



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, December 2, 2022 at 9:00 A.M.

LOCATION:

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

TABLE OF CONTENTS

December 2, 2022 Regular Meeting Agenda	3
October 28, 2022 Regular Meeting Minutes	6
Schedule of Disbursements for October 2022 for Public Housing	9
Schedule of Disbursements for October 2022 for HCV Program	11
Invoices for November 2022.....	13
Financial Statements for October 2022.....	16
November 28, 2022 Executive & Finance Committee Meeting Minutes	33
November 22, 2022 Governance & Compliance Committee Meeting Minutes	35
Executive Director’s Report for November 2022	38
Family Self-Sufficiency (FSS) Program Report for November 2022	42
Resident Council Report for November 2022	44
TCHC Policy Review Schedule	49
Memorandum on RAD/Riverview Update	51
Memorandum on Parkview Senior Housing	56
Memorandum on TCHC – BATA Transit Oriented Development Update	59
Memorandum on TCAPS RFP Response	60
Memorandum on 2023 Schedule/Calendar of Meetings	63
Memorandum on Fiscal Year 2022 Annual Audit	65
November 18, 2022 FHLBI Press Release on AHP Award	115
November 15, 2022 Record-Eagle Article on TCAPS RFP Result	118
November 14, 2022 TC Ticker Article on Housing Project Updates	121



**Traverse City
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MEETING AGENDA

December 2, 2022



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

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TCHousing.org

NOTICE

THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, DECEMBER 2, 2022 AT 9:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: NOVEMBER 30, 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 October 28, 2022 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for October 2022 for Public Housing Program: Approval Recommended.*

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

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: November 28, 2022
- B. Governance & Compliance Committee Meeting: November 22, 2022

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. TCHC Policy Review Schedule: November 2022
- B. Memorandum on RAD Construction Progress: Review
- C. Memorandum on Parkview Senior Housing Apartments: Review
- D. Memorandum on TCHC – BATA Transit Oriented Development Update: Review
- E. Memorandum on TCAPS Property RFP: Discussion

VIII NEW BUSINESS

- A. Memorandum on 2023 Calendar of Meetings: Action Required
- B. Memorandum on Acceptance of Fiscal Year 2022 Annual Audit: Action Requested

IX CORRESPONDENCE

- A. November 18, 2022 Federal Home Loan Bank of Indianapolis Press Release on AHP Awards
- B. November 15, 2022 Record Eagle Article on TCAPS RFP Result
- C. November 14, 2022 TC Ticker Article on Housing Project Updates

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: January 27, 2023 at 9:00 A.M.



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

CONSENT AGENDA

October 28, 2022 Regular Meeting Minutes

Schedule of Disbursements for October 2022 Public Housing Program

Schedule of Disbursements October 2022 HCV (Section 8) Program

Payment of Invoices for November 2022

Financial Statements for October 2022

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

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:04 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 – None.

Guests/Public – None.

President Lockwood commended all Commissioners for their attendance and noted that she thinks this group of appointees has made it a point to be fully engaged in the Housing Commission.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

Commissioner Putman moved (Treadwell support) to accept the Consent Agenda as presented in the October 28, 2022 Meeting Packet.

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 the September 23, 2022 Regular Meeting.
- B. Meeting Minutes of the September 28, 2022 Special Meeting.
- C. Schedule of Disbursements for September 2022 for the Public Housing Program.
- D. Schedule of Disbursements for September 2022 for Housing Choice Voucher / Section 8 Program.

- E. Payment of Invoices for October 2022.
- F. Financial Statements for August 2022.
- G. Financial Statements for September 2022.

V COMMITTEE REPORTS

- A. The meeting minutes from the October 24, 2022 Executive & Finance Committee meeting were presented. The Executive Director's contract was reviewed after the attorney added several more sections. Construction updates were provided and the TCAPS RFP response was discussed.
- B. The meeting minutes from the October 18, 2022 Governance & Compliance Committee meeting were presented. Additions and updates to the Record Retention Policy were reviewed. The significant changes to the construction schedule were reviewed and approved by the residents on the committee.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's October Report was presented. The annual audit was completed and it appeared that there were no issues.
- B. The October 2022 Family Self-Sufficiency Report was presented and accepted. The grant application was submitted – on time and the FSS Action Plan has been submitted and returned by HUD staff for corrections (all appear to be minor issues). It was noted that there was another Graduation to review under New Business. President Lockwood would like to review the curriculum for participants.
- C. The Resident Council Report for October 2022 in the packet was reviewed. The approved their annual budget. There were no questions. It was noted that their Annual Halloween Party was later that evening and it is one of their most popular activities.

VII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented. There were no questions or comments.
- B. A memorandum on activities with the RAD Program was reviewed. A Notice to Residents was attached to the report and staff shared another Daily Construction Report that detailed some of that progress.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. The media event, a "First Look" was a success and photos from the event were attached to the memorandum.
- D. A memorandum on the TCAPS RFP response was reviewed. The majority of the official response was attached to the memorandum (only the architect's appendix was not included in the packet due to its size).

VIII NEW BUSINESS

- A. A memorandum regarding the most recent FSS Graduation was presented by staff. Commissioner Workman the moved (Lockwood support) to disburse \$9,333.70 to Participant No. V-001-V05-151. 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.

IX CORRESPONDENCE

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

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

President Lockwood noted that TCHC should utilize the media to recruit more landlords into the HCV program.

Staff was commended for winning the Gene Kuthy Award at the Housing Summit.

XII ADJOURNMENT

Commissioner Jim Friend moved (Putman support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 9:40 A.M. It was announced that the next meeting will be on December 2, 2022 at the Governmental Center.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President

Date: 11/29/2022
Time: 14:16:03

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 10/01/2022 To: 10/31/2022

Page: 1

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 Pupel	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 Kanzo 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
10/11/2022	DEP			18,861.34	350,337.89
10/17/2022	041114	Mcgough's	1,792.50		348,545.39
10/17/2022	041115	Kuhn Rogers PLC	12,115.50		336,429.89
10/17/2022	041116	United States Liability Insurance Co.	4,870.00		331,559.89
10/17/2022	041117	Granite Telecommunications	324.00		331,235.89
10/17/2022	041118	Spectrum Business	189.98		331,045.91

Date: 11/29/2022
Time: 14:16:03

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 10/01/2022 To: 10/31/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
10/17/2022	041119	Staples	707.31		330,338.60
10/17/2022	041120	Home Depot Credit Services	297.61		330,040.99
10/17/2022	041121	SAM'S CLUB	408.77		329,632.22
10/17/2022	041122	Republic Services #239	1,555.91		328,076.31
10/17/2022	041123	DeWeese Hardware	9.99		328,066.32
10/17/2022	041124	Integrated Payroll Services, Inc.	60.40		328,005.92
10/17/2022	041125	Snap Printing	121.26		327,884.66
10/17/2022	041126	Riverview Terrace Resident Council	150.00		327,734.66
10/17/2022	041127	Sondee, Racine & Doren, P.L.C.	221.00		327,513.66
10/17/2022	041128	Twin Bay Glass Inc.	411.68		327,101.98
10/17/2022	041129	AmRent	10.10		327,091.88
10/18/2022	DEP			4,979.03	332,070.91
10/18/2022	EFT	4 Front Credit Union	78.33		331,992.58
10/18/2022	EFT	Internal Revenue Service	2,970.79		329,021.79
10/18/2022	EFT	State of Michigan	486.83		328,534.96
10/18/2022	EFT	Alisa Korn	1,955.40		326,579.56
10/18/2022	EFT	Kim Fehrenbach	1,892.30		324,687.26
10/18/2022	EFT	Anthony Lentych	2,820.61		321,866.65
10/18/2022	EFT	Larry G. Freeman	563.84		321,302.81
10/18/2022	EFT	Michael Walters	1,909.16		319,393.65
10/18/2022	EFT	James Liberty	1,425.95		317,967.70
10/18/2022	EFT	Principal Life Insurance Co.	803.24		317,164.46
10/31/2022	EFT	Principal Life Insurance Co.	10,913.60		306,250.86
10/31/2022	DEP			488.00	306,738.86
10/31/2022	041130	Kuhn Rogers PLC	20.00		306,718.86
10/31/2022	041131	DTE ENERGY	41.78		306,677.08
10/31/2022	041132	Judy Myers	500.00		306,177.08
10/31/2022	041133	Nan McKay & Associates Inc	478.00		305,699.08
10/31/2022	041134	Accident Fund	881.00		304,818.08
10/31/2022	041135	Leelanau Cut Above Lawn Care	1,200.00		303,618.08
10/31/2022	041136	Safety Net	1,330.00		302,288.08
10/31/2022	041137	Lautner Irrigation	235.00		302,053.08
10/31/2022	041138	South Cedar Chimney Sweep	160.00		301,893.08
10/31/2022	041139	James Liberty	40.63		301,852.45
10/31/2022	041140	Integrated Payroll Services, Inc.	64.80		301,787.65
10/31/2022	041141	City Of Traverse City	165.06		301,622.59
10/31/2022	041142	Verizon Wireless	27.07		301,595.52
10/31/2022	041143	Cardmember Service	1,136.12		300,459.40
10/31/2022	041144	BATA	49.00		300,410.40
10/31/2022	041145	City Of Traverse City	8.12		300,402.28

Date: 11/29/2022
Time: 14:19:12

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2022 To: 10/31/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
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

Date: 11/29/2022
Time: 14:19:12

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2022 To: 10/31/2022

Page: 2

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		170,159.98

Date: 11/29/2022
Time: 14:24:07

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 11/01/2022 To: 11/28/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2022	DEP	U.S. Dept. of HUD		25,667.00	326,069.28
11/01/2022	EFT	Internal Revenue Service	3,826.07		322,243.21
11/01/2022	EFT	State of Michigan	648.28		321,594.93
11/01/2022	EFT	4 Front Credit Union	78.33		321,516.60
11/01/2022	EFT	Alisa Korn	1,955.40		319,561.20
11/01/2022	EFT	Kim Fehrenbach	2,166.54		317,394.66
11/01/2022	EFT	Anthony Lentych	2,820.62		314,574.04
11/01/2022	EFT	Larry G. Freeman	563.84		314,010.20
11/01/2022	EFT	James Liberty	1,425.95		312,584.25
11/01/2022	EFT	Michael Walters	2,236.35		310,347.90
11/01/2022	EFT	Nicholas Richards	1,308.09		309,039.81
11/01/2022	EFT	Principal Life Insurance Co.	803.24		308,236.57
11/02/2022	041146	Michael Walters	250.62		307,985.95
11/02/2022	041147	Kim Fehrenbach	140.00		307,845.95
11/02/2022	041148	Riverview Terrace Resident Council	1,725.00		306,120.95
11/02/2022	041149	BATA	49.00		306,071.95
11/02/2022	041149	**VOID** BATA	(49.00)		306,120.95
11/10/2022	041150	Munson Occupational Health &...	35.00		306,085.95
11/10/2022	041151	Sondee, Racine & Doren, P.L.C.	85.00		306,000.95
11/10/2022	041152	AmRent	70.70		305,930.25
11/10/2022	041153	MSHDA- Low Income Tax Credit...	19,877.00		286,053.25
11/10/2022	041154	D & W Mechanical	592.60		285,460.65
11/10/2022	041155	Byte Productions, LLC	30.00		285,430.65
11/10/2022	041156	McCardel Water Conditioning	10.00		285,420.65
11/10/2022	041157	Housing Authority Accounting...	1,161.61		284,259.04
11/10/2022	041158	Grand Traverse County DPW	483.00		283,776.04
11/10/2022	041159	Cadillac Housing Commission	171.38		283,604.66
11/10/2022	041160	Ace Hardware	75.51		283,529.15
11/10/2022	041161	Spectrum Business	189.98		283,339.17
11/10/2022	041162	Safety Net	210.50		283,128.67
11/10/2022	041163	Great Lakes Business Systems, Inc.	981.86		282,146.81
11/10/2022	041164	Granite Telecommunications	321.99		281,824.82
11/10/2022	041165	Republic Services #239	2,026.03		279,798.79
11/10/2022	041166	City Of Traverse City	85.00		279,713.79
11/10/2022	041167	DTE ENERGY	65.00		279,648.79
Total:			46,420.49	25,667.00	

Date: 11/29/2022
Time: 14:23:10

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 11/01/2022 To: 11/28/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2022	DEP	U.S. Dept. of HUD		86,760.00	241,244.12
11/01/2022	DEP	U.S. Dept. of HUD		9,672.00	250,916.12
11/01/2022	ADJST	PNC Bank	179.60		250,736.52
11/01/2022	000276	TC Commons I LDHA, LLC	616.00		250,120.52
11/01/2022	000276	Jeana Aiken	724.00		249,396.52
11/01/2022	000276	Dustin Ansorge	1,050.00		248,346.52
11/01/2022	000276	Ayers Investment Properties LLC	1,130.00		247,216.52
11/01/2022	000276	B & R RENTALS, LLC	679.00		246,537.52
11/01/2022	000276	Bay Front Apartments	398.00		246,139.52
11/01/2022	000276	Bay Hill Housing LDHALP	9,834.00		236,305.52
11/01/2022	000276	Bay Hill II	13,823.00		222,482.52
11/01/2022	000276	Elizabeth Beckett	238.00		222,244.52
11/01/2022	000276	Bellaire Senior Apartments	399.00		221,845.52
11/01/2022	000276	WODA Boardman Lake LHDALP	377.00		221,468.52
11/01/2022	000276	Brookside Commons LDHA, LP	4,256.00		217,212.52
11/01/2022	000276	Padrice Brown	539.00		216,673.52
11/01/2022	000276	Rebecca Carmien	242.00		216,431.52
11/01/2022	000276	Carson Square	7,090.00		209,341.52
11/01/2022	000276	Central Lake Townhouses	402.00		208,939.52
11/01/2022	000276	Cherrywood Village Farms, Inc.	3,650.00		205,289.52
11/01/2022	000276	TC Commons II LDHA LLC	870.00		204,419.52
11/01/2022	000276	Davis Investment Properties, LLC	875.00		203,544.52
11/01/2022	000276	Jack V. Dean	389.00		203,155.52
11/01/2022	000276	Five P Enterprises, LLC	509.00		202,646.52
11/01/2022	000276	Lisa Forbes	537.00		202,109.52
11/01/2022	000276	Frankfort Housing LDHA LP	1,452.00		200,657.52
11/01/2022	000276	Michael Glowacki	433.00		200,224.52
11/01/2022	000276	David Grzesiek	303.00		199,921.52
11/01/2022	000276	Habitat for Humanity	306.00		199,615.52
11/01/2022	000276	Harbour Ridge Apts	804.00		198,811.52
11/01/2022	000276	Hillview Terrace	1,071.00		197,740.52
11/01/2022	000276	Josh Hollister	828.00		196,912.52
11/01/2022	000276	HomeStretch	6,302.00		190,610.52
11/01/2022	000276	Matthew Jones	696.00		189,914.52
11/01/2022	000276	Donna Kalchik	447.00		189,467.52
11/01/2022	000276	Lake Pointe Acquisitions LLC.	965.00		188,502.52
11/01/2022	000276	Sidney Lammers	398.00		188,104.52
11/01/2022	000276	Maret Sabourin	552.00		187,552.52
11/01/2022	000276	Sue Martin	401.00		187,151.52
11/01/2022	000276	Revokable Trust of Richard T &...	560.00		186,591.52

Date: 11/29/2022
Time: 14:23:10

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 11/01/2022 To: 11/28/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2022	000276	Oak Park Apts	974.00		185,617.52
11/01/2022	000276	Oak Terrace Apts	721.00		184,896.52
11/01/2022	000276	Dawn M. Oh	600.00		184,296.52
11/01/2022	000276	Douglas L. Porter	542.00		183,754.52
11/01/2022	000276	Post Village Glen, LLC	6,133.00		177,621.52
11/01/2022	000276	Wayne E Purkiss Trust	824.00		176,797.52
11/01/2022	000276	Timothy Rice	367.00		176,430.52
11/01/2022	000276	Sabin Pond Apartments LLC	125.00		176,305.52
11/01/2022	000276	Mike & Melissa Schichtel	1,100.00		175,205.52
11/01/2022	000276	Sherwin Rentals	615.00		174,590.52
11/01/2022	000276	SILVER SHORES MHC	1,869.00		172,721.52
11/01/2022	000276	Paul & Leona Steinorth Family Trust	426.00		172,295.52
11/01/2022	000276	Ryan Storey	370.00		171,925.52
11/01/2022	000276	22955 Investments LLC	2,191.00		169,734.52
11/01/2022	000276	TC 150P 4B LDHA LP	58,251.00		111,483.52
11/01/2022	000276	TCR Investments, LLC	780.00		110,703.52
11/01/2022	000276	Wendy Teagan	407.00		110,296.52
11/01/2022	000276	Tradewinds Terrace Apts	1,503.00		108,793.52
11/01/2022	000276	Village Glen Apartments	811.00		107,982.52
11/01/2022	000276	Village View Housing LHDA LP	320.00		107,662.52
11/01/2022	000276	Wagner Asset Group at Ninth...	307.00		107,355.52
11/01/2022	000276	Kevin Warren	302.00		107,053.52
11/01/2022	000276	Christina Wellinger	538.00		106,515.52
11/01/2022	000276	Paul Wheelock	396.00		106,119.52
11/01/2022	000276	Woodmere Ridge Apartments...	4,969.00		101,150.52
11/01/2022	000276	Wyatt Road Apartment Company	1,138.00		100,012.52
11/01/2022	000276	Theodore V. Zachman	1,135.00		98,877.52
11/01/2022	000276	Ann Zenner	696.00		98,181.52
11/01/2022	000276	Barb Zupin	472.00		97,709.52
11/01/2022	023433	Village Apartments LP	411.00		97,298.52
11/01/2022	023434	TC 150P 4B LDHA LP	4,147.00		93,151.52
11/01/2022	023434	**VOID** TC 150P 4B LDHA LP	(4,147.00)		97,298.52
11/01/2022	023435	TC 150P 4B LDHA LP	4,147.00		93,151.52
11/10/2022	023436	Kendra LaBrie	9,333.70		83,817.82
11/10/2022	023437	Traverse City Housing Commission	4,905.00		78,912.82
11/10/2022	023438	City Of Traverse City	131.80		78,781.02
11/10/2022	023439	Consumers Energy	186.00		78,595.02
11/10/2022	023440	DTE ENERGY	200.20		78,394.82
Total:			172,521.30	96,432.00	15

