

JACKSON HOUSING COMMISSION

REGULAR MEETING – January 15, 2014

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
Michelle Orthaus, President
Gerald Montgomery, Vice President
Patricia Davis-Dye, Commissioner
James Stark, Commissioner
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on December 18, 2013
5. Approval of the Previously Paid Liabilities from December 19, 2013 to January 15, 2014.
6. RESOLUTIONS
Resolution No. 2014-01: Collection Losses Write Off
Resolution No. 2014-02: Amended FY' 14 Budget
7. DIRECTORS' REPORTS
Section 8
Leasing and HAP Utilization Report
Public Housing
Tenant Accounts Receivable
Consolidated TARS
Move Outs
Vacant Unit Turnaround
Executive
S8 Income Statement
PH Income Statement
Petty Cash Fund Register
After Hours/Emergency Response Report
Utility Costs and Consumption
8. OTHER BUSINESS
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **February 19, 2014 – Reed Manor-Board Room**

Jackson Housing Commission
Minutes of the Regular Meeting
December 18, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 1:30 PM on December 18, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 1:30 p.m. President Pultz-Orthaus introduced Patricia Tyus, Executive Director to the board and members of the audience.

Upon roll call, the following Commissioners were present: Montgomery, Stark, Pultz-Orthaus, & Woods. Absent: Davis-Dye

Also present were: Patricia Tyus, Executive Director
Connie Crandall, Public Housing Director
Shari Boyce, Section 8 Director
Katie Dickerson, Executive Secretary
Gloria Harris, Comptroller

13-12-001 PUBLIC COMMENTS

No public comments were heard.

13-12-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD November 20, 2013.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting held November 20, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

AYES: Stark, Montgomery, Pultz-Orthaus, Woods
NAYS: None
ABSTAIN: None
ABSENT: Davis-Dye

13-12-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM November 21 to December 18, 2013.

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from November 21 to December 18, 2013. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

AYES: Stark, Montgomery, Pultz-Orthaus, Woods
NAYS: None
ABSTAIN: None
ABSENT: Davis-Dye

13-12-004 RESOLUTIONS

A. Resolution No. 2013-54: Collection Losses Write-Off

Commissioner Montgomery **MOVED** to approve the Write-Off of Collection Losses of \$230.00. Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Pultz-Orthaus, Stark, Montgomery, Woods
NAYS: None
ABSTAIN: None
ABSENT: Davis-Dye

13-12-005 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated. Mrs. Boyce stated for November HAP we were funded more than previous months.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated. Pointed out that what tenants do owe is for back utility & work order charges.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for November is still over the fifteen day turnaround; however, she is pleased with the staff and their efforts to turn over a large number of units in a short time.

E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant move outs.

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

Ms. Tyus presented the reports as stated.

13-12-006 OTHER BUSINESS

Ms. Tyus explained that the Cell Phone policy will be presented to the board at February 2014's meeting where the entire personnel policy will be updated.

County National Bank has been charging us \$10 a month for paper statements. Ms. Tyus informed the board we will be switching to electronic statements to eliminate the fee.

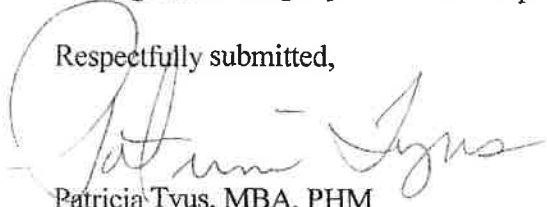
Ms. Tyus updated the board on some outstanding items:

- a). Shahan Office renovations are moving along. The site was approved for mold testing and if it is present will be remediated prior to renovations. We hope to have the office back open by summer 2014.
- b). Health Care Procurement is on schedule to have RFP's go out in January 2014.
- c). Audit is done and submitted. The preliminary looks OK and working to obtain something in writing from HUD.
- d). Zero Threshold is still in place. The JHC is still working on the issues HUD highlighted.

Commissioner Stark **MOVED** to adjourn; Commissioner Woods **SECONDED** the motion. All members of the board were in favor of adjournment.

The regular meeting adjourned at 2:38 p.m.

