



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

COMMISSION MEETING MATERIAL

FOR THE ANNUAL MEETING
Friday, June 24, 2022 at 9:00 A.M.

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

TABLE OF CONTENTS

| | |
|---|----|
| June 24, 2022 Annual Meeting Agenda | 4 |
| Legal Notice on Public Hearing on HCV Admin Plan | 6 |
| May 26, 2022 Regular Meeting Minutes | 8 |
| Schedule of Disbursements for May 2022 for Public Housing | 14 |
| Schedule of Disbursements for May 2022 for HCV Program | 17 |
| Invoices for June 2022 | 19 |
| Financial Reports for May 2022 | 23 |
| June 14, 2022 Executive & Finance Committee Meeting Minutes | 44 |
| June 16, 2022 Governance & Compliance Committee Meeting Minutes | 46 |
| Executive Director’s Report for June 2022 | 49 |
| Family Self-Sufficiency (FSS) Program Report for June 2022 | 52 |
| Resident Council Report for June 2022 | 53 |
| TCHC Policy Review Schedule | 58 |
| Memorandum on RAD Update | 60 |
| Memorandum on TCHC – BATA Transit Oriented Development Update | 64 |
| Memorandum on Review of Executive Director | 65 |
| Memorandum on the Election of Officers..... | 74 |
| Memorandum on the TCHC Code of Conduct Certification | 76 |
| Resolution on the Appointment of TCHC Secretary | 84 |
| Resolution to Change Authorized Account Signers | 86 |
| Resolution to Adopt Changes to TCHC By-Laws | 87 |

Table of Contents Continued

| | |
|--|-----|
| Resolution to Remove Bad Debt | 93 |
| Resolution to Remove Inventory | 95 |
| Resolution to Adopt FY 2022 Consolidated Budget | 97 |
| Resolution to Update & Amend the HCV Administrative Plan | 100 |
| June 3, 2022 E-Mail from Attorney Carl Coan | 107 |



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

MEETING AGENDA

June 24, 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 ITS ANNUAL MEETING
ON FRIDAY, JUNE 24, 2022 AT 9:00 A.M.**

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENTS

150 Pine Street, Traverse City, Michigan, 49684

(231) 922-4915

POSTED: JUNE 22, 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 PUBLIC HEARING

Housing Choice Voucher (HCV) Administrative Plan

III APPROVAL OF AGENDA

IV PUBLIC COMMENT

V CONSENT AGENDA

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

- A. *Consideration of Approval of May 26, 2022 Regular Meeting Minutes:* Approval Recommended.
- B. *Consideration of Approval of Schedule of Disbursements for May 2022 for Public Housing Program:* Approval Recommended.
- C. *Consideration of Approval of Schedule of Disbursements for May for HCV (Section 8) Program:* Approval Recommended.
- D. *Review & Approval of Payment of Invoices for June 2022:* Approval Recommended.
- E. *Review & Acceptance of Financial Statements for May 2022:* Approval Recommended.

VI COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: June 14, 2022
- B. Governance & Compliance Committee Meeting: June 16, 2022

VII STAFF & PROGRAM REPORTS

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

VIII OLD BUSINESS

- A. TCHC Policy Review Schedule: June 2022
- B. Memorandum on RAD Update: Review
- C. Memorandum on TCHC – BATA Transit Oriented Development Update: Review
- D. Human Resources: Review of Executive Director

IX NEW BUSINESS

- A. **TCHC Annual Meeting:** Election of Officers, Code of Conduct Certification
- B. Resolution on the Appointment of TCHC Secretary: Action Required
- C. Resolution to Change Authorized Account Signers: Action Required
- D. Resolution to Adopt Changes to TCHC By-Laws: Action Requested
- E. Resolution to Remove Doubtful Accounts: Action Required
- F. Resolution on Property Disposition: Action Required
- G. Resolution to Adopt Fiscal Year 2023 Consolidated Operating Budget: Action Requested
- H. Resolution to Update & Amend the HCV Admin Plan: Action Requested

X CORRESPONDENCE

- A. June 3, 2022 E-Mail from Attorney Carl Coan

XI PUBLIC COMMENT

XII COMMISSIONER COMMENT

XIII ADJOURNMENT

NEXT SCHEDULED MEETING: August 26, 2022 at 9:00 A.M. Study Session possible in July.

LEGAL NOTICE

The **Traverse City Housing Commission** (TCHC) will hold a **Public Hearing** on Friday, June 24, 2022 at 9:00 AM for the purpose of reviewing proposed changes and updates to its Administrative Plan for its Housing Choice Voucher (HCV) Program. The hearing will be held in the Third Floor Community Room of Riverview Terrace Apartments, 150 Pine Street, Traverse City. A copy of the Plan is available for review by request (231-922-4915) or a detailed summary of the changes is available on the TCHC website (www.tchousing.org). Written comments on the plan will be accepted until 4:30 PM, Thursday, June 23, 2022 (info@tchousing.org).





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

CONSENT AGENDA

May 26, 2022 Regular Meeting Minutes

Schedule of Disbursements for May 2022 Public Housing Program

Schedule of Disbursements May 2022 HCV (Section 8) Program

Payment of Invoices for June 2022

Financial Statements for May 2022

DRAFT

**Meeting Minutes of the Traverse City Housing Commission
May 26, 2022**

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Third Floor Community Room at Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 9:22 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, Mike Walters and Larry Freeman, Maintenance.

Residents – Ellen Corcoran, Pierre Odum, Betty Osborne, and Jeff Turner.

Guests/Public – None.

II APPROVAL OF AGENDA

Staff noted that New Business Item B needs to be removed from the Agenda. Commissioner Workman moved (Friend support) to amend the agenda. The motion was unanimously approved.

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

III PUBLIC COMMENT

New members of the Maintenance Team were introduced to the Commission.

IV CONSENT AGENDA

Commissioner Friend moved (Workman support) to accept the Consent Agenda as presented in the May 26, 2022 packet.

Roll Call

| | |
|-----------|-----|
| Treadwell | Yes |
| Workman | Yes |
| Friend | Yes |
| Lockwood | Yes |

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

- A. Meeting Minutes of April 22, 2022 Regular Meeting.
- B. Schedule of Disbursements for April 2022 for the Public Housing Program.
- C. Schedule of Disbursements for April 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for May 2022.
- E. Financial Statements for April 2022.

VI COMMITTEE REPORTS

- A. The meeting minutes from the May 20, 2022 Executive & Finance Committee meeting were presented. Staff reviewed the rationale for the item being removed from New Business. The review of the Executive Director will occur next month once all of the data has been collected.
- B. The meeting minutes from the May 19, 2022 Governance & Compliance Committee meeting were presented. It was noted that after the successful presentation by DDA staff to residents on the Lower Boardman River Plan, this particular item will no longer be tracked monthly by the Committee until specific projects that affect the Riverview Terrace property are proposed.
- C. The meeting minutes from the May 9, 2022 Resident Advisory Board (RAB) were presented. The purpose of the meeting was to review the changes to the Administrative Plan for the Housing Choice Voucher program. With the RAD conversion on the horizon, it was important for the body to understand that changes will occur when the Admissions & Continued Occupancy Plan (ACOP) is removed and the Admin Plan is put in its place.
- D. The meeting minutes from the May 19, 2022 Governance & Compliance Committee meeting were presented. A complete review of the changes to the Administrative Plan was conducted.

VII STAFF AND PROGRAM REPORTS

- A. The Executive Director's May Report was presented. Staff reported that he was appointed to the Northern Lakes Community Mental Health Board by Grand Traverse County and that he attended his first meeting. It was noted that two other professional board commitments have ended due to term limits so there is time available in the schedule. There was a question about the CEDAM commitment that had just ended this month. There was a question about the long-term plan for East Bay Flats. Staff reported that an informal assessment conducted by our partner discovered about \$2.5 million in capital improvements needed in both the short- and long-term.
- B. The May 2022 Family Self-Sufficiency Report was presented and accepted. There is another graduation this month. The numbers are decreasing due to the recent graduations but numbers are expected to increase in the coming months.
- C. The Resident Council Report for May 2022 in the packet was reviewed. Dave Gourlay's Retirement Party was a real success (the Resident Council planned and hosted it). "There was not a place to sit anywhere."

VIII OLD BUSINESS

- A. The TCHC Policy Review Schedule was presented. The Pet Policy will be reviewed shortly so that our policy might be in alignment with KMG's Pet Policy.
- B. Staff submitted a memorandum on activities with the RAD Program. The final RCC and the final sign-off by the Special Applications Center were attached to the report. Staff noted that the Building Permits have been pulled for the project.

- C. A memorandum on the BATA/LaFranier Road project was reviewed. We are actively seeking funding support to purchase the property.

IX NEW BUSINESS

- A. A memorandum outlining the need to enter into a closed session was introduced by staff. Commissioner Lockwood moved (Friend support) 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).

Roll Call

| | |
|-----------|-----|
| Workman | Yes |
| Friend | Yes |
| Lockwood | Yes |
| Treadwell | Yes |

The motion was unanimously approved.

- B. Item B was removed.
- C. A memorandum reviewing the two changes that are being proposed as changes to the TCHC By-Laws was presented. The changes to Article 1, 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. Section 4 of Article 1 has always included language that does not match any of our other documents. The proposed change incorporates language from our current Mission Statement to this Section for clarification and uniformity.

The changes were officially read and it was noted that the vote for adoption will be conducted at the Annual Meeting next month.

- D. A memorandum regarding a FSS Graduation was introduced. Commissioner Workman moved (Treadwell support) that \$11,298.18 of escrow funds be release to program Participant No. V-001-000047. Staff was asked to inquire about a "testimonial" from this participant.

Roll Call

| | |
|-----------|-----|
| Friend | Yes |
| Lockwood | Yes |
| Treadwell | Yes |
| Workman | Yes |

The motion was unanimously approved.

- E. A resolution to adopt the new HUD Income Limits for our programs was introduced. After a review, Commissioner Workman moved (Lockwood support) to adopt the Income Limits established by HUD for the Housing Choice Voucher (HCV) and the Public Housing (PH) Programs for the TCHC FY 2023 beginning July 1, 2022.

Roll Call

| | |
|-----------|-----|
| Lockwood | Yes |
| Treadwell | Yes |
| Workman | Yes |
| Friend | Yes |

The resolution was unanimously adopted. It will be recorded as Resolution No. 2022-02.

- F. A memorandum regarding the TCHC Insurance renewal was introduced by staff. Paul W. Olson of Municipal Underwriters of West Michigan provided the quote and it was noted that there is a 9.0% increase to our premium this year due to a number of reasons which were outlined in his letter. Mr. Olson offered to make himself available to answer any questions today or in the future. After discussion of the process get an insurance quote, Commissioner Workman moved (Friend support) to accept the insurance bid from Municipal Underwriters of West Michigan.

Roll Call

| | |
|-----------|-----|
| Workman | Yes |
| Lockwood | Yes |
| Friend | Yes |
| Treadwell | Yes |

The motion was unanimously approved.

- G. A memorandum discussing the status of our nonprofit subsidiary, TC Housing Services, was presented and discussed. Commissioner Lockwood moved (Friend support) to re-appoint Ward Kuhn and Anthony Lentych and to appoint Wayne Workman and Mitchell Treadwell to the Board of Directors effective immediately.

Roll Call

| | |
|-----------|-----|
| Treadwell | Yes |
| Friend | Yes |
| Lockwood | Yes |
| Workman | Yes |

The motion was unanimously approved.

- H. A resolution authorizing the purchase of land for the project known as, "The Flats and Carriage Commons" was introduced by staff. After a discussion on the process so far, Commissioner Lockwood moved (Workman support) to adopt the following resolutions:

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.

Roll Call

| | |
|-----------|-----|
| Lockwood | Yes |
| Friend | Yes |
| Workman | Yes |
| Treadwell | Yes |

The resolution was unanimously adopted. It will be recorded as Resolution No. 2022-03.

- I. A resolution regarding the RAD Conversion and the necessary execution of documents that is required during the process. It was noted that as the closing of the Riverview Terrace RAD conversion approaches, staff will be asked to execute a large number of documents. While we have already authorized Executive staff to operate on our behalf for the purposes of seeking and securing all of the financing for this project, it has been recommended that the re-authorization of the staff to act on our behalf during the entire closing process would be prudent. 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. Commissioner Lockwood moved (Workman support) to adopt the resolution as presented.

Roll Call

| | |
|-----------|-----|
| Treadwell | Yes |
| Workman | Yes |
| Friend | Yes |
| Lockwood | Yes |

The resolution was unanimously adopted. It will be recorded as Resolution No. 2022-04.

X CORRESPONDENCE

One (1) item of correspondence was presented and accepted into the record: HUD FY 2022 Capital Fund Amendment (Form 52940-A)

XI PUBLIC COMMENT

None.

**** CLOSED SESSION**

All Commissioners present entered into a Closed Session at 10:31 A.M. and returned from the Closed Session at 10:46 P.M.

President Lockwood moved (Workman support) that TCHC accept the recommendation of our legal counsel and our insurance company regarding the matter of Court File No. 21-36026-NO.

Roll Call

| | |
|---------|-----|
| Workman | Yes |
| Friend | Yes |

| | |
|-----------|-----|
| Treadwell | Yes |
| Lockwood | Yes |

The motion was unanimously approved.

XII COMMISSIONER COMMENT

Commissioner Workman noted that he is expecting a new “speaking tour” from staff this summer. He stated that it is important to tell our story and that any “presentation” created for this could be utilized by Commissioners as well.

Commissioner Treadwell announced that he has recently attended the Michigan Society of Planners Spring Institute where “housing” was a main topic of discussion.

XIII ADJOURNMENT

Commissioner Workman moved (Friend support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:52 A.M. It was announced that the next meeting will be our Annual Meeting on June 24, 2022 at Riverview Terrace Apartments.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President

Date: 06/02/2022
Time: 17:46:05

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 05/01/2022 To: 05/31/2022

Page: 1

| 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 | ADJUST | 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 |
| 05/05/2022 | DEP | | | 34,047.34 | 197,499.25 |
| 05/12/2022 | 040857 | Louis G LaFranier Trust | 9,750.00 | | 187,749.25 |
| 05/16/2022 | 040868 | City Of Traverse City | 206.40 | | 187,542.85 |
| 05/16/2022 | 040869 | DTE ENERGY | 266.60 | | 187,276.25 |
| 05/16/2022 | 040870 | DTE ENERGY | 2,956.61 | | 184,319.64 |
| 05/16/2022 | 040871 | Northern Michigan Janitorial Supply | 38.00 | | 184,281.64 |
| 05/16/2022 | 040872 | Leelanau Cut Above Lawn Care | 1,700.00 | | 182,581.64 |
| 05/16/2022 | 040873 | Integrated Payroll Services, Inc. | 123.00 | | 182,458.64 |
| 05/16/2022 | 040874 | Roto-Rooter of Northern Michigan | 218.00 | | 182,240.64 |
| 05/16/2022 | 040875 | Lautner Irrigation | 638.86 | | 181,601.78 |
| 05/16/2022 | 040876 | City Of Traverse City | 175.90 | | 181,425.88 |
| 05/16/2022 | 040877 | Great Lakes Business Systems, Inc. | 292.00 | | 181,133.88 |
| 05/16/2022 | 040878 | Staples | 73.94 | | 181,059.94 |
| 05/16/2022 | 040879 | Spectrum Business | 5,740.39 | | 175,319.55 |
| 05/16/2022 | 040880 | AmRent | 43.40 | | 175,276.15 |
| 05/16/2022 | 040881 | Granite Telecommunications | 322.64 | | 174,953.51 |
| 05/16/2022 | 040882 | Stanley Steemer | 654.00 | | 174,299.51 |
| 05/16/2022 | 040883 | Spectrum Business | 189.98 | | 174,109.53 |
| 05/16/2022 | 040884 | Traverse City Record Eagle | 205.50 | | 173,904.03 |
| 05/16/2022 | 040885 | Republic Services #239 | 1,869.51 | | 172,034.52 |
| 05/16/2022 | 040886 | Sondee, Racine & Doren, P.L.C. | 170.00 | | 171,864.52 |
| 05/16/2022 | 040887 | Judy Myers | 457.32 | | 171,407.20 |
| 05/16/2022 | 040888 | Grand Traverse County DPW | 483.00 | | 170,924.20 |
| 05/16/2022 | 040889 | Traverse City Business News | 35.00 | | 170,889.20 |
| 05/16/2022 | 040890 | Johnson Controls | 846.11 | | 170,043.09 |
| 05/16/2022 | 040891 | Great Lakes Business Systems, Inc. | 64.00 | | 169,979.09 |
| 05/16/2022 | 040892 | Michael Walters | 252.72 | | 169,726.37 |

