

Jackson Housing Commission

Board of Commissioners
Regular Meeting
August 15, 2018 @ 12:00pm
Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Woods, President
Gerald Montgomery, Commissioner
James Stark, Commissioner
Caroline Parker, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: July 18, 2018
6. Approval of the Previously Paid Liabilities: July 2018
7. RESOLUTIONS
Resolution No.2018-12: Approval of Collection Losses-August 2018
8. DIRECTORS REPORTS
Section 8
Leasing and HAP Utilization Report
Public Housing
Tenant Accounts Receivable
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
10. ADJOURNMENT

NEXT MEETING: September 19, 2018-Reed Manor Board Room

Jackson Housing Commission

Regular Meeting

July 18, 2018

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on July 18, 2018 in the Chalet Terrace Community Room. President Michelle Woods called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Woods, Gerald Montgomery, and James Stark. The board was notified of Caroline Parker's was absent.

Also present were:

Laurie Ingram, Executive Director
Shari Boyce, Section 8 Program Director
Tremachel Johnson, Finance Director
Chelsea Poole, Executive Secretary

18-07-18-01 Public Comments

A Shahan resident made comments regarding a conflict with another resident and her views concerning the police's response to her calls for assistance. The board advised that the resident continue to contact the police. A Reed Manor resident mentioned that drug activity has increased after business hours.

18-07-18-02 Approval of the Minutes of the Regular Meeting held June 20, 2018

Commissioner Stark **MOVED** to approve the Minutes of the Regular Meeting held June 20, 2018
Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted.

AYES: M. Woods, G. Montgomery, J. Stark,

NAYS: None

ABSTAIN: None

ABSENT: C. Parker

18-07-18-03 Approval of Previously Paid Liabilities: June 2018

Commissioner Stark **MOVED** to approve Previously Paid Liabilities for June 2018.
Commissioner Montgomery **SECONDED** and upon roll call vote the motion was adopted:

AYES: M. Woods, G. Montgomery, J. Stark,

NAYS: None

ABSTAIN: None

ABSENT: C. Parker

18-07-18-04 Resolution No.2018-10: Approval Collection Losses: July 2018

Commissioner Stark **MOVED** to approve the Collection Losses in the amount of \$1,385.00 for June 2018. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: M. Woods, G. Montgomery, J. Stark, C. Parker

NAYS: None

ABSTAIN: None

ABSENT: C. Parker

18-07-18-05 Resolution No.2018-11: Approval of JHC Smoke Free Policy

Ms. Ingram advised that smoking advisory panel consisting of staff and residents met to decide the best way to implement the policy at each site. Mr. Montgomery expressed concerns that the enforcement criteria in the policy is too lenient.

Commissioner Stark **MOVED** to approve the JHC Smoke Free Policy.

Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Woods, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: C. Parker

18-07-18-06 Director's Reports

Staff discussed the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Move Outs

D. Vacant Unit Turnaround

Executive

E. Income Statement

F. PH Income Statement

G. Petty Cash Fund Register

H. After Hours/Emergency Response Report

I. Utility Costs and Consumption

Commissioner Stark **MOVED** to re-open Public Comments. Commissioner Montgomery **SECONDED** the motion.

18-07-18-07 Public Comment

A Reed Manor resident asked if consideration can be made to provide playground equipment for children living in the complex. Commissioner Stark asked management to evaluate the cost of adding playground equipment to the property.

Also a resident mentioned the on-going occurrences involving drivers attempting to exit Reed Manor onto Wildwood Avenue. Ms. Ingram informed of the City of Jackson plan to install a ten inch curb at the end of the driveway near Wildwood Avenue and will keep the board informed of the projects progress. She also mentioned that signage indication the street is closed will be placed near the area as well.

18-07-18-08 Other Business

Commissioner Stark **MOVED** to adjourn the Regular Meeting of the Jackson Housing Commission; Commissioner Montgomery **SECONDED** the motion.

The Regular Meeting held July 18, 2018 adjourned at 12:27pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Woods, President

Jackson Housing Commission
Check Register Summary Report
Section 8 Housing Voucher Prog
From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/03/2018	054858	Jackson Housing Commission	3,000.00		126,950.03	SECTION 8 MANAGEMENT FEES SECTION 8 MANAGEMENT FEES JULY 2018 \$3000.00
07/13/2018	054859	First National Bank Omaha	63.14		126,886.89	acct# 4988659183672469 closing statement date 06.18.2018
07/16/2018	054860	AccuShred, LLC	25.00		126,861.89	1 INVOICE INV# 45163 \$25.00 JUNE 2018 DOCUMENT DESTRUCTION
07/16/2018	054861	Community Action Agency	1,148.81		125,713.08	1 INVOICE TENANT SERVICES SUPPORT \$1148.81 06/1/2018-06/30/2018
07/16/2018	054862	Jackson Housing Commission	28.49		125,684.59	SECTION 8 INSPECTION FEES SECTION 8 INSPECTION FEES \$28.49 J. ARNOLD 06/18/2018-06/29/2018
07/16/2018	054863	MARK OAKLEY	187.00		125,497.59	SECTION 8 INPSECTION FEES INV#001 6/26/2018 6.5 HRS @ \$22.00= \$143.00 6/27/2018 1.0 HRS @ \$22.00= \$22.00 INV#002 7/03/2018 1.0 HRS @ \$22.00= \$22.00 M. OAKLEY
07/16/2018	054864	SCOTT ACCOUNTING & COMPUTER	12.00		125,485.59	CUST# 11421 INV# 136618 \$12.00 JULY 2018 SOFTWARE MAINTENANCE
07/16/2018	054865	SPRINT	27.44		125,458.15	ACCT# 128763256 INV# 128763256-046 \$27.44 JUNE 2018 CELL PHONE SERVICE
07/16/2018	054866	TRANS UNION LLC	20.55		125,437.60	CUST ID# 4408R0064047 INV# 06830214 \$20.55 05/26/2018-06/25/2018 PRE TENANT SCREENING
07/16/2018	054867	TDS Metrocom	78.11		125,359.49	1 INVOICE 517-787-6326 \$78.11 JUNE 2018 INVOICE
07/16/2018	054868	YARDI SYSTEMS, INC	63.75		125,295.74	CLIENT PIN# 100079025 INV# 2443069 \$63.75 JUNE 2018 INVOICE
07/16/2018	054869				125,295.74	Check was left in the printer. No Payee is assigned to

Jackson Housing Commission
Check Register Summary Report
 Section 8 Housing Voucher Prog
 From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/16/2018	054869	**VOID**			125,295.74	Void Refer 054869 CHECK WAS LEFT IN PRINTER. VOIDED CHECK.
07/19/2018	054870	HILTON HOTEL & RESORTS	938.14		124,357.60	Reservation Reservation # 3467293391 \$938.14 Yardi Training - San Diego, CA 9/11/2018-9/14/2018 Shari Boyce
07/19/2018	054871	YARDI SYSTEMS, INC	1,095.30		123,262.30	Client Pin# 1000791025 Client pin# 1000791025 \$1095.00 Yardi Advance Solutions Conference 2018 09/12/2018-09/14/2018 San Diego, CA S. Boyce
07/19/2018	054872	First National Bank Omaha	766.40		122,495.90	acct# 4988659183672469 First National Bank- flight purchases S. Boyce
07/26/2018	054873	AFLAC	250.44		122,245.46	ACCT# VX312 INV# 444496 \$250.44 JULY 2018 SUPPLEMENTAL INSURANCE
07/26/2018	054874	MARK OAKLEY	357.50		121,887.96	2 INVOICES INV# 0003 07/10/2018 6HRS@ \$23.00 = \$132.00 07/11/2018 7 HRS@ \$23.00 = \$154.00 07/17/2018 3.25 IRS @ \$23.00 = \$71.50 SECTION 8 INSPECTION FEES
07/26/2018	054875	The SBAM Plan	1,317.87		120,570.09	CID# 281224 SBAM ID# 92594 CID# 281224 \$1317.87 08/01/2018-08/31/2018 EMPLOYEE HOSPITAL INSURANCE
07/26/2018	054876	YARDI SYSTEMS, INC	10.00		120,560.09	CLIENT PIN# 100079025 INV# 2444642 \$10.00 JUNE 2018 YARDI TRAINING EXPENSES
07/26/2018	054877	AMAZON	36.88		120,523.21	acct# 6045787810569323 Statement Date 7/10/2018 453435456476 \$36.88 OFFICE SUPPLIES DUE 9/5/2018
07/26/2018	054878	PURCHASE POWER	100.00		120,423.21	ACCT# 8000-9000-0062-0884 ACCT NAME: JACKSON HOUSING

this check nor a payee amount.

