



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING

Thursday, May 26, 2022 at 9:00 A.M.

LOCATION:

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

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Traverse City
Housing Commission
a Public Housing Authority

MEETING AGENDA

May 26, 2022



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

TDD: (800) 649-3777

TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON THURSDAY, MAY 26, 2022 AT 9:00 A.M.**

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENTS

150 Pine Street, Traverse City, Michigan, 49684

(231) 922-4915

POSTED: MAY 24, 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 April 22, 2022 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for April 2022 for Public Housing Program: Approval Recommended.*

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

VI COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: May 20, 2022
- B. Governance & Compliance Committee Meeting: May 19, 2022
- C. Resident Advisory Board Meeting: May 9, 2022
- D. Governance & Compliance Committee Meeting: April 28, 2022

VII STAFF & PROGRAM REPORTS

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

VIII OLD BUSINESS

- A. TCHC Policy Review Schedule: May 2022
- B. Memorandum on RAD Update: Review
- C. Memorandum on TCHC – BATA Transit Oriented Development Update: Review

IX NEW BUSINESS

- A. Memorandum on Closed Session to Discuss Attorney-Client Privileged Communications per MCL 15.268(e): Action Requested
- B. Memorandum on Closed Session to Conduct a Review of Executive Staff per MCL 15.268(a): Action Requested
- C. Memorandum on TCHC By-Law Review: Update
- D. Memorandum on Family Self-Sufficiency Escrow Disbursement Request: Action Required
- E. Resolution to Adopt FY 2023 HUD Income Limits: Action Required
- F. Memorandum on Renewing TCHC Insurance Coverage: Action Required
- G. Memorandum on TC Housing Services (TAHDCO) Board of Directors: Action Requested
- H. Resolution to Authorize Staff to Purchase Land (Carriage Commons): Action Requested
- I. Resolution to Authorize Executive Staff to Execute the RAD/Section 18 Closing Documents: Action Required

X CORRESPONDENCE

- A. HUD FY 2022 Capital Fund Program Amendment (Form 52940-A)

XI PUBLIC COMMENT

XII COMMISSIONER COMMENT

XIII ADJOURNMENT

NEXT SCHEDULED MEETING: June 24, 2022 at 9:00 A.M. **This is our Annual Meeting!**



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

CONSENT AGENDA

April 22, 2022 Regular Meeting Minutes

Schedule of Disbursements for April 2022 Public Housing Program

Schedule of Disbursements April 2022 HCV (Section 8) Program

Payment of Invoices for May 2022

Financial Statements for April 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
April 22, 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 9:03 A.M.

I ROLL CALL

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Mitchell Treadwell, and Wayne Workman. Roger Putman was excused.
Staff – Tony Lentych, Executive Director.
Residents – Ellen Corcoran, Betty Osborne, and Jeff Turner.
Guests/Public – Judy Myers.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

Judy Myers was introduced and provided some information about her background with HUD programs.

IV CONSENT AGENDA

Commissioner Workman moved (Friend support) to accept the Consent Agenda as presented in the April 22, 2022 packet.

Roll Call

Friend	Yes
Treadwell	Yes
Workman	Yes
Lockwood	Yes

The motion was unanimously approved. The Consent Agenda was as follows:

- A. Meeting Minutes of March 25, 2022 Regular Meeting.
- B. Schedule of Disbursements for March 2022 for the Public Housing Program.
- C. Schedule of Disbursements for March 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for April 2022.
- E. Financial Statements for March 2022.

VI COMMITTEE REPORTS

- A. The meeting minutes from the April 15, 2022 Executive & Finance Committee meeting was presented. The committee decided to not make changes to the check signing authorization

until after the Annual Meeting. Make changes now could mean changing the authorizations in less than sixty days.

- B. The meeting minutes from the April 12, 2022 Communication & Outreach Committee meeting was presented. Part I of the website refresh has been completed. The final version of the “Center of It All” brochure was distributed and it will be printed (small quantity run) soon.

VII STAFF AND PROGRAM REPORTS

- A. The Executive Director’s April Report was presented. There are still multiple meetings every week with partners to close out the Riverview RAD project. Staff attended a City Commission meeting on city-owned properties that could be used for affordable housing development. The City appears to have a property in mind for the Housing Commission to develop.
- B. The April 2022 Family Self-Sufficiency Report was presented and accepted. Due to recent graduations, the numbers are low but the program is being promoted with new HCV recipients and with new residents of Orchardview Townhomes.
- C. The Resident Council Report for April 2022 in the packet was reviewed. The letter from the President was highlighted and Betty Osbourne indicated in response to a Commissioner question that there is a lack of senior leadership in the building – a change from recent times and probably due to the isolation from the pandemic.

VIII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented. It was noted that the annual review of TCHC’s By-Laws will occur at the next Governance Committee meeting. The new Document Retention committee will be prepared before the end of summer.
- B. Staff submitted a memorandum on activities with the RAD Program. A copy of the approved Response Activity Plan from EGLE was discussed. Receiving this document clears the way for the final RAD Conversion Commitment from HUD.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. We are now working on the property split and purchase.

IX NEW BUSINESS

- A. A memorandum on the potential contract with the Cheboygan Housing Commission (CHC) was presented by staff and discussed in detail – the contract was attached to the memorandum. It was noted that the CHC had approved the contract but expected some feedback and perhaps changes from our Commission. There was some concern about travel commitments. Staff recommended hold off on the vote until more information about TCHC budget is presented.

X CORRESPONDENCE

Two (2) items of correspondence were presented and accepted into the record: An e-mail from attorney Carl Coan and a brochure on the BATA-TCHC project entitled, “Center of It All”.

XI PUBLIC COMMENT

Betty Osbourne made comments about the proposal to make State Street two ways.

Ellen Corcoran complimented the TCHC staff.

XII COMMISSIONER COMMENT

Commissioner Lockwood noted that she was pleased with the progress on the BATA/TCHC project especially after receiving the PUD approval from Garfield Township the previous month – the brochure was a great summary document of the scope of this project. Several Commissioners also made comments about the potential for ARPA funding on this site.

XIII ADJOURNMENT

Commissioner Workman moved (Lockwood support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:03 A.M. It was announced that the next meeting will be on THURSDAY, May 26, 2022

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President

Date: 05/23/2022
Time: 15:26:57

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 04/01/2022 To: 04/30/2022

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2022	DEP	U.S. Dept. of HUD		3,239.50	121,042.83
04/01/2022	DEP	U.S. Dept. of HUD		25,937.00	146,979.83
04/05/2022	EFT	Internal Revenue Service	2,584.11		144,395.72
04/05/2022	EFT	State of Michigan	424.11		143,971.61
04/05/2022	EFT	Optum Bank	75.38		143,896.23
04/05/2022	EFT	Principal Life Insurance Co.	636.76		143,259.47
04/05/2022	EFT	Alisa Korn	1,837.66		141,421.81
04/05/2022	EFT	Anthony Lentych	2,537.38		138,884.43
04/05/2022	EFT	David Gourlay	1,126.20		137,758.23
04/05/2022	EFT	Henry Webb	598.87		137,159.36
04/05/2022	EFT	Michael Walters	2,047.98		135,111.38
04/06/2022	DEP			88,699.54	223,810.92
04/12/2022	040799	City Of Traverse City	227.40		223,583.52
04/12/2022	040800	DTE ENERGY	412.60		223,170.92
04/12/2022	040801	Integrated Payroll Services, Inc.	58.20		223,112.72
04/12/2022	040802	Grand Traverse County DPW	483.00		222,629.72
04/12/2022	040803	Elizabeth Bragenzer	5,710.84		216,918.88
04/12/2022	040804	Tiffany Frost-Brand	18,559.70		198,359.18
04/12/2022	040805	Meghan Zammit	13,794.91		184,564.27
04/12/2022	040806	Traverse City Record Eagle	99.60		184,464.67
04/12/2022	040807	Housing Authority Accounting...	1,161.61		183,303.06
04/12/2022	040808	Safety Net	196.42		183,106.64
04/12/2022	040809	Northern Michigan Janitorial Supply	67.85		183,038.79
04/12/2022	040809	**VOID** Northern Michigan...	(67.85)		183,106.64
04/12/2022	040810	R.W. Popp Excavating, Inc.	544.00		182,562.64
04/12/2022	040811	Byte Productions, LLC	30.00		182,532.64
04/12/2022	040812	Ace Welding & Machine Inc	318.29		182,214.35
04/12/2022	040813	Spectrum Business	189.98		182,024.37
04/12/2022	040814	Republic Services #239	1,303.56		180,720.81
04/12/2022	040815	City Of Traverse City	156.03		180,564.78
04/12/2022	040816	Elmer's	190.00		180,374.78
04/12/2022	040817	MHDA	200.00		180,174.78
04/12/2022	040818	AmRent	43.40		180,131.38
04/12/2022	040819	Great Lakes Business Systems, Inc.	292.25		179,839.13
04/12/2022	040820	Munson Occupational Health &...	35.00		179,804.13
04/12/2022	040821	Spectrum Business	5,677.23		174,126.90
04/12/2022	040822	Granite Telecommunications	323.47		173,803.43
04/12/2022	040823	Allen Supply	1,866.53		171,936.90
04/12/2022	040824	David Gourlay	262.20		171,674.70
04/12/2022	040825	Michael Walters	136.89		171,537.81

Date: 05/23/2022
Time: 15:26:57

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 04/01/2022 To: 04/30/2022

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/12/2022	040826	The Home Depot Pro Multifamily	153.44		171,384.37
04/12/2022	040827	Home Depot Credit Services	69.46		171,314.91
04/12/2022	040828	Ace Hardware	299.43		171,015.48
04/12/2022	040829	DTE ENERGY	3,359.81		167,655.67
04/12/2022	040830	Joanne Candela	346.88		167,308.79
04/12/2022	040831	United States Liability Insurance Co.	462.32		166,846.47
04/12/2022	040832	Cardmember Service	3,129.43		163,717.04
04/15/2022	040833	Independent Bank	1,055.55		162,661.49
04/18/2022	DEP			8,659.20	171,320.69
04/19/2022	EFT	Internal Revenue Service	2,360.33		168,960.36
04/19/2022	EFT	State of Michigan	398.19		168,562.17
04/19/2022	EFT	Optum Bank	75.38		168,486.79
04/19/2022	EFT	Alisa Korn	1,837.66		166,649.13
04/19/2022	EFT	Anthony Lentych	2,537.38		164,111.75
04/19/2022	EFT	David Gourlay	1,158.83		162,952.92
04/19/2022	EFT	Michael Walters	1,623.69		161,329.23
04/19/2022	EFT	Henry Webb	583.74		160,745.49
04/19/2022	EFT	Principal Life Insurance Co.	634.19		160,111.30
04/21/2022	040698	**VOID** Speed Tech Equipment	(389.65)		160,500.95
04/28/2022	040834	Verizon Wireless	48.53		160,452.42
04/28/2022	040835	Vision Service Plan	41.31		160,411.11
04/28/2022	040836	Traverse Outdoor	219.32		160,191.79
04/28/2022	040837	Keiser Services LLC	391.00		159,800.79
04/28/2022	040838	DTE ENERGY	176.62		159,624.17
04/28/2022	040839	Priority Health	640.83		158,983.34
04/28/2022	040840	Kendall Electric Inc	25.08		158,958.26
04/28/2022	040841	Samantha Smith	437.00		158,521.26
04/28/2022	040842	R.W. Popp Excavating, Inc.	68.00		158,453.26
04/28/2022	040843	Angela Szabo	174.72		158,278.54
04/28/2022	040844	Thomas P. Licavoli	2,940.00		155,338.54
04/28/2022	040845	Byte Productions, LLC	600.00		154,738.54
04/28/2022	040846	Integrated Payroll Services, Inc.	58.20		154,680.34
04/28/2022	040847	Safety Net	970.00		153,710.34
04/28/2022	040848	Environmental Pest Control	290.00		153,420.34
04/28/2022	040849	Staples	41.57		153,378.77
04/28/2022	040850	Sherwin Williams Co.	187.45		153,191.32
04/28/2022	040851	Traverse City Housing Commission	100.00		153,091.32
04/28/2022	040852	City Of Traverse City	13,808.29		139,283.03
04/28/2022	040853	D & W Mechanical	1,419.05		137,863.98
04/28/2022	040854	SAM'S CLUB	225.04		137,638.94

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Traverse City Housing Commission
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Date	Ref Num	Payee	Payment	Deposit	Balance
04/28/2022	040855	Cardmember Service	884.57		136,754.37
04/28/2022	040856	Anthony Lentych	92.70		136,661.67
04/29/2022	DEP			323.00	136,984.67
04/29/2022	DEP			9,373.89	146,358.56
04/29/2022	DEP			6,204.00	152,562.56
Total:			107,676.90	142,436.13	

Date: 05/23/2022
Time: 15:26:16

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 04/01/2022 To: 04/30/2022

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2022	DEP	U.S. Dept. of HUD		8,901.00	168,482.75
04/01/2022	DEP	U.S. Dept. of HUD		95,210.00	263,692.75
04/01/2022	000268	Jeana Aiken	724.00		262,968.75
04/01/2022	000268	Dustin Ansoerge	1,454.00		261,514.75
04/01/2022	000268	Ayers Investment Properties LLC	721.00		260,793.75
04/01/2022	000268	B & R RENTALS, LLC	658.00		260,135.75
04/01/2022	000268	Bay Front Apartments	398.00		259,737.75
04/01/2022	000268	Bay Hill Housing LDHALP	11,144.00		248,593.75
04/01/2022	000268	Bay Hill II	10,622.00		237,971.75
04/01/2022	000268	Elizabeth Beckett	297.00		237,674.75
04/01/2022	000268	Bellaire Senior Apartments	381.00		237,293.75
04/01/2022	000268	Brookside Commons LDHA, LP	3,164.00		234,129.75
04/01/2022	000268	Padrice Brown	539.00		233,590.75
04/01/2022	000268	Rebecca Carmien	254.00		233,336.75
04/01/2022	000268	Carson Square	6,524.00		226,812.75
04/01/2022	000268	Central Lake Townhouses	119.00		226,693.75
04/01/2022	000268	Cherrywood Village Farms, Inc.	3,648.00		223,045.75
04/01/2022	000268	Davis Investment Properties, LLC	875.00		222,170.75
04/01/2022	000268	Jack V. Dean	403.00		221,767.75
04/01/2022	000268	Five P. Enterprises, LLC	507.00		221,260.75
04/01/2022	000268	Lisa Forbes	531.00		220,729.75
04/01/2022	000268	Frankfort Housing LDHA LP	1,145.00		219,584.75
04/01/2022	000268	Michael Glowacki	322.00		219,262.75
04/01/2022	000268	David Grzesiek	318.00		218,944.75
04/01/2022	000268	Habitat for Humanity	327.00		218,617.75
04/01/2022	000268	Harbour Ridge Apts	804.00		217,813.75
04/01/2022	000268	Hillview Terrace	1,364.00		216,449.75
04/01/2022	000268	Josh Hollister	714.00		215,735.75
04/01/2022	000268	HomeStretch	5,691.00		210,044.75
04/01/2022	000268	Matthew Jones	696.00		209,348.75
04/01/2022	000268	Donna Kalchik	436.00		208,912.75
04/01/2022	000268	Carol Kingman	290.00		208,622.75
04/01/2022	000268	Lake Pointe Acquisitions LLC.	822.00		207,800.75
04/01/2022	000268	Sidney Lammers	398.00		207,402.75
04/01/2022	000268	Don E. Lint	582.00		206,820.75
04/01/2022	000268	Maret Sabourin	757.00		206,063.75
04/01/2022	000268	Sue Martin	780.00		205,283.75
04/01/2022	000268	Revokable Trust of Richard T &...	348.00		204,935.75
04/01/2022	000268	Oak Park Apts	947.00		203,988.75
04/01/2022	000268	Oak Terrace Apts	735.00		203,253.75

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Time: 15:26:16

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 04/01/2022 To: 04/30/2022

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2022	000268	Dawn M. Oh	729.00		202,524.75
04/01/2022	000268	Daniel G. Pohlman	352.00		202,172.75
04/01/2022	000268	Douglas L. Porter	542.00		201,630.75
04/01/2022	000268	Post Village Glen, LLC	8,740.00		192,890.75
04/01/2022	000268	Wayne E Purkiss Trust	824.00		192,066.75
04/01/2022	000268	Timothy Rice	392.00		191,674.75
04/01/2022	000268	Sabin Pond Apartments LLC	103.00		191,571.75
04/01/2022	000268	Mike & Melissa Schichtel	591.00		190,980.75
04/01/2022	000268	Sherwin Rentals	615.00		190,365.75
04/01/2022	000268	SILVER SHORES MHC	2,985.00		187,380.75
04/01/2022	000268	Paul & Leona Steinorth Family Trust	1,278.00		186,102.75
04/01/2022	000268	Ryan Storey	370.00		185,732.75
04/01/2022	000268	22955 Investments LLC	2,076.00		183,656.75
04/01/2022	000268	TCR Investments, LLC	798.00		182,858.75
04/01/2022	000268	Wendy Teagan	436.00		182,422.75
04/01/2022	000268	Village View Housing LHDA LP	429.00		181,993.75
04/01/2022	000268	Village Woods	655.00		181,338.75
04/01/2022	000268	Wagner Asset Group at Ninth...	476.00		180,862.75
04/01/2022	000268	Kevin Warren	130.00		180,732.75
04/01/2022	000268	Christina Wellinger	538.00		180,194.75
04/01/2022	000268	Paul Wheelock	365.00		179,829.75
04/01/2022	000268	Woodmere Ridge Apartments...	4,757.00		175,072.75
04/01/2022	000268	Wyatt Road Apartment Company	1,156.00		173,916.75
04/01/2022	000268	Theodore V. Zachman	1,135.00		172,781.75
04/01/2022	000268	Ann Zenner	710.00		172,071.75
04/01/2022	000268	Barb Zupin	472.00		171,599.75
04/01/2022	023381	Village Apartments LP	380.00		171,219.75
04/06/2022	DEP			100.00	171,319.75
04/12/2022	023382	Cherryland Electric Cooperative	30.00		171,289.75
04/12/2022	023383	City Of Traverse City	160.90		171,128.85
04/12/2022	023384	Consumers Energy	165.00		170,963.85
04/12/2022	023385	DTE ENERGY	286.10		170,677.75
04/12/2022	023386	Traverse City Housing Commission	2,834.00		167,843.75
04/28/2022	023387	Traverse City Housing Commission	8,537.89		159,305.86
04/29/2022	DEP			381.00	159,686.86
04/29/2022	023388	Joan Herman	561.00		159,125.86
Total:			105,047.89	104,592.00	

Date: 05/23/2022
Time: 10:14:47

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 05/01/2022 To: 05/23/2022

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Date	Ref Num	Payee	Payment	Deposit	Balance
05/02/2022	DEP	U.S. Dept. of HUD		25,338.00	177,900.56
05/02/2022	ADJST	Huntington Bank	268.00		177,632.56
05/03/2022	EFT	Internal Revenue Service	3,037.34		174,595.22
05/03/2022	EFT	State of Michigan	502.59		174,092.63
05/03/2022	EFT	Optum Bank	75.38		174,017.25
05/03/2022	EFT	Alisa Korn	1,837.66		172,179.59
05/03/2022	EFT	Anthony Lentych	2,537.59		169,642.00
05/03/2022	EFT	Larry G. Freeman	246.68		169,395.32
05/03/2022	EFT	David Gourlay	443.46		168,951.86
05/03/2022	EFT	David Gourlay	2,110.26		166,841.60
05/03/2022	EFT	Michael Walters	1,863.92		164,977.68
05/03/2022	EFT	Henry Webb	583.74		164,393.94
05/03/2022	EFT	Principal Life Insurance Co.	942.03		163,451.91
05/12/2022	040857	Louis G LaFranier Trust	9,750.00		153,701.91
05/16/2022	040868	City Of Traverse City	206.40		153,495.51
05/16/2022	040869	DTE ENERGY	266.60		153,228.91
05/16/2022	040870	DTE ENERGY	2,956.61		150,272.30
05/16/2022	040871	Northern Michigan Janitorial Supply	38.00		150,234.30
05/16/2022	040872	Leelanau Cut Above Lawn Care	1,700.00		148,534.30
05/16/2022	040873	Integrated Payroll Services, Inc.	123.00		148,411.30
05/16/2022	040874	Roto-Rooter of Northern Michigan	218.00		148,193.30
05/16/2022	040875	Lautner Irrigation	638.86		147,554.44
05/16/2022	040876	City Of Traverse City	175.90		147,378.54
05/16/2022	040877	Great Lakes Business Systems, Inc.	292.00		147,086.54
05/16/2022	040878	Staples	73.94		147,012.60
05/16/2022	040879	Spectrum Business	5,740.39		141,272.21
05/16/2022	040880	AmRent	43.40		141,228.81
05/16/2022	040881	Granite Telecommunications	322.64		140,906.17
05/16/2022	040882	Stanley Steemer	654.00		140,252.17
05/16/2022	040883	Spectrum Business	189.98		140,062.19
05/16/2022	040884	Traverse City Record Eagle	205.50		139,856.69
05/16/2022	040885	Republic Services #239	1,869.51		137,987.18
05/16/2022	040886	Sondee, Racine & Doren, P.L.C.	170.00		137,817.18
05/16/2022	040887	Judy Myers	457.32		137,359.86
05/16/2022	040888	Grand Traverse County DPW	483.00		136,876.86
05/16/2022	040889	Traverse City Business News	35.00		136,841.86
05/16/2022	040890	Johnson Controls	846.11		135,995.75
05/16/2022	040891	Great Lakes Business Systems, Inc.	64.00		135,931.75
05/16/2022	040892	Michael Walters	252.72		135,679.03
05/16/2022	040893	Snap Printing	102.00		135,577.03

