

JACKSON HOUSING COMMISSION

REGULAR MEETING – March 18, 2015
Shahan Blackstone North Community Room

AGENDA

1. MEETING CALLED TO ORDER
 2. PLEDGE OF ALLEGIANCE
 3. ROLL CALL
Michelle Orthaus, President
James Stark, Vice President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
Michelle Woods, Commissioner
 4. Public Comments (limited to 3 minutes)
 5. Approval of the Minutes of the Regular Meeting on February 19, 2015
 6. Approval of the Minutes of the Regular Meeting on January 19, 2015
 7. Approval of the Previously Paid Liabilities from February 19, 2015 thru March 12, 2015
 8. RESOLUTIONS
Resolution No. 2015-04: Collection Losses Write Off February 2015
Resolution No. 2015-05: Tenant Selection Plan
Resolution No. 2015-06: Internal Control Policy
- DIRECTOR'S 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
9. OTHER BUSINESS
Public Hearing
Evaluation Patricia Tyus
 10. ADJOURNMENT
 11. NEXT REGULAR MEETING: **April 16, 2015 at the Reed Manor Board Room**

Jackson Housing Commission
Minutes of the Regular Meeting
January 21, 2015

The Jackson Housing Commission's Regular Meeting was held on January 21, 2015, in the Reed Manor Board Room. Commissioner Michelle Pultz-Orthaus called the meeting to order at 12:00pm.

Upon roll call, the following commissioners were present: Michelle Pultz-Orthaus, Patricia Davis-Dye, and Michelle Woods. Upon roll call, the following commissioner was absent: Gerald Montgomery. Commissioner James Stark entered the meeting at 12:02pm.

Also present were:

- Patricia Tyus, Executive Director
- Shari Boyce, Section 8 Director
- Katie Dickerson, Reports and Contract Analyst
- Tremachel Johnson, Comptroller
- Chelsea Bryant, Executive Secretary

15-01-001 PUBLIC COMMENTS

Members of the public in attendance chose not to comment

15-01-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD DECEMBER 18, 2014

Commissioner Pultz-Orthaus and Stark advised that corrections to the minutes were needed.

Commissioner Davis-Dye **MOVED** to approve with corrections, the Regular Meeting Minutes of the meeting held December 18, 2014. Commissioner Woods **SECONDED** the motion, and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

15-01-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM DECEMBER 19, 2014 to JANUARY 8, 2015

Per the request of Commissioner Woods, Chelsea Bryant provided explanations for two items voided due to a wrong vendor printed on a check and the other as a result of a changed funding source.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from December 19, 2014 to January 8, 2015. Commissioner Woods **SECONDED** the motion and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

15-01-004 RESOLUTIONS

A. Resolution No. 2015-01: Collections Losses Reports Reflecting Delinquent Amounts for Fiscal Year Write Off 2014

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses for Fiscal Year 2014 in the amount of \$1356.42. Commissioner Stark **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

B. Resolution No. 2015-02: Lake Region Inc.

During the discussion of Resolution No.2015-02 Commissioner Pultz-Orthaus asked if the previous contract intended to supply the same refrigeration needs was awarded to this vendor. In response Ms. Tyus said that a model change nullified the previous bid awarded to Lake Region Inc. Therefore this company was allowed to submit a proposal. However, in the event that Lake Region Inc. fails to execute the contract, they will be excluded from future bids with the Jackson Housing Commission. After a review of the resolution, Commissioner Pultz-Orthaus advised that grammatical corrections needed to be made to the resolution document.

Commissioner Davis-Dye **MOVED** to authorize the Executive Director to award and execute a contract for 122 refrigerators for Shahan Blackstone, AMP 3, with

Lake Region Inc. Commissioner Woods **SECONDED** the motion and upon roll call vote, the motion was adopted:

AYES: M. Pultz-Orthaus, J. Stark, P. Davis-Dye, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

14-11-005 DIRECTOR'S REPORTS

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivable

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Commissioner Pultz-Orthaus requested explanations regarding the turnaround times for vacant units as well as the status of repairs. Katie Dickerson advised that turnaround times were impacted in cases that paperwork was not submitted by staff timely or correctly. Ms. Tyus indicated that internal issues impacting the operations and procedures have been addressed.

Executive

F. S8 Income Statement

G. PH Income Statement

Per Ms. Tyus, HUD has restricted submissions for approvals and funding drawdowns to Fridays only. Ms. Tyus received notification that the independent audit was rejected for the second time.

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

14-11-006 OTHER BUSINESS

Tremachel Johnson was introduced as the newly hired comptroller, thus filling the position that remained vacant since December 1, 2014. Ms. Johnson holds a Masters of Business Administration and has over thirteen years of experience in the accounting field.

Ms. Tyus advised that progress reports updating the status of the twenty-two findings within the Corrective Action Plan are being submitted monthly. The documents submitted should clear at least nine of the twenty-two findings. The timeframe for some of the remaining items has changed. Per Ms. Tyus, Internal Controls will be finalized in March as well as the Tenant Selection Plan once a comment period for residents is complete.

During the discussion of Other Business, Commissioner Davis-Dye's requested an update regarding the status of the contract with Otis Elevator. Ms. Tyus stated that she met with Otis Elevator in January to discuss the agency's requirement to re-procure the current contract. Ms. Tyus expressed a desire for a win/win solution without litigation on behalf of both parties. During the discussion Commissioner Stark asked if there was a way that the agency could discuss the parameters of the bid with Otis Elevator. Ms. Tyus explained that the agency may not meet with a vendor outside of the Pre-Bid meeting regarding the procurement. In addition, Otis Elevator did not submit a bid during the recent Request for Proposals because they assumed that since they held the current contract it was not necessary to submit a bid. Ms. Tyus stated that she is willing to amend the bid to extend the timeframe.

Also during discussion, Ms. Tyus expressed her concerns regarding HUD's perception of an agency with operations that do not agree with the ACC. Currently, Emerge, Otis Elevator, and Walsh Laundry are vendors that are in a five year contract with the agency and are out of compliance with the ACC. Ms. Tyus did advise that switching to the new ACC would remedy this issue. Mr. Stark stated that he does not want to see the agency switch to the new ACC "because it's the only leg that we have to stand on." After Ms. Tyus asked for clarification, it was understood that Mr. Stark's comment pertained to the open issue with HUD and the City of Jackson concerning the Liens and Titles for the properties managed by the Jackson Housing Commission. In a response to Mr. Stark's concerns, Ms. Tyus explained that HUD's interest in the status of the holdings is to assure that their investments will be used to provide affordable housing for the City of Jackson. Ms. Tyus conveyed to the board that she continues to communicate and solicit feedback from the City of Jackson to assure that there is a shared vision for the community.

14-11-007 NEW BUSINESS

Under New Business, Katie Dickerson provided clarification regarding a bid process. A Request for Proposals was advertised to procure computer/helpdesk services. Three companies, including one locally operated responded. Computers Ties was the lowest bidder providing contract services that include on-site service calls and troubleshooting. Commissioner Pultz-Orthaus asked if PC Solutions submitted a bid. Per Ms. Dickerson, the company did not submit a bid. Ms. Dickerson also advised that the bid was posted nationally on the PHADA and the Jackson Housing Commission website.

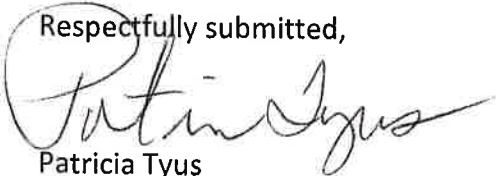
Also during the discussion of New Business, Ms. Tyus stated that her first year review was due in November. Commissioner Pultz-Orthaus asked if Deborah Davis, the Jackson Housing Commission's Human Resource Specialist, could provide an evaluation tool and facilitate the process for the Board of Commissioners. Commissioner Pultz-Orthaus asked that the evaluation be added as an agenda item during February's Regular Board Meeting.

Also during the discussion of New Business, Commissioner Stark stated that Jackson's City Manager informed him that the recent Civil Rights investigation involving the City of Jackson provided no findings.

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

The Regular Meeting on January 21, 2015 adjourned at 1:31pm.

Respectfully submitted,



Patricia Tyus

Executive Director

ATTESTED: _____

Michelle Pultz-Orthaus, President

Jackson Housing Commission

Minutes of the Regular Meeting

February 18, 2015

The Jackson Housing Commission's Regular Meeting was held on February 18, 2015, in the Reed Manor Board Room. Commissioner Michelle Pultz-Orthaus called the meeting to order at 12:02pm. Upon roll call, the following commissioners were present: Michelle Pultz-Orthaus, Patricia Davis-Dye, Gerald Montgomery and Michelle Woods. Upon roll call, the following commissioner was absent: James Stark.

All persons present stood for the Pledge of Allegiance.

Also present were:

- Patricia Tyus, Executive Director
- Shari Boyce, Section 8 Director
- Katie Dickerson, Reports and Contract Analyst
- Tremachel Johnson, Comptroller
- Chelsea Bryant, Executive Secretary
- Randall Pentiuk, Attorney, Pentiuk, Couvreur & Kobiljak, P.C.
- April Knoch, Associate Attorney, Pentiuk, Couvreur & Kobiljak, P.C

15-02-001 INTRODUCTION OF THE ATTORNEY

Ms. Tyus introduced Attorney Randal A. Pentiuk of the law firm Pentiuk, Couvreur and Kobiljak, P.C.. Mr. Pentiuk's firm was recently retained through procurement to provide legal counsel to the agency. Mr. Pentiuk stated that his firm has developed a specialization in providing legal counsel to Public Housing Authorities. Mr. Pentiuk also introduced April Knoch, an associate attorney, who is one of many staff attorneys available to provide expertise in areas pertaining to PHAs. Ms. Tyus also added that the firm was highly recommended and supported by various PHA's throughout the State of Michigan.

