: Staff reported that there is still no solution here but that more conversations are on the horizon.
- E. Human Resources: A final-final draft of the Executive Director's Employment Agreement was discussed. This version was been approved by TCHC's HR/Government Relations attorney, Karrie Zeits. Staff will print this version to be signed at the next TCHC Meeting on Friday, October 28, 2022.

- F. MEETING AGENDA: The next regular meeting agenda for October 28th was distributed and discussed. The only new business item is another FSS Graduation.
- G. GENERAL COMMENTS: The Housing Summit was discussed and the conflict with our Monthly Meeting was acknowledged. The “November” meeting of TCHC is in December due to the Thanksgiving Holiday.

ADJOURNMENT

President Lockwood adjourned the meeting at 4:21 P.M. The next meeting will be on November 28th.

Respectfully submitted,

Heather Lockwood, President

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
October 18, 2022

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 11:05 A.M.

I ROLL CALL

The following were present:

Resident Members – Ellen Corcoran and Betty Osborne

Commissioners – Jim Friend. Roger Putman was excused.

Staff – Tony Lentych, Executive Director.

Residents – Gene Homminga and Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the September 20, 2022 meeting of this committee and the agenda for this meeting were reviewed.

Committee Member Betty Osborne moved (Friend support) to accept the meeting agenda as presented. The motion was approved.

Commissioner Jim Friend moved (Corcoran support) to accept the meeting minutes of the previous meeting.

III PUBLIC COMMENT

Jeff Turner discussed the recent Traverse City Commission meeting where housing was discussed and that MSHDA doesn't have a director yet.

IV UPDATES

- A. An updated Policy Review Schedule was presented discussed. The Safety Plan was discussed and it was noted that this will be finished as construction wraps up for both buildings along the shared Fire Lane.
- B. Staff reported that he has not heard much from the construction crew next door. They still seem to be on track to start leasing early next summer.
- C. RAD Update: Staff provided a lengthy construction update. Specifically, two major changes were discussed. The early swap out of new stoves and refrigerators and the early work on the pantries and closets. The stove and refrigerator swap will only take 30 minutes in each apartment and all work will be done by First Contracting staff. The closet and pantry work will allow residents to keep more of their items in there units during the later rehab work next year. This will take two day in each unit with most work being conducted on day one and day two only being to return the items to the closet and pantry after the paint is dry.

V. OLD BUSINESS

A. Record Retention Policy: A second draft was distributed and discussed. Staff will continue to work on this before next month.

VI NEW BUSINESS

None. But there was an update about the recent City Commission meeting where two-way traffic on Pine Street was discussed and where the City continued its conversation about disposing of City-owned property for housing opportunities.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Ellen Corcoran moved (Friend support) to adjourn the meeting. The motion to adjourn was approved and the meeting was closed at 11:50 A.M.

The next meeting of the Committee is scheduled for November 15, 2022 at 11:00 A.M.

Respectfully submitted,

Tony Lentych, Executive Director



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

STAFF & PROGRAM REPORTS

Executive Director's Report: October 2022

Family Self-Sufficiency (FSS) Program Report: October 2022

Resident Council Report: October 2022

EXECUTIVE DIRECTOR'S REPORT: October 28, 2022

This report covers the work accomplished from September 23, 2022 until October 27, 2022. 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: Thirteen (13) units are now open. We have the entire X-02 stack open plus three other units. We will be moving in some new tenants over the next several weeks.
2. ORCHARDVIEW: The property is full.
3. EAST BAY FLATS: This project is fully leased. We are providing staffing assistance during the week while MMC is searching for new staff.

Housing Choice Vouchers

1. We have 158 HCVs filled at this time. This includes two families in "shop" mode. We have pulled names from the Wait List and expect to add to that overall number. HUD has notified us that we have been awarded more funding for more vouchers (in addition to our 208 vouchers). We are not sure that we will be able to use the funding yet, but we will try.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Construction is going well – No major issues. Conference call with property management partner, KMG.
2. Parkview Apartments: Finalizing tax credit reservation with MSHDA.
3. BATA (See Memorandum): Application submitted. Had several meetings prior to deadline on minor legal issues. Helped plan and attend media "kick-off" event.
4. Main Street Flats (Frankfort Housing Commission): Nothing to report.
5. Women's Resource Center/Madeline's House: Nothing to report.
6. Correspondence and phone calls with Cheboygan Housing Commission staff.
7. TCAPS RFP (See Memorandum): Response submitted.

8. Conference call with Great Lakes Capital regarding Petoskey project.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Resident Council – Several meetings and conversations with the RTRC leadership. Reviewed monthly financials. Finalized an annual budget. Prepared monthly report.
2. FSS – Application and Action Plan was submitted on time. Action Plan has been sent back for revisions a few times.
3. Took ownership of a large number of books for resident library at Riverview.

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

Financial

1. Working to reconcile financials with KMG for post RAD period.
2. Audit completed and no issue were reported by Auditor!

General Management

1. Executed two contracts with SafetyNet staff on IT upgrades – Phones and Servers.
2. Submitted Employment Contract to attorney and incorporated all changes.
3. Continued work on internal Policy Review continued work on our Document Retention Policy, FSS Action Plan (several versions for HUD).

TCHC

1. Attended one Regular meeting (September) and prepared for a Regular Meeting (October). Also prepared for and attended one Special Meeting (September).
2. Prepared for and attended an Executive & Finance Committee meeting.
3. Prepared for and attended a Governance & Compliance Committee meeting.
4. Conversations with City Commissioners regarding housing issues.
5. Weekly updates of TCHC Website.

ERHC

1. Prepared for and attended one Commission Meeting (October).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Conversation with Village Manager.
4. Attended a Housing Task Force Meeting.

HUD

1. Conversations with Detroit Office Staff about PIC inventory issue.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing North: Several meetings with Executive Staff. Attended a meeting of the Board of Directors, and Executive Committee Meeting, and a Housing Innovation Circle. Also attended a luncheon hosted by Consumers Energy for Grad Traverse County nonprofit developers.
2. CEDAM: Participated in a regional conversation via ZOOM on MSHDA's QAP and equity issues. Awarded the Gene Kuthy Award for Board Service – nominated by Housing North.
3. Northern Lakes CMH: Attended monthly Board of Directors Meetings and one Special Meeting.
4. Leelanau County HAC: Attended one bi-monthly meeting.
5. Presented at Goodwill Industries Board of Directors Retreat (along with other housing professionals).

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Worked with TCHC attorneys on legal issues including land issues regarding Lafranier Property (easements, applications to MSHDA).
2. Holiday/Vacation/Personal Time: One-half day.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

October 28, 2022

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) reporting places the program in the “High Performer” category but SEMAP has not been reported for over two years due to the COVID-19 pandemic:

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
25	13	52%	10	77%

FSS Program Manager Update

Overall, the program is demonstrating “some” positive growth. We continue to recruit participants through the HCV program and through the Orchardview Townhomes intake process. We have recruited three (3) new participants this month and all three will begin earning escrow in December.

Status of Participants

We have another participant graduating this month (under New Business). This is the last of our 3 recent graduates. We are meeting with all participants this month. These meetings will be conducted in person.

FSS Grant

We submitted our application to HUD on time (September 30, 2022). We also submitted our FSS Action Plan, as required for this process. Unfortunately, it has not yet been approved and has been returned to us for more updates.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 28, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial reports from RTRC for the month of September 2022. The financial reporting was completed in a timely and thorough manner. I received all the information and no mistakes in accounting were found – all transactions were just normal purchases.

We have a finalized budget! If we accept this budget, TCHC will release the tenant support participation funds.

Halloween is busy time for RTRC with their pumpkin decorating contest (carving and/or decorating) is currently underway. The annual Halloween party is this weekend and is expected to draw a large number of residents.

ATTACHMENT: September 2022 Financial Report
September Bank Statement
RTRC FY 2023 Annual Budget
Letter from the RTRC President

Riverview Terrace Resident Council

FY 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ 1,252.95	\$ 878.99	\$ 878.99	\$ 749.72	\$ 749.72	\$ 749.72	\$ 749.72
Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 373.96	\$ -	\$ 129.27	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 878.99	\$ 878.99	\$ 749.72	\$ 749.72	\$ 749.72	\$ 749.72	\$ 749.72

Unrestricted Balance Forward	\$ 3,630.12	\$ 3,577.45	\$ 3,577.45	\$ 3,545.93	\$ 3,545.93	\$ 3,545.93	\$ 3,545.93
Income	\$ 80.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 133.17	\$ -	\$ 31.52	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 3,577.45	\$ 3,577.45	\$ 3,545.93	\$ 3,545.93	\$ 3,545.93	\$ 3,545.93	\$ 3,545.93

EOM TOTAL*	\$ 4,456.44	\$ 4,456.44	\$ 4,295.65	\$ 4,295.65	\$ 4,295.65	\$ 4,295.65	\$ 4,295.65
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* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 4,445.65

Current as of September 30, 2022



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

Your Statement Of Accounts
09/01/2022-09/30/2022
Your Account Number
xxxxxx1794
Page 1

165423 1 AV 0.455 239675-165423-677



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

Earn more with LMCU. We have solutions to make your money do more! Our Max Checking account can earn you nearly \$450 extra a year for just a few easy to-manage usage requirements. We also offer great rates on CDs. Put your money to work today by calling (800) 242-9790, stopping by any branch, or visiting LMCU.org.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$4,456.44	\$4,295.65
	Total		\$4,345.65

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Sep 01		Beginning Balance			\$50.00
Sep 30		Ending Balance			\$50.00

FREE CHECKING

Share Account ID 01

			Total Deposits	Total Withdrawals	Balance
					\$0.00
					\$160.79
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Sep 01		Beginning Balance			\$4,456.44
Sep 07	Sep 07	Withdrawal POS #225017938722 STAPLES 0364 TRAVERSE CITY MI	(\$67.82)		\$4,388.62
Sep 14	Sep 14	Withdrawal POS #225710653541 MEIJER 033 TRAVERSE CITY MI	(\$10.88)		\$4,377.74
Sep 15	Sep 15	Withdrawal Bill Payment #225829105741 SPECTRUM 855-707-7328 MO	(\$20.49)		\$4,357.25
Sep 15	Sep 15	Withdrawal Debit Card Business Debit 24445002258500356925609 LITTLE CAESARS 0304 000 TRAVERSE CITY MI 09/14/2022	(\$20.64)		\$4,336.61
Sep 20	Sep 20	Withdrawal Bill Payment #226324109455 SPECTRUM 855-707-7328 MO	(\$40.96)		\$4,295.65
Sep 30		Ending Balance			\$4,295.65

