



BAY CITY HOUSING COMMISSION

NOTICE OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday, January 22, 2025, at 2:00 PM
315 14th Street Bay City, MI 48708**

Meetings of the Bay City Housing Commission are held, in person, at its Central Offices. Covid protocols now only require face masks at the discretion of a meeting participant.

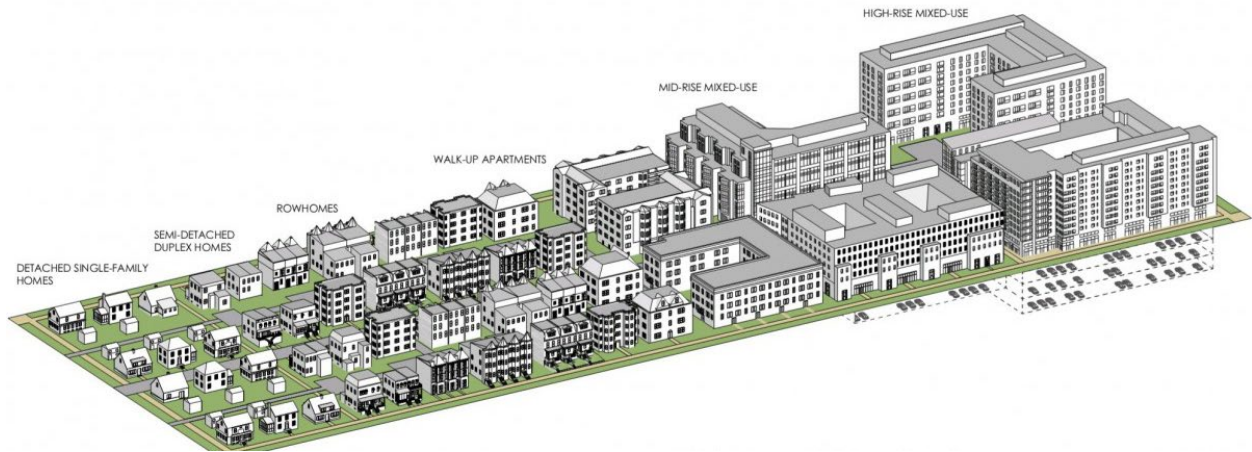
RESOLUTION 431 PUBLIC MEETING ALIGNMENT WITH THE MICHIGAN OPEN MEETINGS ACT FOR REMOTE PARTICIPATION BY A BOARD MEMBER

WHEREAS, the Bay City Housing Commission, hereinafter called the Public Housing Agency (PHA), desires to better align its public meeting practices with the February 17, 2022 rendition of the Michigan Open Meetings Act 267 of 1976 as amended allowing remote attendance and participation in meetings of its Board,

RESOLVED, that the Board of Commissioners of the Bay City Housing Commission, hereby adopts and conforms its public meeting procedures to Section 15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; COVID-19 safety measures; tape-recording, videotaping, broadcasting, and telecasting proceedings; accommodation of absent members; remote attendance; rules; exclusion from meeting; exemptions. Subsection (2) established a procedure to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.

(ii) For each member of the public body attending the meeting remotely, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting remotely.

BAY CITY HOUSING COMMISSION



MEETING OF THE BOARD OF COMMISSIONERS

AGENDA AND REPORT

JANUARY 22, 2025

We will do our absolute best to assure that each night, when we go home to our families, we have left no units vacant that could have housed a family in need.



BAY CITY HOUSING COMMISSION
315 14th STREET BAY CITY, MI 48708

BCHC REGULAR BOARD MEETING AGENDA

January 22, 2025

1. Call to Order / Roll Call

- _____ Sharon Brown – President (1)
- _____ Louise Ryan – Vice President (1)
- _____ Debbie Kiesel – Secretary (1)
- _____ James Whaley – Commissioner
- _____ Ann Grady – Commissioner

2. Changes to the Agenda

3. Review and Approval of Minutes from Prior Board or Committee Meetings

- a. Board Attendance Log 1
- b. Minutes from December 4, 2024, Annual Board Meeting 1-3