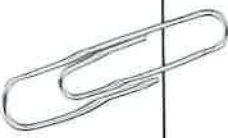
Jackson Housing Commission
Check Register Summary Report
 Section 8 Housing Voucher Prog
 From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/26/2018	054879	City Of Jackson - Finance Department	1,355.93		119,067.28	07/12/2018 POSTAGE REFILL EE & ER CONTRIBUTIONS EE & ER PENTION CONTRIBUTIONS JUNE 2018 \$1355.93 SECTION 8
07/26/2018	054880	KANSAS CITY LIFE INSURANCE CO	26.64		119,040.64	1 INVOICE GROUP NUMBER: 24774 \$26.64 08/01/2018-08/31/2018 LIFE INSURANCE

Total: 10,909.39 0.00

Jackson Housing Commission
Check Register Summary Report
General COCC Account
From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/13/2018	003260	First National Bank Omaha	833.81		45,957.35	acc# 4988659183672469 statement closing date 06.18.2018 \$833.81
07/16/2018	003261	AccuShred, LLC	25.00		45,932.35	1 INVOICE INV# 45163 \$25.00 JUNE 2018 DOCUMENT DESTRUCTION
07/16/2018	003262	SCOTT ACCOUNTING & COMPUTER	12.00		45,920.35	CUST# 11421 INV# 136618 \$12.00 JULY 2018 SOFTWARE MAINTENANCE
07/16/2018	003263	SPRINT	162.25		45,758.10	ACCT# 12876326 INV# 128763256-046 \$162.25 JUNE 2018 INVOICE
07/16/2018	003264	TDS Metrocom	54.79		45,703.31	1 INVOICE 517-787-9241 \$54.79 JUNE 2018 INVOICE
07/19/2018	003265	YARDI SYSTEMS, INC	1,095.00		44,608.31	Client Pin# 1000791025 Client pin# 1000791025 \$1095.00 Yardi Advance Solutions Conference 2018 09/12/2018-09/14/2018 San Diego, CA C. Poole
07/19/2018	003266	First National Bank Omaha	766.40		43,841.91	Acct# 4988659183672469 First National Bank- flight purchases C. Poole
07/26/2018	003267	AFLAC	92.24		43,749.67	ACCT# VX312 INV# 444496 \$92.24 JULY 2018 SUPPLEMENTAL INSURANCE
07/26/2018	003268	DBI BUSINESS INTERIORS	17.52		43,732.15	CUST# 224241 INV# 37273-0 \$17.52 JULY 2018 OFFICE SUPPLIES
07/26/2018	003269	Pentiuk, Couvreur & Kobijlak, P.C	1,260.00		42,472.15	ACCT# 114310.001 INV# 36842 \$1260.00 JUNE 2018 LEGAL EXPENSES
07/26/2018	003270	The SBAM Plan	8,643.92		33,828.23	CID# 281224 SBAM ID# 92594 \$8643.92 08/01/2018-08/31/2018 EMPLOYEE HOSPITAL INSURANCE
07/26/2018	003271	YARDI SYSTEMS, INC	10.00		33,818.23	CLIENT PIN# 100079025 INV# 2444642 \$10.00 YARDI TRAINING EXPENSES



Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/26/2018	003272	AMAZON	43.79		33,774.44	acct# 6045787810569323 Statement Date: 7/10/2018 453435456476 \$10.36 646365879639 \$22.44 658637874468 \$10.99 OFFICE SUPPLIES DUJ DATE 9/5/2018
07/26/2018	003273	PURCHASE POWER	150.00		33,624.44	ACCT# 8000-9000-0062-0884 ACCT NAME# JACKSON HOUSING 07/12/2018 POSTAGE REFILL
07/26/2018	003274	City Of Jackson - Finance Department	4,852.31		28,772.13	EE & ER CONTRIBUTIONS EE & ER PENSION CONTRIBUTIONS JUNE 2018 \$4852.31 COCC
07/26/2018	003275	KANSAS CITY LIFE INSURANCE CO	39.96		28,732.17	1 INVOICE GROUP NUMBER: 24774 \$39.96 08/01/2018-08/31/2018 LIFE INSURANCE
07/26/2018	003276	Michigan Chapter NAHRO	45.00		28,687.17	1 INVOICE INV# 02564 \$45.00 JULY 2018 NAHRO RENEWAL

Total: 18,103.99 0.00

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/03/2018	063793	Jackson Housing Commission	26,734.48		1,437,487.95	PH MANAGEMENT FEES PH MANAGEMENT FEES JULY 2018 \$26734.48
07/03/2018	063794	Jackson Housing Commission	2,172.00		1,435,315.95	ASSET MANAGEMENT FEES ASSET MANAGEMENT FEES JULY 2018 \$2172.00
07/03/2018	063795	Jackson Housing Commission	3,946.00		1,431,369.95	BOOKKEEPING FEES BOOKKEEPING FEES JULY 2018 \$3946.00
07/03/2018	063796	Consumer Energy	1,441.00		1,429,928.95	Utility Reimbursement
07/12/2018	063797	LOWE'S BUSINESS ACCOUNT	930.68		1,428,998.27	CUST# 218021509 SALES# 2294744 \$930.68 2 FRIDGES FOR SHAHAN
07/12/2018	063798	MENARDS - JACKSON	3,066.35		1,425,931.92	ACCT# 31610470 INV# 17935 \$260.28 INV# 17501 \$192.83 INV# 18918 \$54.87 INV# 17681 \$24.00 INV# 18932 \$112.25 INV# 18812 \$756.81 INV# 17372 \$664.41 INV# 17514 \$69.96 INV# 18324 \$930.94 ALL APRIL 2018 INVOICES Prev check was not received by Menards. Voided pre check and resent a new check.
07/13/2018	063799	First National Bank Omaha	1,903.49		1,424,028.43	acct# 4988659183672469 statement closing date 06.18.2018 \$1903.49
07/16/2018	063800	AccuShred, LLC	135.00		1,423,893.43	1 INVOICE inv# 45163 \$135.00 DOCUMENT DESTRUCTION JUNE 2018
07/16/2018	063801	APCO SUPPLY	109.44		1,423,783.99	1 INVOICE INV# 1394243-01 \$109.44 MAINTENANCE SUPPLIES JUNE 2018
07/16/2018	063802	CASLER HARDWARE	260.63		1,423,523.36	CUST ACCT# 33561 INV# I-22652 \$44.43 INV# I-22658 \$56.21

Jackson Housing Commission
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Public Housing

