

JACKSON HOUSING COMMISSION

REGULAR MEETING – February 18, 2015

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLIGENCE
3. ROLL CALL
Michelle Orthaus, President
James Stark, Vice President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
Michelle Woods, Commissioner
4. Introduction of Attorney
5. Public Comments (limited to 3 minutes)
6. Approval of the Minutes of the Regular Meeting on January 21, 2015
7. Approval of the Previously Paid Liabilities from January 22, 2015 thru February 12, 2015
8. RESOLUTIONS
Resolution No. 2015-03: Collection Losses Write Off January 2015
- 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
9. OTHER BUSINESS
First Year Evaluation of Patricia Tyus
10. ADJOURNMENT
11. NEXT REGULAR MEETING: **March 19, 2015 at Shahan Blackstone North Community 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, Gerald Montgomery and Michelle Woods. 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

There was no representation from the public in attendance.

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, G. Montgomery, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: None

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, G. Montgomery M. Woods

NAYS: None

ABSTAIN: None

ABSENT: None

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, G. Montgomery, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: None

- 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, G. Montgomery, M. Woods
NAYS: None
ABSTAIN: None
ABSENT: None

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.

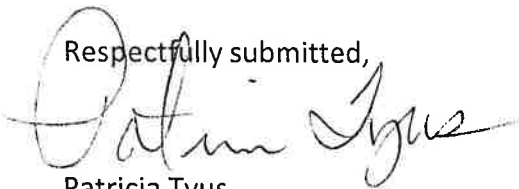
Also during the discussion of New Business, Ms. Tyus stated that her first year review was due in November. Commissioner Pultz-Orthaus asked if Deborah Davis, the Jackson Housing Commission's Human Resource Specialist, could provide an evaluation tool and facilitate the process for the Board of Commissioners. 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
Register - sic Listing
General COCC Account
From: 01/22/2015 To: 02/12/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002133	01/22/2015	The SBAM Plan	Payment	41.66	(1) Invoice Taxes Associated Health Insurance Coverage from 1/1/15 to 1/31/15
002134	02/03/2015	American Office Solutions	Payment	2,987.50	1 invoice INVOICE# IN39568 DIGITAL IMAGER
002135	02/04/2015	City Of Jackson - Finance Department	Payment	818.66	1 INVOICE INVOICE# 1-5-15 - 1-18-15
002136	02/04/2015		Deposit		Void Refer 002136
002136	02/04/2015	**VOID**	Deposit		
002137	02/04/2015	COMCAST	Payment	536.38	1 INVOICE ACCT# 01721 423972-01-9 12-14-14
002138	02/04/2015	DBI BUSINESS INTERIORS	Payment	572.37	9 INVOICES INVOICE# 031R7171 INVOICE# 031R7714 INVOICE# 081P9019 INVOICE# 081P6834 INVOICE# 081P3947 INVOICE# 081P7532 CREDIT MEMO INVOICE# 031R4996 INVOICE# 081Q1827 INVOICE# 081Q9030
002139	02/04/2015	IDVille	Payment	58.50	1 INVOICE
002140	02/04/2015	LJ TRUMBLE BUILDERS LLC	Payment	19,792.35	INVOICE# 2807431 EMPLOYEE SECURITY CARD SUPPLIES 1 CERTIFICATE FOR PAYMENT CERTIFICATE FOR PAYMENT
002141	02/04/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	108.89	2 INVOICE
002142	02/04/2015	PURCHASE POWER	Payment	150.00	1 INVOICE INVOICE# 4344602-NV14 LEASING STATEMENT INVOICE# SCHEDULE #007 PROPERTY TAX
002143	02/04/2015	The SBAM Plan	Payment	7,210.24	1 INVOICE INVOICE# 12/14/14 POSTAGE METER REFILL 8000-9000-0062-0884
002144	02/04/2015	Society for Human Resource Management	Payment	190.00	1 INVOICE INVOICE 02-01-15 - 02-28-15
002145	02/04/2015	SPRINT	Payment	500.07	2 INVOICE INVOICE# 9006061176
002146	02/04/2015	STAMPCO	Payment	37.25	2 INVOICES INVOICE# 10-24-14 - 11-23-14 INVOICE# 11-24-14 - 12-23-14
					INVOICE# 29862 T. JOHNSON NAME PLATE INVOICE# 29634 EXE SECR. NAME PLATE & CONTRACT ANALYST NAME PLATE