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

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 326,246.52
1111.9 - Cash-Short Term Investments	2,070,338.67
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,893.64
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

Total Cash	\$ 2,423,759.44
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Receivables

1122 - Tenants	\$ 13,653.83
1122.1 - Allowance for Doubtful Accounts	(6,902.36)
1129.1 - Accounts Receivable-Other	635,753.37
1129.11 - Interfund Due From Vouchers	3,189.12
1129.14 - Accounts Receivable-KMG/RV	2,811.80
1130 - Accounts Receivable-TAHDC	1,177.27

Total Receivables	\$ 649,683.03
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Investments

1165 - Assets Held For Sale	\$ 437,037.00
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Total Investments	\$ 437,037.00
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Deferred Charges

1211 - Prepaid Insurance	\$ 25,538.92
1290 - Other Deferred Charges	5,003.60

Total Deferred Charges	\$ 30,542.52
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TOTAL CURRENT ASSETS	\$ 3,541,021.99
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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	(7,727,794.47)
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	275,668.31

Total Fixed Assets	\$ 1,773,986.78
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TOTAL NON-CURRENT ASSETS	\$ 1,848,986.78
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TOTAL ASSETS	\$ 5,390,008.77
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**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of October 31, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 102,739.06
2114 - Tenant Security Deposits	6,354.00
2117.3 - State Income Tax Withheld	965.75
2117.4 - HSA Withheld	(704.97)
2117.6 - Other Withholdings	(13,006.50)
Total Accounts Payable	\$ 96,347.34

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	8,333.36
Total Accrued Liabilities	\$ 24,897.46

Deferred Credits

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

Total Current Liabilities	\$ 3,077,802.28
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NONCURRENT LIABILITIES

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

TOTAL LIABILITIES	\$ 3,081,146.02
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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	(44,293.99)
Income and Expense Clearing-2019 CFP	40,364.89
Income and Expense Clearing-2020 CFP	184,756.36

Total Net Assets	\$ 1,003,182.06
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TOTAL EQUITY	\$ 2,308,862.75
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TOTAL LIABILITIES/EQUITY	\$ 5,390,008.77
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Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2022

	1 Month Ended	4 Months Ended		
	<u>October 31, 2022</u>	<u>October 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income				
Rental Income				
3110 - Dwelling Rental	\$ 9,321.00	\$ 27,300.61	\$ 0	\$ (27,300.61)
3110.2 - Dwelling Rental-Proj. 2	0.00	25,306.00	68,000	42,694.00
3120 - Excess Utilities	0.00	169.00	0	(169.00)
3190 - Nondwelling Rental	5,466.34	33,237.74	0	(33,237.74)
Total Rental Income	<u>\$ 14,787.34</u>	<u>\$ 86,013.35</u>	<u>\$ 68,000</u>	<u>\$ (18,013.35)</u>
Revenues - HUD PHA GRANTS				
3401.2 - Operating Subsidy	\$ 25,668.00	\$ 104,156.00	\$ 35,000	\$ (69,156.00)
Total HUD PHA GRANTS	<u>\$ 25,668.00</u>	<u>\$ 104,156.00</u>	<u>\$ 35,000</u>	<u>\$ (69,156.00)</u>
Nonrental Income				
3610 - Interest Income-Gen. Fund	\$ 2,088.48	\$ 5,750.94	\$ 500	\$ (5,250.94)
3690 - Tenant Income	521.68	1,893.34	1,000	(893.34)
3690.1 - Non-Tenant Income	5,763.03	12,182.14	1,000	(11,182.14)
3690.2 - Tenant Income-Cable	0.00	5,780.00	0	(5,780.00)
3692 - Management Fee	2,250.00	8,550.00	270,200	261,650.00
3692.1 - Maintenance Contracts	2,300.00	8,300.00	24,000	15,700.00
Total Nonrental Income	<u>\$ 12,923.19</u>	<u>\$ 42,456.42</u>	<u>\$ 296,700</u>	<u>\$ 254,243.58</u>
Total Operating Income	<u>\$ 53,378.53</u>	<u>\$ 232,625.77</u>	<u>\$ 399,700</u>	<u>\$ 167,074.23</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 12,441.94	\$ 74,411.02	\$ 239,460	\$ 165,048.98
4130 - Legal Expense	241.00	1,421.44	1,500	78.56
4140 - Staff Training	0.00	0.00	3,500	3,500.00
4150 - Travel Expense	478.19	1,598.37	2,000	401.63
4170 - Accounting Fees	477.36	2,584.44	12,500	9,915.56
4171 - Auditing	0.00	0.00	6,000	6,000.00
4182 - Employee Benefits - Admin	1,154.17	10,793.14	47,500	36,706.86
4185 - Telephone	374.71	1,504.74	5,000	3,495.26
4190.1 - Publications	0.00	0.00	1,800	1,800.00
4190.2 - Membership Dues and Fees	1,850.00	1,920.00	1,000	(920.00)
4190.3 - Admin. Service Contracts	3,653.61	5,783.62	20,500	14,716.38
4190.4 - Office Supplies	239.39	709.51	3,000	2,290.49
4190.5 - Other Sundry Expense	854.35	5,892.06	11,000	5,107.94
4190.6 - Advertising	0.00	0.00	500	500.00
Total Administration	<u>\$ 21,764.72</u>	<u>\$ 106,618.34</u>	<u>\$ 355,260</u>	<u>\$ 248,641.66</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	\$ 810.02	\$ 1,150.97	\$ 1,500	\$ 349.03
4230 - Cable TV-Tenants	0.00	5,740.09	0	(5,740.09)
Total Tenant Services	<u>\$ 810.02</u>	<u>\$ 6,891.06</u>	<u>\$ 1,500</u>	<u>\$ (5,391.06)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2022

	1 Month Ended	4 Months Ended		
	<u>October 31, 2022</u>	<u>October 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 545.00	\$ 2,551.07	\$ 5,000	\$ 2,448.93
4320 - Electricity	256.38	12,645.49	5,000	(7,645.49)
4330 - Gas	84.63	348.86	2,000	1,651.14
Total Utilities	<u>\$ 886.01</u>	<u>\$ 15,545.42</u>	<u>\$ 12,000</u>	<u>\$ (3,545.42)</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 9,187.20	\$ 42,238.23	\$ 186,580	\$ 144,341.77
4420 - Materials	1,161.35	2,293.71	5,000	2,706.29
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	2,652.50	8,876.69	2,000	(6,876.69)
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	588.39	1,000	411.61
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts	160.00	72.74	3,000	2,927.26
4430.12 - Misc. Contracts	0.00	0.00	2,000	2,000.00
4431 - Garbage Removal	723.65	4,851.38	2,000	(2,851.38)
4433 - Employee Benefits - Maint.	766.71	5,507.05	40,600	35,092.95
4470 - Elk Rapids Expenses	634.81	644.30	0	(644.30)
4471 - East Bay Flats Expenses	175.00	175.00	0	(175.00)
Total Ordinary Maint. & Oper	<u>\$ 15,461.22</u>	<u>\$ 65,247.49</u>	<u>\$ 249,180</u>	<u>\$ 183,932.51</u>
General Expense				
4510 - Insurance	\$ 4,028.50	\$ 13,529.23	\$ 5,000	\$ (8,529.23)
4520 - Payment in Lieu of Taxes	2,083.34	8,333.36	5,000	(3,333.36)
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>\$ 6,111.84</u>	<u>\$ 24,211.56</u>	<u>\$ 12,000</u>	<u>\$ (12,211.56)</u>
Total Routine Expense	<u>\$ 45,033.81</u>	<u>\$ 218,513.87</u>	<u>\$ 629,940</u>	<u>\$ 411,426.13</u>
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Operating Expenses	<u>\$ 45,033.81</u>	<u>\$ 218,513.87</u>	<u>\$ 629,940</u>	<u>\$ 411,426.13</u>
Operating Income (Loss)	<u>\$ 8,344.72</u>	<u>\$ 14,111.90</u>	<u>\$ (230,240)</u>	<u>\$ (244,351.90)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 14,434.51	\$ 57,738.04	\$ 0	\$ (57,738.04)
Total Depreciation Expense	<u>\$ 14,434.51</u>	<u>\$ 57,738.04</u>	<u>\$ 0</u>	<u>\$ (57,738.04)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2022

	1 Month Ended	4 Months Ended		
	<u>October 31, 2022</u>	<u>October 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	\$ 0.00	\$ 667.85	\$ 0	\$ (667.85)
Total RAD Expense	\$ 0.00	\$ 667.85	\$ 0	\$ (667.85)
Capital Expenditures				
7540 - Betterments and Additions	\$ 1,330.00	\$ 1,330.00	\$ 5,000	\$ 3,670.00
7590 - Operating Expenditures-Contra	(1,330.00)	(1,330.00)	(5,000)	(3,670.00)
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)	<u>\$ 7,014.72</u>	<u>\$ 12,114.05</u>	<u>\$ (235,240)</u>	<u>\$ (247,354.05)</u>
GAAP Net Income (Loss)	<u>\$ (6,089.79)</u>	<u>\$ (44,293.99)</u>	<u>\$ (230,240)</u>	<u>\$ (185,946.01)</u>

Traverse City Housing Commission
Capital Fund 501-19
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2022

501-19 P&L	1 Month Ended	4 Months Ended
1022	<u>October 31, 2022</u>	<u>October 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 4 Months Ended October 31, 2022

501-20 P&L	1 Month Ended	4 Months Ended
1023	<u>October 31, 2022</u>	<u>October 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	4 Months Ended		
MI33-P080-50119 1522****	October 31, 2022	October 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	4 Months Ended		
MI33-P080-50120 1523****	October 31, 2022	October 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	4 Months Ended		
	October 31, 2022	October 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 October 31, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 237,555.54
1111.6 - FSS Escrow Savings	<u>51,979.96</u>

Total Cash	\$ 289,535.50
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Receivables

1129.1 - Accounts Receivable-Other	\$ 8,294.00
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Total Receivables	\$ 8,294.00
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Investments

Total Investments	\$ 0.00
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Deferred Charges

1290 - Other Deferred Charges	\$ (425.00)
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Total Deferred Charges	\$ (425.00)
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TOTAL CURRENT ASSETS	\$ 297,404.50
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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>\$ 297,460.67</u></u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of October 31, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 1,474.94
2119.21 - Interfund Due To Low Rent	3,189.12
Total Accounts Payable	\$ 4,664.06

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	34,753.25
Total Accrued Liabilities	\$ 36,684.15

Deferred Credits

2290 - Other Deferred Credits	\$ 6,195.00
Total Deferred Credits	\$ 6,195.00

Total Current Liabilities

\$ 47,543.21

NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$ 1,055.92
Total Noncurrent Liabilities	\$ 1,055.92

TOTAL LIABILITIES

\$ 48,599.13

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	18,582.45
Income and Expense Clearing - FSS	(5,303.95)
TOTAL NET ASSETS	\$ 248,861.54

TOTAL LIABILITIES/NET ASSETS

\$ 297,460.67

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2022**

	1 Month Ended	4 Months Ended		
	<u>October 31, 2022</u>	<u>October 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 100.00	\$ 200.00	\$ 0	\$ (200.00)
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>\$ 100.00</u>	<u>\$ 200.00</u>	<u>\$ 0</u>	<u>\$ (200.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 97,320.00	\$ 384,391.00	\$ 1,250,000	\$ 865,609.00
3410.2 - HAP Funding-Tenant Protection	57,664.00	115,332.00	0	(115,332.00)
3411 - Admin Fee Funding	12,196.00	39,784.00	90,000	50,216.00
Total HUD PHA GRANTS	<u>\$ 167,180.00</u>	<u>\$ 539,507.00</u>	<u>\$ 1,340,000</u>	<u>\$ 800,493.00</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 167,280.00</u>	<u>\$ 539,707.00</u>	<u>\$ 1,340,000</u>	<u>\$ 800,293.00</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 4,286.78	\$ 16,653.20	\$ 0	\$ (16,653.20)
4150 - Travel Expense	0.00	222.94	0	(222.94)
4170 - Accounting Fees	684.25	2,905.75	0	(2,905.75)
4182 - Employee Benefits - Admin	362.15	3,478.05	0	(3,478.05)
4185 - Telephone	109.87	559.07	0	(559.07)
4190.2 - Membership Dues and Fees	0.00	30.00	0	(30.00)
4190.3 - Admin. Service Contracts	2,820.13	3,796.05	0	(3,796.05)
4190.4 - Office Supplies	102.60	262.91	0	(262.91)
4190.5 - Other Sundry Expense	521.00	2,740.58	0	(2,740.58)
Total Administration	<u>\$ 8,886.78</u>	<u>\$ 30,648.55</u>	<u>\$ 0</u>	<u>\$ (30,648.55)</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>\$ 8,886.78</u>	<u>\$ 30,648.55</u>	<u>\$ 0</u>	<u>\$ (30,648.55)</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2022**

	<u>1 Month Ended October 31, 2022</u>	<u>4 Months Ended October 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 85,233.00	\$ 347,994.00	\$ 1,250,000	\$ 902,006.00
4715.3 - HAP - Non-Elderly Disabled	1,037.00	4,521.00	0	(4,521.00)
4715.4 - HAP - Utility Allowances	518.00	2,130.00	0	(2,130.00)
4715.5 - HAP - Fraud Recovery	(100.00)	(200.00)	0	200.00
4715.6 - HAP - Homeownership	1,637.00	6,307.00	0	(6,307.00)
4715.7 - HAP-Tenant Protection	58,224.00	117,298.00	0	(117,298.00)
4719 - HAP - FSS Escrow	4,766.00	12,426.00	0	(12,426.00)
Total HAP Payments	\$ 151,315.00	\$ 490,476.00	\$ 1,250,000	\$ 759,524.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 160,201.78	\$ 521,124.55	\$ 1,250,000	\$ 728,875.45
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ 7,078.22	\$ 18,582.45	\$ 90,000	\$ 71,417.55
<i>Memo:</i>				
<i>Admin Operating Income/(Loss)</i>	\$ 3,309.22	\$ 9,135.45	\$ 90,000	\$ 80,864.55
<u>Analysis of Funding</u>		<u>4 Months Ended October 31, 2022</u>		
A.C. Received: October 31, 2022				
3410 - HAP Funding		\$ 384,391.00		
3410.2 - HAP Funding-Tenant Protection		115,332.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		347,994.00		
4715.3 - HAP - Non-Elderly Disabled		4,521.00		
4715.4 - HAP - Utility Allowances		2,130.00		
4715.5 - HAP - Fraud Recovery		(200.00)		
4715.6 - HAP - Homeownership		6,307.00		
4715.7 - HAP-Tenant Protection		117,298.00		
4719 - HAP - FSS Escrow		12,426.00		
Total Funding Required		\$ 490,476.00		
Over/(Under) Funding		\$ 9,247.00		
RNP as of: October 31, 2022		\$ 15,832.24		
UNP as of: October 31, 2022		\$ 233,027.27		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2022**

	1 Month Ended		4 Months Ended			
	<u>October 31, 2022</u>		<u>October 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>\$</u>	<u>0.00</u>	<u>\$</u>	<u>0</u>	<u>\$ 0.00</u>
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 1,218.78	\$	4,779.73	\$	0	\$ (4,779.73)
4182 - Employee Benefits - Admin	<u>134.07</u>	<u>\$</u>	<u>524.22</u>	<u>\$</u>	<u>0</u>	<u>(524.22)</u>
Total Administration	\$ 1,352.85	\$	5,303.95	\$	0	\$ (5,303.95)
General Expense						
Total General Expense	\$ 0.00	\$	0.00	\$	0	\$ 0.00
Total Routine Expense	\$ 1,352.85	\$	5,303.95	\$	0	\$ (5,303.95)

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2022**

	<u>1 Month Ended October 31, 2022</u>	<u>4 Months Ended October 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	\$ 1,352.85	\$ 5,303.95	\$ 0	\$ (5,303.95)
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>\$ (1,352.85)</u>	<u>\$ (5,303.95)</u>	<u>\$ 0</u>	<u>\$ 5,303.95</u>



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

COMMITTEE REPORTS

Executive & Finance Committee Meeting: November 28, 2022

Governance & Compliance Committee Meeting: November 22, 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
November 28, 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 4:36 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

A letter from TCAPS rejecting our response from the recent Property RFP. It was noted that a response might be in order and should be discussed at the next Housing Commission Regular Meeting.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the October 24, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted.
- B. Riverview Rehab/RAD: A construction schedule was distributed and reviewed. Everything is on schedule for the X-02 units to be ready for occupancy before the end of the year.
- C. Real Estate Updates: Parkview was awarded a \$300,000 AHP Grant from the FHLBI through Independent Bank. We are awaiting a response from MSHDA on our October 1st LIHTC Application for the BATA site. There also may be some movement on the County's ARPA funding – we applied for funding for infrastructure support.
- D. Cheboygan Housing Commission: No update.
- E. FY 2022 Annual Audit: The final report from the auditor was distributed and discussed. There were no issues raised by the auditor in the report. It was recommended that the report be forwarded to the full Commission for acceptance. Staff reported that we will conduct a search via RFP for an auditor in early 2023.
- F. MEETING AGENDA: The next regular meeting agenda for December 2, 2022 was discussed. The only other new business item is the 2023 Calendar of Meetings.
- G. GENERAL COMMENTS: The possibility of a December Study Session was discussed. It was decided that we will hold a Study Session on December 20th from 10:30 A.M. until 2:30 P.M (with lunch). The general topic will be on "our role in the region for housing development".

