

JACKSON HOUSING COMMISSION

REGULAR MEETING – June 21, 2017

Chalet Terrace Community Room
316 Barberry Drive
Jackson, Michigan 49203

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Pultz- Orthaus, President
Michelle Woods, Vice-President
Gerald Montgomery, Commissioner
James Stark, Commissioner
Caroline Parker, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: May 17, 2017
6. Approval of the Previously Paid Liabilities: May 2017
7. RESOLUTIONS
Resolution No.2017-15: Collection Losses Write Offs -June 2017
Resolution No.2017-16: Approval to execute revised Annual Contributions Contract

DIRECTOR'S 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

8. OTHER BUSINESS
9. ADJOURNMENT

REGULAR MEETING: Reed Manor Board Room –July 19, 2017

Jackson Housing Commission

Regular Meeting

May 17, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on May 17, 2017 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, James Stark, and Caroline Parker. The following commissioner was absent: Gerald Montgomery

Also present were:

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

17-05-001

Public Comments

Members of the public were present; no comments were made.

17-05-002

Approval of the Minutes of the Regular Meeting held April 19, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held April 19, 2017. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, C. Parker

NAYS: None

ABSTAIN: J. Stark

ABSENT: G. Montgomery

17-05-003

Approval of the Minutes of the Annual Meeting held April 26, 2017

Commissioner Woods **MOVED** to approve the Annual Meeting Minutes of the Board of Commissioners meeting held April 26, 2017. Commissioner Stark **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: M. Pultz-Orthaus

ABSENT: G. Montgomery

17-05-004

Approval of the Previously Paid Liabilities: April 2017

Ms. Ingram advised that payments made to PC Solutions were for additional security cameras at Reed Manor. A final payment is due upon completion of the project.

Commissioner Parker **MOVED** to approve Previously Paid Liabilities for April 2017. Commissioner Woods **SECONDED** and upon voice vote the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, J. Stark, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: G. Montgomery

17-05-005

Resolution No.2017-13: Collection Losses: May 2017

Commissioner Woods **MOVED** to approve the Collection Losses May 2017 in the amount of \$2,519.30. Commissioner Stark **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, J. Stark, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: G. Montgomery

17-05-006

Resolution No.2017-14: Fair Market Rents Fiscal Year 2017 Western Washtenaw County

Commissioner Stark **MOVED** to approve Fair Market Rents Fiscal Year 2017 for Western Washtenaw County. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, S. Stark, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: G. Montgomery

17-05-007

Director's Reports

Staff discussed reports regarding 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

Ms. Johnson, Finance Director reported that finances are in a healthy state and the agency is preparing the 2016 Fiscal Year Audit.

E. S8 Income Statement

F. PH Income Statement

G. Petty Cash Fund Register

H. After Hours/Emergency Response Report

President Pultz-Orthaus pointed out duplicate entries on the Emergency Work Order report.

I. Utility Costs and Consumption

17-05-08 Other Business

Ms. Ingram informed the board that four proposals were received for a recent RFP for Auditing Services. After an evaluation of each proposal; the previous auditor was awarded the contract.

Ms. Ingram also reported that the Jackson City Council approved the Merit Based Performance Compensation Plan and schedule at the Jackson City Council Meeting held May 2, 2017.

Per Ms. Ingram, the addition of security services provided by Teachout Security is going well and responses from residents have been favorable. According to reports from Teachout, primary calls have been for lockouts and noise complaints.

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

The Regular Meeting held May 17, 2017 adjourned at 12:23pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/02/2017	062345	Consumer Energy	1,347.00		(31,990,038.32)	Utility Reimbursement
05/03/2017	062346	AFLAC	134.52		(31,990,172.84)	ACCT# VX312 #028357 \$134.52 BILLING PERIOD APRIL
05/03/2017	062347	APCO SUPPLY	159.36		(31,990,332.20)	ACCT# 178131 # 1324723-00 \$159.36
05/03/2017	062348	Aspen One Hour Heating & Air	1,220.00		(31,991,552.20)	ACCT# 151323 #367298 \$1220.00
05/03/2017	062349	Brooklyn Plumbing, Heating & A/C, Inc	218.80		(31,991,771.00)	1 INVOICE #650457 \$218.80
05/03/2017	062350	CASLER HARDWARE	25.58		(31,991,796.58)	CUST ACCT# 33561 #114036 \$25.58
05/03/2017	062351	CONSUMERS ENERGY	14,306.76		(32,006,103.34)	14 INVOICES 100000120988 \$1606.78 100000121028 \$3379.88 100000121093 \$994.95 100000472256 \$1650.88 100000473114 \$1839.61 100000473429 \$3291.36 100035144961 \$958.46 100035145133 \$34.60 100035140910 \$114.03 100034278091 \$228.28 103023559042 \$81.26 103025120025 \$79.94 103025740491 \$36.27 103025900087 \$10.46
05/03/2017	062352	CUT-RATE PLUMBING	11.02		(32,006,114.36)	1 INVOICE #879983 \$8.54 #879670 \$2.48
05/03/2017	062353	ETNA Supply	1,016.99		(32,007,131.35)	CUST# 4218 #S102187161.001 \$478.13 CFP #S102158990.001 \$538.86 CFP
05/03/2017	062354	Grand River Insurance Agency, LLC	620.08		(32,007,751.43)	GRB WC5002339 01 GRB WC5002339 01 \$620.08 BILLING PERIOD 7/30/2016-7/30/2017
05/03/2017	062355	HAMMOND HARDWARE	175.14		(32,007,926.57)	CUSTOMER# 33515 C227367 \$83.67 C227454 \$18.51 C227156 \$39.54 C227152 \$10.78 C227810 \$13.12 C227870 \$9.52
05/03/2017	062356	HD Supply Facilities Maintenance	474.37		(32,008,400.94)	CUST# 461000 #9153847714 \$185.94

Jackson Housing Commission
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Public Housing
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/03/2017	062357	Hirst Electric Company	175.69		(32,008,576.63)	#9153747837 \$288.43 2 INVOICES #60648 \$92.69 #60649 \$83.00
05/03/2017	062358	JACKSON OUTDOOR EQUIPMENT	127.53		(32,008,704.16)	CUST# 104542 #108588 \$127.53
05/03/2017	062359	JACKSON WATER COLLECTION	15,784.41		(32,024,488.57)	PLEASE SEE ATTACHMENTS PLEASE SEE ATTACHMENTS
05/03/2017	062360	JANICE BYNUM	133.00		(32,024,621.57)	P-002-3320-08 FINAL ACCOUNTING VACATED UNIT 04/10/2017
05/03/2017	062361	Keepin It Clean	110.00		(32,024,731.57)	2 INVOICES #1726 \$55.00 #1708 \$55.00
05/03/2017	062362	Knibloe Hardware	25.12		(32,024,756.69)	3 INVOICES #195729 \$7.98 #195735 \$16.25 #195713 \$.89
05/03/2017	062363	Lammers Heating & A/C	2,715.00		(32,027,471.69)	2 INVOICES #12741-14550 \$2650.00 CFP #12741-14502 \$65.00
05/03/2017	062364	LIBERTY ENVIRONMENTALISTS,	10.00		(32,027,481.69)	1 INVOICE #159715 \$10.00
05/03/2017	062365	MENARDS - JACKSON	1,854.52		(32,029,336.21)	ACCT# 31610470 #85692 \$306.68 #86246 \$359.59 #85793 \$117.91 #86027\$450.57 #86249 \$350.10 #85830 \$99.86 #86055 \$131.82 #86054 \$37.99
05/03/2017	062366	NANCY MCGUIRE	12.00		(32,029,348.21)	P-002-4425-08 FINAL ACCOUNTING VACATED UNIT ON 04/17/2017
05/03/2017	062367	OFFICE OUTLET, INC	3,314.00		(32,032,662.21)	ESTIMATE# JS17-45 ESTIMATE# JS17-45 \$3314.00
05/03/2017	062368	PDQ SUPPLY, INC.	72.51		(32,032,734.72)	CUST ACCT# 118660 #SI-1251889 \$72.51

Jackson Housing Commission
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Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/03/2017	062369	PLIC - SBD Grand Island	74.00		(32,032,808.72)	ACCT# 1044559-10001 ACCT# 1044559-10001 \$74.00 BILLING PERIOD 05/01/2017-05/31/2017
05/03/2017	062370	Postmaster	925.00		(32,033,733.72)	TENANT MAILBOX KEYS TENANT MAILBOX KEYS- REED MANOR
05/03/2017	062371	SAFETY SYSTEMS INC	25.00		(32,033,758.72)	CUST#000938 #468824 \$25.00
05/03/2017	062372	TALX THE WORK NUMBER	127.15		(32,033,885.87)	CUST# 8805983 #B1-364944 \$356.10
05/03/2017	062373	WILMAR INDUSTRIES	1,064.90		(32,034,950.77)	ACCT# 70585 #398173971 \$307.40 #398314344 \$376.48 #397531468 \$308.32 #398448910 \$72.70
05/03/2017	062374	WATSONS REPAIR	260.00		(32,035,210.77)	1 INVOICE #057396 \$260.00
05/03/2017	062375	THE HOME DEPOT SUPPLY	405.60		(32,035,616.37)	COMM ACCT#6035322540175928 #14541 \$405.60
05/03/2017	062376	THE HELPING HAND HANDYMAN	2,800.00		(32,038,416.37)	1 INVOICES #1028 \$1650.00 105 SHAHAN #1027 \$1150.00 200 210 JANKE 360 MOORMAN 914 BLACKSTONE
05/03/2017	062377	ADECCO EMPLOYMENT SERVICES	592.00		(32,039,008.37)	CUST#3075780 #68527611 \$592.00
05/03/2017	062378	Jackson Housing Commission	26,305.95		(32,065,314.32)	PH MANAGEMENT FEES- MAY PH MANAGEMENT FEES- MAY 2017
05/03/2017	062379	SPRINT	1,057.52		(32,066,371.84)	ACCT# 128763256 #128763256-032 APRIL INVOICE
05/03/2017	062380	TDS Metrocom	2,354.31		(32,068,726.15)	5 INVOICES 517-787-6494 \$89.88 517-787-1188 \$1723.81 517-787-0168 \$414.36 517-780-0620 \$94.93 517-780-0181 \$31.33
05/08/2017	062381	DAVID SCHMIDT	206.56		(32,068,932.71)	REED MANOR TENANT ASSOC. STIPEND AND MATERIALS FOR MAY 2017