Date: 02/13/2015
Time: 12:08:54

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 01/22/2015 To: 02/12/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002147	02/11/2015	CONSUMERS ENERGY	Payment	216.99	ACCOUNT# 1000 3514 5687 BILLING PERIOD 11-06-2014 - 12-04-2014
Total:				(33,220.86)	

Jackson Housing Commission
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Public Housing
From: 01/22/2015 To: 02/12/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060085	01/22/2015		Deposit		Void- Check printed out of sequence.
060085	01/22/2015	**VOID**	Deposit		Void Refer 060085
060086	02/05/2015		Deposit		VOIDED CHECK SEQUENCE OUT OF ORDER
060086	02/05/2015	**VOID**	Deposit		Void Refer 060086
060087	01/22/2015	The SBAM Plan	Payment	2,015.07	(1) Invoice Health Insurance Coverage for Retired Employees 1/1/15 to 1/31/15
060088	01/22/2015	Acuity	Payment	707.39	(1) Memo
060088	01/22/2015	**VOID** The SBAM Plan	Payment	(2,015.07)	Workers Compensation Policy Term 3/26/14 thru 3/26/15 (1) Invoice
060089	01/22/2015	Blue Cross Blue Sheild of Michigan	Payment	2,015.07	Void Refer Print - Check was printed out of sequence. (1) Invoice
060090	01/27/2015	A-1 LOCK SHOP	Payment	71.00	(1) Invoice
060091	01/27/2015	ACE ROOFING	Payment	400.00	Invoice# 2737 purchased 50 key blanks 1. Invoice
060092	01/27/2015	Aladdin	Payment	2,162.00	Invoice# 100514 roof repairs l bldg H bldg. 2 - invoices
060093	01/27/2015	ANDERSON PRINTING	Payment	70.00	Invoice# 46891 replace furnace Invoice# 46691 chk furnace
060094	01/28/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	1,374.98	Invoice# 19708 business cards for E. Estelle & J. Pool 2 invoices
060095	01/28/2015	CAMPBELL'S SEWER CLEANING	Payment	160.00	Invoice# 637457 I-8 ceiling repaired Invoice#638417 pipes for drain leak
060096	01/28/2015	CUT-RATE PLUMBING	Payment	47.11	2 invoices Invoice# 12022014 clean kit sink line Invoice# 01062015 303 Barberry kit sink
060097	01/28/2015	ETNA Supply	Payment	932.87	2 Invoices Invoice# 677360 supplies Invoice# 870080 supplies
060098	01/28/2015	ERADICO SERVICES, INC.	Payment	1,685.00	3 invoices Invoice# S101306654.001 purchased water heater for H-10 Invoice# S101276981.001 purchased water heater for D-5 Invoice# S101278137.001 purchased water heater for 100 Laurel Ct
060099	01/29/2015	Firestone Complete Auto Care	Payment	236.45	1 INVOICE INVOICE# 11032014 1 INVOICE

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From: 01/22/2015 To: 02/12/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060100	01/29/2015	HAMMOND HARDWARE	Payment	80.40	INVOICE# 090191 3 INVOICES
060101	01/29/2015	HD Supply Facilities Maintenance	Payment	436.64	INVOICE# B272176 BATH LIGHTS 122 STANLEY ST INVOICE# B271162 MATERIALS FOR VACANT UNIT INVOICE# B269795 REPLACE FAUCET 1215 LAUREL LN 2 INVOICES
060102	01/29/2015	Home Depot Credit Services	Payment	1,585.88	INVOICE# 9134392590 MAINTENANCE SUPPLIES INVOICE# 9134814716 MAINTENANCE SUPPLIES 1 INVOICE
060103	01/29/2015	IPRINT TECHNOLOGIES, INC	Payment	82.00	INVOICE 11212014 VACANT UNIT SUPPLIES 1 INVOICE
060104	01/29/2015	JACKSON GLASS WORKS INC	Payment	642.75	INVOICE# 384943 3 INVOICES
060105	01/29/2015	JACKSON KEY WORKS	Payment	409.55	INVOICE# 383346 REPAIR BROKEN WINDOW 1209 MERRIMAN INVOICE# 383769 REPLACE BROKEN STATIONAR WINDOW INVOICE# 384126 REPLACE BROKEN WINDOW E-18 2 INVOICES
060106	01/29/2015	JIMMIE'S, INC.	Payment	40.00	INVOICE# 8602 A-6 DOOR LOCK BROKEN INVOICE# 37410 VACANT UNIT TURNS REKEY LOCK CORES 1 INVOICE
060107	01/29/2015	K & J TOTAL DESIGN	Payment	1,577.50	INVOICE# 132510 1 INVOICE
060108	01/29/2015	DBI BUSINESS INTERIORS	Payment	275.91	INVOICE# 19442-00 THIS IS INVOICE IS FOR 1/2 THE QUOTE OF \$3,155. 4 INVOICES
060109	01/29/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	10.00	INVOICE# 081Q7385 OFFICE SUPPLIES INVOICE# 081Q7006 OFFICE SUPPLIES INVOICE# 081Q7005 OFFICE SUPPLIES INVOICE# 081Q7384 OFFICE SUPPLIES 1 INVOICE
060110	01/29/2015	LIBRA INDUSTRIES, INC. OF MI	Payment	90.00	INVOICE# 8939 TRUCK & TRAILER LOAD OF LEAVES TO LANDFILL 1 INVOICE
060111	01/29/2015	Manpower Of Lansing MI Inc	Payment	3,664.08	INVOICE# 40960900 WORK COAT 8 INVOICES
					INVOICE# 27789150 INVOICE# 27855236 INVOICE# 27881864 INVOICE# 27902295 INVOICE# 27940428 INVOICE# 27960131