Respectfully submitted,



Patricia Tyus, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 12/19/2013 To: 01/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059098	12/19/2013	Verizon Wireless	Payment	624.15	Account #587119039-00001 Invoice #9715525104 - Monthly Charges For The Period Of 10/24/13-11/23/13
059099	12/19/2013	STAMP CO	Payment	18.00	(1) Invoice
059100	12/19/2013	White & Hotchkiss, PLLC	Payment	450.00	(1) Name Plate For Gloria Harris & (1) Name Plate For Michelle Woods File #1919
059101	12/19/2013	TOMMARK, INC.	Payment	48.07	Invoice #58748 - Monthly Legal Service For November 2013 Customer ID: 100596
059102	12/19/2013	Emerge Accounting	Payment	4,987.50	Invoice #812392070 - Purchase 24V Thermostat (2) Invoices
059103	12/19/2013	DBI BUSINESS INTERIORS	Payment	131.69	Invoice #December-001 - Accounting Services For December \$2,493.75 Invoice #Subsidy -001 - 2014 Subsidy \$2,493.75 Customer #224241
059104	12/19/2013	ETNA Supply	Payment	579.46	Invoice #08IH4415 - Various Office Supplies Customer #4218
059105	12/19/2013	TDS Metrocom	Payment	1,667.71	Invoice #S100929788.001 - (2) 40 Gallon Water Heaters (4) Bills Enclosed (517) 787-0168 - \$434.80 (517) 787-9241 - \$510.81 (517) 787-0218 - \$222.39 (517) 787-1188 - \$499.71
059106	12/19/2013	Computer Ties LLC	Payment	45.00	Receipt #20212 Set Up User ID On Server
059107	12/19/2013	AMBS CALL CENTER	Payment	356.48	Account #1909 Invoice #131110162 - Service Period 12/01/13-12/31/13 Usage Period 10/31/13-11/30/13
059108	12/19/2013	MODERN WASTE SYSTEMS	Payment	8,995.70	Account #23056 Monthly Garbage Service For December 2013
059109	12/19/2013	Shred-It USA - Grand Rapids	Payment	57.25	Account #11661270 Invoice #9402846746 - On Site Shredding Services (3) Consoles Service Date: November 20,2013
059110	12/19/2013	JACKSON KEY WORKS	Payment	8.10	Invoice #36416 (2) Keys For Unit @ SBN
059111	12/19/2013	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	312.00	(2) Invoices Repaired Furnace @ CT 416 Jefferson St. & Repaired Furnace @ SBN 346 Moorman
059112	12/19/2013	A-1 LOCK SHOP	Payment	72.17	(2) Invoices Invoice #1883 - (30) 1-C Key Blanks For Maintenance @ SBN Invoice #1893 - (3) Keys Cut & (50) SC4 Key Blanks
059113	12/19/2013	Modernistic	Payment	90.00	Invoice #27424