Jackson Housing Commission
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Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/08/2017	062382	NAN MCKAY & Associates, Inc.	1,192.50		(32,070,125.21)	STIPEND \$175.00 SUPPLIES \$31.56
05/08/2017	062383	OTIS ELEVATOR COMPANY	11,148.48		(32,081,273.69)	ACCT# JAC49201 #INV220554 \$1192.50 CUST# 299178 #CVJ08105417 \$11,148.48 ELEVATOR CONTRACT FOR REED MANOR SERVICE 04/1/2017-03/31/2018
05/08/2017	062384	STAMPCCO	24.00		(32,081,297.69)	1 INVOICE #31543 \$24.00
05/08/2017	062385	White & Hotchkiss, PLLC	450.00		(32,081,747.69)	FILE# 1919 #80902 \$450.00
05/08/2017	062386	LIBRA INDUSTRIES, INC. OF MI	1,961.50		(32,083,709.19)	CUST# 37126 -17 INVOICES 43890200 43907600 44041900 44027200 44027300 44042200 43896700 43880000 44100800 44011700 43975100 44100900 44067300 43901700 44140000 43889900 44031000
05/09/2017	062387	A-1 LOCK SHOP	264.76		(32,083,973.95)	3 INVOICES #4650 \$206.50 #4651 \$25.50 #4688 \$32.76
05/10/2017	062388	City Of Jackson - Finance Department	22,251.02		(32,106,224.97)	EE & ER CONTRIBUTIONS - EE & ER CONTRIBUTIONS - MARCH / APRIL
05/10/2017	062389	PC Solutions	5,555.96		(32,111,780.93)	SECURITY CAMERA UPGRADE THE 25 % INSTALLMENT THATS DUE AT DELIVERY.
05/10/2017	062390	Rooney's Sewer Service	480.00		(32,112,260.93)	1 INVOICE #INV-3803 \$480.00
05/10/2017	062391	Aspen One Hour Heating & Air	458.00		(32,112,718.93)	2 INVOICES #366978 \$158.00 #366987 \$300.00 CFP
05/15/2017	062392	ADECCO EMPLOYMENT SERVICES	1,065.60		(32,113,784.53)	CUST#3075780 #68536364 \$592.00 #68518099 \$473.60
05/15/2017	062393	AMBS CALL CENTER	435.08		(32,114,219.61)	ACCOUNT# 1909

Jackson Housing Commission
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Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/15/2017	062394	American Office Solutions	122.25		(32,114,341.86)	#170410621 \$435.08 ACCT# J1087 #IN119900 \$122.25 CONTRACT# CT1197-01 C5486 4500830X MXM364N BILLABLE 10,009 @0.011858
05/15/2017	062395	Aspen One Hour Heating & Air	588.00		(32,114,929.86)	ACCT# 151323 #367853 \$288.00 PLUMBING SERVICE H-24 #367777 \$300.00 CFP
05/15/2017	062396	Brooklyn Plumbing, Heating & A/C, Inc	1,165.43		(32,116,095.29)	5 INVOICES #650890 \$384.77 CFP #650874 \$330.39 CFP #650950 \$138.27 #650538 \$80.00 #650761 \$232.00 CFP
05/15/2017	062397	CASLER HARDWARE	5.79		(32,116,101.08)	CUST ACCT# 33561 #1-13717 \$5.79
05/15/2017	062398	COLLINS BROTHERS	309.51		(32,116,410.59)	1 INVOICE #51131 \$309.51
05/15/2017	062399	CONSUMERS ENERGY	113.58		(32,116,524.17)	4 INVOICES 103025688021 \$52.92 FINAL BILL 100034187920 \$5.97 FINAL BILL 103025900087 \$23.28 FINAL BILL 100075348977 \$31.41 FINAL BILL
05/15/2017	062400	CUT-RATE PLUMBING	50.18		(32,116,574.35)	1 INVOICE #631173 \$50.18
05/15/2017	062401	DAUGHERTY TREE SERVICE	200.00		(32,116,774.35)	RE: CHALET FALLEN LIMB REMOVAL AT 410 E HIGH ST \$200.00
05/15/2017	062402	DAVID SCHMIDT	175.00		(32,116,949.35)	REED MANOR TENANT ASSOC REED MANOR TENANT ASSOCIATION STIPEND FOR JUNE 2017 \$35.00 FOR 5 MEMBERS
05/15/2017	062403	DBI BUSINESS INTERIORS	128.69		(32,117,078.04)	CUST# 224241 #03JM1613 \$106.75 #03JM5752 \$21.94

Jackson Housing Commission
Public Housing
Check Register Summary Report
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/15/2017	062404	ETNA Supply	1,311.56		(32,118,389.60)	CUST#4218 S102197569.001 \$440.23 CFP S102191912.001 \$464.77 CFP USING CREDIT MEMO S102199433.001 FOR S102197848.001 \$406.56 S102194939.001 \$406.56
05/15/2017	062405	Firestone Complete Auto Care	45.98		(32,118,435.58)	1 INVOICE CUSTOMER INVOICE# 101716 2012 CHEVY TRAVERSE
05/15/2017	062406	Ralph Friedland & Brothers Inc.	745.00		(32,119,180.58)	ACCT# JACKSO #98657 \$745.00
05/15/2017	062407	HAMMOND HARDWARE	201.82		(32,119,382.40)	CUST# 33515 C228739 \$5.36 C228439 \$2.68 C229602 \$26.98 B354442 \$20.68 C229031 \$6.29 C229090 \$65.69 B354640 \$5.84 C229214 \$52.13 C228283 \$16.17
05/15/2017	062408	HD Supply Facilities Maintenance	37.90		(32,119,420.30)	CUST# 461000 #9153984956 \$37.90
05/15/2017	062409	HOUSING DATA SYSTEMS, INC.	3,222.00		(32,122,642.30)	CLIENT# 6183 #222769 ANNUAL LICENSE AND SUPPORT 05.25.2017-05.24.2018
05/15/2017	062410	INK CONTRACTING LLC	4,330.00		(32,126,972.30)	5 INVOICES #1119 \$1300.00- LAWN CARE FOR APRIL #1117 \$800.00 #1114 \$750.00 #1115 \$740.00 #1116 \$740.00
05/15/2017	062411	JACKSON APPLIANCE SERVICE LLC	99.96		(32,127,072.26)	1 INVOICE #3098 \$99.96
05/15/2017	062412	JACKSON GLASS WORKS INC	15.00		(32,127,087.26)	CUST# JHOU #403418 \$15.00
05/15/2017	062413	JACKSON KEY WORKS	143.20		(32,127,230.46)	1 INVOICE #1134 \$143.20
05/15/2017	062414	Keep It Clean	105.00		(32,127,335.46)	2 INVOICES #1750 \$55.00

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/15/2017	062415	KIM BLADES	129.00		(32,127,464.46)	#1752 \$50.00 P-002-3303-09 FINAL ACCOUNTING VACATED UNIT ON 5/9/2017
05/15/2017	062416	Knibloe Hardware	163.87		(32,127,628.33)	CUST# 10152 #195735 \$2.50 #195797 \$135.90 #195745 \$11.97 #195752 \$13.50
05/15/2017	062417	Lammers Heating & A/C	215.00		(32,127,843.33)	1 INVOICE #12741-14708 \$215.00
05/15/2017	062418	LESTER BROTHERS EXCAVATING,	173.80		(32,128,017.13)	1 INVOICE #82215 \$173.80
05/15/2017	062419	LEUTZ CABINETS	1,180.00		(32,129,197.13)	CUST# JAXH #52796 \$310.00 #52794 \$240.00 #52795 \$400.00 #52793 \$230.00
05/15/2017	062420	LIBERTY ENVIRONMENTALISTS,	10.00		(32,129,207.13)	1 INVOICE #159892 \$10.00
05/15/2017	062421	MENARDS - JACKSON	2,840.52		(32,132,047.65)	ACCT# 31610470 87068 \$27.43 86329 \$75.80 86826 \$12.79 87370 \$164.32 87050 \$449.00 CFP 86334 \$4.99 87577 14.38 87515 136.65 86331 \$452.95 (\$296.10 CFP) 86706 \$426.19 (\$341.10 CFP) 87125 \$244.00 86926 \$832.02 (\$790.10 CFP)
05/15/2017	062422	MODERN WASTE SYSTEMS	5,894.56		(32,137,942.21)	ACCT#23056 #54635 \$5876.56 #24882V \$18.00
05/15/2017	062423	NAHRO	919.53		(32,138,861.74)	MEMBER ID#0000000000042 ORDER# 1006335430 ORDER# 1006335408 RENEWAL NOTICE MI CHAPTER DUES 01 SEPT 2017- 31 AUG 2018
05/15/2017	062424	OSBORNE PROCESS SERVICE	170.74		(32,139,032.48)	6 INVOICES OBP-2017001148 \$28.73

Check Register Summary Report

Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/15/2017	062425	PITNEY BOWES INC.	156.42		(32,139,188.90)	2 INVOICES #5502206393 #1000883219 OLD INVOICES
05/15/2017	062426	Postmaster	75.00		(32,139,263.90)	3 INVOICES WARREN \$25.00 PERUSSE \$25.00 ROWE \$25.00 TENANT MAILBOX KEY FEE
05/15/2017	062427	PURCHASE POWER	210.47		(32,139,474.37)	#8000-9000-0062-0884 #8000-9000-0062-0884 \$210.47
05/15/2017	062428	Rooney's Sewer Service	1,380.00		(32,140,854.37)	12 INVOICES 3601 \$90.00 3539 \$100.00 3806 \$270.00 3775 \$90.00 3830 \$90.00 3530 \$90.00 3364 \$100.00 3553 \$90.00 3566 \$100.00 3291 \$90.00 3820 \$90.00 3734 \$180.00
05/15/2017	062429	SAFETY SYSTEMS INC	3,483.00		(32,144,337.37)	CUST# 00938 469065 \$720.00 467870 \$381.00 467871 \$594.00 467869 \$359.00 468951 \$551.00 468960 \$755.00 468897 \$123.00
05/15/2017	062430	SANDY'S LANDSCAPE SUPPLIES,	110.16		(32,144,447.53)	2 INVOICES RED MULCH \$38.16 RED MULCH \$72.00
05/15/2017	062431	SCHEER, GREEN AND BURKE, CO.	3.28		(32,144,450.81)	1 INVOICE #0004136099 \$3.28
05/15/2017	062432	TALX THE WORK NUMBER	138.45		(32,144,589.26)	CUST# 8805983 #B1-423005 \$138.45

