

Hancock Housing Commission
Meeting Minutes
May 15, 2013

Vice President Mark Dennis opened the regular meeting of the Hancock Housing Commission at 4:33 pm.

Commissioners Present: Dennis, Johnson, Shea, Smith
Absent: Antila

Public Comment: None

A motion was made by Commissioner Johnson to approve the April 17, 2013 meeting minutes. Support was made by Commissioner Smith
Ayes: Dennis, Johnson, Shea, Smith
No: 0
Motion passed.

A motion was made by Commissioner Johnson to approve the May 2013 accounts payable. Support was made by Commissioner Shea.
Ayes: Dennis, Johnson, Shea, Smith
No: 0
Motion passed

Old Business:

Submission of payment request for Developer Fee from MSHDA is still pending additional information for QHA.

ROSS grant. (no updates at this time)

RHF (Replacement Housing Factor) grant money will need to be obligated and a budget submitted to HUD. A request for accumulating all 5 years and an extension on the obligation date will be submitted to HUD.

New Business:

Charter Communications letter informing us of converting (rewiring) the building to digital signal programming. The process has been stopped due to a high volume of properties requiring rewires and the available funds to do it. Charter listed options for us to consider moving forward with the rewiring and renewing our bulk agreement to include the cost or converting the property from bulk to individual billing (contract up 5/14/2016). Discussion on this matter is all that is needed at this time.

Letter from HUD concerning the renewal disbursements of for May and June 2013 for the Section 8 Rental Assistance program. The letter explains the formula used along with HAP expenses reported in the Voucher Management System. (VMS). Net restricted assets are available to support HAP payments during CY 2013.

Maintenance Report: 3 full painting rehabs have been completed in Lakeview Manor and 1 rehab in Quincy Haven Apartments that required new carpeting installed in the unit. Annual apartment inspections are completed and a summary of findings were attached. We continue to do grounds clean up with our regular routine on rehabs. The ice buildup on QHA was addressed by Tim Seppanen from Closner Construction and he will be getting back to us with a quote for corrective actions. All fire extinguishers have been inspected and approved to be in compliance with Michigan code requirements.

Directors Report:

Section 8 Rental Assistance program has 36 vouchers issued and we currently have 0 vacancies at Lakeview Manor.

Annual recertifications are completed.

Heritage Manor Open House is scheduled for 6/16/2013 from 4 – 7.

Office closed Memorial Day 5/27/2013.

The HHC Audit will be conducted on 6/11 & 6/12.

Finn Fest is scheduled for 6/19/13 – 6/23/2013 in the local area.

We received a "Finlandia University President Reception" invitation for 2 guests from HHC. This event is on 6/20/2013 from 5:30 – 7. Commissioner Shea and Executive Director - Gail Ross will be attending.

Next meeting is scheduled for June 19, 2013 @ 4:30.

Commissioner Johnson made a motion to adjourn the meeting at 5:58 pm. The motion was supported by Commissioner Shea.

Ayes: Dennis, Johnson, Shea, Smith

No: 0

Meeting adjourned.

Secretary – Gail Ross

Vice-President Mark Dennis