From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/16/2018	063803	COMCAST	439.57		1,423,083.79	INV# I-22670 \$159.99 JULY 2018 INVOICES
						3 INVOICES ACCT#S 8529114280369921 \$34.45 221 JANKE 8529114280104708 \$193.77 109 SHAHAN 8529114280363940 \$211.35 301 STEWARD OFC
07/16/2018	063804	Community Action Agency	3,437.52		1,419,646.27	1 INVOICE TENANT SUPPORT SERVICES \$3437.52 06/01/2018-06/30/2018 INVOICE
07/16/2018	063805	CONSUMERS ENERGY	56.76		1,419,589.51	3 INVOICES 103030880590 \$15.21 FINAL BILL 100071388449 \$14.17 FINAL BILL 103029453703 \$27.38 VACANT JUNE 2018 GAS & ELECTRIC
07/16/2018	063806	DBI BUSINESS INTERIORS	209.11		1,419,380.40	ACCT# 224241 INV# 36047-0 \$161.72 JUNE 2018 INVOICE INV# 35628-0 \$16.13 JUNE 2018 INVOICE INV# 35643-0 \$31.26 JUNE 2018 INVOICE OFFICE SUPPLIES
07/16/2018	063807	DEIDRE WILLIAMS	238.00		1,419,142.40	P-003-5499-10 FINAL ACCOUNTING VACATED UNIT ON 05/11/2018
07/16/2018	063808	ETNA Supply	1,092.34		1,418,050.06	CUST# 4218 INV# S102684741.001 \$609.38 MAY 2018 INVOICE INV# S102643909.001 \$482.96 JUNE 2018 INVOICE WATER HEATERS
07/16/2018	063809	FERGUSON ENTERPRISES,	48.93		1,418,001.13	CUST# 31919 INV# 4764185 \$11.96 JUNE 2018 INVOICE INV# 4733342-1 \$36.97 JUNE 2018 INVOICE
07/16/2018	063810	GRIFFIN PEST SOLUTIONS	1,015.50		1,416,985.63	2 INVOICES INV# 1634312 \$985.50 JUNE 2018 G-6 H-TREAT INV# 1637630 \$30.00 JULY 2018 MONTHLY CHARGES

Jackson Housing Commission
Check Register Summary Report
Public Housing
From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/16/2018	063811	GRIMES PLUMBING COMPANY, INC	400.00		1,416,585.63	1 INVOICE INV# 5224 \$400.00 WATER HEATER I-54 JULY 2018 INVOICE
07/16/2018	063812	HAMMOND HARDWARE	73.77		1,416,511.86	CUST# 33515 INV# B379554 \$30.61 JULY 2018 INV# C275812 \$43.16 JULY 2018
07/16/2018	063813	HireRight, Inc.	87.99		1,416,423.87	CUST# 300245 INV# G248582 \$87.99 JUNE 2018 EMPLOYEE SCREENING
07/16/2018	063814	INK CONTRACTING LLC	6,850.00		1,409,573.87	5 INVOICES INV# 1296 \$2200.00 JULY 2018 6/5/2018-6/26/2018 INV# 1297 \$800.00 JULY 2018 6/4/2018-06/25/2018 INV# 1298 \$2200.00 JULY 2018 06/04/2018-06/25/2018 INV# 1304 \$825.00 E-8 COUNTER TOP INV# 1303 \$825.00 I-39 COUNTER TOP
07/16/2018	063815	KIMBERLY BICY	328.00		1,409,245.87	P-002-3303-10 FINAL ACCOUNTING VACATED UNIT ON 06/18/2018
07/16/2018	063816	KATLYN HOSKINS	70.01		1,409,175.86	P-001-1194-06 FINAL ACCOUNTING VACATED UNIT 05/17/2018
07/16/2018	063817	MENARDS - JACKSON	1,350.95		1,407,824.91	ACCT# 31610470 INV# 27116 \$458.58 INV# 25971 \$198.00 INV# 26087 \$359.00 STOVE INV# 26071 \$247.01 INV#26564 \$88.36 JUNE & JULY 2018 INVOICES
07/16/2018	063818	MLive Media Group	183.84		1,407,641.07	ACCT# 20008879 AD# 008668938 \$183.84 MAINTENANCE WORKER POSITION SHAHAN
07/16/2018	063819	MINUTEMAN SEWER & DRAIN INC.	185.00		1,407,456.07	1 INVOICE INV# 18-1074 \$185.00 MINOR PLUMBING JUNE 2018

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/16/2018	063820	Postmaster	125.00		1,407,331.07	5 MAILBOX KEYS AMP1 S. LAMBERT AMP2 L. ANDERSON, J. JACKSON, C. TUCKER AMP3 L. COSEY
07/16/2018	063821	POWER BARN	45.58		1,407,285.49	CUST# 104542 INV# 147720 \$45.58 JUNE 2018 INVOICE
07/16/2018	063822	REPUBLIC SERVICES #249	1,263.43		1,406,022.06	2 INVOICES ACCT# 3-0249-0142776 \$694.02 INV# 0249-006000734 ACCT# 3-0249-0142777 \$569.41 INV# 0249-006000735 ROLL OFF SERVICES JUNE 2018 INVOICES
07/16/2018	063823	SAFETY SYSTEMS INC	123.00		1,405,899.06	CUST# 00938 INV# 481993 \$123.00 JUNE 2018 INVOICE
07/16/2018	063824	SCOTT ACCOUNTING & COMPUTER	36.00		1,405,863.06	CUST# 11421 INV# 136618 \$36.00 JULY 2018 INVOICE
07/16/2018	063825	SPRINT	733.07		1,405,129.99	ACCT# 128763256 INV# 128763256-046 \$733.07 JUNE 2018 INVOICE
07/16/2018	063826	TDS Metrocom	2,439.14		1,402,690.85	5 INVOICES 517-787-6494 \$94.49 517-787-1188 \$1780.58 517-787-0168 \$435.63 517-780-0620 \$95.02 517-780-0181 \$33.42 JUNE 2018 INVOICES
07/16/2018	063827	TRANS UNION LLC	196.25		1,402,494.60	CUST ID# 4408R0064047 INV# 06830214 \$196.25 05/26/2018-06/25/2018 PRE TENANT SCREENING
07/16/2018	063828	TEACHOUT SECURITY SOLUTIONS,	4,615.68		1,397,878.92	CUST ID# JAXHC INV# 0011935105 \$1502.76 07/05/2018-07/11/2018 INV# 0011934998 \$1610.16

Jackson Housing Commission
Check Register Summary Report
Public Housing
From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/16/2018	063829	THE HOME DEPOT SUPPLY	1,898.69		1,395,980.23	06/28/2018-07/04/2018 INV# 0011934934 \$1502.76 06/21/2018-06/27/2018
07/16/2018	063830	White & Hotchkiss, PLLC	450.00		1,395,530.23	COMM ACCT# 6035322540175928 27700001135680 \$117.68 JUNE 2018 27700000120162 \$1781.01 JUNE 2018
07/16/2018	063831	WILMAR INDUSTRIES	1,467.07		1,394,063.16	FILE# 1919 INV# 88667 \$450.00 JUNE 2018 INVOICE ACCT#70585 INV# 444971303 \$47.16 JUNE 2018 INV# 443952791 \$187.98 JUNE 2018 INV# 445483670 \$548.19 JULY 2018 INV# 444643290 \$521.80 JUNE 2018 INV# 445483662 \$161.94 JULY 2018
07/19/2018	063832	HILTON HOTEL & RESORTS	4,690.70		1,389,372.46	Reservations Reservation # 3467293391 \$4690.70 Yardi Training - San Diego, CA 9/11/2018-9/14/2018 Laurie Ingram, Jason Ormo, Chelsea Poole, Shannon Brooks, Janna Pool
07/19/2018	063833	YARDI SYSTEMS, INC	4,380.00		1,384,992.46	Client pin# 100079025 Client pin# 1000791025 \$5475.00 Yardi Advance Solutions Conference 2018 09/12/2018-09/14/2018 San Diego, CA L. Ingram, J. Ormo, J. Pool, S. Brooks,
07/19/2018	063834	First National Bank Omaha	2,803.40		1,382,189.06	acct# 4988659183672469 First National Bank- flight purchases L. Ingram, S. Brooks, J.Pool, J. Ormo
07/19/2018	063835	Economy Art & Framing c/o Jackie	300.00		1,381,889.06	2 Invoices INV# 14763 & 14764 \$300.00 ART SUPPLIES FOR REED MANOR ART ROOM
07/25/2018	063836	LOWE'S BUSINESS ACCOUNT	596.00		1,381,293.06	2 WHITE REFRIGERATORS FOR REED MANOR. 2 @ \$298.00= \$ 596.00