Date: 06/02/2022
Time: 17:46:05

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 05/01/2022 To: 05/31/2022

Page: 2

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|---------------------------------------|-----------|-----------|------------|
| 05/16/2022 | 040893 | Snap Printing | 102.00 | | 169,624.37 |
| 05/16/2022 | 040894 | Byte Productions, LLC | 630.00 | | 168,994.37 |
| 05/16/2022 | 040894 | **VOID** Byte Productions, LLC | (630.00) | | 169,624.37 |
| 05/16/2022 | 040895 | Housing Authority Accounting... | 1,195.36 | | 168,429.01 |
| 05/16/2022 | 040896 | Engineered Protection Systems Inc | 127.26 | | 168,301.75 |
| 05/16/2022 | 040897 | Safety Net | 1,165.50 | | 167,136.25 |
| 05/16/2022 | 040898 | SAM'S CLUB | 431.02 | | 166,705.23 |
| 05/16/2022 | 040899 | Home Depot Credit Services | 140.91 | | 166,564.32 |
| 05/16/2022 | 040900 | The Home Depot Pro Multifamily | 485.17 | | 166,079.15 |
| 05/16/2022 | 040901 | Ace Hardware | 71.51 | | 166,007.64 |
| 05/16/2022 | 040902 | South Cedar Chimney Sweep | 1,995.00 | | 164,012.64 |
| 05/17/2022 | EFT | Internal Revenue Service | 2,645.57 | | 161,367.07 |
| 05/17/2022 | EFT | State of Michigan | 450.79 | | 160,916.28 |
| 05/17/2022 | EFT | Alisa Korn | 1,837.66 | | 159,078.62 |
| 05/17/2022 | EFT | Anthony Lentych | 2,537.58 | | 156,541.04 |
| 05/17/2022 | EFT | Kim Fehrenbach | 1,019.99 | | 155,521.05 |
| 05/17/2022 | EFT | Larry G. Freeman | 563.84 | | 154,957.21 |
| 05/17/2022 | EFT | Randy J. Pardee | 577.35 | | 154,379.86 |
| 05/17/2022 | EFT | Michael Walters | 2,181.83 | | 152,198.03 |
| 05/17/2022 | EFT | Henry Webb | 432.29 | | 151,765.74 |
| 05/17/2022 | EFT | Principal Life Insurance Co. | 332.96 | | 151,432.78 |
| 05/17/2022 | 040903 | United States Liability Insurance Co. | 457.32 | | 150,975.46 |
| 05/17/2022 | 040904 | Environmental Pest Control | 290.00 | | 150,685.46 |
| 05/17/2022 | 040905 | City Of Traverse City | 33.84 | | 150,651.62 |
| 05/17/2022 | 040906 | Sherwin Williams Co. | 187.45 | | 150,464.17 |
| 05/17/2022 | 040907 | Engineered Protection Systems Inc | 127.26 | | 150,336.91 |
| 05/17/2022 | 040908 | Safety Net | 1,470.00 | | 148,866.91 |
| 05/18/2022 | 040909 | Judy Myers | 544.46 | | 148,322.45 |
| 05/23/2022 | DEP | | | 18,008.28 | 166,330.73 |
| 05/31/2022 | EFT | Internal Revenue Service | 3,783.50 | | 162,547.23 |
| 05/31/2022 | EFT | State of Michigan | 603.34 | | 161,943.89 |
| 05/31/2022 | EFT | Alisa Korn | 1,837.66 | | 160,106.23 |
| 05/31/2022 | EFT | Alisa Korn | 1,986.27 | | 158,119.96 |
| 05/31/2022 | EFT | Anthony Lentych | 2,537.59 | | 155,582.37 |
| 05/31/2022 | EFT | Anthony Lentych | 1,958.25 | | 153,624.12 |
| 05/31/2022 | EFT | Kim Fehrenbach | 1,935.38 | | 151,688.74 |
| 05/31/2022 | EFT | Larry G. Freeman | 563.84 | | 151,124.90 |
| 05/31/2022 | EFT | Randy J. Pardee | 503.15 | | 150,621.75 |
| 05/31/2022 | EFT | Michael Walters | 2,070.30 | | 148,551.45 |
| 05/31/2022 | EFT | Principal Life Insurance Co. | 332.96 | | 148,218.49 |

Date: 06/02/2022
Time: 17:46:05

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 05/01/2022 To: 05/31/2022

Page: 3

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|-----------------------------------|------------|-----------|------------|
| 05/31/2022 | 040910 | City Of Traverse City | 11,288.60 | | 136,929.89 |
| 05/31/2022 | 040911 | Tracy Merchant | 11,298.18 | | 125,631.71 |
| 05/31/2022 | 040912 | Verizon Wireless | 28.97 | | 125,602.74 |
| 05/31/2022 | 040913 | Priority Health | 1,277.44 | | 124,325.30 |
| 05/31/2022 | 040914 | Byte Productions, LLC | 30.00 | | 124,295.30 |
| 05/31/2022 | 040915 | BATA | 12,079.50 | | 112,215.80 |
| 05/31/2022 | 040916 | DTE ENERGY | 97.39 | | 112,118.41 |
| 05/31/2022 | 040917 | Lois DeHart | 47.24 | | 112,071.17 |
| 05/31/2022 | 040918 | Cardmember Service | 642.50 | | 111,428.67 |
| 05/31/2022 | 040919 | Save Carpet USA | 1,396.00 | | 110,032.67 |
| 05/31/2022 | 040920 | Municipal Underwriters of... | 34,929.00 | | 75,103.67 |
| 05/31/2022 | 040921 | DeWeese Hardware | 145.95 | | 74,957.72 |
| 05/31/2022 | 040922 | Integrated Payroll Services, Inc. | 62.60 | | 74,895.12 |
| 05/31/2022 | 040923 | Kuhn Rogers PLC | 539.00 | | 74,356.12 |
| 05/31/2022 | 040924 | Housing Data Systems | 105.25 | | 74,250.87 |
| 05/31/2022 | 040925 | Quadient Finance USA, Inc. | 546.72 | | 73,704.15 |
| Total: | | | 156,252.03 | 77,393.62 | |

Date: 06/02/2022
Time: 17:45:26

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2022 To: 05/31/2022

Page: 1

| 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 |

Date: 06/02/2022
Time: 17:45:26

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2022 To: 05/31/2022

Page: 2

| 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 |
| 05/04/2022 | DEP | | | 100.00 | 171,616.61 |
| 05/16/2022 | 023391 | City Of Traverse City | 160.90 | | 171,455.71 |
| 05/16/2022 | 023392 | Consumers Energy | 288.00 | | 171,167.71 |
| 05/16/2022 | 023393 | DTE ENERGY | 261.10 | | 170,906.61 |
| 05/16/2022 | 023394 | Traverse City Housing Commission | 991.00 | | 169,915.61 |
| 05/23/2022 | DEP | | | 352.00 | 170,267.61 |
| 05/31/2022 | 023395 | Traverse City Housing Commission | 6,043.23 | | 164,224.38 |
| Total: | | | 99,464.48 | 104,563.00 | |

Date: 06/13/2022
Time: 15:07:16

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 06/01/2022 To: 06/14/2022

Page: 1

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|------------------------------------|-------------|-----------|------------|
| 06/01/2022 | DEP | U.S. Dept. of HUD | | 25,338.00 | 103,535.60 |
| 06/07/2022 | 040926 | All American Investment Group, LLC | 28,196.76 | | 75,338.84 |
| 06/08/2022 | DEP | | | 706.00 | 76,044.84 |
| 06/08/2022 | DEP | | | 11,298.18 | 87,343.02 |
| 06/08/2022 | DEP | | | 8,232.36 | 95,575.38 |
| 06/08/2022 | DEP | | | 48,136.57 | 143,711.95 |
| 06/13/2022 | EFT | Alisa Korn | 1,986.27 | | 141,725.68 |
| 06/13/2022 | EFT | **VOID** Alisa Korn | (1,986.27) | | 143,711.95 |
| 06/13/2022 | 040927 | Allen Supply | 1,344.00 | | 142,367.95 |
| 06/13/2022 | 040928 | DeWeese Hardware | 124.43 | | 142,243.52 |
| 06/13/2022 | 040929 | The Home Depot Pro Multifamily | 485.17 | | 141,758.35 |
| 06/13/2022 | 040930 | Alliance Architects, Inc. | 570.00 | | 141,188.35 |
| 06/13/2022 | 040931 | Spectrum Business | 5,740.09 | | 135,448.26 |
| 06/13/2022 | 040932 | Great Lakes Business Systems, Inc. | 252.65 | | 135,195.61 |
| 06/13/2022 | 040933 | AmRent | 21.70 | | 135,173.91 |
| 06/13/2022 | 040934 | Granite Telecommunications | 314.58 | | 134,859.33 |
| 06/13/2022 | 040935 | Safety Net | 224.50 | | 134,634.83 |
| 06/13/2022 | 040936 | Kim Fehrenbach | 158.38 | | 134,476.45 |
| 06/13/2022 | 040937 | Spectrum Business | 189.98 | | 134,286.47 |
| 06/13/2022 | 040938 | Traverse City Record Eagle | 107.60 | | 134,178.87 |
| 06/13/2022 | 040939 | Republic Services #239 | 1,435.38 | | 132,743.49 |
| 06/13/2022 | 040940 | DTE ENERGY | 1,431.20 | | 131,312.29 |
| 06/13/2022 | 040941 | Grand Traverse County DPW | 483.00 | | 130,829.29 |
| 06/13/2022 | 040942 | Michael Walters | 234.00 | | 130,595.29 |
| 06/13/2022 | 040943 | Housing Authority Accounting... | 1,161.61 | | 129,433.68 |
| 06/13/2022 | 040944 | Engineered Protection Systems Inc | 208.80 | | 129,224.88 |
| 06/13/2022 | 040945 | Byte Productions, LLC | 30.00 | | 129,194.88 |
| 06/13/2022 | 040946 | Kuhn Rogers PLC | 240.00 | | 128,954.88 |
| 06/13/2022 | 040947 | BATA | 10,000.00 | | 118,954.88 |
| 06/13/2022 | 040948 | City Of Traverse City | 123.96 | | 118,830.92 |
| 06/13/2022 | 040949 | SAM'S CLUB | 480.64 | | 118,350.28 |
| 06/13/2022 | 040950 | City Of Traverse City | 150.40 | | 118,199.88 |
| 06/13/2022 | 040951 | DTE ENERGY | 186.60 | | 118,013.28 |
| 06/14/2022 | EFT | Internal Revenue Service | 2,501.37 | | 115,511.91 |
| 06/14/2022 | EFT | State of Michigan | 411.60 | | 115,100.31 |
| 06/14/2022 | EFT | Principal Life Insurance Co. | 332.96 | | 114,767.35 |
| 06/14/2022 | EFT | Alisa Korn | 1,837.66 | | 112,929.69 |
| 06/14/2022 | EFT | Kim Fehrenbach | 1,545.62 | | 111,384.07 |
| 06/14/2022 | EFT | Anthony Lentych | 2,537.57 | | 108,846.50 |
| 06/14/2022 | EFT | Larry G. Freeman | 563.84 | | 108,282.66 |

Date: 06/13/2022
Time: 15:07:16

Traverse City Housing Commission
Check Register Summary Report
Huntington Bank
From: 06/01/2022 To: 06/14/2022

Page: 2

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|------------------------------|-----------|-----------|------------|
| 06/14/2022 | EFT | Randy J. Pardee | 651.54 | | 107,631.12 |
| 06/14/2022 | EFT | Michael Walters | 1,838.34 | | 105,792.78 |
| 06/14/2022 | EFT | Principal Life Insurance Co. | 332.96 | | 105,459.82 |
| Total: | | | 66,448.89 | 93,711.11 | |

Date: 06/13/2022
Time: 15:24:21

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2022 To: 06/14/2022

Page: 1

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|-----------------------------------|-----------|-----------|------------|
| 06/01/2022 | DEP | U.S. Dept. of HUD | | 9,196.00 | 173,420.38 |
| 06/01/2022 | DEP | U.S. Dept. of HUD | | 98,368.00 | 271,788.38 |
| 06/01/2022 | ADJST | PNC Bank | 125.00 | | 271,663.38 |
| 06/01/2022 | 000270 | Jeana Aiken | 724.00 | | 270,939.38 |
| 06/01/2022 | 000270 | Dustin Ansoerge | 938.00 | | 270,001.38 |
| 06/01/2022 | 000270 | Ayers Investment Properties LLC | 721.00 | | 269,280.38 |
| 06/01/2022 | 000270 | B & R RENTALS, LLC | 658.00 | | 268,622.38 |
| 06/01/2022 | 000270 | Bay Front Apartments | 398.00 | | 268,224.38 |
| 06/01/2022 | 000270 | Bay Hill Housing LDHALP | 11,208.00 | | 257,016.38 |
| 06/01/2022 | 000270 | Bay Hill II | 10,353.00 | | 246,663.38 |
| 06/01/2022 | 000270 | Elizabeth Beckett | 297.00 | | 246,366.38 |
| 06/01/2022 | 000270 | Bellaire Senior Apartments | 399.00 | | 245,967.38 |
| 06/01/2022 | 000270 | WODA Boardman Lake LHDALP | 377.00 | | 245,590.38 |
| 06/01/2022 | 000270 | Brookside Commons LDHA, LP | 3,164.00 | | 242,426.38 |
| 06/01/2022 | 000270 | Padrice Brown | 539.00 | | 241,887.38 |
| 06/01/2022 | 000270 | Rebecca Carmien | 254.00 | | 241,633.38 |
| 06/01/2022 | 000270 | Carson Square | 6,510.00 | | 235,123.38 |
| 06/01/2022 | 000270 | Central Lake Townhouses | 119.00 | | 235,004.38 |
| 06/01/2022 | 000270 | Cherrywood Village Farms, Inc. | 3,659.00 | | 231,345.38 |
| 06/01/2022 | 000270 | Davis Investment Properties, LLC | 875.00 | | 230,470.38 |
| 06/01/2022 | 000270 | Jack V. Dean | 403.00 | | 230,067.38 |
| 06/01/2022 | 000270 | Five P. Enterprises, LLC | 507.00 | | 229,560.38 |
| 06/01/2022 | 000270 | Lisa Forbes | 518.00 | | 229,042.38 |
| 06/01/2022 | 000270 | Frankfort Housing LDHA LP | 1,130.00 | | 227,912.38 |
| 06/01/2022 | 000270 | Michael Glowacki | 322.00 | | 227,590.38 |
| 06/01/2022 | 000270 | David Grzesiek | 303.00 | | 227,287.38 |
| 06/01/2022 | 000270 | Habitat for Humanity | 306.00 | | 226,981.38 |
| 06/01/2022 | 000270 | Harbour Ridge Apts | 804.00 | | 226,177.38 |
| 06/01/2022 | 000270 | Hillview Terrace | 1,391.00 | | 224,786.38 |
| 06/01/2022 | 000270 | Josh Hollister | 714.00 | | 224,072.38 |
| 06/01/2022 | 000270 | HomeStretch | 5,464.00 | | 218,608.38 |
| 06/01/2022 | 000270 | Matthew Jones | 696.00 | | 217,912.38 |
| 06/01/2022 | 000270 | Donna Kalchik | 436.00 | | 217,476.38 |
| 06/01/2022 | 000270 | Lake Pointe Acquisitions LLC. | 822.00 | | 216,654.38 |
| 06/01/2022 | 000270 | Sidney Lammers | 398.00 | | 216,256.38 |
| 06/01/2022 | 000270 | Don E. Lint | 582.00 | | 215,674.38 |
| 06/01/2022 | 000270 | Maret Sabourin | 757.00 | | 214,917.38 |
| 06/01/2022 | 000270 | Sue Martin | 780.00 | | 214,137.38 |
| 06/01/2022 | 000270 | Revokable Trust of Richard T &... | 348.00 | | 213,789.38 |
| 06/01/2022 | 000270 | Oak Park Apts | 873.00 | | 212,916.38 |

Date: 06/13/2022
Time: 15:24:21

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2022 To: 06/14/2022

Page: 2

| Date | Ref Num | Payee | Payment | Deposit | Balance |
|------------|---------|-------------------------------------|-----------|------------|------------|
| 06/01/2022 | 000270 | Oak Terrace Apts | 735.00 | | 212,181.38 |
| 06/01/2022 | 000270 | Dawn M. Oh | 802.00 | | 211,379.38 |
| 06/01/2022 | 000270 | Douglas L. Porter | 542.00 | | 210,837.38 |
| 06/01/2022 | 000270 | Post Village Glen, LLC | 9,158.00 | | 201,679.38 |
| 06/01/2022 | 000270 | Wayne E Purkiss Trust | 824.00 | | 200,855.38 |
| 06/01/2022 | 000270 | Timothy Rice | 392.00 | | 200,463.38 |
| 06/01/2022 | 000270 | Sabin Pond Apartments LLC | 103.00 | | 200,360.38 |
| 06/01/2022 | 000270 | Mike & Melissa Schichtel | 1,100.00 | | 199,260.38 |
| 06/01/2022 | 000270 | Sherwin Rentals | 615.00 | | 198,645.38 |
| 06/01/2022 | 000270 | SILVER SHORES MHC | 2,680.00 | | 195,965.38 |
| 06/01/2022 | 000270 | Paul & Leona Steinorth Family Trust | 426.00 | | 195,539.38 |
| 06/01/2022 | 000270 | Ryan Storey | 370.00 | | 195,169.38 |
| 06/01/2022 | 000270 | 22955 Investments LLC | 2,076.00 | | 193,093.38 |
| 06/01/2022 | 000270 | TCR Investments, LLC | 798.00 | | 192,295.38 |
| 06/01/2022 | 000270 | Wendy Teagan | 436.00 | | 191,859.38 |
| 06/01/2022 | 000270 | Village View Housing LHDA LP | 429.00 | | 191,430.38 |
| 06/01/2022 | 000270 | Village Woods | 655.00 | | 190,775.38 |
| 06/01/2022 | 000270 | Wagner Asset Group at Ninth... | 307.00 | | 190,468.38 |
| 06/01/2022 | 000270 | Kevin Warren | 130.00 | | 190,338.38 |
| 06/01/2022 | 000270 | Christina Wellinger | 538.00 | | 189,800.38 |
| 06/01/2022 | 000270 | Paul Wheelock | 365.00 | | 189,435.38 |
| 06/01/2022 | 000270 | Woodmere Ridge Apartments... | 4,363.00 | | 185,072.38 |
| 06/01/2022 | 000270 | Wyatt Road Apartment Company | 1,156.00 | | 183,916.38 |
| 06/01/2022 | 000270 | Theodore V. Zachman | 1,135.00 | | 182,781.38 |
| 06/01/2022 | 000270 | Ann Zenner | 710.00 | | 182,071.38 |
| 06/01/2022 | 000270 | Barb Zupin | 472.00 | | 181,599.38 |
| 06/01/2022 | 023396 | Village Apartments LP | 425.00 | | 181,174.38 |
| 06/13/2022 | DEP | | | 100.00 | 181,274.38 |
| 06/13/2022 | 023397 | City Of Traverse City | 134.80 | | 181,139.58 |
| 06/13/2022 | 023398 | Consumers Energy | 288.00 | | 180,851.58 |
| 06/13/2022 | 023399 | DTE ENERGY | 200.20 | | 180,651.38 |
| 06/13/2022 | 023400 | City Of Traverse City | 16.00 | | 180,635.38 |
| 06/13/2022 | 023401 | DTE ENERGY | 20.00 | | 180,615.38 |
| 06/13/2022 | 023402 | Traverse City Housing Commission | 991.00 | | 179,624.38 |
| Total: | | | 92,264.00 | 107,664.00 | |