Dividend Summary

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

Your current account relationship is Value



Riverview Terrace Resident Council

FY 2022-2023

BUDGET

INCOME	AMOUNT
Cash on Hand (End of Fiscal Year)	\$ 5,033.07
Tenant Participation Fees (HUD)	\$ 1,725.00
Earned Income	\$ 150.00
Grants/Donations/Other*	\$ 500.00
TOTAL	\$ 7,408.07

General Office Hours

Tuesday: 11:00 AM - 2:00 PM

Wednesday: 11:00 AM - 2:00 PM

EXPENSES	AMOUNT
OFFICE EXPENSES	
Telephone/Internet	\$ 520.00
Printing Costs	\$ 720.00
Equipment	\$ 800.00
Office Supplies	\$ 450.00
Misc./Other	\$ 400.00
SUB TOTAL	\$ 2,890.00
SOCIAL/ORGANIZING EXPENSES	
Supplies	\$ 720.00
Food & Entertainment	\$ 1,100.00
Monthly Activities & Trainings	\$ 850.00
Community Room Improvements	\$ 950.00
Misc./Other	\$ 400.00
SUB TOTAL	\$ 4,020.00
TOTAL	\$ 6,910.00

Administrative Duties

1. Work with TCHC Management
2. Promote Health Programs
3. Sponsor Social Activities
4. Monitor needs of residents
5. Work with Partner Agencies for Services
6. Coordinate and Prepare Monthly Meetings
7. Follow 501(c)(3) Rules & Regulations

* Not all duties listed are inclusive

Social Activities

1. Resident Holiday Meals
2. Sponsor Summer Cook-outs
3. Host Monthly Birthday Celebrations
4. Coordinate Supplies for all RTRC events
5. Schedule Monthly Physical Health Classes
6. Welcome Baskets for New Residents
7. Fundraising for Activities & Programs

Riverview Terrace Resident Council

October 25, 2022

Traverse City Housing Commission

Commission Members,

September has been a busy month with bingo, birthday celebration and planning for our annual Halloween festivities. The RTRC meeting was postponed until September 22, due to my having had knee surgery. Tony Lentych was our guest speaker and updated us on the renovations.

October will be a fun month. Decorating the community room around the refrigerators and stoves is going to be a challenge! Hopefully they will be gone by party time. The RTRC will give out 10 pumpkins to be carved by our resident artists. They will be lit and displayed starting October 25th. We'll take pictures and e-mail some to the TCHC.

Here's Octobers' line-up.

- RTRC meeting October 21, 2022.
- Pumpkins will be picked-up during the meeting.
- October 25, the carved pumpkins to be dropped off.
- October 28th The Halloween Party. We are giving prizes for best pumpkin and costume.

Sincerely Yours,



Betty Osborne, President.





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

OLD BUSINESS

TCHC Policy Review Schedule October 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

TCAPS Property RFP Response

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	May 2021	May 2023	June 24, 2022
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	NA	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	August 2019	NA	June 24, 2022
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	NA	August 25, 2017
Asset / Physical Plant Management Addendum	January 22, 2016	January 2016	NA	January 22, 2016
Attendance Policy	June 23, 2017	June 2017	NA	June 23, 2017
Board Orientation Policy	February 2013	September 2017	NA	September 29, 2017
Camera Policy	September 29, 2017	September 2017	NA	September 29, 2017
Capitalization Policy	March 18, 2003	February 20, 2006	NA	March 23, 2018
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	March 2017	NA	March 24, 2017
Civil Rights Policy	September 11, 1996	May 2021	NA	June 25, 2021
Code of Conduct Policy	September 28, 2012	January 11, 2013	NA	May 25, 2018
Community Room Policy	February 2006	March 2016	NA	March 25, 2016
Community Service Policy	July 19, 2005	July 15, 2008	NA	May 25, 2018
Credit Card Policy	October 20, 2015	October 2015	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	April 2016	NA	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Doubtful Account Write-Off Policy	March 18, 2001	January 2017	NA	January 27, 2017
EIV Policy	April 17, 2006	June 30, 2012	NA	March 23, 2018
eLOCCS Security Policy & Procedures	March 2021	March 2021	NA	March 2021
eLOCCS Rules of Behavior	March 2021	March 2021	NA	March 2021
Emergency Closing Policy	April 18, 2006	February 2016	NA	February 26, 2016
Emergency Transfer for Victims of Domestic Violence Policy	August 25, 2017	August 2017	NA	August 25, 2017
Equal Housing Opportunity Plan	March 8, 1990	April 19, 2011	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	September 23, 2016	NA	September 23, 2022
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	February 19, 2013	TBD	
Hazard Communication Policy	February 18, 2003	July 1, 2011	March 2022	Started

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Housekeeping & Sanitary Standards Policy	NEW	None	April 2022	Started
Inventory Policy	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	August 15, 2006	September 28, 2012	TBD	
Pet Policy	April 20, 2010	June 25, 2021	NA	September 23, 2022
Petty Cash Account Policy	September 16, 2008	None	NA	November 1, 2019
Personnel Policy / Employee Handbook	Unknown	August 2017	2022	August 25, 2017
Pest Control Policy	February 18, 2003	May 1, 2008	NA	November 30, 2018
Procurement Policy	May 1, 1990	August 19, 2014	Fall 2021	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	Unknown	April 19, 2011	TBD	
Record Retention Policy	Unknown	Unknown	Summer 2022	Started
Rent Collection Policy	April 5, 1988	None	NA	October 27, 2017
Residential Lease Agreement	Unknown	Unknown	Spring 2022	Finished Not Adopted
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Summer 2022	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	July 1, 2008	NA	September 24, 2021
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	February 23, 2018	NA	July 24, 2020
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	NA	September 27, 2019
Transfer Policy	September 16, 2008	None	TBD	
Travel Policy	February 18, 2003	August 21, 2012	NA	June 22, 2018
Tresspass Policy	July 18, 2006	July 2008	NA	May 24, 2018
Vehicle Policy	August 2006	February 2011	NA	March 23, 2018
COVID-19 Preparedness & Response Plan	NEW	None	As Needed	


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 28, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

We have made some great progress on much of the project. The X-02 stack of units are coming along and are on time. Staff is preparing to have a large number of move-ins before the end of the year when these units are available. Nearly all of the current residents have signed new leases (97 out of 105). This was a heavy lift from the office staff and they are to be commended. Now we are making sure all the new files are complete.

As usual, we are engaged in multiple meetings every week with members of our development team, our contractor, and our architect. We are submitting documents to MSHDA for draws and change orders as needed.

We sent out a building-wide notice to all residents to explain some recent changes to the construction plan. First Contracting will be responsible for notifying (24 hours in advance) each resident when their apartments are scheduled for work under this notice. Both of these work schedule changes will make the rehab of each unit less intrusive later on.

ATTACHMENTS: Construction Schedule as of Mid-October (subject to change)
Notice to Residents of Schedule Changes

ID	Task Name	Duration	Start	Finish	2023																				
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct					
1	Riverview Terrace	305 days	Mon 8/1/22	Fri 9/29/23																					
2	Mobilize	5 days	Mon 8/1/22	Fri 8/5/22																					
3	Submittals	15 days	Mon 8/1/22	Fri 8/19/22																					
4	Order Materials	10 days	Mon 8/15/22	Fri 8/26/22																					
5	Material Lead Times	80 days	Mon 8/29/22	Fri 12/16/22																					
6	Site Work & Exterior Building	100 days	Mon 5/1/23	Fri 9/15/23																					
7	Roads, Walks, Accessibility	100 days	Mon 5/1/23	Fri 9/15/23																					
8	Landscaping	30 days	Mon 8/7/23	Fri 9/15/23																					
9	General/ Building	269 days	Tue 9/6/22	Fri 9/15/23																					
10	Elevator 1	40 days	Mon 2/6/23	Fri 3/31/23																					
11	Elevator 2	40 days	Mon 4/3/23	Fri 5/26/23																					
12	Common Areas	269 days	Tue 9/6/22	Fri 9/15/23																					
13	Ground Floor Corridors, Lobby, Exercise Rm, Maintenance Rm, & Crawl Space	49 days	Tue 9/6/22	Fri 11/11/22																					
14	Concrete Cutting & Trenching	9 days	Tue 9/6/22	Fri 9/16/22																					
15	ASTI Inspection 1	1 day	Wed 9/21/22	Wed 9/21/22																					
16	Install Vapor Mitigation Piping	1 day	Tue 10/4/22	Tue 10/4/22																					
17	ASTI Inspection 2	1 day	Wed 10/5/22	Wed 10/5/22																					
18	Install Stone	3 days	Mon 10/10/22	Wed 10/12/22																					
19	ASTI Inspection 3	1 day	Wed 10/12/22	Wed 10/12/22																					
20	Concrete Patch	1 day	Wed 10/19/22	Wed 10/19/22																					
21	Install Vapor Pins in Units	1 day	Wed 10/19/22	Wed 10/19/22																					
22	Piping in Crawl Space	1 day	Thu 10/27/22	Thu 10/27/22																					
23	ASTI Inspection 4	1 day	Tue 11/1/22	Tue 11/1/22																					
24	Monoshield	1 day	Wed 11/2/22	Wed 11/2/22																					
25	ASTI Inspection 5	1 day	Thu 11/3/22	Thu 11/3/22																					
26	Seal Elevator Pit (TBD)	5 days	Mon 11/7/22	Fri 11/11/22																					
27	Community Room, Community Kitchen, Public Restrooms & Lounge	100 days	Mon 1/9/23	Fri 5/26/23																					
31	Elevator Lobbies & Corridors 1-10	75 days	Mon 2/13/23	Fri 5/26/23																					
82	Main Lobby	75 days	Mon 6/5/23	Fri 9/15/23																					
86	Barrier Free Apartments (02 Stack)	110 days	Mon 8/1/22	Fri 12/30/22																					
87	Demo	25 days	Mon 8/1/22	Fri 9/2/22																					
88	Abatement	15 days	Mon 8/15/22	Fri 9/2/22																					
89	Framing	10 days	Mon 9/12/22	Fri 9/23/22																					
90	Electrical Rough Ins	35 days	Mon 9/19/22	Fri 11/4/22																					
91	Plumbing & HVAC Rough Ins	20 days	Mon 10/10/22	Fri 11/4/22																					
92	Insulation & Inspections	5 days	Mon 11/7/22	Fri 11/11/22																					
Project: Riverview Terrace Date: Tue 10/25/22		Task		Project Summary		Manual Task		Start-only		Deadline															
		Split		Inactive Task		Duration-only		Finish-only		Progress															
		Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress															
		Summary		Inactive Summary		Manual Summary		External Milestone																	
Page 1																									