ADJOURNMENT

President Lockwood adjourned the meeting at 5:15 P.M. The next meeting will be on January 23, 2023.

Respectfully submitted,

Heather Lockwood, President

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
November 22, 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 11:10 A.M.

I ROLL CALL

The following were present:

Resident Members – Betty Osborne. Ellen Corcoran was excused.

Commissioners – Jim Friend and Roger Putman.

Staff – Tony Lentych, Executive Director.

Residents – Fritz Howell and Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the October 18, 2022 meeting of this committee and the agenda for this meeting were reviewed.

Commissioner Roger Putman moved (Friend support) to accept the meeting agenda as presented. The motion was approved.

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

III PUBLIC COMMENT

None.

IV UPDATES

- A. An updated Policy Review Schedule was presented and discussed. The Investment Policy will be reviewed in the near future – starting in December.
- B. Staff reported that the crane utilized for the project next door is gone. The shared lane may need to be clear in order to move snow this winter so there may be some conversations with their team this next month.
- C. Riverview Rehab/RAD Update: An updated “Notice” was shared with the Committee. There was lengthy update on several items on the construction list/schedule. Staff was asked to explain the Vapor Mitigation System and did so in some detail. That system should be up and running soon – it will be monitored by ASTI Environmental Engineers.

V OLD BUSINESS

- A. Record Retention Policy: A third draft was distributed and discussed. There are some new definitions of records in this version. The final work on some of the items in the chart will

be completed soon. There were no questions on the document but there were questions on the mechanism to destroy documents.

VI NEW BUSINESS

None.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Roger Putman moved (Friend support) to adjourn the meeting. The motion to adjourn was approved and the meeting was closed at 11:44 A.M.

The next meeting of the Committee is scheduled for December 20, 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: November 2022

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

Resident Council Report: November 2022

EXECUTIVE DIRECTOR'S REPORT: December 2, 2022

This report covers the work accomplished from October 28, 2022 until December 1, 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: Twelve (12) units are now open. We have the entire X-02 stack open plus two other units that recently opened up. We have three (3) new residents moved in during the last 30 days.
2. ORCHARDVIEW: The property is full. Soon we will begin planning what we will do for this property under RAD (Phase II of our RAD Conversion).
3. EAST BAY FLATS: This project is fully leased. We are providing staffing assistance during the week while MMC is searching for new staff – this will continue through December. We have also been meeting about figuring out a long-term plan for this property. Goodwill Industries may be interested in collaborating on this but the primary option is applying to MSHDA for “Missing Middle” funding. Our partner, MCC, will be notifying resident who do not qualify for this program about the potential changes to the building – no changes will occur before the middle of 2023 at the earliest. This has been the topic of several calls and meetings this last month.

Housing Choice Vouchers

1. We have 259 HCVs filled at this time. This includes one family in “shop” mode. We continue to pull names from the Wait List and expect to add to that overall number. Please note that this report NOW includes the Riverview Terrace Project Based Vouchers (PBVs). We have two vouchers at a new property in Honor, Michigan that should lease up soon.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Construction is going well – No major issues. Conference call with property management partner, KMG. Coordinated first HQS inspection with Cadillac Housing Commission.
2. Parkview Apartments (See Memorandum): AHP Grant Received!

3. BATA (See Memorandum): Worked with TCHC attorneys on legal issues including land issues regarding LaFranier Property (easements, applications to MSHDA). A temporary construction easement has been filed.
4. Main Street Flats (Frankfort Housing Commission): Nothing to report.
5. Women's Resource Center/Madeline's House: Working to approve applicants.
6. Elk Rapids RFP: Our development team has responded to a RFP for two properties in the Village of Elk Rapids. The deadline was extended by a month, so we will not hear anything for some time.
7. TCAPS RFP (See Memorandum).

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. Prepared monthly report.
2. FSS Action Plan was submitted multiple times and was approved after five revisions.

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

1. Working to reconcile financials with KMG for post RAD period and working to figure out a monthly invoicing system between us.
2. Worked with auditor to prepare final draft of audit.

General Management

1. Working on two new contracts with SafetyNet staff on IT upgrades – Phones and Servers. Participated in two (2) project launch meetings.
2. Signed and filed my Employment Contract.
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 (October) and prepared for a Regular Meeting (November).
2. Prepared for and attended an Executive & Finance Committee meeting.
3. Prepared for and attended a Governance & Compliance Committee meeting.
4. Conversations and two (2) meetings with City Manager and staff about creating an Affordable Housing Fund at the city.
5. Meeting with City Commissioner on housing issues.
6. Conversations with County officials regarding affordable housing and county's ability to help.
7. Semi-weekly updates of TCHC Website.

ERHC

1. Prepared for and attended one Commission Meeting (November).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Conversation with Village Manager about open seat on the Commission.
4. Attended a Housing Task Force Meeting – discussions on expanding Noble Pines property.
5. Conversations with the newly elected Village President – invited her to ERHC Meeting and she attended.

HUD

1. Continued work to meet regulatory rules at HUD – reading multiple information releases.

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 a Housing Innovation Circle.
2. Northern Lakes CMH: Attended monthly Board of Directors Meetings.
3. Leelanau County HAC: Attended one bi-monthly meeting.
4. Meeting with Congressman Bergman's staff person on affordable housing issues.

5. Meeting with NMC staff regarding potential Instructional Independent Living Community at NMC.
6. Attended the Rotary Charities System Change Community of Practice meeting.
7. Attended the Traverse Connect Economic Outlook Luncheon.
8. Attended Woda's groundbreaking for their new property, Annika Place.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Coordinating with construction crew next door on areas of overlap and concern.
2. Holiday/Vacation/Personal Time: Two days for the Thanksgiving Holiday.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

December 2, 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	14	56%	8	57%

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. Until we know the results of the FSS Grant application, we will be in a holding pattern due to the lack of a dedicated program coordinator.

Status of Participants

One new participant will start earning escrow in January. We have one new participating family that should be signing up in December or January.

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 and it was approved (finally) – see attached letter.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

November 10, 2022

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

Dear Mr. Lentych:

Thank you for submitting your Family Self-Sufficiency (FSS) Action Plan. The Office of Public and Indian Housing staff reviewed your agency's Action Plan and determined it meets the requirements of the Final Rule. Therefore, your FSS Action Plan is approved.

If you have questions or concerns, please contact your local HUD Field Office.

Sincerely,

Adrienne Datcher

Adrienne Datcher
Coordination and Compliance Director
Office of Field Operations


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 2, 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 October 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 related to their programming.

The RTRC decided to hold elections after the New Year. This decision was made at meeting where a large number of residents were in attendance. We look forward to working with them and this process in January.

The Christmas Holiday is fast approaching and the decorating of the building (not under construction) will begin soon.

ATTACHMENT: October 2022 Financial Report
October Bank Statement
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	\$ 523.37	\$ 523.37	\$ 523.37
Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 373.96	\$ -	\$ 129.27	\$ 226.35	\$ -	\$ -	\$ -
SUB TOTAL	\$ 878.99	\$ 878.99	\$ 749.72	\$ 523.37	\$ 523.37	\$ 523.37	\$ 523.37

Unrestricted Balance Forward	\$ 3,630.12	\$ 3,577.45	\$ 3,577.45	\$ 3,545.93	\$ 3,454.48	\$ 3,454.48	\$ 3,454.48
Income	\$ 80.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 133.17	\$ -	\$ 31.52	\$ 91.45	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 3,577.45	\$ 3,577.45	\$ 3,545.93	\$ 3,454.48	\$ 3,454.48	\$ 3,454.48	\$ 3,454.48

EOM TOTAL*	\$ 4,456.44	\$ 4,456.44	\$ 4,295.65	\$ 3,977.85	\$ 3,977.85	\$ 3,977.85	\$ 3,977.85
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* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 4,127.85

Current as of October 31, 2022



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

Your Statement Of Accounts
10/01/2022-10/31/2022
Your Account Number
xxxxxx1794
Page 1

87232 1 AV 0.455

149351-87232-248



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

Earn more with LMCU. We have solutions that will help you earn more! From our 3.00% APY* Max Checking and CDs to our Money Market Accounts and Max Savings, you earn more when you earn with us. Put your money to work today by calling (800) 242-9790, stopping by your local branch, or visiting LMCU.org.

*APY = Annual Percentage Yield

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$4,295.65	\$3,977.85
	Total		\$4,027.85

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Oct 01		Beginning Balance			\$50.00
Oct 31		Ending Balance			\$50.00

FREE CHECKING

Share Account ID 01

			Total Deposits	Total Withdrawals	Balance
					\$0.00
					\$317.80
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Oct 01		Beginning Balance			\$4,295.65
Oct 02	Oct 02	Withdrawal Debit Card Business Debit	(\$20.00)		\$4,275.65
		24755422275642752396697 MI CORPORATIONS DIV 517-2416470 MI 10/01/2022			
Oct 02	Oct 02	Withdrawal Debit Card Business Debit	(\$20.00)		\$4,255.65
		24755422275642752396804 MI CORPORATIONS DIV 517-2416470 MI 10/01/2022			
Oct 02	Oct 02	Withdrawal Debit Card Business Debit	(\$20.00)		\$4,235.65
		24755422275642752396861 MI CORPORATIONS DIV 517-2416470 MI 10/01/2022			
Oct 17	Oct 17	Withdrawal Debit Card Business Debit	(\$14.82)		\$4,220.83
		24692162290106851175559 AMZN Mktp US*HT2K47WA0 Amzn.com/bill WA 10/17/2022			
Oct 17	Oct 17	Withdrawal Debit Card Business Debit	(\$56.14)		\$4,164.69
		24692162290106888006405 AMZN Mktp US*HT9KB9W90 Amzn.com/bill WA 10/17/2022			
Oct 20	Oct 20	Withdrawal Bill Payment #229321108900	(\$59.00)		\$4,105.69
		SPECTRUM 855-707-7328 MO			
Oct 21	Oct 21	Withdrawal POS #229400012613	(\$15.90)		\$4,089.79
		DOLLAR TREE 2550 CROSSING CIR TRAVERSE CITY MI			
Oct 23	Oct 23	Withdrawal Debit Card Business Debit	(\$6.17)		\$4,083.62
		24055232296083713895938 WALMART.COM 800-966-6546 AR 10/23/2022			
Oct 25	Oct 25	Withdrawal Debit Card Business Debit	(\$42.46)		\$4,041.16
		24692162298102879276513 SQ *GORDON FOOD SERVICE gosq.com MI 10/25/2022			
Oct 27	Oct 27	Withdrawal Debit Card Business Debit	(\$15.85)		\$4,025.31
		24692162300104367584412 SQ *GORDON FOOD SERVICE gosq.com MI 10/27/2022			
Oct 28	Oct 28	Withdrawal POS #230110958264	(\$26.97)		\$3,998.34
		MEIJER 033 TRAVERSE CITY MI			
Oct 28	Oct 28	Withdrawal Bill Payment #230121105146	(\$20.49)		\$3,977.85
		SPECTRUM 855-707-7328 MO			
Oct 31		Ending Balance			\$3,977.85



Riverview Terrace Resident Council

November 29, 2022

Traverse City Housing Commission

Commission Members,

November has been a quiet month as we don't usually offer a Thanksgiving meal. We are planning for our big blowout Holiday meal scheduled for December 14. The trees will be soon going up in the Lobby to get the residents in a festive mood. One is used to help defray the cost of the festivities by selling paper angels for the remembrance of loved ones. Not only is the tree beautiful but meaningful too. (Picture in e-mail)

In November we had "Big Money Bingo" on November 3, the Birthday Celebration on the November 16 and our RTRC Meeting on November 18. Hope you all had a Happy Thanksgiving, and "Happy Christmas" if I don't see you sooner.

Our elections will be coming up on January 2, 2023. Hopefully some people will step up for candidacy so I can retire and get a real paying job.

Respectfully Yours:



Elizabeth (Betty) Osborne, President





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

OLD BUSINESS

TCHC Policy Review Schedule

Memorandum on RAD Construction Progress

Memorandum on Parkview Senior Housing Apartments

Memorandum on TCHC – BATA Transit Oriented Development Update

Memorandum on TCAPS Property RFP

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: December 2, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Riverview Terrace Rehab/RAD Update

MESSAGE:

It appears that the X-02 stack of units should be ready for residents before the end of December! To that end, we are moving through the Wait List to get residents ready for all open units. We intend to have at least 12 potential residents pre-approved and ready to move in as units are available. As of December 1st we have 12 units open (10 are under construction).

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 are far enough along in the construction process to access our AHP Grant (\$500,000) from the FHLBI. Remember, TCHC already provided that \$500,000 at closing (Sponsor Note No. 2), so after the FHLBI releases that funding to our sponsor, Independent Bank, the \$500,000 will be returned to TCHC accounts!

First Contracting is busy working on replacing appliances, rebuilding shelves, and adding/replacing smoke detectors in all units.