4. Public Input (Each participant is allowed 5 minutes for comment)

5. Committee Reports and Presentations

6. CEO Report and Financial Statements and Cash Disbursements

- a. CEO Report Narrative 4-15
- b. Financial Statements as of December 31, 2024 [Central Office, Public Housing (Scattered Sites), Multifamily (Smith Manor, Maloney Manor, Pine Towers), LIHTC Partnerships (Maplewood Manor)] 16-40
- c. Cash Disbursement Review 41-49

7. Action Items for Consideration and Appropriate Action

- a. CEO Report for January 22, 2025, with the Financial Statements as of December 31, 2024 [Central Office, Public Housing (Scattered Sites), Multifamily (Smith Manor, Maloney Manor, Pine Towers), LIHTC Partnerships (Maplewood Manor)] 4-40
- b. Cash Disbursements and ACH Batch Transfers (List of Disbursements) as of December 31, 2024, in the amount of \$813,490.51. 41-49
- c. Memo and Board Resolution #446 Ratifying CEO Authorization for Replacement of Alarm Panels at Maloney Manor and Pine Towers 50-51

8. Comments and Discussion by Board Members

9. Adjournment

Attachments

1. Board Attendance Log	1
2. Minutes from December 4, 2024, Annual Board Meeting	1-2
3. CEO Report as of January 22, 2025, and Financial Reports	4-40
4. Lists of Previously Issued Checks/ACH Batch Transfers as of December 31, 2025	41-49
5. Board Resolution Ratifying CEO Authorization for Replacement of Alarm Panels at Maloney Manor and Pine Towers	50-51

Upcoming Board Meetings/Conferences/Workshops

**Regular Board Meeting
Wednesday, February 26, 2025 at 2:00 PM**

BAY CITY HOUSING COMMISSION
ANNUAL BOARD MEETING
ATTENDANCE LOG AND MEETING MINUTES

Location: **This meeting was conducted physically at the Bay City Housing Commission's Central Office. The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.**

Date of Meeting: **Wednesday, December 4, 2024**

Call to Order at: **2:05 PM**

ATTENDANCE LOG

	Present	Excused	Absent
<u>Commissioners:</u>			
Ann Grady	X		
Sharon Brown	X		
Louise Ryan		X	
James Whaley	X		
Debbie Kiesel	X		
<u>Staff:</u>			
Bill Phillips	X		
John Neeb	X		
Karl Opheim	X		

MEETING MINUTES AND ACTIONS BY COMMISSION

1. Approval of the agenda as presented.

Agenda Item: 2
 Motion: Kiesel
 Second: Brown
 Motion Approved: Unanimous

2. Approval of the Regular Meeting minutes (10/23/2024) of the Bay City Housing Commission as presented.

Agenda Item: 3b
 Motion: Brown
 Second: Whaley
 Motion Approved: Unanimous

3. Suspend the regular rules for Public Input at 2:06 PM.

Public Input

<u>Speaker</u>	<u>Time</u>	<u>Address</u>	<u>Issue</u>
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No one was present to address the Board. The Board agreed to hear late arrivals.

Return to Regular Order at 2:07 PM

Agenda Item: 4
 Motion: N/A
 Second: N/A
 Motion Approved: Unanimous

4. After completing the election process, the Board nominated and elected the slate of officers for the calendar year 2025. Following is the slate of officers for the Bay City Housing Commission Board for 2025:

President - Sharon Brown
 Vice President - Louise Ryan
 Secretary - Deb Kiesel

Agenda Item: 5
 Motion: Whaley
 Second: Grady
 Motion Approved: Unanimous

BAY CITY HOUSING COMMISSION
ANNUAL BOARD MEETING
ATTENDANCE LOG AND MEETING MINUTES

5. Suspend the meeting for Closed Session at 2:15 PM as requested by the CEO to review the recommended compensation adjustment of the CEO as presented by the Evaluation Committee. No action taken by Board during Closed Session.