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/15/2017	062433	TIFFANY SMITH	337.00		(32,144,926.26)	P-002-3308-16 FINAL ACCOUNTING VACATED UNIT ON 03/13/2017
05/15/2017	062434	TRANS UNION LLC	459.55		(32,145,385.81)	CUST ID# 4408R0064047 #04731015 \$459.55
05/15/2017	062435	WEATHERPROOF INC	93.42		(32,145,479.23)	CUST# JAC HOUS COM #317899 \$36.96 #317978 \$56.46
05/15/2017	062436	WILMAR INDUSTRIES	960.23		(32,146,439.46)	ACCT# 70585 #399390335 \$82.72 #399128446 \$199.75 #399128453 \$152.75 #399128438 \$374.61 #399848522 \$150.40
05/15/2017	062437	LUCINDA MCGINNIS	37.10		(32,146,476.56)	REED MANOR TENANT ASSOC. REIMBURSEMENT FOR RMTA SUPPLIES FOR APRIL.
05/15/2017	062438	ACE ROOFING	1,800.00		(32,148,276.56)	1 INVOICE REROOFED 23-32 ROOF AREA ON H BLDG \$1800.00
05/15/2017	062439	GORDON FOOD SERVICE STORE	477.14		(32,148,753.70)	REED MANOR REED MANOR TENANT APPRECIATION LUNCH \$477.14
05/15/2017	062441	ERICA BEERS	23.00		(32,148,776.70)	P-002-3284-04 BALANCE DUE TO YOU FROM JACKSON HOUSING COMMISSION
05/16/2017	062440	Petty Cash	1,957.16		(32,150,733.86)	REPLENISH PETTY CASH TRANSACTION# 610-638
05/30/2017	062442	GORDON FOOD SERVICE STORE	240.29		(32,150,974.15)	TENANT APPRECIATION SHAHAN TENANT APPRECIATION
05/31/2017	062443	AccuShred, LLC	135.00		(32,151,109.15)	1 INVOICE # 38478 \$135.00
05/31/2017	062444	ADECCO EMPLOYMENT SERVICES	1,657.60		(32,152,766.75)	CUST# 3075780 #68556504 \$592 #68547820 \$592 #68566267 \$473.60
05/31/2017	062445	AFLAC	211.56		(32,152,978.31)	ACCT# VX312

Jackson Housing Commission
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Public Housing
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/31/2017	062446	APCO SUPPLY	771.42		(32,153,749.73)	#448027 \$211.56 ACCT#178131 #1324622-00 \$771.42
05/31/2017	062447	Aspen One Hour Heating & Air	1,027.00		(32,154,776.73)	ACCT# 151323 #368023 \$158.00 #368132 \$869.00
05/31/2017	062448	Brooklyn Plumbing, Heating & A/C, Inc	102.00		(32,154,878.73)	1 INVOICE #650885 \$102.00
05/31/2017	062449	CIERRA ROBERTS	14.00		(32,154,892.73)	P-001-1150-03 FINAL ACCOUNTING VACATED UNIT ON 3/27/2017
05/31/2017	062450	Community Action Agency	1,563.00		(32,156,455.73)	1 INVOICE SUPPORT SERVICES 04/1/2017-04/30/2017 MONTH TEN
05/31/2017	062451	CONSUMERS ENERGY	24,811.66		(32,181,267.39)	20 INVOICES 100035146164 \$1140.68 100035145687 \$237.91 100000120905 \$1037.59 100000120798 \$713.78 100000120855 \$724.30 100035145554 \$2540.71 100000120954 \$1830.68 100000120764 \$4107.39 100000120988 \$1498.57 100000121028 \$2426.96 100000121093 \$942.12 100000472256 \$1597.90 100000473114 \$1616.55 100000473429 \$305.759 100035144961 \$898.61 100035145133 \$28.89 100035140910 \$103.83 100034278091 \$213.64 103025120025 \$37.54 103023559042 \$67.42
05/31/2017	062452	CUT-RATE PLUMBING	139.46		(32,181,406.85)	2 INVOICES #690732 \$66.56 #631615 \$72.90
05/31/2017	062453	DAVID SCHMIDT	20.00		(32,181,426.85)	REED MANOR TENANT ASSOC REED MANOR TENANT ASSOCIATION BIRTHDAY CARD REIMBURSEMENT
05/31/2017	062454	ETNA Supply	406.56		(32,181,833.41)	CUST# 4218 #S102209034,001 \$406.56 CFP
05/31/2017	062455	Firestone Complete Auto Care	42.98		(32,181,876.39)	STORE# 006181 #101747 \$42.98 OIL CHANGE 2011 FORD E-150
05/31/2017	062456	GLG PRINT	130.00		(32,182,006.39)	1 INVOICE

Jackson Housing Commission
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Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/31/2017	062457	HAMMOND HARDWARE	90.80		(32,182,097.19)	#51155 \$130.00 CUST#33515 #C230561 \$44.98 #C230548 \$10.79 #C230248 \$35.03
05/31/2017	062458	JACKSON GLASS WORKS INC	56.00		(32,182,153.19)	CUST# JHOU #403900 \$56.00
05/31/2017	062459	Jackson Transportation Authority	267.06		(32,182,420.25)	1 INVOICE #00276353-IN \$267.06
05/31/2017	062460	LEUTZ CABINETS	240.00		(32,182,660.25)	C:UST# JAXH #52792 \$240.00
05/31/2017	062461	LIBERTY ENVIRONMENTALISTS,	65.20		(32,182,725.45)	CUST ID# JACKHOUSIN #160240 \$48.00 #160292 \$10.00 #12928 \$7.20
05/31/2017	062462	MCGOWAN ELECTRIC SUPPLY INC	240.98		(32,182,966.43)	CUST ID# 101263 #1270715 \$240.98
05/31/2017	062463	MENARDS - JACKSON	1,599.53		(32,184,565.96)	ACCT# 31610470 #87779 \$34.95 #88258 \$317.39 #87715 \$29.45 #87570 \$267.64 #88155 \$21.90 #88077 \$176.00 CFP \$33.68 NON #88253 \$114.50 #88390 \$50.97 #88468 \$358.09 CFP \$79.88 NON #87668 \$115.03
05/31/2017	062464	MINUTEMAN SEWER & DRAIN INC.	185.00		(32,184,750.96)	1 INVOICE #17-0734 \$185.00
05/31/2017	062465	MODERN WASTE SYSTEMS	6.00		(32,184,756.96)	1 INVOICE #814437 \$6.00 OLD TIRE REMOVAL
05/31/2017	062466	NAN MCKAY & Associates, Inc.	1,192.50		(32,185,949.46)	ACCT# JAC49201 #INV221415 REG#R00125197 VICKI QUINN PUBLIC HOUSING SPEC. COLUMBUS, OH
05/31/2017	062467	OSBORNE PROCESS SERVICE	42.00		(32,185,991.46)	1 INVOICE

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/31/2017	062468	PC Solutions	925.80		(32,186,917.26)	#OBP-2017000630 \$42.00 CUST ID# JACKSON HOUSING CO #M17686 \$476.40 #M17784 \$30.00 #M17676 \$222.75 #M17285 \$148.50 #M17633 \$48.15
05/31/2017	062469	PDQ SUPPLY, INC.	741.34		(32,187,658.60)	CUST ACCT# 118660 #SI-253252 \$741.37
05/31/2017	062470	PURCHASE POWER	212.52		(32,187,871.12)	8000-9000-0062-0884 8000-9000-0062-0884 \$212.52 PUBLIC HOUSING ACCOUNT
05/31/2017	062471	Postmaster	525.00		(32,188,396.12)	21 MAILBOX KEYS 21 MAILBOX KEYS FOR TENANTS
05/31/2017	062472	Rooney's Sewer Service	180.00		(32,188,576.12)	2 INVOICES #INV-3889 \$90.00 #INV-3891 \$90.00
05/31/2017	062473	The SBAM Plan	17,352.19		(32,205,928.31)	CID# 281224 CID#281224 SBAM ID#92594 06.1.2017-06.30.2017
05/31/2017	062474	TEACHOUT SECURITY SOLUTIONS,	1,502.76		(32,207,431.07)	CUST ID# JAXHC #0011927125 PERIOD 05/04/2017-05/10/2017
05/31/2017	062475	THE HELPING HAND HANDYMAN	2,000.00		(32,209,431.07)	2 INVOICES #1030 \$1200.00 315,304 MOORMAN #1029 \$800.00 110, 102, 321 SHAHAN/MOORMAN
05/31/2017	062476	Trail Supply LLC	464.78		(32,209,895.85)	ACCT# 10014 #36029 \$464.78
05/31/2017	062477	TRUGREEN PROCESSING CENTER	140.00		(32,210,035.85)	CUST# 7004371340 #63812337 \$140.00 SERVICE DATE:05/09/2017
05/31/2017	062478	ULINE	87.28		(32,210,123.13)	CUST# 11275222 #87097159 \$87.28
05/31/2017	062479	WATSONS REPAIR	120.00		(32,210,243.13)	1 INVOICE