ID	Task Name	Duration	Start	Finish																		
					Jul	Aug	Sep	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
93	Drywall	20 days	Mon 11/14/22	Fri 12/9/22																		
94	Paint	20 days	Mon 11/21/22	Fri 12/16/22																		
95	Flooring	10 days	Mon 12/5/22	Fri 12/16/22																		
96	Finishes	15 days	Mon 12/12/22	Fri 12/30/22																		
97	Final Clean/ Punch Unit/ Turn Over	5 days	Mon 12/26/22	Fri 12/30/22																		
98	Typical Unit Renovations	136 days	Mon 10/24/22	Mon 5/1/23																		
99	Phase 1 - Appliances	35 days	Mon 10/24/22	Fri 12/9/22																		
100	Appliance Delivery (Stored in Community Rm)	1 day	Mon 10/24/22	Mon 10/24/22																		
101	10th, 9th, & 8th Floor	5 days	Mon 10/24/22	Fri 10/28/22																		
102	Appliance Delivery (Stored in Community Rm)	1 day	Mon 10/31/22	Mon 10/31/22																		
103	8th, 7th, & 6th Floor	5 days	Mon 10/31/22	Fri 11/4/22																		
104	Appliance Delivery (Stored in Community Rm)	1 day	Mon 11/7/22	Mon 11/7/22																		
105	5th, 4th, & 3rd Floor	5 days	Mon 11/7/22	Fri 11/11/22																		
106	Appliance Delivery (Stored Off Site)	1 day	Mon 12/5/22	Mon 12/5/22																		
107	1st & 2nd Floor	5 days	Mon 12/5/22	Fri 12/9/22																		
108	Phase 2 - Closet Shelving & Paint and Bedroom, Bathroom & Entry Closet Door Hardware	65 days	Mon 11/7/22	Fri 2/3/23																		
109	10th Floor	5 days	Mon 11/7/22	Fri 11/11/22																		
110	9th Floor	5 days	Mon 11/14/22	Fri 11/18/22																		
111	No Work - Holiday	5 days	Mon 11/21/22	Fri 11/25/22																		
112	8th Floor	5 days	Mon 11/28/22	Fri 12/2/22																		
113	7th Floor	5 days	Mon 12/5/22	Fri 12/9/22																		
114	6th Floor	5 days	Mon 12/12/22	Fri 12/16/22																		
115	No Work - Holiday	10 days	Mon 12/19/22	Fri 12/30/22																		
116	5th Floor	5 days	Mon 1/2/23	Fri 1/6/23																		
117	4th Floor	5 days	Mon 1/9/23	Fri 1/13/23																		
118	3rd Floor	5 days	Mon 1/16/23	Fri 1/20/23																		
119	2nd Floor	5 days	Mon 1/23/23	Fri 1/27/23																		
120	1st Floor	5 days	Mon 1/30/23	Fri 2/3/23																		
121	Phase 3 - Windows & Blinds (ALL UNITS)	50 days	Mon 2/6/23	Fri 4/14/23																		
122	10th Floor	4 days	Mon 2/6/23	Thu 2/9/23																		
123	9th Floor	4 days	Mon 2/13/23	Thu 2/16/23																		
124	8th Floor	4 days	Mon 2/20/23	Thu 2/23/23																		
125	7th Floor	4 days	Mon 2/27/23	Thu 3/2/23																		
126	6th Floor	4 days	Mon 3/6/23	Thu 3/9/23																		
127	5th Floor	4 days	Mon 3/13/23	Thu 3/16/23																		
128	4th Floor	4 days	Mon 3/20/23	Thu 3/23/23																		
129	3rd Floor	4 days	Mon 3/27/23	Thu 3/30/23																		
Project: Riverview Terrace Date: Tue 10/25/22		Task		Project Summary		Manual Task		Start-only		Deadline												
		Split		Inactive Task		Duration-only		Finish-only		Progress												
		Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress												
		Summary		Inactive Summary		Manual Summary		External Milestone														
Page 2																						

ID	Task Name	Duration	Start	Finish	2023																			
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct				
130	2nd Floor	4 days	Mon 4/3/23	Thu 4/6/23																				
131	1st Floor	4 days	Mon 4/10/23	Thu 4/13/23																				
132	Phase 4 - Abatement, Kitchens, Water Heaters, LAV Faucets, Lighting, Bifolds, Flooring, & Paint	56 days	Mon 2/13/23	Mon 5/1/23																				
133	1013 & 1001	3 days	Mon 2/13/23	Wed 2/15/23																				
134	1003 & 1005	3 days	Tue 2/14/23	Thu 2/16/23																				
135	1007 & 1008	3 days	Wed 2/15/23	Fri 2/17/23																				
136	1006 & 1004	3 days	Thu 2/16/23	Mon 2/20/23																				
137	1010 & 1012	3 days	Fri 2/17/23	Tue 2/21/23																				
138	1009 & 1011	3 days	Mon 2/20/23	Wed 2/22/23																				
139	913 & 901	3 days	Tue 2/21/23	Thu 2/23/23																				
140	903 & 905	3 days	Wed 2/22/23	Fri 2/24/23																				
141	907 & 908	3 days	Thu 2/23/23	Mon 2/27/23																				
142	906 & 904	3 days	Fri 2/24/23	Tue 2/28/23																				
143	910 & 912	3 days	Mon 2/27/23	Wed 3/1/23																				
144	909 & 911	3 days	Tue 2/28/23	Thu 3/2/23																				
145	813 & 801	3 days	Wed 3/1/23	Fri 3/3/23																				
146	803 & 805	3 days	Thu 3/2/23	Mon 3/6/23																				
147	807 & 808	3 days	Fri 3/3/23	Tue 3/7/23																				
148	806 & 804	3 days	Mon 3/6/23	Wed 3/8/23																				
149	810 & 812	3 days	Tue 3/7/23	Thu 3/9/23																				
150	809 & 811	3 days	Wed 3/8/23	Fri 3/10/23																				
151	713 & 701	3 days	Thu 3/9/23	Mon 3/13/23																				
152	703 & 705	3 days	Fri 3/10/23	Tue 3/14/23																				
153	707 & 708	3 days	Mon 3/13/23	Wed 3/15/23																				
154	706 & 704	3 days	Tue 3/14/23	Thu 3/16/23																				
155	710 & 712	3 days	Wed 3/15/23	Fri 3/17/23																				
156	709 & 711	3 days	Thu 3/16/23	Mon 3/20/23																				
157	613 & 601	3 days	Fri 3/17/23	Tue 3/21/23																				
158	603 & 605	3 days	Mon 3/20/23	Wed 3/22/23																				
159	607 & 608	3 days	Tue 3/21/23	Thu 3/23/23																				
160	606 & 604	3 days	Wed 3/22/23	Fri 3/24/23																				
161	610 & 612	3 days	Thu 3/23/23	Mon 3/27/23																				
162	609 & 611	3 days	Fri 3/24/23	Tue 3/28/23																				
163	513 & 501	3 days	Mon 3/27/23	Wed 3/29/23																				
164	503 & 505	3 days	Tue 3/28/23	Thu 3/30/23																				
165	507 & 508	3 days	Wed 3/29/23	Fri 3/31/23																				
166	506 & 504	4 days	Thu 3/30/23	Tue 4/4/23																				

Project: Riverview Terrace Date: Tue 10/25/22	Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>
	Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>
	Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>
	Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>		

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ID	Task Name	Duration	Start	Finish																		
					Jul	Aug	Sep	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
167	510 & 512	4 days	Fri 3/31/23	Wed 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NOTICES

1. Appliance (Refrigerator & Stove) Swap

Please be advised that team members from our construction partner, **First Contracting, Inc.** will be entering **ALL apartments** over the next several weeks to **install new stoves and refrigerators**. This work will begin on the following day:

MONDAY, OCTOBER 24, 2022

We will begin entering apartments at **8:30 A.M.** You need not be present for this event – the First Contracting Team will swap out your food and any other items in, on, or around your stove and refrigerator.

2. Closet & Pantry Work

Please be advised that team members from our construction partner, **First Contracting, Inc.** will be entering **ALL apartments** to **paint and upgrade your bedroom closet, linen closet, and pantry**. This is a change from the original project schedule and it is being done now so that this work is completed **BEFORE** your apartment is fully renovated – this will allow you to keep more of your personal belongings inside of your apartment during the major part of the renovation. Please note that your metal closet doors are being removed but replacements will not be installed until your apartment floors are replaced in the early spring. This work will begin on the following day:

MONDAY, NOVEMBER 7, 2022

(starting on the 10th floor and then working down the building)

We will begin entering units at **8:30 A.M.** You need not be present for this event – the First Contracting Team will remove all of your items from your pantry and closets on the day they begin work and will replace all items on the next day – after the paint dries.

Please contact the office should you have any concerns or questions:

231-922-4915, Ext. 204


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 28, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

We had a successful on-site media event on October 13, 2022 where we were able to thank the local legislators who made the State's significant investment in our project happen and to celebrate the BATA can begin construction. This "First Look" media event was covered by two local television stations that evening. TCHC President, Heather Lockwood, spoke at the event.