15-02-002 PUBLIC COMMENTS

Members of the public were present, but no comments were made.

15-02-003 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD JANUARY 21, 2015

Commissioner Woods advised that Commissioner Montgomery was not present at the board meeting held January 21, 2015. Therefore corrections were needed and no actions were taken on the meetings minutes. Commissioner Pultz-Orthaus **MOVED** to postpone the approval of the minutes, and present the minutes at the regular board meeting held March 18, 2015. Commissioner Woods **SECONDED** the motion, and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, P. Davis-Dye, G. Montgomery, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-02-004

APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM JANUARY 22, 2015 THRU FEBRUARY 12, 2015

Commissioner Woods requested explanations regarding checks voided and out of sequence, and advised that a payee's name was misspelled. Questions were also asked regarding a check paid to Aladdin for a furnace check and replacement. Ms. Tyus answered Commissioner Montgomery's inquiries regarding monies paid to Manpower for temporary staff used to cover administrative needs of the AMPS, as well as, a memo entry describing a ceiling repair provided by Brooklyn Plumbing. Katie Dickerson provided clarification regarding the purchase of furniture for Shahan Blackstone offices under renovation. Per the request of Commissioner Davis-Dye, clarification was provided regarding the volume purchase of ice melt for the AMPS.

Commissioner Woods **MOVED** to approve the Previously Paid Liabilities from January 22, 2015 thru February 12, 2015. Commissioner Montgomery **SECONDED** the motion and upon roll call voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, P. Davis-Dye, G. Montgomery, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-02-005

RESOLUTIONS

Resolution No. 2015-03: Collection Losses Write Off January 2015

Commissioner Davis-Dye **MOVED** to approve the Write-Off of the Collection Losses of \$1784.59 of Fiscal Year 2014. Commissioner Montgomery **SECONDED** the motion and upon voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, P. Davis-Dye, G. Montgomery, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-02-006

DIRECTOR'S REPORTS

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivable

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

Commissioner Pultz-Orthaus commended Ms. Johnson on the Petty Cash Report. Ms. Tyus also informed the board that a complete reconciliation of the Petty Cash Account was completed with the advice of the fee accountant. Ms. Tyus also advised that by April 2015, the accounts payables will be cleaned up and payments made timely to vendors.

I. After Hours/Emergency Response Report

An alarm issue causing an increase of emergency calls to Building C was resolved

J. Utility Costs and Consumption

During the Directors Report, Ms. Tyus advised that the funding drawdowns continue to be slow. Ms. Tyus also stated that after consulting with the fee accountant, the proposed adjustment to the budget was not necessary, because the line items of the budget will be corrected by journal entries. Ms. Tyus also advised that dwelling rents at Chalet Terrace are showing less revenue than expected.

Commissioner Pultz-Orthaus commented that four out of ten units turned around in 15 days or less and inquired about 1208 Heather Lane's 85 vacancy. Per Ms. Tyus the delay is a result of seeking pre-approval from HUD to install customized cabinets for the unit. Ms. Tyus stated that there are a number of units turning due to right-sizing of the units. The four bedroom waiting list has been exhausted. Currently, a family needing a four bedroom unit will have to wait less than thirty days.

15-02-07

OTHER BUSINESS

Ms. Tyus informed the board that Landlord Tenant Legal Services was recently procured as an isolated service from the rest of the legal services. White & Hotchkiss, PLLC was awarded the contract and a resolution was not needed due to the cost of services obtained.

Commissioner Davis-Day commended the maintenance staff on the timely and excellent snow removal during the recent storms. Pleased residents stated that this was the best snow removal that they have ever seen. Ms. Tyus also stated that she received positive feedback regarding maintenance staff and their snow removal efforts.

Also during the discussion of Other Business, Commissioner Pultz-Orthaus stated that Ms. Tyus' one year evaluation was not completed in November 2014. As a result, the evaluation was added as an agenda item for the meeting. Ms. Tyus asked if the session could be closed and the board meeting reconvene later. Commissioner Pultz-Orthaus made a motion to move to a closed session.

Commissioner Woods **MOVED** to approve the closed session for the evaluation of Patricia Tyus and Commissioner Davis-Dye **SECONDED**. The meeting entered a closed session at 12:32pm.

The JHC Board of Commissioners reconvened from the closed session at 1:54pm. Upon roll call, the following commissioners were present: Michelle Pultz-Orthaus, Patricia Davis-Dye, and Gerald Montgomery and Michelle Woods. Upon roll call, the following commissioner was absent: James Stark.

Commissioner Stark advised that the board conducted a performance evaluation for Ms. Tyus that was due November 2014. Therefore Ms. Tyus is eligible for a one step increase to her pay. Commissioner Pultz-Orthaus **MOVED** that Ms. Tyus receive her one year step pay increase retroactive effective November 12, 2014 and upon roll call voice vote, the motion was adopted:

AYES: M. Pultz-Orthaus, P. Davis-Dye, G. Montgomery, M. Woods

NAYS: None

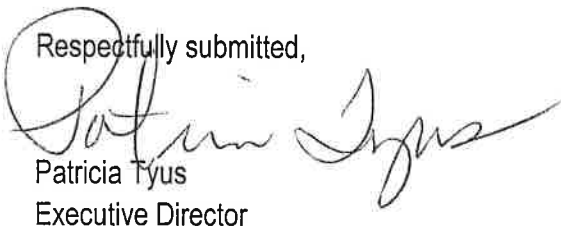
ABSTAIN: None

ABSENT: J. Stark

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

The Regular Meeting on February 18, 2015 adjourned at 1:56pm.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
 Pub. Housing
 From: 02/01/2015 To: 03/05/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060086	02/05/2015		Deposit		VOIDED CHECK SEQUENCE OUT OF ORDER
060086	02/05/2015	**VOID**	Deposit		Void Refer 060086
060123	02/03/2015	WILMAR INDUSTRIES	Payment	658.75	2 INVOICES INVOICE# 324016724 HEAT THERMOSTAT (8) UNIT TURNS INVOICE# 324393321 UNIT TURN SUPPLIES
060124	02/03/2015	Stamp-Rite, Inc.	Payment	99.35	1 invoice Invoice# 157340
060125	02/05/2015	A-1 LOCK SHOP	Payment	75.73	3 INVOICES INVOICE# 2749 SPAE SALT STOREROOM KEYS INVOICE# 2748 MAILBOX KEYS 110 SHAHAN, 136 SHAHAN INVOICE REQ#5736 \$62.50 DORMA KEY BLANKS
060126	02/05/2015	AFLAC	Payment	140.64	2 INVOICES INVOICE# 403041 INVOICE # 981456
060127	02/05/2015	American Office Solutions	Payment	2,987.50	1 INVOICE INVOICE# IN39568
060128	02/05/2015	SIRLEY BACON	Payment	332.00	1 ACCOUNT 106 SHAHAN DRIVE - ACCOUNT# 5523-04 FINAL ACCTG.
060129	02/05/2015	Blue Sea L.L.C.	Payment	108.00	2 INVOICES INVOICE# 1907 OCT-DEC 2014 HOSTING FEE INVOICE# 2004 JAN - MARCH 2015 HOSTING FEE
060130	02/05/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	266.00	1 INVOICE INVOICE# 638337 INSTALL NEW WATER HEATER H-10
060131	02/05/2015	CORTEZ CAIN	Payment	207.05	1 ACCOUNT 1208 HEATHER LN - ACCT# 1145-05 FINAL ACCTG.
060132	02/05/2015	CASLER HARDWARE	Payment	16.42	1 INVOICE INVOICE# 10961 REPAIR TO SNOW PLOW
060133	02/05/2015	STACY CHANEY	Payment	62.08	1 ACCOUNT 1249 LAUREL LN - ACCT# 1106-10 FINAL ACCTG.
060134	02/05/2015	City Of Jackson - Finance Department	Payment	4,025.22	1 INVOICE EARNINGS & CONTRIBUTIONS 1-5-15 - 1-18-15
060135	02/05/2015	Cochran Electric Co.	Payment	164.80	1 INVOICE INVOICE# 18479
060136	02/05/2015	COLLINS BROTHERS	Payment	104.00	1 INVOICE INVOICE# 49353 TILES FOR UNITS
060137	02/05/2015	Computer Ties LLC	Payment	1,287.00	1 INVOICE INVOICE# 23873 LAPTO, PROJECTOR, SCREEN W/ STAND, MS OFFICE
060138	02/05/2015	CONSUMERS ENERGY	Payment	16,397.85	7 BILLS ACCT# 100000121028 12-12-14-01-15-15