Agenda Item: 6ai
Motion: Whaley
Second: Grady
Motion Approved: Unanimous

6. Adjourn the Closed Session at 2:19 PM

Agenda Item: 6ai
Motion: Whaley
Second: Grady
Motion Approved: Unanimous

7. Return to Regular Order at 2:20 PM and Board Chair certifies that no action was taken during the Closed Session.

Agenda Item: 6ai
Motion: Whaley
Second: Grady
Motion Approved: Unanimous

8. Approval of the proposed 2025 Bay City Housing Commission Meeting Schedule as presented.

Agenda Item: 8a
Motion: Brown
Second: Kiesel
Motion Approved: Unanimous

9. The Board approved a 10% bonus and a 4% annual wage increase for the CEO beginning with the first pay in January 2025. The Board concurred that his performance is superior.

Agenda Item: 8b
Motion: Whaley
Second: Grady
Motion Approved: Unanimous

10. The Board received the 12/04/2024 CEO Report as presented.

Agenda Item: 8c
Motion: Whaley
Second: Kiesel
Motion Approved: Unanimous

11. The Board accepted the current financial statements for the period ending 10/31/24.

Agenda Item: 8c
Motion: Whaley
Second: Kiesel
Motion Approved: Unanimous

12. Approval of all disbursements including ACH transactions and payroll in the total amount of \$593,330.02 for the period ending 10/31/2024.

Agenda Item: 8d
Motion: Grady
Second: Kiesel
Motion Approved: Unanimous

BAY CITY HOUSING COMMISSION
ANNUAL BOARD MEETING
ATTENDANCE LOG AND MEETING MINUTES

13. The Board received the Huntington Bank General Depository Agreement as presented.

Agenda Item: 8e
Motion: N/A
Second: N/A
Motion Approved: Unanimous

14. The Board approved Resolution #444 to select Advantix Development Corporation as the development partner for the Columbus Avenue location.

Agenda Item: 8f
Motion: Kiesel
Second: Whaley
Motion Approved: Unanimous

15. The Board approved Resolution #445 for the development of a non-profit entity to be a subsidiary of the Bay City Housing Commission.

Agenda Item: 8g
Motion: Grady
Second: Kiesel
Motion Approved: Unanimous

16. The Board authorized the CEO, William Phillips to terminate the lease with Michigan Community Services at 216 N. Madison, Bay City, MI

Agenda Item: N/A
Motion: Grady
Second: Kiesel
Motion Approved: Unanimous

17. Adjournment at 3:01 PM

Agenda Item: 10
Motion: Kiesel
Second: Grady
Motion Approved: Unanimous

UNAPPROVED MINUTES OF THE BAY CITY HOUSING COMMISSION ARE TO BE REVIEWED AND APPROVED BY THE BOARD AT THE JANUARY 22, 2025 REGULAR MEETING.

Secretary's Certification of the Attendance Log and Meeting Minutes

I certify that the deliberations of the members of the Board of Commissioners recorded above were taken openly; that yay and nay votes on the adoption of motions were taken openly; that the meeting was held at the specified time and place convenient to the public; that notice of the meeting was properly published; and that the meeting was called and held in compliance with the provisions of the Michigan Open Meeting Act all the applicable provisions of the Act and with all of the procedural rules of the Board of Commissioners.

Attest:

Secretary:

John C. Neeb III, CFO

Louise Ryan

Date:

Date:



BAY CITY HOUSING COMMISSION

CEO REPORT TO THE BOARD OF COMMISSIONERS
January 22, 2025

1. Portfolio Performance – The total physical occupancy for the entire portfolio is **99.3%** up from 98.6% last month. The senior high-rise buildings remained steady at an average 98.9% occupancy. Family high-rise buildings are currently 100% and scattered site housing is at 99.3%, down from slightly from 100.0% last report. The overall physical and leased occupancy increased slightly to **101.9%**. We are expecting a slight increase in move-outs in February due, in part, to pending lease terminations among high-rise residents.

We purged each wait list in December 2024 down to a total of 563. The wait lists are current at approximately 535.