We were able to submit to MSHDA a 9% LIHTC application on October 3, 2022. With a major hurricane disrupting work in Florida the week leading up to the deadline, the Smith & Henzy and TCHC staff were still able to get the application completed on time. Some of the legal documents took longer to negotiate due to the hectic schedule that last week. Since TCHC owns the land some of the original documents from the last application round had to be re-worked to reflect that reality.

Our overall plan is for two buildings to be built in Phase I with 118 units in both of them. One building will be a 9% tax credit building and the other will be part of a 4% tax credit application. We should hear from MSHDA at some point around the beginning of the year.

ATTACHMENTS: Pictures from Media Event




TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 28, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCAPS RFP Response

MESSAGE:

Attached to this memorandum is our response to the Traverse City Area Public Schools Request for Proposals that was submitted on October 25, 2022. What you will find is only our response but it is without Appendix A. This Appendix is the summary of qualifications for our architect and it is a very large file (about 10MB). By deleting this part of the response, we are able to keep our Board Packet file much more manageable.

I will forward that portion of the response to anyone that requests it but I am certain it will be in the public record when TCAPS posts the responses.

ATTACHMENT: Partial Response to TCAPS RFP



October 25, 2022

Traverse Area Public Schools
Attn: John VanWagoner II, Ph.d
412 Webster Street
Traverse City, MI 49686

Re: TCAPS Administration Building Proposal

Dear Dr. Wagoner:

On behalf of Traverse City Housing Commission (TCHC) and Ethos Development Partners, a Michigan based real estate development firm, I am pleased to submit the attached proposal which presents two options to develop up to 84 units of multifamily rental housing on the TCAPS Administration Building site. We believe both these options clearly meet the development goals and objectives listed in the TCAPS RFP document and will help meet the demand for quality housing for members of the Traverse City workforce and young families – many of whom will have children that will attend Traverse City Public Schools.

As demonstrated in the supporting documents provided with this letter, the TCHC and Ethos team have significant experience developing quality multifamily projects to help meet the housing needs of the communities in which they are located. Over the last year our team secured and closed several layers of government and private financing for the \$20 million renovation of Riverview Terrace located at 150 Pine Street. When completed next year this project will have preserved 115 units of affordable housing in downtown Traverse City. Most recently, our team secured \$15 million in government and private financing for the construction of Parkview Apartments located at 1223 East Eighth Street. When completed in 2024 this new development will provide 46 units of quality rental housing for seniors in Traverse City.

If selected as the successful bidder, the individual signing this letter, Anthony Lentych, is authorized to obligate the Traverse City Housing Commission to proceed with the purchase and development of the TCAP Administration property.

We appreciate your consideration of our qualifications. Should you have any questions regarding the documents provided with this letter or require more information please feel free to contact me at tlentych@tchousing.org or 231-866-0091.

Sincerely,

A handwritten signature in blue ink that reads 'Anthony Lentych'.

Anthony Lentych, Executive Director
Traverse City Housing Commission

147247 / M 7345247-D

OFFICIAL CHECK

VOID AFTER 90 DAYS

INDEPENDENT**BANK**

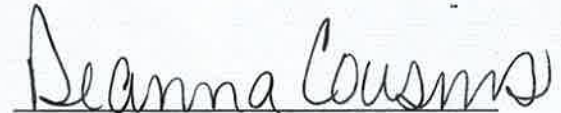
Member FDIC

No. **50056500**

Agent For MoneyGram

REMITTER Traverse City Housing CommissionDATE October 24, 202249-55
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THE
ORDER
OF

Traverse City Area Public Schools

DRAWER: MONEYGRAM PAYMENT SYSTEMS INC,
P.O. BOX 9476 MINNEAPOLIS MN 55480
DRAWEE: BOKF, NA EUFAULA, OK

AUTHORIZED SIGNATURE

⑈50056500⑈ ⑆103100551 ⑆0150010371004⑈

EXECUTIVE SUMMARY

The following is a summary of the principal elements of this proposal:

Proposed Use of Property

The Traverse City Housing Commission and Ethos Development Team (“TCHC/Ethos”) propose to demolish the existing structure on the TCAPS Administration property and develop up to 84 units of multifamily rental housing depending upon support from TCAPS, Traverse City and the community for the two site plan options included in **Exhibit A** of this proposal:

- **Option 1:** 4 Story Structure
 55 Units
 Projected Total Development Cost: \$18,000,000

- **Option 2:** 6 Story Structure
 84 Units
 Projected Total Development Cost: \$26,000,000

Please note that if it is the preference of TCAPS and the community to preserve the existing building and convert it to housing, the TCHC/Ethos team has extensive experience with historic projects and school conversions. See Transfiguration Place and St. Matthews School in the **Project Experience** section of this proposal.

Proposed Financing Sources: MSHDA Missing Middle Program
 Conventional Bank Financing
 Private Investment

The TCHC/Ethos team believes this proposed use clearly meets the development goals and objectives listed in the TCAPS RFP document and will help meet the demand for quality housing for members of the Traverse City workforce and young families – many of whom will have children that will attend Traverse City Public Schools.

Proposed Purchase Price

One hundred thousand dollars (\$100,000).

Development Approach

As demonstrated in the supporting documents provided with this letter, the TCHC and Ethos team have significant experience developing quality multifamily projects to help meet the housing needs of the communities in which they are located. Over the last year the team secured and closed several layers of government and private financing for the \$20 million renovation of Riverview Terrace located at 150 Pine Street. When completed next year this project will have preserved 115 units of affordable housing in downtown Traverse City. Most recently, the team secured \$15 million in government and private

financing for the construction of Parkview Apartments located at 1223 East Eighth Street. When completed in 2024 this new development will provide 46 units of quality rental housing for seniors in Traverse City.

Members of the proposed development team have worked on one or both of the above projects as well as numerous others throughout the state. These team members include:

- **Architect:** Fusco, Shaffer and Pappas Architect
550 E. Nine Mile
Ferndale, MI 48220
248-543-4100
www.fuscoshafferpappas.com
- **General Contractor:** First Contracting
701 S. Main Street
Ovid, MI 48866
989-834-1500
www.firscontracting.net
- **Environmental:** ASTI Environmental
10448 Citation Drive, Suite 100
Brighton, MI 48116
810-225-2800
www.asti-env.com
- **Legal Counsel:** Mallory, Lapka, Scott & Selin, PLLC
605 S. Capitol Avenue
Lansing, MI 48933
517-482-0222
www.mclpc.com
- **Property Manager:** KMG Prestige
102 S. Main Street
Mt. Pleasant, MI 48858
989-772-3261
www.kmgprestige.com

DEVELOPMENT TEAM RELATIONSHIPS AND REFERENCES

The developer of the proposed project will consist of a Joint Venture between the Traverse City Housing Commission and Ethos Development Partners.

Traverse City Housing Commission

The Traverse City Housing Commission (TCHC) was created in 1966 by the City of Traverse City and currently owns and operates Riverview Terrace Apartments, which is in the process of going through the HUD Rental Assistance Demonstration (RAD) program, and Orchardview Apartments, along with administering the Section 8 Housing Choice Voucher Program. In addition to housing programs TCHC offers the Family Self Sufficiency program. This program assists Traverse City families in obtaining education, developing necessary life skills, and abilities necessary to achieve a self-sufficient status. In addition to the Riverview Terrace and Parkview projects it has developed with Ethos Development Partners, TCHC also recently co-developed East Bay Flats, a 67-unit income-limited Workforce Housing development in Traverse City.

As an institution that has been leader in helping to serve the housing needs of the residents of Traverse City for over 50 years, TCHC has deep connections in the community including strong relationships with city government and nonprofit organizations. These relationships and its commitment to serve the city make TCHC uniquely positioned to work with the District to achieve its goals for the redevelopment of the TCAPS Administration site.

Ethos Development Partners

Ethos Development Partners (Ethos) is a Michigan-based team of experienced developers and consultants that offers a menu of services to assist nonprofit developers and housing authorities who wish to engage in transformative housing and commercial and community development initiatives. Launched in 2014, Ethos is proud to have assisted a number of nonprofit organizations and public housing authorities in achieving their real estate development goals, resulting in the development of over 500 units of affordable housing to date. Ethos has worked to develop over 17 projects as both a developer and consultant throughout the state of Michigan. A list of these projects can be found in the **Project Experience** section of this proposal.

Development Team

The following individuals will be the core team working on the project on behalf of the TCHC/Ethos Team. *Please note that Tony Lentych and Joe Heaphy have full power and authority on behalf of the respondent's team to negotiate and execute a Purchase Agreement and related documents.*

Tony Lentych, Executive Director – Traverse City Housing Commission

Tony Lentych has served as the Executive Director of the Traverse City Housing Commission since March of 2015 and has a long history in affordable housing and community economic development. He was the executive director of both a city-wide association of community development corporations (ICND – Indianapolis Coalition for Neighborhood Development) and a state-wide association of organizations that

work to rebuild neighborhoods and communities (CEDAM – Community Economic Development Association of Michigan). While at CEDAM, he was recognized by the Michigan Historic Preservation Network for his contribution to historic preservation in establishing the statewide Michigan Main Street Program. He remained active with CEDAM by serving on its Board of Directors as a regional representative from 2016-2022.

Prior to his employment at the TCHC, he worked in the private sector for over eight years as the General Manager of a large Michigan winery during which time he served a full term as a gubernatorial appointee to the Michigan State Housing Development Authority (MSHDA) Board. More recently, he was appointed to the Federal Home Loan Bank of Indianapolis Affordable Housing Advisory Committee, for which he was elected chair and served in that capacity until the end of 2021. He is also a founding board member of Housing North, a ten-county regional housing nonprofit that builds awareness, influences policy, and increases capacity so communities can increase their own housing solutions. Most recently, he was appointed by the Grand Traverse County Commission to the Northern Lakes Community Mental Health Authority Board of Directors.

