

**JACKSON HOUSING COMMISSION**  
REGULAR MEETING – December 17, 2014  
Reed Manor Board 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 November 19, 2014.
6. Approval of the Previously Paid Liabilities from November 20, 2014 thru December 11, 2014
7. RESOLUTIONS  
Resolution No. 2014-40: Collection Losses Write Off November 2014

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  
Discussion of policies and plans for review
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **January 21, 2014 – Reed Manor-Board Room**



**Jackson Housing Commission**  
Minutes of the Regular Meeting  
November 19, 2014

The Jackson Housing Commission's Regular Meeting was held on November 19, 2014, 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, James Stark, Patricia Davis-Dye and Michelle Woods. Commissioner Gerald Montgomery entered as the meeting adjourned at 12:54pm.

Also present were:

- Patricia Tyus, Executive Director
- Katie Dickerson, Reports and Contract Analyst
- Gloria Harris, Comptroller
- Chelsea Bryant, Executive Secretary

**14-11-001 PUBLIC COMMENTS**

*There was no representation from the public in attendance.*

**14-11-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 15, 2014**

*Commissioner Pultz-Orthaus advised that corrections were needed on pages 3-4.*

Commissioner Woods **MOVED** to approve with corrections, the Regular Meeting Minutes of the meeting held October 15, 2014. Commissioner Davis-Dye **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

**14-11-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM OCTOBER 16, 2014 to NOVEMBER 20, 2014**

*Ms. Tyus advised that items normally paid out of the Public Housing Operations Subsidy are being paid from the Central Office Account, as a result of funds for previously approved items not being released by HUD. Stronger procurement procedures have been implemented by staff to remedy this issue.*

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from October 16, 2014 to November 20, 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

**14-11-004 RESOLUTIONS**

**A. Resolution No. 2014-36: Collections Losses Write Off October 2014**

Commissioner Woods **MOVED** to approve the Write-Off of Collection Losses of \$6,556.72 for October 2014. Commissioner Davis-Dye **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. 2014-37: JHC Housing Choice Voucher Administrative Plan**

Commissioner Davis-Dye **MOVED** to approve the JHC Housing Choice Voucher Administrative Plan. 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

**C. Resolution No. 2014-38: FMR Payment Standards for HVC Program**

Commissioner Woods **MOVED** to approve the FMR Payment Standards for HVC Program. Commissioner Davis-Dye **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

D. Resolution No. 2014-39: Board Meeting Schedule for January 2015 to December 2015

*Commissioner Pultz-Orthaus stated that a correction is necessary to change the Annual Meeting date to the last Wednesday of the Month as specified in the JHC By-Laws, as well as, the addition of the 12:00pm meeting time for all scheduled meetings.*

Commissioner Stark **MOVED** to approve the Board Meeting Schedule for January 2015 to December 2015 with corrections. 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

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

**14-11-006 OTHER BUSINESS**

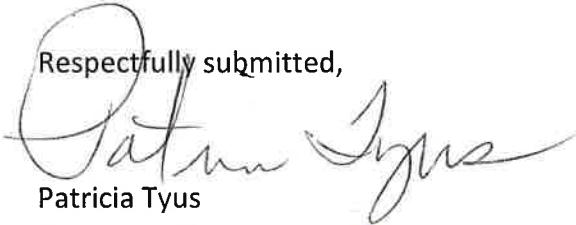
- Gloria Harris will resign from the Comptroller position effective November 28, 2014. Chelsea Bryant will fulfill duties until a person is hired for the position. Katie Dickerson may fill in if needed.
- Ms. Tyus submitted the required Correction Action Plan to the board. HUD will receive a copy of the updated documents and the status of completion. The board will receive a copy of the updated policies at December's board meeting for approval at the January Board Meeting.

- The annual audit was completed and all deadlines were made. A copy of the received audit was submitted to the board for their review.
- An overview of procedural changes concerning the Resident Council was discussed with regards to items HUD is requiring. A meeting will be held at a later date to discuss implementation.
- Commissioner Davis-Dye expressed concerns regarding statements from HUD pertaining to possible receivership or removal of the JHC Board of Directors as a result of the perceived conflict of interest concerning the City of Jackson and the JHC governing board. Commissioner Pultz-Orthaus suggested that the agency's attorney could be asked to review documents over the last five years and provide an opinion. Commissioner Stark suggested that Ms. Tyus continue to update the board of efforts to work with the City of Jackson. It was also suggested that a meeting be scheduled with the City of Jackson.

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

The Regular Meeting on November 19, 2014, adjourned at 12:54pm.

Respectfully submitted,



Patricia Tyus  
Executive Director

ATTESTED:



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Michelle Pultz-Orthaus, President

D. Resolution No. 2014-39: Board Meeting Schedule for January 2015 to December 2015

*Commissioner Pultz-Orthaus stated that a correction is necessary to change the Annual Meeting date to the last Wednesday of the Month as specified in the JHC By-Laws, as well as, the addition of the 12:00pm meeting time for all scheduled meetings.*

Commissioner Stark **MOVED** to approve the Board Meeting Schedule for January 2015 to December 2015 with corrections. 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

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

**14-11-006 OTHER BUSINESS**

- Gloria Harris will resign from the Comptroller position effective November 28, 2014. Chelsea Bryant will fulfill duties until a person is hired for the position. Katie Dickerson may fill in if needed.
- Ms. Tyus submitted the required Correction Action Plan to the board. HUD will receive a copy of the updated documents and the status of completion. The board will receive a copy of the updated policies at December's board meeting for approval at the January Board Meeting.

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060002	11/22/2014	AFLAC	Payment	719.00	Account #VX312 Invoice #548871 - Monthly Bill For November 2014
060003	11/24/2014	WILMAR INDUSTRIES	Payment	1,812.35	Account #70585 Invoice #319709036 - (2) Window Screen Wire Invoice #320318561 - Various Maintenance Supplies Invoice #321790396 - Various Maintenance Supplies Invoice #321880213 - Various Maintenance Supplies
060004	11/24/2014	LEUTZ CABINETS	Payment	555.00	Customer #JAXH Invoice #51861 - (2) Drawer Box Invoice #51862 - (3) Drawer Box & (3) Drawer Front
060005	11/24/2014	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	1,670.28	Customer #31919 Invoice #3196724 - (1) 40 Gallon Gas Water Heater Invoice #3199508 - (1) 40 Gallon Gas Water Heater Invoice #3044556 - (1) Core Cable Invoice #3173630 - (1) 30 Gallon Gas Water Heater Invoice #3173699 - (2) 40 Gallon Gas Water Heater
060006	11/24/2014	WEATHERPROOF INC	Payment	694.04	Customer #JAC HOU COM Invoice #304729 - Replaced Window @ Ct 1230 Laurel Lane Invoice #304341 - Replaced Window @ RM Invoice #304426 - Replaced Window @ Ct 1227 Laurel Lane Invoice #303454 - Replaced Window @ Ct 1233 Heather Lane Invoice #303458 - Replaced Window @ RM E-2 Invoice #304102 - Replaced Window @ SBN 140 Shahan
060007	11/24/2014	General Electric Company	Payment	165.88	(2) Invoices Invoice #61-172340 - (4) Igniter Oven Invoice #51-243826 - (6) Valve Switch
060008	11/24/2014	STAMPCO	Payment	149.50	(3) Invoices Invoice #29665 - (1) 2x10" Name Plate For E. Estelle Invoice #29675 - (1) Self Inking Signature Stamp For E. Estelle Invoice #157340 - Door Plate Reports
060008	11/24/2014	**VOID** STAMPCO	Payment	( 149.50)	(3) Invoices Void Refer 060008
060009	11/24/2014	City Of Jackson - Finance Department	Payment	3,590.93	Pension Employee/Employer Pension Contribution For Payroll 10/27/14-11/09/14
060010	11/24/2014	LIBERTY ENVIRONMENTALISTS, INC.	Payment	11.00	1 Invoice Min. Load Brush
060011	11/24/2014	Glenn's Glass	Payment	125.00	1 Invoice 1 Building Fire Door Safety Repair
060012	11/25/2014	Petty Cash	Payment	1,467.45	Petty Cash



Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060013	11/26/2014	HD Supply Facilities Maintenance	Payment	3,054.58	Replenish Petty Cash From Transaction #284 09/29/14 To Transaction #302 11/24/14 Customer #461000 Invoice #9132450937 - Various Maintenance Supplies Invoice #9132510834 - Various Maintenance Supplies Invoice #9132597056 - Various Maintenance Supplies Invoice #9132657839 - Various Maintenance Supplies Invoice #9132702812 - Various Maintenance Supplies Invoice #9132702816 - Various Maintenance Supplies Invoice #9132779266 - Various Maintenance Supplies Invoice #9132843822 - Various Maintenance Supplies Invoice #9132943083 - Various Maintenance Supplies Invoice #9133035162 - Various Maintenance Supplies
060014	12/05/2014	MENARDS - JACKSON	Payment	928.20	Account #31610470 Invoice #94873 - Various Maintenance Supplies Invoice #94838 - Various Maintenance Supplies Invoice #95717 - Various Maintenance Supplies Invoice #95950 - Various Maintenance Supplies Invoice #94902 - Various Maintenance Supplies Invoice #95438 - Various Maintenance Supplies
060015	12/05/2014	Jannaa Pool	Payment	412.32	PHM Training-Orlando, FL Travel Expense for Jannaa Pool- \$309.00 Mileage /Cab Expense - \$103.32 (12/7/14 thru 12/12/14)
060016	12/05/2014	Pamela Stilson-Postma	Payment	414.44	PHM Training-Orlando FL. Travel Expense for Pamela Stilson-Postma- \$309.00 Mileage /Cab Expense - \$105.44 (12/7/14 thru 12/12/14)
060017	12/05/2014	Erica Estelle	Payment	411.31	PHM Training- Orlando, FL Travel Expense for Erica Estelle- \$309.00 Mileage /Cab Expense - \$102.31 (12/7/14 thru 12/12/14)
060018	12/06/2014	OSBORNE PROCESS SERVICE	Payment	347.83	(2) Invoices Invoice # 9045- Miranda McCulloch and all occupants \$306.03 Invoice # 9046- Gloria Dewitt and all occupants \$41.80
060019	12/06/2014	OSBORNE PROCESS SERVICE	Payment	26.10	(1) Invoice Invoice # 9264 Ronnie Johnson and all occupants
060020	12/06/2014	JACKSON APPLIANCE SERVICE LLC	Payment	48.00	(1) Invoice Invoice # 1660
060021	12/06/2014	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	348.00	(1) Invoice

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060022	12/06/2014	TDS Metrocom	Payment	1,761.27	(4) Bills (517) 787-0168 - \$458.68 (517) 787-9241 - \$554.47 (517) 787-0218 - \$225.92 (517) 787-1188 - \$522.20
060022	12/06/2014	**VOID** TDS Metrocom	Payment	( 1,761.27)	(4) Bills Void Refer 060022
060023	12/06/2014	JACKSON WATER COLLECTION	Payment	20,039.14	RM 8/27/14 thru 9/30/14
060024	12/08/2014	SPRINT	Payment	1,354.87	SBN 7/2/14 thru 10/13/14
060025	12/08/2014	Acuity	Payment	707.39	(1) Bill Enclosed Invoice # 128763256-002- Cellular Services 9/24/14 thru 10/23/14 Ninth Installment Workers Compensation Policy
060026	12/08/2014	White & Hotchkiss, PLLC	Payment	450.00	File 1919 Term 03-26-14-03-26-15
060027	12/08/2014	AMBS CALL CENTER	Payment	303.32	Invoice #54715 - Monthly Service For the Month Of October 2014 (1) Invoice
060028	12/08/2014	M.C. Smith Associates and Arcitectural Group	Payment	4,600.00	Invoice #141010154 (1) Invoice
060029	12/08/2014	Jackson Transportation Authority	Payment	391.72	Invoice #4 Architectural Services- Chalet Terrace Re-Roofing (8) Buildings including : Specifications and Details (2) Invoices
060030	12/08/2014	TransUnion Rental Screening	Payment	90.00	Invoice # 0025486 IN Fuel for October 2014 Invoice # 0025472-IN Late Charge on Invoice # 0025408 (1) Invoice
060031	12/08/2014	Pentiuk, Couvreur & Kobijak, P.C	Payment	120.00	Invoice # 10432947 (1) Invoice
060032	12/08/2014	Terri Davis	Payment	106.00	Invoice # 17438 Refund Security Deposit RE: 210 Janke-Acct # 5534-07
060033	12/10/2014	O'LEARY PAINT CO.	Payment	939.75	(1) Invoice Invoice # 000414521-(5) Gal Paint 3900 Ivory Cloud Paint
060034	12/10/2014	ANDERSON PRINTING	Payment	30.00	(1) Invoice Invoice 19621 Business Cards for Stilson-Postma
060035	12/10/2014	AccuShred, LLC	Payment	92.50	(1) Invoice Invoice #26223- Services thru 10/31/14
060035	12/10/2014	**VOID** AccuShred, LLC	Payment	( 92.50)	(1) Invoice

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060036	12/10/2014	AccuShred, LLC	Payment	92.50	Void Refer 060035 (1) Invoice Invoice # 26223
060036	12/10/2014	**VOID** AccuShred, LLC	Payment	( 92.50)	(1) Invoice Void Refer 060036
060037	12/10/2014	AccuShred, LLC	Payment	92.50	(1) Invoice Invoice # 26223
060038	12/10/2014	J McEldowney Inc.	Payment	22.00	(1) Invoice Invoice #89098 Add Tammy Lovely to Scan Function
060039	12/11/2014	Standard Electric Company	Payment	49.95	(1) Invoice Invoice # 1572184-00
060040	12/11/2014	PDQ SUPPLY, INC.	Payment	97.55	(2) Invoices Invoice # S1197165 Invoice #1-181085
060041	12/11/2014	FIRESTONE PAYMENT CENTER	Payment	228.47	(1) Invoice Trans. # B111860350
060042	12/11/2014	ERADICO SERVICES, INC.	Payment	1,312.50	(3) Invoices Invoice #211166B 316 Barberry Drive Invoice #211120B 301 Steward Ave Invoice #211132B 109 Shahan Drive