Jackson Housing Commission
Public Housing
Check Register Summary Report

From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/31/2017	062480	DBI BUSINESS INTERIORS	29.05		(32,210,272.18)	#784667 GARAGE DOOR REPAIR CHALET CUST# 224241 #03JM85547 \$29.05
05/31/2017	062481	WILMAR INDUSTRIES	1,451.35		(32,211,723.53)	ACCT#70585 #400556338 \$218.08 #400556346 \$678.20 #401247820 \$555.07
05/31/2017	062482	LIBRA INDUSTRIES, INC. OF MI	399.00		(32,212,122.53)	CUST# 37126 #44129200 \$152.00 #44129500 \$122.00 #44129201 \$125.00
05/31/2017	062483	Northwoods Plumbing LLC.	1,090.00		(32,213,212.53)	1 INVOICE #1566 \$1090.00 CFP 314 MOORMAN
05/31/2017	062484	PLIC - SBD Grand Island	97.40		(32,213,309.93)	ACCT# 1044559-10001 1044559-10001 \$97.40 BILLING PERIOD 06/01/2017-06/30/2017
05/31/2017	062485	JACQUELYN BROSOFSKE	442.00		(32,213,751.93)	P-002-4464-05 FINAL ACCOUNTING VACATED UNIT ON 4/28/2017
05/31/2017	062486	Home Depot Credit Services	2,148.16		(32,215,900.09)	COMM ACCT# 603532540175928 #571414 \$149.00 #8971671 \$1999.16

Total: 227,208.77 0.00

Jackson Housing Commission
Check Register Summary Report
General COCC Account
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/01/2017	002847	AFLAC	133.64		(1,002,123.33)	ACCT# VX312 #028357 BILLING PERIOD APRIL
05/01/2017	002848	ALLEGIANCE OCCUPATIONAL	502.96		(1,002,626.29)	2 INVOICES #174797 \$116.00 #173915 \$386.96
05/01/2017	002849	DBI BUSINESS INTERIORS	102.87		(1,002,729.16)	CUST# 224241 #03JM1617 \$102.87
05/01/2017	002850	Grand River Insurance Agency, LLC	372.05		(1,003,101.21)	GRB WC 5002339.01 GRB WC 5002339.01 POLICY PERIOD 7/30/2016-7/30/2017
05/01/2017	002851	PC Solutions	99.00		(1,003,200.21)	CUST ID# JACKSON HOUSING CO #M17597 \$99.00
05/01/2017	002852	PLIC - SBD Grand Island	35.10		(1,003,235.31)	ACCT# 1044559-10001 ACCT# 1044559-10001 BILLING PERIOD 05/01/2017-05/31/2017
05/01/2017	002853	STAMPCO	10.00		(1,003,245.31)	1 INVOICE #31510 \$10.00 NAME PLATE
05/01/2017	002854	TAMMY LOVELY	11.25		(1,003,256.56)	CVS REIMBURSEMENT CVS REIMBURSEMENT FOR TENANT & EMPLOYEE APPRECIATION
05/01/2017	002855	SAFETY SYSTEMS INC	25.00		(1,003,281.56)	CUST# 00938 #460825 \$25.00
05/03/2017	002856	SPRINT	335.81		(1,003,617.37)	ACCT# 128763256 #128763256-032 APRIL INVOICE
05/03/2017	002857	TDS Metrocom	55.29		(1,003,672.66)	1 INVOICE 517-787-9241 \$55.29
05/08/2017	002858	DBI BUSINESS INTERIORS	45.98		(1,003,718.64)	CUST# 224241 #03JM2290 \$45.98
05/08/2017	002859	PHADA	1,390.00		(1,005,108.64)	CUST ID# 49201 INVOICE DATE APRIL, 7 2017 MEMBERSHIP DUES OF THE YEAR ENDING JUNE 2018
05/08/2017	002860	SCOTT ACCOUNTING & COMPUTER	60.00		(1,005,168.64)	CUST# 11421 #130303 \$60.00 SOFTWARE MAINTENANCE FOR MAY 2017

Jackson Housing Commission
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General COCC Account
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/08/2017	002861	LIBRA INDUSTRIES, INC. OF MI	46.00		(1,005,214.64)	CUST# 37126 #44086600 \$46.00
05/09/2017	002862	City Of Jackson - Finance Department	13,501.17		(1,018,715.81)	EE & ER CONTRIBUTIONS EE & ER CONTRIBUTIONS - MARCH/APRIL 2017
05/10/2017	002863	JASON OMO	51.98		(1,018,767.79)	GAME NIGHT REIMBURSEMENT TENANT GAME NIGHT REIMBURSEMENT LITTLE CAESERS \$40.00 BUDDY'S \$11.98
05/10/2017	002864	GORDON FOOD SERVICE STORE	246.26		(1,019,014.05)	TENANT APPRECIATION LUNCH TENANT APPRECIATION LUNCH MAY 11, 2017 @ CHALET
05/15/2017	002865	DBI BUSINESS INTERIORS	180.40		(1,019,194.45)	CUST# 224241 03JM4371 \$175.17 03JL5885 \$5.23
05/15/2017	002866	GLG PRINT	71.75		(1,019,266.20)	1 INVOICE #50967 \$71.75
05/15/2017	002867	HOUSING DATA SYSTEMS, INC.	1,413.00		(1,020,679.20)	CLIENT# 6183 #223099 \$240.00 #223234 \$99.00 #222769 \$1074.00
05/15/2017	002868	MICHIGAN WORKS! ASSOCIATION	175.00		(1,020,854.20)	ACCT# JACKHOUSCOMM #8361 DEB DAVIS TRAINING ON 4/10/2017
05/15/2017	002869	NAHRO	306.51		(1,021,160.71)	MEMBER ID# 000000000042 ORDER# 1006335430 ORDER# 1006335408
05/15/2017	002870	PITNEY BOWES INC.	93.85		(1,021,254.56)	2 INVOICES #5502206393 #1000883219
05/15/2017	002871	PURCHASE POWER	126.29		(1,021,380.85)	ACCT#8000-9000-0062-0884 #8000-9000-0062-0884 \$126.29
05/15/2017	002872	Pentluk, Couvreur & Kobijlak, P.C	132.00		(1,021,512.85)	ACCT# 114310.001 #31052 \$132.00
05/19/2017	002873	LAURIE INGRAM	208.80		(1,021,721.65)	LAURIE INGRAM LAURIE INGRAM FINANCIAL MANAGEMENT TRAINING LANSING, MI

Jackson Housing Commission
Check Register Summary Report
General COCC Account
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/19/2017	002874	TREMACHEL JOHNSON	151.66		(1,021,873.31)	05/23/2017 & 05/24/2017 TREMACHEL JOHNSON TREMACHEL JOHNSON FINANCIAL MANAGEMENT LANSING, MI 05/23/2017 & 5/24/2017
05/31/2017	002875	AccuShred, LLC	25.00		(1,021,898.31)	1 INVOICE #38478 \$25.00
05/31/2017	002876	AFLAC	133.64		(1,022,031.95)	ACCT# VX312 #448027 \$133.64 BILLING PERIOD MAY
05/31/2017	002877	COMCAST	579.73		(1,022,611.68)	5 INVOICES 8529 11 428 0369913 \$204.30 316 BARB 8529 11 428 0369921 \$12.18 221 JANKE 8529 11 428 0363940 \$166.82 301 STEW 8529 11 428 0104708 \$106.53 109 SHAN 8529 11 428 0358478 \$89.90 410 HIGH
05/31/2017	002878	DBI BUSINESS INTERIORS	261.11		(1,022,872.79)	CUST# 224241 #03JM8202 \$221.34 #03JM5751 \$34.48 #03JM8554 \$5.29
05/31/2017	002879	GLG PRINT	201.50		(1,023,074.29)	2 INVOICES #511446 \$115.00 #51155 \$130.00
05/31/2017	002880	JASON OMO	227.98		(1,023,302.27)	AIRFARE FOR TRAINING NAN MCKAY TRAINING DTW TO BOS PUBLIC HOUSING MANAGEMENT
05/31/2017	002881	PC Solutions	317.78		(1,023,620.05)	CUST ID# JACKSON HOUSING CO #M17686 \$158.80 #M17787 \$158.98
05/31/2017	002882	PURCHASE POWER	127.51		(1,023,747.56)	8000-9000-0062-0884 8000-9000-0062-0884 \$127.51 COCC ACCOUNT
05/31/2017	002883	STAMP CO	10.00		(1,023,757.56)	1 INVOICE #31552 \$10.00
05/31/2017	002884	The SBAM Plan	8,104.69		(1,031,862.25)	CID#281224 CID#281224

Date: 06/08/2017
Time: 09:15:53

Jackson Housing Commission
Check Register Summary Report

General COCC Account
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/31/2017	002885	PLIC - SBD Grand Island	35.10		(1,031,897.35)	SBAM ID#92594 06/01/2017-06/30/2017 ACCT#1044559-10001 1044559-10001 \$35.10 BILLING PERIOD 06/01/2017-06/30/201

Total: 29,907.66 0.00

Jackson Housing Commission
Check Register Summary Report
Section 8 Housing Voucher Prog
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/01/2017	054526	AFLAC	250.44		(595,410.32)	ACCT# VX312 #028357 BILLING PERIOD APRIL
05/01/2017	054527	Grand River Insurance Agency, LLC	248.02		(595,658.34)	GRB WC 5002339 01 GRB WC 5002339 01 \$248.02 BILLING PERIOD 7/30/2016-7/30/2017
05/01/2017	054528	PLIC - SBD Grand Island	17.55		(595,675.89)	ACCT# 1044559-10001 ACCT# 1044559-10001 BILLING PERIOD 05/01/2017-05/31/2017
05/01/2017	054529	TALX THE WORK NUMBER	228.95		(595,904.84)	CUST# 8805983 #B1-364944 \$228.95
05/01/2017	054530	Jackson Housing Commission	1,788.43		(597,693.27)	SECTION 8 INSPECTION FEES S8 INSPECTION FEES 3/27/2017-4/7/2017 \$1219.52 04/10/2017-4/21/2017 \$568.91
05/03/2017	054531	Jackson Housing Commission	6,000.00		(603,693.27)	S8 MANAGEMENT FEES S8 MANAGEMENT FEES JANUARY & MAY 2017
05/03/2017	054532	SPRINT	10.00		(603,703.27)	ACCT# 128763256 #128763256-032 APRIL INVOICE
05/03/2017	054533	TDS Metrocom	72.40		(603,775.67)	1 INVOICE 517-787-6326 \$72.40
05/08/2017	054534	DBI BUSINESS INTERIORS	95.70		(603,871.37)	CUST# 224241 #03JM3949 \$95.70
05/08/2017	054535	NAN MCKAY & Associates, Inc.	1,742.50		(605,613.87)	CUST ID# JAC49201 #INV220862 \$150.00 #INV220552 \$1192.50 #INV220553 \$400.00
05/08/2017	054536	SHARI BOYCE	596.25		(606,210.12)	SECTION 8 TRAINING SHARI BOYCE SECTION 8 TRAINING 5/21/2017-5/26/2017 HCV EXEC. MNGMT SPRINGFIELD, MA
05/09/2017	054537	City Of Jackson - Finance Department	4,420.23		(610,630.35)	EE & ER CONTRIBUTIONS EE & ER CONTRIBUTIONS - MARCH/APRIL
05/15/2017	054538	HOUSING DATA SYSTEMS, INC.	1,074.00		(611,704.35)	CLIENT# 6183