Jackson Housing Commission
Public Housing
Check Register Summary Report

From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/25/2018	063837	JASON'S NEW & USED APPLIANCE	1,098.00		1,380,195.06	
07/26/2018	063838	ACTION HEATING, COOLING &	110.00		1,380,085.06	1 INVOICE INV# 002356 \$110.00 FIX BROKEN WIRES ON WATER HEATER
07/26/2018	063839	AFLAC	276.90		1,379,808.16	VX312 INV# 444496 \$276.90 JULY 2018 SUPPLEMENTAL INSURANCE
07/26/2018	063840	American Office Solutions	387.69		1,379,420.47	ACCT# J1087 INV# INV165416 \$350.00 PH FLYERS NON SMOKING JUNE 2018 INVOICE INV# INV168913 \$ 37.69 COUNTED COPIES FROM FAX/ COPY MACHINE
07/26/2018	063841	CASLER HARDWARE	339.64		1,379,080.83	CUST ACCT# 33561 INV# I-22688 \$121.82 INV# I-22367 \$162.79 INV# I-22855 \$55.03 MAINTENANCE SUPPLIES JULY 2018 INVOICE
07/26/2018	063842	CONSUMERS ENERGY	10,009.62		1,369,071.21	7 INVOICES 100035145687 \$286.81 100000120905 \$491.49 100000120798 \$640.31 100000120855 \$226.25 100035145554 \$3615.21 100000120954 \$3239.44 100000120764 \$1510.11 JULY 2018 GAS & ELECTRIC
07/26/2018	063843	DBI BUSINESS INTERIORS	9.78		1,369,061.43	ACCT# 224241 INV# 36042-0 \$40.19 OFFICE SUPPLIES JUNE 2018 INVOICE CREDIT MEMO C38345-0 \$-22.97 C37961-0 \$-7.44
07/26/2018	063844	GRIFFIN PEST SOLUTIONS	7,808.20		1,361,253.23	8 INVOICES

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
						INV# 1637098 \$985.50 INV# 1634650 \$105.00 INV# 1636208 \$985.50 INV# 1637093 \$325.00 INV# 1648516 \$250.00 INV# 1648522 \$325.00 INV# 1622720 \$70.00 INV# 1634679 \$325.00 INV# 1623887 \$475.00 INV# 1639081 \$775.00 INV# 1636404 \$70.00 JULY 2018 INV# 1626348 \$3077.20 JULY 2018 QUARTERLY MAINT INV# 1648810 \$40.00 JULY 2018
						PEST MAINTENANCE COSTS
07/26/2018	063845	GRIMES PLUMBING COMPANY, INC	815.08		1,360,438.15	4 INVOICES INV# 8239 \$116.53 I-34 PLUMBING INV# 5305 \$183.30 H-6 PLUMBING INV# 5240 \$400.00 I-27 W-HEATER INV# 5257 \$115.25 I-25 PLUMBING JULY 2018 INVOICES
07/26/2018	063846	HAMMOND HARDWARE	122.71		1,360,315.44	CUST# 333515 INV# B379794 \$23.79 JULY 2018 PADS/ OUTLET TEE INV# B380015 \$98.92 JULY 2018 VARIOUS MAINTENANCE SUPPLIES
07/26/2018	063847	Hirst Electric Company	151.00		1,360,164.44	1 INVOICE INV# 61367 \$151.00 JUNE 2018 ADDED A NEW BREAKER
07/26/2018	063848	INK CONTRACTING LLC	25,920.00		1,334,244.44	1 INVOICE INV# 1266 \$25920.00 CFP 2014 MAY 2018 TUB SURROUNDS FOR SENIORS CHALET TERRACE
07/26/2018	063849	JACKSON GLASS WORKS INC	598.78		1,333,645.66	CUST# JHOU INV# 414193 \$346.67 JULY 2018 INV# 414255 \$79.89 JULY 2018 INV# 414568 \$172.22 WINDOW REPAIR/ REPLACEMENT

Jackson Housing Commission
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Public Housing
From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/26/2018	063850	LEUTZ CABINETS	60.00		1,333,585.66	CUST# JAXH INV# 53072 \$60.00 JULY 2018 CABINET DRAWER REPLACEMENT
07/26/2018	063851	LIBRA INDUSTRIES, INC. OF MI	80.00		1,333,505.66	CUST# 37126 INV# 45720600 \$80.00 JULY 2018 EMPLOYEE CLOTHING M. JENKINS
07/26/2018	063852	MENARDS - JACKSON	1,040.19		1,332,465.47	ACCT# 31610470 INV#16921 \$189.98 JULY 2018 INV#27642 \$122.98 JULY 2018 INV#28290 \$286.72 JULY 2018 INV#26071 \$247.01 JULY 2018 INV# 27980 \$193.50 JULY 2018 VARIOUS MAINTENANCE SUPPLIES
07/26/2018	063853	MINUTEMAN SEWER & DRAIN INC.	975.00		1,331,490.47	2 INVOICES INV# 18-1229 \$260.00 JULY 2018 INV# 18-1109 \$350.00 JULY 2018 INV#-18-1049 \$200.00 JULY 2018 INV# 18-1248 \$165.00 JULY 2018 MINOR PLUMBING SERVICES
07/26/2018	063854	Postmaster	50.00		1,331,440.47	TENANT MAILBOX KEY TENANT MAILBOX KEY \$ 25.00 TENANT MAILBOX KEY \$ 25.00 AMP2 V. LEWIS & VANDUSEN
07/26/2018	063855	SAFETY SYSTEMS INC	146.00		1,331,294.47	CUST# 00938 INV# 483185 \$72.00 JULY 2018 INV# 60456 \$ 74.00 JUNE 2018 SERVICES ON SECURITY NUMBERS/ EXTINGUISHER
07/26/2018	063856	The SBAM Plan	10,835.05		1,320,459.42	CID# 281224 CID# 281224 SBAM ID # 82594 \$10835.05 08/01/2018-08/31/2018 HOSPITAL INSURANCE - EMPLOYEE
07/26/2018	063857	THE HELPING HAND HANDYMAN	2,540.00		1,317,919.42	1 INVOICE INV# 1087 \$1140.00 REPAIRS IN UNIT INV# 1088 \$1400.00 JULY 2018 INVOICES
07/26/2018	063858	TITAN TRASH	2,500.00		1,315,419.42	2 INVOICES

Jackson Housing Commission
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Public Housing
From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/26/2018	063859	THE HOME DEPOT SUPPLY	4,077.71		1,311,341.71	INV# 21627 \$1400.00 JULY 2018 INV# 21331 \$1100.00 JULY 2018 COMMERCIAL CLEAN OUT OF 2 REED UNITS COMM ACCT# 6035322540175928 INV# H2770-41775 \$1284.00 2 FRIDGES SHAHAN INV# H2770-42022 \$2635.00 INV# H2770-00001-24503 \$158.71 FLOORING/ MAINTENANCE SUPPLIES
07/26/2018	063860	WILMAR INDUSTRIES	3,666.06		1,307,675.65	ACCT# 70585 INV# 445141773 \$213.90 JUNE 2018 INV# 446759862 \$643.55 JULY 2018 INV# 444971295 \$74.70 JUNE 2018 INV# 445309933 \$114.36 JUNE 2018 INV# 444802581 \$2352.90 JUNE 2018 INV# 446951972 \$159.70 JULY 2018 INV# 447515495 \$106.95 JULY 2018 MAINTENANCE SUPPLIES/ VARIOUS
07/26/2018	063861	YARDI SYSTEMS, INC	30.00		1,307,645.65	CLIENT PIN# 100079025 INV# 244462 \$30.00 TRAVEL EXPENSE FOR YARDI TRAINING
07/26/2018	063862	ETNA Supply	533.29		1,307,112.36	CUST# 4218 INV# S102669881.001 \$531.82 WATER HEATER INV# S102674391.001 \$1.47 MAINTENANCE SUPPLIES JUNE 2018 INVOICES
07/26/2018	063863	AMAZON	278.29		1,306,834.07	acct# 6045787810569323 Statement Date: 07/10/2018 448998346398 \$18.04 936867843688 \$44.28 453643785866 \$217.97 OFFICE SUPPLIES DUE 9/5/2018
07/26/2018	063864	Brooklyn Plumbing, Heating & A/C, Inc	267.72		1,306,566.35	1 INVOICE INV# 657405 \$267.72 JUNE 2018 INVOICE MINOR PLUMBING SERVICE 1265 LAUREL LN