From: 01/22/2015 To: 02/12/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060112	01/29/2015	M.C. Smith Associates and Arcitectural Group	Payment	1,207.49	INVOICE# 28000154 INVOICE# 28029195 1 INVOICE INVOICE# 5 2013 CFP (A-1092) CHALET TERRACE RE-ROOFING OF 8 BUILDINGS, INCLUDING SPECIFICATIONS AND DETAILS.
060113	01/29/2015	MINUTEMAN SEWER & DRAIN INC.	Payment	350.00	2 INVOICES INVOICE 159409 A BLDG DRAINS PLUGGED - MAIN INVOICE 149202 A BLDG SEWER MAIN BLOCKED
060114	01/29/2015	OSBORNE PROCESS SERVICE	Payment	552.58	6 INVOICES INVOICE# 9482 CASE#142369LT 110 LAUREL CT INVOICE# 9495 CASE# 142933LT MIESHA GONZALEZ 302 BARBERRY DR INVOICE# 9520 CASE#142932LT TIFFANY SMITH 1256 LAUREL LN INVOICE# 9566 CASE#142394LT LINDA ARTIS 938 MAPLE INVOICE# 9524 CASE#142896LT 207 STEWARD AVE H-16 INVOICE# 9632 CASE#142701LT 301 STEWARD AVE F-7
060115	01/29/2015	PURCHASE POWER	Payment	250.00	1 INVOICE POSTAGE METER REFILL
060116	01/29/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	181.49	2 INVOICES INVOICE# 4344602-NV14 QUARTERLY LEASE INVOICE# 03032015 TAX PAYMENT
060117	01/29/2015	Rooney's Sewer Service	Payment	125.00	1 INVOICE INVOICE#1667 KITCHEN SINK BACKED UP 1234 HEATHER LN
060118	01/29/2015	Rose Pest Solutions	Payment	5,488.00	2 INVOICES INVOICE#82090C PEST CONTROL BB CHEMICAL TMT INVOICE#80830C PEST CONTROL CONTRACI
060119	01/29/2015	SPRINT	Payment	1,038.05	1 INVOICE INVOICE# 128763256-004 CELLULAR PHONE SERVICE
060120	01/29/2015	TOMMARK, INC.	Payment	240.78	1 INVOICE INVOICE# 812462716 FURNACE PARTS 308 HEATHER LN
060121	01/30/2015	Trail Supply LLC	Payment	3,138.00	6 INVOICES INVOICE# 23554 ICE MELT 50LB BAG INVOICE# 23629 PRO STRIPPER INVOICE# 23609 CLEANING SUPPLIES FOR UNITS INVOICE# 23822 ICE MELT 50LB BAG INVOICE# 23131 VACANT UNITS TURN/OFFICE CLEANING INVOICE# 23758 ICE MELT 50LB BAG
060122	01/30/2015	WILMAR INDUSTRIES	Payment	1,581.68	5 INVOICES INVOICE# 324576875 BLINDS UNIT TURN INVOICE# 325267755 MAINTENANCE SUPPLIES INVOICE# 322068123 VACANT UNIT TURN