Jackson Housing Commission
Check Register Summary Report
Section 8 Housing Voucher Prog
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/15/2017	054539	NAHRO	306.52		(612,010.87)	#222769 \$1074.00 ANNUAL LICENSE CONTRACT 05/25/2017-05/24/2018
05/15/2017	054540	NAN MCKAY & Associates, Inc.	224.00		(612,234.87)	MEMBER ID#000000000042 ORDER# 1006335430 ORDER# 1006335408 09/01/2017-08/31/2018 MEMBERSHIP
05/15/2017	054541	PITNEY BOWES INC.	62.57		(612,297.44)	2 INVOICES #1000883219 #5502206393 OLD INVOICES
05/15/2017	054542	PURCHASE POWER	84.19		(612,381.63)	ACCT# 8000-9000-0062-0884 # 8000-9000-0062-0884 \$84.19
05/15/2017	054543	TALX THE WORK NUMBER	244.00		(612,625.63)	CUST# 8805983 #B1-423005
05/15/2017	054544	TRANS UNION LLC	18.00		(612,643.63)	CUST ID# 4408R0064047 #04731015 \$18.00
05/31/2017	054545	AccuShred, LLC	25.00		(612,668.63)	1 INVOICE #38478 \$25.00
05/31/2017	054546	AFLAC	250.44		(612,919.07)	ACCT# VX312 #448027 \$250.44 BILLING PERIOD MAY
05/31/2017	054547	Jackson Transportation Authority	48.28		(612,967.35)	1 INVOICE #0027653-IN \$48.28 FUEL SERVICE APRIL
05/31/2017	054548	PC Solutions	158.79		(613,126.14)	CUST ID# JACKSON HOUSING CO #M17686 \$158.79
05/31/2017	054549	PURCHASE POWER	85.01		(613,211.15)	8000-9000-0062-0884 ACCOUNT# 8000-9000-0062-0884 \$85.01 SECTION 8
05/31/2017	054550	The SBAM Plan	2,235.45		(615,446.60)	CID#281224 CID#281224 SBAM ID#92594 06/01/2017-06/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
05/31/2017	054551	PLIC - SBD Grand Island	17.55		(615,464.15)	ACCT#1044559-10001 1044559-10001 \$17.55 BILLING PERIOD 06/01/2017-06/30/201

Total: 20,304.27 0.00

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2017-15

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	\$-----0-----
AMP 2: Reed Manor	\$ 20.00
AMP 3: Shahan-Blackstone Apts.	<u>\$-----0-----</u>
Total	\$ 20.00

The attached Collection Losses Report reflects the delinquent amount of **\$20.00** and is hereby approved for fiscal year 2017 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SECONDED** the motion and by voice vote the "AYES" and "NAYS" were as follows:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

Commissioner _____ 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 June 21, 2017.

Michelle Pultz-Orthaus
President

Collection Losses Report
Three Months or Greater
June 2017

Property	Account	Move Out	Amount
Reed Manor	P -002-3319-14	03/08/17	\$ 20.00

Property	Total
Reed Manor	\$20.00
Total Write Off	\$20.00

JACKSON HOUSING COMMISSION
JACKSON, MICHIGAN

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

RESOLUTION NO. 2017-16

WHEREAS, the U.S. Department of Housing and Urban Development revised the Annual Contributions Contract (ACC) as of 1995, making requirements under the revised contract less restrictive for public housing agencies;

WHEREAS, failure to enter the revised contract will require the JHC to continue to operate under the more restrictive version and may, under certain instances, allow HUD to elect to deny certain types of financial assistance to the Commission;

THEREFORE BE IT RESOLVED THAT, the revised version of the ACC, Parts A and B, with attachments, is hereby approved and the Executive Director is hereby authorized to execute Consolidated Annual Contributions Contract, HUD Forms 53012A and 53012 B for submission to the Detroit Field Office.

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

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

Commissioner _____ declared the motion carried and the Resolution was adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held June 21, 2017.

Michelle Pultz-Orthaus
President

Leasing and HAP Utilization

CY 2017

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											289,281
January	000,000	209,149	0.0%	460	454.67	96.9%	475	452	5	-	80,589
February	214,217	215,112	100.5%	469	458.66	98.8%	475	1,031	3	(895)	80,728
March	212,241	219,062	103.3%	469	467.08	98.8%	475	1,286	2	(6,821)	75,195
April	212,241	215,003	101.3%	461	466.38	97.1%	475	726	6	(2,762)	73,165
May											
June											
July											
August											
September											
October											
November											
December											
	638699	858326	101.7%	1859	461.70	97.9%	1900	3495	16	(10,478)	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - May 2017
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 05/31/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 126 2. Total Charges: 30,947.40 3. Dwelling Rental: 28,838.51 4. Retroactive Rent: 0.00 5. Excess Utility: 335.99 6. Additional Charges: 1,772.90

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable					Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges		
One Month or Less Delinquent	12	54.00	0.00	0.00	350.87	404.87	
Over One Month Delinquent	45	2,961.00	0.00	63.50	18,433.16	21,457.66	
Total for TIP	57					21,862.53	
Vacated TAR	1					128.00	
Total	58					21,990.53	

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	33	16,014.22
Under Formal Repayment Agreement with Payments Up-to-Date	33	16,014.22
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	24	5,848.31

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 05/31/2017	Prior FY (one year to date) 05/31/2016	Previous FY (two years to date) 05/31/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	45	51	52
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	19	37	43

F. Collection Losses

1. Amount Charged to Loss this Period	2,024.20
2. Amount Charged to Loss this Year to Date	7,596.30

Report of Tenants Accounts Receivable (TARs)

Public Housing - May 2017

Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 05/31/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 292 2. Total Charges: 60,064.10 3. Dwelling Rental: 58,581.50 4. Retroactive Rent: -284.00 5. Excess Utility: -9.00 6. Additional Charges: 1,775.60

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	14	126.00	0.00	1.00	1,163.00	1,290.00	
Over One Month Delinquent	74	6,048.73	0.00	3.50	25,866.57	31,918.80	
Total for TIP	88					33,208.80	
Vacated TAR	10					6,661.30	
Total	98					39,870.10	

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	51	23,375.97
Under Formal Repayment Agreement with Payments Up-to-Date	51	23,375.97
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	37	9,832.83

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)
	05/31/2017	05/31/2016	05/31/2015
1. Percent of Accounts Delinquent to No. of Tenants in Possession	30	27	38
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	16	12	26

F. Collection Losses

1. Amount Charged to Loss this Period	495.10
2. Amount Charged to Loss this Year to Date	870.20

Report of Tenants Accounts Receivable (TARs)

Public Housing - May 2017

Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 05/31/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 15,584.89 3. Dwelling Rental: 14,891.27 4. Retroactive Rent: 285.38 5. Excess Utility: 25.00 6. Additional Charges: 383.24

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	6	728.42	0.00	0.00	142.50	870.92
Over One Month Delinquent	28	1,232.00	0.00	134.12	7,952.69	9,318.81
Total for TIP	34					10,189.73
Vacated TAR	1					1,179.00
Total	35					11,368.73

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	17	6,921.19
Under Formal Repayment Agreement with Payments Up-to-Date	17	6,921.19
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	17	3,268.54

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)
	05/31/2017	05/31/2016	05/31/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	29	38	34
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	21	62	45

F. Collection Losses

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

**Jackson Housing Commission
Move Out Report
May 2017**

AMP	Account	Move Out Date	Reason
Chalet Terrace	P-001-1124-13	5-19-17	Deceased
Reed Manor	P-002-3303-09	5-09-17	Assisted Living
Reed Manor	P-002-3284-04	5-01-17	Notice Given
Reed Manor	P-002-2218-06	5-01-17	Notice Given
Shahan Blackstone	P-003-5512-05	5-31-17	Section 8

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 05/01/2017 and 05/31/2017

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
003-6574	331 Moorman Drive		03/19/2017	03/20/2017	0	04/28/2017	40	05/01/2017	2	42	0	0	0	
003-6560	317 Moorman Drive		04/05/2017	04/12/2017	6	05/01/2017	20	05/02/2017	0	26	0	0	0	
002-4464	315 Steward Avenue	I-51	04/28/2017	04/28/2017	0	05/07/2017	9	05/10/2017	2	11	0	0	0	
002-2218	428 Wildwood Ave	A-18	05/01/2017	03/20/2017	0	04/03/2017	-28	05/10/2017	36	8	-28	0	0	
002-3284	301 Steward Ave	E-11	05/01/2017	05/01/2017	0	05/04/2017	3	05/05/2017	0	3	0	0	0	
002-3303	301 Steward Ave	F-4	05/09/2017	05/09/2017	0	05/12/2017	3	05/17/2017	4	7	0	0	0	
Total Units:					6		47		44	97	-28	0	0	

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 05/01/2017 and 05/31/2017

<u>Element # - Description</u>	
V12400 - Total number of turnaround days:	97
V12500 - Total number of vacancy days exempted for Capital Funds:	-28
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	6
V12800 - Average number of days units were in down time:	1.00
V12900 - Average number of days units were in make-ready:	12.50
V13000 - Average number of days units were in lease-up:	7.33
V13100 - Average unit turnaround days:	20.83

Jackson Housing Commission PH AMP 1

Balance Sheet

Assets

Current assets:	May-17
Cash	118,838.87
A/R due from COCc	23,705.10
Allowance for Doubtful Accounts	(4,160.53)
Tenants A/R	106,830.53
A/R Other	12,825.49
Accounts Receivable from AMP2	323,043.50
Accounts Receivable from AMP1	283,323.87
Prepaid Insurance	22,860.94
Deferred Compensation	(1,618.01)
CFP HUD Rec/Deferred Revenue	(546,740.28)
Total current assets	338,909.48