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 12/19/2013 To: 01/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059114	12/19/2013	Denny Blaschko	Payment	475.00	Clean Carpets @ RM H-1 & H-2 Due To Water Damage (2) Invoices
059115	12/19/2013	Aladdin	Payment	220.00	Installed Soffit Over Maintenance Garage @ RM, Reinstalled Old Heat Duct And Reinstalled Light Fixtures @ RM Garage & Repaired Oversized Hole, Tape, Mud, Prime And Paint @ RM H-1
059116	12/19/2013	COMCAST	Payment	327.90	Customer #JA656 Invoice #45094 - Circuit Repir @ CT 1215 Merriman (2) Bills
059117	12/19/2013	DBI BUSINESS INTERIORS	Payment	354.20	Account #01721 422342-01-5 - Internet And Phone Service @ CT Main Office Account #01721 346503-01-6 - Internet Service @ CT 410 E. High St. Ayieko Building
059118	12/19/2013	OSBORNE PROCESS SERVICE	Payment	34.10	Customer #224241 Invoice #08IH8139 - Various Office Supplies
059119	12/19/2013	MENARDS - JACKSON	Payment	221.64	Invoice #5995 Eviction Processed For Angela Morton @ SBN 313 Moorman Drive Account #31610470
059120	01/03/2014	M.C. Smith Associates and Arcitectural Group	Payment	1,200.00	Invoice #55749 - Various Maintenance Supplies Invoice #56293 - Various Maintenance Supplies
059121	01/03/2014	City Of Jackson - Finance Department	Payment	7,035.89	Invoice #1 Architectural Services @ RM From 10/03/13-12/04/13 Pension
059122	01/03/2014	IPRINT TECHNOLOGIES, INC	Payment	304.00	Employee/Employer Pension Contribution Payrolls 12/09/13-12/22/13 Customer #JACK070
059123	01/03/2014	Petty Cash	Payment	1,304.27	Invoice #348342 - HP LaserJet Pro 400 For S8P Petty Cash
059124	01/03/2014	PURCHASE POWER	Payment	500.00	Replenish Petty Cash From Transaction #141 12/01/13 To Transaction #160 01/02/13 Account #8000-90000-0062-0884
059125	01/08/2014	JACKSON WATER COLLECTION	Payment	17,180.82	Postage Meter Refill - Trans Date 12/06 Post Date 12/08 Water & Sewer Bills
059126	01/08/2014	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	282.00	CT 08/09/13 - 11/12/13 RM 09/26/13 - 10/29/13 Invoice #144507
059127	01/08/2014	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	444.00	Lab - Drug Screen For Cynthia Davis, Jade Smith & Michael Spang Lab - Drug Screen & Basic Physical Exam For Patricia Tyus Account #4344602 Invoice #4344602-NV13 - Lease Charge For Postal Machine For The Period Of 12/20/13-03/20/14

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 12/19/2013 To: 01/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059128	01/08/2014	OSBORNE PROCESS SERVICE	Payment	201.00	(10) Invoices Invoice #6078 - Eviction Processed For Mary Martin @ CT 300 Barbary Invoice #6079 - Eviction Processed For Ayasha Adams @ CT 326 Barbary Invoice #6080 - Eviction Processed For James Williams @ RM 301 Steward Ave D-20 Invoice #6081 - Eviction Processed For Rogers Bonds @ RM 315 Steward Ave I-11 Invoice #6082 - Eviction Processed For Stephen Glaspie @ RM 207 Steward Ave H-5 Invoice #6083 - Eviction Processed For Nellie Butler-Howard @ SBN 114 Shahan Dr. Invoice #6104 - Eviction Processed For William Duckham @ SBN 126 Shahan Dr. Invoice #6105 - Eviction Processed For Mara Arps @ SBN 342 Moorman Dr. Invoice #6106 - Eviction Processed For Tiffany Wood @ RM 301 Steward Ave. E-23 Invoice #6107 - Eviction Processed For Myron Williams @ RM 315 Steward Ave. I-75
059129	01/08/2014	Jackson Transportation Authority	Payment	390.96	Invoice #0024697 Fuel For November 2013
059130	01/08/2014	HOUSING DATA SYSTEMS, INC.	Payment	422.50	Client #215463 Invoice #215463 - (2,500) Laser 2-Part Cash Receipts
059131	01/08/2014	GOLDEN PROTECTIVE SERVICES	Payment	364.50	Customer #29913 Invoice #190394 - (10 Boxes) GPS Premium Exam Latex Med. Gloves, (10 Boxes) GPS Premium Exam Latex Large Gloves & (30 Boxes) GPS Premium Exam Latex XLarge Gloves
059132	01/08/2014	TALX THE WORK NUMBER	Payment	122.40	Customer #8805983 Invoice #1478701 - Employment Verification For November 2013
059133	01/08/2014	Memorable Creations	Payment	326.75	(1) Invoice Holiday Lunch For Employees & Board Members
059134	01/08/2014	Jackson County Legal News	Payment	80.00	(1) Invoice One Year Subscription Renewal To Jackson County Legal News 01/16/14-01/16/15
059135	01/08/2014	Shred-It USA - Grand Rapids	Payment	57.25	Account #11661270 Invoice #9402906640 - On Site Shredding Services (3) Consoles Service Date: December 4,2013
059136	01/08/2014	ERADICO SERVICES, INC.	Payment	1,312.50	(3) Invoices Invoice #109372B - CDT Insp. For CT 109 Shahan 12/01/13 Invoice #103968B- CDT Insp. For RM 301 Steward Ave. 12/01/13 Invoice #103997B - CDT Insp. For CT 306 Barbary 12/01/13