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

ASSETS

CURRENT ASSETS

Cash

| | |
|--|--------------|
| 1111.1 - General Fund | \$ 94,499.37 |
| 1111.9 - Cash-Short Term Investments | 223,257.90 |
| 1116 - Debt Svc. Reserve-CFFP (Restricted) | 26,900.64 |
| 1117 - Petty Cash Fund | 230.61 |
| 1118 - Laundry Coin Fund | 50.00 |

| | |
|-------------------|----------------------|
| Total Cash | \$ 344,938.52 |
|-------------------|----------------------|

Receivables

| | |
|--|-------------|
| 1122 - Tenants | \$ 3,723.92 |
| 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 | 22,678.07 |
| 1130 - Accounts Receivable-TAHDC | 1,177.27 |

| | |
|--------------------------|----------------------|
| Total Receivables | \$ 156,050.89 |
|--------------------------|----------------------|

Investments

| | |
|--------------------------|----------------|
| Total Investments | \$ 0.00 |
|--------------------------|----------------|

Deferred Charges

| | |
|-------------------------------|--------------|
| 1211 - Prepaid Insurance | \$ 38,296.41 |
| 1290 - Other Deferred Charges | 100.00 |

| | |
|-------------------------------|---------------------|
| Total Deferred Charges | \$ 38,396.41 |
|-------------------------------|---------------------|

| | |
|-----------------------------|----------------------|
| TOTAL CURRENT ASSETS | \$ 539,385.82 |
|-----------------------------|----------------------|

NON-CURRENT ASSETS

| | |
|--------------------------------------|--------------|
| 1300 - Investments in Joint Ventures | \$ 75,000.00 |
|--------------------------------------|--------------|

Fixed Assets

| | |
|---|----------------|
| 1400 - Construction in Progress-CFP | \$ 348,527.23 |
| 1400.5 - Accumulated Depreciation | (7,656,537.67) |
| 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 | \$ 1,761,610.85 |
|---------------------------|------------------------|

| | |
|---------------------------------|------------------------|
| TOTAL NON-CURRENT ASSETS | \$ 1,836,610.85 |
|---------------------------------|------------------------|

| | |
|---------------------|------------------------|
| TOTAL ASSETS | \$ 2,375,996.67 |
|---------------------|------------------------|

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of May 31, 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 | 1,556.76 |
| 2117.5 - Retirement Withheld | 166.48 |
| 2117.7 - AFLAC Withheld | 413.90 |
| Total Accounts Payable | \$ 48,406.18 |

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 | 49,378.99 |
| Total Accrued Liabilities | \$ 407,711.97 |

Deferred Credits

| | |
|--|--------------------|
| 2290 - Other Deferred Credits | \$ 942.03 |
| 2690 - Undistributed Deposits After Cutoff | 390.00 |
| Total Deferred Credits | \$ 1,332.03 |

| | |
|----------------------------------|----------------------|
| Total Current Liabilities | \$ 457,450.18 |
|----------------------------------|----------------------|

NONCURRENT LIABILITIES

| | |
|--|----------------------|
| 2315 - Notes Payable-LT (Deutsche Bank)-CFFP | \$ 214,342.82 |
| 2316 - Notes Payable LT-EPC | (9,822.10) |
| 2435.1 - Compensated Absences-Long Term | 4,751.72 |
| Total Noncurrent Liabilities | \$ 209,272.44 |

| | |
|--------------------------|----------------------|
| TOTAL LIABILITIES | \$ 666,722.62 |
|--------------------------|----------------------|

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 | (111,901.64) |
| Income and Expense Clearing-2020 CFP | 48,174.17 |

| | |
|-------------------------|----------------------|
| Total Net Assets | \$ 422,561.41 |
|-------------------------|----------------------|

| | |
|---------------------|------------------------|
| TOTAL EQUITY | \$ 1,709,274.05 |
|---------------------|------------------------|

| | |
|---------------------------------|------------------------|
| TOTAL LIABILITIES/EQUITY | \$ 2,375,996.67 |
|---------------------------------|------------------------|

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022

| | 1 Month Ended | 11 Months Ended | | |
|-------------------------------------|---------------------|----------------------|---------------------|----------------------|
| | <u>May 31, 2022</u> | <u>May 31, 2022</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
| Operating Income | | | | |
| Rental Income | | | | |
| 3110 - Dwelling Rental | \$ 34,084.00 | \$ 356,185.00 | \$ 450,000 | \$ 93,815.00 |
| 3110.2 - Dwelling Rental-Proj. 2 | 6,486.00 | 77,284.00 | 0 | (77,284.00) |
| 3120 - Excess Utilities | (458.00) | 532.15 | 0 | (532.15) |
| 3190 - Nondwelling Rental | 5,681.26 | 82,533.51 | 85,000 | 2,466.49 |
| Total Rental Income | <u>\$ 45,793.26</u> | <u>\$ 516,534.66</u> | <u>\$ 535,000</u> | <u>\$ 18,465.34</u> |
| Revenues - HUD PHA GRANTS | | | | |
| 3401.2 - Operating Subsidy | \$ 25,338.00 | \$ 307,040.00 | \$ 300,000 | \$ (7,040.00) |
| Total HUD PHA GRANTS | <u>\$ 25,338.00</u> | <u>\$ 307,040.00</u> | <u>\$ 300,000</u> | <u>\$ (7,040.00)</u> |
| Nonrental Income | | | | |
| 3610 - Interest Income-Gen. Fund | \$ 6.55 | \$ 104.76 | \$ 2,500 | \$ 2,395.24 |
| 3690 - Tenant Income | 619.00 | 6,427.37 | 5,000 | (1,427.37) |
| 3690.1 - Non-Tenant Income | 746.28 | 36,674.56 | 50,000 | 13,325.44 |
| 3690.2 - Tenant Income-Cable | 2,905.00 | 25,806.00 | 40,000 | 14,194.00 |
| 3692 - Management Fee | 2,100.00 | 23,100.00 | 70,000 | 46,900.00 |
| 3692.1 - Maintenance Contracts | 2,000.00 | 22,000.00 | 0 | (22,000.00) |
| Total Nonrental Income | <u>\$ 8,376.83</u> | <u>\$ 114,112.69</u> | <u>\$ 167,500</u> | <u>\$ 53,387.31</u> |
| Total Operating Income | <u>\$ 79,508.09</u> | <u>\$ 937,687.35</u> | <u>\$ 1,002,500</u> | <u>\$ 64,812.65</u> |
| Operating Expenses | | | | |
| Routine Expense | | | | |
| Administration | | | | |
| 4110 - Administrative Salaries | \$ 17,896.26 | \$ 120,634.84 | \$ 140,680 | \$ 20,045.16 |
| 4130 - Legal Expense | 709.00 | 3,143.96 | 30,000 | 26,856.04 |
| 4140 - Staff Training | 0.00 | 635.50 | 4,050 | 3,414.50 |
| 4150 - Travel Expense | 252.72 | 5,134.15 | 4,700 | (434.15) |
| 4170 - Accounting Fees | 511.11 | 6,337.51 | 8,500 | 2,162.49 |
| 4171 - Auditing | 0.00 | 3,050.00 | 4,000 | 950.00 |
| 4182 - Employee Benefits - Admin | 1,613.91 | 24,702.21 | 27,300 | 2,597.79 |
| 4185 - Telephone | 379.12 | 4,448.79 | 7,500 | 3,051.21 |
| 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 | 1,529.13 | 15,118.58 | 21,770 | 6,651.42 |
| 4190.4 - Office Supplies | 251.55 | 5,938.24 | 4,200 | (1,738.24) |
| 4190.5 - Other Sundry Expense | 3,005.32 | 22,904.73 | 11,900 | (11,004.73) |
| 4190.6 - Advertising | 205.50 | 1,092.75 | 1,500 | 407.25 |
| Total Administration | <u>\$ 26,353.62</u> | <u>\$ 214,008.26</u> | <u>\$ 267,900</u> | <u>\$ 53,891.74</u> |
| Tenant Services | | | | |
| 4220 - Rec., Pub., & Other Services | \$ 238.35 | \$ 7,185.85 | \$ 9,500 | \$ 2,314.15 |
| 4230 - Cable TV-Tenants | 5,740.39 | 47,681.62 | 42,000 | (5,681.62) |
| Total Tenant Services | <u>\$ 5,978.74</u> | <u>\$ 54,867.47</u> | <u>\$ 51,500</u> | <u>\$ (3,367.47)</u> |

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022

| | 1 Month Ended | 11 Months Ended | | |
|--|----------------------|----------------------|---------------------|------------------------|
| | <u>May 31, 2022</u> | <u>May 31, 2022</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
| Utilities | | | | |
| 4310 - Water | \$ 1,780.00 | \$ 32,106.34 | \$ 19,000 | \$ (13,106.34) |
| 4320 - Electricity | 10,167.50 | 117,385.04 | 135,000 | 17,614.96 |
| 4330 - Gas | 3,054.00 | 24,356.97 | 20,000 | (4,356.97) |
| Total Utilities | <u>\$ 15,001.50</u> | <u>\$ 173,848.35</u> | <u>\$ 174,000</u> | <u>\$ 151.65</u> |
| Ordinary Maint. & Operations | | | | |
| 4410 - Labor, Maintenance | \$ 15,282.23 | \$ 137,881.88 | \$ 166,720 | \$ 28,838.12 |
| 4420 - Materials | 1,358.09 | 34,918.45 | 42,000 | 7,081.55 |
| 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 | 0.00 | 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 | 2,338.86 | 10,526.68 | 10,000 | (526.68) |
| 4430.06 - Unit Turnaround Contracts | 2,050.00 | 18,520.00 | 18,000 | (520.00) |
| 4430.07 - Electrical Contracts | 0.00 | 0.00 | 1,000 | 1,000.00 |
| 4430.08 - Plumbing Contracts | 218.00 | 5,090.00 | 2,500 | (2,590.00) |
| 4430.09 - Extermination Contracts | 290.00 | 3,670.00 | 3,000 | (670.00) |
| 4430.10 - Janitorial Contracts | 0.00 | 0.00 | 1,000 | 1,000.00 |
| 4430.11 - Routine Maintenance Contracts | 3,095.63 | 9,674.47 | 15,000 | 5,325.53 |
| 4430.12 - Misc. Contracts | 0.00 | 3,776.57 | 15,000 | 11,223.43 |
| 4431 - Garbage Removal | 1,869.51 | 15,917.16 | 8,000 | (7,917.16) |
| 4433 - Employee Benefits - Maint. | 2,330.10 | 45,927.93 | 44,050 | (1,877.93) |
| 4470 - Elk Rapids Expenses | 0.00 | 1,915.07 | 0 | (1,915.07) |
| 4471 - East Bay Flats Expenses | 0.00 | (925.08) | 0 | 925.08 |
| Total Ordinary Maint. & Oper | <u>\$ 28,832.42</u> | <u>\$ 305,723.57</u> | <u>\$ 397,770</u> | <u>\$ 92,046.43</u> |
| General Expense | | | | |
| 4510 - Insurance | \$ 2,950.26 | \$ 33,903.75 | \$ 30,500 | \$ (3,403.75) |
| 4520 - Payment in Lieu of Taxes | 2,083.34 | 22,916.74 | 25,000 | 2,083.26 |
| 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>\$ 58,341.32</u> | <u>\$ 132,500</u> | <u>\$ 74,158.68</u> |
| Total Routine Expense | <u>\$ 81,199.88</u> | <u>\$ 806,788.97</u> | <u>\$ 1,023,670</u> | <u>\$ 216,881.03</u> |
| Non-Routine Expense | | | | |
| Extraordinary Maintenance | | | | |
| 4610.3 - Contract Costs | \$ 0.00 | \$ 20,312.76 | \$ 10,000 | \$ (10,312.76) |
| Total Extraordinary Maintenance | <u>\$ 0.00</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>\$ 0.00</u> | <u>\$ 20,312.76</u> | <u>\$ 10,000</u> | <u>\$ (10,312.76)</u> |
| Total Operating Expenses | <u>\$ 81,199.88</u> | <u>\$ 827,101.73</u> | <u>\$ 1,033,670</u> | <u>\$ 206,568.27</u> |
| Operating Income (Loss) | <u>\$ (1,691.79)</u> | <u>\$ 110,585.62</u> | <u>\$ (31,170)</u> | <u>\$ (141,755.62)</u> |
| Depreciation Expense | | | | |
| 4800 - Depreciation - Current Year | \$ 14,434.51 | \$ 158,685.08 | \$ 0 | \$ (158,685.08) |
| Total Depreciation Expense | <u>\$ 14,434.51</u> | <u>\$ 158,685.08</u> | <u>\$ 0</u> | <u>\$ (158,685.08)</u> |

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022

| | 1 Month Ended | | 11 Months Ended | | | |
|--|---------------------|----------------|---------------------|---------------|---------------|--------------------|
| | <u>May 31, 2022</u> | | <u>May 31, 2022</u> | | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
| Surplus Credits & Charges | | | | | | |
| Total Surplus Credits & Charges | \$ | 0.00 | \$ | 0.00 | \$ 0 | \$ 0.00 |
| RAD Expense | | | | | | |
| 7020 - RAD Expenses | \$ | 3,707.04 | \$ | 63,802.18 | \$ 0 | \$ (63,802.18) |
| Total RAD Expense | \$ | 3,707.04 | \$ | 63,802.18 | \$ 0 | \$ (63,802.18) |
| Capital Expenditures | | | | | | |
| 7520 - Replacement of Equipment | \$ | 0.00 | \$ | 2,899.00 | \$ 0 | \$ (2,899.00) |
| 7540 - Betterments and Additions | | 0.00 | | 12,344.56 | 40,000 | 27,655.44 |
| 7590 - Operating Expenditures-Contra | | 0.00 | | (15,243.56) | 0 | 15,243.56 |
| 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) | \$ | (5,398.83) | \$ | 31,539.88 | \$ 83,830 | \$ 52,290.12 |
| GAAP Net Income (Loss) | \$ | (19,833.34) | \$ | (111,901.64) | (226,170) | (114,268.36) |

**Traverse City Housing Commission
2017 Capital Fund
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022**

| 501-17 P&L | 1 Month Ended | 11 Months Ended |
|---|----------------------------|----------------------------|
| **1020** | <u>May 31, 2022</u> | <u>May 31, 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><u>0.00</u></u> | <u><u>0.00</u></u> |

**Traverse City Housing Commission
2018 Capital Fund
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022**

| 501-18 P&L | 1 Month Ended | 11 Months Ended |
|---|----------------------------|----------------------------|
| **1021** | <u>May 31, 2022</u> | <u>May 31, 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 11 Months Ended May 31, 2022

| 501-19 P&L | 1 Month Ended | 11 Months Ended |
|---|----------------------------|----------------------------|
| **1022** | <u>May 31, 2022</u> | <u>May 31, 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 11 Months Ended May 31, 2022

| 501-20 P&L | 1 Month Ended | 11 Months Ended |
|---|----------------------------|----------------------------|
| **1023** | <u>May 31, 2022</u> | <u>May 31, 2022</u> |
| Operating Income | | |
| Revenues - HUD PHA GRANTS | | |
| 3401.3 - Grant Revenue-Hard Costs | 4,379.47 | 48,174.17 |
| Total HUD PHA GRANTS | 4,379.47 | 48,174.17 |
| Nonrental Income | | |
| Total Nonrental Income | 0.00 | 0.00 |
| Total Operating Income | 4,379.47 | 48,174.17 |
| Operating Expenses | | |
| Administration | | |
| Total Administration | 0.00 | 0.00 |
| Ordinary Maint. & Operations | | |
| Total Ordinary Maint. & Oper | 0.00 | 0.00 |
| Extraordinary Maintenance | | |
| Total Extraordinary Maintenance | 0.00 | 0.00 |
| Depreciation Expense | | |
| Total Depreciation Expense | 0.00 | 0.00 |
| Total Operating Expenses | 0.00 | 0.00 |
| Surplus Credits and Charges | | |
| Other Financial Items | | |
| Total Other Financial Items | 0.00 | 0.00 |
| Net Income/(Loss) | 4,379.47 | 48,174.17 |