He is a graduate of Wabash College in Crawfordsville, Indiana and holds a Masters of Public Affairs degree from Indiana University's School of Public and Environmental Affairs where he worked as a research assistant at the IU Center on Philanthropy. He earned a Fannie Mae Foundation Fellowship to attend the 2005 Program for Senior Executives in State and Local Government at the John F. Kennedy School for Government at Harvard University. In 2017, he received his Certification as a Public Housing Manager (C-PHM) from the National Association of Housing Redevelopment Officials (NAHRO).

TCAPS Project Responsibilities: Project Management, Government and Community Relations

Joe Heaphy, President – Ethos Development Partners

Before founding Ethos, Joe was the Vice-President of Real Estate Development for the Neighborhood Service Organization (NSO), a 60-year-old nonprofit social service agency that serves Detroit, Wayne and Oakland Counties. While at NSO, he led the \$48 million redevelopment of the historic Bell Building which was an extraordinarily complex transaction that used a variety of financing tools including Low Income Housing Tax Credits from the Michigan State Housing Development Authority (MSHDA), Federal and State Historic Tax Credits, State Brownfield Credits, New Market Tax Credits, HOME funds from the City of Detroit and Wayne County, CDBG funds from the City of Detroit, and major grants from the Kresge Foundation and the McGregor Fund. In addition, Morgan Stanley's investment of tax credit equity was the largest it has ever made in one of these projects in the country. The Bell Building now provides 155 units of Permanent Supportive Housing for formerly homeless individuals and is the administrative headquarters for NSO. Prior to working at NSO, Joe was the Executive Director of Lighthouse Community Development in Oakland County where he worked to develop affordable housing and revitalize neighborhoods. He has a Bachelor of Arts in Political Science from the S.U.N.Y. at Buffalo and a Master in Public Policy and Administration from Columbia University.

TCAPS Project Responsibilities: Project Management, Financing

Gary Scheuren, Consultant – Ethos Development Partners

Gary Scheuren is principal of a development management and consulting practice. In that role he assists clients in assembling and managing their real estate development projects. An accomplished professional with over 23 years of experience as a practitioner of construction and real estate development management, Gary is a true collaborator who develops essential strategic partnerships to facilitate successful project outcomes. Gary has direct experience in managing projects at all stages of the project, performing financial feasibility analysis for potential development projects and working through the financial closing that allow projects to proceed. He has provided developers and other clients with the project conceptualization, budgeting, financial assembly, pre-development due diligence management, coordination of subsidy programs, construction monitoring and closeout activities. Most of Gary's work has been in sectors of the industry that focus on developing affordable housing and on the redevelopment of properties. Gary has close working relationships with the Michigan State Housing Development Authority (MSHDA), Michigan Economic Development Corp. (MEDC), and the Michigan State Historic Preservation Office (SHPO). He has direct successful experience working with the federal Low Income Tax Credit (LIHTC) program, including with Permanent Supportive Housing (PSH), MSHDA Financing, Historic Tax Credits, CDBG & HOME funding, Michigan Community Revitalization Program (CRP), private equity, and commercial and private lending. Gary also served as the contracted Programs Director for the Michigan Historic Preservation Network (MHPN), managing the activities of the MHPN Tax Credit Investment Program and the MHPN Preservation Fund. During his tenure he managed the investment in over \$110 million of Michigan tax credits. Gary holds a Bachelor of Science in Civil Engineering from Michigan Technological University. Prior to starting his consulting practice in 2009, he served as Project Executive at The Christman Company, a Michigan-based construction management firm, specializing in commercial, institutional and historic preservation projects.

TCAPS Project Responsibilities: Project Management, Financial Analysis, Financing

The team members identified in the **Executive Summary** will implement the following development activities:

- | | |
|--|---|
| ➤ Fusco, Shaffer and Pappas Architects: | Zoning and Site Plan Preparation and Approvals
Building Design
Landscape Plan
Engineering
Construction Administration |
| ➤ First Contracting: | Construction Budget
Permits
Project Construction
Environmental Remediation |
| ➤ ASTI Environmental: | Environmental Investigation and Reports
Environmental Remediation Oversight |

- **Mallory, Lapka, Scott & Selin, PLLC:** Contracts
Closing
- **KMG Prestige:** Property Management

References

Jason Blain, Vice President – Commercial Loans
Independent Bank
333 W. Grandview Parkway
Traverse City, MI 49684
231-995-5523
jblain@ibcp.com

Relationship: Lender on TCHC/Ethos Team's Riverview Terrace (Traverse City) and Hartford Terrace (Muskegon) projects.

David Di Rita, Principal
The Roxbury Group
500 Griswold Street
Detroit, MI 48226
313-418-1206
ddirita@roxburygroup.com

Relationship: Development partner on Lee Plaza (Detroit). Consulting client on Kamper Stevens (Detroit).

Christopher Laurent, President
Cinnaire Solutions
10 E. Doty Street, Suite 445
Madison, WI 53703
503-869-6544
claurent@cinnair.com

Relationship: Development partner on Transfiguration Place (Detroit). Consulting client on CCSEM St. Matthew (Detroit), GRPC II (Detroit), La Joya Gardens (Detroit) and Mariners Inn (Detroit).

Angela Mayeaux, Executive Director
Muskegon Housing Commission
1080 Terrace Street
Muskegon, MI 49442
231-722-2647
angela.mayeaux@muskegonhousing.org

Relationship: Development partner on Hartford Terrace (Muskegon).

PROJECT EXPERIENCE

1. **Riverview Terrace Apartments, Traverse City**

Type: RAD Conversion of Senior Public Housing

Number of Units: 115

Total Development Cost: \$19,000,000 (Rehabilitation)

Financing: MSHDA 4% LIHTC with Tax-Exempt Bonds, MSHDA HOME

Rental Subsidy: Section 8 Project Based Vouchers for all 115 units from the Traverse City Housing Commission

Expected Completion: December 2023

Ethos was selected through a competitive RFP process by the **Traverse City Housing Commission** to partner with them on the redevelopment of Riverview Terrace Apartments through the HUD RAD program which will preserve 115 units of affordable housing in downtown Traverse City.

2. **Parkview Apartments**

Type: Senior Housing

Number of Units: 46

Total Development Cost: \$14,000,000 (New Construction)

Financing: MSHDA 9% LIHTC, MSHDA 4% LIHTC, Tax-Exempt Bonds, MSHDA HOME

Rental Subsidy: Section 8 Project Based Vouchers for 8 units from Traverse City Housing Commission

Expected Completion: December 2024

Ethos is partnering with the **Traverse City Housing Commission** to develop and construct Parkview Apartments, a new senior multifamily building serving residents 55 years and older at 1223 East 8th Street in Traverse City. The project received an award of 9% LIHTC from MSHDA in June 2022 and will be twinned with 4% LIHTC.

3. **NSO Bell Building, Detroit**

Type: Permanent Supportive Housing

Number of Units: 155

Total Development Cost: \$48,000,000 (Rehabilitation)

Financing: MSHDA 9% LIHTC, Detroit HOME, Wayne County HOME, CDBG, Historic Tax Credits, Brownfield Tax Credits, New Market Tax Credits, Foundation and Corporate Philanthropy

Rental Subsidy: MSHDA Project Based Voucher Contract for all 155 units

Completion: November 2012

Joe Heaphy, the President of Ethos Development Partners, led the \$48 million redevelopment of the historic Bell Building by the Neighborhood Service Organization (NSO) in Detroit during his tenure as Vice-President of Real Estate Development for the organization. The Bell Building project was an extraordinarily complex transaction that used a variety of financing tools including Low Income Housing Tax Credits from the Michigan State Housing Development Authority (MSHDA), Federal and State Historic Tax Credits, State Brownfield Credits, New Market Tax Credits, HOME funds from the City of Detroit and Wayne County, CDBG funds from the City of Detroit, and major grants from the Kresge Foundation and the McGregor Fund. In addition, Morgan Stanley's investment of tax credit equity was the largest it has ever made in one of these projects in the country. The Bell Building now provides 155 units of Permanent Supportive Housing for formerly homeless individuals and is the new corporate

headquarters for the Neighborhood Service Organization. The project has also been a key catalyst for community development efforts in the area.

The Bell Building was the recipient of the following local, state and national awards:

1. National Trust for Historic Preservation Award
2. Governor's Award for Historic Preservation
3. Michigan Historic Preservation Network's Building Award
4. LISC Detroit's Award for Excellence in Real Estate Development
5. National Housing & Rehab Association's Award for Most Advanced Financial Structure
6. American Council of Engineering Companies of Michigan's Merit Award
7. Engineering Society of Detroit Construction and Design Award
8. Brick in Architecture Award Program

4. Kamper and Stevens Buildings, Detroit

Type: Senior Preservation

Number of Units: 165

Total Development Cost: \$27,000,000 (Rehabilitation)

Financing: MSHDA 4% LIHTC, Tax-Exempt Bonds, Historic Tax Credits, MSHDA HOME, Detroit HOME

Rental Subsidy: HUD HAP Contract for all 165 units

Completion: January 2019

Ethos provided development and financing services to the TCHC Group and Invest Detroit for this complex transaction that will preserve 165 units of federally subsidized senior housing at the Kamper and Stevens Buildings in downtown Detroit.

5. The Peterboro Arms, Detroit

Type: Permanent Supportive Housing for Families

Number of Units: 56

Total Development Cost: \$19,000,000 (Adaptive Reuse)

Financing: MSHDA 9% LIHTC, Historic Tax Credits, Detroit HOME, Conventional Financing

Rental Subsidy: MSHDA Project Based Voucher Contract, Detroit Housing Commission Project Based Voucher Contract and Section 811 Rental Assistance for all 56 units

Completion: April 2021

Ethos provided development and financing services to Coalition on Temporary Shelter in Detroit to redevelop its headquarters located at 26 Peterboro into 56 units of Permanent Supportive Housing for homeless families.

6. Clay Apartments, Detroit

Type: Permanent Supportive Housing

Number of Units: 42

Total Development Cost: \$12,000,000 (New Construction)

Financing: MSHDA 9% LIHTC, Detroit HOME, Federal Home Loan Bank AHP, Conventional Financing

Rental Subsidy: MSHDA Project Based Voucher Contract for all 42 units

Completion: October 2020

Ethos provided development and financing services to the Neighborhood Service Organization to develop this transformative Permanent Supportive Housing project on a campus that will include a

new homeless services facility and shelter.