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Traverse City Housing Commission
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Huntington Bank
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Date	Ref Num	Payee	Payment	Deposit	Balance
05/16/2022	040894	Byte Productions, LLC	630.00		134,947.03
05/16/2022	040895	Housing Authority Accounting...	1,195.36		133,751.67
05/16/2022	040896	Engineered Protection Systems Inc	127.26		133,624.41
05/16/2022	040897	Safety Net	1,165.50		132,458.91
05/16/2022	040898	SAM'S CLUB	431.02		132,027.89
05/16/2022	040899	Home Depot Credit Services	140.91		131,886.98
05/16/2022	040900	The Home Depot Pro Multifamily	485.17		131,401.81
05/16/2022	040901	Ace Hardware	71.51		131,330.30
05/16/2022	040902	South Cedar Chimney Sweep	1,995.00		129,335.30
05/17/2022	EFT	Internal Revenue Service	2,645.57		126,689.73
05/17/2022	EFT	State of Michigan	450.79		126,238.94
05/17/2022	EFT	Alisa Korn	1,837.66		124,401.28
05/17/2022	EFT	Anthony Lentych	2,537.58		121,863.70
05/17/2022	EFT	Kim Fehrenbach	1,019.99		120,843.71
05/17/2022	EFT	Larry G. Freeman	563.84		120,279.87
05/17/2022	EFT	Randy J. Pardee	577.35		119,702.52
05/17/2022	EFT	Michael Walters	2,181.83		117,520.69
05/17/2022	EFT	Henry Webb	432.29		117,088.40
05/17/2022	EFT	Principal Life Insurance Co.	332.96		116,755.44
05/17/2022	040903	United States Liability Insurance Co.	457.32		116,298.12
05/17/2022	040904	Environmental Pest Control	290.00		116,008.12
05/17/2022	040905	City Of Traverse City	33.84		115,974.28
05/17/2022	040906	Sherwin Williams Co.	187.45		115,786.83
05/17/2022	040907	Engineered Protection Systems Inc	127.26		115,659.57
05/17/2022	040908	Safety Net	1,470.00		114,189.57
05/18/2022	040909	Judy Myers	544.46		113,645.11
Total:			64,255.45	25,338.00	

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PNC - Section 8
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Date	Ref Num	Payee	Payment	Deposit	Balance
05/02/2022	DEP	U.S. Dept. of HUD		95,210.00	254,335.86
05/02/2022	DEP	U.S. Dept. of HUD		8,901.00	263,236.86
05/02/2022	ADJST	PNC Bank	164.25		263,072.61
05/02/2022	000269	Jeana Aiken	724.00		262,348.61
05/02/2022	000269	Dustin Ansoerge	1,454.00		260,894.61
05/02/2022	000269	Ayers Investment Properties LLC	721.00		260,173.61
05/02/2022	000269	B & R RENTALS, LLC	658.00		259,515.61
05/02/2022	000269	Bay Front Apartments	398.00		259,117.61
05/02/2022	000269	Bay Hill Housing LDHALP	11,222.00		247,895.61
05/02/2022	000269	Bay Hill II	10,307.00		237,588.61
05/02/2022	000269	Elizabeth Beckett	297.00		237,291.61
05/02/2022	000269	Bellaire Senior Apartments	381.00		236,910.61
05/02/2022	000269	Brookside Commons LDHA, LP	3,164.00		233,746.61
05/02/2022	000269	Padrice Brown	539.00		233,207.61
05/02/2022	000269	Rebecca Carmien	254.00		232,953.61
05/02/2022	000269	Carson Square	6,510.00		226,443.61
05/02/2022	000269	Central Lake Townhouses	119.00		226,324.61
05/02/2022	000269	Cherrywood Village Farms, Inc.	3,648.00		222,676.61
05/02/2022	000269	Davis Investment Properties, LLC	875.00		221,801.61
05/02/2022	000269	Jack V. Dean	403.00		221,398.61
05/02/2022	000269	Five P Enterprises, LLC	507.00		220,891.61
05/02/2022	000269	Lisa Forbes	518.00		220,373.61
05/02/2022	000269	Frankfort Housing LDHA LP	1,130.00		219,243.61
05/02/2022	000269	Michael Glowacki	322.00		218,921.61
05/02/2022	000269	David Grzesiek	303.00		218,618.61
05/02/2022	000269	Habitat for Humanity	327.00		218,291.61
05/02/2022	000269	Harbour Ridge Apts	804.00		217,487.61
05/02/2022	000269	Hillview Terrace	1,349.00		216,138.61
05/02/2022	000269	Josh Hollister	714.00		215,424.61
05/02/2022	000269	HomeStretch	5,691.00		209,733.61
05/02/2022	000269	Matthew Jones	696.00		209,037.61
05/02/2022	000269	Donna Kalchik	436.00		208,601.61
05/02/2022	000269	Lake Pointe Acquisitions LLC.	822.00		207,779.61
05/02/2022	000269	Sidney Lammers	398.00		207,381.61
05/02/2022	000269	Don E. Lint	582.00		206,799.61
05/02/2022	000269	Maret Sabourin	757.00		206,042.61
05/02/2022	000269	Sue Martin	780.00		205,262.61
05/02/2022	000269	Revokable Trust of Richard T &...	348.00		204,914.61
05/02/2022	000269	Oak Park Apts	873.00		204,041.61
05/02/2022	000269	Oak Terrace Apts	735.00		203,306.61

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Date	Ref Num	Payee	Payment	Deposit	Balance
05/02/2022	000269	Dawn M. Oh	802.00		202,504.61
05/02/2022	000269	Daniel G. Pohlman	352.00		202,152.61
05/02/2022	000269	Douglas L. Porter	542.00		201,610.61
05/02/2022	000269	Post Village Glen, LLC	8,803.00		192,807.61
05/02/2022	000269	Wayne E Purkiss Trust	824.00		191,983.61
05/02/2022	000269	Timothy Rice	392.00		191,591.61
05/02/2022	000269	Sabin Pond Apartments LLC	103.00		191,488.61
05/02/2022	000269	Mike & Melissa Schichtel	1,100.00		190,388.61
05/02/2022	000269	Sherwin Rentals	615.00		189,773.61
05/02/2022	000269	SILVER SHORES MHC	2,695.00		187,078.61
05/02/2022	000269	Paul & Leona Steinorth Family Trust	426.00		186,652.61
05/02/2022	000269	Ryan Storey	370.00		186,282.61
05/02/2022	000269	22955 Investments LLC	2,076.00		184,206.61
05/02/2022	000269	TCR Investments, LLC	798.00		183,408.61
05/02/2022	000269	Wendy Teagan	436.00		182,972.61
05/02/2022	000269	Village View Housing LHDA LP	429.00		182,543.61
05/02/2022	000269	Village Woods	655.00		181,888.61
05/02/2022	000269	Wagner Asset Group at Ninth...	307.00		181,581.61
05/02/2022	000269	Kevin Warren	130.00		181,451.61
05/02/2022	000269	Christina Wellinger	538.00		180,913.61
05/02/2022	000269	Paul Wheelock	365.00		180,548.61
05/02/2022	000269	Woodmere Ridge Apartments...	4,757.00		175,791.61
05/02/2022	000269	Wyatt Road Apartment Company	1,156.00		174,635.61
05/02/2022	000269	Theodore V. Zachman	1,135.00		173,500.61
05/02/2022	000269	Ann Zenner	710.00		172,790.61
05/02/2022	000269	Barb Zupin	472.00		172,318.61
05/02/2022	023389	WODA Boardman Lake LHDALP	377.00		171,941.61
05/02/2022	023390	Village Apartments LP	425.00		171,516.61
05/16/2022	023391	City Of Traverse City	160.90		171,355.71
05/16/2022	023392	Consumers Energy	288.00		171,067.71
05/16/2022	023393	DTE ENERGY	261.10		170,806.61
05/16/2022	023394	Traverse City Housing Commission	991.00		169,815.61
Total:			93,421.25	104,111.00	

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

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 163,060.34
1111.9 - Cash-Short Term Investments	226,960.50
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,903.41
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

Total Cash \$ 417,204.86

Receivables

1122 - Tenants	\$ 3,521.92
1122.1 - Allowance for Doubtful Accounts	(2,545.08)
1125 - Accounts Receivable - HUD	45,812.47
1129.1 - Accounts Receivable-Other	85,204.24
1129.11 - Interfund Due From Vouchers	6,043.23
1130 - Accounts Receivable-TAHDC	1,177.27

Total Receivables \$ 139,214.05

Investments

Total Investments \$ 0.00

Deferred Charges

1211 - Prepaid Insurance	\$ 6,317.67
1290 - Other Deferred Charges	348.00

Total Deferred Charges \$ 6,665.67

TOTAL CURRENT ASSETS \$ 563,084.58

NON-CURRENT ASSETS

1300 - Investments in Joint Ventures \$ 75,000.00

Fixed Assets

1400 - Construction in Progress-CFP	\$ 326,240.41
1400.5 - Accumulated Depreciation	(7,642,103.16)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	441,729.30
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	3,980,736.38
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	105,574.20
1400.9 - Furn., Equip., Mach.-Admin	276,183.31

Total Fixed Assets \$ 1,753,758.54

TOTAL NON-CURRENT ASSETS \$ 1,828,758.54

TOTAL ASSETS \$ 2,391,843.12

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 11,918.04
2114 - Tenant Security Deposits	34,351.00
2117.3 - State Income Tax Withheld	822.34
2117.7 - AFLAC Withheld	353.28
Total Accounts Payable	\$ 47,444.66

Accrued Liabilities

2130.1 - Notes Payable-ST (Deutsche Bank)-CFFP	\$ 38,518.52
2130.2 - Notes Payable ST (AAIG)-EPC	35,971.71
2130.3 - Independent Bank Line of Credit	250,000.00
2135 - Salaries and Wages	3,273.26
2135.1 - Compensated Absences-Short Term	7,605.02
2135.2 - Accrued Payroll Taxes	650.31
2136 - Accrued Liabilities-Other	22,314.16
2137 - Payments in Lieu of Taxes	47,295.65
Total Accrued Liabilities	\$ 405,628.63

Deferred Credits

2690 - Undistributed Deposits After Cutoff	\$ 390.00
Total Deferred Credits	\$ 390.00

Total Current Liabilities \$ 453,463.29

NONCURRENT LIABILITIES

2315 - Notes Payable-LT (Deutsche Bank)-CFFP	\$ 218,722.29
2316 - Notes Payable LT-EPC	(9,822.10)
2435.1 - Compensated Absences-Long Term	4,751.72
Total Noncurrent Liabilities	\$ 213,651.91

TOTAL LIABILITIES \$ 667,115.20

EQUITY

2806.1 - Invested in Capital Assets, Net of Debt \$ 1,286,712.64

Net Assets

2806 - Unrestricted Net Assets	\$ 411,288.88
2807 - Restricted Net Assets	\$ 75,000.00
Income and Expense Clearing	(92,068.30)
Income and Expense Clearing-2020 CFP	43,794.70

Total Net Assets \$ 438,015.28

TOTAL EQUITY \$ 1,724,727.92

TOTAL LIABILITIES/EQUITY \$ 2,391,843.12

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022

	1 Month Ended		10 Months Ended			
	<u>April 30, 2022</u>		<u>April 30, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	33,469.00	\$	322,101.00	\$ 450,000	\$ 127,899.00
3110.2 - Dwelling Rental-Proj. 2		5,606.00		70,798.00	0	(70,798.00)
3120 - Excess Utilities		38.00		990.15	0	(990.15)
3190 - Nondwelling Rental		8,136.34		76,852.25	85,000	8,147.75
Total Rental Income	\$	47,249.34	\$	470,741.40	\$ 535,000	\$ 64,258.60
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	25,937.00	\$	281,702.00	\$ 300,000	\$ 18,298.00
Total HUD PHA GRANTS	\$	25,937.00	\$	281,702.00	\$ 300,000	\$ 18,298.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	5.87	\$	98.21	\$ 2,500	\$ 2,401.79
3690 - Tenant Income		700.00		5,808.37	5,000	(808.37)
3690.1 - Non-Tenant Income		628.00		35,928.28	50,000	14,071.72
3690.2 - Tenant Income-Cable		2,925.00		22,901.00	40,000	17,099.00
3692 - Management Fee		2,100.00		21,000.00	70,000	49,000.00
3692.1 - Maintenance Contracts		2,000.00		20,000.00	0	(20,000.00)
Total Nonrental Income	\$	8,358.87	\$	105,735.86	\$ 167,500	\$ 61,764.14
Total Operating Income	\$	81,545.21	\$	858,179.26	\$ 1,002,500	\$ 144,320.74
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	7,978.84	\$	102,738.58	\$ 140,680	\$ 37,941.42
4130 - Legal Expense		0.00		2,434.96	30,000	27,565.04
4140 - Staff Training		140.00		635.50	4,050	3,414.50
4150 - Travel Expense		583.61		4,881.43	4,700	(181.43)
4170 - Accounting Fees		477.36		5,826.40	8,500	2,673.60
4171 - Auditing		0.00		3,050.00	4,000	950.00
4182 - Employee Benefits - Admin		377.79		23,088.30	27,300	4,211.70
4185 - Telephone		393.39		4,069.67	7,500	3,430.33
4190.1 - Publications		0.00		717.00	800	83.00
4190.2 - Membership Dues and Fees		0.00		150.00	1,000	850.00
4190.3 - Admin. Service Contracts		2,147.42		13,589.45	21,770	8,180.55
4190.4 - Office Supplies		85.42		5,686.69	4,200	(1,486.69)
4190.5 - Other Sundry Expense		983.47		19,899.41	11,900	(7,999.41)
4190.6 - Advertising		0.00		887.25	1,500	612.75
Total Administration	\$	13,167.30	\$	187,654.64	\$ 267,900	\$ 80,245.36
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	127.62	\$	6,947.50	\$ 9,500	\$ 2,552.50
4230 - Cable TV-Tenants		5,677.23		41,941.23	42,000	58.77
Total Tenant Services	\$	5,804.85	\$	48,888.73	\$ 51,500	\$ 2,611.27

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022

	1 Month Ended	10 Months Ended		
	<u>April 30, 2022</u>	<u>April 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 1,913.00	\$ 30,326.34	\$ 19,000	\$ (11,326.34)
4320 - Electricity	12,534.32	107,217.54	135,000	27,782.46
4330 - Gas	3,536.43	21,302.97	20,000	(1,302.97)
Total Utilities	<u>\$ 17,983.75</u>	<u>\$ 158,846.85</u>	<u>\$ 174,000</u>	<u>\$ 15,153.15</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 9,900.68	\$ 122,599.65	\$ 166,720	\$ 44,120.35
4420 - Materials	417.27	33,560.36	42,000	8,439.64
4430 - Contract Costs	0.00	0.00	51,000	51,000.00
4430.02 - Heating & Cooling Contracts	0.00	4,178.15	6,000	1,821.85
4430.03 - Snow Removal Contracts	802.00	3,518.00	5,000	1,482.00
4430.04 - Elevator Maintenance Contracts	0.00	11,134.29	9,500	(1,634.29)
4430.05 - Landscape & Grounds Contracts	219.32	8,187.82	10,000	1,812.18
4430.06 - Unit Turnaround Contracts	2,940.00	16,470.00	18,000	1,530.00
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00
4430.08 - Plumbing Contracts	1,419.05	4,872.00	2,500	(2,372.00)
4430.09 - Extermination Contracts	290.00	3,380.00	3,000	(380.00)
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts	0.00	6,578.84	15,000	8,421.16
4430.12 - Misc. Contracts	1.35	3,776.57	15,000	11,223.43
4431 - Garbage Removal	1,303.56	14,047.65	8,000	(6,047.65)
4433 - Employee Benefits - Maint.	1,795.40	43,597.83	44,050	452.17
4470 - Elk Rapids Expenses	2,302.85	1,915.07	0	(1,915.07)
4471 - East Bay Flats Expenses	0.00	(925.08)	0	925.08
Total Ordinary Maint. & Oper	<u>\$ 21,391.48</u>	<u>\$ 276,891.15</u>	<u>\$ 397,770</u>	<u>\$ 120,878.85</u>
General Expense				
4510 - Insurance	\$ 2,950.26	\$ 30,953.49	\$ 30,500	\$ (453.49)
4520 - Payment in Lieu of Taxes	2,083.34	20,833.40	25,000	4,166.60
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4570 - Collection Losses	0.00	0.00	3,000	3,000.00
4586 - Interest Expense-CFFP	0.00	0.00	30,000	30,000.00
4590 - Other General Expense	0.00	1,520.83	45,000	43,479.17
Total General Expense	<u>\$ 5,033.60</u>	<u>\$ 53,307.72</u>	<u>\$ 132,500</u>	<u>\$ 79,192.28</u>
Total Routine Expense	<u>\$ 63,380.98</u>	<u>\$ 725,589.09</u>	<u>\$ 1,023,670</u>	<u>\$ 298,080.91</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 318.29	\$ 20,312.76	\$ 10,000	\$ (10,312.76)
Total Extraordinary Maintenance	<u>\$ 318.29</u>	<u>\$ 20,312.76</u>	<u>\$ 10,000</u>	<u>\$ (10,312.76)</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>\$ 318.29</u>	<u>\$ 20,312.76</u>	<u>\$ 10,000</u>	<u>\$ (10,312.76)</u>
Total Operating Expenses	<u>\$ 63,699.27</u>	<u>\$ 745,901.85</u>	<u>\$ 1,033,670</u>	<u>\$ 287,768.15</u>
Operating Income (Loss)	<u>\$ 17,845.94</u>	<u>\$ 112,277.41</u>	<u>\$ (31,170)</u>	<u>\$ (143,447.41)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 14,434.51	\$ 144,250.57	\$ 0	\$ (144,250.57)
Total Depreciation Expense	<u>\$ 14,434.51</u>	<u>\$ 144,250.57</u>	<u>\$ 0</u>	<u>\$ (144,250.57)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022

	1 Month Ended		10 Months Ended			
	<u>April 30, 2022</u>		<u>April 30, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$ 0	\$ 0.00
RAD Expense						
7020 - RAD Expenses	\$	1,055.55	\$	60,095.14	\$ 0	\$ (60,095.14)
Total RAD Expense	\$	1,055.55	\$	60,095.14	\$ 0	\$ (60,095.14)
Capital Expenditures						
7520 - Replacement of Equipment	\$	0.00	\$	2,899.00	\$ 0	\$ (2,899.00)
7540 - Betterments and Additions		0.00		14,833.31	40,000	25,166.69
7590 - Operating Expenditures-Contra		0.00		(17,732.31)	0	17,732.31
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 40,000	\$ 40,000.00
Other Financial Items						
8010 - Operating Transfers In	\$	0.00	\$	0.00	\$ 155,000	\$ 155,000.00
Total Other Financial Items	\$	0.00	\$	0.00	\$ 155,000	\$ 155,000.00
HUD Net Income (Loss)						
	\$	16,790.39	\$	34,449.96	\$ 83,830	\$ 49,380.04
GAAP Net Income (Loss)	\$	2,355.88	\$	(92,068.30)	\$ (226,170)	\$ (134,101.70)

**Traverse City Housing Commission
2017 Capital Fund
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022**

501-17 P&L	1 Month Ended	10 Months Ended
1020	<u>April 30, 2022</u>	<u>April 30, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

**Traverse City Housing Commission
2018 Capital Fund
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022**

501-18 P&L	1 Month Ended	10 Months Ended
1021	<u>April 30, 2022</u>	<u>April 30, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

**Traverse City Housing Commission
Capital Fund 501-19
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022**

501-19 P&L	1 Month Ended	10 Months Ended
1022	<u>April 30, 2022</u>	<u>April 30, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

Traverse City Housing Commission
Capital fund 501-20
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022

501-20 P&L	1 Month Ended	10 Months Ended
1023	<u>April 30, 2022</u>	<u>April 30, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	4,379.47	43,794.70
Total HUD PHA GRANTS	<u>4,379.47</u>	<u>43,794.70</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>4,379.47</u>	<u>43,794.70</u>
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	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>4,379.47</u>	<u>43,794.70</u>