Jackson Housing Commission
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Public Housing
From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/26/2018	063865	COMCAST	641.80		1,305,924.55	4 INVOICES 8529114280358478 \$229.70 BILLING DATES 410 E- HIGH ST 06/24/2018-07/23/2018 07/24/2018-08/23/2018 8529114280369913 \$412.10 BILLING DATES 316 BARBERRY 06/24/2018-07/23/2018 07/24/2018-08/23/2018
07/26/2018	063866	CONSUMERS ENERGY	24,077.64		1,281,846.91	12 INVOICES 100035146164 \$1787.33 100000473429 \$5875.34 100000120988 \$2811.28 100035144961 \$1947.36 100000121028 \$3257.75 103030930129 \$53.67 100000121093 \$1587.29 100035140910 \$80.58 100000472256 \$2985.22 100034278091 \$319.18 100000473114 \$3284.27 103023559042 \$88.37 JULY 2018 GAS & ELECTRIC
07/26/2018	063867	Jackson Transportation Authority	478.74		1,281,368.17	1 INVOICE INV# 0028753-IN \$478.74 UNLEADED AND DIESEL FUEL FOR JUNE 2018
07/26/2018	063868	LESTER BROTHERS EXCAVATING,	18,107.61		1,263,260.56	1 INVOICE INV# 100268 \$18134.64 MAIN LINE WORK/ EXCAVATING DUE TO LOW WATER PRESSURE 6/4/2018-6/14/2018 WORK DATES TAX EXEMPT
07/26/2018	063869	PURCHASE POWER	250.00		1,263,010.56	ACCT# 8000-9000-0062-0884 ACCT# JACKSON HOUSING 07/12/2018 POSTAGE REFILL
07/26/2018	063870	REPUBLIC SERVICES #249	639.10		1,262,371.46	2 INVOICES ACCT# 3-0249-0142777 INV# 0249-006026959 \$153.54 ACCT# 3-0249-0142776 INV# 0249-006026958 \$485.56 JULY 2018 ROLL OFF CHARGES
07/26/2018	063871	Rooney's Sewer Service	125.00		1,262,246.46	1 INVOICE INV# 6949 \$125.00 MINOR PLUMBING 309 BARBERRY JULY 2016

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 07/01/2018 To: 08/01/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/26/2018	063872	TEACHOUT SECURITY SOLUTIONS,	1,502.76		1,260,743.70	CUST ID# JAXHC INV# 0011935231 \$1502.76 07/12/2018-07/18/2018 BILLING DATE PH WEEKLY SECURITY CHARGES
07/26/2018	063873	City Of Jackson - Finance Department	9,288.09		1,251,455.61	EE & ER CONTRIBUTIONS EE & ER PENSION CONTRIBUTIONS JUNE 2018 \$9288.09 PUBLIC HOUSING
07/26/2018	063874	KANSAS CITY LIFE INSURANCE CO	66.60		1,251,389.01	1 INVOICE GROUP NUMBER: 24774 \$66.60 08/01/2018-08/31/2018 LIFE INSURANCE
07/26/2018	063875	A-1 LOCK SHOP	38.34		1,251,350.67	1 INVOICE INV# 5698 \$38.34 JULY 2018 MAINTENANCE SUPPLIES
07/26/2018	063876	APCO SUPPLY	177.98		1,251,172.69	ACCT# 178131 INV# 1394737-01 \$177.98 MAINTENANCE SUPPLIES JULY 2018
07/26/2018	063877	ALLEGIANCE OCCUPATIONAL	116.00		1,251,056.69	GUAR# 6000149860 ACCT# 801237257 \$116.00 T. GRIGGS JULY 2018 PRE EMPLOYMENT SCREENING
07/26/2018	063878	FERGUSON ENTERPRISES,	112.00		1,250,944.69	CUST# 31919 INV# 4790510 \$112.00 JULY 2018 MAINTENANCE SUPPLIES
07/26/2018	063881	Trail Supply LLC	309.00		1,250,635.69	ACCT# 10014 INV# 41787 \$309.00 JULY 2018 MAINTENANCE SUPPLIES
07/26/2018	063882	PDQ SUPPLY, INC.	103.68		1,250,532.01	CUST ACCT# 118660 INV# SI-276548 \$103.68 JUNE 2018 MAINTENANCE SUPPLIES
Total:			213,690.42	0.00		

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by President Woods and considered:

RESOLUTION NO. 2018-12

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	\$.25
AMP 2: Reed Manor	\$2,165.00
AMP 3: Shahan Blackstone North	\$ -0-
Total	\$2,165.25

The attached Collection Losses Report reflects the delinquent amount of **\$2,165.25** and is hereby approved for fiscal year 2018-2019 write-off.

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

President Woods 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 August 15, 2018.

Michelle Woods
President

Jackson Housing Commission Collections Losses Report

Three Months or Greater
August 2018

Property	Account	EOP	Amount
Chalet Terrace	P -001-1171-08	5/10/2018	\$.25
Reed Manor	P -002-3307-11	5/6/2018	\$ 90.00
Reed Manor	P -002-3352-09	5/23/2018	\$ 701.00
Reed Manor	P -002-3314-11	5/29/2018	\$1374.00

Property	August 2018	August 2017
Chalet Terrace	\$.25	-0-
Reed Manor	\$2,165.00	-0-
Shahan Blackstone North	-0-	-0-
Total Write Off	\$2165.25	-0-

Vacant Unit Turnaround Time

Chalet Terrace (amp1)
 Units Turned between 07/01/2018 and 08/01/2018

Property:		#VALUE!										
Unit / Move-Out	PHA Unit Status	Start Date	End Date	Vacancy Days	Down	Make Ready	Lease Up	Total non-exempt	Turnaround Days			
01/01/1900	Vacant - Down	06/10/2018	07/17/2018	38	38	38	-	38	0	0	38	38
00000247	301 Steward Avenue G-24			38	38	38	0	38	0	0	38	38
01/01/1900	Vacant - Down	06/06/2018	07/01/2018	26	26	26	-	26	0	0	26	26
00000246	207 Steward Avenue H-24			26	26	26	0	26	0	0	26	26
01/01/1900	Vacant - Down	07/01/2018	07/26/2018	26	26	26	-	26	0	0	26	26
				26	26	26	0	26	0	0	26	26
	Units Turned:	3		90	90	90	0	90	0	0	90	90
	Averages:			30.00	30.00	30.00	0.00	30.00	0.00	0.00	30.00	30.00
	Units Turned:	3		90	90	90	0	90	0	0	90	90
	Averages:			30.00	30.00	30.00	0.00	30.00	0.00	0.00	30.00	30.00

Leasing and HAP Utilization

CY2018

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)	NRP Available
Balance Forward											80,911
January	221,652	214,503	96.8%	461	465.30	97.1%	475	404	5	7,149	88,469
February	219,748	221,090	100.7%	457	483.79	96.3%	475	1,829	5	(1,342)	88,961
March	221,647	213,885	96.5%	467	458.00	98.4%	475	972	5	7,762	97,700
April	222,333	222,576	100.1%	471	472.56	99.2%	475	1,491	5	(243)	98,953
May	218,793	227,477	104.0%	475	478.90	100.0%	475	831	5	(8,684)	91,105
June	139,077	223,532	161.0%	478	467.64	100.7%	475	428	5	(84,455)	07,083
July	220,800	220,381	99.0%	478	461.05	100.7%	475	636	24	1,079	08,162
August											
September											
October											
November											
December											
	\$1,464,050	\$1,543,444	108.3%	3,287	\$ 469.61	98.9%	3,325	\$ 6,591	\$ 54	\$ (78,734)	