ATTACHMENTS: Construction Schedule as of late November (subject to change)
Notice to Residents



ID	Task Name	Duration	Start	Finish	<div><div>2023</div><div>JulAugSepOctNovDecJanFebMarAprMayJunJulAugSepOct</div></div>																			
91	Barrier Free Apartments (02 Stack)	110 days	Mon 8/1/22	Fri 12/30/22																				
92	Demo	25 days	Mon 8/1/22	Fri 9/2/22																				
93	Abatement	15 days	Mon 8/15/22	Fri 9/2/22																				
94	Framing	10 days	Mon 9/12/22	Fri 9/23/22																				
95	Electrical Rough Ins	43 days	Mon 9/19/22	Wed 11/16/22																				
96	Plumbing & HVAC Rough Ins	25 days	Mon 10/10/22	Fri 11/11/22																				
97	Plumbing & HVAC Rough In Inspections	0 days	Mon 11/14/22	Mon 11/14/22																				
98	Electrical Rough In Inspections	0 days	Tue 11/15/22	Tue 11/15/22																				
99	Insulation & Fire Shaft	5 days	Mon 11/14/22	Fri 11/18/22																				
100	Rough Building Inspections	0 days	Fri 11/18/22	Fri 11/18/22																				
101	Hang Drywall	10 days	Mon 11/21/22	Fri 12/2/22																				
102	Finish Drywall	10 days	Mon 11/28/22	Fri 12/9/22																				
103	Paint	15 days	Mon 12/5/22	Fri 12/23/22																				
104	Flooring	10 days	Mon 12/12/22	Fri 12/23/22																				
105	Cabinets, Doors, & Trim	10 days	Mon 12/12/22	Fri 12/23/22																				
106	Electrical, Plumbing & HVAC Finishes	10 days	Mon 12/12/22	Fri 12/23/22																				
107	Punch Unit w/ Owner & Arch	0 days	Wed 12/21/22	Wed 12/21/22																				
108	Back Punch Units	2 days	Thu 12/22/22	Fri 12/23/22																				
109	Final Clean/ Inspections/ Turn Over	5 days	Mon 12/26/22	Fri 12/30/22																				
110	Typical Unit Renovations	136 days	Mon 10/24/22	Mon 5/1/23																				
111	Phase 1 - Appliances	40 days	Mon 10/24/22	Fri 12/16/22																				
112	Appliance Delivery	1 day	Mon 10/24/22	Mon 10/24/22																				
113	10th, 9th, & 8th Floor	5 days	Mon 10/24/22	Fri 10/28/22																				
114	Appliance Delivery	1 day	Mon 10/31/22	Mon 10/31/22																				
115	8th, 7th, & 6th Floor	5 days	Mon 10/31/22	Fri 11/4/22																				
116	Appliance Delivery	1 day	Mon 11/7/22	Mon 11/7/22																				
117	5th & 4th Floor	5 days	Mon 11/7/22	Fri 11/11/22																				
118	Appliance Delivery	1 day	Mon 11/21/22	Mon 11/21/22																				
119	No Unit Work - Holiday	5 days	Mon 11/21/22	Fri 11/25/22																				
120	Appliance Delivery	1 day	Mon 12/12/22	Mon 12/12/22																				
121	3rd, 2nd & 1st Floor	5 days	Mon 12/12/22	Fri 12/16/22																				
122	Phase 2 - Closet Shelving & Paint/ Bedroom, Bathroom & Entry Closet Door Hardware & Paint/ Smoke Detection	50 days	Mon 11/7/22	Fri 1/13/23																				
123	Vacant Units 506, 508, & 904	2 days	Mon 11/7/22	Tue 11/8/22																				
124	1001 & 1003	2 days	Wed 11/9/22	Thu 11/10/22																				
125	1004 & 1005	2 days	Thu 11/10/22	Fri 11/11/22																				
126	1006 & 1007	2 days	Mon 11/14/22	Tue 11/15/22																				
Project: Riverview Terrace Date: Tue 11/22/22		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>															
Page 2																								

ID	Task Name	Duration	Start	Finish																		
					Jul	Aug	Sep	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
127	1008 & 1009	2 days	Tue 11/15/22	Wed 11/16/22																		
128	1010 & 1011	2 days	Wed 11/16/22	Thu 11/17/22																		
129	1012 & 1013	2 days	Thu 11/17/22	Fri 11/18/22																		
130	No Unit Work - Holiday	5 days	Mon 11/21/22	Fri 11/25/22																		
131	901, 903, 904, 905	2 days	Mon 11/28/22	Tue 11/29/22																		
132	906, 907, 908, 909	2 days	Tue 11/29/22	Wed 11/30/22																		
133	910, 911, 912, 913	2 days	Wed 11/30/22	Thu 12/1/22																		
134	801, 803, 804, 805	2 days	Thu 12/1/22	Fri 12/2/22																		
135	806, 807, 808, 809	2 days	Mon 12/5/22	Tue 12/6/22																		
136	810, 811, 812, 813	2 days	Tue 12/6/22	Wed 12/7/22																		
137	701, 703, 704, 705	2 days	Wed 12/7/22	Thu 12/8/22																		
138	706, 707, 708, 709	2 days	Thu 12/8/22	Fri 12/9/22																		
139	710, 711, 712, 713	2 days	Mon 12/12/22	Tue 12/13/22																		
140	601, 603, 604, 605	2 days	Tue 12/13/22	Wed 12/14/22																		
141	606, 607, 608, 609	2 days	Wed 12/14/22	Thu 12/15/22																		
142	610, 611, 612, 613	2 days	Thu 12/15/22	Fri 12/16/22																		
143	5th Floor	5 days	Mon 12/19/22	Fri 12/23/22																		
144	No Unit Work - Holiday	5 days	Mon 12/26/22	Fri 12/30/22																		
145	4th Floor	5 days	Mon 1/2/23	Fri 1/6/23																		
146	3rd, 2nd, 1st Floor	5 days	Mon 1/9/23	Fri 1/13/23																		
147	Phase 3 - Windows/ Blinds (ALL UNITS)	50 days	Mon 2/6/23	Fri 4/14/23																		
158	Phase 4 - Abatement/ Kitchens/ Water Heaters/ LAV Faucets/ Lighting/ Bifolds/ Flooring/ Paint	56 days	Mon 2/13/23	Mon 5/1/23																		
213	Substantial Completion	0 days	Fri 9/29/23	Fri 9/29/23																		

9/29

Project: Riverview Terrace Date: Tue 11/22/22	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>		

NOTICE

Closet & Pantry Work – UPDATE

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 start again on the following day:

MONDAY, NOVEMBER 28, 2022

(starting on the 9th 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.

UPDATE: Please note that when First Contracting will be working inside your unit, they will be replacing your current smoke detector AND installing a new smoke detector in your bedroom. Each apartment will have TWO new smoke/carbon monoxide detectors. Both will be hard wired but they will be located closer to the windows in each room (it is currently in the hall way). The new location allows us to not have to use any unsightly conduit in the apartment. We also anticipate that having TWO detectors in the apartment, near the windows, will further deter those few remaining residents who still insist on smoking in their apartments.

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: December 2, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Parkview Senior Housing Update

MESSAGE:

Since being awarded tax credits, we have been in a small battle with MSDHA over two design issues – balconies and parking. Our architects have been involved in this issue from the beginning. MSHDA has taken the position that the property needs balconies and patios – we argue that no one will feel safe with a patio doors a few feet off of 8th street plus balconies may be common amenities in affordable housing, but not always in senior housing. The parking issue is more dire. You may recall that the City of Traverse City does not require any parking. Our design has on-site parking but MSHDA wants significantly more. Meeting this demand will affect the number of units we can build on that site. Currently, we are researching our response to these unreasonable demands.

We have submitted our Reservation fees to MSHDA for the tax credits but we are in a holding pattern for the “closing” until we resolve the design issues.

But there is good news too. Parkview was awarded a \$300,000 AHP Grant from the FHLBI. Our sponsor, Independent Bank, sent us a congratulatory e-mail after the public announcement. Obviously, every dollar matters in these development deals, so we are most appreciative of this grant.

ATTACHMENTS: FHLBI AHP Grant Notification



Monday, November 21, 2022

Project #:

Sponsor Name:

Cosponsor(s):

Project Name:

Subsidy Request:

Congratulations! The FHLBank Indianapolis Board of Directors approved your application for Affordable Housing Program funds on November 18th, 2022. Please take a moment to thoroughly review the information contained in this letter and make note of key dates on your calendar. This grant award may be contingent upon receipt of additional documentation not available when the application was submitted; be alert to any dates specified in the contingency notice included in the Award Kit.

It is very important for the FHLBank Indianapolis to be informed immediately if any project details change. Keep in mind changes that affect scoring, project feasibility, development budget, or other significant changes must be approved by the FHLBank Indianapolis. Finally, this award letter is not a guarantee of funding and development activities should be approached prudently with the commitments set forth in the application observed at every stage in the development process.

Project Number

Please note the project number above. This is the distinct AHP project identifier; it is important to include it on all forms and correspondence to the FHLBank Indianapolis.

Time Limits for Use of Subsidies

With the approval of this award the clock to complete this project has started. Refer to the Implementation Plan for additional information and definitions of a "completed" project. If delays in completing the project within these timeframes becomes apparent, notify the FHLBank Indianapolis immediately.

- First disbursement must be requested on or before **December 1, 2023**
- Utilization of ALL AHP funds by **December 1, 2024**
- Construction completion of entire project must be completed by **December 1, 2025**

Key Dates and Reporting Timeline

December 1, 2022

January 31, 2023

Feb/March 2023

**June 30, 2023 and
December 31, 2023**

AHP Award Kit

An AHP award kit will be e-mailed to the primary sponsor and member contacts on or around December 1, 2022. The award kit will include: The Affordable Housing Program Agreement, Schedule to the Agreement outlining points awarded under each scoring criteria, and Funding Contingencies (if applicable). The fully executed Affordable Housing Program Agreement and Schedule to Agreement must be uploaded by the Sponsor into FHLBI.GIVES via My Tasks - Disbursement Phase - Conditions of Funding by **January 31, 2023**.

AHP Agreements/Terms and Conditions Statement

The approval of your AHP application was based on the project's compliance with the Regulation (§12 CFR Part 1291) and the commitments set forth in the AHP application. This information is summarized in the Schedule to the Agreement that is signed and attached to the Affordable Housing Program Agreement. Disbursement requests may be submitted after a fully executed AHP Agreement has been received.

FHLBI.GIVES

All functions associated with the administration of your AHP award including disbursement requests, semi-annual reporting, initial monitoring review, etc. will be completed through [FHLBI.GIVES](#). User guides for these various processes can be found at [FHLBI.GIVES - Forms and Documents](#). For new users needing access to the FHLBI.GIVES system, user registration forms can also be accessed using the Forms and Documents link provided.

The FHLBank Indianapolis and Community Investment staff look forward to assisting you to a successful completion of this project. If we may be of assistance, please contact me at: 1-800-442-2568. Again, congratulations on your award!

Sincerely,



Michael Recker
AVP, AHP Portfolio Manager

cc:




TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 2, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

It's been a quite month. We did execute a temporary easement for construction purposes with the property owner to the north of the property. We will eventually have a permeant easement with the property owner there once we actually have a road to share with them – the Township required this in order to limit traffic onto LaFranier Road.

We are waiting to hear from MSHDA on our 9% LIHTC application that was submitted on October 3, 2022. Remember, it is our plan for two buildings to be built in Phase I with 118 total units. 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.

We are also waiting to hear from Grand Traverse County on their final announcement on ARPA Funding. The County received 105 applications totaling over \$77 million for their approximate \$15-17 million in available funds. These applications should be discussed in some detail and meetings in the near future.

ATTACHMENTS: None.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 2, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCAPS RFP Result

MESSAGE:

At the November 14, 2022 TCAPS Meeting, our submission in response to their recent RFP for two properties was rejected. We were not asked any questions nor were we invited to present or discuss our submission. In fact, we knew the RFP response were on their agenda but we did not think that decisions were going to be made so quickly. TCAPS returned our \$5000 deposit check along with the attached letter.

The conversation among School Board members seem to indicate that there may have been conditions that were not clear to us as we drafted the response to the RFP. For instance, there appeared to be an expectation amount the members about maximizing the price of the property. Both bids submitted for the TCAPS Administration Building were “below” market value but both bidders were attempting to provide workforce housing.

The Executive Committee discussed this in detail at their most recent meeting on November 8, 2022. It was decided that a discussion amount Housing Commissioners about whether or not to publically respond to this result/decision and if so, specifically how we would respond to this result/decision. President Lockwood and Vice President Workman will lead us in this discussion.

ATTACHMENT: November 16, 2022 Letter from TCAPS to TCHC



Christine Thomas-Hill

*Assistant Superintendent
of Finance and Operations*

412 Webster Street
Traverse City MI 49686

t: 231.933.1730
e: thomasch@tcaps.net

November 16, 2022

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

Re: TCAPS Administration Building Proposal

Dear Tony;

Thank you for your interest in the TCAPS Administration Building. We appreciate the time and effort it takes to put together project proposals. The proposal received from the Traverse City Housing Commission and Ethos Development Partners was not accepted by the Board of Education at the Monday, November 14th Board meeting, therefore we are returning the deposit check.

Again, thank you for your interest in working with Traverse City Area Public Schools.

Sincerely,

Christine Thomas-Hill
Assistant Superintendent of Finance and Operations



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

NEW BUSINESS

Memorandum on 2023 Calendar/Schedule of Meetings

Memorandum on Fiscal Year 2022 Annual Audit


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 2, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: 2023 TCHC Regular Meeting Schedule/Calendar

MESSAGE:

Attached to this memorandum you will find a draft schedule/calendar of Regular Meetings. This Schedule is identical to the schedule/calendar that you adopted last year.

Our November Meeting, however, has been moved to December 1, 2023 due to the Thanksgiving Holiday. Additionally, we decided to not have a meeting on the Friday before the Memorial Day Holiday – it is moving to the Thursday before the fourth Friday. That change is highlighted on the attachment.

In summary, we will have nine (9) Regular Meetings and one (1) Annual Meeting in 2023. We may also have two Study Sessions in July and December 2023.

We need to publish this before the end of this calendar year. After consultation with the Executive Committee we intend to keep the 9:00 A.M. start time. If all of this is acceptable for everyone, a simple motion to accept the schedule/calendar as presented will suffice.

ATTACHMENTS: DRAFT 2023 Regular Meeting Schedule



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

TDD: (800) 649-3777

TCHousing.org

DRAFT - 2023 MEETING SCHEDULE

THE **TRAVERSE CITY HOUSING COMMISSION** CONDUCTS ITS REGULAR MEETINGS AT 9:00 A.M. ON THE FOURTH FRIDAY OF EACH OF THE FOLLOWING MONTHS:

JANUARY	January 27, 2023
FEBRUARY	February 24, 2023
MARCH	March 24, 2023
APRIL	April 28, 2023
MAY	May 25, 2023 (Thursday)
JUNE	June 23, 2023
AUGUST	August 25, 2023
SEPTEMBER	September 22, 2023
OCTOBER	October 27, 2023

DUE TO THE THANKSGIVING HOLIDAY, THE NOVEMBER MEETING WILL BE HELD ON:

DECEMBER	December 1, 2023
-----------------	------------------

ALL MEETINGS WILL BE HELD AT ONE (1) OF TWO (2) LOCATIONS:

1. GOVERNMENTAL CENTER, 400 BOARDMAN AVENUE, TRAVERSE CITY. THE ROOM LOCATION IN GOVERNMENT CENTER TO BE DETERMINED BASED UPON AVAILABILITY.
2. RIVERVIEW TERRACE COMMUNITY ROOM, 150 PINE STREET, TRAVERSE CITY.

NOTES:

1. There is no meeting scheduled for **JULY**. We plan to have a "Study Session" during that month and a "Strategic Plan Review" or "Study Session" in **DECEMBER** or early **JANUARY**.
2. The June Meeting is also the official **ANNUAL MEETING** and includes the Annual Election of Officers.

PUBLISHED: DECEMBER 2, 2022


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: December 2, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Fiscal Year 2022 Annual Audit

MESSAGE:

Attached to this memorandum you will find a copy of the Fiscal Year 2022 Annual Audit and Management Letter. The audit was conducted over two days in early-October of 2022 and we received the final draft documents in late November via e-mail. The Executive Committee reviewed the draft document at their November meeting and recommended it be forwarded to all Commissioners for review and acceptance.

You may accept these materials as presented or request additional information from the auditor. There were no findings so if you do not require any more information, the FY 2022 Annual Audit is ready to be accepted by the Traverse City Housing Commission. A simple motion to accept these items will document that each Commissioner has received and reviewed the work of the audit team.

Once accepted, and in accordance with HUD Policy, both items will be submitted (actually their term is 'uploaded') to HUD. This only means that the items will have been marked as received and with no findings recorded, the submission remains in our file.

ATTACHEMENT: Auditor Letter to Commissioners
Fiscal Year 2022 Audit
Management Letter to Accountant



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

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

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

A VETERAN OWNED BUSINESS

November 21, 2022

To the Board of Commissioners
Traverse City Housing Commission

We have audited the financial statements of the business-type activities of the **Traverse City Housing Commission** for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 11, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the **Traverse City Housing Commission** are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2022. We noted no transactions entered into by the **Traverse City Housing Commission** during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the **Traverse City Housing Commission's** financial statements were:

Management's estimate of the useful lives of depreciable assets is based on the length of time it is believed that those assets will provide some economic benefit in the future. We evaluated the key factors and assumptions used to develop the useful lives of those assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the accrued compensated absences is based on current vested hours in employee banks, current hourly rates and policies regarding payment of accrued compensated absences upon separation from employment. We evaluated the key factors and assumptions used to develop the estimate in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 21, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the **Traverse City Housing Commission's** financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the **Traverse City Housing Commission's** auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the financial data schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of the ***Traverse City Housing Commission*** and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Smith + Klaehowitz PC

Saginaw, Michigan



TRAVERSE CITY HOUSING COMMISSION

(A Component Unit of the City of Traverse City, Michigan)

Financial Statements (With Supplementary Information)

For the Year Ended June 30, 2022



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

Traverse City Housing Commission

Table of Contents

	<u>Page</u>
Independent Auditor's Report	1-3
Management's Discussion and Analysis	4-9
Financial Statements for the Year Ended June 30, 2022	
Statement of Net Position	10
Statement of Revenues, Expenses and Changes in Fund Net Position	11
Statement of Cash Flows	12
Notes to Financial Statements	13-20
Other Supplementary Information	
Financial Data Schedules	21-27
Single Audit	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	28-29
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Required by the Uniform Guidance	30-32
Schedule of Expenditures of Federal Awards	33
Notes to Schedule of Expenditures of Federal Awards	34
Schedule of Findings and Questioned Costs	35-36



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

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

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

A VETERAN OWNED BUSINESS

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Traverse City Housing Commission
Traverse City, Michigan

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities of the **Traverse City Housing Commission**, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the **Traverse City Housing Commission's** basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the **Traverse City Housing Commission**, as of June 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the **Traverse City Housing Commission** and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the **Traverse City Housing Commission's** ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the *Traverse City Housing Commission's* internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the *Traverse City Housing Commission's* ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during

our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the ***Traverse City Housing Commission's*** basic financial statements. The accompanying financial data schedules and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the financial data schedules and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 21, 2022 on our consideration of the ***Traverse City Housing Commission's*** internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the ***Traverse City Housing Commission's*** internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering ***Traverse City Housing Commission's*** internal control over financial reporting and compliance.