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From: 01/22/2015 To: 02/12/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060123	02/03/2015	WILMAR INDUSTRIES	Payment	658.75	INVOICE# 326141801 HEADRAILS FOR VACANT UNITS INVOICE# 326758596 HEADRAILS FOR VANCANT UNITS 2 INVOICES
060124	02/03/2015	Stamp-Rite, Inc.	Payment	99.35	INVOICE# 324016724 HEAT THERMOSTAT (8) UNIT TURNS INVOICE# 324393321 UNIT TURN SUPPLIES 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

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From: 01/22/2015 To: 02/12/2015

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	1 ACCOUNT D. CORLEON 311 MOORMAN DR PD NEGATIVE RENT ACCT# 100035144961 12-12-14-01-15-15
060141	02/05/2015	LISA WOLFF	Payment	45.00	1 ACCOUNT 210 JANKE - ACC# 5534-07 FINAL ACCTG. ACCT# 100000121093 12-12-14-01-15-15
060142	02/05/2015	DBI BUSINESS INTERIORS	Payment	312.14	5 INVOICES 301 STEWARD AVE - ACCT# 3226-03 FINAL ACCTG. INVOICE# 031R7167OFFICE SUPPLIES ACCT# 100000473114 12-12-14-01-15-15
060143	02/05/2015	HAMMOND HARDWARE	Payment	34.88	3 INVOICES INVOICE# 031R5397 OFFICE SUPPLIES INVOICE# 081R2729 OFFICE SUPPLIES INVOICE# 081R2730 OFFICE SUPPLIES ACCT# 100000473429 12-12-14-01-15-15
060144	02/05/2015	Home Depot Credit Services	Payment	1,585.88	1 INVOICE INVOICE# 2770-149170
060145	02/05/2015	SBD COMMERCIAL INTERIORS	Payment	5,485.50	1 INVOICE QUOTATION# JHC0120
060146	02/06/2015	GRIMES PLUMBING COMPANY, INC	Payment	350.00	1 INVOICE INVOICE# 2380 INSTALL WATER HEATER A-19
060147	02/06/2015	HD Supply Facilities Maintenance	Payment	936.18	CUSTOMER# 461000 INVOICE# 9135253941 OPERATING SUPPLIES
060148	02/06/2015	JACKSON APPLIANCE SERVICE LLC	Payment	384.98	5 INVOICES REFRIGERATOR DIAGNO INVOICE# 40737 INVOICE# 40738 INVOICE# 40735 INVOICE# 40734 INVOICE# 40736
060149	02/06/2015	RICK MARGRAVES	Payment	253.00	ACCOUNT# 33320-10
060150	02/06/2015	JACKSON GLASS WORKS INC	Payment	98.67	301 STEWARD AVE FINAL ACCOUNTING CUSTOMER NO. JHOU

Jackson Housing Commission
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From: 01/22/2015 To: 02/12/2015

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

Jackson Housing Commission
Register - sic Listing
Public Housing
From: 01/22/2015 To: 02/12/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060164	02/06/2015	Trail Supply LLC	Payment	612.33	INVOICE# 812467810 ORDER# 1201359 INVOICE# 812466551 2 INVOICES CLEANING SUPPLIES INVOICE# 23850 INVOICE# 23883
060165	02/06/2015	WILMAR INDUSTRIES	Payment	1,279.25	3 INVOICES SUPPLES INVOICE# 326141801 INVOICE# 327768644 INVOICE# 328677323
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.

Total: (164,585.10)

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054086	02/03/2015	City Of Jackson - Finance Department	Payment	265.08	1 INVOICE EARNINGS & CONTRIBUTIONS 1-5-15 - 1-18-15
054087	02/03/2015	DBI BUSINESS INTERIORS	Payment	168.14	2 INVOICES INVOICE# 031R4959 INVOICE# 031R4965
054088	02/03/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	72.59	1 INVOICE INVOICE# 4344602-NV14
054089	02/03/2015	PURCHASE POWER	Payment	100.00	1 INVOICE INVOICE# 12142014
054090	02/03/2015	The SBAM Plan	Payment	1,129.33	1 INVOICE INVOICE# 02-01-15 - 02-28-15
Total:				(1,735.14)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-03

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	\$1,159.96
AMP 2: Reed Manor	\$ 252.10
AMP 3: Shahan-Blackstone Apts.	<u>\$ 372.53</u>
Total	\$1,784.59

The attached Collection Losses Report reflects the delinquent amount of **\$1,784.59** 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 February 18, 2015.