BAY CITY HOUSING COMMISSION
Portfolio Occupancy

1/15/25	Total Units	Vacant Not Ready	Vacant Ready	Total Vacant	Applications Approved for Move-In (Leased) Occupied		Physical Occupancy	% Leased & Occupied ¹	Intents to Vacate	Transfers Pending	Vacant to Lease	Current Waitlist #Units ⁴ 9/3/2024	Waitlist #Units Last Quarter	Percent Change Over Prior Quarter
Smith Manor	141	0	0	0	6	141	100.0%	104.3%	-	-	-	62	98	-36.7%
Maloney Manor	113	0	0	0	2	113	100.0%	101.8%	-	-	-	69	73	-5.5%
SubTotal	254	0	0	0	8	254	100.0%	103.1%	-	-	-	131	171	-23.4%
Pine Towers	115	0	1	1	2	114	99.1%	100.9%	-	-	1	71	103	-31.1%
Maplewood Manor	158	0	2	2	4	156	98.7%	101.3%	-	-	2	65	68	-4.4%
SubTotal (62+)	273	0	3	3	6	270	98.9%	101.1%	-	-	3	136	171	-20.5%
Total All Highrise Bldg:	527	0	3	3	14	524	99.5%	102.1%	-	-	3	267	342	-21.9%
Scattered Site (PH) Unit Mix														
1-BR	20	0	0	0	2	20	100.0%	110.0%	-	-	-	98	116	-15.5%
2-BR	47	0	0	0	1	47	100.0%	102.1%	1	1	2	64	113	-43.4%
3-BR	67	2	0	2	2	65	97.0%	100.0%	-	-	-	62	83	-25.3%
4-BR	39	0	0	0	0	39	100.0%	100.0%	-	-	-	22	33	-33.3%
5-BR	20	0	0	0	0	20	100.0%	100.0%	1	-	1	17	19	-10.5%
Total Scattered Site (P)	193	2	0	2	5	191	99.0%	101.6%	2	1	3	263	364	-27.7%
Market/Master Lsd ³	2	0	0	0	0	2	100.0%	100.0%	-	-	-	5	6	-16.7%
TOTAL PORTFOLIO	722	2	3	5	19	717	99.3%	101.9%	2	1	6	535	712	-24.9%

¹ Leased and Occupied units are units currently occupied plus "applications approved and scheduled for Move-in" (Leased)
² The majority of applications are listed on multiple wait lists. The wait list figures are not accurate per property.
³ Unrestricted, Non ACC and units master-leased.
⁴ 9/3/2024 - Waitlist figures indicate the number of units required to fill current applications. The number of applications per household is typically much higher.

2. Update on Capital Fund Improvement Projects

- a. See the attached memo for the Capital Improvements Update.
- b. Board Memorandum and Resolution #446 – On January 2, 2025, I chose to authorize a scope of work for Maloney Manor and Pine Towers for the replacement of the fire panels. The existing panels are no longer supported. Due to the building safety exposure, I determined it was more prudent to move forward with the work than to wait for formal board approval. Resolution #446, if approved, would ratify my actions.
 - i. Pine Towers – Contract with Johnson Controls
 - ii. Maloney Manor – Contract with Johnson Controls

3. **Smith Manor NSPIRE (REAC) Inspection** – An NSPIRE Inspection is scheduled for February 4, 2025.
4. **Columbus Avenue Blight Removal Project** –
 - a. Bay County Land Bank Authority Grant – No updates.
 - b. Environmental, Great Lakes, and Energy (EGLE) – No updates.
5. **Affordable Housing Special Counsel** – After consulting with our General Counsel, I retained a Special Legal Counsel to advise BCHC on aspects of the Columbus Avenue development including the finalization of the Master Development Agreement with our new partners. [Honigman](#) is a prestigious business law firm with extensive state and national experience in real estate partnerships, LIHTCs and other complex structures used for the development and investment of affordable housing. BCHC will be represented by [Steven Rypma](#), a partner and leader of Honigman’s affordable housing practice, and member of the Board of Honigman.
6. **Columbus Avenue Development Team Meeting** – On January 15 and 16th, 2025, we hosted the first meeting with Advantix Development Corporation, our new partners for the Columbus Avenue Development. Five members of their development team visited. We toured Bay City and discussed some of the priorities and requisite tasks needing to be accomplished. We have provided Advantix a revised draft of their Memorandum of Understanding for their consideration.
7. **HOME and HOME-ARP Funded Development Projects** – BCHC is updating its proposals to the City of Bay City for the development/preservation of 8-10 affordable housing units.
8. **Great Lakes Community Development Partners (GLCDP)** – GLCDP is the name for the nonprofit corporation we are forming pursuant to the Board Resolution #444 approved in December 2024.
9. **Financial Highlights for the Period**– The CFO narrative and financial reports, as of December 31, 2024, are attached with John Neeb’s narrative.