Traverse City Housing Commission

Capital Fund 501-17

| Program ID: | 1 Month Ended | 11 Months Ended | | |
|--------------------------------------|------------------|---------------------|----------------------|---------------------|
| MI33-P080-50117 1520**** | May 31, 2022 | May 31, 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 | 0.00 | 79,992.19 | 137,459.00 | 57,466.81 |
| 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: | 1 Month Ended | 11 Months Ended | | |
|--------------------------------------|------------------|---------------------|----------------------|---------------------|
| MI33-P080-50118 1521**** | May 31, 2022 | May 31, 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: | 1 Month Ended | 11 Months Ended | | |
|--------------------------------------|------------------|---------------------|----------------|-----------------------|
| MI33-P080-50119 1522**** | May 31, 2022 | May 31, 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 | <u>\$ 0.00</u> | <u>\$ 52,553.64</u> | <u>\$ 0.00</u> | <u>\$ (52,553.64)</u> |
| 1600 - Capital Funds Advanced | <u>0.00</u> | <u>52,553.64</u> | <u>0.00</u> | <u>(52,553.64)</u> |
| Over/(Under) Funding | <u>\$ 0.00</u> | <u>\$ 0.00</u> | <u>\$ 0.00</u> | <u>\$ 0.00</u> |

Traverse City Housing Commission

2020 Capital Fund

| Program ID: | 1 Month Ended | 11 Months Ended | | |
|--|------------------------|-------------------------|--------------------|---------------------------|
| MI33-P080-50120 1523**** | May 31, 2022 | May 31, 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 | 48,174.17 | 0.00 | (48,174.17) |
| Total Other | 4,379.47 | 48,174.17 | 0.00 | (48,174.17) |
| Total Capital Funds Expended | <u>\$ 4,379.47</u> | <u>\$ 48,174.17</u> | <u>\$ 0.00</u> | <u>\$ (48,174.17)</u> |
| 1600 - Capital Funds Advanced | <u>4,379.47</u> | <u>48,174.17</u> | <u>0.00</u> | <u>(48,174.17)</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 | 11 Months Ended | | |
|--------------------------------------|------------------|----------------------|----------------------|---------------------|
| 1601**** | May 31, 2022 | May 31, 2022 | BUDGET | OVER/UNDER |
| Administration | | | | |
| Total Administration | 0.00 | 0.00 | 0.00 | 0.00 |
| A & E | | | | |
| 1430.2 - Loan Costs of Issuance | 0.00 | 19,561.06 | 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 May 31, 2022**

ASSETS

CURRENT ASSETS

Cash

| | |
|-----------------------------|------------------|
| 1111.1 - General Fund | \$ 240,311.35 |
| 1111.6 - FSS Escrow Savings | <u>65,560.71</u> |

| | |
|-------------------|----------------------|
| Total Cash | \$ 305,872.06 |
|-------------------|----------------------|

Receivables

| | |
|--------------------------|----------------|
| Total Receivables | \$ 0.00 |
|--------------------------|----------------|

Investments

| | |
|--------------------------|----------------|
| Total Investments | \$ 0.00 |
|--------------------------|----------------|

Deferred Charges

| | |
|-------------------------------|------------------|
| 1290 - Other Deferred Charges | \$ <u>(4.00)</u> |
|-------------------------------|------------------|

| | |
|-------------------------------|------------------|
| Total Deferred Charges | \$ (4.00) |
|-------------------------------|------------------|

| | |
|-----------------------------|----------------------|
| TOTAL CURRENT ASSETS | \$ 305,868.06 |
|-----------------------------|----------------------|

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 |
|---------------------------|------------------|

| | |
|---------------------|-----------------------------|
| TOTAL ASSETS | <u>\$ 306,092.73</u> |
|---------------------|-----------------------------|

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

| | |
|-------------------------------------|-------------|
| 2111 - Vendors and Contractors | \$ 2,168.24 |
| 2119.21 - Interfund Due To Low Rent | 22,678.07 |

| | |
|-------------------------------|---------------------|
| Total Accounts Payable | \$ 24,846.31 |
|-------------------------------|---------------------|

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 | 48,325.75 |

| | |
|----------------------------------|---------------------|
| Total Accrued Liabilities | \$ 54,175.62 |
|----------------------------------|---------------------|

Deferred Credits

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

| | |
|-------------------------------|------------------|
| Total Deferred Credits | \$ 306.00 |
|-------------------------------|------------------|

| | |
|----------------------------------|---------------------|
| Total Current Liabilities | \$ 79,327.93 |
|----------------------------------|---------------------|

NONCURRENT LIABILITIES

| | |
|---|-------------|
| 2435.1 - Compensated Absences-Long Term | \$ 1,705.99 |
|---|-------------|

| | |
|-------------------------------------|--------------------|
| Total Noncurrent Liabilities | \$ 1,705.99 |
|-------------------------------------|--------------------|

| | |
|--------------------------|---------------------|
| TOTAL LIABILITIES | \$ 81,033.92 |
|--------------------------|---------------------|

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 | 8,937.34 |
| Income and Expense Clearing - FSS | (5,155.51) |

| | |
|-------------------------|----------------------|
| TOTAL NET ASSETS | \$ 225,058.81 |
|-------------------------|----------------------|

| | |
|-------------------------------------|----------------------|
| TOTAL LIABILITIES/NET ASSETS | \$ 306,092.73 |
|-------------------------------------|----------------------|

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022**

| | 1 Month Ended | 11 Months Ended | | |
|---------------------------------------|----------------------|------------------------|---------------------|----------------------|
| | <u>May 31, 2022</u> | <u>May 31, 2022</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
| Operating Reserve Income | | | | |
| 3390 - Fraud Recovery Income | \$ 50.00 | \$ 596.12 | \$ 0 | \$ (596.12) |
| 3603 - Number of Unit Months | (156.00) | (1,735.00) | 0 | 1,735.00 |
| 3604 - Unit Months - Contra | 156.00 | 1,735.00 | 0 | (1,735.00) |
| Total Operating Reserve Income | <u>\$ 50.00</u> | <u>\$ 596.12</u> | <u>\$ 0</u> | <u>\$ (596.12)</u> |
| Revenues - HUD PHA GRANTS | | | | |
| 3410 - HAP Funding | \$ 97,089.00 | \$ 1,033,675.00 | \$ 1,250,000 | \$ 216,325.00 |
| 3411 - Admin Fee Funding | 14,754.00 | 98,307.00 | 71,000 | (27,307.00) |
| Total HUD PHA GRANTS | <u>\$ 111,843.00</u> | <u>\$ 1,131,982.00</u> | <u>\$ 1,321,000</u> | <u>\$ 189,018.00</u> |
| Income Offset HUD A.C. | | | | |
| Total Income Offset | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Operating Income | <u>\$ 111,893.00</u> | <u>\$ 1,132,578.12</u> | <u>\$ 1,321,000</u> | <u>\$ 188,421.88</u> |
| Operating Expenses | | | | |
| Routine Expense | | | | |
| Administration | | | | |
| 4110 - Administrative Salaries | \$ 5,972.81 | \$ 45,604.48 | \$ 47,500 | \$ 1,895.52 |
| 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 | 0.00 | 1,137.00 | 2,200 | 1,063.00 |
| 4150 - Travel Expense | 0.00 | 703.96 | 2,800 | 2,096.04 |
| 4170 - Accounting Fees | 684.25 | 7,761.75 | 10,500 | 2,738.25 |
| 4171 - Auditing | 0.00 | 3,050.00 | 2,000 | (1,050.00) |
| 4182 - Employee Benefits - Admin | 654.41 | 12,676.41 | 10,600 | (2,076.41) |
| 4185 - Telephone | 162.47 | 1,748.02 | 3,200 | 1,451.98 |
| 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 | 655.35 | 7,371.46 | 9,330 | 1,958.54 |
| 4190.4 - Office Supplies | 107.80 | 921.51 | 2,200 | 1,278.49 |
| 4190.5 - Other Sundry Expense | 1,012.50 | 6,250.30 | 5,100 | (1,150.30) |
| Total Administration | <u>\$ 9,249.59</u> | <u>\$ 88,180.89</u> | <u>\$ 101,430</u> | <u>\$ 13,249.11</u> |
| General Expense | | | | |
| Total General Expense | <u>\$ 0.00</u> | <u>\$ 0.00</u> | <u>\$ 0</u> | <u>\$ 0.00</u> |
| Total Routine Expense | <u>\$ 9,249.59</u> | <u>\$ 88,180.89</u> | <u>\$ 101,430</u> | <u>\$ 13,249.11</u> |

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022**

| | <u>1 Month Ended May 31, 2022</u> | <u>11 Months Ended May 31, 2022</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
|--------------------------------------|---------------------------------------|--|--------------------|-----------------------|
| Housing Assistance Payments | | | | |
| 4715.1 - HAP - Occupied Units | \$ 88,792.00 | \$ 969,680.00 | \$ 1,150,000 | \$ 180,320.00 |
| 4715.3 - HAP - Non-Elderly Disabled | 1,016.00 | 15,190.00 | 0 | (15,190.00) |
| 4715.4 - HAP - Utility Allowances | 710.00 | 4,356.00 | 0 | (4,356.00) |
| 4715.5 - HAP - Fraud Recovery | (50.00) | (596.11) | 0 | 596.11 |
| 4715.6 - HAP - Homeownership | 1,396.00 | 15,700.00 | 0 | (15,700.00) |
| 4715.61 - HAP-Homeownership URP | 0.00 | 48.00 | 0 | (48.00) |
| 4719 - HAP - FSS Escrow | 991.00 | 31,082.00 | 0 | (31,082.00) |
| Total HAP Payments | \$ 92,855.00 | \$ 1,035,459.89 | \$ 1,150,000 | \$ 114,540.11 |
| Depreciation Expense | | | | |
| Total Depreciation Expense | \$ 0.00 | \$ 0.00 | \$ 0 | \$ 0.00 |
| Total Operating Expense | \$ 102,104.59 | \$ 1,123,640.78 | \$ 1,251,430 | \$ 127,789.22 |
| Capital Expenditures | | | | |
| Total Capital Expenditures | \$ 0.00 | \$ 0.00 | \$ 0 | \$ 0.00 |
| GAAP Net Income (Loss) | <u>\$ 9,788.41</u> | <u>\$ 8,937.34</u> | <u>\$ 69,570</u> | <u>\$ 60,632.66</u> |
| <i>Memo:</i> | | | | |
| <i>Admin Operating Income/(Loss)</i> | <u>\$ 5,504.41</u> | <u>\$ 10,126.11</u> | <u>\$ (30,430)</u> | <u>\$ (40,556.11)</u> |
| <u>Analysis of Funding</u> | | <u>11 Months Ended May 31, 2022</u> | | |
| A.C. Received: May 31, 2022 | | | | |
| 3410 - HAP Funding | | \$ 1,033,675.00 | | |
| A.C. Earned | | | | |
| 4715.1 - HAP - Occupied Units | | 969,680.00 | | |
| 4715.3 - HAP - Non-Elderly Disabled | | 15,190.00 | | |
| 4715.4 - HAP - Utility Allowances | | 4,356.00 | | |
| 4715.5 - HAP - Fraud Recovery | | (596.11) | | |
| 4715.6 - HAP - Homeownership | | 15,700.00 | | |
| 4715.61 - HAP-Homeownership URP | | 48.00 | | |
| 4719 - HAP - FSS Escrow | | 31,082.00 | | |
| Total Funding Required | | \$ 1,035,459.89 | | |
| Over/(Under) Funding | | <u>\$ (1,784.89)</u> | | |
| RNP as of: May 31, 2022 | | \$ 1,514.24 | | |
| UNP as of: May 31, 2022 | | \$ 223,544.29 | | |

Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022

| | 1 Month Ended | 11 Months Ended | | |
|---------------------------------------|---------------------|---------------------|------------------|-----------------------|
| | <u>May 31, 2022</u> | <u>May 31, 2022</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
| Operating Reserve Income | | | | |
| Total Operating Reserve Income | \$ 0.00 | \$ 0.00 | \$ 0 | \$ 0.00 |
| Revenues - HUD PHA GRANTS | | | | |
| 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 | <u>\$ 0.00</u> | <u>\$ 35,073.34</u> | <u>\$ 0</u> | <u>\$ (35,073.34)</u> |
| Operating Expenses | | | | |
| Routine Expense | | | | |
| Administration | | | | |
| 4110 - Administrative Salaries | \$ 2,144.76 | \$ 31,331.08 | \$ 47,200 | \$ 15,868.92 |
| 4182 - Employee Benefits - Admin | 183.69 | 8,897.77 | 11,980 | 3,082.23 |
| Total Administration | <u>\$ 2,328.45</u> | <u>\$ 40,228.85</u> | <u>\$ 59,180</u> | <u>\$ 18,951.15</u> |
| General Expense | | | | |
| Total General Expense | \$ 0.00 | \$ 0.00 | \$ 0 | \$ 0.00 |
| Total Routine Expense | \$ 2,328.45 | \$ 40,228.85 | \$ 59,180 | \$ 18,951.15 |

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2022**

| | <u>1 Month Ended May 31, 2022</u> | <u>11 Months Ended May 31, 2022</u> | <u>BUDGET</u> | <u>*OVER/UNDER</u> |
|--|---------------------------------------|---|--------------------|-----------------------|
| Housing Assistance Payments | | | | |
| Total HAP Payments | \$ 0.00 | \$ 0.00 | \$ 0 | \$ 0.00 |
| Depreciation Expense | | | | |
| Total Depreciation Expense | \$ 0.00 | \$ 0.00 | \$ 0 | \$ 0.00 |
| Total Operating Expense | \$ 2,328.45 | \$ 40,228.85 | \$ 59,180 | \$ 18,951.15 |
| 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>\$ (2,328.45)</u> | <u>\$ (5,155.51)</u> | <u>\$ (59,180)</u> | <u>\$ (54,024.49)</u> |



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

COMMITTEE REPORTS

Executive & Finance Committee Meeting: June 14, 2022

Governance & Compliance Committee Meeting: June 16, 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
June 14, 2022

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the Offices of Heather Lockwood, 807 West Front Street, Traverse City, Michigan, by President Heather Lockwood at 8:00 A.M.

ROLL CALL

The following were present:

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

Staff – Tony Lentych, Executive Director.

Other – Kate Greene, Human Resource Partners

CORRESPONDENCE

Correspondence from attorney Carl Coan was presented and discussed. It was noted that the funds received from HUD are not to be considered federal funds and are, therefore, unrestricted.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the May 20, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted.
- B. Human Resources: Kate Greene from Human Resources Partners presented her Performance Evaluation of the Executive Director, Tony Lentych. There was a considerable conversation about the report and it was decided to release the document to the public and have a full discussion at the Annual Meeting. This discussion will be used to help draft a potential contract for the Executive Director. Staff was instructed to work with Kate Green to complete a full review of the position's Job Description by the September Commission meeting. Additionally the Study Session's in July and December 2023 will be dedicated to the TCHC Strategic Plan because the direction of the organization will include measurements on which to evaluate the Executive Director in the future.
- C. 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. Much of the conversation was spent on the purchase of the LaFranier Road property and the recent meeting with DTE energy, which built their new pipeline "outside" the current easement.
- D. Cheboygan Housing Commission: No update but the date for a potential contract will be in September.
- E. FY 2023 Annual Budget: There was a lengthy discussion about the draft Fiscal Year 2023 Consolidated Budget. Despite the many "unknowns" of our post RAD conversion world, much of the information is based upon our current understanding of the way monies will flow after the

conversion. Staff and TCHC's fee accountant spent considerable time review each line item. The budget demonstrates a slight surplus and it was noted that we are not counting on "developer fees" to balance the budget. This means that there is a cushion should some of the assumptions be incorrect.

- F. MEETING AGENDA: The Annual Meeting will be held at Riverview Terrace. Tony Lentych will be on vacation that day so another staff person will assist with recording the minutes of the meeting (someone will be designated that day). There will be a lengthy new business agenda but most of the items are pro forma and completed at every Annual Meeting. This includes the election of officers, the appointment of a Secretary, the review of changes to the By-Law changes, the removal of bad debt, the adoption of the budget, and the removal of surplus property. There will be a public hearing on the HCV Administrative Plan and adoption of the changes and updates of that plan.

- G. GENERAL COMMENTS: No changes to future schedules are expected.

ADJOURNMENT

President Lockwood adjourned the meeting at 9:12 A.M.

Respectfully submitted,

Heather Lockwood, President

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
June 16, 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 and Betty Osbourne.

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 May 19, 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.