Patricia Tyus
Executive Director

Collection Losses Report

Three months or greater

January, 2015

AMP	Name	Acct. No.	Move-Out	Amount
Chalet Terrace	DeWitt, Gloria L.	001-1193	10/20/2014	\$886.86
	McCullough, Miranda	001-7647	10/17/2014	\$273.10
Reed Manor	Williams, Jr., James	002-3267	10/9/2014	\$252.10
Shahan Blackstone	Davis, Terri C.	003-5534	10/9/2014	\$132.15
	Peete, Tania A.	003-7616	10/2/2014	\$67.48
	Perusse, Michelle L.	003-6557	10/13/2014	\$172.90

Board Resolution: 2015-03	Total Write Off:	\$1,784.59
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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	212,043	217,539	103.0%	451	482.35	94.9%	475	611	2	(5,496)	-04,883
January											
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	212,043	217,539	103.0%	451	482.35	94.9%	475	611	2		

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - January 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: 01/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 27,523.48 3. Dwelling Rental: 24,951.33 4. Retroactive Rent: 59.00 5. Excess Utility: 448.00 6. Additional Charges: 2,065.15

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	8	106.50	0.00	19.50	470.00	596.00
Over One Month Delinquent	62	4,981.62	1,066.00	1,141.40	10,431.90	17,620.92
Total for TIP	70					18,216.92
Vacated TAR	8					5,052.74
Total	78					23,269.66

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	5,977.77
Under Formal Repayment Agreement with Payments Up-to-Date	18	5,977.77
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	52	12,239.15

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)
	01/31/2015	01/31/2014	01/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	59	54	44
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	44	45	22

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
 2. Amount Charged to Loss this Year to Date 14,838.92

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - January 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: 01/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 290 2. Total Charges: 57,859.26 3. Dwelling Rental: 55,366.73 4. Retroactive Rent: 794.00 5. Excess Utility: -13.00 6. Additional Charges: 1,711.53

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	19	1,235.43	5.00	0.00	1,109.90	2,350.33
Over One Month Delinquent	74	4,788.95	6,693.00	143.00	11,639.40	23,264.35
Total for TIP	93					25,614.68
Vacated TAR	10					5,246.65
Total	103					30,861.33

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	27	10,065.51
Under Formal Repayment Agreement with Payments Up-to-Date	27	10,065.51
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	66	15,549.17

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)
	01/31/2015	01/31/2014	01/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	32	29	23
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	27	11	11

F. Collection Losses

1. Amount Charged to Loss this Period	1,356.42
2. Amount Charged to Loss this Year to Date	21,630.96

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - January 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: 01/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118 2. Total Charges: 15,850.60 3. Dwelling Rental: 13,708.00 4. Retroactive Rent: 321.10 5. Excess Utility: 0.00 6. Additional Charges: 1,821.50

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	3	156.50	0.00	0.00	56.00	212.50
Over One Month Delinquent	36	4,537.28	2,086.10	0.00	3,259.26	9,882.64
Total for TIP	39					10,095.14
Vacated TAR	5					2,121.63
Total	44					12,216.77

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	6	459.50
Under Formal Repayment Agreement with Payments Up-to-Date	6	459.50
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	33	9,635.64

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)
	01/31/2015	01/31/2014	01/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	33	34
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	61	30	22

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
 2. Amount Charged to Loss this Year to Date 7,678.57

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - January 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: 01/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 527 2. Total Charges: 101,233.34 3. Dwelling Rental: 94,026.06 4. Retroactive Rent: 1,174.10 5. Excess Utility: 435.00 6. Additional Charges: 5,598.18

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	30	1,498.43	5.00	19.50	1,635.90	3,158.83
Over One Month Delinquent	172	14,307.85	9,845.10	1,284.40	25,330.56	50,767.91
Total for TIP	202					53,926.74
Vacated TAR	23					12,421.02
Total	225					66,347.76

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	51	16,502.78
Under Formal Repayment Agreement with Payments Up-to-Date	51	16,502.78
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	151	37,423.96

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)
	01/31/2015	01/31/2014	01/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	38	36	30
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	37	25	16

F. Collection Losses

1. Amount Charged to Loss this Period	1,356.42
2. Amount Charged to Loss this Year to Date	44,148.45

Jackson Housing Commission

Consolidated TARS Report

January, 2015

Category	Chalet Terrace*		Reed Manor*		Sharan Blackstone		Totals	
Total Rents	125		292		122		539	
Rents Collected	121	97%	281	96%	117	96%	519	96%
Vacant Units	0	0%	3	1%	2	2%	5	1%
Notices to Vacate	0		0		0		0	
14 Day Notices	41		42		20		103	
Court Filings	4		8		3		15	