**Total:** ( 47,736.87)

Jackson Housing Commission  
Register - Basic Listing  
General COCC Account  
From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002085	11/22/2014	COMCAST	Payment	354.56	3 Bills Account #01721422344-01-1 - Basic Cable & Telephone Service For SBN 221 Janke St. Maintenance Garage Account #01721413438-01-3 - Basic Cable & Internet Service For Main Office Account #01721425384-01-4 - Telephone & Internet Service For CTTA
002086	11/22/2014	HOUSING DATA SYSTEMS, INC.	Payment	240.00	Client #6183 Invoice #217445 - MTCS Transmittal Service For 10/01/14-12/31/14
002087	11/24/2014	T.L. Plumbing & Drain Cleaning	Payment	1,325.00	(10) Invoices Cold Water Pipe Repair @ RM H-7 Snake Main Drain Line @ RM G-14 Run Out Kitchen Sink @ RM I-12 Snake Main Drain @ RM D 6 Snake Drains @ RM I-80 Repaired Tub Spout @ CT 300 Barberrry Snake Main Drain @ RM I-64 Replace Water Heater @ RM D-6 Repaired Bath Drain @ RM H-21 Water Heater Install @ CT 327 Barberrry Drive
002088	11/24/2014	City Of Jackson - Finance Department	Payment	2,401.37	Pension Employee/Employer Pension Contribution For Payroll 10/27/14-11/09/14
002089	11/24/2014	Deborah Davis	Payment	100.90	Mileage
002090	11/25/2014	Emerge Accounting	Payment	3,993.50	Mileage Reimbursement for various errands 180.18x 0.56. Invoice #Nov-001 For November Financials & For Submission Of The Audited FDS
002091	12/05/2014	Craig Brayley	Payment	90.00	Meal Exp. for Emergency Ldng Unit A19- Reed Manor-Resident displaced due to damaged water heater. Meal expenses at \$30.00 per day.
002092	12/05/2014	Robert Patefeld	Payment	90.00	Meal Exp. for Emergency Ldng Unit A11- Reed Manor-Resident displaced due to damaged water heater. Meal expenses at \$30.00 per day.
002093	12/06/2014	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	116.00	(1) Invoice Invoice # 152570- Drug Screen and Exam for Chelsea Bryant
002094	12/08/2014	SPRINT	Payment	315.01	(1) Bill Invoice # 128763256-002 9/24/14 thru 10/23/14
002095	12/08/2014	Acuity	Payment	424.43	Ninth Installment Workers Compensation Policy Term 03-26-14-03-26-15
002096	12/08/2014	TransUnion Rental Screening	Payment	20.00	(1) Invoice Invoice # 10432947

Jackson Housing Commission  
**Register - Basic Listing**  
 General COCC Account  
 From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002097	12/08/2014	Pentiuk, Couvreur & Kobijak, P.C	Payment	72.00	(1) Invoice Invoice # 17438
002098	12/10/2014	ANDERSON PRINTING	Payment	72.00	(1) Invoice Invoice # 19621- Business cards and layout for Bryant and Dickerson
002099	12/10/2014	AccuShred, LLC	Payment	18.75	(1) Invoice Invoice # 26223 Services thru 10/31/14
002100	12/10/2014	J McEldowney Inc.	Payment	22.00	(1) Invoice Invoice # 68098 Add Katie Dickerson to Scan Function
<b>Total:</b>				(	9,655.52)

Jackson Housing Commission  
**Register - Basic Listing**  
Section 8 Housing Voucher Prog  
From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054066	11/22/2014	Matthew Weston	Payment	468.10	Travel Expense Travel Expense For HCV Seminar In New Orleans, LA 11/30/14-12/04/14 \$279.00
054067	11/22/2014	NAN MCKAY & Associates, Inc.	Payment	975.00	Mileage Reimbursement For Travel To/From Airport & Taxi \$80.00 Park Car @ Detroit Airport 11/30/14-12/04/14 \$40.00 Account #JAC49201 Invoice #INV198668 - HCV Housing Quality Standards Seminar For Matthew Weston 11/30/14-12/04/14
054068	11/22/2014	TALX THE WORK NUMBER	Payment	112.59	Customer #8805983 Invoice #1705319 - Employment Verification For The Month Of Oct. 2014
054069	11/22/2014	The Neitod Company	Payment	1,449.00	Invoice #ZR1529-2014 EZ Reasonable Rent Determination
054070	11/24/2014	City Of Jackson - Finance Department	Payment	835.26	Pension Employee/Employer Pension Contribution For Payroll 10/27/14-11/09/14
054071	12/08/2014	Acuity	Payment	282.95	Ninth Installment Workers Compensation Policy Term 03-26-14-03-26-15
054072	12/08/2014	Jackson Transportation Authority	Payment	62.66	(2) Invoices Invoice # 0025486 IN -Fuel for October 2014 Invoice # 0025472-IN -Late Charge on Invoice # 0025408
054073	12/08/2014	TransUnion Rental Screening	Payment	368.00	(1) Invoice Invoice # 10432947
054074	12/08/2014	Pentiuk, Couvreur & Kobijak, P.C	Payment	48.00	Invoice #17438
054075	12/10/2014	AccuShred, LLC	Payment	18.75	(1) Invoice Invoice # 26223
<b>Total:</b>				(	4,620.31)

**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by President \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2014-40**

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	\$000.00
AMP 2: Reed Manor	\$527.99
AMP 3: Shahan-Blackstone Apts.	<u>\$000.00</u>
<b>Total</b>	<b>\$527.99</b>

The attached Collection Losses Report reflects the delinquent amount of **\$527.99** 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:

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 December 17, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Collection Losses Report

Three months or greater

November, 2014

<b>AMP</b>	<b>Name</b>	<b>Acct. No.</b>	<b>Move-Out</b>	<b>Amount</b>
Chalet Terrace	None			
Reed Manor	Wood, Tiffany	002-3296	7/7/2014	\$527.99
Shahan Blackstone	None			

<b>Board Resolution: 2014-40</b>	<b>Total Write Off:</b>	<b>\$527.99</b>
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# Leasing and HAP Utilization

CY 14

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											00,000
January	209,109	197,502	94.4%	455	434.07	95.8%	475	0	3	11,607	11,610
February	304,194	195,760	64.4%	453	432.14	95.4%	475	0	3	108,434	120,047
March	209,109	207,284	99.1%	448	462.69	94.3%	475	0	5	1,825	121,877
April	205,440	202,834	98.7%	446	454.78	94.0%	475	2,829	5	2,606	127,317
May	208,192	208,745	100.0%	445	469.09	93.6%	475	759	5	(553)	127,528
June	208,192	201,502	96.8%	442	455.89	93.1%	475	2,711	5	6,690	136,934
July	208,192	201,506	96.8%	439	458.01	92.4%	475	2,151	5	6,686	145,776
August	208,192	203,292	92.0%	444	457.86	93.6%	475	841	6	4,900	151,523
September	113,107	205,176	181.4%	440	466.31	92.6%	475	1,529	3	(92,069)	60,986
October	201,506	209,944	104.2%	445	471.86	93.7%	475	545	4	(8,438)	53,097
November	203,292	213,504	105.0%	448	476.57	94.3%	475	82	3	(10,212)	42,970
December											
	2,278,525	2,247,049	103.0%	4905	458.11	93.9%	5225	11,447	47	31,476	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2014  
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: 11/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 120      2. Total Charges: 27,692.10      3. Dwelling Rental: 25,666.00      4. Retroactive Rent: 149.00      5. Excess Utility: 454.00      6. Additional Charges: 1,423.10

**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	11	1,431.10	0.00	24.00	307.48	1,762.58
Over One Month Delinquent	54	4,752.10	1,052.00	952.38	5,590.14	12,346.62
Total for TIP	65					14,109.20
Vacated TAR	6					2,180.09
<b>Total</b>	<b>71</b>					<b>16,289.29</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	10	2,614.30
Under Formal Repayment Agreement with Payments Up-to-Date	10	2,614.30
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	55	11,494.90

**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)
	11/30/2014	11/30/2013	11/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	54	59	43
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	42	28	15

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,127.00
2. Amount Charged to Loss this Year to Date	14,838.92

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2014  
Project: 002 - Reed Manor

**A. Basic Identification Data**

3. Total Units Available: 292      5. Fiscal Year Beginning: 04/01/2014      6. Repor. Period Ending Date: 11/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 287      2. Total Charges: 57,899.05      3. Dwelling Rental: 55,314.00      4. Retroactive Rent: 844.00      5. Excess Utility: 7.00      6. Additional Charges: 1,734.05

**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	634.08	0.00	12.00	200.00	846.08
Over One Month Delinquent	62	5,163.80	5,781.00	209.00	11,652.57	22,806.37
<b>Total for TIP</b>	<b>81</b>					<b>23,652.45</b>
Vacated TAR	7					2,790.61
<b>Total</b>	<b>88</b>					<b>26,443.06</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	22	9,366.58
Under Formal Repayment Agreement with Payments Up-to-Date	22	9,366.58
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	59	14,285.87