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060139	02/05/2015	Dallas Corleon	Payment	50.00	1 ACCOUNT ACCT# 100000472256 12-12-14-01-15-15
060140	02/05/2015	Terri Davis	Payment	106.60	D. CORLEON 311 MOORMAN DR PD NEGATIVE RENT 1 ACCOUNT ACCT# 100035144961 12-12-14-01-15-15
060141	02/05/2015	LISA WOLFF	Payment	45.00	210 JANKE - ACC# 5534-07 FINAL ACCTG. 1 ACCOUNT ACCT# 100000473114 12-12-14-01-15-15
060142	02/05/2015	DBI BUSINESS INTERIORS	Payment	312.14	301 STEWARD AVE - ACCT# 3226-03 FINAL ACCTG. 5 INVOICES INVOICE# 031R7167OFFICE SUPPLIES
060143	02/05/2015	HAMMOND HARDWARE	Payment	34.88	3 INVOICES INVOICE# 031R5397 OFFICE SUPPLIES
060144	02/05/2015	Home Depot Credit Services	Payment	1,585.88	INVOICE# 081R2729 OFFICE SUPPLIES INVOICE# 081R2730 OFFICE SUPPLIES
060145	02/05/2015	SBD COMMERCIAL INTERIORS	Payment	5,465.50	INVOICE# 031R5399 OFFICE SUPPLIES 3 INVOICES INVOICE# B273886 UNIT TURN SUPPLIES
060146	02/06/2015	GRIMES PLUMBING COMPANY, INC	Payment	350.00	INVOICE# B273342 INVOICE# B273764
060147	02/06/2015	HD Supply Facilities Maintenance	Payment	936.18	1 INVOICE INVOICE# 2770-149170
060148	02/06/2015	JACKSON APPLIANCE SERVICE LLC	Payment	384.98	1 INVOICE QUOTATION# JHC0120
060149	02/06/2015	RICK MARGRAVES	Payment	253.00	INVOICE# 2380 INSTALL WATER HEATER A-19 CUSTOMER# 461000
060150	02/06/2015	JACKSON GLASS WORKS INC	Payment	98.67	INVOICE# 9135253941 OPERATING SUPPLIES INVOICE# 9134878953 VACANT UNIT WORK ORDERS

Jackson Housing Commission
Register Basic Listing
 Public Housing
 From: 02/01/2015 To: 03/05/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060151	02/06/2015	Jackson Housing Commission	Payment	68,981.54	INVOICE# 383820 MANAGEMENT FEES 11.14-01.15 MANAGEMENT FEES NOVEMBER 2014 - JANUARY 2015
060152	02/06/2015	K&D LOCKSMITHING, LLC	Payment	260.10	1 INVOICE INVOICE# 01.16.2015
060153	02/06/2015	LJ TRUMBULE BUILDERS LLC	Payment	5,000.00	CLAIM A7 JX1 109 SHAHAN OFFICE INSURANCE DEDUCTIBLE
060154	02/06/2015	LEUTZ CABINETS	Payment	45.00	CUSTOMER# JAXH INVOICE# 51925
060155	02/06/2015	MENARDS - JACKSON	Payment	156.32	ACCOUNT# 31610470 INVOICE# 98151 INVOICE# 03158 INVOICE# 02756
060156	02/06/2015	MINUTEMAN SEWER & DRAIN INC.	Payment	135.00	1 INVOICE INVOICE# 9372 H-33 TUB DRAIN CLOGGED
060157	02/06/2015	NAPOLEON LAWN & LEISURE	Payment	89.40	1 INVOICE
060158	02/06/2015	OSBORNE PROCESS SERVICE	Payment	277.36	INVOICE# 262297 SNOW EQUIPMENT 10 INVOICES INVOICE# 9716 INVOICE# 9708 INVOICE# 9709 INVOICE# 9707 INVOICE# 9710 INVOICE# 9735 INVOICE# 9763 INVOICE# 9734 INVOICE# 9730 INVOICE# 9733
060159	02/06/2015	The SBAM Plan	Payment	12,893.59	1 INVOICE COVERAGE PERIOD 02.01.15-02.28-15
060160	02/06/2015	SAFETY SYSTEMS INC	Payment	358.00	ANNUAL FIRE ALARM JAN-DEC INVOICE# 438060 INVOICE# 438059
060161	02/06/2015	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	113.25	INVOICE
060162	02/06/2015	STAMP CO	Payment	22.95	INVOICE# 01.16.15 VACCUUM REPAIR MAINTENANCE INVOICE# 29883
060163	02/06/2015	TOMMARK, INC.	Payment	774.08	SELF INKING STAMP T. LOVELY 5 INVOICES INVOICE# 812473472 INVOICE# 812469101

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 02/01/2015 To: 03/05/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060164	02/06/2015	Trail Supply LLC	Payment	612.33	INVOICE# 812467810 INVOICE# 812476159 INVOICE# 812466551 2 INVOICES CLEANING SUPPLIES INVOICE# 23850 INVOICE# 23883
060165	02/06/2015	WILMAR INDUSTRIES	Payment	1,279.25	3 INVOICES SUPPLES INVOICE# 321102618 INVOICE# 327768644 INVOICE# 328677323 INVOICE# 328059100 PARTIAL
060166	02/06/2015	CONSUMERS ENERGY	Payment	2,193.00	NEGATIVE RENTS DEC. 2014
060167	02/10/2015	Petty Cash	Payment	1,929.06	Replenish Petty Cash Replenish Petty Cash from Transaction# 303 11.25.14 to Transaction# 331 02.04.15.
060168	02/18/2015	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	138.20	CUSTOMER# 31919 INVOICE# 3034784 SUPPLIES
060169	02/18/2015	LJ TRUMBLE BUILDERS LLC	Payment	11,933.95	SHAHAN OFFICE RESTORATION INSU INSURANCE CLAIM PAYMENT APP #1 CLAIM# A7JX1
060170	02/18/2015	PDQ SUPPLY, INC.	Payment	28.50	CUS ACCT# 118660 INVOICE# SI-195277 SUPPLIES
060171	02/18/2015	TOMMARK, INC.	Payment	338.36	CUSTOMER# 100596 INVOICE# 812453011 INVOICE# 812454665
060172	02/18/2015	DBI BUSINESS INTERIORS	Payment	119.15	CUSTOMER# 224241 INVOICE# 081P5317
060173	02/18/2015	DBI BUSINESS INTERIORS	Payment	203.09	CUSTOMER# 224241 INVOICE# 081Q9029 INVOICE# 081Q0442 INVOICE# 081P9359 INVOICE# 081Q9028
060174	02/19/2015	A-1 LOCK SHOP	Payment	29.51	4 INVOICES INVOICE# 2816 INVOICE# 2781 INVOICE# 2785 INVOICE# 2731
060175	02/19/2015	AMBS CALL CENTER	Payment	1,363.37	ACCOUNT# 1909 INVOICE# 141110822 INVOICE# 141200852

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060176	02/19/2015	ANDERSON PRINTING	Payment	198.87	INVOICE# 150110876 1 INVOICE
060177	02/19/2015	Aspen One Hour Heating & Air Conditioning	Payment	1,213.00	INVOICE# 20107 ACCOUNT# 151323 INVOICE# 346579 INVOICE# 345093 INVOICE# 347146 INVOICE# 346054
060178	02/19/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	1,613.36	3 INVOICES INVOICE# 638019 WATER HEATER INSTALLATION 100 LAUREL CT INVOICE# 638644 I-18 TUB DRAIN PTRAP FROZE & BROKE INVOICE# 638558 BLDG-I NE FURNACE NOT WORKING
060179	02/19/2015	CASLER HARDWARE	Payment	7.29	1 INVOICE
060180	02/19/2015	City Of Jackson - Finance Department	Payment	14,153.06	INVOICE# 12065 WALL PATCH 47 ACCOUNTS WILD-000428-0000-01 WATER BILLS
060181	02/19/2015	Computer Ties LLC	Payment	330.00	1 INVOICE
060182	02/19/2015	CONSUMERS ENERGY	Payment	60,079.93	INVOICE# 23992 HP 48 PORT ETHERNET SWITCH 17 ACCOUNTS 103015409032 103014864666 100035145687 103014864682 100000120905 100034182384 100000120855 100000120764 100035146164 100000120798 100000120954 100035145554 103015193578 100071389231 103013541661 100035140910 100034278091
060183	02/19/2015	CUT-RATE PLUMBING	Payment	23.03	1 INVOICE
060184	02/19/2015	DBI BUSINESS INTERIORS	Payment	154.60	RECEIPT# 870652 CUSTOMER# 224241 INVOICE# 031R7704 INVOICE# 031S1576 INVOICE# 031S1871

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 02/01/2015 To: 03/05/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060185	02/19/2015	ETNA Supply	Payment	286.49	INVOICE# 031S3881 INVOICE# 031S3876 CUSTOMER# 22603 INVOICE# S101326575.001
060186	02/19/2015	HAMMOND HARDWARE	Payment	324.91	ACCOUNT# 33515 PR# 6339 #B274745 #B274864 #B275660 #B276387 #B275392
060187	02/19/2015	HOUSING DATA SYSTEMS, INC.	Payment	59.40	1 INVOICE PR# 6796
060188	02/19/2015	Hirst Electric Company	Payment	122.19	1 INVOICE #57025 G-19 POWER OUTAGE
060189	02/19/2015	IPRINT TECHNOLOGIES, INC	Payment	268.00	CUSTOMER# JACK070 INVOICE# 378247 INVOICE# 389257
060190	02/19/2015	MODERN WASTE SYSTEMS	Payment	23,809.02	ACCOUNT# 23056 INVOICE# 43415 #43531 # 43725
060191	02/19/2015	Rose Pest Solutions	Payment	5,692.00	CLIENT# 70001132 INVOICE# 83184C
060192	02/19/2015	TDS Metrocom	Payment	1,154.51	SEVERAL ACCOUNTS 517 780 0620 517 787 0168 517 780 0181 517 787 1188 517 787 0218
060193	02/19/2015	White & Hotchkiss, PLLC	Payment	1,350.00	3 INVOICES #66336 # 64817 #65394
060194	02/19/2015	Ralph Friedland & Brothers Inc.	Payment	728.00	CUST ID: JACKSO INV# 64426
060195	02/19/2015	LEUTZ CABINETS	Payment	180.00	CUSTOMER# JAXH INVOICE# 51924
060196	02/19/2015	MCGOWAN ELECTRIC SUPPLY INC	Payment	378.00	2 INVOICES