*One unit off line due to casualty loss

Move-Outs Report

January, 2015

AMP	Acct No.	Address	Reason
Chalet Terrace	P-001-1197-09	1256 Laurel Lane	Abandoned Unit
	P-001-7638-05	313 Wall	Voluntary
	P-001-119-09	303 Barberry Drive	Voluntary
Reed Manor	P-002-4385-10	207 Steward Ave. H-16	Voluntary
	P-002-4421-05	315 Steward Ave. I-08	Voluntary
	P-002-4422-07	315 Steward Ave. I-09	Voluntary
	P-002-3272-07	301 Steward Ave. D-25	Voluntary
Shahan Blackstone	P-003-5529-08	220 Janke	Eviction

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 01/01/2015 and 01/31/2015

j-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
11-11145	1208 Heather Lane		11/05/2014	12/01/2014	25	12/11/2014	11	01/30/2015	49	85	0	0	0	0
11-11106	1249 Laurel Lane		11/07/2014	11/17/2014	9	12/16/2014	30	01/01/2015	15	54	0	0	0	0
11-11148	1228 Heather Lane		11/30/2014	12/11/2014	10	12/22/2014	12	01/12/2015	20	42	0	0	0	0
11-11140	303 Barbary Drive		12/07/2014	12/29/2014	21	01/12/2015	15	01/23/2015	10	46	0	0	0	0
12-3226	301 Steward Ave	B-3	12/17/2014	12/17/2014	0	12/19/2014	2	01/02/2015	13	15	0	0	0	0
13-7623	341 W. Monroe		12/17/2014	12/17/2014	0	01/08/2015	22	01/16/2015	7	29	0	0	0	0
12-3306	301 Steward Ave	F-7	12/31/2014	01/05/2015	0	01/08/2015	8	01/16/2015	7	15	0	0	0	0
12-4385	207 Steward Avenue	H-16	01/06/2015	01/06/2015	0	01/09/2015	3	01/12/2015	2	5	0	0	0	0
12-4421	315 Steward Avenue	I-8	01/09/2015	01/13/2015	0	01/16/2015	7	01/21/2015	4	11	0	0	0	0
12-4422	315 Steward Avenue	I-9	01/09/2015	01/14/2015	4	01/15/2015	2	01/31/2015	15	21	0	0	0	0
Total Units:		10			69		112		142	323	0	0	0	0

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 01/01/2015 and 01/31/2015

Element # - Description

V12400 - Total number of turnaround days:	323
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:	10
V12800 - Average number of days units were in down time:	6.90
V12900 - Average number of days units were in make-ready:	11.20
V13000 - Average number of days units were in lease-up:	14.20
V13100 - Average unit turnaround days:	32.30

