

# Elk Rapids Housing Commission Minutes

June 20, 2017

President Myrna Howse called the meeting to order at 3 :30 pm.

The Pledge of Allegiance to the American flag was led by President Myrna Howse

Roll call: President Myrna Howse, Vice President Marilyn Sinclair, Commissioners, Margaret VandenBerge, Gerti Lane, T. MacGregor, Council Representative Larry Ball, all present.

Moved by M. Sinclair and supported T. MacGregor to approve the minutes of May 16, 2017 with minor corrected typos. Motion carried.

Moved by L. Ball and supported by T. MacGregor to approve the June agenda as presented. Motion carried.

Public Comment / Communications on items listed on the agenda – None, 3 tenants in attendance.

Moved by G. Lane supported by T. MacGregor to accept the payroll and bills paid May 16, 2017 – June 20, 2017. Harrett clarified an error in the May 2017 Statement of Operations. Item 1-001-4130 916 will be reclassified to 1-00-4190 Sundry.

A short review of reduction in the Village water charges over the past 5 months and the status of our Consumers Energy bill was noted.

The 2017 budget review for 2018 revisions, is set for discussion during the July meeting.

Roll call vote: M. Sinclair-yes, MacGregor-yes, G. Lane-yes,

M.VandenBerge-yes, M. Howse-yes. Motion carried.

Occupancy, V. Harrett reported occupancy - Noble Pines has a full house with eight active applicants. Apartment # 9 will be vacated July 15, 2017.

Currently Noble Pines has open enrollment.

Resident Commissioner Report – Nothing to report this month.

Maintenance Report was given by H. Webb. Usual maintenance and yard work. Volunteers from the White Birch Lodge staff painted the Village owned building on 2<sup>nd</sup> street this week. All the stumps have been removed on site and new grass planted. A contract has been started to have the entry rugs cleaned and replaced every month, this is an attempt to keep the carpet from wearing, in this high traffic area. Also there is a rug runner in front of the mail boxes.

V. Harrett, gave the Directors report. She has been working on Internal Controls. This is the start of clarifying office procedures. A draft copy was given to ERHC President M. Howse to review. Final copies should be available for all Board members at the July meeting.

R. Medina a former employee, filed for unemployment benefits in 2015, these payments have been set up with Integrated Payroll Services.

A thank you note was sent to the Lion's Club for coming over to Noble Pines and helping the tenants install their air conditioners.

Our vintage Xerox machine is in need of repair or replacement.

A computer has been installed in the Community room for our tenants use. Common Angle installed it and it runs slow, more memory is pending. The \$386.00 cost to install the computer will be taken from the budget Tenant Services line item. There are 5 passwords ready for the tenants. A total of 24 available if needed. Tenant training is also pending. We need an instructor. Tenants must sign a copy of the Computer policy before staff will issue a password.

Larry Ball, Elk Rapids Village Council Representative, gave an overview of the June 19,2017 Council meeting. The Village DPW to invest in new sewer equipment, Harbor Days 2017 will kick off Aug 2nd and end August 6th. Weekly concerts in the park have started and are free to the Public.

No old business.

New Business.

1. Motion by M. Sinclair and supported by G. Lane to adopt Resolution 2017-06

### **COMMUNITY ROOM COMPUTER and INTERNET POLICY**

After a brief discussion M. Howse, President, called for a roll call vote.

Roll Call Vote:

M. Sinclair – Yes, T. MacGregor – Yes, G. Lane -Yes, M. VandenBerge -Yes,

M. Howse -Yes

Motion carried.

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2. Motion by M. VandenBerge and second by T. MacGregor to adopt Resolution 2017-07

### **EXCESS UTILITIES POLICY AND PROCEEDURE**

After a short discussion with V. Harrett, ERHC Director, that included HUD's concern with liability for staff installing or repairing tenant personal property, along with rising energy costs, forced management to update the current tenant agreement.

M. Howse called for a roll call vote.

T. MacGregor- Yes, G. Lane- Yes, M.VandenBerge- Yes, M. Howse- Yes, M.Sinclair - Yes

Motion carried.

Resident Activity report was given by G. Lane – Two BINGO afternoons, Sunday pie time has been changed to a Treat night and different residents will supply the desert for the summer months. A monthly Pot Luck was held with a Spring theme. COA held the monthly foot clinic. This service is growing in the Elk Rapids area. Clients are scheduled until 3PM on the 3<sup>rd</sup> Tuesday of each month.

There were three public comments from the tenants.

- Can tenant dogs be in the Community room during the times food is being served? Director Harrett addressed the question. There currently is no house rule about where dogs can be in house, with their owner if they are on a leash. No lease violation.
- Complaint of a toddler running in the hallways causing tenant dogs to bark in apartments. This happened during a scheduled tenant private party in the Community room last fall between the hours of 1pm -3pm in the afternoon. President M. Howse, suggested the tenant with the concern should have talked with the tenant having the party to resolve the issue. No lease violation.
- A question was brought up, what do we do in case of storms or tornadoes? Director Harrett referred to a flyer that was handed out to every apartment in May 2017 addressing the emergency procedures to follow in case of a storm, tornadoes or a fire. Informational flyers are also posted in the foyer and on the refrigerator in the Community room for quick reference.

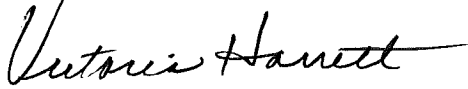
Two communications were included in the Board packet.

- NAHRO operating Fund Proration, information article on subsidy funding
- Municipal Underwriters dividend check explanation.


The next meeting of the Elk Rapids Housing Commission will be July 18, 2017 at 3:30 pm.

Motion by M. Sinclair, seconded by M. VandenBerge to adjourn, motion carried  
Meeting adjourned at 4:55 pm.

Respectfully submitted,



Victoria Harrett  
Executive Director

Approved   
July 18, 2017