From: 12/19/2013 To: 01/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059137	01/08/2014	COMCAST	Payment	195.87	(2) Invoices Account #01721413434-01-3 - Cable & Internet Service For RM Main Office Account #01721422344-01-1 - Basic Cable & Internet Service For SBN Maintenance Garage 221 Janke St.
059138	01/08/2014	DBI BUSINESS INTERIORS	Payment	218.52	Customer #224241 Invoice #08IH8826 - Various Office Supplies Invoice #08IH9237 - Various Office Supplies Invoice #08IH9238 - (1 Box) 8.5x11 Paper
059139	01/08/2014	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	95.00	(1) Invoice Repaired Furnace @ CT 1221 Heather Lane
059140	01/08/2014	COMCAST	Payment	162.55	Account #01721423972-01-9 Telephone & Internet Service For Reed Manor Resident Council Board
059141	01/08/2014	RICOH USA, Inc.	Payment	35.11	Customer #15230281 Invoice #1043356952 - 1170D Black Toner For RM Resident Council
059142	01/09/2014	Patricia Ryals	Payment	200.00	President
059143	01/09/2014	Margo Henderson	Payment	200.00	Annual Stipend For Reed Manor Tenant Association Board
059144	01/09/2014	William Dennis	Payment	200.00	Sargent At Arms
059145	01/09/2014	LeeAnder Watkins	Payment	200.00	Annual Stipend For Reed Manor Tenant Association Board
059146	01/09/2014	Minerva Brown	Payment	50.00	Treasurer
059147	01/09/2014	CAMPBELL'S SEWER CLEANING	Payment	200.00	Annual Stipend For Reed Manor Tenant Association Board
059148	01/09/2014	ETNA Supply	Payment	200.00	Vice President
059149	01/09/2014	ANN ARBOR CREDIT BUREAU, INC.	Payment	75.00	Annual Stipend For Reed Manor Tenant Association Board
059150	01/09/2014	TransUnion Rental Screening	Payment	18.00	Secretary
059151	01/09/2014	Ms. Lisa Shanyfelt	Payment	23.00	Annual Stipend For Reed Manor Tenant Association Board (1) Invoice Cleared Out Bath Tub Line @ SBN 315 Moorman Dr. Customer #4218
059152	01/09/2014	IPRINT TECHNOLOGIES, INC	Payment	257.80	Invoice #S100936048.001 - Water Heater Thermal Switch For CT 129 Ridgeway Client ID #J3688 Court Cost & Tax Refund Garnishment On Previous Tenant Alana M. Dalton Customer ID #4408R0064047
059153	01/09/2014	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	4.00	Invoice #11333618 - Monthly Charges For Background Checks & Evictions Security Deposit
			Payment	67.00	Final Accounting For 315 Steward Ave. I-77, Vacated On December 2, 2013 Customer #JACK070
			Payment	40.23	Invoice #348122 - HP Toner P2035N (1) Invoice

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 12/19/2013 To: 01/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059154	01/09/2014	Trail Supply LLC	Payment	211.23	(3) Vacuum Belts & (6pk.) Vacuum Bags Account #10014 Invoice #18372 - Various Maintenance Supplies Invoice #18557 - Various Maintenance Supplies
059155	01/09/2014	PDQ SUPPLY, INC.	Payment	716.12	Customer #118660 Invoice #SI-171287 - (1) Blower Motor For Furnace @ CT 1211 Laurel Lane Invoice #SI-171844 - Various Maintenance Supplies
059156	01/09/2014	Denny Blaschko	Payment	725.00	(1) Invoice Emergency Repairs To 301, 310 Moorman & 100 Shahan
059157	01/09/2014	WEATHERPROOF INC	Payment	50.78	Customer #JAC HOUS COM Invoice #299822 - Various Maintenance Supplies
059158	01/09/2014	CASLER HARDWARE	Payment	58.60	Account #33561 Invoice #19287 - Various Maintenance Supplies Invoice #19444 - Various Maintenance Supplies
059159	01/09/2014	MENARDS - JACKSON	Payment	209.91	Account #31610470 Salt Spreader For Sidewalks
059160	01/09/2014	SAFETY SYSTEMS INC	Payment	140.00	Customer #00938 Invoice #424220 - Service Call To Add Executive Director To Alarm System 11/12/13 Invoice #424221 - Service On Code Numbers, Remove Richard Jackman 11/15/13