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 02/01/2015 To: 03/05/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060197	02/19/2015	K & J PLUMBING CO.	Payment	260.00	# 1177399 # 1176905 1 INVOICE #1272015
060198	02/19/2015	MENARDS - JACKSON	Payment	2,453.35	ACCOUNT# 31610470 INVOICE# 06103 #05025 #04884 #05609 #05583 #05724 #03284 #98639
060199	02/19/2015	Modernistic	Payment	52.00	1 INVOICE #77392 CARPET CLEAN
060200	02/19/2015	O'LEARY PAINT CO.	Payment	940.00	CUSTOMER# 8236 REFERENCE# 000416370
060201	02/19/2015	OSBORNE PROCESS SERVICE	Payment	84.04	3 INVOICES #9848 #9849 #9836
060202	02/19/2015	PDQ SUPPLY, INC.	Payment	111.13	CUSTOMER# 118660 INVOICE# SI-192025 OVER THERMOSTAT 334 LAUREL LN
060203	02/19/2015	PITNEY BOWES INC.	Payment	61.18	ACCT# 0067-8952-00-3 INVOICE# 5502648544
060204	02/19/2015	Rooney's Sewer Service	Payment	90.00	INVOICE
060205	02/27/2015	A-1 LOCK SHOP	Payment	7.56	INVOICE# 012115 328 BARBERRY DR 1 INVOICE
060206	02/27/2015	Acuity	Payment	707.39	INVOICE# 2702 4 KEYS POLICY# X65676-4 WORKERMAN'S COMP POLICY POLICY TERM 03.26.14 - 03.26.15
060207	02/27/2015	BARBARA CORIELL	Payment	20.00	REFUND 315 STEWARD AVE ACCOUNT# 4421-05
060208	02/27/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	183.78	1 INVOICE INVOICE# 639066 BROKEN WATE PIPE INSIDE WALL
060209	02/27/2015	DBI BUSINESS INTERIORS	Payment	3.95	CUSTOMER# 224241 INVOICE# 031S5552 OFFICE SUPPLIES
060210	02/27/2015	ETNA Supply	Payment	932.86	CUSTOMER# 22603 INVOICE# S101347827.001 WATER HEATERS

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 02/01/2015 To: 03/05/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060211	02/27/2015	HAMMOND HARDWARE	Payment	155.69	1261 LAUREL LN 1215 LAUREL LANE INVOICE# S101341935.001 CUSTOMER# 33515 INVOICE# B277725
060212	02/27/2015	K & J PLUMBING CO.	Payment	520.00	#B276945 A-19 REPAIR VANCANT UNIT #B274201 BALDES FOR SNOW REMOVAL 1 INVOICE INSTALLATION OF WATER HEATER
060213	02/27/2015	MENARDS - JACKSON	Payment	326.60	1215 LAUREL LN 1261 LAUREL LN ACCOUNT# 31610470 SUPPLIES INVOICE# 5748 # 6214
060214	02/27/2015	MELISSA KARDASHIO	Payment	21.50	INV#97381 TOILETS 1203 MERRIMAN & MAINTENANCE SHOP #6110117 E MANSION
060215	02/27/2015	NAPOLEON LAWN & LEISURE	Payment	526.98	FINAL ACCOUNTING 301 STEWARD AVE ACCOUNT# 3269-04 CUST ID: JACK HO INVOICE# 263222
060216	02/27/2015	ServiceMaster Absolute Home and Restoration Serv.	Payment	4,334.52	INSURANCE CLAIM A7059 WATER DAMAGE DRY OUT APTS A-11 & A-19
060217	02/27/2015	LISA WOLFF	Payment	19.00	FINAL ACCOUNTING
060218	02/27/2015	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	24.00	301 STEWARD AVE ACCOUNT# 3226-03 1 INVOICE
060219	02/27/2015	HD Supply Facilities Maintenance	Payment	73.99	#021115 SUPPLIES CUSTOMER# 461000 INVOICE# 9135721660
060220	02/27/2015	TOMMARK, INC.	Payment	1,103.94	CUSTOMER# 100596 INVOICE# 812478410 EMERGENCY E BLDG WATER METER ROOM INVOICE# 812456067 EMERGENCY NO HEAT 154 SHAHAN INVOICE# 812479463 EMERGENCY 1221 HEATHER LN INVOICE# 812474285 101 SHAHAN INVOICE# 812474668 101 SHAHAN
060221	02/27/2015	Trail Supply LLC	Payment	2,492.32	INVOICE# 812472235 FURNANCE PARTS210 JANKE INVOICE# 812477176 EMERGENCY 1233 HEATHER LN INVOICE# 812469790 FURNACE REPAIR PARTS ACCOUNT# 10014 INVOICE# 24510 SALT CHALET INVOICE# 24174 SALT & SUPPLIES CHALET

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060222	02/27/2015	YOLANDA MOSSON	Payment	462.00	INVOICE# 24175 SALT SHAHAN INVOICE# 24196 SALT REED MANOR INVOICE# 24379 SALT REED MANOR FINAL ACCOUNTING 315 STEWARD AVE ACCOUNT# 4426-09
060223	02/27/2015	WEATHERPROOF INC	Payment	165.32	REFUND OF SECURITY DEPOSIT JAMES BROWN(DECEASED) CUSTOMER# JAC HOUS COM INVOICE# 305099
060224	02/27/2015	WILMAR INDUSTRIES	Payment	379.17	ACCOUNT# 70585 INVOICE3 328059100 SUPPLIES
060225	02/27/2015	City Of Jackson - Finance Department	Payment	12,156.65	EARNINGS & CONTRIBUTIONS EMPLOYEE & EMPLOYER EARNINGS AND CONTRIBUTION 12.22.14 - 01.04.15 01.09.15 - 02.01.15 02.02.15 - 02.15.15
060226	02/27/2015	SAFETY SYSTEMS INC	Payment	1,472.00	CUSTOMER# 00938 INVOICE# 440232 CALL BOX INSTALLED AT BLDG H INVOICE# 54919#402 5LB ABC EXTINGUISHER BLDG I 2ND FL

Total: (288,096.16)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-04

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	\$ 1,493.05
AMP 2: Reed Manor	\$ 2,689.54
AMP 3: Shahan-Blackstone Apts.	\$
Total	\$ 4,182.59

The attached Collection Losses Report reflects the delinquent amount of _____ and is hereby approved for fiscal year 2014 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SUPPORTED** the motion, and, roll call vote 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 March 18, 2015.

Michelle Pultz-Orthaus
President

Collection Losses Report

Three months or greater

February 2015

Board Resolution 2015-04

Property	Name	Account No.	Move-Out	Amount
Chalet Terrace	Michael Jackson	P-001-1142-15	11-03-14	\$873.10
Chalet Terrace	Cortez Cain	P-001-1145-05	11-05-14	\$619.95
Reed Manor	Terresa Bradshaw	P-002-3237-06	11-30-14	\$740.44
Reed Manor	Karen Jaseck	P-002-3360-08	11-30-14	\$652.00
Reed Manor	William Hill	P-002-4378-08	11-18-14	\$1,297.10
Total Write Off				\$4182.59

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

Jackson Housing Commission
Jackson, Michigan

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

RESOLUTION NO. 2015-05

WHEREAS, periodically policies must be revised to reflect current regulations and procedures;

WHEREAS, the Commission has recently updated their Tenant Selection Plan;

THEREFORE BE IT RESOLVED THAT the Tenant Selection Plan is hereby approved as presented for implementation effective _____.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SUPPORTED** the motion and, upon the following 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 held on _____.

Michelle Pultz-Orthaus
President

JACKSON HOUSING COMMISSION
JACKSON, MI

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

RESOLUTION NO. 2015-06

WHEREAS, the HUD requires PHA's to have an Internal Control Policy to establish procedures for managing the assets and cash flow of the Jackson Housing Commission; and to meet the Housing Commission's mission, goals, and objectives, and in doing so, support performance based management; whereas, an Internal Control Policy provides reasonable assurance that all Housing Commission's objectives will be met.

WHEREAS, the Commission's currently lacks a written Internal Controls Manual; and

THEREFORE BE IT RESOLVED THAT the Commission hereby approves the Internal Control Policy.

Commissioner _____ **MOVED** to adopt 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:

President _____ 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 _____.