Attachments:

1. Capital Improvement Project Update Memo
 - a. Pine Towers – Contract with Johnson Controls
 - b. Maloney Manor – Contract with Johnson Controls
2. Board Memorandum and Resolution #446
3. Monthly Financial Reports for all Business Units

TO: William Phillips, Chief Executive Officer
FROM: Karl Opheim, Assistant Director
DATE: January 15, 2025
SUBJECT: 2024 Capital Improvements Update

Maplewood Manor Domestic Hot Water Generator. This project is complete and Maplewood is operating almost entirely on our new, energy-efficient water heater so we will realize some cost savings. Unfortunately, this is almost impossible to calculate during winter because our heating boilers use most of our month natural gas. Come next May to September only the water heater will be using natural gas and we can compare the difference with 2024 and 2023 levels.

Pine Towers Exterior Column Repairs; Smith Manor Column Repairs; Maplewood Manor Balcony Repairs. Site work all completed for the replacement of 16 limestone column panels at the entrance of Smith Manor.

Pine Towers, Maloney Manor Fire Alarm Panel Upgrade. We receive our cost and scope of work proposals to update the fire alarm control panels for Pine Towers and Maloney Manor. This work will include updating our barrier free, handicapped designated apartments. Site work is expected to state late April or early May.

Floor Covering Vendor Expansion. Happy to report we have recruited a new local flooring company (Valley Carpet) to remove and replace luxury vinyl floor tiling at each of our properties. They have completed three installations at two properties and we have three more scheduled at two more properties. As per your directive, staff have selected the same flooring products to use at every property. This way both flooring vendors can purchase in-advance pallets lots to save ordering time. One pallet of flooring will finish approximately four apartments or one and a half houses. We have invited two other local flooring companies and will be offering them flooring work orders shortly.

New improvement projects include: removing and replacing the VCT flooring on the upper common corridors at Maloney Manor and replacing 42 remaining electric service panels at scattered site homes.



Johnson Controls Fire Protection LP
24755 Halsted Road
Farmington Hills , MI 48335-1612
248/427-5050

Johnson Controls Fire Protection LP Quotation

To:
Bay City Housing Commission
315 14th St
Bay City, MI 48708-5978

Project: Malony Manor Replacement of Fire alarm Panel. -
CPQ-791215
Johnson Controls Reference: 650791215
Proposal #: 1
Date: 12/09/2024
Page: 1 of 15

Johnson Controls is pleased to offer for your consideration this quotation for the above project

Scope of Work

General Scope of work:

Replacement of Existing 4100 Fire alarm panel that is no longer supported. This is for the fire alarm panel replacement only and does not update, Replace or add any other devices. This was approved by the city per the customer as a panel swap only. This reuses the existing mapnet cards in the panel for communication to existing field initiating devices. The new communications is IDNET and will not communicate with some of the existing devices installed in the facility. This does not include any fire watch and does not include any Overtime hours. Install New FACP.

1. Install new Remote Annunciator Panel in the manager's Office
2. Replace 1 Remote Annunciator Panel in the Lobby area
3. Replace 2 NAC Panels
4. Change 5 ADA rooms to a system smoke detector consisting of the following 1 new NAC circuit, 1 new Smoke detector with sounder base using surface mold raceway, 1 new ZAM, Rework existing wiring as necessary
5. Permit Fees
6. Testing with Simplex Technician

Any changes to the BOM, scope of work, sequence of operations, etc. will require a change order at additional cost.