Commissioner Jim Friend moved (Corcoran 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 ready for full review once the language is reviewed by staff. Document Retention will be completed by August.
- B. Staff noted that project manager of Great Lakes Capital project next door has requested the use of the fire lane for the placement of the crane. That is within the scope of the construction agreement but GLC will be required to put the request in writing prior to the placement of the crane (GLC will be responsible for all assistance to our staff during the period of time that the crane is in place – like for trash removal, etc.).
- C. There was a RAD Resident meeting earlier in the month that was well attended. Staff reported that all of the MSHDA documents have been submitted to the Attorney General's office for review. This could take a few weeks but the closing will occur after that. We really have no clue at the moment about the HUD portion of the closing but we are confident that the deal will be closed in early July at the latest.
- D. COVID-19: Staff reported that we are coming to the end of monitoring of the pandemic and that the last remaining COVID protocols in the building will be lifted in the coming months. Nearly all residents know what to do to protect themselves so we can start to reopen the common areas for all functions.

V. OLD BUSINESS

- A. Record Retention Policy: No update. But work will accelerate in July.
- B. HCV Administrative Plan: Staff announced that a public hearing will be held next week. The committee reviewed the changes and is recommending adoption.
- C. The changes to the TCHC By-Laws were reviewed once again. All were deemed appropriate and acceptable and the committee recommends adoption.

VI NEW BUSINESS

- A. Pet Policy: There was a long conversation about the current Pet Policy and what the residents would like to see. Items such as a prohibition on all visiting pets and the prohibition of pets being kept in vehicles in our parking lots. The overall point of the policy was discussed. We want to encourage, “responsible pet ownership”.

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 10:32 A.M. The next meeting of the Committee is scheduled for July 21, 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: June 2022

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

Resident Council Report: June 2022

EXECUTIVE DIRECTOR'S REPORT: June 24, 2022

This report covers the work accomplished from May 26, 2022 until June 17, 2022 – this is a three week report. 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 eight (8) open -02 stack units.
2. ORCHARDVIEW: The property is full.
3. EAST BAY FLATS: This project is fully leased.

Housing Choice Vouchers

1. We have 156 HCVs filled at this time. We had two PBVs removed and one HCV “move out” without notice.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Closing package has been submitted to the Attorney General's office (assigned to MSHDA) for final review and approval. We are awaiting our first closing meeting with HUD. We continue to spend a lot of time on calls and meetings with partners as we rapidly head towards closing.
2. Parkview Apartments: We have been awarded tax credits from the April 1, 2022 Tax Credit round!!!
3. BATA (See Memorandum): Several conversations on financing the property purchase – meetings with Northern Trust. Rotary Charities has already approved their portion. Met with DTE and we are working property owner to postpone closing by two weeks why she negotiates with DTE and we work with Garfield Township.
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. Correspondence with Cheboygan Housing Commission staff.

7. Property walk through with City staff on City-owned property – potential project.

| | |
|-------------------------|--|
| Strategic Goal 2 | Create opportunities for residents to improve quality of life and achieve individual successes. |
|-------------------------|--|

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 RAD Resident Meetings at Riverview Terrace.

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

Financial

1. Finished the FY 2023 Budget.
2. Contacted Auditor for a bid on extending the contract one more year (waiting for response).

General Management

1. Conversations and correspondence with HR Consultant Kate Greene.
2. Hired 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.

TCHC

1. Attended Monthly Meeting (May) and prepared for the Annual Meeting (June).
2. Prepared for and attended the Executive & Finance Committee meeting.
3. Prepared for and attended the Governance & Compliance Committee meeting.
4. Conversation with City Manager about Housing Issues.

5. Weekly updates of TCHC Website.
6. Conversations with Great Lakes Capital to discuss shared property issues including a placement of a crane in the shared fire lane – discussing options.

ERHC

1. Prepared for a meeting of the Commission.
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Correspondence with Village Manager.
4. Attended Village Council Meeting.

HUD

1. Multiple conversations with our portfolio management specialist in the Detroit HUD Office.
2. Working with HUD to pay-off loan with Capital Fund Program dollars.

| | |
|-------------------------|---|
| Strategic Goal 4 | Increase community engagement and understanding of our work. |
|-------------------------|---|

1. Housing North: Several meetings with Executive Staff. Attended a Housing Innovation Council Meeting and a meeting of the Board of Directors.
2. Northern Lakes CMH: Attended a meeting with Executive Staff and Board President regarding Governance and one Board of Directors Meeting.
3. Leelanau County Housing Action Committee (HAC): Attended bi-monthly meeting.

| | |
|----------------------|---|
| Miscellaneous | Other information / On-going Issues – plus personal items. |
|----------------------|---|

1. Worked with TCHC attorneys on legal issues (ROFR and final sign off of RAD) including law suit and one eviction.
2. Holiday/Vacation/Personal Time: One Holiday (Memorial Day Holiday) and five vacation days (June 20-24).

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

June 24, 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% | 6 | 43% |

FSS Program Manager Update

Finally we are seeing the program moving forward with some positive growth. We continue to recruit participants through the HCV program and through the Orchardview Public Housing intake process. But the lack of success of families finding housing in the HCV Program makes it difficult to grow the program rapidly.

Status of Participants

Next month we will have another participant begin to earn escrow contributions. And we will have another new participant. We anticipate that in August we will have another participant earning escrow. We do anticipate two more graduations at some point this fall.

FSS Grant

We will be applying for funding again when the funding round opens this summer and it may be as soon as July. Staff is busy looking for the grant announcement (or NOFA) so that we can submit it our application as soon as possible.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 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 May 2022 – last month's financial report was in the wrong column and I have corrected that. 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.

The budget for next year is being finalized later this month. I expect it to be similar in fashion and form to previous budgets. This document will be available for review at our August meeting.

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

ATTACHMENT: May 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 | \$ 1,715.98 | \$ 1,322.94 |
| Income | \$ - | \$ - | \$ - | \$ 115.54 | \$ - | \$ - | \$ - |
| Expenses | \$ 62.59 | \$ 39.99 | \$ 224.24 | \$ 83.59 | \$ 86.59 | \$ 393.04 | \$ - |
| SUB TOTAL | \$ 963.13 | \$ 1,994.86 | \$ 1,770.62 | \$ 1,802.57 | \$ 1,715.98 | \$ 1,322.94 | \$ 1,322.94 |

| | | | | | | | |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Unrestricted Balance Forward | \$ 1,506.64 | \$ 4,075.26 | \$ 4,046.78 | \$ 4,046.78 | \$ 3,972.93 | \$ 3,782.70 | \$ 3,741.92 |
| Income | \$ - | \$ - | \$ - | \$ - | \$ 37.50 | \$ 25.00 | \$ - |
| Expenses | \$ - | \$ 28.48 | \$ - | \$ 73.85 | \$ 227.73 | \$ 65.78 | \$ - |
| Savings Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| SUB TOTAL | \$ 1,506.64 | \$ 4,046.78 | \$ 4,046.78 | \$ 3,972.93 | \$ 3,782.70 | \$ 3,741.92 | \$ 3,741.92 |

| | | | | | | | |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| EOM TOTAL* | \$ 2,469.77 | \$ 6,041.64 | \$ 5,817.40 | \$ 5,775.50 | \$ 5,498.68 | \$ 5,064.86 | \$ 5,064.86 |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|

* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 5,214.86

Current as of May 31, 2022



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

Your Statement Of Accounts
05/01/2022-05/31/2022
Your Account Number
xxxxxx1794
Page 1

85014 1 AV 0.426 147678-85014-259
RIVERVIEW TERRACE RESIDENT COUNCIL
150 PINE ST # MB1
TRAVERSE CITY MI 49684-2478

It all starts with a great rate! With our Home Equity Line of Credit you can borrow against the value of your home to make home improvements or pay off high interest debt. In most cases there are no fees or out-of-pocket costs. To find out how to make the equity in your home 8-work harder, visit HomeEquity.LMCU.org or call 616-207-3240.10-Equal Housing Lender | NMLS #442967

Summary-Share Accounts

| ID # | Type | Beginning Balance | Ending Balance |
|------|----------------|-------------------|----------------|
| 00 | MEMBER SAVINGS | \$50.00 | \$50.00 |
| 01 | FREE CHECKING | \$5,498.68 | \$5,064.86 |
| | Total | | \$5,114.86 |

MEMBER SAVINGS

Share Account ID 00

| Trans | Eff Date | Transaction | Withdrawal | Deposit | Balance |
|--------|----------|-------------------|------------|---------|---------|
| May 01 | | Beginning Balance | | | \$50.00 |
| May 31 | | Ending Balance | | | \$50.00 |

FREE CHECKING

Share Account ID 01

| | | | Total Deposits | Total Withdrawals | Balance |
|--------|----------|---|----------------|-------------------|------------|
| | | | | | \$25.00 |
| | | | | | \$458.82 |
| Trans | Eff Date | Transaction | Withdrawal | Deposit | Balance |
| May 01 | | Beginning Balance | | | \$5,498.68 |
| May 10 | May 10 | Withdrawal POS #HVOREQXRLCRP AMAZON.COM SEATTLE WA | (\$95.11) | | \$5,403.57 |
| May 12 | May 12 | Withdrawal POS #1LYDUQOR87HR AMAZON.COM SEATTLE WA | (\$31.55) | | \$5,372.02 |
| May 13 | May 13 | Withdrawal POS #213300026092 DOLLAR TREE 734 MUNSON AVE TRAVERSE CITY MI | (\$25.00) | | \$5,347.02 |
| May 13 | May 13 | Withdrawal POS #213300026093 DOLLAR TREE 734 MUNSON AVE TRAVERSE CITY MI | (\$25.00) | | \$5,322.02 |
| May 13 | May 13 | Withdrawal Adjustment POS #213300026092 DOLLAR TREE 734 MUNSON AVE TRAVERSE CITY MI | | \$25.00 | \$5,347.02 |
| May 17 | May 17 | Withdrawal Debit Card Business Debit 24692162137100389953071 MEIJER # 033 877-363-4537 MI 05/16/2022 | (\$40.78) | | \$5,306.24 |
| May 20 | May 20 | Withdrawal Bill Payment #214029100881 SPECTRUM 855-707-7328 MO | (\$39.99) | | \$5,266.25 |
| May 25 | May 25 | Withdrawal Debit Card Business Debit 24445002144300402010862 WALMART.COM AX 800-966-6546 AR 05/24/2022 | (\$201.39) | | \$5,064.86 |
| May 31 | | Ending Balance | | | \$5,064.86 |

Dividend Summary

Account
MEMBER SAVINGS
FREE CHECKING
Total

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

Your current account relationship is Value

RECEIVED

JUN 14 2022

Traverse City
Housing Commission

Riverview Terrace Resident Council

June 24, 2022

To the Traverse City Housing Commission:

The weather is finally co-operating and has become summer. I've often said Michigan has two seasons, winter and not winter. I'm glad it's not winter! Hopefully attitudes will become sunnier and residents will join our world.

We have no volunteers to help us. Any program we try to run, is fraught with apathy, but we will keep on doing what we know to do. You will have to excuse me, I, too, am fraught with apathy on occasion.

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

- July 5 – "Big Money Bingo"
- July 13 – Birthday Party Sundae Bar
- July 15 – RTRC Meeting

We will also work on our Annual Budget later this month (and probably into July).

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 June 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

Memorandum on Review of Executive Director

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 24, 2022 |
| ACOP (Admission & Continued Occupancy Policy) | May 1, 2005 | July 16, 2013 | NA | February 9, 2018 |
| ADMIN (Administrative Plan HCV) | January 1, 2005 | August 2019 | May 2022 | June 24, 2022 |
| 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 | Summer 2022 | Started |
| 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/July 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: June 24, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

We have submitted all of the necessary documents and forms to the Attorney General's Office for review which is a requirement prior to any closing. We have been told that this can take up to three weeks for the review to be completed.

We now have to wait for HUD to start their closing countdown. We have been assigned a closing specialist, Jason Loyash. We hope HUD can work on this while we await the results of the AG's review.

I provided a "virtual" tour of Riverview Terrace for our investment partner, Alliant Capital. The staff that wanted to see the property are in Florida so I was able to walk around on a "ZOOM" call and describe the condition of the property.

First Contracting has designated a supervisor for this project. His name is Tom Fulger and he is has been visiting the building in order to get ready.

As usual, we are engaged in multiple meetings every week with members of our development team, our partners, and our investor.

There was one RAD meeting for residents this month. It was well attended.

ATTACHMENTS: June 9, 2022 Meeting Minutes and Sign-In

DRAFT
Meeting Minutes of the RAD Resident Update
June 9, 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 4:01 P.M.

I ROLL CALL

The following Staff were present: Tony Lentych, Executive Director. Thirteen (13) residents attended the meeting and all signed the registration sheet.

II BUSINESS

- A. Meeting Minutes from May 19, 2022 were distributed and discussed. It was noted that more people attend the afternoon meetings.
- B. Staff welcomed everyone and announced the following agenda items would be covered during the meeting:

- Closing Date
- Calendar and Construction Schedule Post-Closing
- Vapor Mitigation System Update
- HUD Handout No. 2: Resident Rights Post RAD Conversion

All of the above items were addressed during the Presentation.

- C. There was a twenty (20) minute Question & Answer period after the presentation from staff.
- D. The following is the summary of the meeting:

Staff reported that the Michigan Attorney General is now reviewing our MSDHA financing package and that the closing date could be with 30 days from now.

We anticipate construction starting regardless of the closing date in mid-July and we are making plans for that launch. It was announced that roll-off dumpsters will be available as soon as construction begins and residents will be encouraged to start their “Spring Clean” of their units. There will be no charge for any disposal and residents will be assisted if they need it.

Staff noted that the first floor will be impacted by the new vapor mitigation system being installed and that it may make some sense that the unit rehab will occur at the same time the system is installed.

Staff also distributed another RAD FACT SHEET from HUD that was distributed previously on Resident Rights.

Q & A

Each item presented received questions and comments. These included:

- Staff was asked to provide a summary of this process for a new resident.
- There was a question about the construction schedule and staff promised to provide the new schedule as soon as it is available.
- There was a question regarding the differences between Section 8, Section 9, and Section 18. Staff explained the process along with the role of these programs in RAD.
- The timing of the parking lot project was discussed.
- There was a question about bathroom cabinetry.
- Flooring options were discussed.

Feedback was recorded and will be incorporated whenever possible.

Staff announced that there will be another meeting early next month (maybe as early as July 7).

III ADJOURNMENT

The meeting was closed at 4:32 P.M.

Respectfully submitted,



Tony Lentych, Executive Director

| <u>APT</u> | <u>NAME (PRINTED)</u> | <u>SIGNATURE</u> |
|------------|-----------------------|------------------|
| 405 | Sue Albee | Sue Albee |
| 306 | Irene Lillie | Irene Lillie |
| 901 | MARIE SCHAFER | Marie Schaffer |
| 708 | Lois DeHart | Lois DeHart |
| 711 | DAVID CARR | David Carr |
| 908 | Ellen Corcoran | Ellen Corcoran |
| 613 | D Scheer | D Scheer |
| 909 | D. Dwyer | D. Dwyer |
| 101 | Jo Simerson | Jo Simerson |
| 303 | Jill Pennell | JILL PENNELL |
| 807 | Kathy Sullivan | Kathy Sullivan |
| 813 | Gene Homing | |
| 911 | Christy Crawford | Christy Crawford |
| | | |
| | | |


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

We finally met with persons from DTE and they fully admitted that they installed the new pipeline outside of their original easement agreement with the current owner. DTE attributes this to the type of installation process utilized by the contractor. There was some preliminary negotiations as to compensation for the property owner but nothing has been officially settled yet. For us, we have to move one of our buildings because the new line is within one foot of our 5th building. DTE gave us verbal permission to place parking over the line so we should be able to swap a parking lot for a building without triggering a "major amendment" to our PUD approval. We will, of course, get that permission in writing.

Doug Mansfield is working on the site plan and will submit it to the Garfield Township Planning Department for approval.

In short, we may have to delay our closing by a week or two. That is still being negotiated with the property owner and her broker, Bob Brick.


Rotary Charities has given preliminary approval to our request for assistance. Northern Trust from Chicago is still review the request on their end. What we are asking for is a short-term loan (for 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. As I noted last month, 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.

ATTACHMENTS: None.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Review of TCHC Executive Director

MESSAGE:

Kate Greene, Human Resource Partners, has completed a performance evaluation of TCHC Executive staff. Her report is attached to this memorandum. The Executive & Finance Committee – Heather Lockwood and Wayne Workman – met with Kate Greene to discuss this report and it was decided to release the complete document to the public.

At today's meeting, this report will be discussed in detail. There will also be a conversation as to how this will be used to structure my next contract. [The current contract expired during the pandemic but we have been operating under an "extension" of the previous contract]. An attorney from Sondee, Racine & Doren, PLC will be available to work with Commissioners on crafting this contract.

ATTACHMENTS: Performance Evaluation

Confidential

Performance Evaluation

Executive Director, Traverse City Housing
Commission

June 14, 2022

Prepared by Kate Greene, SHRM-SCP, GPHR, SPHR



Performance Evaluation - Executive Summary (Confidential)
Executive Director, Traverse City Housing Commission
June 14, 2022

I. Background

In May 2022, the Traverse City Housing Commission's Board of Directors (5), the City Manager (City of Traverse City), and two resident representatives were invited to participate in an electronic survey regarding the performance of Tony Lentych, Executive Director of the Traverse City Housing Commission (TCHC). All eight (8) invitees responded to the online survey with 100% participation. Additionally, Mr. Lentych was surveyed separately as part of the Self-Evaluation. The survey was designed with 18 rated questions based on job criteria from the job description and four open-ended questions about strengths and areas for development.