**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		\$ (1,467.45)		\$ 2,000.00
25-Nov-14	305	Court Filing Fee For (3) WRIT/B.Fridd	91700.1 \$15	\$ 45.00		\$ 1,955.00
26-Nov-14	306	Purchase Food for Holiday Lunch/P.Tyus	91700.3 \$30	\$ 92.53		\$ 1,862.47
01-Dec-14	307	Postage for Documents Mail to Emerge (Fee Accountant)	91600.4	\$ 20.00		\$ 1,842.47
04-Dec-14	308	Meal Money for Res.- R. Patefield(RM A-11 Water Damage)	91610.4	\$ 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
09-Dec-14	311	Court Filing Fee For (6) WRIT/B.Fridd	91700.1 \$90			
12-Dec-14	312	Travel Expense Reimb, Emp. Trng. 11/30/14-12/4/14 M. Weston	91700.2 \$45	\$ 360.00		\$ 1,401.75
16-Dec-14	313	Court Costs Req#6701 AMP1	91700.3 \$225	\$ 90.00		\$ 1,311.75
10-Dec-14	314	Mileage Reimb. B. Fridd 11/7/14 - 12/12/14	91700.1	\$ 15.00		\$ 1,296.75
23-Dec-14	315	Mileage Reimb. M. Weston	91800.1 \$17.92			
31-Dec-14	316	Mailing Docs for insurance pymts	91800.2 \$17.92			
06-Jan-15	317	C. Bryant reimbursement for mailing docs	91800.3 \$17.92	\$ 53.76		\$ 1,242.99
08-Jan-15	318	Mileage reimb. For G. Cram 11/26/14 - 11/28/14, 12/26/14 - 1/1/15	91800.2	\$ 20.04		\$ 1,222.95
09-Jan-15	319	10 eviction, 1 WRIT court filing fees for B. Fridd	91610.4	\$ 23.48		\$ 1,199.47
12-Jan-15	320	Mileage reimb. For M. Oakley on call 1/2/15 - 1/8/15	91610.4	\$ 19.99		\$ 1,179.48
12-Jan-14	321	Mileage reimb. For J. Arnold on call 12/20/14 - 12/25/14	91800.1	\$ 109.76		\$ 1,069.72
22-Jan-15	322	Overnight markup SBAM, Blue Cross, given to C. Bryant	91800.1 \$180			
22-Jan-15	323	4 Court filings for B. Fridd	91700.2 \$90	\$ 465.00		\$ 604.72
			91700.3 \$195	\$ 26.74		\$ 577.98
			91800.2	\$ 29.90		\$ 548.08
			91800.1	\$ 34.39		\$ 513.69
			91610.4			
			91700.1 \$90			
			91700.3 \$90	\$ 180.00		\$ 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				
04-Feb-15	327	Mileage reimb for B. Fridd	91800.2 \$14.56	\$	43.68	\$	211.57
			91800.3 \$14.56				
04-Feb-15	328	Mileage reimb for & Christmas decoration D. Davis	91600.4 \$57.13	\$	80.08	\$	131.49
04-Feb-15	329	Mileage reimb for M Weston	91800.4 \$22.95	\$	23.52	\$	107.97
04-Feb-15	330	Mileage reimb for G. Crom	91800.3	\$	48.72	\$	59.25
04-Feb-15	331	Mileage reimb for M. Oakley	91800.1	\$	2.80	\$	56.45
		Adjustment made to balance verified COH	91800.2	\$		\$	70.94
04-Feb-15	332	Replenish Petty Cash		\$	(1,929.06)	\$	2,000.00
						\$	2,000.00

* 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.

CASH ON HAND
2/5/2015

1.00	14	\$	14.00
5.00	8	\$	40.00
10.00		\$	-
20.00		\$	-
50.00		\$	-
100.00		\$	-
0.25		\$	-
0.10	93	\$	9.30
0.05	124	\$	6.20
0.01	144	\$	1.44