Smith + Klawnsky PC

Saginaw, Michigan

November 21, 2022

Traverse City Housing Commission

Management's Discussion and Analysis (MD&A)

For the Year Ended June 30, 2022

As management of the Traverse City Housing Commission we offer readers of this audit report this management's discussion and analysis of the Traverse City Housing Commission's financial activities for the fiscal year ended June 30, 2022. This discussion and analysis of the Traverse City Housing Commission's financial performance should be read in conjunction with the auditor's report and the following financial statements.

The combined financial statements reflect all of the Housing Commission's federally funded programs and activities in one place. The Housing Commission reports all its activities and programs using the Enterprise Fund type model. HUD encourages PHAs to use this accounting method as it is normally used to account for "business-type activities" – activities similar to those found in the private sector. Enterprise Funds use the accrual method of accounting, the same accounting method employed by most private-sector businesses. Under this method, revenues and expenses may be reported as such even though no cash transaction has actually taken place.

FINANCIAL HIGHLIGHTS

The term "net position" refers to the difference between assets and liabilities. The Housing Commission's total net position at year-end was \$2,363,619. The net position increased by \$318,286, or 15.6% from the prior year.

Revenues and contributions for the Housing Commission were \$2,743,447 during the year. This was an increase of \$183,723 or 7.2% from the prior year.

Expenses for the Housing Commission were \$2,425,161 during the year. This was a decrease of \$163,718 or 6.3% from the prior year.

HUD operating grants were \$1,642,070 during the year. This represents a decrease of \$151,394 or 84% from the prior year. Capital contributions were \$360,177 during the year. This was an increase of \$294,682 or 450% from the prior year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report contains this *Management's & Discussion Analysis*, the *Basic Financial Statements* and the *Notes to the Financial Statements*. This report also contains the Financial Data Schedule (FDS) as referenced in the section titled *Other Supplementary Information*. The Housing Commission's financial statements are presented as fund financial statements because the Housing Commission only has a proprietary fund.

Required Financial Statements

The *Statement of Net Position* includes the Housing Commission's assets and liabilities and provides information about the nature and amounts of investments in resources (assets) and obligations of the Housing Commission's creditors (liabilities). It also provides the basis for evaluating the liquidity and financial flexibility of the Housing Commission.

Traverse City Housing Commission

Management's Discussion and Analysis (MD&A)

For the Year Ended June 30, 2022

All of the current year's revenues and expenses are accounted for in the *Statement of Revenues, Expenses and Changes in Fund Net Position*. This statement measures the success of the Housing Commission's operations over the past year and can be used to determine whether the Housing Commission has successfully recovered all its costs through its user fees and other charges, profitability and credit worthiness.

The final required financial statement is the *Statement of Cash Flows*. The statement reports cash receipts, cash payments and net changes in cash resulting from operations, investing and financing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in the cash balance during the reporting period.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements and provide more detailed data.

Other Supplementary Information

This report also contains the Financial Data Schedule (FDS) as referenced in the section of *Other Supplementary Information*. HUD has established Uniform Financial Reporting Standards that require Housing Commissions to submit financial information electronically to HUD using the FDS format. This financial information was electronically transmitted to the Real Estate Assessment Center (REAC) and is required to be included in the audit reporting package.

The Financial Data Schedule reports the Housing Commission's operations in more detail. The Housing Commission reports all its activities using Enterprise fund types. These funds are used to show activities that operate more like commercial enterprises.

FINANCIAL ANALYSIS

Over time, changes in net position may serve as a useful indicator of the Housing Commission's financial position. As stated in the following table, assets exceeded liabilities by \$2,363,619 at the close of the fiscal year, an increase of \$318,286. The increase in net position was primarily attributed to an increase in capital contributions.

The unrestricted net position was \$976,296 at year-end. This amount may be used to meet the Housing Commission's ongoing obligations. The Housing Commission had net position classified as restricted in the amount of \$81,585 which is subject to external restrictions on how the funds may be used. The amount of restricted net position is restricted for an investment in a joint venture and excess HAP revenue that was received that can only be used for future HAP to landlords. At the end of the year, the Housing Commission is able to report positive balances in all categories of net position. The same situation held true for the prior fiscal year.

Traverse City Housing Commission
Management's Discussion and Analysis (MD&A)
For the Year Ended June 30, 2022

	<u>2022</u>	<u>2021</u>
Current and other assets	\$ 1,593,047	\$ 1,080,334
Capital assets not being depreciated	297,665	388,553
Capital assets being depreciated, net	<u>1,520,590</u>	<u>1,261,485</u>
Total assets	<u>3,411,302</u>	<u>2,841,151</u>
 Liabilities, current	 1,043,283	 559,260
Liabilities, noncurrent	<u>4,400</u>	<u>287,613</u>
Total liabilities	<u>1,047,683</u>	<u>846,873</u>
 Net investment in capital assets	 1,305,738	 1,176,159
Restricted	81,585	75,000
Unrestricted	<u>976,296</u>	<u>794,174</u>
Total net position	<u>\$ 2,363,619</u>	<u>\$ 2,045,333</u>

The net increase in total assets was due in large part to a net increase in capital assets.

The increase in total liabilities was due in large part to the Housing Commission drawing funds from its line of credit.

The largest portion of the Housing Commission's net position reflects its investment in capital assets (e.g. land, buildings and equipment) less accumulated depreciation, net of related debt. The Housing Commission uses these capital assets to provide service and consequently these assets are not available to liquidate liabilities or other spending.

While the Statement of Net Position shows the balances in net position, the Statement of Revenues, Expenses and Changes in Fund Net Position provides answers as to the nature and source of these changes.

Traverse City Housing Commission
Management's Discussion and Analysis (MD&A)
For the Year Ended June 30, 2022

	<u>2022</u>	<u>2021</u>
Revenues:		
Program revenues:		
Charges for services-tenant rent	\$ 475,352	\$ 449,749
Program grants and subsidies	1,642,070	1,793,464
Capital grants	360,177	65,495
General revenues:		
Other revenue	265,732	250,402
Interest earned on deposits	116	614
Total revenues	<u>2,743,447</u>	<u>2,559,724</u>
 Expenses – housing program	 <u>2,425,161</u>	 <u>2,588,879</u>
 Increase (decrease) in net position	 318,286	 (29,155)
 Net position – beginning of the year	 <u>2,045,333</u>	 <u>2,023,433</u>
 Net position – end of the year	 <u>\$ 2,363,619</u>	 <u>\$ 2,045,333</u>

Revenues:

As shown in the above table, total revenues increased by \$183,723, due in large part to increases in capital grants from HUD. Tenant revenue increased during the year which is attributed to an increase in tenant incomes which affects rental income.

Expenses:

Total expenses decreased \$163,718 or 6.3% from the prior year, due in large part to a decrease in administrative and maintenance expenses.

CAPITAL ASSETS

The Housing Commission's investment in capital assets, net of related debt at the end of the year was \$1,305,738. This investment in capital assets includes land, buildings, improvements, and equipment.

Traverse City Housing Commission
Management's Discussion and Analysis (MD&A)
For the Year Ended June 30, 2022

	<u>2022</u>	<u>2021</u>
Capital assets not being depreciated		
Land	\$ 297,665	\$ 297,665
Construction in progress	-	90,888
Subtotal	<u>297,665</u>	<u>388,553</u>
Capital assets being depreciated		
Buildings and improvements	8,811,987	8,380,255
Furniture, equipment and machinery – dwelling	104,264	104,520
Furniture, equipment and machinery – administration	<u>280,901</u>	<u>280,901</u>
Subtotal	<u>9,197,152</u>	<u>8,765,676</u>
 Total capital assets	 9,494,817	 9,154,229
 Less: accumulated depreciation	 <u>(7,676,562)</u>	 <u>(7,504,191)</u>
 Total net capital assets	 <u><u>\$ 1,818,255</u></u>	 <u><u>\$ 1,650,038</u></u>

Capital assets, net of accumulated depreciation increased by \$168,217, because the amount of expended for replacement of capital assets (\$344,290) exceed the amount of depreciation expense charged (\$175,697).

Additional information regarding the Housing Commission's capital assets is presented in the footnotes to the financial statements.

DEBT ACTIVITY

At year end, the Housing Commission had \$512,517 in long-term debt outstanding compared to \$473,879 in the prior year. The increase is a result of the Housing Commission making its normal required debt service payments and drawing from its line of credit.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

As currently structured, the Housing Commission is primarily dependent upon HUD for the funding of operations as well as capital needs. Therefore, the Housing Commission is affected more by the Federal Budget than by local economic conditions. At any time, the funding of programs could be significantly affected by the Federal Budget or by a Government Shutdown.

Although the Housing Commission remains concerned about the future levels of HUD funding due to the State of the Federal budget, we feel that we are both financially and operationally in a strong position to continue to provide quality affordable housing options that enhance our residents' opportunities for self-sufficiency and economic independence. The Housing Commission is positioned to continue to create housing, partner to create housing, or successfully manage its existing housing.

Traverse City Housing Commission
Management's Discussion and Analysis (MD&A)
For the Year Ended June 30, 2022

The Traverse City Housing Commission has received all final approvals to transition its Public Housing assets through the Rental Assistance Demonstration (RAD) program of HUD. This will include a significant rehabilitation of Riverview Terrace. In conjunction with RAD, TCHC has been awarded Low Income Housing Tax Credits for this project and will launch construction in July of 2022.

TCHC continues both a management agreement and a maintenance agreement for the Elk Rapids Housing Commission. ERHC owns Noble Pines Apartments, a 20-unit senior housing development in the Village of Elk Rapids. TCHC staff provides technical and management assistance to ERHC on a weekly basis along with basic maintenance services. Current agreements will extend until September 30, 2022.

East Bay Flats, a 67-unit apartment building owned by TCHC, began leasing in 2019 and is successfully operating at or near capacity. TCHC remains in an ownership position but no longer provides property management services.

Additionally, TCHC is engaged with partner entities to develop two separate properties for purposes of developing low income affordable housing in the Traverse City community. Both properties have received significant resources from the State of Michigan. This work will continue into Fiscal Year 2023.

Finally, TCHC continues its efforts to house as many participants as possible, in order to maximize rent subsidy and Section 8 HCV Administrative Fees, within the authorized budget authority and decrease expenses for all programs whenever possible.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Housing Commission's finances for all those with an interest in its finances. Questions or comments concerning any of the information contained in this report or request for additional information should be directed to:

Tony Lentych, Executive Director
150 Pine Street, Traverse City, Michigan 49684
TLentych@TCHousing.org

Traverse City Housing Commission
Statement of Net Position
June 30, 2022

Current assets

Cash and cash equivalents	\$ 582,355
Cash and cash equivalents - restricted	84,695
Cash - tenant security deposits	34,441
Accounts receivable, net	360,579
Prepaid expenses	35,346
	<hr/>
Total current assets	1,097,416

Noncurrent assets

Assets held for sale	420,631
Investment in joint venture	75,000
Capital assets	
Nondepreciable	297,665
Depreciable	9,197,152
Less: accumulated depreciation	(7,676,562)
	<hr/>
Total noncurrent assets	2,313,886
	<hr/>
Total assets	3,411,302

Current liabilities

Accounts payable	365,297
Due to other governmental units	55,224
Accrued liabilities	15,822
Tenant security deposits	34,441
Unearned revenue	5,250
Current portion of long-term debt	512,517
Accrued compensated absences, current portion	3,520
Other current liabilities (payable from restricted assets)	51,212
	<hr/>
Total current liabilities	1,043,283

Noncurrent liabilities

Accrued compensated absences	4,400
	<hr/>
Total liabilities	1,047,683

Net position

Net investment in capital assets	1,305,738
Restricted	81,585
Unrestricted	976,296
	<hr/>
Total net position	\$ 2,363,619

The accompanying notes are an integral part of these financial statements.

Traverse City Housing Commission
Statement of Revenues, Expenses and Changes in Fund Net Position
For the Year Ended June 30, 2022

Operating revenues

Tenant revenue	\$ 475,352
Program grants - subsidies	1,642,070
Other revenue	264,440
	<hr/>
Total operating revenues	2,381,862
	<hr/>

Operating expenses

Administration	402,058
Tenant services	60,634
Utilities	170,518
Maintenance	344,899
Insurance	36,854
General	88,640
Housing assistance payments	1,129,403
Depreciation	175,697
	<hr/>
Total operating expenses	2,408,703
	<hr/>

Operating income (loss)	(26,841)
	<hr/>

Nonoperating revenues and (expenses)

Interest revenue - unrestricted	116
Fraud recovery	1,292
Gain (loss) on sale of capital assets	(376)
Interest expense	(16,082)
	<hr/>
Total nonoperating revenues and (expenses)	(15,050)
	<hr/>

Income (loss) before contributions	(41,891)
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Capital contributions	360,177
	<hr/>

Change in net position	318,286
	<hr/>

Net position - Beginning of year	1,994,278
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Prior period adjustment	51,055
	<hr/>

Net position - Beginning of year, as restated	2,045,333
	<hr/>

Net position - End of year	\$ 2,363,619
	<hr/> <hr/>

The accompanying notes are an integral part of these financial statements.

Traverse City Housing Commission
Statement of Cash Flows
For the Year Ended June 30, 2022

Cash flows from operating activities	
Cash received from customers	\$ 430,072
Cash received from grants and subsidies	1,642,070
Cash payments to suppliers for goods and services	(1,540,734)
Cash payments for wages and related benefits	(555,498)
Net cash provided by (used in) operating activities	<u>(24,090)</u>
Cash flows from capital and related financing activities	
Capital grants	360,177
Acquisition of capital assets	(293,235)
Purchase of assets held for sale	(239,563)
Interest paid on debt	(16,082)
Principal paid on debt	(93,128)
Loss on disposal of capital assets	(376)
Proceeds from debt issuances	131,766
Net cash provided by (used in) capital and related financing activities	<u>(150,441)</u>
Cash flows from noncapital and related financing activities	
HAP Portability - In	(376)
Fraud recovery	1,292
Net cash provided by (used in) noncapital and related financing activities	<u>916</u>
Cash flows from investing activities	
Investment income	<u>116</u>
Net increase (decrease) in cash and cash equivalents	(173,499)
Cash and cash equivalents - beginning of year	<u>874,990</u>
Cash and cash equivalents - end of year	<u><u>\$ 701,491</u></u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities	
Operating income (loss)	\$ (26,841)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:	
Depreciation	175,697
Changes in assets and liabilities	
Decrease (increase) in receivables	(307,554)
Decrease (increase) in prepaid expenses	(27,564)
Increase (decrease) in accounts payable	227,570
Increase (decrease) in accrued liabilities	(63,232)
Increase (decrease) in tenant security deposits	(190)
Increase (decrease) in unearned revenue	(1,976)
Net cash provided by (used in) operating activities	<u><u>\$ (24,090)</u></u>
Reconciliation of cash and cash equivalents per the Statement of Net Position to the Statement of Cash Flows	
Cash and cash equivalents	\$ 582,355
Cash and cash equivalents - restricted	84,695
Cash - tenant security deposits	34,441
Cash and cash equivalents - end of year	<u><u>\$ 701,491</u></u>

The accompanying notes are an integral part of these financial statements.

Traverse City Housing Commission

Notes to Financial Statements

For the Year Ended June 30, 2022

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies adopted by the *Traverse City Housing Commission* (the “*Housing Commission*”) conform to accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to governmental entities.

The Housing Commission reports as a business-type activity, as defined by the Governmental Accounting Standards Board Statement No. 34, with programs and projects.

Reporting Entity

The *Traverse City Housing Commission* was formed by the Commission of the City of Traverse City, Michigan under Public Act 18 of 1933 of the State of Michigan. The Housing Commission operates under a Board of Commissioners appointed by the City Mayor. Members of the Housing Commission Board may be removed by the City only for cause. The Housing Commission determines its own budget (subject to federal approval), sets rental rates and may issue debt in its own name. The City is not responsible for deficits or liabilities of the Housing Commission. However, the Housing Commission makes annual payments “in lieu of taxes” to the City. Therefore, a financial benefit exists for the City, thereby requiring that the *Traverse City Housing Commission* be reported as a discrete component unit of the City of Traverse City, Michigan.

The Housing Commission’s financial reporting entity is comprised of the special purpose government. In determining the financial reporting entity, the Housing Commission complies with the provisions of GASB Statement No. 14, as amended by GASB Statement No. 39, “*The Financial Reporting Entity*” and includes all component units, if any, of which the Housing Commission appoints a voting majority of the units’ Board; the Housing Commission is either able to impose its will on the unit or a financial benefit or burden relationship exists. There are no agencies, organizations or activities that meet the criteria.