Traverse City Housing Commission

Capital Fund 501-17

Program ID:

MI33-P080-50117
1520****

	1 Month Ended April 30, 2022	10 Months Ended April 30, 2022	BUDGET	OVER/UNDER
Administration				
1408 - Management Improvements	\$ 0.00	\$ 10,189.00	\$ 0.00	\$ (10,189.00)
1410 - Administration	0.00	8,490.36	0.00	(8,490.36)
Total Administration	0.00	18,679.36	0.00	(18,679.36)
A & E				
1430 - Architect & Engineering Fees	0.00	821.91	0.00	(821.91)
Total A & E Fees	0.00	821.91	0.00	(821.91)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.58 - Community Room Flooring-RV	0.00	0.00	20,845.00	20,845.00
1460.59 - Siding & Windows-OV	0.00	7,937.28	48,060.00	40,122.72
1460.60 - Bathroom Rehab-OV	0.00	0.00	16,000.00	16,000.00
Total Dwelling Structures	0.00	7,937.28	84,905.00	76,967.72
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	52,553.64	52,554.00	0.36
Total Other	0.00	52,553.64	52,554.00	0.36
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 79,992.19</u>	<u>\$ 137,459.00</u>	<u>\$ 57,466.81</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>79,992.19</u>	<u>137,459.00</u>	<u>57,466.81</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 501-18

Program ID:

MI33-P080-50118
1521****

	1 Month Ended	10 Months Ended		
	April 30, 2022	April 30, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
1450.01 - RVT Parking Lot Repair	0.00	0.00	15,000.00	15,000.00
1450.17 - LED Site Lighting-OV	0.00	0.00	4,120.00	4,120.00
1450.18 - Arsenic Lawsuit	0.00	37,053.28	0.00	(37,053.28)
Total Site Improvements	0.00	37,053.28	19,120.00	(17,933.28)
Dwelling Structures				
1460.59 - Siding & Windows-OV	0.00	0.00	43,155.00	43,155.00
Total Dwelling Structures	0.00	0.00	43,155.00	43,155.00
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				
1475 - Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
Total Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
Total Other	0.00	52,553.64	52,554.00	0.36
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 89,606.92</u>	<u>\$ 129,399.00</u>	<u>\$ 39,792.08</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>89,606.92</u>	<u>137,459.00</u>	<u>47,852.08</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 8,060.00</u>	<u>\$ 8,060.00</u>

Traverse City Housing Commission

2019 Capital Fund

Program ID:

MI33-P080-50119
1522****

	1 Month Ended	10 Months Ended		
	April 30, 2022	April 30, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
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	52,553.64	0.00	(52,553.64)
Total Other	0.00	52,553.64	0.00	(52,553.64)
 Total Capital Funds Expended	 \$ 0.00	 \$ 52,553.64	 \$ 0.00	 \$ (52,553.64)
 1600 - Capital Funds Advanced	 0.00	 52,553.64	 0.00	 (52,553.64)
 Over/(Under) Funding	 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ 0.00

Traverse City Housing Commission

2020 Capital Fund

Program ID:

MI33-P080-50120
1523****

	1 Month Ended	10 Months Ended		
	April 30, 2022	April 30, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
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	4,379.47	43,794.70	0.00	(43,794.70)
Total Other	4,379.47	43,794.70	0.00	(43,794.70)
Total Capital Funds Expended	<u>\$ 4,379.47</u>	<u>\$ 43,794.70</u>	<u>\$ 0.00</u>	<u>\$ (43,794.70)</u>
1600 - Capital Funds Advanced	<u>4,379.47</u>	<u>43,794.70</u>	<u>0.00</u>	<u>(43,794.70)</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	1 Month Ended	10 Months Ended		
1601****	April 30, 2022	April 30, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	19,561.00	(0.06)
Total A & E Fees	0.00	19,561.06	19,561.00	(0.06)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460.35 - Water Heaters-RT	0.00	0.00	21,400.00	21,400.00
1460.36 - Water Heaters-OV	0.00	0.00	11,000.00	11,000.00
1460.40 - Kitchen Rehab-RV	0.00	0.00	403,425.00	403,425.00
1460.41 - Roof-RV	0.00	0.00	75,000.00	75,000.00
1460.42 - Roof-OV	0.00	0.00	60,000.00	60,000.00
1460.43 - Generator-RV	0.00	0.00	35,000.00	35,000.00
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
Total Dwelling Structures	0.00	577,637.00	605,825.00	28,188.00
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				
1501 - Debt Service Payment	0.00	0.00	34,755.00	34,755.00
1502 - Contingency	0.00	0.00	1,334.00	1,334.00
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
Total Other	0.00	8,477.83	36,089.00	27,611.17
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 661,475.00</u>	<u>\$ 22,301.68</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>639,173.32</u>	<u>661,475.00</u>	<u>22,301.68</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 April 30, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 227,514.73
1111.6 - FSS Escrow Savings	<u>64,564.20</u>

Total Cash	\$ 292,078.93
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Receivables

Total Receivables	\$ 0.00
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Investments

Total Investments	\$ 0.00
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Deferred Charges

1290 - Other Deferred Charges	\$ (4.00)
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Total Deferred Charges	\$ (4.00)
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TOTAL CURRENT ASSETS	\$ 292,074.93
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Fixed Assets

1400.5 - Accumulated Depreciation	\$ (6,337.96)
1400.9 - Furn., Equip., Mach.-Admin	<u>6,562.63</u>

Total Fixed Assets	\$ 224.67
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TOTAL ASSETS	<u>\$ 292,299.60</u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of April 30, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 2,168.24
2119.21 - Interfund Due To Low Rent	6,043.23
Total Accounts Payable	\$ 8,211.47

Accrued Liabilities

2135 - Salaries and Wages	\$ 1,046.82
2135.1 - Compensated Absences-Short Term	4,569.89
2135.2 - Accrued Payroll Taxes	233.16
2182 - FSS Escrow Trust	58,627.42
Total Accrued Liabilities	\$ 64,477.29

Deferred Credits

2290 - Other Deferred Credits	\$ 306.00
Total Deferred Credits	\$ 306.00

Total Current Liabilities	\$ 72,994.76
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NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$ 1,705.99
Total Noncurrent Liabilities	\$ 1,705.99

TOTAL LIABILITIES	\$ 74,700.75
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NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$ 221,276.98
2826 - Operating Reserve-Admin	217,977.57
2826.01 - Operating Reserve-HAP	3,299.13
2826.1 - Operating Reserve-Contra	(221,276.70)
Income and Expense Clearing	(851.07)
Income and Expense Clearing - FSS	(2,827.06)
TOTAL NET ASSETS	\$ 217,598.85

TOTAL LIABILITIES/NET ASSETS	\$ 292,299.60
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**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022**

	1 Month Ended		10 Months Ended		
	<u>April 30, 2022</u>		<u>April 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income					
3390 - Fraud Recovery Income	\$ 50.00	\$	546.12	\$ 0	\$ (546.12)
3603 - Number of Unit Months	0.00		(1,421.00)	0	1,421.00
3604 - Unit Months - Contra	0.00		1,421.00	0	(1,421.00)
Total Operating Reserve Income	\$ 50.00	\$	546.12	\$ 0	\$ (546.12)
Revenues - HUD PHA GRANTS					
3410 - HAP Funding	\$ 95,210.00	\$	936,586.00	\$ 1,250,000	\$ 313,414.00
3411 - Admin Fee Funding	8,901.00		83,553.00	71,000	(12,553.00)
Total HUD PHA GRANTS	\$ 104,111.00	\$	1,020,139.00	\$ 1,321,000	\$ 300,861.00
Income Offset HUD A.C.					
Total Income Offset	0.00		0.00	0.00	0.00
Total Operating Income	\$ 104,161.00	\$	1,020,685.12	\$ 1,321,000	\$ 300,314.88
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	\$ 2,406.07	\$	39,631.67	\$ 47,500	\$ 7,868.33
4120 - Compensated Absences	0.00		0.00	(500)	(500.00)
4130 - Legal Expense	0.00		0.00	5,000	5,000.00
4140 - Staff Training	60.00		1,137.00	2,200	1,063.00
4150 - Travel Expense	39.20		703.96	2,800	2,096.04
4170 - Accounting Fees	684.25		7,077.50	10,500	3,422.50
4171 - Auditing	0.00		3,050.00	2,000	(1,050.00)
4182 - Employee Benefits - Admin	162.39		12,022.00	10,600	(1,422.00)
4185 - Telephone	168.59		1,585.55	3,200	1,614.45
4190.1 - Publications	0.00		956.00	500	(456.00)
4190.2 - Membership Dues and Fees	0.00		0.00	1,000	1,000.00
4190.3 - Admin. Service Contracts	920.31		6,716.11	9,330	2,613.89
4190.4 - Office Supplies	36.61		813.71	2,200	1,386.29
4190.5 - Other Sundry Expense	527.20		5,237.80	5,100	(137.80)
Total Administration	\$ 5,004.62	\$	78,931.30	\$ 101,430	\$ 22,498.70
General Expense					
Total General Expense	\$ 0.00	\$	0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 5,004.62	\$	78,931.30	\$ 101,430	\$ 22,498.70

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022**

	<u>1 Month Ended April 30, 2022</u>	<u>10 Months Ended April 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 90,228.00	\$ 880,888.00	\$ 1,150,000	\$ 269,112.00
4715.3 - HAP - Non-Elderly Disabled	1,016.00	14,174.00	0	(14,174.00)
4715.4 - HAP - Utility Allowances	618.00	3,646.00	0	(3,646.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(546.11)	0	546.11
4715.6 - HAP - Homeownership	1,433.00	14,304.00	0	(14,304.00)
4715.61 - HAP-Homeownership URP	0.00	48.00	0	(48.00)
4719 - HAP - FSS Escrow	2,834.00	30,091.00	0	(30,091.00)
Total HAP Payments	\$ 96,079.00	\$ 942,604.89	\$ 1,150,000	\$ 207,395.11
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 101,083.62	\$ 1,021,536.19	\$ 1,251,430	\$ 229,893.81
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 3,077.38</u>	<u>\$ (851.07)</u>	<u>\$ 69,570</u>	<u>\$ 70,421.07</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 3,896.38</u>	<u>\$ 4,621.70</u>	<u>\$ (30,430)</u>	<u>\$ (35,051.70)</u>
<u>Analysis of Funding</u>		<u>10 Months Ended April 30, 2022</u>		
A.C. Received: April 30, 2022				
3410 - HAP Funding		\$ 936,586.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		880,888.00		
4715.3 - HAP - Non-Elderly Disabled		14,174.00		
4715.4 - HAP - Utility Allowances		3,646.00		
4715.5 - HAP - Fraud Recovery		(546.11)		
4715.6 - HAP - Homeownership		14,304.00		
4715.61 - HAP-Homeownership URP		48.00		
4719 - HAP - FSS Escrow		30,091.00		
Total Funding Required		\$ 942,604.89		
Over/(Under) Funding		<u>\$ (6,018.89)</u>		
RNP as of: April 30, 2022		\$ (2,719.76)		
UNP as of: April 30, 2022		\$ 220,318.33		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022**

	1 Month Ended		10 Months Ended			
	<u>April 30, 2022</u>		<u>April 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>	
Operating Reserve Income						
Total Operating Reserve Income	\$ 0.00	\$	0.00	\$ 0	\$	0.00
Revenues - HUD PHA GRANTS						
3412 - FSS Grant Revenue	\$ 0.00	\$	35,073.34	\$ 0	\$	(35,073.34)
Total HUD PHA GRANTS	\$ 0.00	\$	35,073.34	\$ 0	\$	(35,073.34)
Income Offset HUD A.C.						
Total Income Offset	0.00		0.00	0.00		0.00
Total Operating Income	\$ 0.00	\$	35,073.34	\$ 0	\$	(35,073.34)
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 1,109.84	\$	29,186.32	\$ 47,200	\$	18,013.68
4182 - Employee Benefits - Admin	93.02		8,714.08	11,980		3,265.92
Total Administration	\$ 1,202.86	\$	37,900.40	\$ 59,180	\$	21,279.60
General Expense						
Total General Expense	\$ 0.00	\$	0.00	\$ 0	\$	0.00
Total Routine Expense	\$ 1,202.86	\$	37,900.40	\$ 59,180	\$	21,279.60

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022**

	<u>1 Month Ended April 30, 2022</u>	<u>10 Months Ended April 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 1,202.86	\$ 37,900.40	\$ 59,180	\$ 21,279.60
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>\$ (1,202.86)</u>	<u>\$ (2,827.06)</u>	<u>\$ (59,180)</u>	<u>\$ (56,352.94)</u>

**Traverse City Housing Commission
Housing Choice Vouchers
CARES Act Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2022**

	1 Month Ended	10 Months Ended
	<u>April 30, 2022</u>	<u>April 30, 2022</u>
Operating Income		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
Operating Expenses		
Routine Expense		
Administration		
Total Administration	\$ 0.00	\$ 0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	\$ 0.00	\$ 0.00
General Expense		
Total General Expense	\$ 0.00	\$ 0.00
Total Routine Expense	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 0.00	\$ 0.00
Operating Income (Loss)	\$ 0.00	\$ 0.00
Depreciation Expense		
Total Depreciation Expense	\$ 0.00	\$ 0.00
Capital Expenditures		
Total Capital Expenditures	\$ 0.00	\$ 0.00
Other Financial Items		
Total Other Financial Items	\$ 0.00	\$ 0.00



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

COMMITTEE REPORTS

Executive & Finance Committee Meeting: May 20, 2022

Governance & Compliance Committee Meeting: May 19, 2022

Resident Advisory Board (RAB) Meeting: May 9, 2022

Governance & Compliance Committee Meeting: April 28, 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
May 20, 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 TCHC Office, 150 Pine Street, Traverse City, Michigan, by Vice President Wayne Workman at 1:11 P.M.

ROLL CALL

The following were present:

Commissioners – Wayne Workman, Vice President. Heather Lockwood reported a conflict.

Staff – Tony Lentych, Executive Director.

CORRESPONDENCE

Correspondence from attorney Brad Wierda was discussed.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the April 15, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted.
- B. Real Estate Updates: Staff provided brief updates of real estate projects including the rehab of Riverview Terrace (HUD), the BATA project and the 8th Street Property. We have pulled our building permits for the RAD renovation – the closing date does appear to be likely in June. The property split on the LaFranier project has been completed and once the DTE easement is settled, we will be able to purchase the property. Staff has inquired with Rotary Charities to see if that entity could lend money to assist with the purchase. No update from MSHDA on the Parkview Senior Apartments project.
- C. Cheboygan Housing Commission: No update other than the fact that the municipality is struggling with the Declaration of Trust on their HUD properties. More on this next month.
- D. Human Resources: There was a lengthy discussion about a closed session to complete the review of the Executive Director. HR Consultant recommends this and staff will ask for this to be on the agenda. This may, however, change based on additional feedback from other commissioners – staff indicated this would be fine as well.
- E. FY 2023 Budget: The budget for wages and benefits was presented and discussed. After two small adjustments, the numbers presented will be included in the overall budget that will be finalized over the next several weeks.
- F. TAHD/CO/TC Housing Services: Staff reviewed the need to appoint new members to the TC Housing Services Board of Directors.

- G. MEETING AGENDA: The meeting will be held at Riverview Terrace. There will be a lengthy new business agenda but most of the items are pro forma and should not take a lot of time. Items include the first reading of By-Law changes, an FSS escrow disbursement, renewing of insurance policies, and authorizing executive staff to purchase property and participate in the closing of the RAD deal.
- H. GENERAL COMMENTS: The next meeting will need to occur on June 14 due to scheduling conflicts.

ADJOURNMENT

Vice President Workman adjourned the meeting at 1:50 P.M.

Respectfully submitted,

Wayne Workman, Vice President

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
May 19, 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 10:05 A.M.

I ROLL CALL

The following were present:

Resident Members – Ellen Corcoran and Betty Osbourne.

Commissioners – Jim Friend. Roger Putman was excused.

Staff – Tony Lentych, Executive Director.

Residents – None.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the April 28, 2022 meeting of this committee and the agenda for this meeting were reviewed.

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

Committee Member Ellen Corcoran moved (Friend support) to accept the meeting minutes of the previous meeting. The motion was approved.

III PUBLIC COMMENT

None.

IV UPDATES

- A. An updated Policy Review Schedule was presented discussed. Staff noted that the Pet Policy will be reviewed next month – there are needed changes like dogs must be “held on a leash”.
- B. There was a discussion about the DDA presentation on the Lower Boardman River Plan that occurred on May 10th. The information provided was helpful. It was also decided that this will not be an on-going agenda item but will tracked through staff for any movement on this plan.
- C. Staff provided a brief update on the progress of the Great Lakes Capital project next door. The same company working next door is planning to build next to J&S. A brochure for “Tru Blu Lofts” was distributed and discussed. TCHC will assist on income screening for any low income resident applications just like the property next door. Staff submitted a letter to MEDC that indicated that it would serve that role.
- D. There was a RAD Resident meeting immediately before the Governance Committee Meeting. Only three residents attended. There was a brief review of the construction schedule which was distributed by staff.

V. OLD BUSINESS

- A. There are rising cases of COVID-19 in our region and with several residents who are either frail elderly or are immuno-compromised, we are still trying to encourage masks in public areas.
- B. Record Retention Policy: Will be completed in July.
- C. HCV Administrative Plan: Staff announced that a public hearing will be held next month. A memorandum was distributed that outlined all of the changes and updates in the plan.
- D. The changes to the TCHC By-Laws were reviewed once again. All were deemed appropriate and acceptable.

VI NEW BUSINESS

- A. Pet Policy: With the upcoming RAD conversion, certain policies need to be reviewed in order to ensure that they are in complementary to policies that the new property management partner, KMG. This review will occur next month but there was a lengthy conversation about potential changes – visiting pets will be an issue that will be addressed.
- B. Income Limits: The annual review of the HUD Income Limits was discussed. The committee recommends the adoption of the new income limits for TCHC Fiscal Year 2023.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Commissioner Jim Friend moved (Corcoran support) to adjourn the meeting. The motion was approved and the meeting was closed at 10:41 A.M. The next meeting of the Committee is scheduled for June 16, 2022 at 10:00 A.M.

Respectfully submitted,

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Resident Advisory Board
May 9, 2022

A Meeting of the Traverse City Housing Commission Resident Advisory Board was called to order in the Third Floor Community Room of the Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 4:00 P.M.

I ROLL CALL

The following were present:

RAB Chairs: Ellen Corcoran, Jim Friend, Betty Osborne, and Jo Simerson.

Staff: Tony Lentych, Executive Director.

Residents: Jeff Turner.

II APPROVAL OF AGENDA

RAB Co-Chair, Betty Osborne moved (Friend) for the agenda to be approved as presented. The motion was unanimously approved.

III NEW BUSINESS

- A. Staff reviewed the purpose the RAB and noted that it was important for this body to understand that after the RAD Conversion, the Administrative Plan would be the main governance document and not the ACOP.
- B. Staff produced a memorandum that outlined all of the changes and updates proposed for the Admin Plan. Many are minor updates but others are more substantial. Particular attention was paid to the entirely new Chapter 18 that addressed RAD Conversions. A copy of that chapter was provided to several RAB members at an earlier Governance Committee meeting. The full Admin Plan was available for review at this meeting and it was noted that the Plan is available to review at any time in the office.
- C. Staff did review the rehab/construction schedule that is based upon the final “closing” on the financing package. Construction is scheduled to start in July regardless of the exact closing date in June.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

RAB Co-Chair, Jo Simerson moved (Corcoran support) to adjourned. The motion was unanimously approved and the meet was closed by Co-Chairs Corcoran, Friend, Osbourne, and Simerson at 4:34 P.M.

Respectfully submitted,

Tony Lentych, Executive Director & Recording Secretary

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
April 28, 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 10:03 A.M.

I ROLL CALL

The following were present:

Resident Members – Ellen Corcoran. Betty Osbourne could not attend.

Commissioners – Jim Friend. Roger Putman was excused.

Staff – Tony Lentych, Executive Director.

Residents – Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the March 17, 2022 meeting of this committee and the agenda for this meeting were reviewed.

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

Committee Member Ellen Corcoran moved (Friend support) to accept the meeting minutes of the previous meeting. The motion was approved.

III PUBLIC COMMENT

None.

IV UPDATES

- A. An updated Policy Review Schedule was presented discussed. Staff noted minor changes on the document but the document was the same one from the previous month's Board Packet.
- B. Staff provided an update that the DDA has agreed to meet with residents to review the Lower Boardman River Plan and that the meeting will occur at 4:00 pm on May 10th. The date will be announced in the newsletter and with posters.
- C. Staff provided a brief update on the progress of the Great Lakes Capital project next door. The first floor is nearly complete but the next floors will be a more complicated construction challenge.
- D. HUD issued its final RCC to TCHC – the countdown to closing has officially begun for HUD. There will be an afternoon meeting for residents later in the day to provide updates. Staff announced that there is a RAD page on the TCHousing.org website (under Riverview Terrace). This will be used to keep residents updated before and during construction. A construction schedule will be shared at the next meeting (or before if available).