II. Summary

Respondents expressed strong overall satisfaction with Mr. Lentych's performance in the Executive Director role. Nearly all (seven of eight) respondents gave either a 6 or 7 (7 is "Highly Satisfied"), though Mr. Lentych rated himself somewhat lower.

Mr. Lentych was also rated highly on job-based criteria. Mr. Lentych seems to have clear strengths in the financial management aspects of the role (items 7, 8 and 9), and manages projects well and keeps the board updated (items 9, 13).

Mr. Lentych is viewed as a well-rounded and dynamic leader who is respected in the field of public housing. Strengths listed include his broad knowledge of the industry including expertise around complex regulations, funding resources and legal requirements along with his ability to build partnerships. He is seen as accessible to TCHC's clients, and aware of their needs.

Regarding areas to develop to increase his effectiveness in the role, it was difficult to identify trends in this area. The three areas listed were based on comments from two to three respondents. When reviewing the comments along with the rated questions (item 17), one area that could be strengthened is communication with staff and staff satisfaction. This is a broader trend we are seeing across organizations in the past 6-12 months. Due to high turnover and record-low unemployment, organizations are doing more to ensure that current staff feels valued and motivated which may increase employee engagement and retention. Additionally continuing to connect outside the organization with partners and communication around TCHC's work were also mentioned. While there were also two areas where one respondent "disagreed" about a statement, other respondents overwhelmingly agreed with the statement so it does not appear to be a widely perceived deficiency.

In summary, the information collected from this survey seems to indicate that Mr. Lentych is performing in the role proficiently, and the majority of those surveyed have similar views of his effectiveness in the role.

Mr. Lentych's Strengths

- Knowledge and experience of public housing, including state and federal regulations, funding, and resources available
- Understands complex issues
- Competent in building relationships with other housing organizations, government officials, and non-profit partners
- Broad view of housing plans for the area
- Calm and direct approach
- Provides clear leadership to board, staff, and community on how to achieve goals
- Attracts qualified staff
- Proficient and well-rounded
- Respected in the field
- Dynamic and innovative
- Aware of Clients' needs
- Open to discussing issues (with residents)

Areas to Develop

- **Enhance staff retention, motivation, and communication.**
 - Staff communication – responding with empathy, providing more feedback – positive and constructive.
- **Continue to build partnerships with organizations that aid those in need of housing.** Work closely with a wider range of community partners, government officials, and nonprofits.
- **Enhance communication efforts to highlight TCHC's accomplishments.** Improve community awareness of TCHC's accomplishments. Utilize the board to help with outreach to keep the community up to date.

Other comments regarding areas to become more effective:

- No comment – he is highly skilled, proficient
- Work/life balance – continue to make certain his family is his first priority
- Secure more funding – from the City, from other governmental bodies
- Human Resources – explore this more

III. **Next Steps**

It may be helpful for the board to discuss the results to help clarify, share more insights on the rated questions, and areas to develop.

Often the board and executive will work together post-evaluation to identify two to three individual development goals for the executive to work toward for the following evaluation period. These are goals specific to the executive, which would tie into the organization's performance metrics or strategic plan. If the executive's individual development goals (2-3) are written down and follow the SMART format (**S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-framed), they can be incorporated in the next evaluation.

HRP recommends the evaluation process be reviewed for efficacy, adjustments made to improve the information collected, and a plan made to repeat the survey at a regular interval.

APPENDIX A- Survey Criteria

Traverse City Housing Commission, Executive Director Performance Evaluation

Updated Criteria May 31, 2022 (to be surveyed using Google Forms)

We are requesting your input regarding the TCHC Executive Director's performance over the last year. We are asking for your email to track who has responded, but individual responses will not be attributed.

1. Overall how satisfied are you with the Executive Director's job performance (1= Highly Dissatisfied 4= Neutral 7= Highly Satisfied)?

Please indicate how much you agree or disagree with the following statements regarding the performance of the Executive Director:

5-point scale: Agree Strongly, Agree, Neutral, Disagree, Disagree strongly, also n/a

Expands affordable housing inventory and range of options.

2. Develops key partnerships in the private, public, and nonprofit sectors to support and accelerate real estate development.
3. Tracks best practices in affordable housing in other markets. Learns, shares, and tests emerging models with the Housing Commission.

Creates opportunities for residents to improve quality of life and achieve individual successes.

4. Establishes a maintenance process that ensures safe and well-maintained properties.

Fosters an environment of innovation and excellence.

5. Recommends, implements and monitors a plan of operation, administrative policies, organization and staffing requirements that support achieving a higher performance standard as outlined by applicable federal guidelines
6. Plans, organizes, staffs, controls, directs and supervises the development, modernization, administration, management, and maintenance of all federal and state programs, policies and procedures.
7. Ensures timely and effective preparation and regular evaluation of program budgets. Acts as a steward of federal, state, and local funds and strives to ensure the cost-effective efficient operation of the Housing Commission.
8. Ensures regular and periodic evaluations of personnel, facilities, programs to foster continuous quality improvement.
9. Responsibly oversees and manages financial activities, including thorough review and monthly reconciliation of account balances for federal programs.
10. Balances costs with quality when purchasing materials, tools, and equipment. Effectively manages contracts with outside service, maintenance, and construction vendors.
11. Reviews, approves, and implements regulations and notices from government and or regulatory agencies, and responds appropriately and in a timely manner.

12. Works to resolve program participant disputes.

Increases community engagement and understanding of work

13. Presents periodic reports to the Housing Commission Board concerning business of the TCHC and provides updates as needed on the status of all planning documents.
14. Acts as a spokesperson and public relations officer regarding TCHC programs and proposals. Represents TCHC's interest in all dealings with the public government organizations and all groups and individuals having an interest in the operation of the Housing Commission.
15. Develops a communication plan to share the vision, plan, and reports on progress.
16. Develops, implements and tracks an outreach and advocacy initiative focused on public officials.
17. Hires, develops, disciplines, trains, directs, and terminates TCHC staff. Completes bi-annual evaluations of supervisory level staff positions. Organizes TCHC personnel, facilities, programs for proficient operations.
18. Oversees and delegates functional and supervisory responsibilities to key staff to ensure economic and efficient program performance.

Open-Ended

19. What are the Executive Director's strengths in this role?
20. What skill areas could he develop to become more effective?
21. What support is needed to develop in these areas?
22. Other Comments:

APPENDIX B

Performance Survey - Quantitative 2022 Results

Traverse City Housing Commission Executive Director Performance Evaluation, May 2022

No. of respondents: 8

| Overall: | Somewhat Satisfied | Satisfied | Highly Satisfied |
|---|--------------------|-----------|------------------|
| 1. How satisfied are you with the ED's job performance? | 13 % | 13% | 75% |

| Job-based Criteria: | Disagree | Neutral | Agree |
|---|----------|---------|-------|
| 2. Develops key partnerships. | 0% | 0% | 100% |
| 3. Tracks best practices, and shares models with TCHC. | 13% | 0% | 88% |
| 4. Maintenance process to ensure buildings are safe and well maintained. | 0% | 0% | 100% |
| 5. Plans and organizes to achieve a high standard of performance. | 0% | 0% | 100% |
| 6. Effectively administers resources to manage federal and state programs. | 13% | 0% | 88% |
| 7. Evaluates program budgets, is an effective steward of public funds. | 0% | 0% | 100% |
| 8. Evaluates staff, facilities, and programs to improve quality. | 0% | 13% | 88% |
| 9. Responsibly oversees financial activities. | 0% | 0% | 100% |
| 10. Effectively balances material costs vs value, and manages contractors. | 0% | 0% | 100% |
| 11. Reviews and responds to regulatory agencies in a timely manner. | 0% | 0% | 100% |
| 12. Works to resolve participant disputes. | 0% | 25% | 75% |
| 13. Provides periodic reports and updates to the Board. | 0% | 0% | 100% |
| 14. Acts as a spokesperson for TCHC | 0% | 0% | 100% |
| 15. Communicates vision and reports on progress | 0% | 13% | 88% |
| 16. Advocates for TCHC with public officials | 0% | 0% | 100% |
| 17. Plans for and oversees all TCHC staff – hiring, training, evaluating, and discipline. | 0% | 25% | 75% |
| 18. Delegates supervisory responsibilities to key staff. | 0% | 13% | 88% |



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

NEW BUSINESS

Memorandum on the Election of Officers

Memorandum on the TCHC Code of Conduct Certification

Resolution on the Appointment of TCHC Secretary

Resolution to Change Authorized Account Signers

Resolution to Adopt Changes to TCHC By-Laws

Resolution to Remove Bad Debt

Resolution to Remove Inventory


Resolution to Adopt Fiscal Year 2023 Consolidated Budget

Resolution to Update & Amend the HCV Admin Plan

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Election of Officers

MESSAGE:

Per our By-Laws, TCHC needs to conduct its Annual Meeting and elect its officers. The offices of President and Vice President, in that order, need to be filled at the meeting today. Currently, the offices are held by Heather Lockwood and Jim Friend, respectively.

Below you will find the relevant portions of our By-Laws for guidance:

ARTICLE II – OFFICERS

7. Election of Officers. The President and Vice President shall be elected at the Annual Meeting of the TCHC Board from among the members of the TCHC Board, and shall hold office for one year or until their successors are elected and qualified.

Also for guidance, I am including the portion of the meeting minutes from our last Annual Meeting:

NEW BUSINESS

- A. **Annual Election of Officers:** President Lockwood announced the need to accept nomination for President and Vice President for the Traverse City Housing Commission.

President – President Lockwood opened the floor for nominations for President for the Fiscal Year 2022. Commissioner Putman nominated Heather Lockwood for President. President Lockwood thanked Commissioner Putman and thanked the Commission for all of their help during this most difficult year. Commissioner Putman moved (Treadwell support) to close nominations. The motion was unanimously approved. Commissioner Workman moved (Friend support) to accept Commissioner Lockwood as President of the Traverse City Housing Commission by acclamation. The motion was unanimously approved. Commissioner Lockwood will continue to serve as President for the 2022 Fiscal Year.


Vice President – President Lockwood then opened the floor for nominations for Vice President for the Fiscal Year 2022. Vice President Friend Commissioner Wayne Workman for Vice President and highlighted his 28 years of experience in the financial world. Commissioner Treadwell moved (Putman support) to close nominations. The motion was unanimously approved. President

Lockwood moved (Friend support) to accept Commissioner Wayne Workman as Vice President of the Traverse City Housing Commission by acclimation. The motion was unanimously approved. Commissioner Workman will serve as Vice President for the 2022 Fiscal Year.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Re-certification of TCHC Code of Conduct Policy

MESSAGE:

Attached you will find a copy of the TCHC Code of Conduct Policy for you to review.

In 2020, it was decided by the Executive Committee that we will have this policy available for re-certification at our Annual Meeting every year. This does not mean that we are concerned about anyone's actions or comments. Rather, we simply wish to review this important policy regularly and the venue of our Annual Meeting is a good place for that discussion.

You will not need to print out the "Receipt and Acknowledgement Form". One will be provided to you at the meeting.

Staff will also Re-certify this before the end of the month.

ATTACHMENT: TCHC Code of Conduct Policy

Traverse City Housing Commission Code of Conduct

The Traverse City Housing Commission's (TCHC) Code of Conduct is a code of practices for Commissioners, employees, and/or agents/volunteers of the TCHC. It describes basic performance standards that protect the TCHC and its Commissioners, employees and/or agents/volunteers from fraudulent or negligent practices. The Code of Conduct sets high standards of performance to encourage each Commissioner, employee and/or agent/volunteer to strive for excellence in his or her work.

Enforcement of the Code is on an honor system. By accepting the specific designation or affiliate assignment, each Commissioner, employee or agent affirms to uphold the ethical practices that have been adopted for the profession. Each Commissioner, employee, or agent/volunteer is expected to make a commitment to honor the enclosed Code of Conduct. Enforcement is based on each individual's commitment to inspire pride in the industry and to better serve our clients and residents.

The following items are covered by this Code of Conduct:

1. The Traverse City Housing Commission (TCHC) has a duty of good faith and loyalty to its clients and residents.
2. The TCHC has a duty to use care, skill and diligence when carrying out official acts.
3. The TCHC has a duty to act within the boundaries of his or her Commission.
4. The TCHC must disclose every personal conflict of interest when working with the clients, TCHC officials, HUD officials or other affiliates.
5. The TCHC shall not divulge or profit from the confidential information learned while performing official duties.
6. The TCHC prohibits the solicitation and acceptance of gifts or gratuities by any Commissioner, employee, and agent for their personal benefit in excess of \$50.00.
7. TCHC Board of Commissioners and individual Commissioners Interaction with Clients, Residents and Staff.
8. TCHC and its Commissioners, employees, and/or agents/volunteers shall not speak for the Commission without authorization.
9. Professional conduct and decorum is required at all TCHC Meetings.

You are expected to constantly exercise individual judgment as to whether your actions, both on and off the job or official activity, will meet these standards when viewed through the eyes of the law, the U.S. Department of Housing and Urban Development or other official financial partners, the City of Traverse City, our clients, and the general public.

You have an obligation to avoid any action, whether or not specifically prohibited by law, regulation, policy or by this Code of Conduct, which might result in using your TCHC position for private gain, giving preferential treatment to any organization or person, losing complete independence or impartiality, making decisions outside official channels or adversely affecting the confidence of the public in the integrity of TCHC.

You are responsible for being familiar with and complying with the Code of Conduct and all of its provisions. Any violation of the Code of Conduct will be cause for corrective action, including, without limitation, changes in assigned duties, verbal or written warnings or termination of employment. These actions may be in addition to any penalty or sanction prescribed by law.

A copy of the Code of Conduct and any future amendments will be provided to each Employee as part of the routine updating of TCHC's *Personnel Policy*. A copy will be provided to each new Employee at the start of employment. Each Employee is required to annually acknowledge receipt of, and agree to comply with the Code of Conduct. The Code of Conduct will be made available electronically to staff.

All Commissioners will be provided a copy of the Code of Conduct and any amendments thereto as part of their Commissioner Orientation, and will annually sign an acknowledgement form indicating their compliance with the Code of Conduct.

Section 1. TCHC and its Commissioners, employees, and/or agents/volunteers have a duty of good faith and loyalty to its clients and residents.

- A. A Commissioner, employee, and/or agent/volunteer should not discuss personal business during a meeting with a client.
- B. A Commissioner, employee, and/or agent/volunteer should not advance his or her personal interests while in official session at the expense of the TCHC.
- C. A Commissioner, employee, and/or agent/volunteer should not make personal attacks on other Commissioners, employees, and/or agents/volunteers, while performing official duties. Disagreements should be directed to the disagreement, not the person who raises an opposing point of view.

- D. A Commissioner, employee, and/or agent/volunteer who exercises honest and reasoned judgment and acts reasonably and in good faith for the best interests of the client will not be held liable for abuse of his or her fiduciary obligation.
- E. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 2. TCHC and its Commissioners, employees, and/or agents/volunteers have a duty to use care, skill, and diligence when carrying out official acts.

- A. Commissioners, employees, and/or agents/volunteers are expected to make a diligent effort to become trained and skilled in the business of providing training and counseling in the homeownership field.
- B. Commissioners, employees, and/or guests are entitled to rely upon information and reports presented by Commissioners, employees, and/or agents/volunteers whom the director reasonably believes to be reliable and competent.
- C. Commissioners, employees, and/or agents/volunteers are entitled to rely upon legal opinions, financial statements and other information relating to matters that the Commissioner, employee, and/or agents/volunteers reasonably believes to be within the expertise of the person preparing the information.
- D. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 3. TCHC and its Commissioners, employees, and/or agents/volunteers have a duty to act within the boundaries of his or her Commission.

- A. The City Ordinance and Public Act 18 of the State of Michigan defines the business that the Traverse City Housing Commission can conduct. Both Federal and TCHC adopted Rules and Regulations describe how the Housing Commission will operate. The TCHC adopted bylaws describe how the Housing Commission Board will operate.
- B. The Commissioners, employees, and/or agents/volunteers are obligated to comply with the bylaws of the corporation or face consequences from clients

or company representatives who may have been wronged by the failure to comply with the bylaws.

- C. The bylaws may be amended only in a manner prescribed in the bylaws themselves.
- D. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 4. TCHC and its Commissioners, employees, and/or agents/volunteers must disclose every personal conflict when working with clients, officials and/or affiliates.

- A. A Commissioner, employee, and/or agent/volunteer who have disclosed a conflict should request that the disclosure be recorded in the official records.
- B. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 5. TCHC and its Commissioners, employees, and/or agents/volunteers shall not divulge or profit from the confidential information learned while performing official duties

- A. Commissioners, employees, and/or agents/volunteers must use reasonable care to protect reports and other personal information from being read by unauthorized persons.
- B. A Commissioner, employee, and/or agent/volunteer may not use information learned about a client during an official meeting as a topic of conversation with other clients.
- C. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 6. TCHC and its Commissioners, employees, and/or agents/volunteers will not accept gifts, gratuities or awards.

- A. A Commissioner, employee, and/or agent/volunteer will not accept gifts, gratuities, or awards for a value that exceeds \$50.00. If a gift, gratuity, or award is offered to a Commissioner, employee, and/or agent/volunteer, which exceeds a value of \$50.00, a full disclosure must be made to the Executive Director, who may decide to disclose to the Commission when appropriate.
- B. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 7. TCHC Board of Commissioners and individual Commissioners Interaction with Clients, Residents, and Staff.