These financial statements include all activities of the Housing Commission, which include a Low Income Housing Program (136 units) and Section 8 Vouchers (208 units). These programs receive subsidies and annual contributions from the U.S. Department of Housing and Urban Development (“HUD”).

Measurement Focus and Basis of Presentation

The economic resources measurement focus and the accrual basis of accounting are used in preparing the financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the Housing Commission are federal grants and charges to

Traverse City Housing Commission

Notes to Financial Statements

For the Year Ended June 30, 2022

customers for services. Operating expenses include housing assistance payments, administrative expenses, tenant services, utilities, maintenance, insurance and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. Following is a description of the Housing Commission's programs:

Project MI080000001 accounts for the revenue and related operations of the Public and Indian Housing grant and the Capital Fund Program.

14.871 Section 8 Housing Choice Vouchers Programs accounts for the revenue and related operations of the Section 8 vouchers grant program.

14.896 PIH Family Self-Sufficiency Program accounts for the revenue and related operations of the FSS program.

Business Activities accounts for the proceeds received from the lawsuit against HUD.

When both restricted and unrestricted resources are available for use, it is the Housing Commission's policy to use restricted resources first, then unrestricted resources as they are needed.

Assets, Liabilities and Equity

Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, deposits in demand and time deposit accounts and money market deposits.

Cash and cash equivalents – restricted on the Statement of Net Position has been restricted for unspent loan proceeds and FSS escrow.

Receivables and Payables

All receivables and payables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Prepaid Expenses

Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid expenses.

Assets Held for Sale

The Housing Commission, in conjunction with BATA, owns land and buildings that are held for sale for which management has plans to develop and then sell. These assets are reported at cost.

Traverse City Housing Commission

Notes to Financial Statements

For the Year Ended June 30, 2022

Investment in Joint Venture

The Housing Commission has a \$75,000 investment with TCWFH, LLC. of which it owns 51%. It is expected that TCWFH, LLC will not have any significant financial activity to report in the Housing Commission's financial statements.

Capital Assets

Capital assets, which include property, buildings and equipment, are reported in the financial statements. Capital assets are defined by the Housing Commission as assets with an initial, individual cost of more than \$1,500 and an estimated useful life in excess of two years. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Depreciation is recorded using the straight-line method over the following estimated useful lives:

Buildings	10 to 40 years
Furniture, equipment and machinery – dwelling	7 years
Furniture, equipment and machinery – administration	5 to 10 years

Compensated Absences

It is the Housing Commission's policy to permit employees to accumulate a limited amount of earned but unused sick leave and vacation days. Employees of the Housing Commission are permitted to carryover 24 hours of unused sick days from one year to the next. Liabilities are recorded based on historical trends using short-term and long-term liabilities. Upon separation from the Housing Commission, employees will be paid their balance of unused vacation days.

Other Current Liabilities

This balance consists mainly of amounts held in the Family Self Sufficiency Escrow account.

Unearned Revenue

Unearned revenue represents tenant revenue for the subsequent year that was collected prior to the end of the current fiscal year.

Equity

Equity is classified as net position and reported as the following components:

Net investment in capital assets - Consists of capital assets, net of accumulated depreciation reduced by the outstanding balances of any bonds, mortgages, notes or other

Traverse City Housing Commission

Notes to Financial Statements

For the Year Ended June 30, 2022

borrowing that are attributable to the acquisition, construction, or improvement of those assets.

Restricted net position – Consists of the Housing Commission’s original investment in partial ownership of TCWFH, LLC, a Michigan limited liability company and Housing Assistance Payments received from HUD in excess of payments made to landlords. These excess funds may only be used for future payments to landlords.

Unrestricted net position - Consists of all other equity that does not meet the definition of “restricted” or “net investment in capital assets”.

Revenues and Expenses

Operating revenues and expenses are those that result from providing services and producing and delivering goods and/or services. Also included, all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities. Expenses are classified as operating and nonoperating and are sub-classified by function, such as salaries, supplies, and contracted services.

Estimates

In preparing financial statements in conformity with U.S. GAAP, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE B - DETAILED NOTES ON TRANSACTION CLASSES / ACCOUNTS

Deposits and Investments

At year-end, the carrying amount of the Housing Commission’s deposits was as follows:

	Carrying Amount
Financial Statement Captions	
Cash and cash equivalents	\$ 582,355
Cash and cash equivalents – restricted	84,695
Cash – tenant security deposits	<u>34,441</u>
Total	<u>\$ 701,491</u>
Notes to Financial Statements	
Cash on hand	\$ 281
Demand deposits (checking)	<u>701,210</u>
Total	<u>\$ 701,491</u>

Traverse City Housing Commission

Notes to Financial Statements

For the Year Ended June 30, 2022

Deposit and Investment Risk

State law limits the allowable investments and the maturities of some of the allowable investments as identified in the following list of authorized investments.

- Bonds, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States
- Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution
- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase
- Bankers acceptances of United States banks
- Obligations of the State of Michigan and its political subdivisions that, at the time of purchase are rated as investment grade by at least one standard rating service
- Mutual funds registered under the investment company act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation
- External investment pools as authorized by Public Act 20 as amended through December 31, 1997

Interest Rate Risk

The Housing Commission's investment policy does not have specific limits in excess of State law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

The Housing Commission's investment policy does not have specific limits in excess of State law on investment credit risk. At year-end, the Housing Commission had no investments and was therefore, not exposed to credit risk.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Housing Commission's deposits may not be returned. State law does not require and the Housing Commission does not have a policy for deposit custodial credit risk. At year-end, \$6,088 of the Housing Commission's bank balance of \$757,015 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Traverse City Housing Commission

Notes to Financial Statements

For the Year Ended June 30, 2022

Concentration of Credit Risk

State law limits allowable investments but does not limit concentration of credit risk. The Housing Commission's investment policy does not have specific limits in excess of State law on concentration of credit risk. At year-end, The Housing Commission had no investments and was therefore, not exposed to concentration of credit risk.

Accounts Receivable

The balance in accounts receivable was comprised of the following:

Due from HUD	\$ 353,445
Tenant receivables	12,859
Allowance for doubtful accounts	(6,902)
Miscellaneous receivable	<u>1,177</u>
Total receivables, net	<u>\$ 360,579</u>

Capital Assets

Capital asset activity for the year was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Capital assets not being depreciated				
Land	\$ 297,665	\$ -	\$ -	\$ 297,665
Construction in progress	<u>90,888</u>	<u>58,268</u>	<u>(149,156)</u>	<u>-</u>
Total capital assets not being depreciated	<u>388,553</u>	<u>58,268</u>	<u>(149,516)</u>	<u>297,665</u>
Capital assets being depreciated				
Buildings and improvements	8,380,255	431,732	-	8,811,987
Furniture, equipment and machinery – dwelling	104,520	3,446	(3,702)	104,264
Furniture, equipment and machinery – administration	<u>280,901</u>	<u>-</u>	<u>-</u>	<u>280,901</u>
Total capital assets being depreciated	8,765,676	435,178	(3,702)	9,197,152
Less accumulated depreciation	<u>(7,504,191)</u>	<u>(175,697)</u>	<u>3,326</u>	<u>(7,676,562)</u>
Net capital assets being depreciated	<u>1,261,485</u>	<u>259,481</u>	<u>(376)</u>	<u>1,520,590</u>
Total net capital assets	<u>\$ 1,650,038</u>	<u>\$ 317,749</u>	<u>\$ (149,532)</u>	<u>\$ 1,818,255</u>

Traverse City Housing Commission

Notes to Financial Statements

For the Year Ended June 30, 2022

Long-term Debt

Following is a summary of changes in long-term debt for the year:

	Beginning Balance	Additions	Deductions	Ending Balance	Amount Due Within One Year
HUD loan	\$ 301,034	\$ -	\$ (38,517)	\$ 262,517	\$ 262,517
Lease / purchase agreement	54,611	-	(54,611)	-	-
Line of credit	118,234	131,766	-	250,000	250,000
Accrued compensated absences	18,633	-	(10,713)	7,920	3,520
Total	\$ 492,512	\$ 131,766	\$ (103,841)	\$ 520,437	\$ 516,037

In the prior year the Housing Commission opened a \$250,000 line of credit at a local financial institution for the purpose of ensuring that the Housing Commission had enough cash available to meet the day to day expenses. The Housing Commission has pledged as collateral all inventory, equipment and consumer goods. The line of credit bears an interest rate of .500 percentage points above the index.

The HUD loan was entered into in 2008, has an interest rate of 4.95% and matures in 2028. The lease purchase agreement was entered into in 2013 for the purpose of acquiring energy performance equipment, has an interest rate of 2.3% and matured in 2022.

Maturities of the HUD loan are as follows:

Year Ending June 30,	Principal	Interest
2023	\$ 262,517	\$ 12,085

In August 2022, the Housing Commission paid off the HUD loan.

NOTE C - OTHER INFORMATION

Concentration of Revenue

The Housing Commission is dependent upon HUD to fund its operations through operating subsidies and capital funding grants. Total revenue received from HUD for 2022 and 2021 was \$2,002,247 or 73% and \$1,858,959 or 73% of revenue, respectively.

Traverse City Housing Commission

Notes to Financial Statements

For the Year Ended June 30, 2022

Contingencies

Under the terms of certain Federal and State grants, periodic audits are required and certain costs may be questioned as not representing appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. Housing Commission management believes disallowances, if any, would be minimal.

Risk Management

The Housing Commission is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, injuries to employees and natural disasters. The Housing Commission maintains commercial insurance covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Housing Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

Employee Benefit Plan

The Housing Commission participates in a 457 Deferred Compensation Pension Plan covering full-time employees that have completed a six-month probation period. Employees are not required to contribute to the Plan, however, if they do participate, the Housing Commission matches the employee contribution to the Plan up to 3% of the employees gross salary. Once a year, the Housing Commission contributes 4% of gross wages to the Plan for all full-time employees, whether or not they participate. Upon separation, accrued funds remain the property of the employee. During the fiscal year the Housing Commission contributed a total of \$36,281 and employees contributed \$12,290 to the Plan.

NOTE D: RESTATEMENTS / PRIOR PERIOD ADJUSTMENTS

During the year ended June 30, 2022, a restatement in the amount of \$51,055 was necessary to properly account for the understatement of capital assets. The restatement had the following effect on beginning net position:

Beginning net position, as previously stated	\$ 1,994,278
Adjustment for capital assets	<u>51,055</u>
Beginning net position, as restated	<u>\$ 2,045,333</u>

NOTE E: SUBSEQUENT EVENTS

In July 2022 the Housing Commission converted its public housing units at the Orchardview location to RAD Tax Credits.

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Traverse City Housing Commission
Financial Data Schedule
Project Balance Sheet
June 30, 2022

Line Item #	Account Description	Total
111	Cash - Unrestricted	\$ 300,772
112	Cash - Restricted - Modernization and Development	26,898
114	Cash - Tenant Security Deposits	34,441
100	Total Cash	<u>362,111</u>
122	Accounts Receivable - HUD Other Projects	353,445
125	Accounts Receivable - Miscellaneous	1,177
126	Accounts Receivable - Tenants	12,859
126.1	Allowance for Doubtful Accounts - Tenants	(6,902)
120	Total Receivables, Net of Allowances for Doubtful Accounts	<u>360,579</u>
142	Prepaid Expenses and Other Assets	35,346
145	Assets Held for Sale	<u>420,631</u>
150	Total Current Assets	<u>1,178,667</u>
161	Land	297,665
162	Buildings	8,811,987
163	Furniture, Equipment & Machinery - Dwellings	104,264
164	Furniture, Equipment & Machinery - Administration	274,338
166	Accumulated Depreciation	(7,670,056)
160	Total Capital Assets, Net of Accumulated Depreciation	<u>1,818,198</u>
176	Investment in Joint Venture	<u>75,000</u>
180	Total Noncurrent Assets	<u>1,893,198</u>
290	Total Assets	<u>\$ 3,071,865</u>
312	Accounts Payable <= 90 Days	\$ 363,822
321	Accrued Wage/Payroll Taxes Payable	5,382
322	Accrued Compensated Absences - Current Portion	2,675
333	Accounts Payable - Other Government	55,224
341	Tenant Security Deposits	34,441
342	Unearned Revenues	5,250
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue Bonds	512,517
346	Accrued Liabilities - Other	9,354
310	Total Current Liabilities	<u>988,665</u>
354	Accrued Compensated Absences - Noncurrent	<u>3,344</u>
350	Total Noncurrent Liabilities	<u>3,344</u>
300	Total Liabilities	<u>992,009</u>
508.4	Net Investment in Capital Assets	1,305,681
511.4	Restricted Net Position	75,000
512.4	Unrestricted Net Position	<u>699,175</u>
513	Total Equity - Net Assets / Position	<u>2,079,856</u>
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	<u>\$ 3,071,865</u>

Traverse City Housing Commission
Financial Data Schedule
Project Income Statement
For the Year Ended June 30, 2022

Line Item #	Account Description	Total Projects	Project M1080000001	Operating Fund Program	Capital Fund Program
70300	Net Tenant Rental Revenue	\$ 474,522	\$ 474,522	\$ 474,522	\$ -
70400	Tenant Revenue - Other	830	830	830	-
70500	Total Tenant Revenue	475,352	475,352	475,352	-
70600	HUD PHA Operating Grants	332,378	332,378	332,378	-
70610	Capital Grants	360,177	360,177	-	360,177
71100	Investment Income - Unrestricted	114	114	114	-
71500	Other Revenue	216,261	216,261	216,261	-
71600	Gain or Loss on Sale of Capital Assets	(376)	(376)	(376)	-
70000	Total Revenue	1,383,906	1,383,906	1,023,729	360,177
91100	Administrative Salaries	132,595	132,595	132,595	-
91200	Auditing Fees	3,050	3,050	3,050	-
91400	Advertising and Marketing	523	523	523	-
91500	Employee Benefit Contributions - Administrative	28,156	28,156	28,156	-
91600	Office Expenses	51,509	51,509	51,509	-
91700	Legal Expense	2,881	2,881	2,881	-
91800	Travel	4,884	4,884	4,884	-
91900	Other	6,977	6,977	6,977	-
91000	Total Operating - Administrative	230,575	230,575	230,575	-
92400	Tenant Services - Other	60,634	60,634	60,634	-
92500	Total Tenant Services	60,634	60,634	60,634	-
93100	Water	30,262	30,262	30,262	-
93200	Electricity	115,484	115,484	115,484	-
93300	Gas	24,772	24,772	24,772	-
93000	Total Utilities	170,518	170,518	170,518	-
94100	Ordinary Maintenance and Operations - Labor	145,271	145,271	145,271	-
94200	Ordinary Maintenance and Operations - Materials and Other	28,997	28,997	28,997	-
94300	Ordinary Maintenance and Operations - Contracts	104,016	104,016	104,016	-
94500	Employee Benefit Contributions - Ordinary Maintenance	46,302	46,302	46,302	-
94000	Total Maintenance	324,586	324,586	324,586	-
96140	All Other Insurance	36,854	36,854	36,854	-
96100	Total Insurance Premiums	36,854	36,854	36,854	-
96200	Other General Expenses	66,234	66,234	66,234	-
96210	Compensated Absences	(1,981)	(1,981)	(1,981)	-
96300	Payments in Lieu of Taxes	28,762	28,762	28,762	-
96000	Total Other General Expenses	93,015	93,015	93,015	-
96710	Interest on Mortgage (or Bonds) Payable	14,035	14,035	-	14,035
96720	Interest on Notes Payable (Short and Long Term)	2,047	2,047	2,047	-
96700	Total Interest Expense and Amortization Cost	16,082	16,082	2,047	14,035
96900	Total Operating Expenses	932,264	932,264	918,229	14,035
97000	Excess of Operating Revenue over Operating Expenses	451,642	451,642	105,500	346,142
97100	Extraordinary Maintenance	20,313	20,313	20,313	-
97400	Depreciation Expense	175,529	175,529	169,334	6,195
90000	Total Expenses	1,128,106	1,128,106	1,107,876	20,230
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	255,800	255,800	(84,147)	339,947
11020	Required Annual Debt Principal Payments	38,519	38,519	-	38,519
11030	Beginning Equity	1,773,001	1,773,001	1,773,001	-
11040	Prior Period Adjustment, Equity Transfers and Correction of Errors	51,055	51,055	51,055	-
11190	Unit Months Available	1,620	1,620	1,620	-
11210	Number of Unit Months Leased	1,502	1,502	1,502	-
11270	Excess Cash	99,495	99,495	99,495	-
11620	Building Purchases	307,623	307,623	-	307,623
13510	CFFP Debt Service Payments	52,554	52,554	-	52,554

Traverse City Housing Commission
Financial Data Schedule
Program Financials - Balance Sheet
June 30, 2022