**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)
	11/30/2014	11/30/2013	11/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	28	24	22
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	25	8	9

**F. Collection Losses**

1. Amount Charged to Loss this Period	4,167.05
2. Amount Charged to Loss this Year to Date	19,746.55

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2014  
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: 11/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118      2. Total Charges: 15,233.28      3. Dwelling Rental: 13,739.28      4. Retroactive Rent: 653.00      5. Excess Utility: 0.00      6. Additional Charges: 841.00

**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	11	512.29	116.00	0.00	273.00	901.29
Over One Month Delinquent	29	2,649.20	1,959.00	0.00	3,125.35	7,733.55
<b>Total for TIP</b>	<b>40</b>					<b>8,634.84</b>
Vacated TAR	5					469.78
<b>Total</b>	<b>45</b>					<b>9,104.62</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	7	1,372.50
Under Formal Repayment Agreement with Payments Up-to-Date	7	1,372.50
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	33	7,262.34

**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)
	11/30/2014	11/30/2013	11/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	34	31	33
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	48	32	28

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,262.67
2. Amount Charged to Loss this Year to Date	7,678.57

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2014  
Project: ALL - Summary

**A. Basic Identification Data**

3. Total Units Available: 539      5. Fiscal Year Beginning: 04/01/2014      6. Report Period Ending Date: 11/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 525      2. Total Charges: 100,824.43      3. Dwelling Rental: 94,719.28      4. Retroactive Rent: 1,646.00      5. Excess Utility: 461.00      6. Additional Charges: 3,998.15

**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	41	2,577.47	116.00	36.00	780.48	3,509.95
Over One Month Delinquent	145	12,565.10	8,792.00	1,161.38	20,368.06	42,886.54
Total for TIP	186					46,396.49
Vacated TAR	18					5,440.48
<b>Total</b>	<b>204</b>					<b>51,836.97</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	39	13,353.38
Under Formal Repayment Agreement with Payments Up-to-Date	39	13,353.38
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	147	33,043.11

**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)
	11/30/2014	11/30/2013	11/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	35	34	29
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	33	17	13

**F. Collection Losses**

1. Amount Charged to Loss this Period	6,556.72
2. Amount Charged to Loss this Year to Date	42,264.04

# Jackson Housing Commission

## Consolidated TARS Report

November, 2014

Category	Chalet Terrace*		Reed Manor		Shahan Blackstone		Totals	
Total Rents	125		292		122		539	
Rents Collected	119	95%	285	98%	113	93%	517	96%
Vacant Units	3	2%	6	2%	2	2%	11	2%
Notices to Vacate	1		0		2		3	
14 Day Notices	34		33		25		92	
Court Filings	2		1		5		8	

\*One unit off line due to casualty loss

# Move-Outs Report

November, 2014

<b>AMP</b>	<b>Acct No.</b>	<b>Address</b>	<b>Reason</b>
Chalet Terrace	P-001-1142-15	309 Barberry	Eviction
	P-001-1106-10	1249 Laurel Lane	Voluntary
	P-001-1145-05	1208 Heather Lane	Voluntary
Reed Manor	P-002-4378-08	207 Steward Ave. H-09	Eviction
	P-002-3344-09	301 Steward Ave. G-19	Transfer to SBN
	P-002-3332-10	301 Steward Ave. G-07	Deceased
	P-002-3346-05	301 Steward Ave. G-21	Transfer to SBN
	P-002-3237-06	301 Steward Ave. B-14	Deceased
	P-002-3360-08	301 Steward Ave G-35	Deceased
Shahan Blackstone	P-003-6549-08	306 Moorman	Voluntary
	P-003-5523-04	106 Shahr	Voluntary

### PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 11/01/2014 and 11/30/2014

Exempt Days  
Other

Pri-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Down Time	Make Ready	Lease Up
002-4472	315 Steward Avenue	I-59	09/05/2014	09/05/2014	0	09/15/2014	10	11/01/2014	46	56	0	0	0	0
002-3264	301 Steward Ave	D-17	09/18/2014	09/26/2014	7	10/08/2014	13	11/03/2014	25	45	0	0	0	0
002-3335	301 Steward Avenue	G-10	09/22/2014	09/22/2014	0	09/29/2014	7	11/17/2014	48	55	0	0	0	0
002-4429	315 Steward Avenue	I-16	09/25/2014	09/25/2014	0	10/06/2014	11	11/14/2014	38	49	0	0	0	0
002-3312	301 Steward Ave	F-13	09/30/2014	10/01/2014	0	10/13/2014	13	11/07/2014	24	37	0	0	0	0
002-3331	301 Steward Avenue	G-6	10/03/2014	10/01/2014	0	10/10/2014	7	11/14/2014	34	41	0	0	0	0
001-1114	1225 Laurel Lane		10/06/2014	10/21/2014	14	10/23/2014	3	11/03/2014	10	27	0	0	0	0
003-5534	210 Janke Street		10/09/2014	10/10/2014	0	10/15/2014	6	11/06/2014	21	27	0	0	0	0
002-3267	301 Steward Ave	D-20	10/09/2014	10/09/2014	0	10/24/2014	15	11/14/2014	20	35	0	0	0	0
003-6557	314 Moorman Drive		10/13/2014	10/16/2014	2	10/24/2014	9	11/22/2014	28	39	0	0	0	0
001-7647	1415 Merriman		10/17/2014	10/22/2014	4	10/29/2014	8	11/04/2014	5	17	0	0	0	0
003-5514	118 Shahhan Drive		10/27/2014	10/29/2014	1	10/31/2014	3	11/06/2014	5	9	0	0	0	0
002-3343	301 Steward Avenue	G-18	10/31/2014	11/19/2014	18	11/14/2014	-4	11/19/2014	4	18	-4	0	0	0
002-4443	315 Steward Avenue	I-30	11/05/2014	11/04/2014	0	11/07/2014	2	11/24/2014	16	18	0	0	0	0
003-6549	306 Moorman Drive		11/14/2014	11/17/2014	2	11/21/2014	5	11/25/2014	3	10	0	0	0	0
<b>Total Units:</b>		<b>15</b>			<b>48</b>		<b>108</b>		<b>327</b>	<b>483</b>	<b>-4</b>	<b>0</b>	<b>0</b>	<b>0</b>



# PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 11/01/2014 and 11/30/2014

**Element # - Description**

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V12400 - Total number of turnaround days:	483
V12500 - Total number of vacancy days exempted for Capital Funds:	-4
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	15
V12800 - Average number of days units were in down time:	3.20
V12900 - Average number of days units were in make-ready:	7.47
V13000 - Average number of days units were in lease-up:	21.80
V13100 - Average unit turnaround days:	32.47

## MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

NOVEMBER, 2014

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
11/01	04:15p-04:40p	RM South office alarm tripped	C-Bldg	Arnold
11/01	06:45p-07:40p	CT No heat	R. Hill	Arnold
11/08	02:50p-03:45p	RM No hot water	J. Kinstle	Oakley
11/08	03:00p-04:30p	SBN Slight gas smell, (water heater) she turned water heater off	K. Benedict	Oakley
11/09	04:40p-05:25p	CT Child locked parent out	N. Melton	Oakley
11/11	07:30a-08:15a	SBN Smoke alarms going off	J. Mossman	Oakley
11/11	09:30a-10:25a	RM Toilet plugged	P. Boldrey	Oakley
11/11	11:50a-12:32p	RM Patio door lock broken	S. Owen	Oakley
11/11	12:32p-01:00p	SBN Co2 alarm beeping	T. Ross	Oakley
11/14	10:15p-11:15p	CT No heat	G. Wright	Weston
11/15	07:57a-08:26a	RM Lockout	P. Boldrey	Weston
11/15	09:00a-09:45a	CT Co2 needs battery	B. Wilson	Weston
11/15	02:45p-05:37p	CT Sinks & drains plugged	K. Christner	Weston
11/15	06:32p-07:25p	CT No heat	K. Sherels	Weston
11/15	09:00p-10:05p	CT No heat	K. Sherels	Weston
11/16	07:45a-08:15a	RM Lockout	P. Ryals	Weston
11/16	09:15a-09:56a	CT Co2 needs battery	S. Worthey	Weston
11/16	02:47p-03:15p	RM Lockout	S. Owens	Weston
11/17	06:45a-07:25a	CT No heat	R. Knott	Weston
11/18	9:40p-09:50p	RM Elevator was out due to fire alarm	H-Bldg	Weston
11/19	07:00p-07:30p	RM Lockout	H. Boxley	Weston
11/19	07:30p-08:45p	SBN No heat	E. Watkins	Weston
11/20	04:00p-05:58p	SBN Meet Aspen heating (no heat)	E. Watkins	Weston
11/20	06:45p-07:46p	SBN No heat (AGAIN)	P. Ruiz	Weston
11/23	09:00-10:00	RM Lockout	O. Davis	Cram
11/25	08:00p-09:00p	CT Co2 beeping	S. Worthey	Cram
11/26	05:30p- 06:30p	SBN No heat	M. Melendez	Cram
11/27	03:00a-	CT Broken pipe, house flooded	A. McClelland	Cram
11/27	10:00a-11:00a	RM Lockout	M. Stovall	Cram
11/27	08:00-09:00	SBN Oven not working, smells gas	L. Thomas	Cram
11/29	08:55-09:30	RM Lockout	L. Wolff	Neal
11/29	02:00-03:00	CT No hot water	R. Tyler	Neal
11/29	12:00a-12:30a	RM Lockout	C. Carleton	Neal
11/30	12:30-12:45	RM Lockout	H. Boxley	Neal
11/30	02:15-02:50	RM Lockout	F. Anderson	Neal
11/30	02:50p-03:30p	RM Elevator not working	I-Bldg	Neal
11/30	08:00-08:45	RM Lockout	E. Reid	Neal

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 1/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060002	11/22/2014	AFLAC	Payment	719.00	Account #VX312 Invoice #548871 - Monthly Bill For November 2014
060003	11/24/2014	WILMAR INDUSTRIES	Payment	1,812.35	Account #70585 Invoice #319709036 - (2) Window Screen Wire Invoice #320318561 - Various Maintenance Supplies Invoice #321790396 - Various Maintenance Supplies Invoice #321880213 - Various Maintenance Supplies
060004	11/24/2014	LEUTZ CABINETS	Payment	555.00	Customer #JAXH Invoice #51861 - (2) Drawer Box Invoice #51862 - (3) Drawer Box & (3) Drawer Front
060005	11/24/2014	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	1,670.28	Customer #31919 Invoice #3196724 - (1) 40 Gallon Gas Water Heater Invoice #3199508 - (1) 40 Gallon Gas Water Heater Invoice #3044556 - (1) Core Cable Invoice #3173630 - (1) 30 Gallon Gas Water Heater Invoice #3173699 - (2) 40 Gallon Gas Water Heater
060006	11/24/2014	WEATHERPROOF INC	Payment	694.04	Customer #JAC HOU COM Invoice #304729 - Replaced Window @ Ct 1230 Laurel Lane Invoice #304341 - Replaced Window @ RM Invoice #304426 - Replaced Window @ CT 1227 Laurel Lane Invoice #303454 - Replaced Window @ Ct 1233 Heather Lane Invoice #303458 - Replaced Window @ RM E-2 Invoice #304102 - Replaced Window @ SBN 140 Shahan
060007	11/24/2014	General Electric Company	Payment	165.88	(2) Invoices Invoice #G1-172348 - (4) Igniter Oven Invoice #51-243826 - (6) Valve Switch
060008	11/24/2014	STAMPKO	Payment	149.50	(3) Invoices Invoice #29665 - (1) 2x10" Name Plate For E. Estelle Invoice #29675 - (1) Self Inking Signature Stamp For E. Estelle Invoice #157340 - Door Plate Reports
060008	11/24/2014	**VOID** STAMPKO	Payment	( 149.50)	(3) Invoices Void Refer 060008
060009	11/24/2014	City Of Jackson - Finance Department	Payment	3,590.93	Pension Employee/Employer Pension Contribution For Payroll 10/27/14-11/09/14
060010	11/24/2014	LIBERTY ENVIRONMENTALISTS, INC.	Payment	11.00	1 Invoice Min. Load Brush
060011	11/24/2014	Glenn's Glass	Payment	125.00	1 Invoice 1 Building Fire Door Safety Repair
060012	11/25/2014	Petty Cash	Payment	1,467.45	Petty Cash

Jackson Housing Commission  
Register - Basic Listing  
Public Housing  
From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060013	11/26/2014	HD Supply Facilities Maintenance	Payment	3,054.58	Replenish Petty Cash From Transaction #284 09/29/14 To Transaction #302 11/24/14 Customer #461000 Invoice #9132450937 - Various Maintenance Supplies Invoice #9132510834 - Various Maintenance Supplies Invoice #9132597056 - Various Maintenance Supplies Invoice #9132657839 - Various Maintenance Supplies Invoice #9132702812 - Various Maintenance Supplies Invoice #9132702816 - Various Maintenance Supplies Invoice #9132779266 - Various Maintenance Supplies Invoice #9132843822 - Various Maintenance Supplies Invoice #9132943083 - Various Maintenance Supplies Invoice #9133035162 - Various Maintenance Supplies
060014	12/05/2014	MENARDS - JACKSON	Payment	928.20	Account #31610470 Invoice #94873 - Various Maintenance Supplies Invoice #94838 - Various Maintenance Supplies Invoice #95717 - Various Maintenance Supplies Invoice #95950 - Various Maintenance Supplies Invoice #94902 - Various Maintenance Supplies Invoice #95438 - Various Maintenance Supplies
060015	12/05/2014	Jannaa Pool	Payment	412.32	PHM Training-Orlando, FL Travel Expense for Jannaa Pool- \$309.00 Mileage /Cab Expense - \$103.32 (12/7/14 thru 12/12/14)
060016	12/05/2014	Pamela Stilson-Postma	Payment	414.44	PHM Training-Orlando FL. Travel Expense for Pamela Stilson-Postma- \$309.00 Mileage /Cab Expense - \$105.44 (12/7/14 thru 12/12/14)
060017	12/05/2014	Erica Estelle	Payment	411.31	PHM Training- Orlando, FL Travel Expense for Erica Estelle- \$309.00 Mileage /Cab Expense - \$102.31 (12/7/14 thru 12/12/14)
060018	12/06/2014	OSBORNE PROCESS SERVICE	Payment	347.83	(2) Invoices Invoice # 9045- Miranda McCulloch and all occupants \$306.03 Invoice # 9046- Gloria Dewitt and all occupants \$41.80
060019	12/06/2014	OSBORNE PROCESS SERVICE	Payment	26.10	(1) Invoice Invoice # 9264 Ronnie Johnson and all occupants
060020	12/06/2014	JACKSON APPLIANCE SERVICE LLC	Payment	48.00	(1) Invoice Invoice # 1660
060021	12/06/2014	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	348.00	(1) Invoice