Michelle Pultz-Orthaus
President

Leasing and HAP Utilization

Cy 15

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											
January	212,043	217,539	102.6%	451	482.35	94.9%	475	611	2	(5,496)	-04,883
February	215,639	214,095	99.3%	454	471.58	95.6%	475	577	2	1,544	-02,760
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	427,682	431,634	101.0%	905	476.97	95.3%	950	1,188	4	(3,952)	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - February 2015
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 127 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 02/28/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125 2. Total Charges: 28,618.40 3. Dwelling Rental: 26,445.00 4. Retroactive Rent: 101.00 5. Excess Utility: 450.50 6. Additional Charges: 1,621.90

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	29.35	0.00	38.51	91.00	158.86
Over One Month Delinquent	59	4,714.87	888.00	830.62	8,954.07	15,387.56
Total for TIP	67					15,546.42
Vacated TAR	5					3,614.86
Total	72					19,161.28

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	15	4,547.77
Under Formal Repayment Agreement with Payments Up-to-Date	15	4,547.77
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	52	10,998.65

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)
	02/28/2015	02/28/2014	02/28/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	54	42	43
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	38	25	18

F. Collection Losses

1. Amount Charged to Loss this Period	1,159.96
2. Amount Charged to Loss this Year to Date	15,998.88

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - February 2015
Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 02/28/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 290 2. Total Charges: 59,333.71 3. Dwelling Rental: 56,218.00 4. Retroactive Rent: 1,151.00 5. Excess Utility: 9.00 6. Additional Charges: 1,955.71

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	21	820.45	0.00	-1.00	1,477.61	2,297.06
Over One Month Delinquent	75	6,384.70	7,017.00	131.00	13,005.48	26,538.18
Total for TIP	96					28,835.24
Vacated TAR	13					5,879.32
Total	109					34,714.56

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	30	11,030.44
Under Formal Repayment Agreement with Payments Up-to-Date	30	11,030.44
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	66	17,804.80

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)
	02/28/2015	02/28/2014	02/28/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	23	20
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	30	11	8

F. Collection Losses

1. Amount Charged to Loss this Period	252.10
2. Amount Charged to Loss this Year to Date	21,883.06

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - February 2015
Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 02/28/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 117 2. Total Charges: 14,410.30 3. Dwelling Rental: 12,844.00 4. Retroactive Rent: 369.00 5. Excess Utility: 0.00 6. Additional Charges: 1,197.30

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	Amounts Delinquent
One Month or Less Delinquent	1	0.00	0.00	0.00	25.00	25.00
Over One Month Delinquent	31	3,416.78	2,259.10	0.00	2,863.76	8,539.64
Total for TIP	32					8,564.64
Vacated TAR	1					1,661.10
Total	33					10,225.74

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	2	41.50
Under Formal Repayment Agreement with Payments Up-to-Date	2	41.50
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	30	8,523.14

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)
	02/28/2015	02/28/2014	02/28/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	27	26	33
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	59	24	7

F. Collection Losses

1. Amount Charged to Loss this Period	240.38
2. Amount Charged to Loss this Year to Date	7,918.95

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - February 2015
 Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 539 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 02/28/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 532 2. Total Charges: 102,362.41 3. Dwelling Rental: 95,507.00 4. Retroactive Rent: 1,621.00 5. Excess Utility: 459.50 6. Additional Charges: 4,774.91

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	30	849.80	0.00	37.51	1,593.61	2,480.92
Over One Month Delinquent	165	14,516.35	10,164.10	961.62	24,823.31	50,465.38
Total for TIP	195					52,946.30
Vacated TAR	19					11,155.28
Total	214					64,101.58

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	47	15,619.71
Under Formal Repayment Agreement with Payments Up-to-Date	47	15,619.71
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	148	37,326.59

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)
	02/28/2015	02/28/2014	02/28/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	37	28	29
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	36	17	11

F. Collection Losses

1. Amount Charged to Loss this Period	1,652.44
2. Amount Charged to Loss this Year to Date	45,800.89

Jackson Housing Commission Consolidated TARS Report

February 2015

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	125	96	77%	2	2%	0	26	3
Reed Manor	290	256	89%	2	1%	0	30	4
Shahan Blackstone	117	88	76%	2	2%	0	27	2

Move-Outs Report

February 2015

AMP	Name	Account No.	Move-Out	Reason
Chalet	Diana Miligan	P-001-1149-08	02/03/15	Received Section 8
Chalet	Quitta Witten	P-001-7648-07	02/18/15	Financial Hardship
Chalet	Dorreca Brewer	P-001-1199-06	02/25/15	Abandoned Unit
Reed Manor	Susan Starks	P-002-4490-08	02/03/15	Received MSHDA Voucher
Reed Manor	James Brown	P-002-4426-09	02/09/15	Deceased
Reed Manor	Melissa Kardashio	P-002-3269-04	02/16/15	Received Section 8
Reed Manor	Katherine Henry	P-002-3251-12	02/28/15	Buying A Home
Reed Manor	Donald Scott	P-002-3361-11	02/28/15	Needs to Live with Family
Reed Manor	David Welton	P-002-3361-11	02/28/15	Needs to Live with Family
Shahan Blackstone	Rachel King	P-003-6567-13	02/01/15	Relocated

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

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 02/01/2015 and 02/28/2015

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 Ready	Lease Up
002-3272	301 Steward Ave	D-25	11/01/2014	01/31/2015	90	01/30/2015	0	02/02/2015	2	92	0	0	0	
001-1146	1212 Heather Lane		12/04/2014	01/06/2015	32	01/21/2015	16	02/23/2015	32	80	0	0	0	
001-1196	1254 Laurel Lane		12/07/2014	12/18/2014	10	01/22/2015	36	02/06/2015	14	60	0	0	0	
001-7640	938 Maple		12/18/2014	12/18/2014	0	01/27/2015	40	02/10/2015	13	53	0	0	0	
001-1197	1256 Laurel Lane		01/06/2015	01/06/2015	0	01/28/2015	22	02/06/2015	8	30	0	0	0	
003-5536	206 Janke Street		01/15/2015	01/20/2015	4	01/27/2015	8	02/12/2015	15	27	0	0	0	
001-7638	313 Wall		01/22/2015	01/14/2015	0	02/20/2015	29	02/24/2015	3	32	0	0	0	
001-1140	303 Barbary Drive		01/28/2015	/ /	0	/ /	29	02/27/2015	0	29	0	0	0	
002 2219	428 Wildwood Ave	A-19	01/30/2015	02/02/2015	2	02/12/2015	11	02/13/2015	0	13	0	0	0	
002-4490	315 Steward Avenue	I-77	02/03/2015	/ /	0	/ /	5	02/09/2015	0	5	0	0	0	
001-1149	1234 Heather Lane		02/03/2015	02/04/2015	0	02/25/2015	21	02/25/2015	0	21	0	0	0	
002-4426	315 Steward Avenue	I-13	02/09/2015	02/09/2015	0	02/12/2015	3	02/13/2015	0	3	0	0	0	
002-3269	301 Steward Ave	D-22	02/16/2015	02/17/2015	0	02/19/2015	3	02/20/2015	0	3	0	0	0	
Total Units:		13			138		223		87	448	0	0	0	

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 02/01/2015 and 02/28/2015

Element # - Description	
V12400 - Total number of turnaround days:	448
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:	13
V12800 - Average number of days units were in down time:	10.62
V12900 - Average number of days units were in make-ready:	17.15
V13000 - Average number of days units were in lease-up:	6.69
V13100 - Average unit turnaround days:	34.46

**Jackson Housing Authority
Ratios
For Year Ended 02/28/2015**

Quick Ratio:			<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 271,144}{\$ 58,302} =$		4.65	12.00	12.00	100%
RM	$\frac{\$ 364,856}{\$ 78,453} =$		4.65	12.00	12.00	100%
SB	$\frac{\$ 50,223}{\$ 10,799} =$		4.65	12.00	12.00	100%

MENAR:

CT	$\frac{\$ 212,841}{\$ 68,137} =$		3.12	11.00	11.00	100%
RM	$\frac{\$ 286,403}{\$ 99,487} =$		2.88	11.00	11.00	100%
SB	$\frac{\$ 39,424}{\$ 48,036} =$		0.82	6.34	11.00	58%

Debt Service Coverage Ratio:

CT	$\frac{\$ -}{\$ -} =$		0.00	2.00	2.00	100%
RM	$\frac{\$ -}{\$ -} =$		0.00	2.00	2.00	100%
SB	$\frac{\$ -}{\$ -} =$		0.00	2.00	2.00	100%

CT Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
RM Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
SB Total Score	<u>20.34</u>	<u>25.00</u>	<u>81%</u>
Average Weighted Score	<u>23.45</u>	<u>25.00</u>	<u>94%</u>

**Jackson Housing Authority
Variance Explanations
February 2015 Financials**

CHALET TERRACE

This AMP had a loss of \$53,417 for the month of February. The contributing factors for the loss for this month are as follows:

- Electricity exceeded budget by \$44,796
- There were two months (November and January) of management fees were processed that exceeded budget by \$4,881
- Administrative expense exceeded budget by \$13,283

REED MANOR

This AMP had a loss of \$29,038 for the month of February. The contributing factors for the loss for this month are as follows:

- Electricity exceeded budget by \$8,065
- Maintenance Contracts exceeded budget by \$12,102
- Administrative expense exceeded budget by \$ 14,526
- There were two months (November and January) of management fees were processed that exceeded budget by \$25,687