V. OLD BUSINESS

- A. We are still encouraging masks in public areas especially for vulnerable persons but we have realized that most believe we have ended the pandemic procedures and policies.
- B. Record Retention Policy: not completed.

VI NEW BUSINESS

- A. HCV Administrative Plan: Staff shared a memorandum that reviewed many of the changes that need to be made to the plan. Each change was discussed in detail during a lengthy presentation by staff. There will be another review next month should anyone have any additional questions. Staff noted that there are two draft binders available for review.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Commissioner Jim Friend moved (Corcoran support) to adjourn the meeting. The motion was approved and the meeting was closed at 11:12 A.M. The next meeting of the Committee is scheduled for May 19, 2022 at 10:00 A.M.

Respectfully submitted,

Tony Lentych, Executive Director



Traverse City
Housing Commission
a Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report: May 2022

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

Resident Council Report: May 2022

EXECUTIVE DIRECTOR'S REPORT: May 26, 2022

This report covers the work accomplished from April 22, 2022 until May 25, 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: Eleven (11) units are now open. Our goal of ten (10) open units has been met AND we should have seven (7) open -02 stack units. REAC Inspections were completed (we scored a 91).
2. ORCHARDVIEW: The property is full! REAC Inspections from HUD are completed and all follow-up issues are addressed.
3. EAST BAY FLATS: This project is fully leased. Communications with MCC about future upgrades which may require re-financing or subsidy placement in the property.

Housing Choice Vouchers

1. We have 159 HCVs filled at this time but 3 of those families is looking for housing and one is up for a "port out" this month.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Multiple calls and meetings on this item every week as we count down to the closing. Attended a FHLBI Training on their new "grant" portal so that we can access the \$500,000 grant. Met with DDA Parking Staff and First Contracting Staff about parking issues during construction. Met with Independent Bank to discuss our General Depository Agreement for our closing transactions. Met with KMG regional staff about the future collaboration.
2. Parkview Apartments: We awaiting the results of the April 1, 2022 Tax Credit round.
3. BATA (See Memorandum): Several conversations on financing the property purchase. Met with and submitted documentation to Rotary Charities so that they can consider this investment.
4. Main Street Flats (Frankfort Housing Commission): Nothing to report.
5. Women's Resource Center/Madeline's House: First lease is moving through the process.

6. Conversations with Cheboygan Housing Commission staff and attended one meeting via GoToMeetings.
7. Met with Grand Rapids consultants about Affordable Housing potential at property in Traverse City.

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 – working to fill open spots and to monitor program. Research into the NOFA for program.
3. Prepared for and held two RAD Resident Meetings at Riverview Terrace.

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

1. Working on the FY 2023 Budget – Salary are completed.

General Management

1. Several meetings and correspondence with HR Consultant Kate Green.
2. Training new Property Manager who began employment on May 9th. Still seeking a new Maintenance Technician position.
3. Continued work on internal Policy Review continued work on our Document Retention Policy and started a review of our Pet Policy in comparison to the one the KMG uses.
4. Completed the HCV Administrative Plan Review and we prepared the new Admin Plan document.
5. COVID-19: Reviewing the recent uptick in cases locally. Making it known that masks are still encouraged (and available) for the medically vulnerable residents.

TCHC

1. Attended Monthly Meeting (April) and prepared for another Monthly Meeting (May).

2. Prepared for and attended the Executive & Finance Committee meeting.
3. Prepared for and attended two Governance & Compliance Committee meetings.
4. Prepared for and attended a Resident Advisory Board (RAB) Committee meeting.
5. Conversations with City Manager about Housing Issues.
6. Working on Phase II of Website Refresh – mostly updating pages and adding items.
7. Meetings with IT partner on security upgrades – rolling out two-factor verification this month.
8. Conversations with Great Lakes Capital to discuss shared property issues (Construction) and assistance with their new project, Tru Blu Lofts. Wrote a letter of support for the project and offered to assist with income screening for low-income residents.
9. Attended City Commission meeting where the Riverview PILOT extension was approved.
10. Attended another meeting with City staff regarding property for affordable/workforce housing.

ERHC

1. Prepared for, and attended, a meeting of the Commission.
2. Coordinated staff activities to implement management contract (schedules, duties, etc.). Hired a new part-time maintenance technician.
3. REAC Inspections were completed and all necessary follow-up issues were completed too.
4. Conversations with Village Manager.
5. Attended a training at the Village for all appointed Boards and staff.
6. Attended two meetings of the Housing Ad Hoc Committee.

HUD

1. Multiple calls with our portfolio management specialist in the Detroit HUD Office.
2. Conversation with Special Application Center about retrieving documents necessary for closing at Riverview

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 Housing Innovation Council Meeting and a meeting of the Board of Directors. Attended a Systems Change Community of Practice training.
2. Community Economic Development Association of Michigan (CEDAM): Conversations with Executive staff over various issues. Attended a Board of Directors meeting and an Annual Meeting, both via ZOOM. These will be my last duties as a member of the Board.
3. Northern Lakes CMH: Appointed by the County Commission on the Community Mental Health Board. Attended a Board of Directors Orientation and one Board of Directors Meeting.
4. Attended a Michigan Housing Directors Association Conference in Traverse City.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Worked with TCHC attorneys on legal issues including one eviction.
2. Several calls with media and one on-air radio interview on affordable housing.
3. Interview with High School Senior who is research Affordable Housing for a project.
4. Conversations with a local author who is working on a book project on this region and its struggles with growth and popularity.
5. Continued conversations and research on ARPA Funds including one meeting with the Grand Traverse County ARPA Advisory Committee.
6. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

May 26, 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%	3	12%

FSS Program Manager Update

While it appears that we have low participation numbers AND low escrow numbers, we have cleaned up all of the files in this program and have graduated several participants. Most of whom were long overdue to graduate. Additionally, we have made contact with ALL of the families in the program. In short, we have a better handle on the program now and we are ready to move it forward.

We continue to recruit participants through the HCV program.

Status of Participants

We have a request for graduation this month (New Business). We anticipate several other families to start earning their escrow next month.


FSS Grant

We will be applying for funding again when the funding round opens this summer and it may be in July.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 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 April 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 purchasing.

Regular meetings are occurring in the building and activities are being planned and executed by the officers and volunteers.

ATTACHMENT: April 2022 Financial Report with Bank Statement
Letter from RTRC President

Riverview Terrace Resident Council

FY 2021-2022

	July	Jan	Feb	March	April	May	June
Restricted Balance Forward	\$ 1,025.72	\$ 2,034.85	\$ 1,994.86	\$ 1,770.62	\$ 1,802.57	\$ 1,802.57	\$ 1,715.98
Income	\$ -	\$ -	\$ -	\$ 115.54	\$ -	\$ -	\$ -
Expenses	\$ 62.59	\$ 39.99	\$ 224.24	\$ 83.59	\$ -	\$ 86.59	\$ -
SUB TOTAL	\$ 963.13	\$ 1,994.86	\$ 1,770.62	\$ 1,802.57	\$ 1,802.57	\$ 1,715.98	\$ 1,715.98

Unrestricted Balance Forward	\$ 1,506.64	\$ 4,075.26	\$ 4,046.78	\$ 4,046.78	\$ 3,972.93	\$ 3,972.93	\$ 3,782.70
Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37.50	\$ -
Expenses	\$ -	\$ 28.48	\$ -	\$ 73.85	\$ -	\$ 227.73	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 1,506.64	\$ 4,046.78	\$ 4,046.78	\$ 3,972.93	\$ 3,972.93	\$ 3,782.70	\$ 3,782.70

EOM TOTAL*	\$ 2,469.77	\$ 6,041.64	\$ 5,817.40	\$ 5,775.50	\$ 5,775.50	\$ 5,498.68	\$ 5,498.68
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* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 5,648.68

Current as of April 30, 2022



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

Your Statement Of Accounts
04/01/2022-04/30/2022
Your Account Number
xxxxxx1794
Page 1

82679 1 AV 0.426

144029-82679-290



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

Appointments are now available via Zoom!
Whether it's in person, over the phone,
or through online video, schedule
your next LMCU appointment
online at Scheduling.LMCU.org.

The \$50,000 Home Makeover is back!
Visit LMCU.org and enter daily to
increase your chances of winning.
Contest runs through July 8, 2022.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$5,775.50	\$5,498.68
	Total		\$5,548.68

MEMBER SAVINGS

Share Account ID 00

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

FREE CHECKING

Share Account ID 01

			Total Deposits		\$37.50
			Total Withdrawals		\$314.32
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Apr 01		Beginning Balance			\$5,775.50
Apr 12	Apr 12	Deposit		\$37.50	\$5,813.00
Apr 15	Apr 15	Withdrawal POS #91869100 RITE AID 04495 1201A SOUTH DIVISION ST TRAVERSE CITY MI	(\$9.20)		\$5,803.80
Apr 20	Apr 20	Withdrawal Bill Payment #211021100825 SPECTRUM 855-707-7328 MO	(\$39.99)		\$5,763.81
Apr 20	Apr 20	Withdrawal Debit Card Business Debit 24692162110100920593981 MEIJER # 033 877-363-4537 MI 04/19/2022	(\$28.79)		\$5,735.02
Apr 21	Apr 21	Withdrawal Debit Card Business Debit 24275392111900010400055 THE TROPHY TROLLEY TRAVERSE CITY MI 04/21/2022	(\$48.00)		\$5,687.02
Apr 21	Apr 21	Withdrawal Debit Card Business Debit 24377352112000002097942 COPY SHOP 1, THE TRAVERSE CITY MI 04/21/2022	(\$37.40)		\$5,649.62
Apr 23	Apr 23	Withdrawal Debit Card Business Debit 24692162113100402250875 MEIJER # 033 877-363-4537 MI 04/22/2022	(\$150.94)		\$5,498.68
Apr 30		Ending Balance			\$5,498.68

Dividend Summary

Account
MEMBER SAVINGS
FREE CHECKING
Total

Dividends
Year To Date
\$0.00
\$0.00
\$0.00

Your current account relationship is Value



Riverview Terrace Resident Council

May 24, 2022

To the Traverse City Housing Commission:

Finally, spring has made an appearance and the residents are coming out of hibernation. It's good to see some "life" returning to the building. The monthly birthday party even drew a large crowd.

The turn-out for Dave Gourlay's farewell party was impressive, there had to be well over 60 people there to wish him well. The Council supplied a large sheet cake, gifts, and an engraved plaque in appreciation for Dave's 34 years of service.

Here's our tentative plans for the month of June:

- June 7 – "Big Money Bingo"
- June 15 – Birthday Party Sundae Bar
- June 17 – RTRC Meeting

I look forward to seeing you at the TCHC meeting!

Respectfully yours,



Elizabeth (Betty) Osborne,
President





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

OLD BUSINESS

TCHC Policy Review Schedule May 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	May 2021	May 2022	June 25, 2021
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	NA	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	August 2019	May 2022	<i>Started</i>
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	December 2021	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	
Document Retention Policy	Unknown	Unknown	Winter 2022	<i>Started</i>
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 2016	NA	September 23, 2016
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	February 19, 2013	TBD	

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Hazard Communication Policy	February 18, 2003	July 1, 2011	March 2022	<i>Started</i>
Housekeeping & Sanitary Standards Policy	NEW	None	April 2022	<i>Started</i>
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	May 2021	June 2022	June 25, 2021
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	
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: May 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

We finally received our final RCC (RAD Conversion Commitment) from HUD. And we received the necessary clearance on the Section 18 review.

We are now in the final processes of closing this deal! MSHDA is finalizing everything on their side (this will include a review by the AG's Office). Alliant Capital has been working to make sure all of their documents are ready too. We continue to hold weekly meetings with our partners Alliant Capital, MSHDA, and KMG in order to make sure nothing is overlooked.

We have pulled the building permit with anticipate that construction will begin in July. First Contracting was on-site recently and met with the DDA about parking issues for the project.

There has been two RAD meetings for residents this month, one on April 28, 2022 and the other on May 19, 2022. It was noted that there is RAD web page on the TCHC site that will provide information and directions when necessary.

ATTACHMENTS: HUD RCC Notification
May 5, 2022 HUD Special Applications Center Letter on Section 18 Approval
Building Permits
April 28, 2022 Meeting Minutes and Sign-In
May 19, 2022 Meeting Minutes and Sign-In

**Rental Assistance Demonstration (RAD)
Conversion Commitment
(Public Housing First Component)**

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

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is required to apply to the Rental Assistance Demonstration program as authorized by the Consolidated and Further Continuing Appropriations Act of 2012 and subsequent appropriations. Requirements for RAD were established in PIH 2012-32 and subsequent notices. The information will be used to determine program eligibility and provide information necessary to make an initial award. There are no assurances of confidentiality

Complete each box, even if information is duplicative			
Proposed Name and Address of Covered Project: Riverview Terrace Apartments 150 Pine Street Traverse City, MI 49684	Proposed Project Owner: TC 150P 4B Limited Development Housing Association I P	Proposed Project Owner Notice Address: 150 Pine Street Traverse City, MI 49684	
<input type="checkbox"/> Check this box if another entity is the "Owner" for purposes of the Housing Assistance Payment (HAP) contract. If this box is checked, list the HAP Contract Owner and its Notice Address on page 2			
Existing Ownership Entity, Name and Address of Converting Project: Traverse City Housing Commission RIVERVIEW TERRACE 150 Pine Street Traverse City, MI 49684	PHA: Traverse City Housing Commission	PHA Notice Address: 150 Pine Street Traverse City, MI 49684	
Total Dwelling Units in Covered Project: <u>117</u> RAD Units: <u>23</u> ; Other Affordable (non-RAD) Units: <u>92</u> ; Market Rate/Other Units: <u>2</u> (include non-revenue units, such as a manager's unit, in the "Market Rate/Other Units" category)			
PIH Information Center (PIC) removal application number (a/k/a Demolition-Disposition Application Number (DDA#)): DDA0009427			
Converting Project PIC Number(s) <i>(for all items to the right in this row, list data by each AMP # in the cells below):</i>	# of units converting to RAD to be removed from each AMP:	# of non-converting units to be removed from each AMP (e.g., due to a de minimis reduction):	Total # of units to be removed from each AMP (sum of two middle columns):
MI080000001	23	0	23
Subsidy Type <input type="checkbox"/> Project-Based Rental Assistance (PBRA) <input checked="" type="checkbox"/> Project-Based Vouchers (PBV) If PBV, list Housing Assistance Payment (HAP) Contract Administrator (PHA or another housing authority): <u>Traverse City Housing Commission</u>		RAD HAP Contract Number of RAD HAP Contracts and Term length of each RAD HAP Contract: <u>1</u> contract(s), <u>20</u> years <input type="checkbox"/> Parties will execute a Delayed Conversion Agreement at Closing (Delayed HAP)	

Project: RIVERVIEW TERRACE

Reserve for Replacement

- a. Amount of Initial Deposit to Reserve for Replacement (IDRR): \$ 562,192
- b. IDRR Due No Later Than: At Closing
- c. Minimum Amount of Monthly Deposit to Reserve for Replacement: \$ 2,875
- d. First Monthly Deposit Due No Later Than: At HAP Effective Date

Key Features of Covered Project:General:

☐ Ground lease. If yes, input fee owner: _____

- ☐ Transfer of Assistance
- ☐ Scattered-site project
- ☒ RAD/Section 18 Blend
- ☐ Tenant Paid Utility Savings
- ☐ Existing Mixed Finance
- ☐ Joint RAD/CHOICE Transaction
- ☐ Demolition of current public housing units
- ☐ New Construction
- ☐ Rent Bundling
- ☐ This is a donor property
- ☐ This is a recipient property

(In either case, identify below the associated property(ies) in the rent bundling and when the other project has or is expected to close)

Relocation

- ☐ No relocation anticipated
- ☒ On-site relocation only
- ☐ Tenants will be Relocated off-site for ≤12 months
- ☐ Tenants will be Relocated off-site for >12 months
- ☐ Transfer of Assistance: One-time permanent move to the Covered Project

Financing:

- ☐ Public Housing Funds
- ☐ No new FHA-Insured, LIHTC or conventional financing
- ☒ Low-Income Housing Tax Credits as follows:
- ☐ 9% LIHTC
- ☒ 4% LIHTC
- ☐ FHA-Insured Financing
- If so, date of Firm Commitment: _____
- ☒ Conventional financing
- ☒ The property has been subject to prior or existing EPC, CFFP, or OFFP debt liens (explain below) and the status is as follows:
- ☐ Previously paid off
- ☒ To be paid off prior to or in conjunction with Closing
- ☐ Debt to remain
- ☐ The property is subject to other existing debt (explain below) and the status is as follows:
- ☐ To be paid off prior to or in conjunction with Closing
- ☐ Debt to remain and subordinate to RAD Use Agreement

Unit Reduction/Reconfiguration:

- ☐ Change in unit configuration (explain below)
- ☐ Reduction in units. If checked, 0 units reduced based on the following authority:
- ☐ De minimis associated with this transaction (0 units)
- ☐ De minimis associated with another transaction (0 units) (explain below)
- ☐ Other (explain below)

If additional information is necessary to clarify the features above and/or if there are other important features of the Transaction not described above, such additional information may be listed here:

TCHC will pay off the CFFP and EPC debt prior to closing.

Choice Mobility:

- ☒ Project Owner will comply with RAD Choice Mobility practices.
 Traverse City Housing Commission has agreed to administer RAD Choice Mobility at the Covered Project.
- ☐ Project Owner is exempt from implementing the RAD Choice Mobility practices with respect to the RAD units in the Covered Project.

Repairs and RAD Rehab Assistance Payments:

Repairs in Exhibit D must be completed no later than three months after the estimated period set forth below. If not completed by such date, the Project Owner is in breach of this Commitment, unless otherwise agreed to by HUD.

- a. Estimated number of months from the date of the RAD Closing for completion of all Work: 16 months
- b. Per Unit Monthly RAD Rehab Assistance Payment: \$377
- c. Maximum # of units eligible for RAD Rehab Assistance Payments: 23 units

This commitment ('Commitment') to participate in the Rental Assistance Demonstration ('RAD') and convert the assistance of the Converting Project named in the above table is entered into by and among Traverse City Housing Commission, a public housing authority organized and existing under the laws of Michigan ('PHA'); TC 150P 4B Limited Development Housing Association LP, a Limited Partnership organized and existing under the laws of Michigan ('Project Owner'); and the United States Department of Housing and Urban Development, acting by and through the Secretary, his or her successors, assigns or designates ('HUD'), as of the date executed by HUD below. If the PHA is to be the owner of the Covered Project, the PHA shall also be identified as the Project Owner. If a separate entity executes as the owner for purposes of the HAP Contract, "Project Owner" shall also refer to such entity.

TERMS AND CONDITIONS:

1. **Applicable HUD Regulations and Requirements.** By converting assistance and entering into the Closing Documents contemplated in this Commitment, the PHA and Project Owner agree, each as and to the extent applicable, to operate the Covered Project in accordance with all applicable law, including without limitation the Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 112-55, signed November 18, 2011, as amended) ("RAD Statute"); all applicable program requirements and guidance, including without limitation Notice H-2019-09 PIH-2019-23 (HA), as amended and revised from time to time (the "RAD Notice") or any successor or additional statutes, regulations or guidance; and the terms and conditions set forth below (collectively, the "Program Requirements"). Any conflicts between this Commitment and any other HUD requirements shall be conclusively resolved by HUD. Any capitalized terms used herein but not defined have the meanings given them in the RAD Notice.
2. **Acceptance of Commitment/Expiration.**
 - a. This Commitment shall terminate thirty (30) days from the date executed by HUD unless the PHA and Project Owner execute and electronically return an unaltered copy of this Commitment to HUD pursuant to HUD instructions.
 - b. This Commitment shall not be effective or enforceable against HUD until all conditions stated herein have been satisfied in HUD's determination.
 - c. Unless all conditions stated herein have been satisfied as determined by HUD and the transactions contemplated by this Commitment (collectively, the "Transaction") are closed within 90 days from the date executed by HUD, this Commitment shall, unless extended by HUD in writing, expire and be of no further force or effect. Upon expiration, all rights and obligations of the respective parties shall cease.

¹ The separate entity will be required to enter into a Property Leasing and Management Agreement with the PHA. The Property Leasing and Management Agreement will authorize the separate entity to perform the functions of leasing and managing units for the PHA. The separate entity is the Owner for purposes of the PBV HAP Contract. The owner(s) of the improvements and of the ground (including the owner of a ground lease if the improvements are owned separately from the ground) is the Owner for purposes of the RAD Use Agreement.