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060022	12/06/2014	TDS Metrocom	Payment	1,761.27	Invoice # 152570- Drug Screen and Physical Exam for: Erica Estelle \$116.00 Deborah Hartman \$116.00 Lezlie Luebke \$116.00 (4) Bills (517) 787-0168 - \$458.68 (517) 787-9241 - \$554.47 (517) 787-0218 - \$225.92 (517) 787-1188 - \$522.20 (4) Bills Void Refer 060022
060023	12/06/2014	JACKSON WATER COLLECTION	Payment	20,039.14	RM 8/27/14 thru 9/30/14
060024	12/08/2014	SPRINT	Payment	1,354.87	SBN 7/2/14 thru 10/13/14 (1) Bill Enclosed
060025	12/08/2014	Acuity	Payment	707.39	Invoice # 128763256-002- Cellular Services 9/24/14 thru 10/23/14 Ninth Installment Workers Compensation Policy Term 03-26-14-03-26-15
060026	12/08/2014	White & Hotchkiss, PLLC	Payment	450.00	File 1919
060027	12/08/2014	AMBS CALL CENTER	Payment	303.32	Invoice #64715 - Monthly Service For the Month Of October 2014 (1) Invoice Invoice #141010154
060028	12/08/2014	M.C. Smith Associates and Arcitectural Group	Payment	4,600.00	(1) Invoice Invoice #4. Architectural Services- Chalet Terrace Re-Roofing (8) Buildings including : Specifications and Details
060029	12/08/2014	Jackson Transportation Authority	Payment	391.72	(2) Invoices Invoice # 0025486 IN Fuel for October 2014
060030	12/08/2014	TransUnion Rental Screening	Payment	90.00	Invoice # 0025472-IN Late Charge on Invoice # 0025408 (1) Invoice Invoice # 10432947
060031	12/08/2014	Pentiuk, Couvreur & Kobijjak, P.C	Payment	120.00	(1) Invoice Invoice # 17438
060032	12/08/2014	Terri Davis	Payment	106.00	Refund Security Deposit RE: 210 Janke-Acct # 5534-07
060033	12/10/2014	O'LEARY PAINT CO.	Payment	939.75	(1) Invoice Invoice # 000414521-(5) Gal Paint 3900 Ivory Cloud Paint
060034	12/10/2014	ANDERSON PRINTING	Payment	30.00	(1) Invoice Invoice 19621 Business Cards for Stilson-Postma
060035	12/10/2014	AccuShred, LLC	Payment	92.50	(1) Invoice Invoice #26223- Services thru 10/31/14
060035	12/10/2014	**VOID** AccuShred, LLC	Payment	( 92.50)	(1) Invoice

Jackson Housing Commission  
**Register - Basic Listing**  
 Public Housing  
 From: 11/20/2014 To: 12/11/2014

Date: 12/11/2014  
 Time: 12:39:21

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060036	12/10/2014	AccuShred, LLC	Payment	92.50	Void Refer 060035 (1) Invoice Invoice # 26223
060036	12/10/2014	**VOID** AccuShred, LLC	Payment	( 92.50)	(1) Invoice Void Refer 060036
060037	12/10/2014	AccuShred, LLC	Payment	92.50	(1) Invoice Invoice # 26223
060038	12/10/2014	J McEidowney Inc.	Payment	22.00	(1) Invoice Invoice #68098 Add Tammy Lovely to Scan Function
060039	12/11/2014	Standard Electric Company	Payment	49.95	(1) Invoice Invoice # 1572184-00
060040	12/11/2014	PDQ SUPPLY, INC.	Payment	97.55	(2) Invoices Invoice # S1197165 Invoice #1-181085
060041	12/11/2014	FIRESTONE PAYMENT CENTER	Payment	228.47	(1) Invoice Trans. # B111860350
060042	12/11/2014	ERADICO SERVICES, INC.	Payment	1,312.50	(3) Invoices Invoice #211166B 316 Barbary Drive Invoice #211120B 301 Steward Ave Invoice #211132B 109 Shahan Drive

**Total:** ( 47,736.87)

Jackson Housing Commission  
Register - Basic Listing  
General COCC Account  
From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002085	11/22/2014	COMCAST	Payment	354.56	3 Bills Account #01721422344-01-1 - Basic Cable & Telephone Service For SBN 221 Janke St. Maintenance Garage Account #01721413438-01-3 - Basic Cable & Internet Service For Main Office Account #01721425384-01-4 - Telephone & Internet Service For CTTA
002086	11/22/2014	HOUSING DATA SYSTEMS, INC.	Payment	240.00	Client #6183 Invoice #217445 - MTCs Transmittal Service For 10/01/14-12/31/14
002087	11/24/2014	T.L. Plumbing & Drain Cleaning	Payment	1,325.00	(10) Invoices Cold Water Pipe Repair @ RM H-7 Snake Main Drain Line @ RM G-14 Run Out Kitchen Sink @ RM I-12 Snake Main Drain @ RM D-6 Snake Drains @ RM I-80 Repaired Tub Spout @ CT 300 Barbary Snake Main Drain @ RM I-64 Replace Water Heater @ RM D-6 Repaired Bath Drain @ RM H-21 Water Heater Install @ CT 327 Barbary Drive
002088	11/24/2014	City Of Jackson - Finance Department	Payment	2,401.37	Pension Employee/Employer Pension Contribution For Payroll 10/27/14-11/09/14
002089	11/24/2014	Deborah Davis	Payment	100.90	Mileage
002090	11/25/2014	Emerge Accounting	Payment	3,993.50	Mileage Reimbursement for various errands 180.18x 0.56. Invoice #Nov-001 For November Financials & For Submission Of The Audited FDS
002091	12/05/2014	Craig Brayley	Payment	90.00	Meal Exp. for Emergency Ldng Unit A19- Reed Manor-Resident displaced due to damaged water heater. Meal expenses at \$30.00 per day.
002092	12/05/2014	Robert Patefeld	Payment	90.00	Meal Exp. for Emergency Ldng Unit A11- Reed Manor-Resident displaced due to damaged water heater. Meal expenses at \$30.00 per day.
002093	12/06/2014	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	116.00	(1) Invoice Invoice # 152570- Drug Screen and Exam for Chelsea Bryant
002094	12/08/2014	SPRINT	Payment	315.01	(1) Bill Invoice # 128763256-002 9/24/14 thru 10/23/14
002095	12/08/2014	Acuity	Payment	424.43	Ninth Installment Workers Compensation Policy Term 03-26-14-03-26-15
002096	12/08/2014	TransUnion Rental Screening	Payment	20.00	(1) Invoice Invoice # 10432947

Jackson Housing Commission  
**Register - Basic Listing**  
 General COCC Account  
 From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002097	12/08/2014	Pentiuk, Couvreur & Kobijak, P.C	Payment	72.00	(1) Invoice Invoice # 17438
002098	12/10/2014	ANDERSON PRINTING	Payment	72.00	(1) Invoice Invoice # 19621- Business cards and layout for Bryant and Dickerson
002099	12/10/2014	AccuShred, LLC	Payment	18.75	(1) Invoice Invoice # 26223 Services thru 10/31/14
002100	12/10/2014	J McEldowney Inc.	Payment	22.00	(1) Invoice Invoice # 68098 Add Katie Dickerson to Scan Function
<b>Total:</b>				(	9,655.52)