Jackson Housing Commission

Chalet Terrace

Income Statement

Month Ending February 28, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	27,461	22,905	4,556	259,727	251,951	7,776
Interest Income	3,153	-	3,153	3,176	-	3,176
Operating Subsidy	21,123	39,729	(18,606)	390,621	437,017	(46,396)
Other Income	2,638	1,250	1,388	29,130	13,750	15,380
Operating Income	54,374	63,883	(9,509)	682,653	702,718	(20,065)
Operating Expense						
Administrative Expense						
Administrative Salaries	2,438	8,633	6,195	37,358	94,965	57,607
Employee Benefits- Admin	5,006	5,052	45	55,454	55,568	114
Administrative Expense	13,533	250	(13,283)	53,259	2,750	(50,509)
Audit Fees		208	208	2,000	2,292	292
Legal Expense	842	292	(550)	4,805	3,208	(1,597)
Management Fees	11,473	6,592	(4,881)	65,606	72,512	6,906
Office Supplies	156	417	261	3,276	4,583	1,307
Postage		125	125	724	1,375	651
Retirees Health Insurance		2,101	2,101	3,426	23,108	19,682
Staff Training		167	167	2,034	1,833	(201)
Telecommunications	1,956	625	(1,331)	6,357	6,875	518
Total Administrative Expense	35,405	24,461	(10,944)	234,298	269,070	34,771
Maintenance Expense						
Maintenance Salaries	11,272	7,753	(3,519)	113,292	85,278	(28,014)
Employee Benefits - Maintenance	2,924	4,771	1,847	46,522	52,483	5,961
Maintenance Contracts	2,152	2,083	(68)	48,279	22,917	(25,362)
Maintenance Materials	4,743	2,500	(2,243)	34,541	27,500	(7,041)
Security Contracts		375	375	375	4,125	3,750
Total Maintenance Expense	21,091	17,482	(3,609)	243,009	192,303	(50,707)
Tenant Services						
Tenant Services - Recreation			-	-	-	-
Tenant Services Participation			-	413	-	(413)
Contract Costs		833	833	732	9,167	8,434
Lifestart Grant			-	-	-	-
Total Tenant Services	-	833	833	1,145	9,167	8,021
Utilities & General Expenses						
Collection Losses			-	-	-	-
Electric	51,296	6,500	(44,796)	118,611	71,500	(47,111)
Gas		5,417	5,417	75,410	59,583	(15,826)
Fuel		275	275	996	3,025	2,029
Insurance		2,083	2,083	32,619	22,917	(9,703)
Payments in Lieu of Taxes		1,192	1,192	-	13,108	13,108
Water & Sewer		4,167	4,167	43,415	45,833	2,419
Total Utilities	51,296	19,633	(31,662)	271,051	215,967	(55,084)
TOTAL Operating Expense	107,791	62,410	(45,382)	749,504	686,506	(62,998)
ET INCOME (LOSS)	(53,417)	1,474	(54,891)	(66,850)	16,212	(83,063)

Jackson Housing Commission

Reed Manor

Income Statement

Month Ending February 28, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	54,284	46,237	8,047	584,680	508,603	76,076
Interest Income	1,879		1,879	1,902	-	1,902
Operating Subsidy	37,132	53,387	(16,255)	554,594	587,258	(32,664)
Other Income	7,683	417	7,266	41,095	4,583	36,512
Operating Income	<u>100,978</u>	<u>100,040</u>	<u>937</u>	<u>1,182,270</u>	<u>1,100,445</u>	<u>81,826</u>
Operating Expense						
Administrative Expense						
Administrative Salaries	7,878	7,412	(467)	77,838	81,527	3,690
Employee Benefits- Admin	6,043	5,576	(467)	56,564	61,337	4,773
Administrative Expense	15,026	500	(14,526)	59,143	5,500	(53,643)
Audit Fees		192	192	2,000	2,108	108
Legal Expense	922	417	(506)	6,900	4,583	(2,317)
Management Fees	40,725	15,038	(25,687)	163,878	165,418	1,540
Office Supplies	4	583	579	6,479	6,417	(62)
Postage		100	100	1,880	1,100	(780)
Retirees Health Insurance		347	347	-	3,813	3,813
Staff Training		250	250	938	2,750	1,812
Telecommunications	1,523	625	(898)	17,119	6,875	(10,244)
Total Administrative Expense	<u>72,122</u>	<u>31,039</u>	<u>(41,083)</u>	<u>392,739</u>	<u>341,429</u>	<u>(51,310)</u>
Maintenance Expense						
Maintenance Salaries	11,650	14,728	3,078	121,609	162,005	40,396
Employee Benefits - Maintenance	3,549	9,629	6,080	73,890	105,916	32,026
Maintenance Contracts	17,935	5,833	(12,102)	85,649	64,167	(21,482)
Maintenance Materials	6,879	6,250	(629)	59,439	68,750	9,311
Security Contracts		3,750	3,750	7,225	41,250	34,025
Total Maintenance Expense	<u>40,013</u>	<u>40,190</u>	<u>177</u>	<u>347,811</u>	<u>442,087</u>	<u>94,276</u>
Tenant Services						
Tenant Services Participation		-	-	990	-	990
Contract Costs		1,250	1,250	1,708	13,750	12,042
Lifestart Grant		-	-	-	-	-
Total Tenant Services	<u>-</u>	<u>1,250</u>	<u>1,250</u>	<u>2,698</u>	<u>13,750</u>	<u>13,032</u>
Utilities & General Expenses						
Electric	16,398	8,333	(8,065)	185,612	91,667	(93,945)
Gas		6,250	6,250	78,628	68,750	(9,878)
Fuel		275	275	490	3,025	2,535
Insurance		1,833	1,833	30,543	20,167	(10,377)
Payments in Lieu of Taxes		2,429	2,429	-	26,721	26,721
Water & Sewer	1,543	5,583	4,040	55,839	61,417	5,577
Total Utilities	<u>17,941</u>	<u>24,704</u>	<u>6,763</u>	<u>351,113</u>	<u>271,746</u>	<u>(79,367)</u>
TOTAL Operating Expense	<u>130,076</u>	<u>97,183</u>	<u>(32,893)</u>	<u>1,094,361</u>	<u>1,069,012</u>	<u>(23,368)</u>
NET INCOME (LOSS)	<u>(29,098)</u>	<u>2,857</u>	<u>(31,956)</u>	<u>87,910</u>	<u>31,432</u>	<u>58,458</u>

Jackson Housing Commission

Shahan Blackstone

Income Statement
Month Ending February 28, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	16,387	9,482	6,906	157,719	104,299	53,420
Interest Income	1,348		1,348	1,371	-	1,371
Operating Subsidy	81,580	35,726	45,855	300,796	392,981	(92,186)
Other Income	2,553	1,333	1,220	16,715	14,667	2,048
Operating Income	101,869	46,541	55,328	476,601	511,947	(35,346)
Operating Expense						
Administrative Expense						
Administrative Salaries	2,438	5,584	3,146	27,242	61,429	34,187
Employee Benefits- Admin	4,403	4,414	11	40,091	48,554	8,462
Administrative Expense	17,348	250	(17,098)	49,623	2,750	(46,873)
Audit Fees		167	167	2,000	1,833	(167)
Legal Expense	1,042	375	(667)	3,771	4,125	354
Management Fees	16,783	6,283	(10,500)	56,617	69,113	12,496
Office Supplies	156	250	94	2,595	2,750	155
Postage		83	83	808	917	109
Retirees Health Insurance		1,463	1,463	2,034	16,093	14,059
Staff Training		167	167	-	1,833	1,833
Telecommunications	996	625	(371)	5,782	6,875	1,093
Total Administrative Expense	43,168	19,661	(23,507)	190,562	216,272	25,710
Maintenance Expense						
Maintenance Salaries	11,952	5,895	(6,057)	112,251	64,847	(47,404)
Employee Benefits - Maintenance	1,434	9,485	8,051	44,843	104,337	59,494
Maintenance Contracts	15,827	833	(14,994)	63,594	9,167	(54,427)
Maintenance Materials	5,310	2,500	(2,810)	34,382	27,500	(6,882)
Security Contracts		375	375	-	4,125	4,125
Total Maintenance Expense	34,524	19,089	(15,435)	255,070	209,976	(45,093)
Tenant Services						
Tenant Services Participation		-	-	-	-	-
Contract Costs		417	417	-	4,583	4,583
Lifestart Grant		-	-	-	-	-
Total Tenant Services	-	417	417	-	4,583	4,583
Utilities & General Expenses						
Electric	9,001	333	(8,668)	13,336	3,667	(9,669)
Gas		167	167	1,607	1,833	226
Insurance		1,833	1,833	18,844	20,167	1,323
Payments in Lieu of Taxes		963	963	-	10,588	10,588
Water & Sewer	12,610	4,000	(8,610)	48,980	44,000	(4,980)
Total Utilities	21,611	7,296	(14,315)	82,767	80,254	(2,513)
TOTAL Operating Expense	99,302	46,462	(52,840)	528,399	511,086	(17,313)
NET INCOME (LOSS)	2,566	78	2,488	(51,798)	861	(52,659)

Jackson Housing Commission

Section 8 Voucher Program

Income Statement

Month Ending February 28, 2015

	Monthly Totals	Percentage Of Total	YTD Total	YTD Percentage Of Total
Income				
Housing Assistance Revenue	215,639	92%	2,342,333	91%
Administrative Fees	18,063	8%	211,827	8%
Port-In HAP		0%	-	0%
Port-In Admin		0%	-	0%
Fraud Recovery	1,155	0%	26,991	1%
Interest Income	5	0%	92	0%
Other Income		0%	-	0%
Operating Income	234,862	100%	2,581,243	100%
Operating Expense				
Administrative Expense				
Administrative Salaries	6,690	35%	81,792	36%
Employee Benefits - Admin	2,127	11%	55,434	25%
Audit Fees		0%	-	0%
Certification Training		0%	108	0%
Inspection Expense	1,003	5%	11,428	5%
Insurance	1,407	7%	8,438	4%
Legal		0%	48	0%
Management Fee	3,000	16%	25,517	11%
Office Supplies	363	2%	6,618	3%
Postage	173	1%	694	0%
Staff Travel	53	0%	360	0%
Sundry	4,309	22%	32,408	14%
Telecommunications	115	1%	2,040	1%
Total Administrative Expense	19,241	100%	224,884	100%
General Expense				
Housing Assisted Payments	214,095	100%	2,493,675	100%
Total General Expense	214,095	100%	2,493,675	100%
TOTAL Operating Expense	233,336	99%	2,718,559	95%
NET INCOME (LOSS)	1,526	1%	(137,316)	5%