3. **Closing Requirements and HUD Approvals.**

- a. As used in this Commitment, "Closing" means the date on which all parties to the transaction contemplated by this Commitment unconditionally release from escrow fully executed and binding versions of all legal instruments that HUD identifies in escrow instructions as necessary to implement the conversion contemplated hereby. Such instruments shall include, at a minimum, the fully executed RAD Use Agreement. Recordation of the RAD Use Agreement and other instruments appropriate for recordation shall occur promptly following the Closing.
- b. All requirements set forth in this Commitment must be completed to HUD's satisfaction before the Closing can occur. A Closing checklist ("Closing Checklist") can be found on the RAD Resource Desk. The Closing Checklist lists those items HUD has determined necessary to be submitted to and approved by HUD for the Closing of this Transaction to occur. Should HUD determine that any other documents or items (in addition to those listed on the Closing Checklist) are necessary to meet the terms of this Commitment or Program Requirements, the PHA and Project Owner agree to provide such documents or other items in such form and substance as acceptable to HUD or to terminate this Commitment and not proceed to Closing. Closing may only occur following HUD authorization to implement the RAD conversion. Unless otherwise agreed by HUD, in the case where the Project Owner differs from the PHA, all post-Closing requirements and obligations contained herein will apply to the Project Owner after the Closing. Any determination, approval or decision of HUD pursuant to this Commitment shall be in HUD's sole and absolute discretion. Unless otherwise set forth in writing by HUD prior to Closing, HUD's execution and release of the Closing Documents shall constitute any approvals or decisions required herein and not previously given in writing.

4. **Public Housing Requirements.** The PHA and Project Owner acknowledge that the Converting Project remains subject to the United States Housing Act of 1937, its Consolidated Annual Contributions Contract and any amendments thereto, and all other pertinent Federal statutory, executive orders, regulations and other guidance, as those requirements may be amended from time to time (collectively the "Applicable HUD Requirements"), through the date of the Closing. Unless HUD gives written instructions otherwise, for so long as the Converting Project remains public housing, the PHA and Project Owner shall take all steps necessary to ensure that:

- a. Fire and other property insurance as required under Applicable HUD Requirements are and shall be maintained in full force and effect;
- b. All ordinary and necessary operating expenses pursuant to Applicable HUD Requirements of the Converting Project are and shall be paid; and
- c. The Converting Project remains in compliance with Applicable HUD Requirements, including without limitation all requirements related to the physical condition of the Converting Project and any remedial agreements between HUD and the PHA and remedial judicial or administrative orders, except as expressly modified by this Commitment and/or the Closing Documents.

Execution of the Closing Documents by the PHA and Project Owner, respectively, constitute re-certification to HUD of the foregoing statements. From the date of Closing through and until the effective date of the HAP Contract, the PHA and Project Owner acknowledge that the Covered Project remains public housing subject to the Applicable HUD Requirements and shall not be subject to the HAP Contract to the extent that such Applicable HUD Requirements are not in conflict with the terms of the RAD conversion and the Closing Documents.

5. **HUD Review of Project Ownership.** The PHA and Project Owner agree that HUD approval of the ownership and control of the Covered Project is a condition of Closing. The PHA shall not transfer any ownership interest in the Converting Project prior to the Closing, unless otherwise approved by HUD.

6. **Closing Documents.** The PHA and Project Owner shall execute or cause to be produced, as appropriate, such agreements, instruments, certificates and other documents as HUD may require to complete the Transaction (collectively, the "Closing Documents"), using forms prescribed by or acceptable to HUD and completed, executed, recorded and/or filed in the number of copies and in such manner as directed by HUD. Without limiting the foregoing, the Closing Documents may include:
 - a. If applicable, one or more releases or partial releases of the applicable Declaration(s) of Trust or comparable document;
 - b. a RAD Use Agreement (document HUD-52625);
 - c. a Housing Assistance Payments Contract (for PBRA, documents HUD-52620 and HUD- 52618; for PBV, HUD-52621A and HUD 52621B), including any required exhibits;
 - d. Certifications and assurances; and
 - e. Any additional documents required by HUD in order to determine whether criteria for Closing have been met.

7. **Use Agreement Priority.** A title report must be provided for the Converting Project and Covered Project. In addition, an owner's pro forma title policy may be requested for the Covered Project involving the addition of financing to be secured by the Covered Project. Unless otherwise approved by HUD, the RAD Use Agreement shall be superior to any and all liens and/or encumbrances against the Covered Project, including, without limitation, the lien evidenced by any and all mortgages, deeds of trust and other financing documents and regulatory documents related to the Covered Project (including any LIHTC use agreement). The Project Owner shall obtain consents or subordination agreements, and have such documents executed, as HUD may determine necessary to establish such priority.

8. **Expenses and Transaction Costs.** HUD is not responsible for any expenses or transaction costs incurred by or at the direction of the PHA or Project Owner in connection with the Transaction (including without limitation, fees for consultants, attorneys, environmental contractors, tax advisors and accountants; city, county and/or state taxes and/or fees; recording fees, prepayment penalties and/or premiums; costs for title insurance and title examination; surveys and appraisals) or the Work.

9. **Tax, Financial, and Legal Consequences.** HUD has not provided, nor shall it provide, any opinions, representations, warranties, or covenants to any party regarding any federal, state and/or local tax consequences, financial consequences, or legal consequences relative to the Transaction. The PHA and Project Owner acknowledge that funding of the contemplated Housing Assistance Payment Contract (HAP Contract) is subject to appropriations.

10. **Certifications, Representations and Warranties by the PHA and Project Owner.** Any statement, certification, representation or warranty made by the PHA or Project Owner in or pursuant to this Commitment is true and correct when given, and shall remain true and correct at all times through and including the Closing. In the event any such statement, certification, representation or warranty is no longer complete or correct, and without limiting HUD's rights and remedies, the PHA or Project Owner, respectively, shall notify HUD in writing immediately. Without limiting the foregoing, the PHA and Project Owner, respectively, hereby represent and certify to HUD and warrant to maintain the veracity through Closing of the following statements:
 - a. All notices required by Program Requirements relating to the transaction have been timely provided to such persons and in a manner complying with applicable Program Requirements.
 - b. The PHA and the Converting Project continue to meet all program eligibility requirements as stipulated in the RAD Notice.
 - c. With the exception of any moves authorized under Section 7 of Notice H 2016-17 PIH 2016-17 (HA), or any such successor notice, or as otherwise approved by HUD, the PHA has not relocated any residents of the Converting Project in connection with the Transaction prior to the date this Commitment is executed by all parties.
 - d. Except as specifically disclosed to and accepted by HUD in writing, neither the PHA nor the Project Owner (including, but not limited to Board Members, principals and executives of the PHA or Project Owner) has any knowledge that it (or any Board

Members, principals and executives of the PHA or Project Owner in their official capacity as members, principals or executives of the PHA or Project Owner, as applicable) is the current subject of, nor has received any pending notice of, any debarment, suspension or other administrative proceeding, audit or investigation by HUD, including without limitation by the Inspector General, the Departmental Enforcement Center, or the Office of Fair Housing and Equal Opportunity, or any other Federal or state government agency, whether or not sanctions have been imposed against such party.

- e. No disclosed debarment, suspension or other administrative proceeding, audit or investigation would impact the PHA's or the Project Owner's ability to carry out its obligations as contemplated under this Commitment.

Upon the request of HUD, the PHA shall provide HUD with evidence satisfactory to HUD relating to each of the foregoing certifications. Execution of the Closing Documents by the PHA and the Project Owner, respectively, constitute re-certification to HUD of the foregoing statements.

11. **Successors and Assigns.** This Commitment and its attachments are binding upon the PHA, the Project Owner and the successors and assigns of each. Unless otherwise provided herein, this Commitment may not be assigned, in whole or in part, except upon the prior written consent of HUD.
12. **Corrections.** Notwithstanding anything to the contrary contained in this Commitment, the PHA and Project Owner agree to execute, before or after the Closing, such documents, amendments or modifications as HUD deems necessary or appropriate to effectuate the intent of this Commitment or to complete or consummate the Transaction, including but not limited to instruments necessary to correct this Commitment or any of the Closing Documents.
13. **Changes to This Commitment.** HUD has approved a Financing Plan for this transaction. The PHA and Project Owner shall notify HUD promptly, and in all events prior to Closing, of any changes to the terms set forth in the Financing Plan, or any other business terms submitted to HUD. If HUD determines such changes to be material, HUD may require an amendment to this Commitment or other reviews or approvals as HUD determines necessary to account for the changed terms. The final business terms shall be determined as of the Closing and inserted into the applicable Closing Documents. The PHA's and Project Owner's execution of the Closing Documents shall constitute acceptance of the final business terms reflected therein.
14. **Sources of Funds.**
 - a. **Required Approval of Debt.** HUD must review and approve all proposed debt (secured and unsecured) against the Covered Project prior to Closing.
 - b. **Development Budget.** HUD approval of this Transaction is based on the estimated Sources and Uses attached as Exhibit B. Any changes to this Sources and Uses prior to Closing shall be disclosed to HUD and if HUD determines that such changes are material, HUD may require additional review and approvals and/or amendment to this Commitment. PHA and/or Project Owner shall provide HUD with the final certified Sources and Uses upon Closing. Following Closing, any new Sources, any changes to the Sources that exceed five percent (5%) of the total Sources set forth on Exhibit B, and any changes in the Uses which could impact the Project Owner's ability to complete the Scope of Work set forth in Exhibit D shall be promptly disclosed to HUD. If HUD determines that such changes are material, HUD may require additional review and approvals. Other changes to the Uses shall be disclosed to HUD in the RAD Completion Certification submission.
 - c. **PHA Funds for Development Budget.** Where the Transaction includes public housing funds to be contributed by the PHA for uses other than funding the HAP Contract, these funds must be shown on the Sources and Uses. The PHA certifies that all such

funds are available and reserved for the Transaction, are irrevocable, and that the PHA has obtained all consents necessary in order for the PHA to commit such funds to the Transaction.

- i. Prior to Closing, public housing Capital Funds shown in the Sources and Uses must be moved within the HUD Line of Credit Control System (LOCCS) to the "RAD Investment" Budget Line Item (BLI 1504). These funds must be drawn down out of LOCCS at Closing and, until they are disbursed for a use shown in the Sources and Uses, made subject to a General Depository Agreement (GDA, form HUD-51999).
 - ii. Until disbursed for a use shown in the Sources and Uses, Public housing Operating Reserves shown in the Sources and Uses must be held in an account or sub-account subject to a GDA.
 - iii. To the extent such funds must be subject to a GDA as described above, the PHA may use a pre-existing GDA if the PHA is making use of separate or segregated accounting. (For example, a PHA may have a pre-existing account for Operating Fund Reserves subject to a GDA and if the converted funds to be used as shown in the Sources and Uses may be adequately separated or segregated for accounting purposes in a sub-account or otherwise remaining subject to the pre-existing GDA, the requirements of this section are fulfilled.)
 - iv. If shown in the Sources and Uses, such funds may be used to satisfy obligations of the Covered Project, including without limitation, funding reserves (for example, to make an initial deposit for a replacement reserve) or payment of construction or other project costs in accordance with this RCC and other project documents. Methods by which the PHA may choose to disburse such funds in accordance with this section include:
 - In a lump sum as a loan to the Project Owner, subject to a loan agreement or other documentation;
 - Incrementally over time as a loan to the Project Owner, subject to a loan agreement or other documentation;
 - In a lump sum to the Project Owner as a grant or otherwise without the expectation of repayment; and/or
 - Incrementally over time to the Project Owner as a grant or otherwise without the expectation of repayment.
- d. No Additional PHA funds. Except for the amounts identified in the Sources and Uses, and amounts authorized by the RAD HAP Contract to fund the Covered Project in the calendar year of conversion as identified in the Initial Year Funding Tool, no public housing funds may be used as an additional Source of funds for the Covered Project. By way of illustration and not limitation, after Closing, no public housing funding not identified in Exhibit B or the Initial Year Funding Tool (including any funds deemed "project funds" or "program income" under public housing regulations) may be used to pay for any costs for any work (Work or other work) done in connection with the Covered Project.
- e. Nature of Property and Funds. Upon the conversion of assistance, the Converting Project, including any real or personal property thereof, shall no longer be used for public housing purposes, as originally authorized by the U.S. Housing Act of 1937. This Commitment provides instruction for such conversion and the treatment of the Converting Project. Any proceeds of disposition of the Converting Project (or of any real property or improvements that as of the date of this Commitment are considered public housing) in connection with the conversion of assistance contemplated by this Commitment shall be used for affordable housing purposes as defined in the RAD Notice, and such proceeds of disposition shall be held in an account or accounts subject to a General Depository Agreement approved by HUD. Any proceeds of any loans of converted public housing funds made in connection with the conversion of assistance contemplated by this Commitment shall be used for affordable housing purposes. Any uses of converted public housing funds listed in the Sources and Uses

attached hereto as Exhibit B shall be considered end uses for purposes of 2 CFR Part 200.

- f. Fungibility. The RAD program does not require the tracking of specific funds to specific uses. HUD shall review the availability of sources and their application to uses in the aggregate upon completion of the Work. HUD approves the use of unrestricted funds or of construction period project income for both hard and soft costs reflected in an approved Sources and Uses and as working capital to bridge the availability of funds during the course of the implementation of the Work.
15. Moving to Work Considerations. References to Moving to Work (MTW) in this Commitment do not reflect a HUD determination to amend any terms of conditions of the PHA's participation in the MTW program.
16. RAD HAP Contract Funding in Initial Year. From the effective date of the HAP Contract through the remainder of the calendar year, the Covered Project will be funded only from available public housing amounts obligated prior to the effective date of the HAP Contract and from any additional public housing amounts that HUD obligates in full or in part, subject to the availability of sufficient appropriations, for the remainder of the calendar year in which the HAP Contract becomes effective. **Project Owner acknowledges that this amount for the remainder of the calendar year in which the HAP Contract becomes effective may be less than the contract rent shown in Exhibit C.** During such time, the PHA will draw down funds from LOCCS as instructed by HUD and transfer amounts to the Project Owner as payments pursuant to the HAP Contract in its capacity as or on behalf of the Contract Administrator, as applicable.
17. RAD Rehab Assistance Payments. The Covered Project will be eligible for RAD Rehab Assistance Payments pursuant to its RAD HAP Contract to the extent set forth on the second page of this Commitment.
18. Section 8 Contract Rents. Exhibit C sets out the monthly Section 8 contract rents that will be specified in the RAD HAP Contract, subject to the limitation set out in Section 16 above.
19. Planned Construction and Rehabilitation. Exhibit D sets forth the planned construction, repairs and/or rehabilitation for the Covered Project, including any repairs that need to be completed before Closing, to be funded in accordance with the Sources and Uses (the "Work").

The Project Owner hereby represents, warrants and certifies to HUD and will update such representation, warranty and certification at Closing, in a form and substance acceptable to HUD, that the sources of funds are anticipated to be sufficient to pay for the Work. The Project Owner will ensure that Exhibit D is amended prior to Closing to reflect the final pricing. **The Project Owner is responsible for funding all cost overruns with non-Public Housing funds.** The Work will be completed in a timely manner and in accordance with applicable RAD Program Requirements, including without limitation:

- a. The Work will be completed in accordance with:
 - i. The more stringent of: (1) any applicable national building code, such as Uniform Building Code, Council of American Building Officials Code, or Building Officials Conference of America Code; or (2) applicable state and local laws, codes, ordinances, and regulations;
 - ii. Other applicable Federal requirements including any Federal fire-safety requirements and HUD minimum property standards (e.g., 24 CFR part 200, subpart S for FHA-insured properties);
 - iii. The relevant requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-484 6), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-485 6), and implementing regulations at 24 CFR part 35, as applicable;

- iv. Notice PIH 2016/17 / H 2014-09, issued November 10, 2016 (and any amendments, revisions or successor documents), "Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions," which relocation requirements include, as applicable, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and its implementing regulations at 49 CFR Part 24 with regard to any relocation of residents;
 - v. Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR part 8, including but not limited to accessibility standards, with regard to any "substantial alterations" or other "alterations," each as defined in such regulations, as applicable;
 - vi. The design and construction requirements of the Fair Housing Amendments Act of 1988 and its implementing regulations at 24 CFR Part 100.25, as applicable;
 - vii. Section 3 of the Housing Act of 1968 and its implementing regulations at 24 CFR Part 75 and all of the related regulations, rules and requirements as applicable; and
 - viii. Davis-Bacon prevailing wage requirements, section 12 of the United States Housing Act of 1937, and Contract Work Hours and Safety Standards Act, and all of the related regulations, rules and requirements for any repairs that qualify as "construction" or "rehabilitation" as defined in such regulations, rules and requirements.
- b. Any Work not completed by the time period listed on page 2 of this Commitment, including any reduction in the Scope of Work listed on Exhibit D, unless an extension of such date or such reduction in scope is approved in writing by HUD, constitutes a breach of this Commitment.
 - c. The Project Owner shall not be entitled to withdraw or take any Distributions from the Covered Project until after completion of the Work and certification of the actual cost of the Work has been submitted to HUD via the RAD Completion Certification submission and HUD has issued its acceptance.
 - d. To the extent the Work includes new construction or rehabilitation in excess of 60% of the locally applicable public housing "hard construction cost" limit, unless otherwise approved by HUD, the PHA and/or Project Owner shall engage a qualified general contractor who shall obtain prior to Closing either (i) a payment and performance bond from a properly licensed surety, which bond and surety shall be acceptable to HUD, or (ii) a letter of credit, acceptable to HUD.
20. **Reserve for Replacements.** The Project Owner shall establish a Reserve for Replacements, with an initial deposit to the replacement reserves as set forth in Exhibit B, the Sources and Uses. Initial monthly deposits into the Reserve for Replacements will be made in an amount equal to the amount set forth on the first page of this Commitment. Monthly deposits into the Reserve for Replacements shall be adjusted annually as approved by HUD in accordance with the HAP Contract and Program Requirements. No later than the date specified on the first page of this Commitment, unless such date is extended in writing by HUD, the Project Owner shall make an Initial Deposit to the Reserve for Replacements. If "Substantial Completion" is referenced on the first page of this Commitment, "Substantial Completion" shall mean the date thirty (30) days following completion of those portions of the Work which represent 95% of the dollar amount of the Work, as such dollar amount may be adjusted by any change orders necessary to complete the Work, or, if approved by HUD, such other definition of "Substantial Completion" as used by a lender to, investor in, or regulator of the Covered Project, as specified in an Additional Provision to the RCC in Exhibit A. The date of Substantial Completion shall be disclosed to HUD in the RAD Completion Certification.
21. **Counsel.** Closing is conditioned upon review and approval of the Transaction by HUD, including without limitation a legal review and approval of due diligence and Closing Documents. The PHA and Project Owner, if different than the PHA, agree to select competent counsel in connection with this Transaction in a manner that satisfies the applicable rules of

professional conduct. Counsel to the PHA and/or Project Owner, as appropriate, must provide a legal opinion with respect to the following matters and any other matters reasonably requested by HUD:

- a. The PHA and Project Owner are each duly organized, validly existing and in good standing under the laws of the applicable jurisdiction(s);
 - b. The PHA and Project Owner each have the requisite power and authority, and have secured all consents required, to consummate the Transaction;
 - c. Each of the Closing Documents executed by or on behalf of the PHA and/or Project Owner in connection with the Transaction is a legally binding obligation of such party, duly executed and delivered on behalf of such party and enforceable in accordance with its terms;
 - d. There is no litigation or other claim pending or threatened against the PHA, Project Owner or the Covered Project, the resolution of which would have a materially adverse effect on the PHA or Project Owner's ability to comply with the requirements of this Commitment, other than as disclosed to HUD;
 - e. Based upon a pro forma title policy acceptable to HUD and assuming the recordation of documents in the order contemplated by such pro forma title policy, provided counsel has no reason to believe the documents will be recorded in an order other than as listed in such pro forma title policy, the RAD Use Agreement is superior to the lien and/or encumbrance evidenced by any and all mortgages, deeds of trust and other financing documents and regulatory documents of record relating to the Covered Project; unless otherwise approved by HUD; and
 - f. All Closing Documents conform with the legal requirements set forth in this RCC and any and all changes to HUD forms or sample language have been disclosed to HUD.
22. **Last Public Housing Unit.** If, upon completion of this RAD conversion and other RAD conversions for which this PHA has an RCC and/or CHAP, the PHA will no longer have residential units in its public housing portfolio, the PHA agrees to comply with additional instructions provided by HUD regarding disclosure of future public housing development activities or the close-out of its residential public housing portfolio. The PHA acknowledges that failure to comply with HUD instructions may result in withholding Section 8 or other cash payments after Closing pending cure of such violation to HUD's satisfaction.
23. **Non-Dwelling Assets.** Any non-dwelling assets proposed for removal from PIC in connection with the Transaction must be listed in the PIC removal application (a/k/a Demolition-Disposition Application) identified on the first page of this Commitment and must be approved by HUD.
24. **Non-Real Property Assets.** The Project Owner and PHA shall be responsible for entering into any necessary agreement, prior to or at Closing, regarding the conveyance from the PHA to the Proposed Project Owner of any non-real property assets associated with the Converting Project which are anticipated to be used for the Covered Project.
25. **Special Conditions, Necessary Approvals and Additional Provisions.** This Commitment is subject to the requirements set forth on Exhibit A. All Special Conditions and Necessary HUD Approvals must be satisfied prior to or at closing. The Additional Provisions listed in Exhibit A represent ongoing commitments of the PHA and/or Project Owner that will survive Closing.
26. **Breach and Default.** Any failure to comply with the terms of this Commitment constitutes a breach of this Commitment and of any HAP Contract entered into with respect to the Covered Project. Upon failure to cure such breach within thirty (30) days of notice thereof or, if the breach cannot be cured pursuant to commercially reasonable efforts to do so within the prescribed thirty (30) day period, such longer time as the enforcing party reasonably determines to be required by the circumstances, which longer period shall not be unreasonably withheld, conditioned or delayed, the enforcing party may declare an event of default under this Commitment and the HAP Contract(s). Upon an event of default, the enforcing party shall have all remedies available to it at law or in equity. The enforcing party shall have the right to seek specific performance and/or to enjoin any

breach, which rights shall be in addition to all other remedies available at law or in equity. Without in any way limiting the foregoing, if HUD is the enforcing party, HUD may take any remedial action permitted at law or in equity under this Commitment or the HAP Contract(s), including, without limitation, termination of this Commitment, suspension of distributions of cash to the Project Owner, suspension of payment under the HAP Contract(s), petitioning a court for appointment of a receiver for the Covered Project, transfer of the HAP Contract(s) to other units, and termination of the HAP Contract(s). No person or entity, other than the parties hereto, has any rights or remedies under this Commitment.