Jackson Housing Commission  
**Register - Basic Listing**  
 Section 8 Housing Voucher Prog  
 From: 11/20/2014 To: 12/11/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054066	11/22/2014	Matthew Weston	Payment	468.10	Travel Expense Travel Expense For HCV Seminar In New Orleans, LA 11/30/14-12/04/14 \$279.00
054067	11/22/2014	NAN MCKAY & Associates, Inc.	Payment	975.00	Mileage Reimbursement For Travel To/From Airport & Taxi \$80.00 Park Car @ Detroit Airport 11/30/14-12/04/14 \$40.00 Account #JAC49201 Invoice #INV198668 - HCV Housing Quality Standards Seminar For Matthew Weston 11/30/14-12/04/14
054068	11/22/2014	TALX THE WORK NUMBER	Payment	112.59	Customer #8805983
054069	11/22/2014	The Neirod Company	Payment	1,449.00	Invoice #1705319 - Employment Verification For The Month Of Oct. 2014 Invoice #ZR1529-2014
054070	11/24/2014	City Of Jackson - Finance Department	Payment	835.26	EZ Reasonable Rent Determination Pension
054071	12/08/2014	Acuity	Payment	282.95	Employee/Employer Pension Contribution For Payroll 10/27/14-11/09/14 Ninth Installment Workers Compensation Policy Term 03-26-14-03-26-15
054072	12/08/2014	Jackson Transportation Authority	Payment	62.66	(2) Invoices Invoice # 0025486 IN -Fuel for October 2014 Invoice # 0025472-IN -Late Charge on Invoice # 0025408
054073	12/08/2014	TransUnion Rental Screening	Payment	368.00	(1) Invoice Invoice # 10432947
054074	12/08/2014	Pentiuk, Couvreur & Kobijak, P.C	Payment	48.00	Invoice #17438
054075	12/10/2014	AccuShred, LLC	Payment	18.75	(1) Invoice Invoice # 26223
<b>Total:</b>				(	4,620.31)

**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by President \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2014-40**

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	\$000.00
AMP 2: Reed Manor	\$527.99
AMP 3: Shahan-Blackstone Apts.	<u>\$000.00</u>
<b>Total</b>	<b>\$527.99</b>

The attached Collection Losses Report reflects the delinquent amount of **\$527.99** 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:

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 December 17, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Collection Losses Report

Three months or greater

November, 2014

<b>AMP</b>	<b>Name</b>	<b>Acct. No.</b>	<b>Move-Out</b>	<b>Amount</b>
Chalet Terrace	None			
Reed Manor	Wood, Tiffany	002-3296	7/7/2014	\$527.99
Shahan Blackstone	None			

<b>Board Resolution: 2014-40</b>	<b>Total Write Off:</b>	<b>\$527.99</b>
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# Leasing and HAP Utilization

CY 14

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											00,000
January	209,109	197,502	94.4%	455	434.07	95.8%	475	0	3	11,607	11,610
February	304,194	195,760	64.4%	453	432.14	95.4%	475	0	3	108,434	120,047
March	209,109	207,284	99.1%	448	462.69	94.3%	475	0	5	1,825	121,877
April	205,440	202,834	98.7%	446	454.78	94.0%	475	2,829	5	2,606	127,317
May	208,192	208,745	100.0%	445	469.09	93.6%	475	759	5	(553)	127,528
June	208,192	201,502	96.8%	442	455.89	93.1%	475	2,711	5	6,690	136,934
July	208,192	201,506	96.8%	439	458.01	92.4%	475	2,151	5	6,686	145,776
August	208,192	203,292	92.0%	444	457.86	93.6%	475	841	6	4,900	151,523
September	113,107	205,176	181.4%	440	466.31	92.6%	475	1,529	3	(92,069)	60,986
October	201,506	209,944	104.2%	445	471.86	93.7%	475	545	4	(8,438)	53,097
November	203,292	213,504	105.0%	448	476.57	94.3%	475	82	3	(10,212)	42,970
December											
	2,278,525	2,247,049	103.0%	4905	458.11	93.9%	5225	11,447	47	31,476	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - November 2014  
 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: 11/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 120      2. Total Charges: 27,692.10      3. Dwelling Rental: 25,666.00      4. Retroactive Rent: 149.00      5. Excess Utility: 454.00      6. Additional Charges: 1,423.10

**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	11	1,431.10	0.00	24.00	307.48	1,762.58
Over One Month Delinquent	54	4,752.10	1,052.00	952.38	5,590.14	12,346.62
<b>Total for TIP</b>	<b>65</b>					<b>14,109.20</b>
Vacated TAR	6					2,180.09
<b>Total</b>	<b>71</b>					<b>16,289.29</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	10	2,614.30
Under Formal Repayment Agreement with Payments Up-to-Date	10	2,614.30
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	55	11,494.90

**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)
	11/30/2014	11/30/2013	11/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	54	59	43
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	42	28	15

**F. Collection Losses**

1. Amount Charged to Loss this Period      1,127.00  
 2. Amount Charged to Loss this Year to Date      14,838.92

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - November 2014  
 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: 11/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 287      2. Total Charges: 57,899.05      3. Dwelling Rental: 55,314.00      4. Retroactive Rent: 844.00      5. Excess Utility: 7.00      6. Additional Charges: 1,734.05

**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	634.08	0.00	12.00	200.00	846.08	
Over One Month Delinquent	62	5,163.80	5,781.00	209.00	11,652.57	22,806.37	
<b>Total for TIP</b>	<b>81</b>					<b>23,652.45</b>	
Vacated TAR	7					2,790.61	
<b>Total</b>	<b>88</b>					<b>26,443.06</b>	

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	22	9,366.58
Under Formal Repayment Agreement with Payments Up-to-Date	22	9,366.58
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	59	14,285.87

**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)
	11/30/2014	11/30/2013	11/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	28	24	22
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	25	8	9

**F. Collection Losses**

1. Amount Charged to Loss this Period	4,167.05
2. Amount Charged to Loss this Year to Date	19,746.55

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2014  
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: 11/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118      2. Total Charges: 15,233.28      3. Dwelling Rental: 13,739.28      4. Retroactive Rent: 653.00      5. Excess Utility: 0.00      6. Additional Charges: 841.00

**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	11	512.29	116.00	0.00	273.00	901.29
Over One Month Delinquent	29	2,649.20	1,959.00	0.00	3,125.35	7,733.55
<b>Total for TIP</b>	<b>40</b>					<b>8,634.84</b>
Vacated TAR	5					469.78
<b>Total</b>	<b>45</b>					<b>9,104.62</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	7	1,372.50
Under Formal Repayment Agreement with Payments Up-to-Date	7	1,372.50
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	33	7,262.34

**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)
	11/30/2014	11/30/2013	11/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	34	31	33
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	48	32	28

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,262.67
2. Amount Charged to Loss this Year to Date	7,678.57

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2014  
Project: ALL - Summary

**A. Basic Identification Data**

3. Total Units Available: 539      5. Fiscal Year Beginning: 04/01/2014      6. Report Period Ending Date: 11/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 525      2. Total Charges: 100,824.43      3. Dwelling Rental: 94,719.28      4. Retroactive Rent: 1,646.00      5. Excess Utility: 461.00      6. Additional Charges: 3,998.15

**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	41	2,577.47	116.00	36.00	780.48	3,509.95	
Over One Month Delinquent	145	12,565.10	8,792.00	1,161.38	20,368.06	42,886.54	
Total for TIP	186					46,396.49	
Vacated TAR	18					5,440.48	
<b>Total</b>	<b>204</b>					<b>51,836.97</b>	

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	39	13,353.38
Under Formal Repayment Agreement with Payments Up-to-Date	39	13,353.38
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	147	33,043.11

**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)
	11/30/2014	11/30/2013	11/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	35	34	29
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	33	17	13

**F. Collection Losses**

1. Amount Charged to Loss this Period	6,556.72
2. Amount Charged to Loss this Year to Date	42,264.04



# Jackson Housing Commission

## Consolidated TARS Report

November, 2014

Category	Chalet Terrace*		Reed Manor		Shahan Blackstone		Totals	
Total Rents	125		292		122		539	
Rents Collected	119	95%	285	98%	113	93%	517	96%
Vacant Units	3	2%	6	2%	2	2%	11	2%
Notices to Vacate	1		0		2		3	
14 Day Notices	34		33		25		92	
Court Filings	2		1		5		8	