- A. Commissioners shall refrain from direct involvement with issues concerning residents/clients unless a Commissioner has been granted such powers to represent the Board as its resident/client liaison. Whenever a Commissioner is placed in this situation, he/she shall clarify whether he/she is speaking as a liaison for the Board or expressing a personal opinion.
- B. Commissioners shall avoid direct involvement in areas of responsibility delegated to the Executive Director and/or other Commission Staff. Commissioners establish policies and must leave it to the Executive Director to implement them at his/her discretion. Questions of Staff shall be directed to the Board President, who then may contact the Executive Director for follow-up.
- C. It should be noted here that the Resident Commissioner is often placed in a difficult position when voting upon controversial issues, or issues that may directly or indirectly effect his/her living situation. The Resident Commissioner is encouraged to conduct his/her duties as a Commissioner at all times and may decide, from time to time, to disclose how certain votes are cast but is not required to do so.

Section 8. TCHC and its Commissioners, employees, and/or agents/volunteers shall not speak for the Commission without authorization.

- A. A member will not appear to speak for the Commission except as authorized by the Commission. In any public or private statement concerning Commission affairs, members will carefully indicate whether they are speaking for the Commission or for themselves. As a rule, the President of the Commission and Executive Director are designated spokespeople for the Commission. Matters requiring public comment shall be deferred to the President or Executive Director.

Section 9. Professional conduct and decorum is required at all TCHC Meetings.

- A. All Commissioners shall conduct themselves at Commission meetings in a fair, understanding, and gracious manner. They shall seek to be considerate of all individuals, attitudes and differences of opinion involved in official Commission business.

Adopted: September 28, 2012

Revised: January 11, 2013

Revised: May 25, 2018

TCHC CODE OF CONDUCT
RECEIPT AND ACKNOWLEDGEMENT FORM

I, _____, certify and acknowledge that I have received and understand the Traverse City Housing Commission's Code of Conduct and I agree to comply fully with standards contained within the Code of Conduct.

I also acknowledge the Code of Conduct is a statement of standards for business conduct and is not to be deemed or construed to provide any rights, contractual or otherwise, to any employee or third party.

Signature


Date

Position or Title (Commissioner, Staff, or Agent/Volunteer)

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Appointment of TCHC Secretary

MESSAGE:

Per our By-Laws, TCHC needs to appoint a Secretary. This position is responsible for the Public Record of the organization. Currently, the position has been filled by the Executive Director by way of Resolution in 2021 (previous Commissions had appointed the Deputy Director to the position by way of the By-Laws but that position no longer exists).

After a review of options last year, the Executive Committee recommended that TCHC return to the practice of appointing the Executive Director to hold this position but did not recommend codifying it in the By-Laws. Instead, it will be an annual appointment to be made during the Annual Meeting. This must be accomplished via Commission Resolution per the By-Laws.

The following Resolution is recommended for adoption:

RESOLUTION TO APPOINT THE TCHC SECRETARY

June 24, 2022

WHEREAS, the Traverse City Housing Commission (TCHC) is required to appoint its Secretary per its By-Laws in order to maintain a public record of the organization; and

WHEREAS, the position of Secretary cannot be filled by a current Commissioner, it has historically been filled, by staff and will continue to be filled by staff; and

WHEREAS, the TCHC concurs in the recommendation of the Executive & Finance Committee and staff to adopt.

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

The position of Secretary as described in the TCHC By-Laws will be filled by the organization's Executive Director, Anthony Lentych, for a period of one year or until the next Annual Meeting is held.

ATTACHMENT:

The relevant portion of our By-Laws:

ARTICLE II – OFFICERS

4. Secretary. The Secretary shall keep the records of the Commission and record all votes while acting as Secretary of the meetings of the TCHC Board. The Secretary shall keep a record of the proceedings of the Board of Commissioners including but not limited to; policies, communications, By-Laws, rosters, etc. and a journal of Minutes, to be kept for such purpose, and shall perform all duties incident to the office. Duties may also include acting as an advisor to the Board with regard to compliance to these By-Laws and applicable laws, regulations and protocols. The Secretary shall be an individual or entity approved by Resolution of the Board and may be filled by contract or by appointment to the TCHC Board. The position of Secretary shall not be filled by a sitting commissioner and is not a voting member of the Board. In the event of the absence of the Secretary at the Board meeting, the President shall appoint a recording secretary for the purposes of that meeting.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Resolution to Change Authorized Signers on All TCHC Bank Accounts

MESSAGE:

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

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO CHANGE AUTHORIZED SIGNERS ON ALL ACCOUNTS

June 24, 2022

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

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

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

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


The Traverse City Housing Commission acknowledges that the Authorized Signers on all Bank/ Financial Institution Accounts shall be as follows:

1. Anthony Lentych, Executive Director
2. _____, President
3. _____, Vice President
4. James Friend (Emergency Signer Only)

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Adopt the 2022 TCHC By-Laws

MESSAGE:

Attached you will find the updated By Laws of the Traverse City Housing Commission. A draft of all of the changes was presented at the Regular Meeting of the TCHC in May. Drafts of the minor changes were discussed at the June Executive Committee meeting and at two Governance & Compliance Committee meetings – May and June.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE TCHC BY-LAWS

June 24, 2022

WHEREAS, the Traverse City Housing Commission has made it a priority to review and update all Policies and plans that govern all of its operations; and

WHEREAS, the By Laws of the Traverse City Housing Commission deemed it to be appropriate and prudent to review the By Laws annually and to update when necessary; and

WHEREAS, the proposed changes are necessary for the By-Laws to be concurrent with other recently updated policies and current operations; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the By Laws by way of its Executive & Finance and its Governance & Compliance Committee meetings; and

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

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

The By Laws are hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

ATTACHMENT: TCHC By-Laws

Traverse City Housing Commission By-Laws

ARTICLE I – THE HOUSING COMMISSION

1. Name of Commission. The name of the Commission shall be “The Traverse City Housing Commission.”
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.
3. Offices of the Commission. The administrative offices of the Housing Commission are located at 150 Pine Street, Traverse City, MI 49684, or at such place as the TCHC Board may from time to time designate by resolution.
4. Purpose of the Commission. The Purpose of the Traverse City Housing Commission shall be to provide 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.
5. Public Duty. The Traverse City Housing Commission is a body entrusted by the citizenry to be run in a competent and fair manner. No member of the Housing Commission Board or staff shall utilize the position for undue, personal gain and each member of the Housing Commission Board or staff shall adhere to all items of the TCHC Code of Conduct.

ARTICLE II – OFFICERS

1. Officers. The officers of the Commission shall be a President, a Vice President, and a Secretary.
2. President. The President shall preside over all meetings of the TCHC Board of the Housing Commission. At each meeting, the President shall submit proper recommendations and information concerning the business, affairs, and policies of the Commission. Except as otherwise provided for by Policies of the Housing Commission or authorized by resolution of the TCHC Board, the President shall sign all contracts, deeds, and other instruments on behalf of the Commission. The President serves as the spokesperson and public representative for the Board of Commissioners.
3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the TCHC Board shall elect a new President.

4. Secretary. The Secretary shall keep the records of the Commission and record all votes while acting as Secretary of the meetings of the TCHC Board. The Secretary shall keep a record of the proceedings of the Board of Commissioners including but not limited to; policies, communications, By-Laws, rosters, etc. and a journal of Minutes, to be kept for such purpose, and shall perform all duties incident to the office. Duties may also include acting as an advisor to the Board with regard to compliance to these By-Laws and applicable laws, regulations and protocols. The Secretary shall be an individual or entity approved by Resolution of the Board and may be filled by contract or by appointment to the TCHC Board. The position of Secretary shall not be filled by a sitting commissioner and is not a voting member of the Board. In the event of the absence of the Secretary at the Board meeting, the President shall appoint a recording secretary for the purposes of that meeting.
5. Executive Director. The Executive Director (“Director”) of the Commission shall have general supervision over the administration of Commission business affairs and fiduciary management, subject to the direction of the TCHC Board. The compensation for the Director shall be determined by the TCHC Board. The Director serves at the pleasure of the TCHC Board, and their control over the administration of the Housing Commission is subject to the By-Laws and Policies of the Housing Commission, local, State, and Federal laws and regulations. The Executive Director, along with the President, serves as the spokesperson and public representative for TCHC.
6. Additional Duties. The Officers of the TCHC Board shall perform such other duties and functions as may from time to time be required by the Commissioners, the By-laws, or the rules and regulations of the US Department of Housing and Urban Development or other authorities having legal jurisdiction over the actions of the Traverse City Housing Commission.
7. Election of Officers. The President and Vice President shall be elected at the Annual Meeting of the TCHC Board from among the members of the TCHC Board, and shall hold office for one year or until their successors are elected and qualified.
8. Attendance. Following the policy of the City of Traverse City, appointees to the TCHC Board must attend at least 75% of scheduled meetings. Absences from meetings may be recorded as “excused” or “unexcused” by the President of the Board (or by Vice President in case of President’s absence). Commissioners should notify the President of the Board or the Executive Director at least 24 hours in advance if they cannot attend a meeting, or the absence will automatically be recorded as “unexcused” pending explanation to the Board. The Board President has the authority to record the absence of a Board member as “excused” in the case of an emergency or for other satisfactory reason. The records of attendance at TCHC meetings shall be forwarded to the City Clerk’s office by Staff. Absences excused by the President shall be noted. Any appointee who does not attend a minimum of 75% of scheduled meetings in any calendar year shall be requested to meet with a committee of the City Commission to determine if extenuating circumstances exist or if the appointee should be considered for removal.
9. Vacancies. Should the office of President or Vice President become vacant, the TCHC Board shall elect a successor from their membership at the next regular meeting, and such election shall be for the remainder of the un-expired term of said office.
10. Additional Personnel. The Board may authorize the Executive Director from time to time to employ such personnel or contractors as the Board deems necessary to exercise the powers, duties, and

functions of the TCHC. The hiring of additional personnel or contractors must fall within budgetary limits and policies established by the TCHC Board and subject to the laws of the State of Michigan and regulations of the US Department of Housing and Urban Development.

11. Committees and Subcommittees. Through a strategic planning process, the TCHC Board has created the following permanent committees:

- I. Executive & Finance Committee
- II. Governance & Compliance Committee
- III. Communications & Outreach Committee

The TCHC Board may also create such special ad hoc or advisory committees as it deems necessary or appropriate. The TCHC Board shall set the number and terms of the members of any committee. Such committees shall exist until such time that the TCHC Board deems their task has been satisfactorily completed. Each Committee/Subcommittee shall contain at least one (1) TCHC Board member who shall preside over the meetings as Chairperson. Non-Commission members serving on committees/subcommittees are encouraged. All members of committees/subcommittees are appointed with the consent of a majority vote of the TCHC Board.

ARTICLE III – MEETINGS

1. Procedures. All regular and special meetings of the Housing Commission shall be conducted according to the rules of procedure contained in *Robert's Rules of Order* and also in accordance with appropriate State Laws, including the Open Meetings Act, and any applicable Federal Laws or regulations. Notice of meetings shall be posted in accordance with the Open Meetings Act of the State of Michigan
2. Annual Meeting. The Annual Meeting of the TCHC Board shall be held on the regularly scheduled meeting in the month of June and, when possible, held in the Third Floor Community Room at Riverview Terrace Apartments. In the event that such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.
3. Regular Meetings. Regular meetings of the Board of Commissioners shall be held on a monthly basis pursuant to adequate notice and will occur at least 10 times per year. The Housing Commission shall comply with the Open Meetings Act, Public Act No. 267 of 1976: The basic intent of the Open Meetings Act is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings. The Housing Commission will approve and publish an Annual Meeting Schedule at or before the January meeting of each year.
4. Special Meetings. The President of the Commission may, and shall, upon the request of two members of the Board of Commissioners, call a Special Meeting of the TCHC Board for the purpose of transacting any business designated in the call for the Special Meeting. The call for a special meeting must be delivered to each member of the Board of Commissioners at least three (3) days prior to the date of such special meeting. Posting requirements for Special Meetings shall follow State Open Meetings Act.

At such Special Meeting, no business shall be considered other than as designated in the call and posted agenda, but if all of the members of the TCHC Board are present at a Special Meeting, any and all business may be added to the Agenda; however, items added to the agenda that were not previously posted may only be discussed and shall not be acted upon.

5. Quorum. At all meetings of the TCHC Board, three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the TCHC Board upon a vote of a majority of those Commissioners present. Amendments to the By-Laws, however, require a vote of the majority of the entire membership of the Board.
6. Order of Business. At the regular meetings of the TCHC Board the following shall be in order of business:
 - I. Roll Call
 - II. Approval of Agenda
 - III. Public Comment
 - IV. Consent Agenda
 - V. Committee & Commissioner Reports
 - VI. Staff & Program Reports
 - VII. Old Business
 - VIII. New Business
 - IX. Correspondence
 - X. Public Comment
 - XI. Commissioner Comment
 - XII. Adjournment

All meetings shall be conducted as stated above unless modified by the TCHC Board from time to time. All resolutions shall be in writing. Copies of the Minutes of proceedings of the TCHC Board shall be kept by the Board Secretary in a permanent journal in the Commission's Administrative Offices.

7. Manner of Voting. The voting on all questions coming before the TCHC Board shall be by voice vote, except if the President, or a member, wishes, a call for a division may be made, at which time a show of hands will show the number of yeas and nays to be recorded; and by request of the President or a member, there may be a Roll Call and the yeas and nays shall be entered upon the Minutes of such meeting.

ARTICLE IV – AMENDMENTS

1. Amendments to By-Laws. The By-Laws of the Housing Commission shall be amended only with the approval of at least three (3) of the members of the TCHC Board at a regular or special meeting in accordance with Article III of the By-Laws. Prior to holding a vote on an amendment to the Housing Commission By-Laws, a first reading of the proposed change shall be made into record at a Regular Meeting. In no instance shall the first reading occur less than seven (7) days prior to a vote on such amendment(s).

ARTICLE V – BOARD COMPOSITION, MEMBERSHIP, & TERM OF OFFICE

1. Appointment. The Mayor of the City of Traverse City appoints board members of the Housing Commission. The selection process follows the regulations and provisions of the City of Traverse City and Public Act 18 of the State of Michigan.
2. Employment of Board Member. Pursuant to Public Act 18 of the State of Michigan, no member of the TCHC Board shall be employed by the Housing Commission during their tenure on the Board. A Board member cannot be employed by the Housing Commission until at least 12 months after their tenure on TCHC Board has ended.
3. Resignation. A Board Member desiring to resign from the Commission shall submit a written notice to the City Clerk and President of the TCHC Board. This request shall be passed to the remainder of the Board and Executive Director within three (3) days of its receipt by the Board President.
4. Term of Office. Commissioners are appointed by the Mayor of Traverse City to serve 5-year staggered terms to expire November 30th of the appropriate year.

Adopted: October 19, 2004

Revised: January 17, 2006

Revised: August 15, 2006

Revised: February 20, 2007

Revised: April 19, 2011

Revised: March 20, 2012

Revised: June 17, 2014

Revised: June 24, 2016

Revised: June 23, 2017

Revised: June 22, 2018

Revised: June 28, 2019


Revised: June 25, 2021

Proposed: June 24, 2022

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution on Doubtful Accounts / Bad Debt

MESSAGE:

Attached you will find a list of former renters that have not responded to any attempts to collect their past due amounts. After reviewing this list, and in accordance with advice from our accountants on how HUD views doubtful accounts, staff is recommending that the attached past due amounts on its doubtful account lists be declared bad debt removed from our financial statements. The debts owed are still active in the HUD system (EIV) but it will be removed from our books and we will no longer actively seek to collect or monitor it.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO REMOVE DOUBTFUL ACCOUNTS FROM FINANCIAL STATEMENTS

June 24, 2022

WHEREAS, the Traverse City Housing Commission has always attempted to collect the rents due to it from its tenants in a timely manner but some rent, for a variety of reasons, is never collected and is carried on our financial statements as doubtful accounts; and

WHEREAS, TCHC accountants suggest, and prudent policy dictates, that after some period of time, doubtful accounts are declared as bad debt and removed from financial statements; and

WHEREAS, the Traverse City Housing Commission has reviewed the list of rents owed; and

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

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

The amount of \$3,061.70 is hereby removed from all Records and Financial Statements of the Traverse City Housing Commission in accordance with all necessary rules and regulations forthwith.