Total **Total** **C/B** **Total** **C/E** **E/H** **Total** **Total** **Total** **B - C** **L-K+J+I**

**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT
Jul-18**

DATE	TRANS#	DESCRIPTION	AMP#	AMOUNT	ADJUSTMENT	REMAINING
				USED:		BALANCE
07.02.2018	842	Jannaa Pool mileage reimbursement 06.01.2018-06.27.2018	91800.1	\$ 75.48		\$ 1,924.52
07.02.2018	843	Shannon Brooks bed bug prep h-26	91800.3	\$ 10.00		\$ 1,914.52
07.11.2018	844	Shannon Brooks bed bug prep f-22, i-68	92400.2	\$ 20.00		\$ 1,894.52
07.11.2018	845	USPS postage due to mailman / unpaid recv'd postage	91610.2	\$ 2.34		\$ 1,892.18
07.13.2018	846	Lynne Smereka mileage reimbursement 06.14.2018-06.29.2018	91800.4	\$ 13.73		\$ 1,878.45
07.13.2018	847	Gary Cram mileage reimbursement 06.23.2018-06.27.2018	91800.2	\$ 46.87		\$ 1,831.58
07.13.2018	848	Dustin Williams mileage reimbursement 06.29.2018-07.06.2018	91800.1	\$ 50.53		\$ 1,781.05
07.13.2018	849	Chelsea Poole BOC meeting supplies	91600.2	\$ 4.11		\$ 1,776.94
07.13.2018	850	Jason Omo postage reimbursement 1st class package- ann arbor	91610.4	\$ 7.25		\$ 1,769.69
07.17.2018	851	Shannon Brooks bed bug prep l-12	92400.2	\$ 10.00		\$ 1,759.69
07.17.2018	852	Anthony Gitten (Reed) vehicle cleaning supplies reimbursement	94200.2	\$ 29.95		\$ 1,729.74
07.18.2018	853	Jannaa Pool USPS tenant mailbox key	92400.1	\$ 25.00		\$ 1,704.74
07.24.2018	854	Roy Nethercott mileage reimbursement 07.07.2018-07.11.2018	91800.2	\$ 14.17		\$ 1,690.57
07.26.2018	855	Jamey Jones mileage reimbursement 04.28.2018-04.29.2018	91800.3	\$ 21.37		\$ 1,669.20
07.26.2018	856	Jamey Jones mileage reimbursement 07.14.2018-07.18.2018	91800.2	\$ 47.69		\$ 1,621.51
07.26.2018	857	Jannaa Pool mileage reimbursement 06.28.2018-07.25.2018	91800.1	\$ 80.01		\$ 1,541.50
07.26.2018	858	Anthony Gitten (Reed) kitchen supplies reimbursement	92400.2	\$ 5.30		\$ 1,536.20
07.31.2018	859	Barb Hunt mileage reimbursement 06.25.2018-07.25.2018	91800.1	\$ 9.54		\$ 1,526.66

Emergency Work Order Detail

Chalet Terrace (amp1)
 Emergency Work Orders active between 07/01/2018 and 08/01/2018

Work Orders Completed within 24 Hours								
Property	Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Work Completed	Hours to Complete
amp2	00000218	218	Emergency	Doors/Locks		07/13/2018 10:03 AM	07/13/2018 1:42 PM	3.65
amp2	00000068	213	Emergency	Doors/Locks		07/13/2018 7:43 AM	07/13/2018 1:40 PM	5.95
amp2	00000237	212	Emergency	Plumbing	No hot water	07/13/2018 7:37 AM	07/13/2018 1:37 PM	6.00
amp2	00000290	223	Emergency	Plumbing	clogged toilet	07/13/2018 12:47 PM	07/13/2018 1:27 PM	0.67
amp2	00000226	262	Emergency	Plumbing	Water leaking in unit	07/17/2018 9:39 AM	07/17/2018 11:03 AM	1.40
amp2	00000290	260	Emergency	Plumbing	Water leaking	07/17/2018 9:28 AM	07/17/2018 10:47 AM	1.32
amp2	00000219	261	Emergency	Appliances	G-Building	07/17/2018 9:34 AM	07/17/2018 10:50 AM	1.27
amp2	00000219	305	Emergency	Plumbing	H-Building	07/19/2018 12:54 PM	07/19/2018 12:54 PM	0.00
amp2	00000219	309	Emergency	Plumbing		07/19/2018 1:04 PM	07/19/2018 1:04 PM	0.00
amp2	00000219	310	Emergency	Plumbing		07/19/2018 1:08 PM	07/19/2018 1:08 PM	0.00
amp2	00000219	311	Emergency	Plumbing		07/19/2018 1:18 PM	07/19/2018 1:18 PM	0.00
amp2	00000198	297	Emergency	Doors/Locks		07/19/2018 11:48 AM	07/19/2018 11:48 AM	0.00
amp2	00000045	303	Emergency	Plumbing		07/19/2018 12:46 PM	07/19/2018 12:46 PM	0.00
amp2	00000219	304	Emergency	Plumbing	H-Building	07/19/2018 12:52 PM	07/19/2018 12:52 PM	0.00
amp2	00000219	306	Emergency	Plumbing		07/19/2018 12:56 PM	07/19/2018 12:56 PM	0.00
amp2	00000219	307	Emergency	Plumbing		07/19/2018 12:59 PM	07/19/2018 12:59 PM	0.00
amp2	00000219	308	Emergency	Plumbing		07/19/2018 1:02 PM	07/19/2018 1:02 PM	0.00
amp2	00000219	312	Emergency	Plumbing		07/19/2018 1:24 PM	07/19/2018 1:24 PM	0.00
amp2	00000219	313	Emergency	Plumbing		07/19/2018 1:27 PM	07/19/2018 1:27 PM	0.00
amp2	00000290	426	Emergency	Plumbing		07/27/2018 2:47 PM	07/27/2018 2:47 PM	0.00
amp2	00000255	424	Emergency	Doors/Locks		07/27/2018 2:34 PM	07/27/2018 2:34 PM	0.00
amp2	00000241	427	Emergency	Doors/Locks		07/27/2018 2:50 PM	07/27/2018 2:50 PM	0.00
amp2	00000007	428	Emergency	Doors/Locks		07/27/2018 2:55 PM	07/27/2018 2:55 PM	0.00
amp2	00000277	423	Emergency	Doors/Locks		07/27/2018 2:27 PM	07/27/2018 2:27 PM	0.00
amp2	00000054	425	Emergency	Doors/Locks		07/27/2018 2:36 PM	07/27/2018 2:36 PM	0.00
Work Orders Completed within 24 Hours								25

Work Orders Completed in more than 24 Hours								
Property	Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Work Completed	Hours to Complete
amp1	00000073	105	Emergency		Emergency Work Order	06/15/2018 11:00 PM	07/02/2018 10:23 AM	395
amp1	00000024	430	Emergency		Emergency Work Order	07/15/2018 10:40 AM	07/27/2018 3:37 PM	293
amp1	00000029	429	Emergency		Gas smell	07/16/2018 7:45 PM	07/27/2018 3:31 PM	260

amp2	00000109	94	Emergency	Appliances	07/02/2018 7:21 AM	07/18/2018 7:53 AM	385
amp2		222	Emergency	Plumbing	07/13/2018 12:44 PM	07/19/2018 8:42 AM	140
amp2	00000183	241	Emergency	Electrical	07/16/2018 11:01 AM	07/18/2018 3:15 PM	52
amp2	00000098	247	Emergency	Plumbing	07/16/2018 12:59 PM	07/18/2018 3:06 PM	50
amp2	00000250	264	Emergency	Plumbing	07/17/2018 10:15 AM	07/19/2018 9:06 AM	47
amp2	00000062	299	Emergency	Plumbing	07/19/2018 12:18 PM	07/20/2018 2:01 PM	26
amp3	00000128	3	Emergency	Plumbing	06/20/2018 11:52 AM	07/23/2018 7:53 AM	788
amp3	00000020	12	Emergency	Emergency	06/20/2018 12:20 PM	07/23/2018 10:59 AM	791
amp3	00000127	159	Emergency		07/09/2018 10:41 AM	07/23/2018 7:44 AM	333
amp3	00000005	363	Emergency		07/09/2018 10:01 PM	07/24/2018 11:31 AM	350
Work Orders Completed in more than 24 Hours							13