Fixed assets:

Property and equipment	81,701.00
Leasehold improvements	63,357.84
Equipment - Admin	63,817.92
Buildings	5,329,598.78
Less accumulated depreciation	(4,106,742.55)
Total fixed assets	1,431,732.99

Total assets **1,770,642.47**

Liabilities and owner's equity

Current liabilities:	
Accounts payable other	(522,383.93)
Tenants Security Deposit	16,773.05
Supplemental Insurance W/H	46,581.64
Accrued Comp Absences	2,724.46
pilot Accrued	10,210.71
Total current liabilities	(446,094.07)

Long-term liabilities:

Comp Absences	6,794.20
Total long-term liabilities	6,794.20
Total liabilities	(439,299.87)

Owner's equity:

Capitalized Assets	2,040,760.41
Unrestricted Assets	37,451.99
Current Year Net Income (Loss)	131,729.94
Total owner's equity	2,209,942.34

Total liabilities and owner's equity **1,770,642.47**

Balance **0.00**

Jackson Housing PH AMP 1

Board Operating Statement

Preview

May, 2017

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Income		
Dwelling Rent	28,102.00	54,975.00
Interest Earned	0.00	70.26
Other Income	2,714.25	4,720.80
Subsidy Earned	43,582.94	191,232.77
Operating Income	74,399.19	250,998.83
Expenses		
Administrative Salaries	6,763.04	12,207.84
Legal Expense	(331.17)	(281.76)
Travel	139.57	139.57
Sundry - Administrative	1,868.25	2,213.83
Management Fee Expense	7,300.61	20,696.64
Tenant Services - Contract	626.00	1,146.83
Electricity	5,737.23	18,305.32
Gas	2,494.16	2,588.02
Other Utilities Expense	157.23	382.95
Labor	12,697.18	22,916.67
Materials	5,353.72	7,345.78
Contract Cost	6,972.80	7,914.59
Garbage	1,704.20	3,408.40
Insurance-Comp Liability	9,023.68	9,967.58
Employee Benefits - Maint	5,469.35	10,316.63
Operating Expenses	65,975.85	119,268.89
Operating Profit / (Loss)	8,423.34	131,729.94
Non-Operating Expenses		
Total Operating Funds Available	8,423.34	131,729.94
Retained Earnings		131,729.94

Jackson Housing Commission PH AMP 2**Balance Sheet****Assets**

Current assets:	May-17
Cash	993,392.85
Allowance for Doubtful Accounts	246,862.74
Accounts Receivable AMP 1	41,980.76
General Investments Investments	413,414.12
Prepaid Insurance	16,736.15
CFP HUD Rec/Deferred Revenue	(22,196.41)
Total current assets	1,690,190.21

Fixed assets:

Property and equipment	14,345,534.85
Leasehold improvements	1,221,847.00
Less accumulated depreciation	(10,912,659.95)
Furn, Equip, Mach - Dwelling	168,437.27
Equipment - ADM	135,269.04
Total fixed assets	4,958,428.21

Total assets **6,648,618.42**

Liabilities and owner's equity

Current liabilities:

Accounts payable other	(2,080.90)
Tenants Security Deposit	44,111.71
Supplemental Insurance W/H	702,726.95
A/P to AMP 1	100,725.19
A/P Due to COCC	5,484.01
Accrued Comp Absences	8,337.73
pilot Accrued	29,775.63
Total current liabilities	889,080.32

Long-term liabilities:

Comp Absences	5,375.20
Total long-term liabilities	5,375.20
Total liabilities	894,455.52

Owner's equity:

Capitalized Assets	5,186,673.35
Unrestricted Assets	356,536.40
Current Year Net Income (Loss)	210,953.15
Total owner's equity	5,754,162.90

Total liabilities and owner's equity **6,648,618.42**

Balance

Jackson Housing PH AMP 2

Board Operating Statement

Preview

May, 2017

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Income		
Dwelling Rent	58,908.00	117,788.00
Other Income	3,363.06	5,491.33
Subsidy Earned	71,545.30	315,209.89
Operating Income	133,816.36	438,489.22
Expenses		
Administrative Salaries	5,091.66	9,851.66
Legal Expense	1,101.49	1,125.98
Travel	69.12	69.12
Sundry-Administrative	2,977.22	3,735.51
Management Fee Expense	22,794.83	49,443.39
Tenant Services - Salaries	350.00	350.00
Tenant Services - Materials	1,013.66	1,013.66
Tenant Services - Contract	1,813.76	2,334.59
Water	3,063.25	3,063.25
Electricity	25,749.22	32,086.16
Gas	4,023.74	4,023.74
Other Utilities Expense	1,915.61	1,915.61
Labor	18,088.94	33,234.72
Materials	9,117.21	11,020.66
Contract Cost	26,407.71	39,056.65
Garbage	2,086.18	4,172.36
Insurance-Comp Liability	15,256.79	16,823.59
Employee Benefits - Maint	7,400.43	14,215.42
Operating Expenses	148,320.82	227,536.07
Operating Profit / (Loss)	(14,504.46)	210,953.15
Non-Operating Expenses		
Total Operating Funds Available	(14,504.46)	210,953.15
Retained Earnings		210,953.15

Jackson Housing PH AMP 3
Board Operating Statement

Preview

May, 2017

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Income		
Dwelling Rent	15,275.00	29,361.00
Management Fee Income	1,746.33	2,437.14
Subsidy Earned	43,764.21	161,576.90
Operating Income	60,785.54	193,375.04
Expenses		
Administrative Salaries	3,251.61	5,453.21
Legal Expense	156.11	202.21
Travel	119.07	119.07
Sundry	1,325.32	1,762.51
Management Fee Expense	6,716.96	16,994.39
Tenant Services - Contract	626.00	1,146.83
Water	7,333.36	7,333.36
Electricity	626.56	691.80
Gas	439.52	535.21
Other Utilities Expense	4,823.53	6,078.87
Labor	6,453.24	11,363.67
Materials	4,368.02	7,126.43
Contract Cost	7,906.69	10,941.69
Garbage	2,086.18	4,172.36
Insurance Comprehensive Liability	5,357.09	7,002.17
Employee Benefit Cont.	3,236.04	5,204.07
Operating Expenses	54,825.30	86,127.85
Operating Profit / (Loss)	5,960.24	107,247.19
Non-Operating Expenses		
Total Operating Funds Available	5,960.24	107,247.19
Retained Earnings		107,247.19

Jackson Housing Commission PH AMP 3

Balance Sheet

Assets

Current assets:	May-17
Cash	515,228.14
Allowance for Doubtful Accounts	37,276.26
Accounts Receivable Other	(910.14)
Accounts Receivable AMP 1	11,295.77
Prepaid Insurance	10,080.14
MI City Tax	(144.46)
CFP HUD Rec/Deferred Revenue	(35,942.41)
Total current assets	536,883.30
<hr/>	
Fixed assets:	
Property and equipment	6,503,425.10
Leasehold improvements	56,353.67
Less accumulated depreciation	(5,012,457.56)
Total fixed assets	1,547,321.21
<hr/>	
Total assets	2,084,204.51

Liabilities and owner's equity

Current liabilities:	
Tenants Security Deposit	18,993.59
Supplemental Insurance W/H	302,207.09
Other current liabilities	(8,851.94)
A/P to AMP 3	40,180.50
Accrued Comp Absences	6,262.15
pilot Accrued	8,225.97
Total current liabilities	367,017.36
<hr/>	
Long-term liabilities:	
Comp Absences	1,870.40
Total long-term liabilities	1,870.40
Total liabilities	368,887.76
<hr/>	
Owner's equity:	
Capitalized Assets	1,488,854.41
Unrestricted Assets	119,215.15
Current Year Net Income (Loss)	107,247.19
Total owner's equity	1,715,316.75
<hr/>	
Total liabilities and owner's equity	2,084,204.51

Balance 0.00

Jackson Housing Commission COCC**Balance Sheet****Assets**

Current assets:	May-17
Cash	92,594.54
Petty Cash	1,099.17
Accounts Receivable Other	(58,511.13)
Accounts Receivable AMP 1	31,819.16
General Investments Investments	25,154.17
Prepaid Insurance	2,119.95
MI City Tax	85.76
CFP HUD Rec/Deferred Revenue	953.53
Total current assets	95,315.15

Fixed assets:

Property and equipment	583,527.00
Less accumulated depreciation	(606,679.54)
Equipment - Admin	49,377.50
Total fixed assets	26,224.96

Total assets**121,540.11****Liabilities and owner's equity**

Current liabilities:

Accounts payable other	66,870.23
Tenants Security Deposit	-
Supplemental Insurance W/H	92,653.68
Accrued Wages - Payroll	11,989.61
Accrued Comp Absences	7,707.18
Total current liabilities	179,220.70

Long-term liabilities:

Comp Absences	4,243.00
Total long-term liabilities	4,243.00
Total liabilities	183,463.70

Owner's equity:

Capitalized Assets	(302,274.77)
Unrestricted Assets	234,344.90
Current Year Net Income (Loss)	6,006.28
Total owner's equity	(61,923.59)

Total liabilities and owner's equity**121,540.11****Balance****0.00**

Board Operating Statement

Preview

May, 2017

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Income		
Management Fee Income	34,094.38	112,861.68
Operating Income	34,094.38	112,861.68
Expenses		
Administrative Salaries	34,167.80	62,508.60
Legal Expense	132.00	1,524.00
Travel	250.28	250.28
Computer Support	6,275.87	8,328.44
Labor	(66.66)	(66.66)
Materials	46.00	46.00
Vehicle Maintenance	1,438.00	1,438.00
Insurance	5,139.55	10,208.90
Employee Benefit Cont.	18,495.27	22,617.84
Operating Expenses	65,878.11	106,855.40
Operating Profit / (Loss)	(31,783.73)	6,006.28
Non-Operating Expenses		
Total Operating Funds Available	(31,783.73)	6,006.28
Retained Earnings		6,006.28

Jackson Housing Commission S8**Balance Sheet****Assets**

Current assets:	May-17
Cash	228,811.06
Accounts Receivable Portabel	21,499.93
General Investments Investments	-
Prepaid Insurance	5,416.40
Deferred Compensation	(2,137.89)
Total current assets	253,589.50