Jackson Housing Commission
Central Office (COCC)
Income Statement
Month Ending February 28, 2015

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>Monthly Budget Variance Fav (Unfav)</u>	<u>Year To Date Actual</u>	<u>Year To Date Budget</u>	<u>YTD Budget Variance Fav (Unfav)</u>
Income						
Management Fee	68,982	30,913	38,069	309,288	340,043	(30,755)
CFP Revenue		9,427	(9,427)	-	103,697	(103,697)
CFP Management Improvement		3,380	(3,380)	2,963	37,180	(34,217)
Other Income	793	1,250	(457)	6,134	13,750	(7,616)
Operating Income	<u>69,775</u>	<u>44,970</u>	<u>24,805</u>	<u>318,385</u>	<u>494,670</u>	<u>(176,285)</u>
Operating Expense						
Administrative Expense						
Administrative Salaries	20,554	23,261	2,707	205,506	255,868	50,362
Employee Benefits- Admin	13,017	9,299	(3,718)	131,900	102,287	(29,614)
Accounting Fees	2,494	2,350	(144)	5,486	25,850	20,364
Administrative Expense	21,593	250	(21,343)	59,751	2,750	(57,001)
Audit Fees		333	333	-	3,667	3,667
Economic Self Sufficiency		2,500	2,500	-	27,500	27,500
Fuel		500	500	-	5,500	5,500
Insurance	1,759	417	(1,343)	23,496	4,583	(18,913)
Legal Expense		1,250	1,250	8,197	13,750	5,553
Membership and Dues		125	125	1,320	1,375	55
Office Supplies	103	417	314	3,205	4,583	1,378
Postage	248	100	(148)	1,197	1,100	(97)
Staff Training		417	417	1,556	4,587	3,031
Staff Travel	27	250	223	511	2,750	2,239
Sundry	1,256	417	(839)	7,722	4,583	(3,139)
Telecommunications	1,942	417	(1,526)	6,378	4,583	(1,795)
Total Administrative Expense	<u>62,992</u>	<u>42,301</u>	<u>(20,691)</u>	<u>456,226</u>	<u>465,316</u>	<u>9,090</u>
TOTAL Operating Expense	<u>52,992</u>	<u>42,301</u>	<u>(20,691)</u> -	<u>456,226</u>	<u>465,316</u>	<u>9,090</u>
NET INCOME (LOSS)	<u>6,783</u>	<u>2,669</u>	<u>4,114</u>	<u>(137,841)</u>	<u>29,354</u>	<u>(167,195)</u>

Jackson Housing Commission
Balance Sheet
Public Housing
Month Ending February 28, 2015

ASSETS		
Current Assets		
Cash		
	Cash - General Fund	157,641
	General Fund Savings	412,069
	CNB Checking	31,407
	General Non-Federal Funds MM	80,972
	Petty Cash	1,143
Total Cash		<u>683,231</u>
Other Current Assets		
Total Other Current Assets		<u>-</u>
Accounts Receivable		
	Tenants	3,789
	Allowance For Bad Debts - Tenants	(1,840)
	Accounts Receivable - Section 8	-
Total Accounts Receivable		<u>1,949</u>
Prepaid Assets		
	Prepaid Insurance	1,042
	Prepaid Maintenance	-
Total Prepaid Assets		<u>1,042</u>
Total Current Assets		<u>686,222</u>
Fixed Assets		
Total Fixed Assets	Land, Structure & Equipment	<u>9,118,470</u>
Total Fixed Assets		<u>9,118,470</u>
Total Fixed Assets		9,118,470
TOTAL ASSETS		<u>9,804,693</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
	Performance Deposits	-
	Security Deposits	147,554
Total Current Liabilities		<u>147,554</u>
Accrued Liabilities		
	Compensated Absences	13,329
	Payments In Lieu Of Tax	-
	OPEB Liability	147,560
	Deferred Revenue- Comcast Contract	39,615
Total Accrued Liabilities		<u>200,504</u>
Fixed Liabilities		
Total Fixed Liabilities	Compensated Absences - Noncurrent	<u>28,769</u>
Total Fixed Liabilities		<u>28,769</u>
Equity		
	Net Assets	8,936,560
	Retained Earnings	491,306
Total Equity		<u>9,427,866</u>
TOTAL LIABILITIES & EQUITY		<u>9,804,693</u>

Jackson Housing Commission

Section 8 Voucher Program

Balance Sheet

Month Ending February 28, 2015

ASSETS

Current Assets

Cash

	Cash - General Fund	\$	121,866
Total Cash		\$	121,866

Other Current Assets

	Investments - Citizens	\$	3,631
Total Other Current Assets		\$	3,631

Prepaid Assets

	Prepaid Insurance	\$	270
	Prepaid Maintenance		
Total Prepaid Assets		\$	270

Total Current Assets		\$	270
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Fixed Assets

	Furniture and Fixtures	\$	148,430
Total Fixed Assets		\$	148,430

TOTAL ASSETS		\$	273,928
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

	Accounts Payable		
Total Current Liabilities		\$	-

Equity

	Invested in Capital Assets	\$	148,430
	Restricted Net Assets	\$	124,192
	Unrestricted Net Assets	\$	1,305
Total Equity		\$	273,927

TOTAL LIABILITIES & EQUITY		\$	273,928
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**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT**

<i>DATE:</i>	<i>NUMBER:</i>	<i>DESCRIPTION:</i>	<i>AMP# ACCOUNT#</i>	<i>AMOUNT USED:</i>	<i>ADJUSTMENT</i>	<i>REMAINING BALANCE:</i>
14-Nov-14	300	Mileage Reimbursement For On-Call 11/07-11/14/M.Oakley		\$ 20.60		\$ 633.39
17-Nov-14	301	Court Filing Fee For (1) WRIT/B.Fridd		\$ 15.00		\$ 618.39
24-Nov-14	302	Mileage Reimbursement For Various Errands/P.Tyus		\$ 52.08		\$ 566.31
25-Nov-14	303	Mileage Reimb. For On-Call 11/14/14-11/21/14/M.Weston		\$ 33.76		\$ 532.55
25-Nov-14	304	Replenish Petty Cash	91700.1 \$15	\$ (1,467.45)		\$ 2,000.00
25-Nov-14	305	Court Filing Fee For (3) WRIT/B.Fridd	91700.3 \$30	\$ 45.00		\$ 1,955.00
26-Nov-14	306	Purchase Food for Holiday Lunch/P. Tyus	91600.4	\$ 92.53		\$ 1,862.47
01-Dec-14	307	Postage for Documents Mail to Emerge (Fee Accountant)	91610.4	\$ 20.00		\$ 1,842.47
04-Dec-14	308	Meal Money for Res.- R. Patefield(RM A-11 Water Damage)	91900.2	\$ 30.00		\$ 1,812.47
04-Dec-14	309	Meal Money for Res. C. Brayley (RM A-11 Water Damage)	91900.2	\$ 30.00		\$ 1,782.47
08-Dec-14	310	Mileage Reimb. For On-Call /L. Neal	91800.3	\$ 20.72		\$ 1,761.75
			91700.1 \$90			
			91700.2 \$45			
			91700.3 \$225	\$ 360.00		\$ 1,401.75
09-Dec-14	311	Court Filing Fee For (6) WRIT/B.Fridd		\$ 90.00		\$ 1,311.75
12-Dec-14	312	Travel Expense Reimb, Emp. Trng. 11/30/14-12/4/14 M. Weston	91800.2	\$ 90.00		\$ 1,221.75
16-Dec-14	313	Court Costs Req#6701 AMP1	91700.1	\$ 15.00		\$ 1,206.75
			91800.1 \$17.92			
			91800.2 \$17.92			
			91800.3 \$17.92	\$ 53.76		\$ 1,152.99
16-Dec-14	314	Mileage Reimb. B. Fridd 11/7/14 - 12/12/14		\$ 20.04		\$ 1,132.95
23-Dec-14	315	Mileage Reimb. M. Weston	91800.2	\$ 23.48		\$ 1,109.47
31-Dec-14	316	Mailing Docs for insurance pymts	91610.4	\$ 19.99		\$ 1,089.48
06-Jan-15	317	C. Bryant reimbursement for mailing docs	91610.4	\$ 109.76		\$ 979.72
08-Jan-15	318	Mileage reimb. For G. Cram 11/26/14 - 11/28/14, 12/26/14 - 1/1/15	91800.1	\$ 465.00		\$ 514.72
			91700.1 \$180			
			91700.2 \$90			
			91700.3 \$195	\$ 26.74		\$ 487.98
09-Jan-15	319	10 eviction, 1 WRIT court filing fees for B. Fridd	91800.2	\$ 29.90		\$ 458.08
12-Jan-15	320	Mileage reimb. For M. Oakley on call 1/2/15 - 1/8/15	91800.1	\$ 34.39		\$ 423.69
12-Jan-14	321	Mileage reimb. For J. Arnold on call 12/20/14 - 12/25/14	91610.4	\$ 180.00		\$ 243.69
22-Jan-15	322	Overnight markup SBAM, Blue Cross, given to C. Bryant	91700.1 \$90			
			91700.3 \$90	\$ 180.00		\$ 63.69
22-Jan-15	323	4 Court filings for B. Fridd		\$		\$ 333.69