Total number of emergency work orders: 38

Total number of emergency work orders completed/abated within 24 hours: 25

Percentage of emergency work orders completed/abated within 24 hours: 66%

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS		NET BILL	WATER		SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2017-18
			MCF CONSUMP	CONSUMP		CCF CONSUMP	WATER BILL			
Jan-18	67,252	\$ 8,482.44	1,587	\$ 11,183.44	-	-	-	\$ -	\$ 19,665.88	
Jan-17	52,856	\$ 6,850.81	1,193	\$ 8,693.31				\$ -	\$ 15,544.12	
Feb-18	53,483	\$ 7,113.56	1,210	\$ 9,814.33	331,500	\$ 12,218.89	\$ 6,676.54	\$ 18,895.43	\$ 35,823.32	
Feb-17	48,896	\$ 5,515.38	923	\$ 7,825.76	253,700	\$ 9,066.86	\$ 4,876.41	\$ 13,943.27	\$ 27,284.41	
Mar-18	49,494	\$ 6,669.40	1,020	\$ 8,101.11	25,700	\$ 937.62	\$ 525.03	\$ 1,462.65	\$ 16,233.16	
Mar-17	62,449	\$ 8,096.95	1,426	\$ 7,997.86	21,300	\$ 733.73	\$ 407.16	\$ 1,140.89	\$ 17,235.70	
Apr-18	54,724	\$ 7,066.29	1,010	\$ 7,488.32				\$ -	\$ 14,564.61	
Apr-17	36,254	\$ 12,559.54	8	\$ 76.92				\$ -	\$ 12,636.46	
May-18	43,613	\$ 5,998.15	428	\$ 3,184.04	263,400	\$ 10,075.32	\$ 5,481.25	\$ 15,556.57	\$ 24,738.76	
May-17	45,552	\$ 5,735.68	312	\$ 2,489.97	262,900	\$ 9,189.57	\$ 4,962.93	\$ 14,152.50	\$ 22,378.15	
Jun-18	47,512	\$ 6,924.55	408	\$ 2,970.14	43,900	\$ 1,459.15	\$ 837.17	\$ 2,306.32	\$ 12,201.01	
Jun-17	42,298	\$ 5,724.13	386	\$ 3,106.90	22,500	\$ 770.40	\$ 426.93	\$ 1,197.33	\$ 10,028.36	
Jul-18	64,140	\$ 8,913.78	681	\$ 1,373.15				\$ -	\$ 10,286.93	
Jul-17	55,164	\$ 7,235.60	223	\$ 1,798.73	343,500	\$ 12,481.12	\$ 6,861.34	\$ 19,342.46	\$ 28,376.79	
Aug-18								\$ -	\$ -	
Aug-17	53,307	\$ 7,072.76	145	\$ 1,197.39	21,800	\$ 827.38	\$ 459.05	\$ 1,286.43	\$ 9,556.58	
Sep-18								\$ -	\$ -	
Sep-17	48,579	\$ 6,668.97	239	\$ 1,973.39				\$ -	\$ 8,642.36	
Oct-18								\$ -	\$ -	
Oct-17	46,679	\$ 5,983.99	231	\$ 1,914.93				\$ -	\$ 7,898.92	
Nov-18								\$ -	\$ -	
Nov-17	46,743	\$ 5,952.22	564	\$ 3,494.18	290,400	\$ 10,994.57	\$ 5,966.25	\$ 16,960.82	\$ 26,407.22	
Dec-18								\$ -	\$ -	
Dec-17	51,784	\$ 5,764.27	813	\$ 5,109.51	23,700	\$ 877.86	\$ 490.45	\$ 1,368.31	\$ 12,242.09	
2018	380,218	\$ 51,168.17	6,344	\$ 44,114.53	664,500	\$ 24,700.98	\$ 13,519.99	\$ 38,220.97	\$ 133,503.67	
2017	591,561	\$ 83,160.30	6,463	\$ 45,678.85	1,239,800	\$ 44,941.49	\$ 24,450.52	\$ 69,392.01	\$ 198,231.16	

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS	NET BILL	GAS MCF	NET BILL	WATER		SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2017-18
					CONSUMP	CONSUMP			
Jan-18	162,240	\$ 20,046.02	1,349	\$ 10,151.46	136,000	\$ 4,086.40	\$ 2,510.91	\$ 6,597.31	\$ 36,794.79
Jan-17	129,480	\$ 16,272.98	1,203	\$ 9,046.28	131,000	\$ 3,644.42	\$ 2,199.35	\$ 5,843.77	\$ 31,163.03
Feb-18	126,720	\$ 16,500.43	1,230	\$ 9,923.86	115,000	\$ 3,625.83	\$ 2,792.27	\$ 6,418.10	\$ 32,842.39
Feb-17	111,280	\$ 14,391.81	1,165	\$ 9,844.46	120,000	\$ 3,416.79	\$ 2,031.79	\$ 5,448.58	\$ 29,684.85
Mar-18	125,040	\$ 16,171.87	950	\$ 7,575.31	135,000	\$ 4,100.19	\$ 2,503.98	\$ 6,604.17	\$ 30,351.35
Mar-17	104,600	\$ 13,646.19	886	\$ 7,289.52	111,000	\$ 3,242.66	\$ 1,893.91	\$ 5,136.57	\$ 26,072.28
Apr-18	118,600	\$ 15,478.19	901	\$ 6,658.32	115,000	\$ 3,566.95	\$ 2,143.60	\$ 5,710.55	\$ 27,847.06
Apr-17	114,960	\$ 13,721.92	819	\$ 6,369.58	103,000	\$ 3,063.25	\$ 1,768.47	\$ 4,831.72	\$ 24,923.22
May-18	105,640	\$ 14,146.42	593	\$ 4,312.62	119,000	\$ 3,748.35	\$ 2,227.55	\$ 5,975.90	\$ 24,434.94
May-17	97,240	\$ 12,027.30	517	\$ 3,991.10	121,000	\$ 3,286.58	\$ 2,011.52	\$ 5,298.10	\$ 21,316.50
Jun-18	125,580	\$ 19,720.24	287	\$ 2,099.13	132,000	\$ 4,056.29	\$ 2,458.00	\$ 6,514.29	\$ 28,333.66
Jun-17	124,280	\$ 16,314.56	338	\$ 2,723.58	142,000	\$ 3,754.34	\$ 2,343.38	\$ 6,097.72	\$ 25,135.86
Jul-18	162,800	\$ 21,748.51	207	\$ 1,536.05	108,000	\$ 3,436.47	\$ 2,028.01	\$ 5,464.48	\$ 28,749.04
Jul-17	150,720	\$ 18,870.67	194	\$ 1,532.92	153,000	\$ 4,746.42	\$ 2,942.28	\$ 7,688.70	\$ 28,092.29
Aug-18	147,963	\$ 18,594.14	175	\$ 1,365.90	144,000	\$ 4,277.54	\$ 2,642.91	\$ 6,920.45	\$ 26,880.49
Aug-17	127,520	\$ 16,545.24	203	\$ 1,657.80	195,000	\$ 5,459.10	\$ 3,534.52	\$ 8,993.62	\$ 27,196.66
Sep-18	100,840	\$ 12,620.28	297	\$ 2,379.89	187,000	\$ 5,257.78	\$ 3,383.68	\$ 8,641.46	\$ 23,641.63
Oct-17	112,000	\$ 13,904.77	564	\$ 3,494.18	172,000	\$ 4,920.28	\$ 3,130.72	\$ 8,051.00	\$ 25,449.95
Nov-18	121,960	\$ 13,260.56	873	\$ 6,351.39	166,000	\$ 4,679.29	\$ 3,002.27	\$ 7,681.56	\$ 27,293.51
Dec-17									
2018	926,620	\$ 123,811.68	5,517	\$ 42,256.75	860,000	\$ 26,620.48	\$ 16,664.32	\$ 43,284.80	\$ 209,353.23
2017	1,442,843	\$ 180,170.42	7,234	\$ 56,046.60	1,745,000	\$ 49,748.45	\$ 30,884.80	\$ 80,633.25	\$ 316,850.27