Fixed assets:

Furniture, Equipment - Admin	33,341.00
Less accumulated depreciation	(33,341.00)
Total fixed assets	-

Total assets **253,589.50**

Liabilities and owner's equity

Current liabilities:	
Retiremnet W/H	10,419.60
Accounts payable other	55,326.77
Other current liabilities	6,280.25
A/P to AMP 1	(1,746.66)
Accrued Comp Absences	13,482.09
Total current liabilities	83,762.05

Long-term liabilities:

Comp Absences	-
Total long-term liabilities	-
Total liabilities	83,762.05

Owner's equity:

Unrestricted Assets	(289,166.32)
Prepaid Annual Contribution	440,355.00
Net HAP	43,660.00
Current Year Net Income (Loss)	(25,021.23)
Total owner's equity	169,827.45

Total liabilities and owner's equity **253,589.50**

Balance **-**

Jackson Housing Commission - Section 8
Board Operating Statement

Preview

May, 2017

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Income		
Interest Earned on GF	10.95	22.52
Fraud Recovery Income	1,232.57	1,959.33
Admin Fee Received	19,673.00	43,660.00
Annual Contributions Earned Units Rented 0		
Operating Income	20,916.52	45,641.85
Expenses		
Administrative Salaries	11,182.86	19,653.26
Staff Training	2,869.27	3,543.84
Travel	0.00	90.19
Sundry	9,322.91	34,565.88
Port Out Admin Fees Pd	275.14	550.28
Other General Expense	1,519.79	1,678.58
Insurance	2,511.57	4,761.02
Employee Benefit Cont.	5,223.89	5,820.03
Operating Expenses	32,905.43	70,663.08
Operating Profit / (Loss)	(11,988.91)	(25,021.23)
Non-Operating Expenses		
Total Operating Funds Available	(11,988.91)	(25,021.23)
Retained Earnings		(25,021.23)
HAP Activity		
Prepaid Annual Contribution	227,658.00	440,355.00
Net	227,658.00	440,355.00
HAP Payments	216,099.44	430,556.68
Net HAP	11,558.56	9,798.32

**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT
May-17**

AMP#	AMOUNT	ADJUSTMENT	AMP#	AMOUNT	ADJUSTMENT	REMAINING
				USED:		BALANCE
05.01.2017	629	Gary Cram mileage reimbursement 04.15.2017-4.17.2017	91800.2	\$ 29.16		\$ 870.68
05.01.2017	630	Denny Parks mileage reimbursement 04.07.2017-04.11.2017	91800.3	\$ 15.66		\$ 855.02
05.01.2017	631	Samuel Tomlin mileage reimbursement 04.18.2017-04.20.2017	91800.3	\$ 3.24		\$ 851.78
05.05.2017	632	Tammy Lovely court filings	91700.2	\$ 30.00		\$ 821.78
05.05.2017	633	C. Bryant Qrtly. Mtg supplies reimbursement	91900.4	\$ 12.87		\$ 808.91
05.05.2017	634	Tammy Lovely mileage reimbursement 04.11.2017-04.27.2017	91800.4	\$ 15.52		\$ 793.39
05.05.2017	635	Michael Spang mileage reimbursement 4.22.2017-4.27.2017	91800.1	\$ 14.45		\$ 778.94
05.12.2017	636	Roy Nethercott mileage reimbursement 04.28.2017-05.04.2017	91800.1	\$ 22.10		\$ 756.84
			91700.1 \$275			
			91700.2 \$330			
05.16.2017	637	Tammy Lovely court filings	91700.3 \$110	\$ 715.00		\$ 41.84
05.16.2017	638	Overage in the safe	91900.4	\$ (1.00)		\$ 42.84
05.16.2017	639	Replenish Petty Cash	CHK#062440	\$ (1,957.16)		\$ 2,000.00
05.23.2017	640	Denny Parks mileage reimbursement 05.05.2017-05.09.2017	91800.3	\$ 19.80		\$ 1,980.20
05.23.2017	641	Tammy Lovely mileage reimbursement 05.01.2017-05.11.2017	91800.4	\$ 39.96		\$ 1,940.24
05.23.2017	642	Lorenzo Neal mileage reimbursement 05.12.2017-05.16.2017	91800.2	\$ 17.23		\$ 1,923.01

JHC Emergency Work Orders May 2017

Chalet Terrace, Reed Manor, and Shahhan Blackstone North

WO #	Date On	Time On	Date Off	Time Off	Problem	Unit Description	Elapsed Hrs.
88401	5/3/2017	06:45	PM	07:30	Clogged kitchen sink and toilet	319 Barbary Drive, Jackson	0.75
88404	5/4/2017	08:50	PM	09:45	No heat	315 Steward Avenue #I-26, Jackson	0.92
88421	5/5/2017	03:15	PM	03:45	Door will not lock	207 Steward Avenue #H-12, Jackson	0.5
88321	5/6/2017	01:00	PM	01:30	Open community building for party	316 Barbary Drive	0.5
88322	5/6/2017	05:00	PM	05:45	Closed community building	316 Barbary Drive	0.75
88405	5/6/2017	01:30	PM	02:00	Opened community room for party	301 Steward Avenue, Bldg. C	0.5
88406	5/6/2017	03:30	PM	04:00	Closed community room after party	301 Steward Avenue, Bldg. C	0.5
88408	5/8/2017	07:15	PM	08:30	Main line clog	428 Wildwood Ave #A-8, Jackson	1.25
88420	5/8/2017	07:45	PM	08:00	Locked out	315 Steward Avenue #I-79, Jackson	0.25
88338	5/9/2017	08:30	PM	09:00	Clogged toilet	341 Moorman Drive, Jackson	0.5
87671	5/10/2017	08:04	AM	09:00	No hot water or heat.	1419 Plymouth, Jackson	0.77
88339	5/12/2017	05:00	PM	06:00	Toilet plug	341 Moorman Drive, Jackson	1
88400	5/13/2017	12:25	PM	01:30	Alarm going off in garage wellness check in H-26	301 Steward Avenue	1.08
88422	5/13/2017	10:30	AM	11:00	Alarm went off someone pulled door handle	301 Steward Avenue	0.5
88423	5/14/2017	02:00	PM	02:30	Water coming into light fixture	315 Steward Avenue #I-40, Jackson	0.5
88424	5/14/2017	10:00	AM	10:30	Leak under sink	315 Steward Avenue #I-31, Jackson	0.5
88425	5/14/2017	01:40	PM	02:00	Lock out	315 Steward Avenue #I-72, Jackson	0.33
87773	5/15/2017	09:34	AM	10:00	No heat.	1221 Laurel Lane, Jackson	0.43
87788	5/15/2017	08:00	AM	10:00	Check hot water vent on roof, stove, furnace, CO2	104 Shahan Drive, Jackson	2
88340	5/16/2017	04:45	PM	05:30	Alarm going off	109 Shahan Drive	0.75
88315	5/19/2017	06:40	PM	07:10	Clogged sink	1221 Heather Lane, Jackson	0.5
88426	5/19/2017	08:15	PM	09:15	No heat	207 Steward Avenue #H-33, Jackson	1
88316	5/20/2017	09:15	PM	10:15	Lock community room	1229 Heather Lane, Jackson	1
88333	5/20/2017	01:45	PM	02:30	Open community room	1229 Heather Lane, Jackson	0.75
88334	5/20/2017	12:45	PM	01:30	Let in community room for birthday party	1229 Heather Lane, Jackson	0.75
88427	5/20/2017	06:25	PM	07:15	CO detector	315 Steward Avenue #I-19, Jackson	0.83
88428	5/20/2017	04:55	PM	05:30	Garage alarm not set	301 Steward Avenue	0.58
88320	5/21/2017	11:45	AM	12:15	Community room party	316 Barbary Drive	0.5
88335	5/21/2017	06:45	PM	07:15	Locked doors for community room	316 Barbary Drive	0.5
88429	5/21/2017	05:55	PM	06:45	Smoke alarm	301 Steward Ave #E-8, Jackson	0.83
88430	5/21/2017	01:15	PM	01:45	Shower - no hot water	301 Steward Ave #F-6, Jackson	0.5
87995	5/22/2017	11:20	AM	01:30	Hot water heater leaking	1014 Chittock, Jackson	2.17
88331	5/23/2017	08:45	PM	09:30	Clogged toilet	116 Laurel Court, Jackson	0.75
88336	5/23/2017	04:00	PM	05:30	Brand new fridge not working	152 Shahan Drive, Jackson	1.5
88431	5/23/2017	10:00	PM	10:30	No hot water in kitchen leaking valve	315 Steward Avenue #I-28, Jackson	0.5
88319	5/24/2017	05:10	PM	05:55	No power in upstairs, kitchen and fridge	108 Laurel Court, Jackson	0.75
88100	5/25/2017	09:41	AM	10:05	Put screen in front and back door	1233 Heather Lane, Jackson	0.4
88107	5/25/2017	12:49	AM	02:00	Security door will not shut	348 Moorman Drive, Jackson	1.18
88387	5/25/2017	10:00	PM	10:45	No hot water	301 Steward Avenue, B-Bldg.	0.75
88121	5/26/2017	09:11	AM	10:15	Mechanical room alarm would not set	1237 Laurel Lane, Jackson	1.07
88388	5/26/2017	02:45	PM	03:15	Open community room	301 Steward Avenue, C- Bldg.	0.5
88327	5/27/2017	09:45	AM	10:30	No hot water	316 Barbary Drive	0.75
88328	5/27/2017	02:00	PM	02:45	Set alarm & closed community room	1204 Heather Lane, Jackson	0.75
88329	5/27/2017	12:00	PM	12:30	No hot water	316 Barbary Drive	0.5
88330	5/27/2017	11:15	AM	11:45	No hot water	1204 Heather Lane, Jackson	0.5
88341	5/27/2017	10:45	AM	11:15	Lock out	118 Shahan Drive, Jackson	0.5
88386	5/28/2017	09:15	PM	10:15	Received called from Rooneys @ 7:15 met at 1411 Merriman	207 Steward Avenue #H-32, Jackson	1
88324	5/29/2017	07:40	PM	08:10	No hot water	1411 Merriman, Jackson	0.5
88325	5/29/2017	06:10	PM	07:10	Whole house drain clogged	1419 Plymouth, Jackson	0.5
88337	5/29/2017	10:00	PM	10:30	No hot water	1411 Merriman, Jackson	1
88385	5/30/2017	02:30	AM	03:00	Lock out	216 Janke Street, Jackson	0.5
						207 Steward Avenue #H-10, Jackson	0.5