27. **Exhibits.** The following exhibits are a part of this Commitment and incorporated herein by this reference:
 - a. Special Conditions, Necessary HUD Approvals, and Additional Provisions
 - b. Sources and Uses of Funds
 - c. Monthly RAD HAP Contract Rents
 - d. Scope of Work
28. **Entire Commitment: Survival.** The information listed on the chart on the first pages of this Commitment is a part of this Commitment. All prior and contemporaneous oral and written communications are merged herein and superseded hereby, and this Commitment and all exhibits attached constitute the entire agreement between the PHA, Project Owner and HUD with respect to the Transaction. This Commitment, and the responsibilities relating to each respective party, shall survive Closing of the Transaction.
29. **Post-Closing Responsibilities.** The PHA and Project Owner agree to follow the directions of the HUD Closing Coordinator with respect to post-Closing obligations. Without limiting the foregoing, the PHA and Project Owner, as appropriate, will provide evidence of recording of the applicable Closing Documents and copies of any applicable executed HAP contract, recorded RAD Use Agreement, DOT Release, and other documents specified by the HUD Closing Coordinator promptly following Closing, in the manner and timeframe prescribed, and will provide copies of the remaining Closing Documents as directed by HUD within thirty (30) days of Closing or such other timeframe as agreed upon by the parties. The PHA and Project Owner agree to submit the RAD Completion Certification as directed. In addition, the PHA must follow instructions provided by HUD to remove the Converting Project, or portions thereof, from PIC to effect conversion.
30. **Severability.** Should any provision of this Commitment be held by a court of law to be unenforceable, such determination shall in no way compromise the enforceability of the other provisions.
31. **Counterparts.** This Commitment may be executed in counterparts. Electronic copies of signatures (such as those in portable document format (pdf)) shall be evidence of and treated as original signatures.
32. **Consistency with Federal Law.** Nothing contained in this Commitment shall impose on HUD any duty, obligation, or requirement, the performance of which would be inconsistent with federal statutes, rules, or regulations in effect at the time of such performance.

(signature page follows)

Signature Page to RAD Conversion

Commitment

Project Identification:

RIVERVIEW TERRACE

HUD: U.S. Department of Housing and Urban Development

By: Thomas R. Davis

Digitally signed by: Thomas R. Davis

Date: 2022.05.02 19:38:31 -04'00'

Name: Thomas R. Davis

Title: Director, Office of Recapitalization

Date: May 2, 2022

PHA:

Traverse City Housing Commission

By: Tony Lentych

Tony Lentych

Its: Executive Director

Date: 5-3-2022

Project Owner:

TC 150P 4B Limited Development Housing
Association Limited Partnership

By: TCHC Riverview 4B GP, LLC

Its: General Partner

By: Tony Lentych

Tony Lentych

Its: Authorized Signatory

Date: 5-3-2022

The above signatories certify that the information provided on this form and in any supporting documentation submitted herewith is true and accurate. The above signatories understand that any misrepresentations may be subject to civil and/or criminal penalties including, but not limited to, fine or imprisonment, or both under the provisions of Title 18, United States Code, Sections 1001 and 1010.

Project: RIVERVIEW TERRACE

Form HUD-52624 (pending approval)

EXHIBIT A
Special Conditions

- Prior to closing, the contract administrator for the non-RAD PBV HAP contract(s) resulting from the RAD/Section 18 blend must submit evidence that one of the following has occurred with respect to the Tenant Protection Voucher (TPV) funding:
 - a. The units that will be covered under the non-RAD PBV HAP contract will first be subject an Agreement to enter into a Housing Assistance Payment (AHAP) and TPV funding will be requested at a later date; OR
 - b. A copy of the Advice of Disbursement Letter from HUD PIH's Financial Management Center (FMC) indicating that the Contract Administrator has received a new increment of replacement TPVs; OR
 - c. Evidence that the Contract Administrator has applied for a new increment of replacement TPVs by submitting HUD Form 52515 to its local public housing field office at least 60 days before the effective date of the non-RAD PBV HAP contract(s).
- Evidence that the general contractor has obtained a payment and performance bond approved by a surety or a letter of credit acceptable to HUD must be received prior to closing.
- The PHA must provide evidence that it has paid off its CFFP and EPC debt prior to closing. If the CFFP and EPC is paid off at closing, the Sources and Uses should be amended to reflect the payment of the EPC and CFFP debt.
- Traverse City Housing Commission must determine if Riverview Terrace Apartments is considered PHA owned per PIH Notice 2017-21 (Attachment A) and, if so, if an Independent Entity must perform the required voucher program functions.

Necessary HUD Approvals

Not Applicable

Additional Provisions to the RCC

- As permitted by PIH 2018-04 (HA), Section 3.A.3.c. and as reviewed and approved by the RAD Financing Plan, this conversion includes units that will be subject to a non-RAD PBV HAP or AHAP contract which will be executed in conjunction with the RAD closing. The RAD Use Agreement Section 18 Non-RAD PBV Rider must also be attached to the RAD Use Agreement executed and recorded at closing.
- The PHA must escrow the excess sales proceeds in a bank account covered by a General Depository Agreement (HUD Form 51999) until they are needed to be disbursed for affordable housing purposes.

Sources and Uses Report

RCC Exhibit B

PHA Name Traverse City Housing Commission

PIC Number MIO80000001A

Transaction Log Last Modified: 01/21/2022

Sources	
Hard Debt	<u>\$6,761,618.00</u>
Commercial Non-FHA Loan	<u>\$6,761,618.00</u>
Soft Debt	<u>\$6,694,953.00</u>
Seller Note/Take Back Financing	<u>\$5,762,153.00</u>
National Housing Trust Fund	<u>\$263,000.00</u>
Deferred Developer Fees	<u>\$669,800.00</u>
Grants	<u>\$916,594.00</u>
Federal Home Loan Bank AHP	<u>\$500,000.00</u>
Interim Income	<u>\$416,594.00</u>
Equity	<u>\$5,739,997.00</u>
Tax Credit Equity	<u>\$5,739,997.00</u>

Property Name RIVERVIEW TERRACE

Uses	
Acquisition Costs	<u>\$7,600,000.00</u>
Acquisition Land and Buildings	<u>\$7,600,000.00</u>
Payoff Existing Loans and Payables	
Other Acquisition Costs	
Hard Costs	<u>\$7,479,341.00</u>
Demolition	
Construction/Rehabilitation	<u>\$5,795,448.00</u>
General Requirements/Overhead/Profit	<u>\$846,551.00</u>
Construction/Rehabilitation Contingency	<u>\$675,342.00</u>
Builder's Risk Insurance	<u>\$162,000.00</u>
Relocation Costs	<u>\$57,500.00</u>
Soft Costs	<u>\$1,691,333.00</u>
Architectural Design Fee (Plans & Specs)	<u>\$370,302.00</u>
Construction Management/Budget Planning Fee	
Engineering Fee	
Feasibility Studies	
Environmental Reports	<u>\$130,000.00</u>
Appraisal/Market Study	<u>\$11,500.00</u>
Accounting	<u>\$45,000.00</u>
Survey	<u>\$10,000.00</u>
eCNA Tool	<u>\$15,000.00</u>
Title Insurance/Exam Fee, Closing Escrow	<u>\$25,000.00</u>
Organizational Costs	<u>\$50,000.00</u>
Recordation Fee	
Borrower's Legal Counsel	<u>\$125,000.00</u>
Lender's Legal Counsel	
Consultants	<u>\$0.00</u>
Other Professional Fees	<u>\$58,418.00</u>
Other Loan Fees	<u>\$2,000.00</u>
FHA Fees (MIP, Application, Inspection)	
Tax Credit Financing Fees	<u>\$95,825.00</u>
Prepayment Penalty/Premium	
Payables	
Construction Interest (Not Deferred)	<u>\$328,667.00</u>
Construction Loan Fees	<u>\$238,200.00</u>
Bond Issuance Cost and Fees	
Permits	<u>\$111,421.00</u>
Investor's Legal Counsel	<u>\$60,000.00</u>
Bond Legal Counsel	
Permanent Financing Fees	
Furniture, Fixtures & Equipment	<u>\$15,000.00</u>
Marketing & Lease Up	
Reserves	<u>\$1,230,962.00</u>
Initial Deposit to Replacement Reserve	<u>\$562,192.00</u>
Initial Operating Deficit Escrow	
Operating Reserve	<u>\$379,376.00</u>
Tax and Insurance Escrow	<u>\$99,705.00</u>
Lease-Up Reserve	
Other Reserves: Syndicator-Held Operating Reserve	<u>\$189,689.00</u>
Developer Fees	<u>\$2,054,026.00</u>

TOTAL SOURCES: \$20,113,162.00

TOTAL USES: \$20,113,162.00

Construction Financing

Lender MSHDA
Amount \$11,600,000.00
Interest Rate 4.25 %

EXHIBIT C
RAD Contract Rents

<u>Number of Contract Units</u>	<u>Number of Bedrooms</u>	<u>Contract Rent</u>	<u>Utility Allowance</u>	<u>Gross Rent</u>
0	0	\$0.00	\$0.00	\$0.00
23	1	\$631.00	\$0.00	\$631.00
0	2	\$0.00	\$0.00	\$0.00
0	3	\$0.00	\$0.00	\$0.00
0	4	\$0.00	\$0.00	\$0.00
0	5	\$0.00	\$0.00	\$0.00
0	6	\$0.00	\$0.00	\$0.00

EXHIBIT D
Scope of Work

(List all work to be done in connection with the Transaction that needs to be completed before Closing)

Not Applicable

(List all work to be done in connection with the Transaction following Closing)

Work Item	Description of Improvement Work	Budget
	SOW Appliances	\$166,794.00
	SOW Building Concrete	\$4,200.00
	SOW Special Site Construction	\$15,000.00
	SOW Caulking (Exterior) Sealant	\$5,000.00
	SOW Electrical	\$429,772.00
	SOW Insulation	\$5,500.00
	SOW Metals	\$17,050.00
	SOW Landscaping	\$56,095.00
	SOW Special Construction	\$24,644.00
	SOW Specialties	\$49,000.00
	SOW Plumbing / Domestic Hot Water	\$728,166.00
	SOW Rough Carpentry	\$62,200.00
	SOW Roofing	\$1,200.00
	SOW Roads / Walks	\$88,900.00
	SOW Cabinets	\$349,636.00
	SOW Site Improvements	\$6,052.00
	SOW Drywall	\$69,000.00
	SOW Earth Work	\$330,685.00
	SOW Elevators	\$482,030.00
	SOW Architectural Environmental Mitigation	\$319,650.00
	SOW Finish Carpentry	\$112,468.00
	SOW Window	\$463,787.00
	SOW Masonry	\$221,000.00
	SOW Blind / Drapes	\$34,221.00
	SOW Ceramic Tile / Quarry Tile	\$5,400.00
	SOW Resilient Flooring	\$304,672.00
	SOW Doors / Hardware	\$286,207.00
	SOW Carpets	\$119,291.00
	SOW Acoustical Ceilings	\$119,000.00
	SOW Low Voltage Electrical	\$385,795.00
	SOW HVAC	\$292,713.00
	SOW Fire Protection	\$24,975.00
	SOW Painting / Decorating	\$215,345.00
	Total	\$5,795,448.00



OFFICE OF PUBLIC AND INDIAN HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Special Applications Center
77 W. Jackson Blvd., Room 2401
Chicago, Illinois 60604-3507
Phone: (312) 353-6236 Fax: (312) 886-6413

May 5, 2022

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

Dear Mr. Lentych:

On November 30, 2018, since amended, the U.S. Department of Housing and Urban Development (the "Department") awarded the Traverse City Housing Commission (TCHC) a Rental Assistance Demonstration (RAD) Commitment to enter into Housing Assistance Payments (CHAP) at Riverview Terrace, MI080000001. On December 21, 2021, the Department amended the CHAP award per Notice 2021-07 (HA) "Notice" 3A.2.e, "Blending Section 18 Disposition Approvals with Rental Assistance Demonstration (RAD) Conversions". The Office of Recapitalization issued the RAD Conversion Commitment (RCC) on May 2, 2022 for the 117 dwelling units in the covered project. Consequently, the Special Applications Center (SAC) created disposition application DDA0011788 in the Public and Indian Housing Information Center (PIC) and transferred 92 Annual Contribution Contract (ACC) units from RAD application DDA0009427 to the disposition application. The agency's request is disposition of 92 ACC units and 1 non-ACC unit within 1 dwelling building at Riverview Terrace, MI080000001.

**Environmental Assessment and Fair Housing and Equal Opportunity Certifications,
Significant Amendment to PHA Plan and RAD Conversion Commitment**

The City of Traverse City, per 24 CFR part 58, approved the Environmental Review Record (ERR) on February 4, 2022 and determined the activity as categorically excluded subject to (CEST) the Federal laws and authorities referenced at 24 CFR 58.5.

Because the relocation period is less than twelve months, the Office of Fair Housing and Equal Opportunity (FHOO) does not review the relocation plan. The Office of Recapitalization approved the RAD Relocation Checklist on October 12, 2021.

Per 24 CFR 970.7(a)(1), in order for a demolition or disposition application to be approved after November 24, 2006, the effective date of this regulation, a Public Housing Agency (PHA) must provide a certification that the PHA has described the demolition or disposition in the PHA Annual Plan and timetable per 24 CFR part 903, and that the description in the PHA Annual Plan is identical to the application submitted pursuant to this part and otherwise complies with Section 18 of the U.S. Housing Act of 1937, "the Act", (42 U.S.C. 1445p) and this part."

On April 16, 2021, the Detroit Office of Public Housing (OPH) approved TCHC's Significant Amendment to the PHA Plan which includes a description of the proposed action. Approval of the Section 18 action is contingent on the Department's review and approval of the financing plan for both the RAD transaction and the associated Section 18 action and, the subsequent issuance of an RCC.

Development History, Description and Proposed Disposition

The Department has not approved an inventory removal action at the development. The following table summarizes the current Asset Management Project (AMP), including the proposed disposition of 92 dwelling units within 1 dwelling building.

Riverview Terrace, MI080000001							
DOFA: 8/27/1979							
Bedroom Size	0-BR	1-BR	2-BR	3-BR	4-BR	5+-BR	Total
Existing Dwelling Units	2	115	1	15	5	-	138
Proposed Dwelling Units	-	92*	-	-	-	-	92
Existing Dwelling Buildings							7
Proposed Dwelling Buildings							1
Number of Dwelling and Non-Dwelling ACC Units in PHA's Inventory							138

*

* Includes the 1- Non-ACC unit that is merged into one of the ACC units.

Disposition Justification, Method, and Relocation

TCHC proposed disposition pursuant to 24 CFR 970.17(c) where the PHA has otherwise determined the disposition to be appropriate for reasons that are consistent with the goals of the PHA and the PHA Plan and that are otherwise consistent with the Act. Within the covered project, per the Notice's Section 3A.2.e(2), the agency elected to use Section 8 project-based voucher (PBV) assistance for up to 80 percent of the public housing units. TCHC will provide PBV assistance to 92 of the 115 CHAP-awarded units (PBV – 92; RAD – 23) in the covered project and convey the improvements and acreage through the RAD closing process. The associated RAD transaction or a RAD encumbering document will reflect the transaction's parcel acreage. The Department determined, through approval of the agency's RAD financing plan, that the disposition is pursuant to 24 CFR 970.17(c). At application creation, all units proposed for disposition were occupied within the past 24 months. Though subject to the requirements of 24 CFR 970.21(e) and (f), relocation will be consistent with RAD requirements per Notice PIH 2019-23.

Resident Consultation

1. Project Specific Resident Organization: None
2. PHA-wide Resident Organization: None
3. Resident Advisory Board (RAB) in accordance with 24 CFR 903.13: RAB

24 CFR 970.9(a) requires that the PHA develop an application for disposition in consultation with the tenants of the project involved, any tenant organization at the project involved and any PHA-wide organizations affected by the activity. TCHC held a series of

resident meetings, the last on March 18, 2021 to discuss the RAD conversion and disposition combination. The Department determined that TCHC's actions met the requirements of the regulation.

Offer for Sale to the Resident Organization

24 CFR 970.9(b)(1) requires that a public housing agency offer the opportunity to purchase the property proposed for disposition to any eligible resident organization, eligible resident management corporation as defined in 24 CFR part 964 or to a nonprofit organization acting on behalf of the residents, if the resident entity has expressed an interest in purchasing the property for continued use as low-income housing. The TCHC seeks disposition outside the public housing program to privately finance or otherwise develop a facility to benefit low-income families per 24 CFR 970.9 (b)(3)(ii); therefore, 24 CFR 970.9(b)(1) is not applicable.

Board Resolution and Mayor/Local Government Consultation

The TCHC's Board of Commissioners approved the disposition and associated activities via Resolution 2021-03 on March 26, 2021, per 24 CFR 970.7(13). The application also includes a February 11, 2021 letter of support signed by Martin A. Colburn, City Manager, City of Traverse City, per 24 CFR 970.7(14).

Approval

The Department's review finds the TCHC's application complete and consistent with Section 18 of the Act and meets the requirements of the implementing regulation 24 CFR part 970, including requirements pursuant to 24 CFR 970.9. Based upon the review, the Department approves the disposition of 92 ACC units and 1 non-ACC within 1 dwelling building at Riverview Terrace, MI080000001, as described in the application and identified in the table below.

Riverview Terrace, MI080000001				
Approved Disposition – Dwelling Buildings: 1; Units: 92				
Total Units Redeveloped: 92	Less than 80% of Area Median Income			
	ACC	Non-ACC	PBV	Market Rate
Leasehold	-	-	92	-
Acquiring Entity	Office of Recapitalization Approved Acquiring Entity			
Acquisition Method	Office of Recapitalization Approved Method			
Terms	Office of Recapitalization Approved Terms			
Purpose	Provision of Low-Income Housing			

Conditions

The Office of Recapitalization, with concurrence from the Office of the General Counsel (OGC) must approve all acquiring entities, terms and conditions in the conveyance of real property, whether in whole or in part, described in this approval. If there are previous land and/or use agreements or encumbrances, other than the Declaration of Trust (DoT) or Declaration of Restrictive Covenants (DoRC), disposition approval and release of the DoT/DoRC does not circumvent or supersede those obligations.

Per the requirements for a RAD/Section 18 Small PHA Blend approval, the TCHC must submit a feasible repositioning plan approved by the TCHC's board of commissioners and acceptable to the Department. The plan must remove all of TCHC's public housing ACC units; reflect that the PHA will not develop additional public housing units under otherwise available Faircloth authority; and will not transfer that Faircloth authority to another PHA. The plan must result in the closeout of TCHC's Section 9 public housing program and termination of its Section 9 ACC. The Department notes the agency has RAD Application DDA0011960 pending. If approved, the 21-unit conversion terminates the Section 9 ACC.

PHAs that use RAD/Section 18 Blends must be careful to ensure that the units that will be replaced under a non-RAD PBV HAP contract comply with PBV requirements. The units converted under RAD are subject to the waivers and alternative requirements for project-basing described in the RAD Notice (H 2019-09/PIH 2019-23). RAD waivers and alternative requirements only apply to non-RAD PBV units, including the Section 18 units in a Blend, that are part of a RAD Covered Project if such waivers are explicitly provided in the RAD Notice. An explicitly provided waiver will contain a statement such as "any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision." Specifically, HUD has extended RAD waivers and alternative requirements related to resident rights as well as the waiver of the PBV requirements under section 8(o)(13)(C)(ii) of the Act and 24 CFR § 983.57(b)(1) and (c)(2) having to do with deconcentrating poverty and expanding housing and economic opportunity, for the existing site (see RAD Notice § 1.6.A.4).