Line Item #	Account Description	14.871 Housing Choice Vouchers	1 Business Activities	14.896 PIH Family Self-Sufficiency Program	Total
111	Cash - Unrestricted	\$ 233,404	\$ 48,179	\$ -	\$ 281,583
113	Cash - Other Restricted	6,585	-	-	6,585
115	Cash - Restricted for Payment of Current Liabilities	51,212	-	-	51,212
100	Total Cash	291,201	48,179	-	339,380
150	Total Current Assets	291,201	48,179	-	339,380
164	Furniture, Equipment & Machinery - Administration	6,563	-	-	6,563
166	Accumulated Depreciation	(6,506)	-	-	(6,506)
160	Total Capital Assets, Net of Accumulated Depreciation	57	-	-	57
180	Total Noncurrent Assets	57	-	-	57
290	Total Assets	\$ 291,258	\$ 48,179	\$ -	\$ 339,437
312	Accounts Payable <= 90 Days	\$ 1,475	\$ -	\$ -	\$ 1,475
321	Accrued Wage/Payroll Taxes Payable	1,086	-	-	1,086
322	Accrued Compensated Absences - Current Portion	845	-	-	845
345	Other Current Liabilities	51,212	-	-	51,212
310	Total Current Liabilities	54,618	-	-	54,618
354	Accrued Compensated Absences - Noncurrent	1,056	-	-	1,056
350	Total Noncurrent Liabilities	1,056	-	-	1,056
300	Total Liabilities	55,674	-	-	55,674
508.4	Net Investment in Capital Assets	57	-	-	57
511.4	Restricted Net Position	6,585	-	-	6,585
512.4	Unrestricted Net Position	228,942	48,179	-	277,121
513	Total Equity - Net Assets / Position	235,584	48,179	-	283,763
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	\$ 291,258	\$ 48,179	\$ -	\$ 339,437

Traverse City Housing Commission
Financial Data Schedule
Program Financials - Income Statement
For the Year Ended June 30, 2022

Line Item #	Account Description	14.871 Housing Choice Vouchers	1 Business Activities	14.896 PIH Family Self-Sufficiency Program	Total
70600	HUD PHA Operating Grants	\$ 1,239,546	\$ -	\$ 35,073	\$ 1,309,692
71100	Investment Income - Unrestricted	2	-	-	2
71400	Fraud Recovery	1,292	-	-	1,292
71500	Other Revenue	-	48,179	-	48,179
70000	Total Revenue	1,240,840	48,179	35,073	1,359,165
91100	Administrative Salaries	54,384	-	27,494	109,372
91200	Auditing Fees	3,050	-	-	3,050
91500	Employee Benefit Contributions - Administrative	15,412	-	7,579	30,570
91600	Office Expenses	19,254	-	-	19,254
91800	Travel	825	-	-	825
91900	Other	8,412	-	-	8,412
91000	Total Operating - Administrative	101,337	-	35,073	171,483
96200	Other General Expenses	-	-	-	-
96210	Compensated Absences	(4,375)	-	-	(4,375)
96000	Total Other General Expenses	(4,375)	-	-	(4,375)
96900	Total Operating Expenses	96,962	-	35,073	167,108
97000	Excess of Operating Revenue over Operating Expenses	1,143,878	48,179	-	1,192,057
97300	Housing Assistance Payments	1,129,403	-	-	1,129,403
97400	Depreciation Expense	168	-	-	168
90000	Total Expenses	1,226,533	-	35,073	1,296,679
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	14,307	48,179	-	62,486
11030	Beginning Equity	221,277	-	-	221,277
11170	Administrative Fee Equity	228,999	-	-	228,999
11180	Housing Assistance Payments Equity	6,585	-	-	6,585
11190	Unit Months Available	2,074	-	-	2,074
11210	Number of Unit Months Leased	1,735	-	-	1,735

Traverse City Housing Commission
Financial Data Schedule
PHA Financial Data - Balance Sheet
June 30, 2022

Line Item #	Account Description	Project Totals	Program Totals	Subtotal	Total
111	Cash - Unrestricted	\$ 300,772	\$ 281,583	\$ 582,355	\$ 582,355
112	Cash - Restricted - Modernization and Development	26,898	-	26,898	26,898
113	Cash - Other Restricted	-	6,585	6,585	6,585
114	Cash - Tenant Security Deposits	34,441	-	34,441	34,441
115	Cash - Restricted for Payment of Current Liabilities	-	51,212	51,212	51,212
100	Total Cash	362,111	339,380	701,491	701,491
122	Accounts Receivable - HUD Other Projects	353,445	-	353,445	353,445
125	Accounts Receivable - Miscellaneous	1,177	-	1,177	1,177
126	Accounts Receivable - Tenants	12,859	-	12,859	12,859
126.1	Allowance for Doubtful Accounts - Tenants	(6,902)	-	(6,902)	(6,902)
120	Total Receivables, Net of Allowances for Doubtful Accounts	360,579	-	360,579	360,579
142	Prepaid Expenses and Other Assets	35,346	-	35,346	35,346
145	Assets Held for Sale	420,631	-	420,631	420,631
150	Total Current Assets	1,178,667	339,380	1,518,047	1,518,047
161	Land	297,665	-	297,665	297,665
162	Buildings	8,811,987	-	8,811,987	8,811,987
163	Furniture, Equipment & Machinery - Dwellings	104,264	-	104,264	104,264
164	Furniture, Equipment & Machinery - Administration	274,338	6,563	280,901	280,901
166	Accumulated Depreciation	(7,670,056)	(6,506)	(7,676,562)	(7,676,562)
160	Total Capital Assets, Net of Accumulated Depreciation	1,818,198	57	1,818,255	1,818,255
176	Investment in Joint Venture	75,000	-	75,000	75,000
180	Total Noncurrent Assets	1,893,198	57	1,893,255	1,893,255
290	Total Assets	\$ 3,071,865	\$ 339,437	\$ 3,411,302	\$ 3,411,302
312	Accounts Payable <= 90 Days	\$ 363,822	\$ 1,475	\$ 365,297	\$ 365,297
321	Accrued Wage/Payroll Taxes Payable	5,382	1,086	6,468	6,468
322	Accrued Compensated Absences - Current Portion	2,675	845	3,520	3,520
333	Accounts Payable - Other Government	55,224	-	55,224	55,224
341	Tenant Security Deposits	34,441	-	34,441	34,441
342	Unearned Revenues	5,250	-	5,250	5,250
343	Current Portion of Long-term Debt - Capital Projects/ Mortgage Revenue Bonds	512,517	-	512,517	512,517
345	Other Current Liabilities	-	51,212	51,212	51,212
346	Accrued Liabilities - Other	9,354	-	9,354	9,354
310	Total Current Liabilities	988,665	54,618	1,043,283	1,043,283
354	Accrued Compensated Absences - Noncurrent	3,344	1,056	4,400	4,400
350	Total Noncurrent Liabilities	3,344	1,056	4,400	4,400
300	Total Liabilities	992,009	55,674	1,047,683	1,047,683
508.4	Net Investment in Capital Assets	1,305,681	57	1,305,738	1,305,738
511.4	Restricted Net Position	75,000	6,585	81,585	81,585
512.4	Unrestricted Net Position	699,175	277,121	976,296	976,296
513	Total Equity - Net Assets / Position	2,079,856	283,763	2,363,619	2,363,619
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	\$ 3,071,865	\$ 339,437	\$ 3,411,302	\$ 3,411,302

Traverse City Housing Commission
Financial Data Schedule
PHA Financial Data - Income Statement
For the Year Ended June 30, 2022

Line Item #	Account Description	Project Totals	Program Totals	Subtotal	Total
70300	Net Tenant Rental Revenue	\$ 474,522	\$ -	\$ 474,522	\$ 474,522
70400	Tenant Revenue - Other	830	-	830	830
70500	Total Tenant Revenue	475,352	-	475,352	475,352
70600	HUD PHA Operating Grants	332,378	1,309,692	1,642,070	1,642,070
70610	Capital Grants	360,177	-	360,177	360,177
71100	Investment Income - Unrestricted	114	2	116	116
71400	Fraud Recovery	-	1,292	1,292	1,292
71500	Other Revenue	216,261	48,179	264,440	264,440
71600	Gain or Loss on Sale of Capital Assets	(376)	-	(376)	(376)
70000	Total Revenue	1,383,906	1,359,165	2,743,071	2,743,071
91100	Administrative Salaries	132,595	109,372	241,967	241,967
91200	Auditing Fees	3,050	3,050	6,100	6,100
91400	Advertising and Marketing	523	-	523	523
91500	Employee Benefit Contributions - Administrative	28,156	30,570	58,726	58,726
91600	Office Expenses	51,509	19,254	70,763	70,763
91700	Legal Expense	2,881	-	2,881	2,881
91800	Travel	4,884	825	5,709	5,709
91900	Other	6,977	8,412	15,389	15,389
91000	Total Operating - Administrative	230,575	171,483	402,058	402,058
92400	Tenant Services - Other	60,634	-	60,634	60,634
92500	Total Tenant Services	60,634	-	60,634	60,634
93100	Water	30,262	-	30,262	30,262
93200	Electricity	115,484	-	115,484	115,484
93300	Gas	24,772	-	24,772	24,772
93000	Total Utilities	170,518	-	170,518	170,518
94100	Ordinary Maintenance and Operations - Labor	145,271	-	145,271	145,271
94200	Ordinary Maintenance and Operations - Materials and Other	28,997	-	28,997	28,997
94300	Ordinary Maintenance and Operations - Contracts	104,016	-	104,016	104,016
94500	Employee Benefit Contributions - Ordinary Maintenance	46,302	-	46,302	46,302
94000	Total Maintenance	324,586	-	324,586	324,586
96140	All Other Insurance	36,854	-	36,854	36,854
96100	Total Insurance Premiums	36,854	-	36,854	36,854
96200	Other General Expenses	66,234	-	66,234	66,234
96210	Compensated Absences	(1,981)	(4,375)	(6,356)	(6,356)
96300	Payments in Lieu of Taxes	28,762	-	28,762	28,762
96000	Total Other General Expenses	93,015	(4,375)	88,640	88,640

Traverse City Housing Commission
Financial Data Schedule
PHA Financial Data - Income Statement
For the Year Ended June 30, 2022

Line Item #	Account Description	Project Totals	Program Totals	Subtotal	Total
96710	Interest on Mortgage (or Bonds) Payable	\$ 14,035	\$ -	\$ 14,035	\$ 14,035
96720	Interest on Notes Payable (Short and Long Term)	2,047	-	2,047	2,047
96700	Total Interest Expense and Amortization Cost	16,082	-	16,082	16,082
96900	Total Operating Expenses	932,264	167,108	1,099,372	1,099,372
97000	Excess of Operating Revenue over Operating Expenses	451,642	1,192,057	1,643,699	1,643,699
97100	Extraordinary Maintenance	20,313	-	20,313	20,313
97300	Housing Assistance Payments	-	1,129,403	1,129,403	1,129,403
97400	Depreciation Expense	175,529	168	175,697	175,697
90000	Total Expenses	1,128,106	1,296,679	2,424,785	2,424,785
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	255,800	62,486	318,286	318,286
11020	Required Annual Debt Principal Payments	38,519	-	38,519	38,519
11030	Beginning Equity	1,773,001	221,277	1,994,278	1,994,278
11040	Prior Period Adjustment, Equity Transfers and Correction of Errors	51,055	-	51,055	51,055
11170	Administrative Fee Equity	-	228,999	228,999	228,999
11180	Housing Assistance Payments Equity	-	6,585	6,585	6,585
11190	Unit Months Available	1,620	2,074	3,694	3,694
11210	Number of Unit Months Leased	1,502	1,735	3,237	3,237
11270	Excess Cash	99,495	-	99,495	99,495
11620	Building Purchases	307,623	-	307,623	307,623
13510	CFFP Debt Service Payments	52,554	-	52,554	52,554



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A VETERAN OWNED BUSINESS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners
Traverse City Housing Commission
Traverse City, MI

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the ***Traverse City Housing Commission***, a component unit of the City of Traverse City, Michigan as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the ***Traverse City Housing Commission's*** basic financial statements and have issued our report thereon dated November 21, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the ***Traverse City Housing Commission's*** internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the ***Traverse City Housing Commission's*** internal control. Accordingly, we do not express an opinion on the effectiveness of the ***Traverse City Housing Commission's*** internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the *Traverse City Housing Commission's* financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Smith + Klayman PC". The signature is written in a cursive, flowing style.

Saginaw, Michigan

November 21, 2022



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A VETERAN OWNED BUSINESS

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
THE UNIFORM GUIDANCE**

To the Board of Commissioners
Traverse City Housing Commission
Traverse City, MI

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the *Traverse City Housing Commission's* compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the *Traverse City Housing Commission's* major federal programs for the year ended June 30, 2022. The *Traverse City Housing Commission's* major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the *Traverse City Housing Commission* complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the *Traverse City Housing Commission* and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the *Traverse City Housing Commission's* compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the *Traverse City Housing Commission's* federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the ***Traverse City Housing Commission's*** compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the ***Traverse City Housing Commission's*** compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the ***Traverse City Housing Commission's*** compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the ***Traverse City Housing Commission's*** internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the ***Traverse City Housing Commission's*** internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Smith + Klayman PC". The signature is written in a cursive, slightly slanted style.

Saginaw, Michigan
November 21, 2022

Traverse City Housing Commission
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2022

Federal Agency / Pass Through Agency / Program Title	Federal Assistance Listing Number	Amount Expended
Department of Housing and Urban Development		
Direct programs:		
Public and Indian Housing	14.850	\$ 332,378
Section 8 Housing Choice Vouchers	14.871	1,226,365
Public Housing Capital Fund	14.872	360,177
Family Self-Sufficiency Program	14.896	35,073
Total Department of Housing and Urban Development		<u>\$ 1,953,993</u>
Reconciliation to Statement of Activities		
Federal revenue reported on the Statement of Activities:		
Program grants - subsidies		\$ 1,642,070
Capital grants		360,177
Change in equity related to federal awards		<u>(48,254)</u>
Total expenditures per Schedule of Expenditures of Federal Awards		<u>\$ 1,953,993</u>

See accompanying notes to schedule of expenditures of federal awards

Traverse City Housing Commission
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2022

Note 1 - Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of the ***Traverse City Housing Commission*** under programs of the federal government for the year ended June 30, 2022. The information in this schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the ***Traverse City Housing Commission***, it is not intended to and does not present the financial position, changes in net position or cash flows of the ***Traverse City Housing Commission***.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

For purposes of charging indirect costs to federal awards, the ***Traverse City Housing Commission*** has elected not to use the 10 percent de minimis cost rate as permitted by 2 CFR section 200.414 of the Uniform Guidance.

Note 3 - Subrecipients

None of the federal expenditures presented in the Schedule were provided to subrecipients.

Traverse City Housing Commission
Schedule of Findings and Questioned Costs (continued)
For the Year Ended June 30, 2022

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting

- Material weakness(es) identified? _____ Yes X No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ Yes X None reported

Noncompliance material to financial statements noted? _____ Yes X No

Federal Awards

Type of auditor's report issued on compliance for major program(s): Unmodified

Internal control over major program(s)

- Material weakness(es) identified? _____ Yes X No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ Yes X None reported

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516.(a)? _____ Yes X No

Identification of major program(s):

Federal Assistance Listing Number	Name of Federal Program(s) or Cluster(s)
14.871	Section 8 Housing Choice Vouchers

Dollar threshold used to distinguish between type A and type B programs: \$ 750,000

Auditee qualify as a low-risk auditee? X Yes _____ No

Traverse City Housing Commission
Schedule of Findings and Questioned Costs (*concluded*)
For the Year Ended June 30, 2022

Section II - Financial Statement Audit Findings

None

Section III - Federal Program Audit Findings and Questioned Costs

None

Section IV - Summary Schedule of Prior Year Audit Findings

None



TRAVERSE CITY HOUSING COMMISSION

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TCHousing.org

November 21, 2022

Smith & Klaczekiewicz, PC
PO Box 6688
Saginaw, MI 48608-6688

This representation letter is provided in connection with your audit of the financial statements of the **Traverse City Housing Commission**, which comprise the respective financial position of the business-type activities as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 21, 2022, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 11, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
- 9) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 10) Guarantees, whether written or oral, under which the Housing Commission is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Housing Commission from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Board of Commissioners or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the Housing Commission and involves—
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the Housing Commission's financial statements communicated by employees, former employees, regulators, or others.

- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 18) We have disclosed to you the identity of the Housing Commission's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21) The Housing Commission has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 23) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 24) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 25) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 26) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 27) As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved,

and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.

- 28) The Housing Commission has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 29) The Housing Commission has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 30) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 31) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34 .
- 32) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 33) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 34) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 35) Provisions for uncollectible receivables have been properly identified and recorded.
- 36) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 37) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 38) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 39) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 40) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 41) We have appropriately disclosed the Housing Commission's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 42) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

43) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

44) With respect to the financial data schedules:

- a) We acknowledge our responsibility for presenting the financial data schedules in accordance with accounting principles generally accepted in the United States of America, and we believe the financial data schedules, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the financial data schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- b) If the financial data schedules are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

45) With respect to federal award programs:

- a) We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
- b) We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
- c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

- e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.

- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t) We have charged costs to federal awards in accordance with applicable cost principles.
- u) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- v) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- w) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.



Tony Lentych, Executive Director



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

CORRESPONDENCE

November 18, 2022 Federal Home Loan Bank of Indianapolis Press Release on AHP Awards

November 15, 2022 Record Eagle Article on TCAPS RFP Result

November 14, 2022 TC Ticker Article on Housing Project Updates



NEWS RELEASE

IMMEDIATE RELEASE
Nov. 18, 2022

Federal Home Loan Bank of Indianapolis awards \$7.24 million in Affordable Housing Program grants

17 grant recipients selected from applicants across Indiana and Michigan

INDIANAPOLIS – The Federal Home Loan Bank of Indianapolis (FHLBank Indianapolis or the Bank) announced today that \$7.24 million in affordable housing grants will be awarded to 17 affordable housing developments in Indiana and Michigan through the Bank's 2022 Affordable Housing Program (AHP). These AHP grants of up to \$500,000 will support the acquisition, construction or rehabilitation of properties for use as affordable homes.

As a result of the AHP grants, more than 830 units of affordable housing will be created or rehabilitated in the neighborhoods and communities where the Bank's member financial institutions do business.

"We are pleased to partner with our member financial institutions and community partners to increase the units of affordable housing in the communities we serve. The support and enthusiasm this program receives from our member financial institutions is what has led to its success and this has continued this year," said MaryBeth Wott, SVP/Community Investment and Underwriting/Collateral Operations Officer. "Our applicants have prioritized stabilizing neighborhoods through preservation, infill development, developing projects within investment areas and more. We look forward to seeing the positive impact these projects have in their communities."

Each year, FHLBank Indianapolis offers AHP grants through a competitive application process. Local non-profits, economic development groups or developers can partner with an FHLBank Indianapolis member financial institution to submit an application.

Notable highlights of this year's award-winning projects:

- **Neighborhood's needs are prioritized** – 100% of the projects recommended for funding strive to stabilize neighborhoods through preservation, infill development, blight elimination, main street revitalization and/or developing projects within targeted investment areas.
- **Close to transit and amenities** – The development of projects near transportation and amenity options reduces transit costs and improves the overall quality of life for residents. This is recognized by developers as 100% of projects recommended for funding are receiving points in the desirable sites scoring initiative.
- **First-time homebuyers assisted** – Homeownership opportunities will be created for up to 17 first-time homebuyers in Indiana and Michigan.

INDIANA RECIPIENTS

Name	Subsidy	Location	Member Financial Institution	Project Sponsor
Aspen Meadows	\$370,000	Salem, IN	Old National Bank	Hoosier Uplands Economic Development Corp.
Boonville Senior Lofts	\$350,000	Boonville, IN	Merchants Bank of Indiana	Tri-Cap

Central at 29	\$420,000	Indianapolis	Merchants Bank of Indiana	The Community Builders, Inc.
Hope Court	\$80,000	Elkhart, IN	1 st Source Bank	Habitat for Humanity of Elkhart County, Inc.
Isabelle Gardens	\$500,000	Fort Wayne, IN	Old National Bank	Keller Development, Inc.
Lancaster Apartments	\$500,000	Gary, IN	Centier Bank	Communities First
Milan Apartments Rehab	\$500,000	Milan, IN	Freedom Bank	Milan Housing for the Elderly
Mullen Flats	\$500,000	Terre Haute, IN	Merchants Bank of Indiana	Mental Health America of West Central Indiana
Prominence Commons II	\$270,000	Portage, IN	Centier Bank	Housing Opportunities, Inc.
St. Lucas Lofts	\$500,000	Indianapolis	Merchants Bank of Indiana	Englewood Community Development Corporation

MICHIGAN RECIPIENTS

Name	Subsidy	Location	Member Financial Institution	Project Sponsor
CCSEM St. Matthew	\$500,000	Detroit	Independent Bank	Catholic Charities of Southeast Michigan
Hartford Terrace Apartments	\$500,000	Muskegon, MI	Independent Bank	Muskegon Housing Commission
Lakeshore Habitat 36 th Street Phase I	\$450,000	Holland, MI	Macatawa Bank	Lakeshore Habitat for Humanity
Orchard Village Apartments	\$500,000	Detroit	First Merchants Bank	CHN Housing Partners
Parkview Apartments	\$300,000	Traverse City, MI	Independent Bank	Traverse City Housing Commission
Violet T. Lewis Village (aka Meyers Senior Apartments)	\$500,000	Detroit	Merchants Bank of Indiana	Presbyterian Villages of Michigan
Walter French Apartments	\$500,000	Lansing, MI	The Dart Bank	Capital Area Housing Partnership

Links for more information: [2022 AHP grant recipients](#) and [AHP grant initiative](#).

Media inquiries: Contact Scott Thien, Sr. Internal Communications Lead, at sthien@fhlbi.com.

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Building Partnerships. Serving Communities.

FHLBank Indianapolis is a regional bank included in the Federal Home Loan Bank System. FHLBanks are government-sponsored enterprises created by Congress to ensure access to low-cost funding for their member financial institutions, with particular attention paid to providing solutions that support the housing and small business needs of members' customers. FHLBanks are privately capitalized and funded, and receive no Congressional appropriations. FHLBank Indianapolis is owned by its Indiana and Michigan financial institution members, including commercial banks, credit unions, insurance companies, savings institutions

and community development financial institutions. For more information about FHLBank Indianapolis, visit www.fhlbi.com and follow the Bank on LinkedIn and Twitter (@FHLBankIndy).

TCAPS Moves Forward with \$800k Proposal from Acme Township to Purchase Bertha Vos

By Grace George

November 15, 2022

TRAVERSE CITY — The Traverse City Area Public Schools Board of Education rejected two proposals to purchase the district's administration building and gave the superintendent the go-ahead to begin a purchasing agreement on a former elementary school building.

The TCAPS school board reviewed and voted on one proposal to purchase the Bertha Vos building, which previously operated as an elementary school, and two proposals for the Boardman Administration building on Webster Street at a regular meeting on Monday.

The board voted unanimously to authorize superintendent John VanWagoner, or his designee, to begin a purchasing agreement with Acme Township on the Bertha Vos property. The final decision on whether or not to sell the property would still come to the board.

The board also voted unanimously to decline both proposals to purchase the Boardman Administration building because of the prices offered. The school district was hoping to sell the building at a benefit to the community, but the prices offered were too low in comparison to the price the district would have pay to move operations out of the current administration building.

The board also directed TCAPS administration to keep their current Request for Proposal for the Boardman administration building up and seek out a real estate agent for that building. VanWagoner said he would contact community real estate agents to make presentations for the board sometime in February or March, so the trustees could choose which one they'd like to go with.

In August, the board's trustees voted to put out RFPs for the Bertha Vos Elementary School building and the Boardman Administration building on Webster Street, and by October, the school district received three proposals — two for the administration building and one for Bertha Vos.

Bertha Vos Elementary School closed in the early 2000s, and it is now used mostly for storage. The Boardman Administration building currently holds the offices of about 40 to 50 central office staff and the district's print shop.

One proposal for the Boardman administration building came from the Traverse City Housing Commission and Ethos Development Partners, a real estate firm, which proposes to buy the

property for \$100,000. TCHC and Ethos plan to demolish the current building and use the site to develop either a four-story structure with 55 units or a six-story structure with 84 units of multifamily rental housing.

However, the proposal also leaves room for the current building to be preserved, if that is the preference of TCAPS and the community.

The other proposal for the administration building comes from the Community Housing Network, which is offering to buy the building for \$257,000 and reuse the building to create a development with approximately 20 one and two-bedroom rental apartments.

The proposal for the Bertha Vos building comes from Acme Township, which is looking to turn the building into a “Township Hall and Civic Center” that other local agencies, including Grand Traverse County Senior Center Network, the Grand Traverse Metro Emergency Services Authority, Northwestern Michigan College and Traverse Area District Library, would make use of.

The township proposed to pay the district in one of two ways: one payment of \$500,000 at closing and another \$300,000 to be paid in equal installments, with interest, over a 5-year term or a one-time payment of \$675,000 at closing.

The board as a whole expressed approval for the proposal from Acme Township, including the price offered and the value it will add to the community.

“I think that the uses that they laid out (are) going to be really beneficial to the east side of town,” Trustee Erica Moon Mohr said.

The board also agreed that they preferred the first payment option, where they would receive \$800,000 in total, including \$500,000 at closing and \$300,000 to be paid in installments, with interest, over five years.

The board was less enthusiastic about the two proposals for the Boardman Administration building, although they acknowledged and thanked the organizations for the work put into each.

The board discussed how the prices offered would compare to the price the district would shoulder to move its administration offices as well as the print shop it has in the basement of the building, and in the end, decided the proposals did not make sense to move forward with for the district’s current situation.

The administration building was recently evaluated at \$3 million, as previously reported, which neither proposal came close to. Board President Scott Newman-Bale said he would like to try to figure out what the actual value of the building is, and whether current construction prices are dragging down the value of the building and if it would be worth more later.

Newman-Bale also said he didn't think it made sense to go forward with either proposal because the district is not on a strict timeline to offload the building, and they initially started the RFP process to get a good value out of both buildings.

However, some board members also said they didn't want to push off any decisions on the Boardman Administration building into the far future.

"To push this off further I don't think is a good idea," Moon Mohr said. "We know, ultimately, Boardman isn't gonna work for our long-term plan and to put more money into this building, to me, personally, doesn't make sense, including safety and security for our staff here."

The newly crafted strategic plan calls for the board to develop a three-to-five-year facilities plan, so they landed on keeping the RFP up and seeking out a real estate agent for the Boardman Administration building.

Future district facilities discussions will also include the Sabin Data Center, which the district has been eyeing for repairs and as a new home to the print shop, and the value that the Boardman Administration building holds in the local community.

Before the board discussion, one member of the community, Natalie Sivek, who lives down the street from the administration building, asked that the board make every effort possible to ensure the Boardman building's facade is preserved. The building is more than 100 years old and has a lot of community history behind it, she said.

Gary Schilkey, who lives on Webster Street across from the administration building, said he also hopes that the building remains preserved because of its history and its value in the neighborhood. He added that he thinks that more housing would be good for the neighborhood, but he wouldn't want there to be too many new units because that might "overwhelm" it.

"if you did stipulate that the building had to stay. I really think that's like, what a good neighbor would do," Schilkey said. " And you'd be able to leave this neighborhood when you finally do leave this neighborhood as good or better than when you found it."

Timeline Check: Status Updates on Five Local Housing or Mixed-Use Developments

By Craig Manning | November 14, 2022



Numerous projects are under construction in and around Traverse City to address the area's mounting housing shortage. From multi-family developments to mixed-use projects to concepts inspired by the area's (robust) demand for short-term rentals, here's the latest on five of the bigger housing or housing-adjacent projects underway in the area.

Ridge Flats/Ridge Commons

200 new housing units are coming to LaFranier Road as part of a multifaceted new apartment development. The project, formerly known as South22, comes from the same development group that built the Ridge45 and Trailside45 complexes and includes two different segments, both of which are being built on LaFranier next to the Ridge45 complex.

According to Scott Knowlton, VP and general counsel for project developer Westwinds Construction, the new development will include both a workforce housing component, called Ridge Flats, and a higher-end housing project, called Ridge Commons. Ridge Flats will consist of three 56-unit buildings made up of one or two-bedroom condos. Ridge Commons, meanwhile, is nine quadplex buildings where each unit will have three bedrooms, two bathrooms, and an attached two-stall garage.

Knowlton says Westwinds has “done all of the mass grading” for the 22-acre development, and that “foundations will go in yet this late fall to early spring.” The plan is for a phased buildout, with Ridge Commons likely to “come online within 12 months” and Ridge Flats following more of a 16-18-month timeline.

BATA/TC Housing Commission

Just up the road from the Ridge Flats project is the planned site for the new joint development by Bay Area Transportation Authority (BATA) and the Traverse City Housing Commission (TCHC).

After a lengthy process of approvals and public funding, BATA and TCHC held a small “project kick-off” for the development on October 13, which BATA Director of Communications Eric Lingaur describes as “an opportunity to thank the community organizations and elected officials for supporting this project and making it one step closer to reality.” Per Lingaur, sitework is slated to begin on the 50-plus-acre property at the corner of LaFranier and Hammond Road in the spring, as soon as the ground thaws.

Ultimately, the development will add an 87,000-square-foot BATA headquarters to the site, as well as a 200-unit workforce housing complex from TCHC, dubbed The Flats at Carriage Commons. Other components include 15 single-family Habitat for Humanity homes, a childcare facility, and a food/beverage café space. The first phase of the project, which will include the complete buildout of the BATA facility and a yet-to-be-determined amount of the TCHC project, should finish out in 2024, with the full project slated for completion in 2026. While Lingaur says locals may notice “some minor tree removal and environmental work this fall, depending on the weather and contractor availability,” the official groundbreaking won’t be until spring.

In the meantime, Lingaur says that BATA and TCHC “continue to apply for grants and secure additional funding to help offset the increased project costs to materials and labor caused by inflation.” On that front, TCHC Executive Director Tony Lentych says the organization currently has enough funding to build one of the five buildings called for by project visioning. “But we are hoping to build two in the first phase to take advantage of economies of scale on the site work and infrastructure,” he tells *The Ticker*. “To that end, we applied to the Michigan State Housing Development Authority in their October round for tax credits for the second building. Traditionally, they’ve notified successful applicants around the first of the year.”

Commongrounds

Almost two years after construction began, the Commongrounds Cooperative development at

the intersection of Eighth and Boardman is nearing completion. According to Andrew Lutes, operations and membership director for Commongrounds, the four-story mixed-use development is welcoming its first tenants as we speak, with plans for a rolling move-in schedule as last bits of construction are completed on the building.

“We’re basically opening in phases,” Lutes says. “The first phase is kicking off right now, and we’re in the process of moving in the residents to the third and fourth floors. Next up is commercial occupancy, which is the ground floor and the second floor. We’re aiming to have our occupancy certificate [for those floors] toward the end of November, and then each of those tenant businesses will be standing up on their own timeline, with their own individual buildouts through the holidays.”

Tenant-owners with spaces on the first or second floors include Higher Grounds Coffee, Crosshatch Center for Art & Ecology, Nobo Mrkt, Northern Blooms Montessori, Commonplace, and Groundwork Center for Resilient Communities. Also on the second floor is the Alluvion, a new performing arts venue previously covered by *The Ticker*. While Lutes says all those tenants will have their own timelines for moving in, he’s hopeful everyone will be in and settled by the end of January. “That last weekend is when we’re going to have a grand opening celebration, with events not only for our cooperative members but also for the public.”

Eastside One

Eastside One is a condominium development under construction at 1825 E Eighth Street, near the Eighth/Munson intersection. The four-story building will include 50 one or two-bedroom units, as well as a rooftop lounge with four community hot tubs.

Sam Flamont and his team at Mitten Real Estate Group, brokered by eXp Realty, are behind the project, which Flamont estimates will be completed “by the end of February 2023.” 27 of the 50 units are currently under contract, and Flamont expects the remaining 23 to go quickly as the building continues to come into sharper focus.

“Once drywall is up and people can see the floor plans better, I expect sales to pick up,” he says. “And once the rooftop gets closer and people can see the layout up there, that will also help. The amenities of the building will sell it.”

KOTI

The KOTI development in Acme Township has shapeshifted multiple times since local restaurateur and businessman Dan Kelly first shared with *The Ticker* his vision of building a resort village of single-unit tiny houses near his Catering by Kelly’s headquarters on M-72. That news broke in December 2017, when the plan was to kick off construction on the project in 2019. At the time, Kelly wanted to create a “two-fold deal” for buyers, where they could “own a condo as an individual home” if they so wished, but also put it into a short-term rental pool to be managed by Kelly and his team.

The pandemic delayed KOTI significantly, but construction has been underway on the project since June 2021, and Kelly says the first 20 buildings are now nearly done. Those 20 structures, which include an administrative office and the first batch of housing units, account for “75 percent of phase one,” which will ultimately include 32 structures. The remaining 12 tiny houses will be built at a later date.

The project also includes a network of roads, sidewalks, and trails to create a full neighborhood feel, as well as a nearby restaurant in the former Stained Glass Cabinet Company building, which is currently under renovation. Kelly expects those facets of the project to be completed next spring as well.

Right now, Kelly is focused on getting KOTI up and running in time for the summer 2023 tourism season. That’s due in part to the fact that the project plan has changed. Now, instead of selling the units to individual buyers or investors and then having a rental pool option, Kelly and his team will simply be managing all the units in-house as short-term rentals. KOTI is already taking rental reservations for next summer via its website.

As for future development, Kelly anticipates finishing phase one and then deciding later what phase two will look like. “Phase two is going to be more of the residential housing units, but we don’t have those planned out yet,” he says. “We’re approved for 76 of them, but we’re not going to build 76. I’d guess we’ll probably build another 20 or 30.”