7. Coolidge Place, Oak Park

Type: Permanent Supportive Housing/Family Housing

Number of Units: 64

Total Development Cost: \$15,000,000 (New Construction)

Financing: MSHDA 9% LIHTC, Conventional Financing

Rental Subsidy: MSHDA Project Based Voucher Contract and Section 811 Rental Assistance for 16 Permanent Supportive Housing units

Completion: January 2021

Ethos provided development and financing assistance to South Oakland Shelter and Southwest Housing Solutions to develop much needed affordable housing with a Permanent Supportive Housing component in Oakland County.

8. Transfiguration Place, Detroit

Type: Family Housing

Number of Units: 19

Total Development Cost: \$6,000,000 (Adaptive Reuse)

Financing: MSHDA 4% LIHTC, Tax-Exempt Bonds, Historic Tax Credits, Detroit HOME

Rental Subsidy: Detroit Housing Commission Project Based Voucher Contract for all 19 units

Expected Completion: February 2022

Ethos was selected through a competitive RFP process by the City of Detroit and the Archdiocese of Detroit to redevelop the historic Transfiguration School on the east side of Detroit. This project is a high priority for the Mayor of Detroit's efforts to bring investment into neighborhoods and turn vacant school buildings into assets for the community.

9. The Anchor at Mariners Inn, Detroit

Type: Permanent Supportive Housing

Number of Units: 44

Total Development Cost: \$15,500,000 (New Construction)

Financing: MSHDA 9% LIHTC, MSHDA 4% LIHTC, Tax-Exempt Bonds, Detroit HOME, Conventional Financing

Rental Subsidy: MSHDA Project Based Voucher Contract for all 44 units

Expected Completion: June 2024

Ethos has been providing development and financing services to Mariners Inn and Cinnaire Solutions which are developing this new mixed use Permanent Supportive Housing project on its campus in midtown Detroit.

10. La Joya Gardens, Detroit

Type: Affordable Multifamily Housing

Number of Units: 53

Total Development Cost: \$18,250,000 (New Construction)

Financing: MSHDA 9% LIHTC, MSHDA 4% LIHTC, MEDC CRP, Detroit HOME, Conventional Financing

Rental Subsidy: Detroit Housing Commission Project Based Voucher Contract for 8 units

Expected Completion: June 2024

Ethos has been providing development and financing services to Southwest Detroit Business Association and Cinnaire Solutions which are developing this new mixed use, mixed income project in southwest Detroit. It is one of the first projects in the state to be financed with the twinning of 4% and 9% LIHTC.

11. 700 Court Street, Flint

Type: Senior Preservation

Number of Units: 119

Total Development Cost: \$22,200,000 (Rehabilitation)

Financing: MSHDA 9% LIHTC, Philanthropy, Conventional Financing

Rental Subsidy: Section 8 Project Based Vouchers for 23 units from the Flint Housing Commission

Completion: July 2024

Ethos has been providing development and financing services to Presbyterian Villages of Michigan for this complex transaction that will preserve 119 units of federally subsidized senior housing currently owned and operated by McFarlan Villages in Flint. The project received an award of 9% LIHTC from MSHDA in January 2022.

12. 800 Court Street, Flint

Type: Senior Preservation

Number of Units: 149

Total Development Cost: \$23,200,000 (Rehabilitation)

Financing: MSHDA 4% LIHTC, Tax Exempt Bonds, HUD 202 Capital Grant, City of Flint HOME, HUD 221(d)(4) Financing

Rental Subsidy: HUD PRAC for all 149 units

Completion: July 2024

Ethos has been providing development and financing services to Presbyterian Villages of Michigan for this complex transaction that will preserve 149 units of federally subsidized senior housing currently owned and operated by McFarlan Villages in Flint.

13. Lee Plaza, Detroit

Type: Senior Housing

Number of Units: 115

Total Development Cost: \$60,000,000 (Adaptive Reuse)

Financing: MSHDA 9% LIHTC, MSHDA 4% LIHTC, Historic Tax Credits, Tax Exempt Bonds, Detroit HOME, Detroit ARPA, Detroit CDBG, NSP Funds, HUD 221(d)(4) Financing

Rental Subsidy: HUD Project Based Voucher Contract for all 115 units via HUD Section 8bb Program

Completion: October 2024

Ethos and The Roxbury Group were selected by the City of Detroit to redevelop Lee Plaza, a vacant historic 15-story high-rise building located at 2240 West Grand Boulevard, about one mile west of New Center. It is a registered historic site by the State of Michigan and was added to the United States National Register of Historic Places on November 5, 1981. The property has been vacant for over 20 years and the developers propose to convert the building into 117 units of affordable senior housing (55 years and older). The project received an award of 9% LIHTC from MSHDA in January 2022 and will be twinned with 4% LIHTC.

14. Residences at St. Matthew, Detroit

Type: Permanent Supportive Housing

Number of Units: 46

Total Development Cost: \$17,300,000 (Adaptive Reuse)

Financing: MSHDA 9% LIHTC, Historic Tax Credits, Detroit HOME, Conventional Financing

Rental Subsidy: MSHDA Project Based Voucher Contract for 25 units and City of Detroit Rental Subsidy Reserve for 7 units

Expected Completion: December 2024

Ethos has been providing development and financing services to Catholic Charities of Southeast Michigan and Cinnaire Solutions to redevelop the historic St. Matthew School on the east side of Detroit 46 units of affordable housing, 25 of which will serve chronically homeless individuals. The project received an award of 9% LIHTC from MSHDA in June 2022.

15. Carriage Place, Pontiac

Type: RAD Conversion of Family Public Housing

Number of Units: 234

Total Development Cost: \$40,000,000

Financing: MSHDA 4% LIHTC with Tax-Exempt Bonds and MSHDA HOME, Oakland County HOME

Rental Subsidy: Project Based Voucher Contract for all 234 units from the Pontiac Housing Commission

Expected Completion: December 2022

Ethos was selected through a competitive RFP process by the **Pontiac Housing Commission** to redevelop Carriage Circle Apartments through the HUD RAD program. The project closed on financing in June 2021.

16. Hartford Terrace, Muskegon

Type: RAD Conversion of Senior/Disabled Public Housing

Number of Units: 166

Total Development Cost: \$22,000,000 (Rehabilitation)

Financing: MSHDA 9% LIHTC, Conventional Financing

Rental Subsidy: Section 8 Project Based Vouchers for all 116 units from the Muskegon Housing Commission

Expected Completion: December 2023

Ethos was selected through a competitive RFP process by the **Muskegon Housing Commission** to partner with them on the redevelopment of Hartford Terrace Apartments through the HUD RAD program. The application for this project was submitted to the MSHDA 9% LIHTC program in February 2021. It received an award of 9% LIHTC from MSHDA in July 2021.

17. Lake Huron Woods Apartments/Cottages, Fort Gratiot, MI

Type: Senior Housing

Number of Units: 45 Independent Living Apartments / 45 Cottages

Total Development Cost: \$24,000,000 (New Construction)

Financing: MSHDA 4% LIHTC with Tax-Exempt Bonds, MSHDA HOME and MSHDA 9% LIHTC

Rental Subsidy: Section 8 Project Based Vouchers for 26 units from the Port Huron Housing Commission

Expected Completion: December 2023

Ethos has been providing development and financing services to the **Port Huron Housing Commission** and Presbyterian Villages of Michigan to develop 90 units of affordable senior housing in Fort Gratiot. The project received an award of 9% LIHTC from MSHDA in January 2022 and will be twinned with 4% LIHTC.

DEVELOPMENT PROCESS

The Ethos/TCHC team has extensive experience, and success, with the development and construction of complex housing projects using multiple sources of financing. Given this complexity, the TCHC/Ethos team employs a development process that ensures collaboration and commitment from all members of the development team and project stakeholders such as the District. If awarded the TCAPS project, TCHC/Ethos will immediately begin working with the District to ensure that the proposed project meet its goals and objectives. During the development process TCHC/Ethos will also have regular communication with the District to ensure that any challenges to the project’s development or its scope are shared and discussed. At the same time, TCHC/Ethos will work to immediately engage the project architect, general contractor, environmental consultant, legal counsel and property manager to move the development process forward. This will involve regular meetings on a bi-weekly or monthly basis to ensure deliverables for each aspect of development and financing are received and timelines are met. As demonstrated by the projects listed in this proposal this is a development process that has a proven track record of success.

PROJECT SCHEDULE

- **November/December 2022:** Proposal Review and Award of Project by TCAPS
- **January 2023:** Negotiate and Finalize Purchase Agreement
- **February 2023 – December 2023:**
 - Finalize Site Plans
 - Secure All Required Municipal Approvals
 - Zoning
 - Site Plan
 - Permits
 - Identify, Negotiate and Secure Project Financing
 - Finalize Development Budget
- **January 2024:**
 - Acquire Property
 - Close on Project Financing
- **March 2024:** Construction Start
- **August 2025:** Construction Completion
- **December 2025:** Lease-Up Complete



PROPOSED CONCEPT ELEVATION

4-STORY BUILDING (55 UNITS)