Total: (55,758.68)

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-01

Pursuant to the Uncollectible Tenants Accounts Policy which authorizes the Commission to write off delinquent accounts after 3 months as shown below:

AMP 1: Chalet Terrace	\$ 525.50
AMP 2: Reed Manor	\$ 868.41
AMP 3: Shahan-Blackstone Apts.	<u>\$ 219.10</u>
Total	\$ 1,613.01

The attached Collection Losses Report reflects the delinquent amount of **\$1,613.01** and is hereby approved for fiscal year 2014 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.

Commissioner _____ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on January 15, 2014.

Patricia Tyus, MBA, PHM
Executive Director

Collection Losses Report

Three months or greater

January, 2014

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	Amber Hess	001-1109	10/16/2013	\$525.50
Reed Manor	Robert Clark	002-3327	10/09/2013	\$277.31
	Kaylah Crenshaw	002-3359	10/25/2013	\$591.10
Shahan	Katrina Bowen	003-6591	10/02/2013	\$219.10

Board Resolution: 2014-

Total Write Off: \$1613.01

Note: Accounts are written off at the end of the month and after three months of delinquency

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-02

WHEREAS, an operating budget shall be developed for each AMP, Section 8 and COCC;

WHEREAS, the operating budget shall be approved by the Board prior to the start of the fiscal year;

WHEREAS, the operating budgets include estimates of all revenue and expenses that directly or indirectly support the operations of each AMP, Section 8 and COCC ;

THEREFORE BE IT RESOLVED THAT the Commission adopts the attached amended Fiscal Year 2014 (April 1, 2013 to March 31, 2014) Operating Budgets for each AMP, COCC and Section 8.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on January 15, 2014.

Patricia Tyus
Executive Director

Leasing and HAP Utilization

CY 13

Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UJMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											57,628
January	195,834	213,813	109.2%	478	447.31	100.6%	475	1,061	52	(17,979)	40,205
February	207,481	209,642	101.0%	474	442.28	100.0%	475	140	59	(2,161)	38,143
March	207,481	206,704	99.6%	468	441.68	98.5%	475	90	49	777	38,989
April	218,698	205,698	94.0%	462	445.23	97.3%	475	90	38	13,000	52,053
May	193,169	207,056	107.2%	463	447.21	97.5%	475	90	35	(13,887)	38,228
June	194,173	205,072	105.6%	459	446.78	96.6%	475	90	27	(10,899)	27,387
July	192,220	211,182	109.9%	466	453.18	98.1%	475	0	32	(18,962)	08,441
August	183,161	210,299	114.8%	466	451.29	98.1%	475	0	23	(27,138)	-18,686
September	192,220	209,832	109.2%	461	456.16	97.0%	475	0	10	(17,612)	-36,293
October	187,150	207,329	110.8%	456	454.67	96.0%	475	0	4	(20,179)	-56,470
November	218,524	204,592	93.6%	457	447.69	96.2%	475	0	9	13,932	-42,534
December	187,151	207,101	110.7%	457	453.18	96.2%	475	240	4	(19,950)	-62,361
	2,377,262	2,498,320	105.5%	5567	448.89	97.7%	5700	1,801	342	(121,058)	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - December 2013
Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2013 6. Report Period Ending Date: 12/31/2013

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 128 2. Total Charges: 27,552.30 3. Dwelling Rental: 24,256.22 4. Retroactive Rent: 617.00 5. Excess Utility: 364.50 6. Additional Charges: 2,314.58

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	8	256.08	0.00	12.50	277.60	546.18
Over One Month Delinquent	64	3,444.57	1,276.00	734.32	7,750.75	13,205.64
Total for TIP	72					13,751.82
Vacated TAR	4					3,959.00
Total	76					17,710.82

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	4,099.17
Under Formal Repayment Agreement with Payments Up-to-Date	18	4,099.17
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	54	9,652.65