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2017</u>
Jan-16	50,674	\$ 6,395.37	927	\$ 7,314.07	-	\$ -	-	\$ -	\$ 13,709.44
Jan-17	52,856	\$ 6,850.81	1,193	\$ 8,693.31					\$ 15,544.12
Feb-16	53,802	\$ 6,630.98	946	\$ 7,676.79	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73
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-16	48,672	\$ 5,923.22	1,127	\$ 8,346.41	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 15,439.02
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-16	51,640	\$ 6,539.83	866	\$ 10,760.42				\$ -	\$ 17,300.25
Apr-17	36,254	\$ 12,559.54	8	\$ 76.92					\$ 12,636.46
May-16	45,200	\$ 5,914.46	470	\$ 5,666.76	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 23,993.55
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-16	47,380	\$ 6,146.72	361	\$ 2,411.12	27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 9,814.15
Jun-17									\$ -
Jul-16	45,216	\$ 5,350.28	224	\$ 501.48	324,379	\$ 10,798.27	\$ 5,912.81	\$ 16,711.08	\$ 22,562.84
Jul-17									\$ -
Aug-16	40,419	\$ 5,640.32	172	\$ 522.53	19,000	\$ 745.56	\$ 393.26	\$ 1,138.82	\$ 9,814.15
Aug-17									\$ -
Sep-16	44,245	\$ 6,065.11	188	\$ 40.09	24,400	\$ 818.77	\$ 455.98	\$ 1,274.75	\$ 7,379.95
Sep-17									\$ -
Oct-16	49,928	\$ 6,378.64	201	\$ 706.64				\$ -	\$ 7,085.28
Oct-17									\$ -
Nov-16	68,661	\$ 5,422.74	418	\$ 2,129.16	301,821	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 22,302.18
Nov-17									\$ -
Dec-16	23,930	\$ 6,296.30	780	\$ 3,975.60	21,900	\$ 754.96	\$ 417.72	\$ 1,172.68	\$ 11,444.58
Dec-17									\$ -
2016	569,767	\$ 72,703.97	6,680	\$ 50,051.07	1,227,200	\$ 40,033.44	\$ 21,689.16	\$ 61,722.60	\$ 184,477.64
2017	246,007	\$ 38,758.36	3,862	\$ 27,083.82	537,900	\$ 18,990.16	\$ 10,246.50	\$ 29,236.66	\$ 95,078.84

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS		NET BILL	WATER		WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2017
			MCF CONSUMP	CONSUMP		CCF CONSUMP	CONSUMP				
Jan-16	137,240	\$ 16,186.52	980	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72		
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-16	107,320	\$ 13,307.44	1,096	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25		
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-16	102,320	\$ 12,133.57	1,021	\$ 8,032.16	121,818	\$ 3,074.83	\$ 1,861.67	\$ 4,936.50	\$ 25,102.23		
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-16	101,640	\$ 12,748.07	769	\$ 5,076.35	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38	\$ 23,056.80		
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-16	102,360	\$ 11,363.36	548	\$ 25.60	101,100	\$ 2,718.79	\$ 1,576.03	\$ 4,294.82	\$ 15,683.78		
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-16	114,200	\$ 14,106.71	292	\$ 1,939.95	83,300	\$ 2,349.84	\$ 1,322.65	\$ 3,672.49	\$ 19,719.15		
Jun-17	138,600	\$ 16,657.41	228	\$ 25.04	104,900	\$ 3,147.82	\$ 1,813.32	\$ 4,961.14	\$ 21,643.59		
Jul-17	160,440	\$ 19,393.01	189	\$ 1,427.16	418,779	\$ 13,637.57	\$ 7,542.58	\$ 21,180.15	\$ 42,000.32		
Aug-17	135,120	\$ 16,866.82	185	\$ 1,438.38	125,600	\$ 3,508.83	\$ 2,118.21	\$ 5,627.04	\$ 23,932.24		
Sep-16	114,200	\$ 14,689.27	268	\$ 2,062.35	147,700	\$ 4,064.60	\$ 2,470.82	\$ 6,535.42	\$ 23,287.04		
Oct-17	120,160	\$ 13,237.76	371	\$ 2,817.99	142,100	\$ -	\$ -	\$ -	\$ 16,055.75		
Nov-16	126,280	\$ 14,082.56	890	\$ 7,016.59	291,831	\$ 3,006.33	\$ 1,760.06	\$ 4,766.39	\$ 25,865.54		
Nov-17											
Dec-16											
Dec-17											
2016	1,459,880	\$ 174,772.50	6,837	\$ 45,542.25	1,896,793	\$ 44,949.15	\$ 26,040.51	\$ 70,989.66	\$ 291,304.41		
2017	557,560	\$ 70,060.20	4,590	\$ 36,540.94	586,000	\$ 16,653.70	\$ 9,905.04	\$ 26,558.74	\$ 133,159.88		

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2017
Jan-16	1,975	\$ 308.55	33	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 9,810.34	\$ 10,377.75
Jan-17	2,823	\$ 501.07	90	\$ 724.74	217,600	\$ 8,058.63	\$ 4,041.48	\$ 12,100.11	\$ 12,100.11	\$ 13,325.92
Feb-16	1,375	\$ 517.53	28	\$ 801.13						\$ 1,318.66
Feb-17	2,623	\$ 468.39	79	\$ 627.20						\$ 1,095.59
Mar-16	1,447	\$ 352.59	21	\$ 370.33						\$ 722.92
Mar-17	2,454	\$ 436.65	68	\$ 524.70						\$ 961.35
Apr-16	1,685	\$ 266.59	19	\$ 142.39	245,750	\$ 6,571.11	\$ 3,285.72	\$ 9,856.83	\$ 9,856.83	\$ 10,265.81
Apr-17	1,690	\$ 332.20	32	\$ 283.12	190,500	\$ 7,333.36	\$ 3,619.33	\$ 10,952.69	\$ 10,952.69	\$ 11,568.01
May-16	1,172	\$ 197.90	6	\$ 65.96						\$ 263.86
May-17	1,524	\$ 274.12	16	\$ 145.75						\$ 419.87
Jun-16	1,974	\$ 315.79	3	\$ 47.94						\$ 363.73
Jun-17										\$ -
Jul-16	2,722	\$ 416.02	2	\$ 39.23	256,050	\$ 8,885.56	\$ 4,610.25	\$ 13,495.81	\$ 13,495.81	\$ 13,951.06
Jul-17										\$ -
Aug-16	2,606	\$ 408.82	1	\$ 38.56						\$ 447.38
Aug-17										\$ -
Sep-16	2,346	\$ 378.34	1	\$ 39.33						\$ 417.67
Sep-17										\$ -
Oct-16	1,795	\$ 381.43	4	\$ 128.24	323,200	\$ 10,805.40	\$ 5,653.59	\$ 16,458.99	\$ 16,458.99	\$ 16,968.66
Oct-17										\$ -
Nov-16	1,431	\$ 427.27	9	\$ 365.06						\$ 792.33
Nov-17										\$ -
Dec-16	1,687	\$ 722.53	26	\$ 895.90						\$ 1,618.43
Dec-17										\$ -
2016	22,215	\$ 4,693.36	153	\$ 3,192.93	1,011,800	\$ 32,833.83	\$ 16,788.14	\$ 49,621.97	\$ 49,621.97	\$ 57,508.26
2017	11,114	\$ 2,012.43	285	2,305.51	408,100	\$ 15,391.99	\$ 7,660.81	\$ 23,052.80	\$ 23,052.80	\$ 27,370.74

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 2017</u>
Jan-16	189,889	\$ 22,890.44	1,940	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91
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-16	162,497	\$ 20,455.95	2,070	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64
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-16	152,439	\$ 18,409.38	2,169	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ 41,264.17
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-16	154,965	\$ 19,554.49	1,654	\$ 15,979.16	371,250	\$ 9,860.24	\$ 5,228.97	\$ 15,089.21	\$ 50,622.86
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-16	148,732	\$ 17,475.72	1,024	\$ 5,758.32	350,500	\$ 10,796.07	\$ 5,911.08	\$ 16,707.15	\$ 39,941.19
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-16	163,554	\$ 20,569.22	656	\$ 4,399.01	110,700	\$ 3,155.77	\$ 1,773.03	\$ 4,928.80	\$ 29,897.03
Jun-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Jul-16	186,538	\$ 22,423.71	454	\$ 565.75	685,329	\$ 22,831.65	\$ 12,336.38	\$ 35,168.03	\$ 58,157.49
Jul-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Aug-16	203,465	\$ 19,801.83	362	\$ 1,988.25	437,779	\$ 14,383.13	\$ 7,935.84	\$ 22,318.97	\$ 49,749.37
Aug-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Sep-16	181,711	\$ 23,310.27	374	\$ 1,517.80	150,000	\$ 4,327.60	\$ 2,574.19	\$ 6,901.79	\$ 31,729.86
Scp-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-16	165,923	\$ 21,449.34	473	\$ 2,897.23	470,900	\$ 14,870.00	\$ 8,124.41	\$ 22,994.41	\$ 47,340.98
Oct-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-16	190,252	\$ 19,087.77	798	\$ 5,312.21	443,921	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 39,150.26
Nov-17	0	\$ 16,272.98	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-16	151,897	\$ 21,101.39	1,696	\$ 11,888.09	313,731	\$ 3,761.29	\$ 2,177.78	\$ 5,939.07	\$ 38,928.55
Dec-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
2016	2,051,862	\$ 246,529.51	13,670	\$ 98,786.25	4,135,793	\$ 117,816.42	\$ 64,517.81	\$ 182,334.23	\$ 527,649.99
2017	814,681	\$ 127,103.97	8,737	\$ 65,303.07	1,532,000	\$ 51,035.85	\$ 30,113.42	\$ 81,149.27	\$ 273,556.31