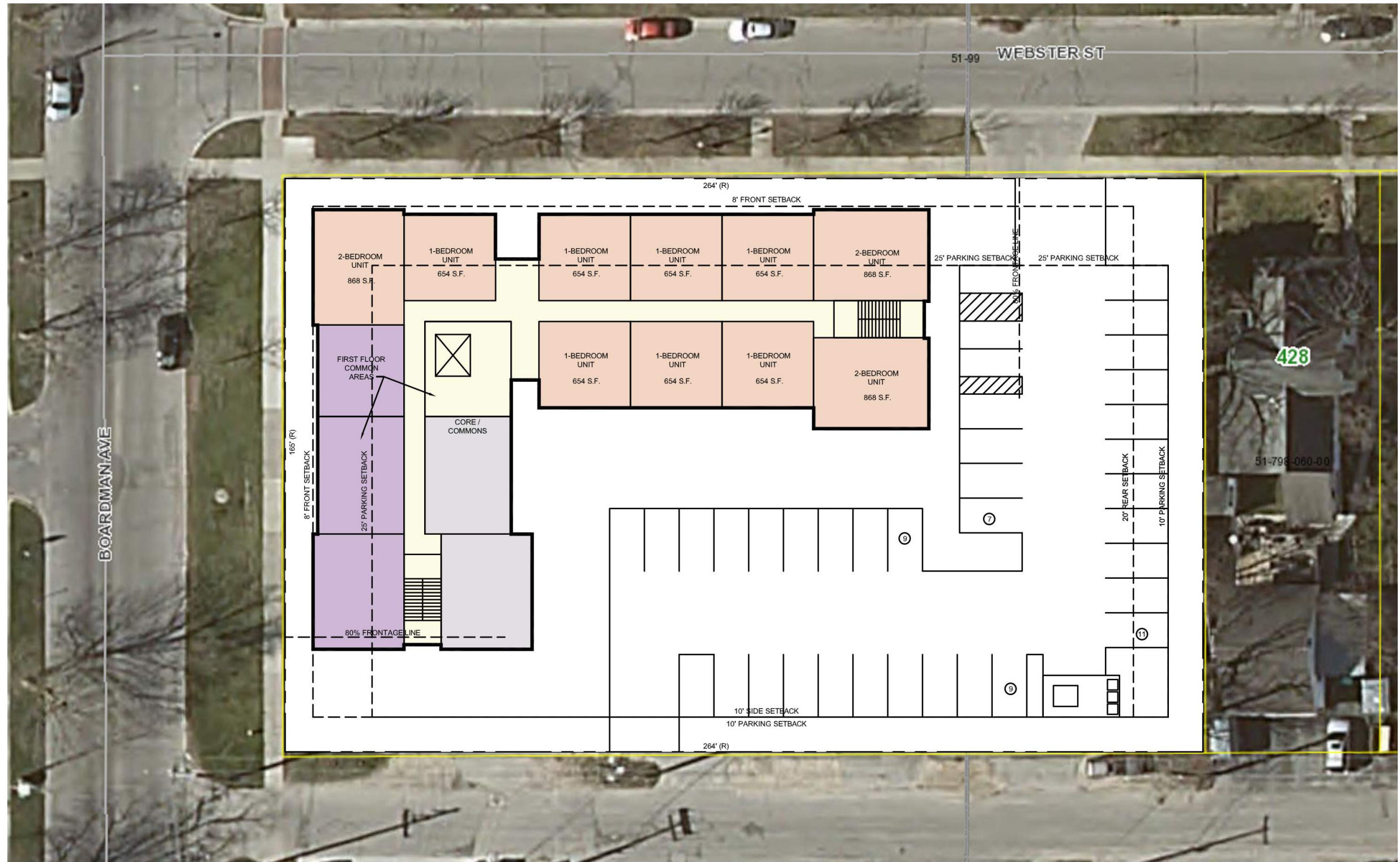
**TRAVERSE CITY AREA
PUBLIC SCHOOLS &
ETHOS DEVELOPMENT PARTNERS
REDEVELOPMENT PROPOSAL**

TRAVERSE CITY,

MICHIGAN

FSP FUSCO,
SHAFFER &
PAPPAS, INC.
ARCHITECTS & PLANNERS
550 E. NINE MILE RD.
FERNDAL, MICHIGAN 48220
PHONE 248.543.4100 FAX 248.543.4141
www.fsparchitects.com

10.21.2022



SITE PLAN/FIRST FLOOR PLAN

4-STORY BUILDING (55 UNITS)

PROPOSED C-2 ZONING

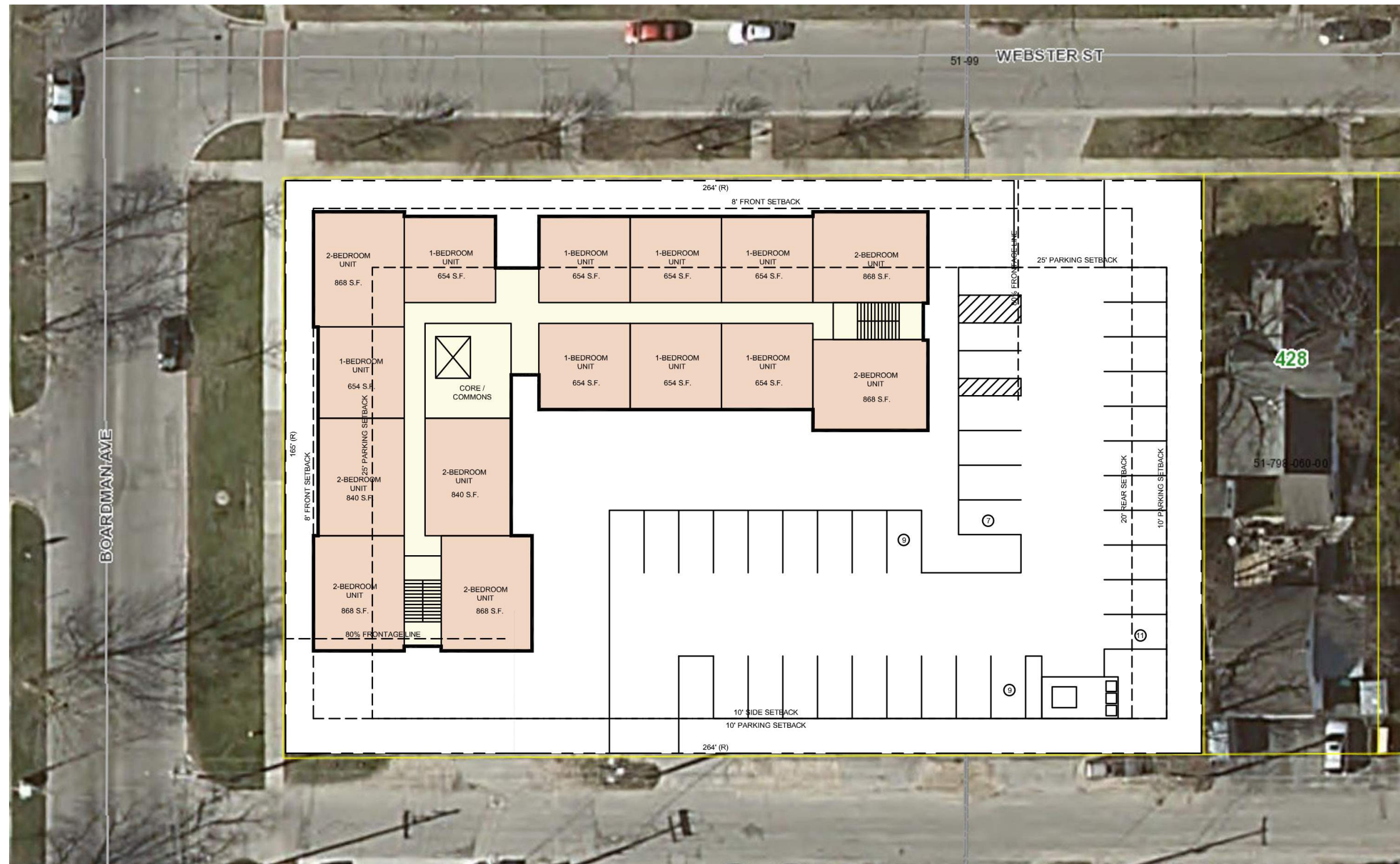
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10.21.2022



TYPICAL UPPER FLOOR PLAN

4-STORY BUILDING (55 UNITS)

PROPOSED C-2 ZONING

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PUBLIC SCHOOLS &
ETHOS DEVELOPMENT PARTNERS
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10.21.2022



PROPOSED CONCEPT ELEVATION

6-STORY BUILDING (84 UNITS)

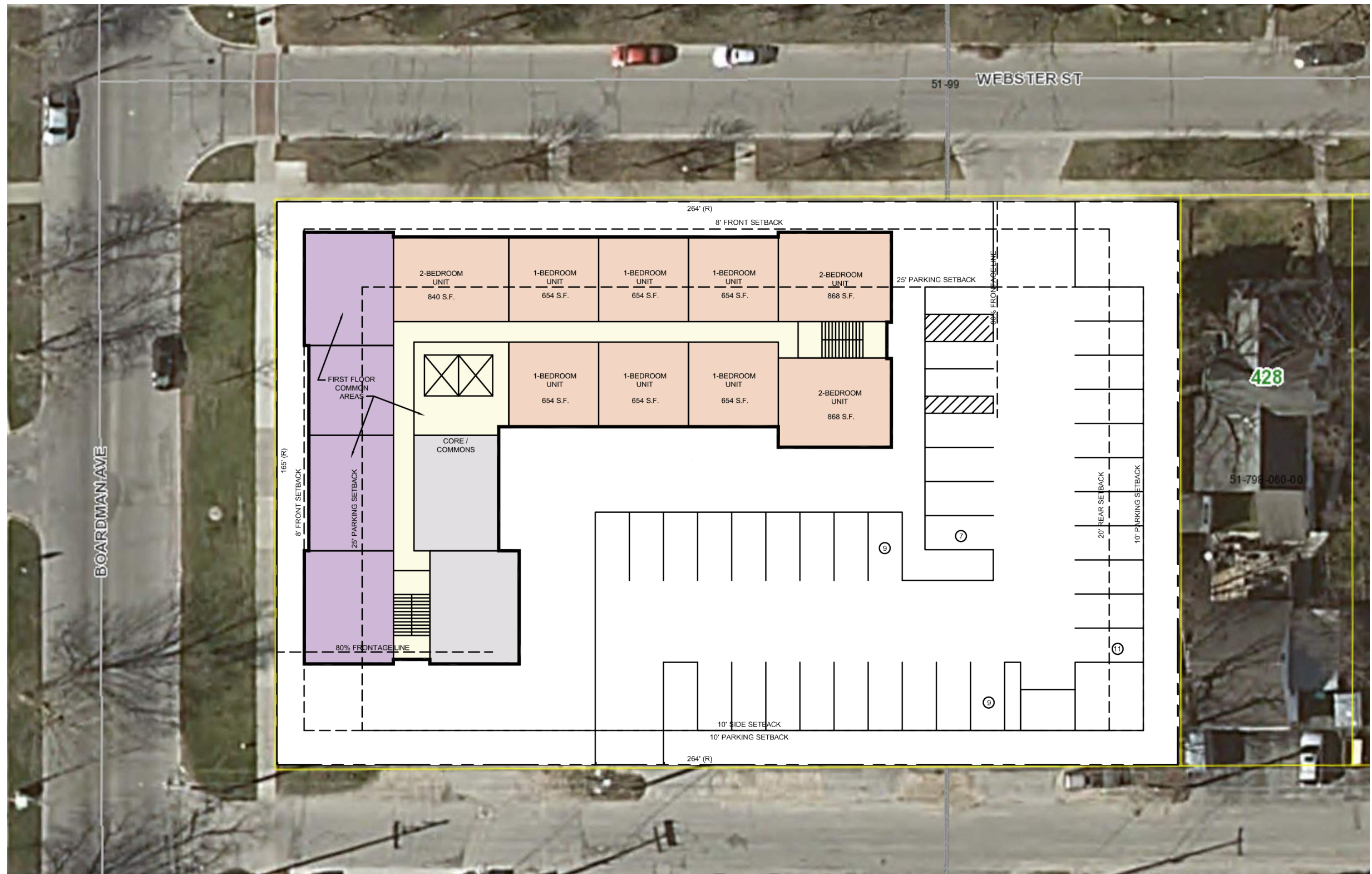
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10.21.2022