ATTACHMENT: List of Doubtful Accounts / Bad Debt

| Resident | Amount | Notes |
|--------------|--------------------|---------------------------|
| Hardley | \$ 3,061.70 | Eviction. EOP 10/27/2021. |
| Total | <u>\$ 3,061.70</u> | |

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Fiscal Year-End Property Disposition Resolution

MESSAGE:

Per the U.S. Department of Housing and Urban Development (HUD) guidelines, TCHC has maintained the appropriate lists of inventory and assets. Normally, TCHC produces a quarterly or annual list of items that need to be removed from inventory lists and have, when appropriate, made adjustment to our recorded assets. The attached list is a result of our general operational activities for the last year. This resolution covers all items removed from inventory for the last 12 months as listed below.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR PROPERTY DISPOSITION

June 24, 2022

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local Public Housing Authorities (PHAs) including the Traverse City Housing Commission (TCHC) to track the addition and removal of all property and assets; and

WHEREAS, a physical inventory was conducted in each and every public housing property managed by TCHC; and

WHEREAS, the attached list of items are no longer considered assets to TCHC; and

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

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

The following list of surplus property is approved for removal from official TCHC inventory lists as needed with appropriate adjustments made to recorded assets by June 30, 2022:


1. Frigidaire Refrigerator – Damaged/ Not Repairable
Model FRT18B4AW4/ Serial No. BA23517054
TCHC Item No.1833 / OV Unit 10212C

2. Frigidaire Refrigerator – Damaged/ Not Repairable
Model FRT17HB3J23/ Serial BA94909315
TCHC Item No. 1177 / RVT Unit 508
3. Frigidaire Stove – Damaged/ Not Repairable
Model FFGF3013LWB/ Serial No.VR03626879
TCHC Item No.1868 / OV Unit 10212D
4. Stove – Damaged/ Not Repairable
Model VF10556360/ Serial No. faded
TCHC Item No. 1866 / OV Unit 10200A
5. G.E. Stove – Damaged/ Not Repairable
Model GTN18CBDCRWW/ Serial No.FZ747407
TCHC Item No. 1841 / OV Unit 10208D
6. Frigidaire Refrigerator – Damaged- Not Repairable
Model FRT17HB3J23/ Serial No. BA94909332
TCHC Item No.1435 / RVT Unit 608
7. G.E. Refrigerator – Damaged/ Not Repairable
Model GTN18CBDCRWW/ Serial No.FZ74716
TCHC Item No.1856 / OV Unit 10220B
8. Hotpoint Stove – Damaged/ Not Repairable
Model RGB533DGP1WW/ Serial No. G3118225R
TCHC Item No.1853 / OV Unit 10220B
9. Brown Stove – Damaged/ Not Repairable
Model WEM112/ Serial No. 1L70160
TCHC Item No.1739 / RVT Unit 207
10. Brown Stove – Damaged/ Not Repairable
Model WEM112-1/ Serial No. 8V22890
TCHC Item No.1154 / RVT Unit 612
11. Frigidaire Refrigerator – Damaged/ Not Repairable
TCHC Item No.1450 / RVT Unit 712
12. Frigidaire Refrigerator – Damaged/ Not Repairable
Model FRT17HB3JW3/ Serial No. BA94908599
TCHC Item No.1522 / RVT Unit 711
13. Kyocera Printer – Low Value / Not Repairable
Model Ecosys P2135dn / Serial No. LVK4409689
TCHC Item No. 1192 / Maintenance Office

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2024
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Fiscal Year 2023 Consolidated Operating Budget

MESSAGE:

The attached budget is our one-page consolidated budget. Staff, along with our fee accountant from HAAS, created this budget based upon the best information available to us on how our organization will operate post RAD Conversion. Some of our more traditional line items like “Property Subsidy” are greatly reduced due to the new partnership with KMG for property management but we have a new line item that reflects their contract with TCHC.

Overall, we are expected our operations to be similar to previous years. HCV HAP payments will increase with the inclusion of the RAD Vouchers but the TPVs for the Section 18 units are not yet including. Regardless, any increase due to Section 18 TPVs will be off set with the corresponding expenditure.

It should be noted that this budget reflects the proposed salary and benefits that were reviewed by the Executive Committee in May. The Executive Committee also reviewed the entire budget at its June meeting.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE 2023 CONSOLIDATED OPERATING BUDGET

June 24, 2022

WHEREAS, the Traverse City Housing Commission (TCHC) is required to submit an annual budget to the United States Department of Housing and Urban Development (HUD) for its Public Housing (PH) and HCV Programs; and

WHEREAS, the HUD Budgets are not inclusive of all of TCHC’s operations, a consolidate budget is created as a prudent management tool in order to track all of the cash flow through the Housing Commission; and

WHEREAS, the TCHC staff has worked with our accounting partner, Housing Authority Accounting Specialists (HAAS), to prepare the FY 2023 Budget; and

WHEREAS, the Executive & Finance Committee has approved this budget recognizing that some of the assumptions regarding the “post-RAD” conversion of Riverview Terrace are merely estimates at this point in time; and

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

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

The TCHC 2023 Consolidated Operating Budget for the Fiscal Year Ending June 30, 2023 is hereby adopted.

TCHC INCOME AND EXPENSE PROPOSED BUDGET FISCAL YEAR 2023 - DRAFT

| <u>OPERATING INCOME</u> | | <u>NOTES</u> |
|---|------------------------|---|
| Property Rents | \$ 68,000.00 | Orchardview Only |
| Property Income (KMG/Riverview) | 245,000.00 | Per RAD Year One Budget |
| Investment Interest | 5,000.00 | Increase due to Proceeds of Sale Interest |
| Program Income: HCV | 1,335,000.00 | HAP Contracts plus Admin (TPV Not Included) |
| Program Income: FSS | 41,600.00 | Assuming a partial year grant (awarded September 2022) |
| Earned Income | 123,000.00 | Contracts/Leases |
| HUD Property Subsidy | 35,000.00 | Accountant Estimate |
| CFP / Development Income / Other | 535,000.00 | Accountant Estimate plus RAD Closing Settlement on Expenses |
| TOTAL OPERATING INCOME | \$ 2,387,600.00 | |
| | | |
| <u>OPERATING EXPENSES</u> | | |
| Salaries | \$ 239,460.00 | Reviewed by Executive Committee |
| Benefits | 47,921.50 | Reviewed by Executive Committee |
| Compensated Absences | (1,500.00) | Accountant Estimate |
| Legal | 35,000.00 | Increases due to Development Work |
| Travel / Staff Training | 12,500.00 | Accountant Estimate |
| Accounting / Auditing | 25,000.00 | Extra Budgeted for our Subsidiaries |
| General Office Expenses | 27,300.00 | Staff & Accountant Estimate |
| TOTAL OPERATING EXPENSES | \$ 385,681.50 | |
| | | |
| <u>TENANT PROGRAMS & SERVICES</u> | | |
| Recreation, Programs, & Other | \$ 1,500.00 | Accountant Estimate |
| Cable Television | 5,000.00 | Year One Subsidy (Estimate) |
| HCV HAP Contracts | 1,250,000.00 | Accountant Estimate |
| TOTAL TENANT PROGS / SERVICES | \$ 1,256,500.00 | |
| | | |
| <u>UTILITIES</u> | | |
| Water | \$ 5,000.00 | Accountant Estimate |
| Electricity | 5,000.00 | Accountant Estimate |
| Gas | 2,000.00 | Accountant Estimate |
| TOTAL UTILITIES | \$ 12,000.00 | |
| | | |
| <u>MAINTENANCE / BUILDING OPERATION</u> | | |
| Labor | \$ 186,580.00 | Reviewed by Executive Committee |
| Maintenance Benefits | 40,439.53 | Reviewed by Executive Committee |
| Materials | 22,000.00 | Accountant Estimate |
| Contract / CFP Costs | 125,000.00 | Assuming Work Later in the Fiscal Year |
| TOTAL ORDINARY MAINTENANCE | \$ 374,019.53 | |
| | | |
| <u>GENERAL EXPENSE</u> | | |
| Insurance | \$ 13,000.00 | Accountant Estimate |
| Payment in Lieu of Taxes | 5,000.00 | Accountant Estimate |
| Collection Losses | 1,000.00 | Accountant Estimate |
| Interest Expense / RAD / Other | 305,000.00 | Includes \$250k LOC Pay off |
| TOTAL GENERAL EXPENSE | \$ 324,000.00 | |
| | | |
| <u>EXTRAORDINARY / CASUALTY</u> | | |
| | \$ 10,000.00 | Accountant Estimate |
| TOTAL OPERATING EXPENSES | \$ 2,362,201.03 | |
| | | |
| NET OPERATING INCOME (LOSS) | \$ 25,398.97 | |
| | | |
| <u>PROPERTY IMPROVEMENTS/EQUIP*</u> | | |
| | \$ 14,000.00 | Accountant Estimate plus Purchase of New Phone System |
| RESIDUAL RECEIPTS (DEFICIT)* | \$ 39,398.97 | |

Items NOT Included in FY 2023 Budget:

\$98,138.00 Developer Fee to be received at RAD Closing

\$48,179.00 Received from HUD Lawsuit Settlement in June 2022 - Non Federal Funds


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Resolution to Adopt the 2019 Housing Choice Voucher Administrative Plan

MESSAGE:

As previously discussed, TCHC has published a request for public comment on our 2022 Housing Choice Voucher Administrative Plan. Attached you will find the memorandum that summarizes the changes to our Admin Plan over the most recent version (2019), all of which were discussed in some detail at the Governance Committee Meetings over recent months.

The review of our Admin Plan followed this schedule:

1. March 17, 2022: Introduction of Calendar and the new Chapter 18
2. April 28, 2022: Review Changes to Chapters 1—18
3. May 9, 2022: Presentation of Changes to Resident Advisory Board
2. May 19, 2022: Review Overall Plan
4. June 16, 2022: Final Review and Recommendation to TCHC
6. June 24, 2022: Public Hearing
7. June 24, 2022: Adoption of 2022 Admin Plan at TCHC Annual Meeting

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE 2022 HCV ADMINISTRATIVE PLAN

June 24, 2022

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

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

WHEREAS, the Traverse City Housing Commission itself has reviewed the proposed changes to the 2022 Housing Choice Voucher Administrative Plan and believes that it reflects the necessary changes to improve operations and that it addresses recent changes in Federal rules and regulations; and

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

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

The 2022 Housing Choice Voucher Administrative Plan as presented to the Traverse City Housing Commission is hereby adopted with immediate effect.

ATTACHMENT: Memorandum on HCV Updates and Changes
Proof of Public Notice

BELOW IS A LIST OF THE PROPOSED CHANGES TO THE TCHC ADMIN PLAN

Both significant and minor changes have been approved several times over recent years and we are again making a recommendation to make changes this year. TCHC staff has reviewed the Admin Plan and incorporated the required changes and several additional corrections.

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

INTRODUCTION

- Updated list of resources and their locations.

CHAPTER 1

- Page 15 – Changed text in PHA policy to review Admin Plan “as needed”.

CHAPTER 2

- Page 11 – Added opportunity for appeal of a 504 Request denial.
- Page 16 – Update regarding remote briefings to allow for Interpretation Services via video.

CHAPTER 3

- Page 9 – Updated PHA policy regarding family members permanently confined to a nursing home.
- Page 15 – Updates documents required for family consent of release of information. Updates PIH notice under Social Security numbers to PIH 2018-24.
- Pages 21 to 22 – Added new EIV system searches information regarding new types of income verification and reports.
- Pages 23 to 28 – Added text to denial of assistance regarding the application of Fair Housing Act standards for criminal history in denial of assistance. Provides additional detail in mandatory reasons for denial of assistance.

CHAPTER 4

- E-Mail added as an acceptable form of communication in several sections of this Chapter.
- Page 16 – Updated notice under application interview to PIH 2018-24.
- Page 17 – Updated information necessary to establish a family’s eligibility.
- Page 18 – Updated information for families found to be ineligible and still remain on Waiting List.

CHAPTER 5

- Pages 2 to 4 – Updated Briefing portion to include details about remote briefings in times of shut down orders or inclement weather.

CHAPTER 6

- Page 5 – Changed PHA policy about joint custody of dependents.
- Page 14 – Revised section on calculation of disallowance.
- Page 18 – Changed PHA policy regarding calculating imputed asset passbook rate.
- Pages 21 to 22 – Changed PHA policy regarding the valuation of assets.

CHAPTER 7

- Page 5 – Added forms of non-EIV verification. Changed notice to PIH 2018-18.
- Page 11 – Updated table of items to be used for verification of identity.
- Page 12 – Changed notice to PIH 2018-24.
- Page 24 – Updated calculation of net income from rental property.
- Page 27 – Updated verification of student financial assistance.

CHAPTER 8

- Page 12 – Inserted section about Remote Video Inspections as an alternative during shut down orders.
- Pages 15 to 16 – Changed text regarding inspections.
- Page 21 – Updated notice to add PIH 2020-19.

CHAPTER 9

- No substantial changes other than adding E-Mail as appropriate means of communication.

CHAPTER 10

- E-Mail added as an acceptable form of communication in several sections of this chapter.
- Page 6 – Added new Zero HAP families who wish to move.

CHAPTER 11

- E-Mail added as an acceptable form of communication in several sections of this chapter.
- Page 2 – Updated text regarding streamlining income for annual re-certifications.
- Page 16 – Changed PHA policy regarding notification of new family share and HAP amount.

CHAPTER 12

- Page 3 – Updated notice to PIH 2018-24. Mandatory termination for manufacture of methamphetamines of federally funded property.
- Pages 5 to 6 – Updated policy on use of arrest records for termination.
- Page 7 – Updated more mandatory reasons for termination of assistance.
- Page 12 to 13 – Inserted new section on use of criminal conviction records after admission.

CHAPTER 13

- Page 3 – Updated information on recruitment and retention of landlords in the HCV program.
- Page 16 – Updated family's share of rent under HAP contract policy.
- Page 22 – Added new section on Foreclosure of properties HCV clients are in a HAP contract.

CHAPTER 14

- No substantive changes.

CHAPTER 15

- No substantive changes.

CHAPTER 16

- Page 7 – Updated text in sections on exception payment standards and added new section on voluntary use of Small Area FMRs.

- Page 12 – New text for scheduling an informal review.
- Pages 13 to 14 – New information for conducting remote informal reviews during a shut-down order.
- Pages 16 to 18 – More new info on remote informal hearings.
- Pages 21 to 22 – New text on scheduling and informal hearings and pre-hearing right to discovery.
- Page 24 – New definition of hearsay evidence.

CHAPTER 17

- Page 3 – New text on several policies for PBV properties.
- Pages 7 to 11 – New text on several policies for PBV owner proposals.
- Page 16 – Changed text in promoting partially assisted projects.
- Page 22 – Updated text and references on pre-HAP contract inspections.
- Page 23 – Changed text in inspecting PHA owned units.
- Page 33 – Changed PHA policy on amendments to the HAP contract.

CHAPTER 18

- This is a completely new chapter.

Utilizing the previously approved plan, we made the necessary adjustments in a clearly marked fashion (non-black font color).

T. C. RECORD-EAGLE, INC.
120 WEST FRONT STREET
TRAVERSE CITY MI 49684
(231)946-2000
Fax (231)946-8273

ORDER CONFIRMATION (CONTINUED)

Salesperson: DENISE LINGERFELT

Printed at 05/26/22 15:38 by dling

Acct #: 8464

Ad #: 585914

Status: New WHOLD WHOI

LEGAL NOTICE

The **Traverse City Housing Commission** (TCHC) will hold a **Public Hearing** on Friday, June 24, 2022 at 9:00 AM for the purpose of reviewing proposed changes and updates to its Administrative Plan for its Housing Choice Voucher (HCV) Program. The hearing will be held in the Third Floor Community Room of Riverview Terrace Apartments, 150 Pine Street, Traverse City. A copy of the Plan is available for review by request (231-922-4915) or a detailed summary of the changes is available on the TCHC website (www.tchousing.org). Written comments on the plan will be accepted until 4:30 PM, Thursday, June 23, 2022 (info@tchousing.org).



May 29, 2022-1T

585914



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

CORRESPONDENCE

June 3, 2022 E-Mail Correspondence from Attorney Carl A. S. Coan III

Tony Lentych

From: Law Clerk <lawclerk@coanlyons.com>
Sent: Friday, June 3, 2022 1:31 PM
Subject: Fw: Lawsuit Damages

Dear Plaintiffs:

I am forwarding the exciting message below on behalf of attorney, Carl Coan, III.
If you have any questions, please do not hesitate to reach out to me.

Have a lovely weekend!

All the best,
Joseph Fons

From: Carl A. S. Coan, III <ccoan@coanlyons.com>
Sent: Friday, June 3, 2022 12:58 PM
To: Law Clerk <lawclerk@coanlyons.com>
Subject: Lawsuit Damages

Dear Plaintiffs:

The lawsuit on behalf of your housing Authority (HA) against HUD was filed in November 2017. Now, four and a half years later, we have reached the end. Today, I mailed checks to everyone for the damages that were awarded by the Court to your HA.

Please note that alphabetically for HAs in Alabama through Illinois, but not all HAs in Illinois, the checks are not dated. I apologize for this oversight.

For these HAs, please insert a date when you receive your check. All of the other checks were dated June 1. Therefore, I suggest that if you receive a check without a date that you also date your check June 1. However, you may date the check any date this month up to the date you deposit your check.

I know it has taken longer than we anticipated when we filed the lawsuit in 2017. However, the Government defended this lawsuit much more aggressively than they did the first lawsuit, including the filing of an appeal to the U. S. Court of Appeals for the Federal Circuit. However, the important thing is that we ultimately prevailed.

Several plaintiffs have asked whether the damages they receive should be considered federal funds. It is my opinion that the damages you receive are not federal funds. The only restrictions you may have on spending the funds are any restrictions imposed by your charter or any applicable State or local law.

Thank you for your patience and your faith in allowing me to litigate this case on your behalf. I hope that the funds you receive will benefit the low-income people you strive to help.

Please let me or Joseph know if you have any questions. Have a wonderful weekend.

Carl A. S. Coan, III