30-Jan-15	324	2 court filings for B. Fridd	91700.3	\$	30.00	\$	303.69
04-Feb-15	325	Mileage reimb. For C. Davis	91800.3	\$	31.13	\$	272.56
04-Feb-15	326	Mileage reimb for L. Neal	91800.3	\$	17.31	\$	255.25
			91800.1 \$14.56				
			91800.2 \$14.56				
04-Feb-15	327	Mileage reimb for B. Fridd	91800.3 \$14.56	\$	43.68	\$	211.57
			91600.4 \$57.13				
04-Feb-15	328	Mileage reimb for & Christmas decoration D. Davis	91800.4 \$22.95	\$	80.08	\$	131.49
04-Feb-15	329	Mileage reimb for M Weston	91800.3	\$	23.52	\$	107.97
04-Feb-15	330	Mileage reimb for G. Crom	91800.1	\$	48.72	\$	59.25
04-Feb-15	331	Mileage reimb for M. Oakley	91800.2	\$	2.80	\$	56.45
		Adjustment made to balance verified COH		\$	14.49	\$	70.94
04-Feb-15	332	Replenish Petty Cash		\$	(1,929.06)	\$	2,000.00
			91700.1 \$180				
			91700.2 \$360				
11-Feb-15	333	15 court filings for B. Fridd	91700.3 \$135	\$	675.00	\$	1,325.00
			91800.3 \$66.70				
11-Feb-15	334	Mileage reimb. For C. Davis 1.30.15 - 2.5.15 & reimb. For sup	94200.3 \$ 2.51	\$	69.21	\$	1,255.79
19-Feb-15	335	mileage reimb. 2.7.15 - 2.15.15 J. Arnold	91800.1	\$	33.57	\$	1,222.22
19-Feb-15	336	Reimb. For purchases G. Cram	94200.1	\$	10.00	\$	1,212.22
20-Feb-15	337	2 court filings for B. Fridd	91700.1	\$	30.00	\$	1,182.22
27-Feb-15	338	Mileage reimb. For L. Neal 2.14.15 - 2.17.15	91800.3	\$	39.05	\$	1,143.17

* Note: Cash on hand actual (verified) is \$70.94 an adjustment of \$14.49 was made to balance COH. The petty cash will be replenished with \$1,943.55.

MAINTENANCE EMERGENCY RESPONSE REPORT

FEBRUARY, 2015

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
02/01	06:23p-07:30p	RM Lockout	H. Boxley	Davis
02/04	07:20p-07:40p	CT Toilet backing up	B. Squires	Davis
02/04	07:40p-08:20p	SBN Toilet not filling	T. Ross	Davis
02/05	07:20p-08:20p	RM Lockout	E. Reid	Davis
02/05	10:00p-11:45p	CT No heat	G. Kinnel	Davis
02/07	01:05p-01:35p	CT No hot water	A. Curtis	Arnold
02/07	01:40p-02:08p	RM No hot water	E. Caddell	Arnold
02/07	08:15p-09:25p	SBN No heat	L. Corleon	Arnold
02/08	04:45a-06:00a	CT No heat	I. Glaspie	Arnold
02/09	06:15p-07:25p	CT No heat, furnace making loud noise	L. Dingee	Arnold
02/10	04:25p-04:55p	RM Lockout	D. Heard	Arnold
02/11	09:00p-09:25p	RM Lockout	S. Johnson	Arnold
02/12	08:50p-09:30p	RM Alarm not set	C-Bldg	Arnold
02/14	10:00a-10:45a	CT No hot water	R. Knott	Neal
02/15	10:40a-12:00p	CT Pipes frozen no water coming into unit	S. Wright	Neal
02/15	01:10p-0145p	SBN No heat	D. Steele	Neal
02/15	01:40p-02:45p	CT Kitchen sink plugged	I. Glaspie	Neal
02/16	10:30a-11:30a	CT Toilet backing up	T. Tripp	Neal
02/16	12:00p-02:30p	CT Pipe frozen and burst flooding downstairs bathroom and bedroom	L. Suddeth	Neal
02/16	01:00p-01:15p	CT No heat again	R. Knott	Neal
02/16	02:30p-03:00p	SBN No water in kitchen, frozen pipes	J. Fells	Neal
02/18	06:20p-07:15p	RM Lockout	K Calleja	Neal
02/20	09:45p-10:45p	RM No heat	R. Shuberg	Oakley
02/21	09:00a-09:30a	CT No heat	S. Ewer	Oakley
02/21	09:30a-10:05a	CT No heat	T. Murray	Oakley
02/21	03:00p-07:30p	RM Burst pipe 2 nd floor, rubbish room ceiling	G-Bldg	Oakley
02/21	07:30p-08:15p	CT No hot water	P. Cooper	Oakley
02/22	01:35a-03:00a	SBN Refrigerator not cooling	C. Faal	Oakley
02/23	08:00p-08:45p	CT No heat	T Teall	Oakley
02/25	12:05a-12:45a	RM Lockout	C. Mckinney	Oakley
02/26	01:40a-02:35a	SBN No heat	J. Trine	Oakley
02/26	02:35a-03:15a	CT No heat	S. Hotchkin	Oakley
02/27	04:00p-05:30p	CT No power	R. Tyler	Cram
02/27	07:40p-08:30p	CT Leak under sink	S. Ewer	Cram
02/28	01:00p-02:00p	SBN Lockout	I. Glaspie	Cram
02/28	01:50p-03:00p	SBN Smoke alarms are chirping	T. Klingaman	Cram

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	71,336	\$ 8,328.17	33,109	\$ 25,913.44	317,800	\$ 10,327.89	\$ 5,268.14	\$ 15,596.03	\$ 49,837.64
Feb-15	49,919	\$ 6,365.39	33,905	\$ 28,181.61	317,800	\$ 10,324.89	\$ 5,268.14	\$ 15,593.03	\$ 50,140.03
Mar-15	0	-	-	-	-	-	-	-	-
Apr-15	0	-	-	-	-	-	-	-	-
May-15	0	-	-	-	-	-	-	-	-
Jun-15	0	-	-	-	-	-	-	-	-
Jul-15	0	-	-	-	-	-	-	-	-
Aug-15	0	-	-	-	-	-	-	-	-
Sep-15	0	-	-	-	-	-	-	-	-
Oct-15	0	-	-	-	-	-	-	-	-
Nov-15	0	-	-	-	-	-	-	-	-
Dec-15	0	-	-	-	-	-	-	-	-
	121,255	\$ 14,693.56	67,014.00	\$ 54,095.05	635,600	\$ 20,652.78	\$ 10,536.28	\$ 31,189.06	\$ 99,977.67

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2014</u>
Jan-15	66,858	\$ 7,648.94	22,432.00	\$ 17,503.50				\$ -	\$ 25,152.44
Feb-15	45,567	\$ 5,710.74	23,340.00	\$ 19,871.54				\$ -	\$ 25,582.28
Mar-15								\$ -	\$ -
Apr-15								\$ -	\$ -
May-15								\$ -	\$ -
Jun-15								\$ -	\$ -
Jul-15								\$ -	\$ -
Aug-15								\$ -	\$ -
Sep-15								\$ -	\$ -
Oct-15								\$ -	\$ -
Nov-15								\$ -	\$ -
Dec-15								\$ -	\$ -
	112,425.00	\$ 13,359.68	45,772.00	\$ 37,375.04	-	\$ -	\$ -	\$ -	\$ 50,734.72

Utility Cost and Consumption Report

Reed Manor (AMP 2)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2014</u>
Jan-15					99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 4,266.24
Feb-15					99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 4,266.24
Mar-15									
Apr-15									
May-15									
Jun-15									
Jul-15									
Aug-15									
Sep-15									
Oct-15									
Nov-15									
Dec-15									
					198,800	\$ 5,410.98	\$ 3,121.50	\$ 8,532.48	\$ 8,532.48

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

<u>MONTH</u>	<u>ELECTRICITY</u> <u>KW HOURS</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>GAS</u> <u>MCF</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>WATER</u> <u>CCF</u> <u>CONSUMP</u>	<u>WATER</u> <u>BILL</u>	<u>SEWER</u> <u>BILL</u>	<u>TOTAL</u> <u>WATER</u> <u>BILL</u>	<u>TOTAL</u> <u>MONTHLY</u> <u>UTILITY 2014</u>
Jan-15	4,478	\$ 679.23	10,677.0	\$ 8,409.94	218,400	\$ 7,622.40	\$ 3,707.39	\$ 11,329.79	\$ 20,418.96
Feb-15	4,352	\$ 654.65	10,565.0	\$ 8,310.07	218,400	7,619	\$ 3,707.39	\$ 11,326.79	\$ 20,291.51
Mar-15									
Apr-15									
May-15									
Jun-15									
Jul-15									
Aug-15									
Sep-15									
Oct-15									
Nov-15									
Dec-15									
	8,830	1,333.88	21,242.00	16,720.01	436,800.00	15,241.80	7,414.78	22,656.58	40,710.47