SITE PLAN/FIRST FLOOR PLAN

6-STORY BUILDING (84 UNITS)

PROPOSED C-4 ZONING

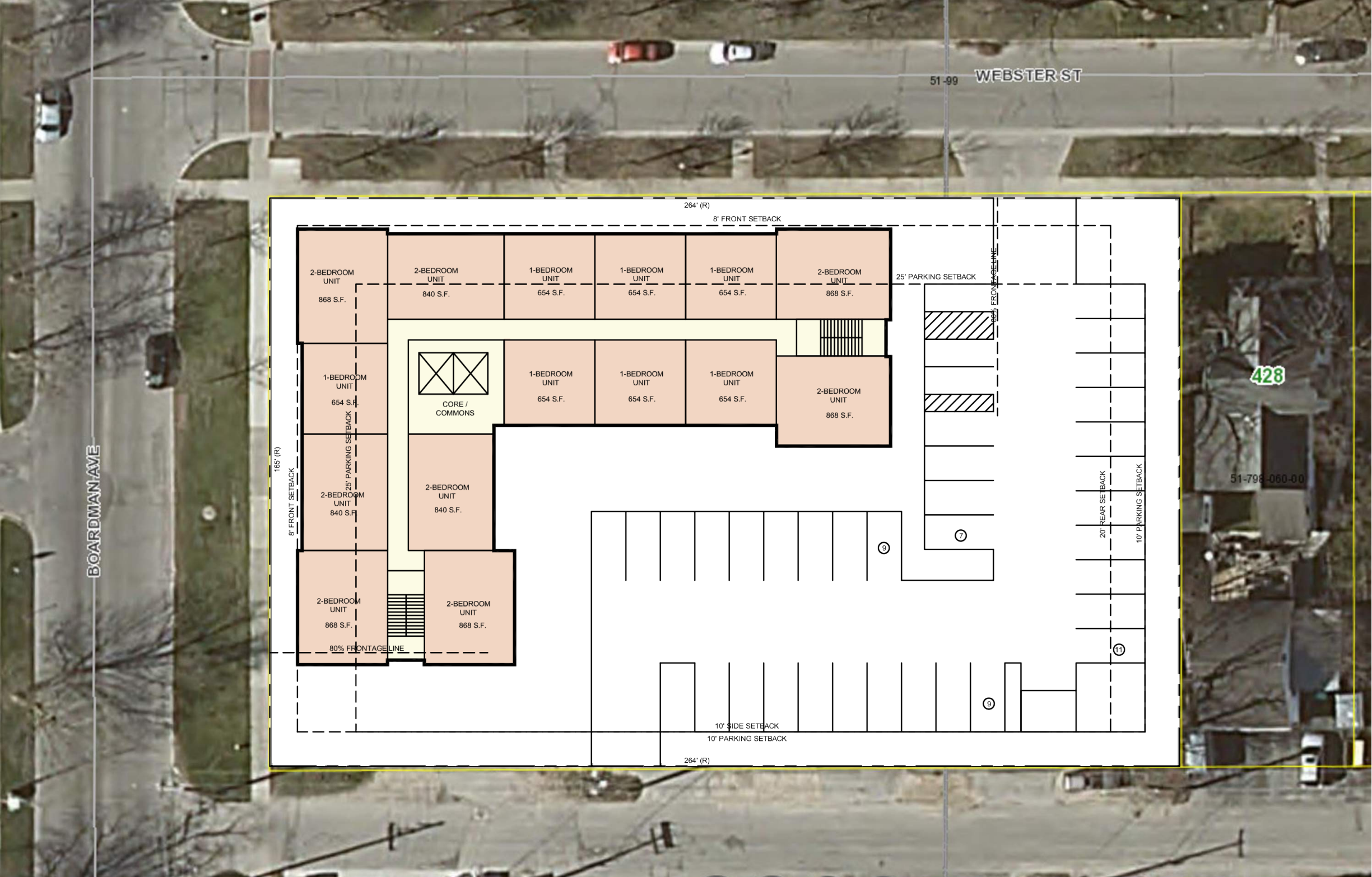
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10.21.2022



TYPICAL UPPER FLOOR PLAN

6-STORY BUILDING (84 UNITS)
PROPOSED C-4 ZONING

TRAVERSE CITY AREA
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10.21.2022



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

NEW BUSINESS

Memorandum on Family Self-Sufficiency Escrow Disbursement Request


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: FSS Escrow Disbursement Request

MESSAGE:

As mentioned in the Monthly FSS Report, we have an FSS Program Participant who is ready to graduate and is eligible to receive a disbursement from their escrow accounts.

Participant No. V-001-V05-151 has been in the FSS program since November of 2014. This participant started the program after they entered the HCV program in June of 2008. Please note that this participant received a two-year extension due to COVID-19 pandemic to continue participation in the program – normally the program is for five years. During the pandemic, this participant lost a position within the school system but has regained employment in another field and is doing well. All goals were met.

TCHC staff has reviewed this action is recommending a disbursement to Participant No. V-001-V05-151.

Total Escrow amount to be distributed today is \$9,333.70 therefore, I respectfully request a motion to disburse this amount.



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

CORRESPONDENCE

October 9, 2022 Record Eagle Article on BATA – TCHC Project

Local Bus, Housing Agencies Join Forces in Unique Project

By Patti Brandt Burgess

October 9, 2022



A Bay Area Transportation Authority bus drives on LaFranier Road in Traverse City on Thursday.

[Record-Eagle/Mike Krebs](#)

TRAVERSE CITY — A unique project combining a Bay Area Transit Authority center with more than 200 units of workforce housing, 15 Habitat for Humanity homes and a neighborhood childcare facility was the focus of a presentation at the Grand Traverse County Board of Commissioners' regular meeting Wednesday.

Kelly Dunham, executive director of BATA, and Eric Lingaur, director of communications and development, told commissioners that the project is planned for 50 acres on LaFranier and Hammond roads in Garfield Township.

Purchase of the property was recently finalized and groundbreaking on the Traverse City Housing Commission/BATA project is expected to take place next year. It will be built in phases, with the first phase including a 90,000-square-foot BATA operations center and two of five multifamily buildings that is expected to be completed by the end of 2024.

Cost of the property was about \$1.39 million, with BATA paying \$830,000 for its share and the TCHC paying \$560,000, Lingaur said.

Total cost for the project is estimated at \$90 million. BATA received \$17 million from the Federal Transit Administration and the Michigan Department of Transportation toward the project. Another \$6 million from Michigan's budget has been allocated to the housing portion of the project.

A renewal of an operational property tax for BATA is on the Nov. 8 ballot that will bring in about \$4.8 million in its first year. The money is for the continued operation of bus services and is not being used on the project, Lingaur said.

The BATA site will combine services in one location with administrative offices, a maintenance facility and a garage that can park 100 vehicles indoors, with room for expansion. Up to 130 employees will work there.

Once the new BATA center is built, offices, a bus barn and other facilities located along the Cass Road corridor will be sold and the money allocated to the project.

Lingaur said the project is one of the first of its kind that combines transit and housing. "I can't wait to get some dirt moving," he said.

The Flats at Carriage Commons, a TCHC project, is made up of five multifamily buildings with a total of about 215 units. Rents, which will include all utilities, will be set between \$680 and \$820.

A bus transfer station will be located in front of the complex. Construction of the childcare center is slated for future phases of the project.

Tony Lentych, executive director of the TCHC, said the idea came about after he read about transit-oriented design that has been used in high-density urban areas in Chicago, New York and Massachusetts. Lentych said the idea addresses the housing crisis in the Traverse City area and cuts down on traffic congestion.

"People can catch buses in front of their homes," Lentych said. "A young couple could probably get by on one car."

Lentych said some ALICE (Asset Limited, Income Constrained, Employed) families spend as much as 20 percent of their household income on transportation – with many of them paying high insurance rates, owning unreliable vehicles and driving a long way to jobs in Traverse City because they can't afford to live there.

"This would be a double win for some families," Lentych said.

Construction on the 15 Habitat homes will begin once the infrastructure is in, said Wendy Irvin, CEO of the Grand Traverse Habitat agency. That could be in 2025 or earlier if infrastructure is in, she said.

“We’re looking forward to the green light so we can get started with this,” Irvin said. “I think it’s a phenomenal project.”

The homes will be about 1,000 square feet in size and will have three bedrooms, one and 1/2 baths and a one-car garage. That model of home is one that was used in the Depot Neighborhood project, though there could be some minor changes, Irvin said.

The homes have not been opened up to the application process but when they are there will be an “overwhelming response,” she said. Future homeowners must have the ability to make a mortgage payment, which is personalized to be 30 percent of their income. Homeowners also have to put in sweat equity hours toward their home.