Most RAD waivers and alternative requirements do not extend to the Section 18 units that will result in non-RAD PBV assistance through a blend. For instance, non-RAD PBV units are subject to regular PBV rules during the pre-HAP contract phase relating to competitions, inspections, and use of an AHAP, and during the post-HAP contract phase relating to contract rent increases and choice mobility. Regular PBV rules may be found in 24 CFR Part 983 and the Housing Opportunity Through Modernization Act (HOTMA) Federal Register (FR) Implementation Notices at 82 FR 5458 (January 18, 2017), 82 FR 32461 (Jul. 14, 2017) referred to throughout this Checklist as the 1/18/17 FR Notice and the 7/14/17 FR Notice, respectively).

Operating Subsidy, Capital Fund Financing Program, Energy Performance Contract and Tenant Protection Vouchers

Disposition of 92 low rent units will affect the TCHC's operating subsidy eligibility. The Detroit OPH must ensure that the TCHC's Form HUD-52723 reflects these changes. The Department notes the 92 units are interspersed with RAD units within the building and are not eligible for Asset Repositioning Fees (ARF). The agency has Department approval to participate in the Capital Fund Financing Program (CFFP) and has an Energy Performance Contract (EPC). Per the Office of Recapitalization, TCHC has sufficient capital funds and will retire both debts prior to closing.

Per PIH Notice 2021-10, TCHC is eligible to receive Section 8 Housing Choice Voucher assistance in the form of Tenant Protection Vouchers (TPVs) for this disposition approval. PIH Notice 2019-08 separates TPVs into two classes, replacement vouchers and relocation vouchers. PIH Notice 2021-10 provides that the Department may only provide replacement TPVs for units occupied within the previous 24 months that cease to be available as assisted housing, and only

to the extent that funding is available. On the date of this approval, 92 ACC units were occupied within the previous 24 months. TCHC does not intend to redevelop public housing units at the property. Based on PIH Notice 2021-10's provision, the Department determined that TCHC is eligible to receive a maximum of 92 **replacement** TPVs for the affected units in this action.

TPV Type	Maximum Eligibility Number
Relocation	0
Replacement	92

For RAD/Section 18 blends, PHAs must attach PBV assistance to the Section 18 units (project-basing). The PHA may choose to project-base the TPV award or use it to provide families with tenant-based (mobility) assistance. If the latter, the agency must use its existing HCV resources to attach PBV assistance to the Section 18 units. All is contingent on the PHA offering RAD families the same relocation options.

The Department will not automatically issue TPVs to TCHC as part of this approval. Instead, TCHC must apply to the Department separately for TPVs in accordance with PIH Notice 2021-10. The timing will depend on whether TCHC is attaching the PBV assistance concurrently with the RAD closing or is attaching PBV assistance to the units through an AHAP. The timing of TCHC's TPV application submission and the start of relocation noted in this approval should be consistent. To apply for TPVs, the agency must submit the following to the Detroit OPH:

- a) The AMP and IMS/PIC application number of this disposition approval.
- b) The number of TPVs requested (subject to the limitations above)
- c) Form HUD-52515 (Voucher Funding Application)
- d) A copy of this approval (PDF version - signed and dated)

Please review PIH Notice 2021-10 for further guidance on TPV application submission and timing.

PIC and Monitoring

Per 24 CFR 970.35, the Department requires TCHC to inform the SAC and the Office of Recapitalization of the status of the project (actual disposition dates, modification requests, delays or other problems) and of any deviations to the mandated 24 CFR 970.7 (a)(4) general timetable shown below.

	Milestone	Number of Days after HQ Approval
A	Begin relocation of residents	90
B	Complete relocation of residents	90
C	Removal Contract Execution	90
D	Actual Removal Action	90

On or one day before the associated HAP contract start date, SACTA will enter the transaction date and the actual number of buildings and units, then remove the improvements from inventory. The Detroit OPH received a copy of this approval.

Sincerely,

Jane B. Hornstein
Director

Cc: Detroit OPH
RAD Resource Desk
RAD Closing Management



**Grand Traverse County
Construction Code**
2650 LaFranier Road
Traverse City, MI 49686
(231) 995-6044

Permit

Permit NO.: B21-1058

Permit Type: **Building (Commercial)**

Work Classification: **Alteration, Remodel, Repair**

Permit Status: **Issued**

Issue Date: **05/11/2022**

Expiration: 10/18/2022

Location Address

150 S PINE ST, TRAVERSE CITY, MI 49684

Parcel Number

51-794-001-10

Project

150 S PINE ST

Contacts

TRAVERSE CITY HOUSING COMMISSION
RIVERVIEW TERRACE
150 PINE STREET, TRAVERSE CITY, MI 49684

Owner

Tlentych@tchousing.org

MARK LEBLANG

Applicant

mleblang@alliarch.com

BRIAN FLEMING

Contractor

(517)204-5748

BRIAN@FIRSTCONTRACTING.NET

MARK LEBLANG

Architect/Engineer

mleblang@alliarch.com

Description: REMODEL EXISTING RESIDENTIAL LIVING MIXED USE BUILDING. CONSTRUCT EXTERIOR GAZEBO @ 14'X14' (196 SF). CONSTRUCT NEW EXTERIOR STAIRS, AND SITE WORK. NUMBER OF STORIES: 10. (ON SLAB, WITH CRAWL SPACE, AND ELEVATOR PIT) SEPARATED MIXED USE: B / R-2. CONSTRUCTION TYPE: 1-B. (ASSUMED – EXISTING BUILDING) FIRE SUPPRESSION: NFPA 13 SYSTEM, NONE. (PARTIAL – ONLY SOME AREAS) TOTAL AREA: 90,690 SF. B: 1,140 SF. R-2: 89,550 SF. NEW EXTERIOR GAZEBO: 14 FT X 14 FT= 196 SF. (B) TOTAL # OF BUILDING OCCUPANTS: 534.

Valuation: \$6,000,000.00

Total Sq Feet: 0.00

Inspection Requests:

Phone: 231-995-6044

Fees	Amount
Building Permit Fee (Commercial)	\$29,220.00
Commercial Plan Review Fee (>\$1M)	\$1,500.00
Plan Review Fee - Commercial	\$55.00
Total:	\$30,775.00

Payments	Amt Paid
Total Fees	\$30,775.00
Check # 72141	\$29,275.00
Check # 40214	\$1,500.00
Amount Due:	\$0.00

Inspections:	
Inspection Type	
Building - Final (Commercial)	
Building - Foundation (Commercial)	
Building - Rough (Commercial)	
Temporary Occupancy Inspection	



Grand Traverse County
Construction Code
2650 LaFranier Road
Traverse City, MI 49686
(231) 995-6044

Permit

Permit NO.: B21-1058

Permit Type: **Building (Commercial)**

Work Classification: **Alteration, Remodel, Repair**

Permit Status: **Issued**

Issue Date: **05/11/2022**

Expiration: 10/18/2022

YOUR SPECIAL ATTENTION is called to the following:

This permit is granted on the express condition that the said construction shall, in all aspects, conform to the Ordinances of this jurisdiction including the Zoning Ordinances, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances.

This Building Permit must be displayed on all premises. The Department must be notified and inspection made of prior construction work as requested on permit. All new buildings and additions and alterations to exiting buildings require a minimum of three inspections, namely, (1) FOUNDATION. prior to covering any portion with backfill; (2) FRAMING AND MASONRY, after all required electrical, plumbing, and/or mechanical rough inspections have been performed, and prior to concealing any framing; (3) FINAL, prior to occupancy of building structure.

On jobs involving reinforced concrete work, inspection must be made after steel is in place and before concrete is poured.

The department reserves the right to reject any work which has been concealed or completed without first having been inspected and approved by the Department in accordance with the requirements of the various codes.

Any deviation from the approved plans must be authorized by the approval of the revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged predicated on the extent of the variation from the original plans.

Permits are not valid if construction work is not started within six months from the date the permit is issued.

Final inspection and certificate of occupancy must be obtained before occupying the building.

THIS PERMIT CONVEYS NO RIGHT TO OCCUPY ANY STREET, ALLEY OR SIDEWALK OR ANY PART THEREOF, EITHER TEMPORARILY OR PERMANENTLY. ENCROACHMENT ON PUBLIC PROPERTY NOT SPECIFICALLY PERMITTED UNDER THE BUILDING CODE, MUST BE APPROVED BY THE JURISDICTION. STREET OR ALLEY GRADES AS WELL AS DEPTH AND LOCATION OF PUBLIC SEWERS MAYBE OBTAINED FROM THE DEPARTMENT OF PUBLIC WORKS THE ISSUANCE OF THIS PERMIT DOES NOT RELEASE THE APPLICANT FROM THE CONDITIONS OF ANY APPLICABLE SUBDIVISION RESTRICTIONS.

PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITHIN 6 MONTHS OF DATE THE PERMIT IS ISSUED AS NOTED ABOVE.

NOTICE:

Section 3305.1 of the Michigan Building Code states that "SANITARY FACILITIES SHALL BE PROVIDED DURING CONSTRUCTION, REMODELING OR DEMOLITION ACTIVITIES IN ACCORDANCE WITH THE INTERNATIONAL PLUMBING CODE." Which requires "TOILET FACILITIES SHALL BE MAINTAINED IN A SANITARY CONDITION. CONSTRUCTION WORKER TOILET FACILITIES OF THE NONSEWER TYPE SHALL CONFORM TO ANSI Z4.3." (Michigan Plumbing Code 311.1)

Issued By: Marcia Carmoney

May 11, 2022

Date

Bruce Remail - Building Official

Date

DRAFT
Meeting Minutes of the RAD Resident Update
May 19, 2022

A meeting to update Riverview Terrace Apartment Residents on the Rental Assistance Development (RAD) Program was held in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan. Tony Lentych, Executive Director called the meeting to order at 9:04 A.M.

I ROLL CALL

The following Staff were present: Tony Lentych, Executive Director. Three (3) residents attended the meeting and all signed the registration sheet.

II BUSINESS

- A. Meeting Minutes from April 28, 2022 were distributed.
B. Staff welcomed everyone and announced the following agenda items would be covered during the meeting:

- Parking Project Update
- Calendar and Construction Schedule
- Choice Mobility
- TCHC RAD Web Page.

All of the above items were addressed during the Presentation.

- C. There was an eighteen (18) minute Question & Answer period after the presentation from staff.
D. The following is the summary of the meeting:

Staff and First Contracting met with the DDA about parking issues both for regular construction and for the parking lot project.

We have pulled the building permit because we are confident that the “closing” is going to happen soon. Our “Closing Date” is now believed to be in mid to late June 2022. Construction would begin in July 2022 and the general plans were reviewed.

Staff also distributed another new RAD FACT SHEET from HUD that was recently released on Choice Mobility (Vouchers).

Staff announced that there is a RAD web page on the TCHC website. It will be updated regularly.

Q & A

Each item presented received questions and comments. These included:

- What will be the timing of the parking lot project if it doesn't occur this fall?
- There was a question about "porting" out of the region and whether or not that can occur immediately?
- Where will the security cameras be placed?

Feedback was recorded and will be incorporated whenever possible.

Staff announced that there will be another meeting next month (June 9).

III **ADJOURNMENT**

The meeting was closed at 9:26 A.M.

Respectfully submitted,



Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the RAD Resident Update
April 28, 2022

A meeting to update Riverview Terrace Apartment Residents on the Rental Assistance Development (RAD) Program was held in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan. Tony Lentych, Executive Director called the meeting to order at 2:02 P.M.

I ROLL CALL

The following Staff were present: Tony Lentych, Executive Director. Fifteen (15) residents attended the meeting and 14 signed the registration sheet.

II BUSINESS

- A. Meeting Minutes from March 17, 2022 were distributed.
B. Staff welcomed everyone and announced the following agenda items would be covered during the meeting:

- Quick Review of the RAD Process
- Calendar and Construction Schedule
- Scope of Work Review

All of the above items were addressed during the Presentation.

- C. There was a fifteen (15) minute Question & Answer period after the presentation from staff.
D. The following is the summary of the meeting:

We have received the RAD Conversion Commitment (RCC) from HUD which means they have approved ALL of our plans and financing. The closing countdown has begun with HUD and we were already making progress with final documents with MSHDA and our investor (Alliant Capital). All of this requires a lot of documents with a lot of lawyers.

Our “Closing Date” is now believed to be in late mid-June 2022. Construction would begin in July 2022 and the general plans were reviewed.

Staff also distributed another new RAD FACT SHEET from HUD that was recently released on LIHTC in RAD deals.

Staff encouraged RTRC leadership to seek feedback on this plan during their monthly meeting too. Staff can attend if needed.

Q & A

Each item presented received questions and comments. These included:

- Where will the security cameras be placed?
- Will there be pulls on the kitchen cabinets?
- How will the lights in the kitchens work (placement)?
- Will there be microwaves in the kitchen redesign?
- Where will the handicap parking be placed in the reconfigured parking lot?
- Will there be improvements in landscaping beyond the parking lot?

Feedback was recorded and will be incorporated whenever possible.

Staff announced that there will be another meeting next month (May 19).

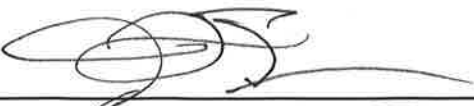


III **ADJOURNMENT**

The meeting was closed at 2:41 P.M.

Respectfully submitted,

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

Tony Lentych, Executive Director

<u>APT</u>	<u>NAME (PRINTED)</u>	<u>SIGNATURE</u>
308	JEFF TURNER	
907	Alfred Regan	
302	Irene Lillie	Irene Lillie
22	SM	SM
708	Lois DeHart	Lois DeHart
903	Pierre Ler	
1006	Gerald Hoaglund	GERALD HOAGLUND
+	KATHLEEN STOKING	

<u>APT</u>	<u>NAME (PRINTED)</u>	<u>SIGNATURE</u>
911	Christy Crawford	Christy Crawford
812	Pamela S. Kole	Pamela S. Kole
405	Sue Albee	Sue Albee
707	Kate Lobb	Kate Lobb
1005	Carley Jankowski	Carley Jankowski
908	ELLEN CORCORAN	Ellen Corcoran
101	JO SIMERSON	Jo Simeron


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

The final split of the property has been completed with the Township and the County. We can now purchase our part of the overall property. That said, there was an issue with the DTE easement (gas line) and its encroachment upon one of our buildings. We are meeting with DTE in early June to figure out what this actually means (we do not know why DTE allegedly installed the new pipeline outside of their original easement).

Additionally, Smith & Henzy does not want to participate in the purchase of the property due to their current exposure on three tax credit deals in Florida being short of funds (inflationary pricing of raw materials). Since the State of Florida has not found a resolution for this, they are short funding to help in the purchase. Since we will be purchasing this on our own, I have approached Rotary Charities for assistance. They are now reviewing our submission along with their partner, Northern Trust from Chicago. What we are asking for is a short-term loan 1-2 years to purchase the property and we will pay them back once we have secured financing for the first parts of the project. We also will have the ability to pay this note back with proceeds from the RAD conversion but the timing is not exact enough for us to rely upon that to purchase the property.

After the purchase of the property, we will spend most of the summer applying for funding/investment. Last week, Erin from Smith & Henzy Affordable Group and I met with Enterprise to discuss their participation in the deal. Northern Trust made the connection for us to meet with them.

We printed the final version of the document entitled, "The Center of It All" that emphasizes the financial impact of the overall project. You can find this version at your desk at the monthly meeting.

ATTACHMENTS: None.



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

NEW BUSINESS

Memorandum on Closed Session to Discuss Attorney-Client Privileged Communications
per MCL 15.268(e)

Memorandum on Closed Session to Conduct a Review of Executive Staff
per MCL 15.268(a)

Memorandum on TCHC By-Law Review

Memorandum on Family Self-Sufficiency Escrow Disbursement Request

Resolution to Adopt FY 2023 HUD Income Limits

Memorandum on Renewing TCHC Insurance Coverage

Memorandum on TC Housing Services (TAHDCO) Board of Directors

Resolution to Authorize Staff to Purchase Land (Carriage Commons)

Resolution to Authorize Executive Staff to Execute the RAD/Section 18 Closing Documents


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Request for a Closed Session for Attorney Communication

MESSAGE:

The Traverse City Housing Commission has received a letter from our attorney, Brad Wierda, that requires a closed session to discuss legal responses related to the pending legal matter. A closed session is allowed in order to discuss privileged communications from our attorney per MCL 15.268(e) [see below].

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

[Move] that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss correspondence from attorney Brad Wierda regarding a pending legal matter per MCL 15.268(e).

Open Meetings Act (Act 267 of 1976)

15.268 Closed sessions; permissible purposes.

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


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

ATTACHMENT: None.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Request for a Closed Session for Employee Evaluation

MESSAGE:

The Traverse City Housing Commission is wishing to conduct an evaluation of its Executive Director, Tony Lentych. A closed session is allowed to evaluate an employee per MCL 15.268(a) [see below] if the named person requests a closed hearing for the evaluation. I do formally request for this hearing to be closed.

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

[Move] that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss a personnel evaluation of an employee per MCL 15.268(a).

Open Meetings Act (Act 267 of 1976)

15.268 Closed sessions; permissible purposes.

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

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

ATTACHMENT: None.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC By-Laws Annual Review

MESSAGE:

The Governance Committee has undertaken its annual review of our By-Laws. During our discussions the following two (2) items have been identified as potential changes – these are highlighted below and both can be found under Article 1.

The changes to Section 2 simply clarifies the origin of TCHC. Since we do not have Articles of Incorporation like most corporations or nonprofits, it may be helpful to add this specific information.

2. Establishment of the Commission. The Traverse City Housing Commission was established by Ordinance 105 of the City of Traverse City on October 3, 1966 pursuant to Public Act No. 18 as adopted during the Extra Session of 1933.

Section 4 of Article 1 has always included language that does not match any of our other documents. I am proposing incorporating language from our current Mission Statement to this Section for clarification and uniformity.

4. Purpose of the Commission. The Purpose of the Traverse City Housing Commission shall be to provide ~~decent, safe and sanitary affordable housing opportunities for residents of the Traverse City area~~ quality affordable housing options that enhance our residents' opportunities for self-sufficiency and economic independence. This will be accomplished by creating housing, partnering to create housing, or through the successful management of existing housing.


As our usual practice dictates, a Resolution to adopt the changes will be presented at the Annual Meeting in June. Per our own rules, today's review will serve as a "public reading" of these potential changes.

ATTACHMENT: None.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: FSS Escrow Disbursement Request

MESSAGE:

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

Participant No. V-001-V000047 has been in the FSS program since April of 2017. This participant started the program while living at Orchardview Townhomes but entered the HCV program in 2018. She is now fully employed and wishes to use some of the escrow to pay off some long-term debt that will assist the family in moving forward in life.


TCHC staff have reviewed this action is recommending a disbursement to Participant No. V-001-000047.

Total Escrow amount to be distributed today is \$11,298.18, therefore, I respectfully request a motion to disburse this amount.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2022 HUD Income Limits for HCV and Public Housing

MESSAGE:

On an annual basis, U.S. Department of Housing and Urban Development (HUD) reviews the area median income and establishes the income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs. Income limit areas will also influence the HUD Fair Market Rents. Please note that the Extremely Low Income Limits are defined as the greater of 60% of the Very Low Income Limits or the overall poverty guidelines (income limits that are established by the US Department of Health & Human Services). On occasion, this may create some anomalies in the overall chart.

TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD INCOME LIMITS

May 26, 2022

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

WHEREAS, the HUD Fiscal Year (FY) 2022 Income Limits are now published (attached) for our region; and

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

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

The Income Limits established by HUD are adopted for purposes of setting income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs for the TCHC FY 2023 beginning July 1, 2022.