TOTAL CASH ON HAND \$ 70.94

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

JANUARY, 2015

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
01/01	08:20a-09:30a	RM	No heat	M. Henderson Cram
01/01	07:00p-08:20p	RM	Elevator not working	B-Bldg Cram
01/02	03:30p-04:30p	RM	Water leaking from ceiling	I. Oliver Cram
01/02	12:15p-12:45p	RM	No hot water	B. Ohlinger Oakley
01/02	02:05p-02:45p	RM	No heat	D. Morris Oakley
01/03	01:45p-02:35p	RM	Lockout	H. Boxley Oakley
01/03	03:25p-03:55p	RM	Lockout	A. Knieper Oakley
01/05	11:45p-12:35p	RM	No heat	C. Dunson Oakley
01/07	04:00p-04:35p	RM	Refrigerator not working	C. Coriell Oakley
01/07	07:45p-08:15p	RM	Lockout	S. Hopson Oakley
01/07	10:00p-10:35p	RM	Lockout	S. Owens Oakley
01/08	12:02a-12:48a	RM	Lockout	M. Diggins Oakley
01/08	05:20p-06:10p	RM	Assist Chelsea with setting alarm	C-Bldg Oakley
01/08	07:45p-11:00p	RM	Snow removal Amps 1,2,3	Complexes Oakley
01/09	09:40p-11:00p	CT	No heat	T. Teal Cram
01/10	11:50a-12:50p	RM	No hot water	S. Johnson Cram
01/10	03:30p-04:30p	CT	No heat	K. Sherels Cram
01/10	07:30p-08:00p	RM	Welfare check	P. Ryals Cram
01/10	08:00p-09:00p	RM	Plugged toilet	D. Blair Cram
01/10	09:45p-10:30p	CT	Cold water valve broke off	D. Brewer Cram
01/11	02:50p-03:50p	RM	Lockout	R. Cotton Cram
01/11	04:40p-05:40p	RM	Lockout	T. Kinard Cram
01/14	04:00p-04:50p	SBN	Meet furnace man to fix furnace (212 Janke)	L. Smith Cram
01/15	05:45p-07:45p	RM	Set alarm	C-Bldg Cram
01/16	04:50p-05:20p	RM	Let plumber into B-Bldg to service B-4 kit sink	R. Poole Weston
01/16	05:20p-06:10p	SBN	Tenant called for Co2 but it was furnace, working ok	C. Dupree Weston
01/16	08:45p-09:15p	RM	Alarm malfunction, reset 2 times	C-Bldg Weston
01/16	09:15p-09:30p	RM	Alarm tripped	C-Bldg Weston
01/16	09:30a-10:00a	RM	No heat	C. Wrentmore Weston
01/17	10:00a-10:30a	CT	Water heater out	T. Teall Weston
01/17	02:30p-04:30p	SBN	Broken window	S. Russell Weston
01/17	08:50p-09:20p	RM	Lockout	H. Boxley Weston
01/18	10:00a-11:30a	SBN	No heat	C. Dupree Weston
01/19	01:45p-02:30p	RM	Toilet backed up	E. McKenzie Weston
01/20	12:15a-01:00a	RM	Lockout	C. Suddeth Weston
01/20	04:15p-05:30p	SBN	Drain backed up	C. Holley Weston
01/20	05:30p-06:00p	RM	Alarm, ran by-pass 2 times	C-Bldg Weston
01/20	08:30p-09:30p	RM	Leak from ceiling	E. McKenzie Weston
01/21	05:30p-06:15p	RM	Smoke alarm	M. Santana Weston
01/21	06:15p-06:30p	RM	Alarm by-pass, Safety Systems	C-Bldg Weston
01/21	08:30p-08:45p	SBN	Toilet backing into floor drain in furnace rcom	C. Holley Weston
01/21	10:45p-12:15a	SBN	Toilet plugged, coming up in bathtub	T. Caler Weston
01/22	11:45p-12:15a	RM	Lockout	M. Ellinwood Weston
01/23	09:43p-12:00p	CT	No heat	D. Smoot Neal
01/24	07:30a-09:00a	CT	No heat	L. Wade Neal
01/24	06:45p-08:00p	SBN	Stopped up toilet	T. Caler Neal
01/24	08:19p-09:00p	SBN	Door won't lock	J. Trine Neal
01/24	09:35p-10:00p	RM	Lockout	D. Jones Neal

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF	
01/24	12:00p-01:00p	CT	No heat	D. Smoot	Neal
01/30	07:20p-08:05p	RM	Lockout	J. Elliott	Davis
0131	10:15a-11:30a	RM	No heat	C. Otto	Davis
01/31	09:30a-10:15a	CT	No hot water	P. Cooper	Davis

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY		GAS		WATER		NET BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2014
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	CCF CONSUMP	WATER BILL	WATER BILL				
Jan-15	66,858	\$ 7,648.94	22,432.00				\$ 17,503.50			\$ 25,152.44
Feb-15										\$ -
Mar-15										\$ -
Apr-15										\$ -
May-15										\$ -
Jun-15										\$ -
Jul-15										\$ -
Aug-15										\$ -
Sep-15										\$ -
Oct-15										\$ -
Nov-15										\$ -
Dec-15										\$ -
	66,858.00	\$ 7,648.94	22,432.00	-	-	\$ 17,503.50	\$ -	\$ -	\$ -	\$ 25,152.44

Utility Cost and Consumption Report

Reed Manor (AMP 2)

<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					99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 4,266.24
Feb-15									\$ -
Mar-15									\$ -
Apr-15									\$ -
May-15									\$ -
Jun-15									\$ -
Jul-15									\$ -
Aug-15									\$ -
Sep-15									\$ -
Oct-15									\$ -
Nov-15									\$ -
Dec-15									\$ -
		\$ -		\$ -	99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 4,266.24

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

<u>MONTH</u>	<u>ELECTRICITY</u> KW HOURS <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>GAS</u> MCF <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>WATER</u> CCF <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									
Mar-15									
Apr-15									
May-15									
Jun-15									
Jul-15									
Aug-15									
Sep-15									
Oct-15									
Nov-15									
Dec-15									
	4,478	679.23	10,677.00	8,409.94	218,400.00	7,622.40	3,707.39	11,329.79	20,418.96

Utility Cost and Consumption Report

All Amps

<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>NET WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2014</u>
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	0	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-
	71,336	\$ 8,328.17	33,109.00	\$ 25,913.44	317,800	\$ 10,327.89	\$ 5,268.14	\$ 15,596.03	\$ 49,837.64