Parts and programming provided by JCI and is Limited to devices shown in this quote.

Installation and installation materials By others. Permits, inspection and drawings are not included.

Our estimate is based upon all work being performed M-F, 7:15 - 4:15 and is valid for 30 days.

Scheduling of system start up, test, and checkout requires 7 business days notice.

Delivery of engineered drawings if being provided is typically 4 -- 6 weeks from receipt of order

Testing is limited to devices listed in quotation.

No credits will be issued for returned material without prior approval.

Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing: NO: This signed contract satisfies requirement
 YES: Please reference this PO Number: _____

Deposit Invoice accepted (___ %):

No Yes



1	4100-1412	ES NET BASIC AUDIO W/MIC
1	4100-1270	MASTER TELEPHONE, 3 NACS
1	4100-1252	AUDIO IF MODULE, SGL CHANNEL
3	4100-1284	8 SW, 16 RED/GREEN LED MODULE
1	4100-3208	4 PT 10A AUX RELAY CARD W-FB
3	4100-1272	EXPANSION PHONE CONTROLLER
1	4100-1288	64/64 LED/SWITCH CONTROLLER
2	4100-0011	FACTORY USE ONLY-AUDIO SHIPKIT
2	4100-1329	DIG. 100W AMP,6NAC,120VAC,70V
2	4100-2320	AUDIO EXPANSION BAY
8	4100-1279	2 BLANK DISPLAY MODULE
1	4100-0637	AUDIO BOX TO BOX HARNESS KIT
2	4100-5128	BATTERY DIST TERM MODULE
1	4100-0636	BOX TO BOX HARNESS KIT
2	4100-5401	ES-PS POWER SUPPLY
QTY	MODEL NUMBER	DESCRIPTION
	DPINSTAL	SUB INSTALL LABOR

Total net selling price, FOB shipping point, \$96,669.29

To the extent applicable, Johnson Controls has included an estimate for all state and local sales tax for this quote. The actual sales tax due will be calculated and billed upon issuance of an invoice, unless a valid exemption and/or resale certificate is received by Johnson Controls.

Payment Options:

Johnson Controls Capital Funding Solutions

Offering flexible solutions for your business needs! Allows for payment over time for products and installation costs with no down payment requirement. We offer a fast turnaround time with a simple web-based application and closing process.

For more information on JC Capital funding solutions, please forward this proposal along with any questions to your sales representative.



IMPORTANT NOTICE TO CUSTOMER

This Agreement is contingent on credit approval, which may be checked at JCI's discretion and requires final approval of a JCI authorized manager before any equipment/ services may be provided. Should credit and/or approval be declined, this Agreement will be terminated and JCI's only obligation to customer will be to notify Customer of such termination and refund any amounts paid in advance.

For Customers located in Canada, this Fire Domain Sale and Installation Agreement has been drawn up and executed in English at the request of and with the full concurrence of Customer. Ce contrat a été rédigé en anglais à la demande et avec l'assentiment du client.

CUSTOMER ACCEPTANCE:

In accepting this Agreement, Customer agrees to the terms and conditions contained herein including those on the following page(s) of this Proposal and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes requested by Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized by the parties in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.**

Customer agrees to pay Johnson Controls pursuant to the progress-based billing schedule of values set forth below. If the schedule of values includes an upfront deposit, it will be paid within 30 days of contract signing and Johnson Controls will not commence work until the upfront deposit is received. Customer agrees to pay for materials, goods, and equipment (ordered, delivered, or stored) pursuant to the schedule of values, prior to installation commencement. The remaining portion of the total price will be progress billed through completion of the work. Johnson Controls progress based billing can also include any services performed on-site or off-site. All invoices will be delivered via Email(), paid via Electronic Funds Transfer and are due Net 30 from the date of invoice. Electronic Funds Transfer details will be provided upon contract execution. The proposed total price is contingent upon Customer agreeing to these payment and invoicing terms.