ATTACHMENT: 2022 HUD Income Limits

TRAVERSE CITY HOUSING COMMISSION

FY 2023 INCOME LIMITS FOR HOUSING CHOICE VOUCHER AND PUBLIC HOUSING PROGRAMS

COUNTY	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Antrim	\$ 15,600.00	\$ 18,310.00	\$ 23,030.00	\$ 27,750.00	\$ 32,470.00	\$ 37,190.00	\$ 41,910.00	\$ 46,630.00	ELI
	26,000.00	29,700.00	33,400.00	37,100.00	40,100.00	43,050.00	46,050.00	49,000.00	VLI
	41,550.00	47,500.00	53,450.00	59,350.00	64,100.00	68,850.00	73,600.00	78,350.00	LI
Benzie	\$ 16,500.00	\$ 18,850.00	\$ 23,030.00	\$ 27,750.00	\$ 32,470.00	\$ 37,190.00	\$ 41,910.00	\$ 46,630.00	ELI
	27,500.00	31,400.00	35,350.00	39,250.00	42,400.00	45,550.00	48,700.00	51,850.00	VLI
	44,000.00	50,250.00	56,550.00	62,800.00	67,850.00	72,850.00	77,900.00	82,900.00	LI
Grand Traverse	\$ 18,600.00	\$ 21,250.00	\$ 23,900.00	\$ 27,750.00	\$ 32,470.00	\$ 37,190.00	\$ 41,910.00	\$ 46,630.00	ELI
	31,000.00	35,400.00	39,850.00	44,250.00	47,800.00	51,350.00	54,900.00	58,450.00	VLI
	49,600.00	56,650.00	63,750.00	70,800.00	76,500.00	82,150.00	87,800.00	93,500.00	LI
Kalkaska	\$ 15,050.00	\$ 18,310.00	\$ 23,030.00	\$ 27,750.00	\$ 32,470.00	\$ 37,190.00	\$ 41,910.00	\$ 46,630.00	ELI
	25,050.00	28,600.00	32,200.00	35,750.00	38,650.00	41,500.00	44,350.00	47,200.00	VLI
	40,050.00	45,800.00	51,500.00	57,200.00	61,800.00	66,400.00	70,950.00	75,550.00	LI
Leelanau	\$ 18,550.00	\$ 21,200.00	\$ 23,850.00	\$ 27,750.00	\$ 32,470.00	\$ 37,190.00	\$ 41,910.00	\$ 46,630.00	ELI
	30,900.00	35,300.00	39,700.00	44,100.00	47,650.00	51,200.00	54,700.00	58,250.00	VLI
	49,400.00	56,450.00	63,500.00	70,550.00	76,200.00	81,850.00	87,500.00	93,150.00	LI
Wexford	\$ 15,050.00	\$ 18,310.00	\$ 23,030.00	\$ 27,750.00	\$ 32,470.00	\$ 37,190.00	\$ 41,910.00	\$ 46,630.00	ELI
	25,050.00	28,600.00	32,200.00	35,750.00	38,650.00	41,500.00	44,350.00	47,200.00	VLI
	40,050.00	45,800.00	51,500.00	57,200.00	61,800.00	66,400.00	70,950.00	75,550.00	LI

Extremely Low Income (ELI) = 30% of Area Median Income (AMI)

Very Low Income (VLI) = 50% of AMI

Low Income (LI) = 80% of AMI

Recommended: May 26, 2022


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Insurance Coverage for TCHC

MESSAGE:

Attached you will find an invoice and the recent submission to TCHC from Paul W. Olson of Municipal Underwriters of West Michigan. There is a 9.0% increase to our premium this year due to a number of reasons which are outlined in the attached letter. Please note, that Mr. Olson can be made available to answer any questions that you may have.

Staff has reviewed the coverages of this policy and is recommending continuing with this firm. After the RAD conversion, the coverage for Riverview Terrace may switch to another provider and Mr. Olson indicated that we would receive a pro rata refund for the portion of the cost. Should this occur, TCHC will explore other options before the next renewal period since our largest property would be insured separately.

For your information, the cost to insure Riverview Terrace is listed as \$18,044.00 according to Mr. Olson.

Approval of this quote can be made via a simple motion, with a roll call vote, to accept this package of coverage.

ATTACHMENTS: May 4, 2022 Letter from Paul W. Olson
Invoice from Municipal Underwriters of West Michigan
Summary of Coverages Document

Municipal Underwriters of West MI
4171 Wolverine Drive
Williamsburg, MI 49690
Toll Free 888-883-6391
Local 231-421-5008
Fax 231-421-3509

May 4, 2022

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

Dear Tony:

Enclosed you will find a Summary of Coverage's and an Invoice **for the Traverse City Housing Commission's** insurance renewal through the **Michigan Township Par Plan**. The renewal date is **06/16/2022**.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, **\$2,000,000** has been provided back to our members for the grant program.

The quoted premium is **\$34,929.00**. This is an increase in cost of **9% over last year's ending premium of \$31,800.00**. Blanket Property values have been increased by 5% as well. The increase is driven by a number of factors market conditions, social inflation, substantially increasing reinsurance costs and increased loss costs.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served **the Traverse City HousingCommissions** insurance needs for the past **18 years**. **Your business is appreciated and important. Please stay safe!**

Sincerely,



Paul W. Olson
Regional Risk Manager

HCC Public Risk Claim Service, Inc.

Report Date: 3/26/2022 7:17:48 AM

File No.	Occur Date	Major/Minor Code	DESCRIPTION	LOSS PAYMENT	EXPENSE PAYMENT	RECOVERY	TOTAL INCURRED
TRAVERSE CITY HOUSING COMMISSION - MI12938							
129167	CL	2/13/2007	020-125 Water				
			A PIPE BURST THIS MORNING CAUSING DAMAGE IN STAIRWELL WITH P	\$0.00	\$509.24	\$0.00	\$509.24
160949	CL	7/31/2012	020-102 Lightning				
			LIGHTNING STRIKE DAMAGED HIGH RISE 150 PINE STREET.	\$2,932.84	\$0.00	\$0.00	\$2,932.84
162564	CL	12/18/2012	020-101 Fire				
			RESIDENCE HAD MEDICAL EMERGENCY & WAS BLEEDING BADLY IN SINK	\$3,372.41	\$511.68	\$0.00	\$3,884.09
182943	CL	10/31/2016	171-101 Zoning				
			SUIT - TOWNSEND - PLAINTIFF ALLEGES CIVIL RIGHTS VIOLATIONS	\$135,000.00	\$33,605.72	\$1,000.00	\$167,605.72
197814	RO	7/17/2020	170-101 Bodily Injury				
			St. Amant; Claimant alleges injuries due to bed bugs.	\$0.00	\$0.00	\$0.00	\$45,000.00
Report Totals:				\$141,305.25	\$34,626.64	\$1,000.00	\$219,931.89

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive
Williamsburg, MI 49690

888-883-6391

polson76@charter.net

Invoice

Date	Invoice #
5/2/2022	4225

Bill To
Traverse City Housing Commission 10200 Carter Centre Traverse City, MI 49684

			Account #	Policy Number
				HMTP-192938
Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
6/16/2022	06/16/2023	Michigan Township Par Plan	Package Plan	34,929.00

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

Fax #
231-421-3509

Total	\$34,929.00
Payments/Credits	\$0.00
Balance Due	\$34,929.00

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

SUMMARY OF COVERAGES

FOR

Traverse City Housing Commission 2022-2023

Presented By:
PAUL OLSON- RISK MANAGER
Municipal Underwriters of West MI Inc.

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

Municipal Underwriters of West MI. Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
231-421-3509 FAX
(888) 883-6391 MICHIGAN WATTS

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

Midwest Risk Control
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 536-7425 - MICHIGAN WATTS
(248) 371-3069 - FAX

CLAIMS ADMINISTRATION

HCC Public Risk Claims
1700 Opdyke Court
Auburn Hills, MI 48326
(800) 225-6561 - MICHIGAN WATTS
(248) 371-3091 - FAX

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 1,000,000
Limit of Liability Per Aggregate	\$ None
Deductible	\$ 1,000

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
9. Employee Benefit Liability
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 1,000,000
Limit of Liability Aggregate:	\$ None
Deductible:	\$ 1,000

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Restrictive Use Sublimit (\$100,000) Suits for Loss resulting from the insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or suits subject to the sublimit..
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 Per Person

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

II. FLEET LIABILITY COVERAGE:

LIMITS

A. Bodily Injury & Property Damage [CSL]	\$
B. Personal Injury Protection	
C. Personal Property Insurance	\$
D. Uninsured Motorists	\$
E. Non-owned & Hired Auto Liability	\$ 1,000,000
F. Mini-Tort Liability	\$
G. Underinsured Motorists	\$

III. FLEET PROPERTY COVERAGE:

Property limit \$ No Coverage

A. Comprehensive	\$ 500 ACV Deductible, Actual Cash Value
B. Collision	\$ 500 Deductible, ACV, Broadened

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 25,000
Deductible \$ 1,000

SEE ATTACHED SCHEDULE

V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 22,757,712.00
Deductible	\$ 5,000
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Flood Coverage- \$100,000
5. Earthquake Coverage- \$1,000,000
6. Accounts Receivable- \$250,000
7. Loss of Business Income Coverage- \$500,000 Per Occurrence
8. Extra Expense Coverage - \$500,000 Per Occurrence
9. Newly Acquired and Constructed Property- \$1,000,000 180 Days
10. Foundations of Machinery- \$250,000
11. Power Surge Coverage - \$25,000 Limit
12. Glass Coverage-\$00 Deductible Glass Breakage
13. Underground Pipes, Flues or Drains- \$1,000,000
14. Law and Ordinance Coverage- Actual Sustained Loss
15. Inventory and Appraisal- \$10,000

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records **\$250,000** year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

PROPERTY

Application: T000020025132 TRVERSE CITY HOUSING COMMISSION

Loc ▼	Bldg ▼	100ft ▼	Fac Loc ▼	Street Address▼	City▼	ST ▼	Zip▼	County ▼	POK ▼	BC ▼	Bldg Lim▼	Cont Lim▼	Mine Sub ▼	Yr Built ▼	FAR ▼	BF ▼	Special Ded▼	Sprinkler ▼	Sq Ft▼	BoilerVal ▼
1	1	No	0	150 PINE STREET HIGH RISE	TRAVERSE CITY	MI	49684		31	4	\$ 18,761,339	\$ 24,311	\$ 0	1976	R	802	0	Yes	74,730	R
1	2	No	0	150 PINE ST	TRAVERSE CITY	MI	49684		11	1	\$ 4,020	\$ 0	\$ 0	1976	R	614	0	No	130	R
2	1	No	0	10224 E. CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684		10	1	\$ 538,718	\$ 6,078	\$ 0	1994	R	800	0	No	2,696	R
2	2	No	0	10224 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
2	3	No	0	10224 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
3	1	No	0	10220 E. CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684		10	1	\$ 541,399	\$ 6,078	\$ 0	1994	R	800	0	No	2,800	R
3	2	No	0	10220 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
3	3	No	0	10220 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
4	1	No	0	10216 E. CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684		10	1	\$ 541,399	\$ 6,078	\$ 0	1994	R	800	0	No	2,800	R
4	2	No	0	10216 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
4	3	No	0	10216 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
5	1	No	0	10212 E CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684		10	1	\$ 541,399	\$ 6,078	\$ 0	1994	R	800	0	No	2,800	R
5	2	No	0	10212 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
5	3	No	0	10212 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
6	1	No	0	10208 E. CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684		10	1	\$ 882,000	\$ 6,078	\$ 0	1994	R	800	0	No	4,800	R
6	2	No	0	10208 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
6	3	No	0	10208 E CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
6	4	No	0	10208 E. CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
6	5	No	0	10208 CARTER	TRAVERSE CITY	MI	49684		10	1	\$ 4,824	\$ 0	\$ 0	1994	R	403	0	No	80	R
7	1	No	0	10200 E. CARTER HOUSING UNIT	TRAVERSE CITY	MI	49684		31	2	\$ 630,000	\$ 60,775	\$ 0	1994	R	800	0	Yes	3,420	R
7	2	No	0	10200 CARTER CENTER	TRAVERSE CITY	MI	49684		18	1	\$ 133,665	\$ 3,039	\$ 0	1996	R	910	0	No	0	R
7	3	No	0	10200 CARTER CENTER	TRAVERSE CITY	MI	49684		10	1	\$ 7,370	\$ 0	\$ 0	1996	R	403	0	No	120	R
Totals:								\$22,639,197	\$118,515	\$0										
Grand Total:								\$22,757,712												

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS:

EMPLOYEE BLANKET BOND \$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 0
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- **\$100,000 \$1,000 Deductible**
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair of Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 1,000 Applies Limits \$ 22,757,712.00

XIII. CYBER LIABILITY: \$250,000 of Coverage Included in Quote

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	
IV. INLAND MARINE	INCLUDED
V. PROPERTY [FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. CYBER LIABILITY	INCLUDED

TOTAL PAR-PLAN ANNUAL PREMIUM: **\$ 34,929.00**

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TAHDCO/TC Housing Services

MESSAGE:

In June of 2016, as a result of its recent strategic planning efforts, TCHC voted to continue operating its subsidiary nonprofit, the Traverse Area Housing & Development Corporation (TAHDCO). Created in 2005, the entity had not accomplished much outside of some work to examine the potential for a “second tower” to be developed on the 150 Pine Street property.

In 2018, TCHC applied to operate TAHDCO under the new name, **TC Housing Services**. This was part of our effort to demonstrate a closer relationship to TCHC and our informal name of TC Housing.

As we continue to develop affordable housing, the existence of TC Housing Services may be beneficial since some entities, like private foundations, prefer to donate to nonprofit partners rather than a component unit of a municipality. Having a subsidiary nonprofit available to receive such gifts does allow us some flexibility as we attempt to attract partners/investors. This issue recently arose as TCHC sought funding for the purchase of the LaFranier Road property.

Clearly, there is some value to maintaining this entity but a refresh is needed.

In order to continue TC Housing Services’ operation, we need to appoint a new slate of board members for the nonprofit because two previous appointees are no longer available to serve (i.e., Smits and Michael).

To that end, I would recommend that TCHC vote to continue TC Housing Services’ operation by appointing the following members of its Board of Directors:

Ward Kuhn, Attorney (incumbent)

Wayne Workman

Mitchell Treadwell

Anthony Lentych (incumbent)

A newly constituted board will be able to function in the short term until all final decisions are made.

This can be accomplished with a simple motion to accept this slate of directors.

I am including some information from our authorizing legislation that explains our ability to have this nonprofit available to implement our mission:

From Public Act 18 of 1933 (Ex. Sess.)

125.654 Municipal housing commission; appointment and terms of members; tenant of public or subsidized housing as member; notice; removal; vacancies; compensation and expenses; public body corporate; powers of commission; definitions.

(5) The commission shall be a public body corporate. Except as otherwise provided in this act, the commission may do all of the following:

(a) Sue and be sued in any court of this state.

(b) Form or incorporate nonprofit corporations under the laws of this state for any purpose not inconsistent with the purposes for which the commission was formed.

(c) Serve as a shareholder or member of a qualified nonprofit corporation organized under the laws of this state.

(d) Authorize, approve, execute, and file with the Michigan department of commerce those documents that are appropriate to form and continue 1 or more nonprofit corporations.

(e) Form or incorporate for-profit corporations, partnerships, and companies under the laws of this state for any purpose not inconsistent with the purposes for which the commission was formed.

ATTACHMENTS: DBA TC Housing Services

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the CERTIFICATE OF ASSUMED NAME
for

TRAVERSE AREA HOUSING AND DEVELOPMENT CORPORATION

ID Number: 800902929

to transact business under the assumed name of
TC HOUSING SERVICES

received by electronic transmission on September 20, 2018 , ***is hereby endorsed.***

Filed on September 20, 2018, ***by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Expiration Date: December 31, 2023



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 20th day of September, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Necessary Action to Purchase the Property on LaFranier Road

MESSAGE:

The option to purchase what we call the “BATA” project is about to expire at the end of June. In order to create and execute all of the items (documents, etc.) needed to purchase this property, staff will need to be authorized to sign on behalf of the Housing Commission. The following resolution provides that authorization. It is similar to previous resolutions adopted by TCHC, most recently for the purchase of the 8th Street property.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO AUTHORIZE EXECUTIVE STAFF TO NEGOTIATE AND
EXECUTE THE PURCHASE OF THE PROPERTY LOCATED ON LAFRANIER ROAD**

May 26, 2022

WHEREAS, the Traverse City Housing Commission (TCHC) has, through its mission, the desire to create, or cause to create, affordable housing opportunities in the Traverse City area; and

WHEREAS, TCHC is seeking to develop, finance, and construct a project located at the Northeast Corner of Hammond Road and LaFranier Road in Garfield Township – at the center of a Qualified Census Tract – through the Michigan State Housing Development Authority (“MSHDA”) Low Income Housing Tax Credit (LIHTC) program or through other financing sources; and

WHEREAS, the option to purchase the property located on LaFranier Road in Garfield Township, Michigan is set to expire within forty-five (45) days; and

WHEREAS, TCHC has partnered with Smith & Henzy Affordable Group who will seek the financing to develop the property with TCHC so that affordable housing will be delivered on that site; and

WHEREAS, TCHC concurs in the recommendations of, and the feedback from, its real estate development team, Executive & Finance Committee, and staff regarding the necessary procedures required to develop this property.

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


The Traverse City Housing Commission authorizes its Executive Director to execute any and all legal documents necessary and/or required for the purchase of the property located at the North East Corner of Hammond Road and LaFranier Road in Garfield Township, Michigan; and

The Traverse City Housing Commission authorizes its Executive Director to negotiate and execute the purchase of the property located at the North East Corner of Hammond Road and LaFranier Road in Garfield Township, Michigan.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 26, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution on Riverview Terrace RAD Conversion

MESSAGE:

As the closing of the Riverview Terrace RAD conversion approaches, TCHC staff will be asked to execute a large number of documents. While TCHC had already authorized its Executive staff to operate on its behalf for the purposes of seeking and securing all of the financing for this project, it has been recommended that TCHC re-authorize its Executive staff to act on its behalf during the entire closing process.

The language in this resolution was written by attorneys on our development team and covers all the final steps of, and necessary approvals for, the Riverview Terrace RAD conversion.

The TCHC development team recommends adoption of the following:

**RESOLUTION AUTHORIZING TCHC
EXECUTIVE STAFF FOR THE RIVERVIEW TERRACE RAD CONVERSION**

May 26, 2022

WHEREAS, on May 2, 2022, the United States Department of Housing and Urban Development (HUD) has issued its RAD Conversion Commitment (RCC) to the Traverse City Housing Commission (TCHC) which approves the conversion of the Riverview Terrace property from a Section 9 program property to a property funded under the Section 8 Program; and

WHEREAS, the RAD Conversion Commitment authorizes TCHC to secure funding in order to rehabilitate Riverview Terrace; and

WHEREAS, TCHC has secured a financial package from the Michigan State Housing Development Authority to fund the rehabilitation of Riverview Terrace and now wishes to take the necessary steps to execute the closing of the financial package and to begin the rehabilitation of the Riverview Terrace property.

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

TCHC has approved the purchase, rehabilitation, and redevelopment of the Riverview Terrace Apartments (the "Project")

TCHC has approved the construction and HOME loan from the Michigan State Housing Development Authority (collectively the "Loan").

TCHC has approved of the syndication by Alliant Capital, Ltd ("Syndication").

The Executive Director, as directed by TCHC, is hereby authorized and directed, in the name of on behalf of TCHC and its affiliate organizations, to take such action as such officer deems necessary or desirable to perform the execution and delivery of Loan documents, Syndication documents and draws to be executed by TCHC and its affiliate organizations, described in or contemplated the Loan documents, the Syndication documents and any and all other agreements, documents, or instruments required or desirable in connection with or incidental to the Loan and Syndication.

The Executive Director, is authorized and directed to execute and deliver such Loan documents, Syndication documents, draws, agreements, certificates, instruments, notices, filings, license agreements, and additional documents, and to take such other steps and to do such other acts and things, as in his judgment may be necessary, appropriate or desirable to carry out TCHC's business, and the business of all of its affiliates, for the Loan and Syndication and to execute from time to time such agreements amending, supplementing, restating or replacing any of the documents contemplated by the foregoing recitals and resolutions as such officer may approve and to execute and deliver to the applicable parties such documents as may be required by such applicable parties to give effect thereto.

The Executive Director, is authorized and directed to execute any other such documents as necessary to carry out the sale and purchase, syndication, and rehabilitation of the Project.

Any and all prior actions taken in connection with, and in furtherance of, the matters referred to in any of the foregoing resolutions are hereby ratified, confirmed, approved, and adopted in all respects.

ATTACHMENT: None



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

CORRESPONDENCE

HUD FY 2022 Capital Fund Program Amendment (Form 52940-A)

2022 Capital Fund

OMB Approval No. 2577-0075
(exp. 08/31/2023)

Capital Fund Program (CFP) Amendment

Annual Contributions Contract
Terms and Conditions (HUD-52840-A)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Whereas, (Public Housing Authority) Traverse City Housing Commission MI080 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract
ACC(s) Numbers(s) (On File) dated (On File)

Whereas, in accordance with Public Law 117-103, Division L, Title II,

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

\$ \$301,239.00 for Fiscal Year 2022 to be referred to under Capital Fund Grant Number MI28P08050122
PHA Tax Identification Number (TIN): On File UEI Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number On File

Now Therefore, the ACC is amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.

2. The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in accordance with section 9(g)(2) of the Act.

3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.

4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).

(mark one) : Yes ☐ No ☒

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure timeperiod. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all property funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funding.

The parties have executed this CFP Amendment, and it will be effective on May 12, 2022. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development

By /s/ Robert E. Mulderig Date: May 12, 2022

Title

Deputy Assistant Secretary, Office of Public Hsg Investments

Previous versions obsolete

PHA (Executive Director or authorized agent)

By [Signature] Date: 5.12.22

Title

EXECUTIVE DIRECTOR

form HUD-52840-A OMB Approval No.2577-0075 (exp. 08/31/2023)