\*One unit off line due to casualty loss



Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 11/01/2014 and 11/30/2014

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
002-4472	315 Steward Avenue	I-59	09/05/2014	09/05/2014	0	09/15/2014	10	11/01/2014	46	56	0	0	0	0
002-3264	301 Steward Ave	D-17	09/18/2014	09/26/2014	7	10/08/2014	13	11/03/2014	25	45	0	0	0	0
002-3335	301 Steward Avenue	G-10	09/22/2014	09/22/2014	0	09/29/2014	7	11/17/2014	48	55	0	0	0	0
002-4429	315 Steward Avenue	I-16	09/25/2014	09/25/2014	0	10/06/2014	11	11/14/2014	38	49	0	0	0	0
002-3312	301 Steward Ave	F-13	09/30/2014	10/01/2014	0	10/13/2014	13	11/07/2014	24	37	0	0	0	0
002-3331	301 Steward Avenue	G-6	10/03/2014	10/01/2014	0	10/10/2014	7	11/14/2014	34	41	0	0	0	0
001-1114	1225 Laurel Lane		10/06/2014	10/21/2014	14	10/23/2014	3	11/03/2014	10	27	0	0	0	0
003-5534	210 Janke Street		10/09/2014	10/10/2014	0	10/15/2014	6	11/06/2014	21	27	0	0	0	0
002-3267	301 Steward Ave	D-20	10/09/2014	10/09/2014	0	10/24/2014	15	11/14/2014	20	35	0	0	0	0
003-6557	314 Moorman Drive		10/13/2014	10/16/2014	2	10/24/2014	9	11/22/2014	28	39	0	0	0	0
001-7647	1415 Merriman		10/17/2014	10/22/2014	4	10/29/2014	8	11/04/2014	5	17	0	0	0	0
003-5514	118 Shahan Drive		10/27/2014	10/29/2014	1	10/31/2014	3	11/06/2014	5	9	0	0	0	0
002-3343	301 Steward Avenue	G-18	10/31/2014	11/19/2014	18	11/14/2014	-4	11/19/2014	4	18	-4	0	0	0
002-4443	315 Steward Avenue	I-30	11/05/2014	11/04/2014	0	11/07/2014	2	11/24/2014	16	18	0	0	0	0
003-6549	306 Moorman Drive		11/14/2014	11/17/2014	2	11/21/2014	5	11/25/2014	3	10	0	0	0	0
<b>Total Units:</b>		<b>15</b>			<b>48</b>		<b>108</b>		<b>327</b>	<b>483</b>	<b>-4</b>	<b>0</b>	<b>0</b>	<b>0</b>

Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 11/01/2014 and 11/30/2014

<u>Element # - Description</u>	
V12400 - Total number of turnaround days:	483
V12500 - Total number of vacancy days exempted for Capital Funds:	-4
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	15
V12800 - Average number of days units were in down time:	3.20
V12900 - Average number of days units were in make-ready:	7.47
V13000 - Average number of days units were in lease-up:	21.80
V13100 - Average unit turnaround days:	32.47

## MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

**NOVEMBER, 2014**

<b>DATE COMPLETE</b>	<b>DV/PJ</b>	<b>ACTIVITY</b>	<b>TENANT</b>	<b>STAFF</b>
11/01	04:15p-04:40p	RM	South office alarm tripped	C-Bldg Arnold
11/01	06:45p-07:40p	CT	No heat	R. Hill Arnold
11/08	02:50p-03:45p	RM	No hot water	J. Kinstle Oakley
11/08	03:00p-04:30p	SBN	Slight gas smell, (water heater) she turned water heater off	K. Benedict Oakley
11/09	04:40p-05:25p	CT	Child locked parent out	N. Melton Oakley
11/11	07:30a-08:15a	SBN	Smoke alarms going off	J. Mossman Oakley
11/11	09:30a-10:25a	RM	Toilet plugged	P. Boldrey Oakley
11/11	11:50a-12:32p	RM	Patio door lock broken	S. Owen Oakley
11/11	12:32p-01:00p	SBN	Co2 alarm beeping	T. Ross Oakley
11/14	10:15p-11:15p	CT	No heat	G. Wright Weston
11/15	07:57a-08:26a	RM	Lockout	P. Boldrey Weston
11/15	09:00a-09:45a	CT	Co2 needs battery	B. Wilson Weston
11/15	02:45p-05:37p	CT	Sinks & drains plugged	K. Christner Weston
11/15	06:32p-07:25p	CT	No heat	K. Sherels Weston
11/15	09:00p-10:05p	CT	No heat	K. Sherels Weston
11/16	07:45a-08:15a	RM	Lockout	P. Ryals Weston
11/16	09:15a-09:56a	CT	Co2 needs battery	S. Worthey Weston
11/16	02:47p-03:15p	RM	Lockout	S. Owens Weston
11/17	06:45a-07:25a	CT	No heat	R. Knott Weston
11/18	9:40p-09:50p	RM	Elevator was out due to fire alarm	H-Bldg Weston
11/19	07:00p-07:30p	RM	Lockout	H. Boxley Weston
11/19	07:30p-08:45p	SBN	No heat	E. Watkins Weston
11/20	04:00p-05:58p	SBN	Meet Aspen heating (no heat)	E. Watkins Weston
11/20	06:45p-07:46p	SBN	No heat (AGAIN)	P. Ruiz Weston
11/23	09:00-10:00	RM	Lockout	O. Davis Cram
11/25	08:00p-09:00p	CT	Co2 beeping	S. Worthey Cram
11/26	05:30p- 06:30p	SBN	No heat	M. Melendez Cram
11/27	03:00a-	CT	Broken pipe, house flooded	A. McClelland Cram
11/27	10:00a-11:00a	RM	Lockout	M. Stovall Cram
11/27	08:00-09:00	SBN	Oven not working, smells gas	L. Thomas Cram
11/29	08:55-09:30	RM	Lockout	L. Wolff Neal
11/29	02:00-03:00	CT	No hot water	R. Tyler Neal
11/29	12:00a-12:30a	RM	Lockout	C. Carleton Neal
11/30	12:30-12:45	RM	Lockout	H. Boxley Neal
11/30	02:15-02:50	RM	Lockout	F. Anderson Neal
11/30	02:50p-03:30p	RM	Elevator not working	I-Bldg Neal
11/30	08:00-08:45	RM	Lockout	E. Reid Neal



**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by President \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2014-36**

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	\$1,127.00
AMP 2: Reed Manor	\$4,167.05
AMP 3: Shahan-Blackstone Apts.	<u>\$1,262.67</u>
<b>Total</b>	<b>\$6,556.72</b>

The attached Collection Losses Report reflects the delinquent amount of **\$6,556.72** 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:

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 November 19, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

# Collection Losses Report

Three months or greater

October, 2014

<b>AMP</b>	<b>Name</b>	<b>Acct. No.</b>	<b>Move-Out</b>	<b>Amount</b>
Chalet Terrace	Lalara Berry	001-1187	8/7/2014	\$146.10
	Crystal Falling	001-1105	8/21/2014	\$817.10
	Antionette Reese	001-1152	8/25/2014	\$163.80
Reed Manor	William Arnold, Jr.	002-3275	8/1/2014	\$1,948.10
	Sarah Austin	002-2214	8/6/2014	\$418.00
	Gregory Murray	002-4382	8/18/2014	\$347.00
	Bobby Smith	002-4465	8/14/2014	\$617.85
	Nikia Taylor	002-3294	8/4/2014	\$836.10
Shahan Blackstone	Nellie Butler-Howard	003-5516	8/27/2014	\$745.10
	Heather Hurt-Brady	003-6558	8/26/2014	\$517.57

**Board Resolution: 2014-36**

**Total Write Off: \$6,556.72**