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	12/31/2013	12/31/2012	12/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	56	47	49
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	35	19	35

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
2. Amount Charged to Loss this Year to Date 2,465.23

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - December 2013
 Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2013 6. Report Period Ending Date: 12/31/2013

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 284 2. Total Charges: 51,980.10 3. Dwelling Rental: 50,121.00 4. Retroactive Rent: 71.00 5. Excess Utility: 7.00 6. Additional Charges: 1,781.10

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	19	1,245.15	0.00	0.00	583.15	1,828.30
Over One Month Delinquent	53	1,072.85	71.00	32.00	4,196.69	5,372.54
Total for TIP	72					7,200.84
Vacated TAR	7					2,202.05
Total	79					9,402.89

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	21	2,491.85
Under Formal Repayment Agreement with Payments Up-to-Date	21	2,491.85
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	51	4,708.99

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	12/31/2013	12/31/2012	12/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	25	22	22
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	9	14	10

F. Collection Losses

1. Amount Charged to Loss this Period 24.00
 2. Amount Charged to Loss this Year to Date 16,526.40

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - December 2013
Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2013 6. Report Period Ending Date: 12/31/2013

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 12,028.50 3. Dwelling Rental: 10,997.00 4. Retroactive Rent: 0.00 5. Excess Utility: 0.00 6. Additional Charges: 1,031.50

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	9	239.00	0.00	0.00	303.85	542.85
Over One Month Delinquent	33	972.10	72.00	0.00	2,573.33	3,617.43
Total for TIP	42					4,160.28
Vacated TAR	4					903.05
Total	46					5,063.33

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	5	727.00
Under Formal Repayment Agreement with Payments Up-to-Date	5	727.00
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	37	3,433.28

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	12/31/2013	12/31/2012	12/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	35	33	31
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	29	24	33

F. Collection Losses

1. Amount Charged to Loss this Period	181.00
2. Amount Charged to Loss this Year to Date	3,505.08

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - December 2013
Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 540 5. Fiscal Year Beginning: 04/01/2013 6. Report Period Ending Date: 12/31/2013

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 531 2. Total Charges: 91,560.90 3. Dwelling Rental: 85,374.22 4. Retroactive Rent: 688.00 5. Excess Utility: 371.50 6. Additional Charges: 5,127.18

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	36	1,740.23	0.00	12.50	1,164.60	2,917.33
Over One Month Delinquent	150	5,489.52	1,419.00	766.32	14,520.77	22,195.61
Total for TIP	186					25,112.94
Vacated TAR	15					7,064.10
Total	201					32,177.04

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	44	7,318.02
Under Formal Repayment Agreement with Payments Up-to-Date	44	7,318.02
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	142	17,794.92

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	12/31/2013	12/31/2012	12/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	35	30	31
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	19	17	21

F. Collection Losses

1. Amount Charged to Loss this Period	205.00
2. Amount Charged to Loss this Year to Date	22,496.71

Jackson Housing Commission

Consolidated TARS Report

December, 2013

Category	Chalet		Reed		Shahan		Totals	
	Terrace		Manor		Blackstone			
Total Rents	126		292		122		540	
Rents Collected	112	89%	276	95%	115	94%	503	93%
Vacant Units	0	0%	8	3%	1	1%	9	2%
Notices to Vacate	3		5		3		11	
14 Day Notices	35		32		13		70	
Court Filings	11		3		3		17	

Move-Outs Report

December, 2013

Account Number	Address	Reason
	<i>Chalet Terrace</i>	
P-001-1124-12	330 Barberry Drive	Voluntary
	<i>Reed Manor</i>	
P-002-3240-07	301 Steward Ave. B-17	Voluntary
P-002-4426-08	315 Steward Ave. I-13	Voluntary
P-002-4488-08	315 Steward Ave. I-75	Eviction
P-002-4490-07	315 Steward Ave. I-77	Voluntary
P-002-4492-09	315 Steward Ave. I-79	Voluntary
	<i>Shahan</i>	
P-003-5510-12	126 Shahan Drive	Eviction
P-003-6556-12	313 Moorman Drive	Eviction