Planned Monthly Progress Billing Schedule of Values		
Item #	Description	%
1	Deposit	50%
2	Mobilization	10%
3	Engineering	TBD*
4	Material	TBD*
5	Installation	TBD*
6	Commissioning	TBD*

*To be mutually agreed upon in writing at a later date



Project: Pine Towers Fire panel replacement - CPQ-791229
Johnson Controls Reference: 650791229
Proposal #: 1
Date: 12/09/2024
Page: 7 of 15

<p>Offered By: Johnson Controls Fire Protection LP 24755 Halsted Road Farmington Hills , MI 48335-1612 Telephone: 248/427-5050 Representative: _____ Email: melvin.spencer@jci.com</p>	<p>Accepted By: (Customer) Company: <u>Bay City Housing Commission</u> Address: <u>215 14th St, Bay City, MI 48708</u> Signature: <u></u> Title: <u>CEO</u> William G. Phillips Date: <u>1/2/25</u></p>
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Johnson Controls Fire Protection LP
24755 Halsted Road
Farmington Hills , MI 48335-1612
248/427-5050

Johnson Controls Fire Protection LP Quotation

To:
Bay City Housing Commission
315 14th St
Bay City, MI 48708-5978

Project: Pine Towers Fire panel replacement - CPQ-791229
Johnson Controls Reference: 650791229
Proposal #: 1
Date: 12/09/2024
Page: 1 of 15

Johnson Controls is pleased to offer for your consideration this quotation for the above project

Scope of Work

General Scope of work:

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1. Remove Remote Annunciator Panel on the 9th Floor
2. Replace 1 Remote Annunciator Panel in the Lobby area
3. Replace 2 NAC Panels
4. Change 6 ADA rooms to a system smoke detector consisting of the following 1 new NAC circuit, 1 new Smoke detector with sounder base using surface mold raceway, 1 new ZAM, Rework existing wiring as necessary
5. Permit Fees
6. Testing with Simplex Technician

Any changes to the BOM, scope of work, sequence of operations, etc. will require a change order at additional cost.

Parts and programming provided by JCI and is Limited to devices shown in this quote.

Installation and installation materials By others. Permits, inspection and drawings are not included.

Our estimate is based upon all work being performed M-F, 7:15 - 4:15 and is valid for 30 days.

Scheduling of system start up, test, and checkout requires 7 business days notice.

Delivery of engineered drawings if being provided is typically 4 -- 6 weeks from receipt of order

Testing is limited to devices listed in quotation.

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Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing: NO: This signed contract satisfies requirement
 YES: Please reference this PO Number: _____

Deposit Invoice accepted (%):

No

Yes



1	4100-1270	MASTER TELEPHONE, 3 NACS
1	4100-1252	AUDIO IF MODULE, SGL CHANNEL
3	4100-1284	8 SW, 16 RED/GREEN LED MODULE
1	4100-3208	4 PT 10A AUX RELAY CARD W-FB
4	4100-1272	EXPANSION PHONE CONTROLLER
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2	4100-0011	FACTORY USE ONLY-AUDIO SHIPKIT
2	4100-1329	DIG. 100W AMP,6NAC,120VAC,70V
2	4100-2320	AUDIO EXPANSION BAY
1	4100-1248	100W NAC EXPANSION, 6 CLASS B
8	4100-1279	2 BLANK DISPLAY MODULE
2	4100-5401	ES-PS POWER SUPPLY
2	4100-5128	BATTERY DIST TERM MODULE
1	4100-0636	BOX TO BOX HARNESS KIT
1	4100-0637	AUDIO BOX TO BOX HARNESS KIT
QTY	MODEL NUMBER	DESCRIPTION
	DPINSTAL	SUB INSTALL LABOR

Total net selling price, FOB shipping point, \$99,433.00

To the extent applicable, Johnson Controls has included an estimate for all state and local sales tax for this quote. The actual sales tax due will be calculated and billed upon issuance of an invoice, unless a valid exemption and/or resale certificate is received by Johnson Controls.

Payment Options:

Johnson Controls Capital Funding Solutions

Offering flexible solutions for your business needs! Allows for payment over time for products and installation costs with no down payment requirement. We offer a fast turnaround time with a simple web-based application and closing process.

For more information on JC Capital funding solutions, please forward this proposal along with any questions to your sales representative.



