

Hancock Housing Commission  
Meeting Minutes  
July 21, 2010

President Ron Antila opened the regular meeting of the Hancock Housing Commission at 4:30 pm.

Commissioners Present: Antila, Dennis, Haeussler, Johnson  
Absent: Givens

Guests: Tim Seppanen – Yalmer Mattila, Tracie Williams – OHM Advisors,  
Karyn Olsson – Marketing Department.

**Public Comment:** None

A motion was made by Commissioner Johnson to approve the May 19<sup>th</sup>, 2010 meeting minutes. There was no June meeting minutes due to a lack of a quorum. Support was made by Commissioner Hauessler.

Ayes: 4

No: 0

Motion passed.

A motion was made by Commissioner Johnson to approve the June and July 2010 accounts payable. Support was made by Commissioner Hauessler.

Ayes: 4

No: 0

Motion passed

**Old Business:**

The commission approved the 5 year plan (2010 – 2014) for the Hancock Housing Commission.

The commission reviewed correspondence from the “Smoke Free Environment” project on smoke free apartments in the State of Michigan.

Review MSHDA documents and Hancock Housing Commission Management documents.

Approved signing of all closing documents for Quincy Haven Apartments closing scheduled for May 27, 2010 in Lansing.

**New Business:**

Quincy Haven Apartments ground breaking ceremony schedule was discussed and plans finalized. Gail Ross and John Haeussler will be at the Hancock City Council meeting tonight to invite the City Council members and Planning Commission members. The ground breaking is scheduled for Friday – August 13, 2010 @ 11:00 am.

Capital Fund Program 2010 funding announcement was reviewed for the Hancock Housing Commission. The total this year is \$123, 123.00.

Correspondence from Miller Johnson Attorney's was read with regard to final escrow items for closing.

The Hancock Housing Commission will have a VMS (Voucher Management System) review on Tuesday – July 27, 2010. Cheryl Rush, Quality Assurance Specialist will be conducting the review.

MASS (Management Assessment Sub System) 2009 was submitted to HUD and presented to the Board for review.

A schedule of events was distributed to the Board on all the upcoming events and the Directors schedule for the months of August and September 2010.

**Maintenance Report:**

The maintenance report was given by Rick Rivest, Lead Maintenance Mechanic. Routine maintenance rehabs are continuing with each apartment that we rehab becomes a "smoke free" unit. Both furnaces at Lakeview Manor Annex were inspected and passed. Doug Vettori has been removing the berm at the Annex prior to construction on Quincy Haven Apartments.

**Directors Report:**

Section 8 program is down do 34 vouchers in order to prepare for 6 tenant based vouchers to be converted into project based vouchers for Quincy Haven Apartments. MSHDA will supply the other 18 project based vouchers for the building.

There are 2 vacancies at Lakeview Manor or Lakeview Manor Annex.

**Our next meeting is scheduled for August 18, 2010 at 4:30 pm.**

**Correspondence and Announcements:**

Letter from HUD approving our 5 year plan (2010 – 2014) and annual plan (2010).

Commissioner Johnson made a motion to adjourn the meeting at 5:58 pm.  
Support was made by Commissioner Dennis

Ayes: 4

No: 0

Meeting adjourned.

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Secretary – Gail Ross

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President - R. Antila