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 12/01/2013 and 12/31/2013

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days	
												Down Time	Make Lease Ready .Up
002-4385	207 Steward Avenue	H-16	11/01/2013	11/25/2013	23	12/03/2013	7	12/02/2013	0	30	0	0	0
002-4495	315 Steward Avenue	I-82	11/05/2013	11/05/2013	0	12/05/2013	30	12/06/2013	0	30	0	0	0
003-6560	317 Moorman Drive		11/18/2013	11/18/2013	0	12/03/2013	14	12/03/2013	0	14	0	0	0
003-6556	313 Moorman Drive		11/22/2013	12/03/2013	10	12/06/2013	4	12/09/2013	2	16	0	0	0
002-4490	315 Steward Avenue	I-77	12/02/2013	12/02/2013	0	12/06/2013	4	12/09/2013	2	6	0	0	0
001-1124	330 Barbary Drive		12/02/2013	12/02/2013	0	12/11/2013	9	12/12/2013	0	9	0	0	0
003-6555	312 Moorman Drive		12/08/2013	12/13/2013	4	12/18/2013	6	12/19/2013	0	10	0	0	0
003-5510	126 Shahan Drive		12/17/2013	12/26/2013	8	12/30/2013	4	12/30/2013	0	12	0	0	0
Total Units:		8			45		78		4	127	0	0	0

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 12/01/2013 and 12/31/2013

Element # - Description

V12400 - Total number of turnaround days:	127
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	8
V12800 - Average number of days units were in down time:	5.63
V12900 - Average number of days units were in make-ready:	9.75
V13000 - Average number of days units were in lease-up:	0.50
V13100 - Average unit turnaround days:	15.88

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

DECEMBER, 2013

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
12/1	12:30p-01:00a	RM Lockout	D. Monroe	Spang
12/2	06:45p-07:30p	RM Alarm going off	C- Bldg	Caddell
12/2	06:45p-07:30p	RM Lockout	W. Arnold	Caddell
12/5	04:30p-05:15p	SBN Frig not working	A. Reynolds	Caddell
12/5	05:15p-07:00p	SBN No heat	T. Klingaman	Caddell
12/6	05:00p-05:45p	RM Left pot on stove & left unit, called in by police	R. Cotton	Cram
12/7	04:00p-05:00p	SBN Plugged toilet	R. King	Cram
12/7	08:00p-09:00p	CT No heat	T. Brown	Cram
12/10	03:00a-04:15a	RM Fire alarm going off, called Safety Systems	I-Bldg	Cram
12/13	11:45p-01:00a	SBN Water coming from underneath stove	C. Fowler	Arnold
12/14	12:45p-02:30p	CT No heat	R. Tyler	Arnold
12/14	08:15p-09:30p	RM Door to apt off hinges	J. Marr	Arnold
12/19	09:45p-10:50p	CT No heat	J. Farr	Arnold
12/20	05:00p-05:30p	RM Lockout	R. Clark	Spang
12/21	07:15a-07:45a	CT No heat	A. Freeman	Spang
12/21	08:30a-09:15a	CT No heat (2 nd time)	A. Freeman	Spang
12/21	01:45p-02:30p	RM No heat	T. Hoyer	Spang
12/21	11:30p-12:15a	SBN Smelling gas. Met with consumers, no leak oven not working	R. Camp	Spang
12/22	03:15p-04:00p	RM No heat	V. Hester	Spang
12/23	08:30a-09:15a	RM Clogged kit sink	D. Peck	Spang
12/23	09:15a-09:30a	CT Alarm going off	Office	Spang
12/23	11:45a-12:30p	RM No hot water	C. Wrentmore	Spang
12/23	6:30p-07:15p	RM Smoke alarm going off	C. Clement	Spang
12/24	12:45p-01:15p	CT No hot water	R. Thompson	Spang
12/28	01:50p-02:25p	RM Lockout	D. Peacock	Oakley
12/28	02:25p-03:35p	RM Sink clogged, frig not cold	D. Napier	Oakley
12/29	06:50p-07:40p	CT No heat	T. Jones	Oakley
12/30	05:25p-06:05p	CT No heat	A. Freeman	Oakley
12/30	07:40p-08:30p	CT No heat	C. May	Oakley
12/31	01:10p-02:05p	CT No heat	A. Freeman	Oakley