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2017-18
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL		
Jan-18	3,293	\$ 580.81	112	\$ 837.04	203,500	\$ 8,471.17	\$ 4,238.06	\$ 12,709.23	\$	14,127.08	
Jan-17	2,823	\$ 501.07	90	\$ 724.74	217,600	\$ 8,058.63	\$ 4,041.48	\$ 12,100.11	\$	13,325.92	
Feb-18	1,862	\$ 333.96	66	\$ 532.74				\$	\$	866.70	
Feb-17	2,623	\$ 468.39	79	\$ 627.20				\$	\$	1,095.59	
Mar-18	1,699	\$ 308.46	51	\$ 442.68				\$	\$	751.14	
Mar-17	2,454	\$ 436.65	68	\$ 524.70				\$	\$	961.35	
Apr-18	1,971	\$ 352.64	61	\$ 472.15	194,600	\$ 8,165.83	\$ 4,057.86	\$ 12,223.69	\$	13,048.48	
Apr-17	1,690	\$ 332.20	32	\$ 283.12	190,500	\$ 7,333.36	\$ 3,619.33	\$ 10,952.69	\$	11,568.01	
May-18	1,457	\$ 266.32	17	\$ 176.52				\$	\$	442.84	
May-17	1,524	\$ 274.12	16	\$ 145.75				\$	\$	419.87	
Jun-18	1,948	\$ 340.26	5	\$ 96.16				\$	\$	436.42	
Jun-17	1,950	\$ 339.09	10	\$ 85.50				\$	\$	424.59	
Jul-18	2,866	\$ 461.70	4	\$ 74.71	224,100	\$ 9,420.06	\$ 4,671.90	\$ 14,091.96	\$	14,628.37	
Jul-17	2,191	\$ 377.68	4	\$ 85.72	301,600	\$ 11,490.10	\$ 5,936.11	\$ 17,426.21	\$	17,889.61	
Aug-18								\$	\$	-	
Aug-17	2,868	\$ 482.54	33	\$ 85.29				\$	\$	567.83	
Sep-18								\$	\$	-	
Sep-17	1,660	\$ 301.51	5	\$ 97.71				\$	\$	399.22	
Oct-18								\$	\$	-	
Oct-17	1,775	\$ 316.28	7	\$ 111.50	245,800	\$ 9,323.14	\$ 4,772.20	\$ 14,095.34	\$	14,523.12	
Nov-18								\$	\$	-	
Nov-17	1,499	\$ 266.41	15	\$ 158.56				\$	\$	424.97	
Dec-18								\$	\$	-	
Dec-17	1,687	\$ 260.56	32	\$ 264.35				\$	\$	524.91	
2018	15,096	\$ 2,644.15	316	\$ 2,632.00	622,200	\$ 26,057.06	\$ 12,967.82	\$ 39,024.88	\$	44,301.03	
2017	24,744	\$ 4,356.50	391	\$ 3,194.14	955,500	\$ 36,205.23	\$ 18,369.12	\$ 54,574.35	\$	62,124.99	

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2017-18
Jan-18	232,785	\$ 29,109.27	3,048	\$ 22,171.94	339,500	\$ 12,557.57	\$ 6,748.97	\$ 19,306.54	\$ 70,587.75
Jan-17	185,159	\$ 23,624.86	2,486	\$ 18,464.33	348,600	\$ 11,703.05	\$ 6,240.83	\$ 17,943.88	\$ 60,033.07
Feb-18	182,065	\$ 23,947.95	2,506	\$ 20,270.93	446,500	\$ 15,844.72	\$ 9,468.81	\$ 25,313.53	\$ 69,532.41
Feb-17	162,799	\$ 20,375.58	2,167	\$ 17,670.22	373,700	\$ 12,483.65	\$ 6,908.20	\$ 19,391.85	\$ 58,064.85
Mar-18	176,233	\$ 23,149.73	2,021	\$ 16,119.10	160,700	\$ 5,037.81	\$ 3,029.01	\$ 8,066.82	\$ 47,335.65
Mar-17	169,503	\$ 22,179.79	2,380	\$ 15,812.08	132,300	\$ 3,976.39	\$ 2,301.07	\$ 6,277.46	\$ 44,269.33
Apr-18	175,295	\$ 22,897.12	1,972	\$ 14,618.79	309,600	\$ 11,732.78	\$ 6,201.46	\$ 17,934.24	\$ 55,450.15
Apr-17	152,904	\$ 26,613.66	859	\$ 6,729.62	293,500	\$ 10,396.61	\$ 5,387.80	\$ 15,784.41	\$ 49,127.69
May-18	150,710	\$ 20,410.89	1,038	\$ 7,673.18	382,400	\$ 13,823.67	\$ 7,708.80	\$ 21,532.47	\$ 49,616.54
May-17	144,316	\$ 18,037.10	845	\$ 6,626.82	383,900	\$ 12,476.15	\$ 6,974.45	\$ 19,450.60	\$ 44,114.52
Jun-18	175,040	\$ 26,985.05	700	\$ 5,165.43	175,900	\$ 5,525.44	\$ 3,295.17	\$ 8,820.61	\$ 40,971.09
Jun-17	168,528	\$ 22,377.78	734	\$ 5,915.98	164,500	\$ 4,524.74	\$ 2,770.31	\$ 7,295.05	\$ 35,588.81
Jul-18	229,806	\$ 31,123.99	892	\$ 2,983.91	332,100	\$ 12,856.53	\$ 6,699.91	\$ 19,556.44	\$ 53,664.34
Jul-17	208,075	\$ 26,483.95	421	\$ 3,417.37	798,100	\$ 28,717.64	\$ 15,739.73	\$ 44,457.37	\$ 74,358.69
Aug-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Aug-17	201,270	\$ 26,149.44	353	\$ 2,648.58	165,800	\$ 5,104.92	\$ 3,101.96	\$ 8,206.88	\$ 37,004.90
Sep-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Sep-17	178,759	\$ 23,515.72	447	\$ 3,728.90	195,000	\$ 5,459.10	\$ 3,534.52	\$ 8,993.62	\$ 36,238.24
Oct-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-17	149,294	\$ 18,920.55	535	\$ 4,406.32	432,800	\$ 14,580.92	\$ 8,155.88	\$ 22,736.80	\$ 46,063.67
Nov-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-17	160,242	\$ 20,123.40	1,143	\$ 7,146.92	462,400	\$ 15,914.85	\$ 9,096.97	\$ 25,011.82	\$ 52,282.14
Dec-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-17	175,431	\$ 19,285.39	1,718	\$ 11,725.25	189,700	\$ 5,557.15	\$ 3,492.72	\$ 9,049.87	\$ 40,060.51
2018	1,321,934	\$ 177,624.00	12,177	\$ 89,003.28	2,146,700	\$ 77,378.52	\$ 43,152.13	\$ 120,530.65	\$ 387,157.93
2017	2,056,280	\$ 267,687.22	14,088	\$ 104,292.39	3,940,300	\$ 130,895.17	\$ 73,704.44	\$ 204,599.61	\$ 577,206.42