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For Customers located in Canada, this Fire Domain Sale and Installation Agreement has been drawn up and executed in English at the request of and with the full concurrence of Customer. Ce contrat a été rédigé en anglais à la demande et avec l'assentiment du client.

CUSTOMER ACCEPTANCE:

In accepting this Agreement, Customer agrees to the terms and conditions contained herein including those on the following page(s) of this Proposal and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes requested by Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized by the parties in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.**

Customer agrees to pay Johnson Controls pursuant to the progress-based billing schedule of values set forth below. If the schedule of values includes an upfront deposit, it will be paid within 30 days of contract signing and Johnson Controls will not commence work until the upfront deposit is received. Customer agrees to pay for materials, goods, and equipment (ordered, delivered, or stored) pursuant to the schedule of values, prior to installation commencement. The remaining portion of the total price will be progress billed through completion of the work. Johnson Controls progress based billing can also include any services performed on-site or off-site. All invoices will be delivered via Email(), paid via Electronic Funds Transfer and are due Net 30 from the date of invoice. Electronic Funds Transfer details will be provided upon contract execution. The proposed total price is contingent upon Customer agreeing to these payment and invoicing terms.

Planned Monthly Progress Billing Schedule of Values		
Item #	Description	%
1	Deposit	50%
2	Mobilization	10%
3	Engineering	TBD*
4	Material	TBD*
5	Installation	TBD*
6	Commissioning	TBD*

*To be mutually agreed upon in writing at a later date



BAY CITY HOUSING COMMISSION

To: Bay City Housing Commissioners
From: John Neeb
Subject: Financial Report of the CFO
Date: 1/17/2025
Copies to: William Phillips, CEO

FY 2024-2025 Q1 Operating Results

Through the first quarter of the fiscal year, the Bay City Housing Commission is enjoying the same level of financial stability and predictability that we've become accustomed to. Financial results are tracking well and within comfortable margins of expectations. Maloney Manor did experience some occupancy softness early in the year due to a glut of vacancies, but consistent with prior results of the management team at the location, they were able to dig themselves out and occupancy recovered quickly. Additionally, the conventional portfolio so week occupancy performance on a slow lease up of one of its assets. This is inconsequential to the overall performance of the organization.

Economic Occupancy

Table with 5 columns: SM, MM, PT, MWM, BCHC. Rows include Gross Rent Potential, Vacancy Loss, Economic Occupancy (Current and Prior Year), and Cash on Hand.

Retiree Healthcare

We've encountered a problem with retiree healthcare. Between prudent investments and plan adjustments, the plan has reached a level of funding that will never be fully utilized. Unfortunately, the assets of the plan are specifically reserved for funding retiree healthcare costs. Essentially, we are so dramatically overfunded, we will never reach equilibrium between what we spend annually on retiree healthcare and the value of the assets. We don't have any ability to access this overfunding until the last participant has exited the plan. This is not projected to happen for another 40-50 years. We are currently exploring ways to return as much of this asset to the BCHC as possible. The two options we've uncovered so far are:

- 1. Using assets to cover every dollar that gets spent on retiree healthcare by the Bay City Housing Commission, including contributions to actives employees HCSP plans. This would allow us to draw an additional \$40k-\$50k during the 2024-2025 Fiscal Year.
2. Consider a mass buyout for all plan participants. This would cost significantly more in the short term, but it would allow us to close the plan and capture any residual value of the assets once the buyout is completed.

Fortunately, this is a good problem to have. We simply need to develop a strategy to maximize the value of the excess assets for the overall mission of the Bay City Housing Commission.

Property and Liability Insurance

Our property and liability insurance renewal was received in late January. We had budgeted a 5% increase. Unfortunately, the increase came in closer to 10%. The aggregate overage amounts to about \$10,000. This doesn't meaningfully impact the overall projections for the fiscal year, but it will result in a negative budget variance at the end of the fiscal year.

BAY CITY HOUSING COMMISSION

Balance Sheet

12/31/2024

	All Program Lines of Business	Central Office	Market	Public Housing	Multifamily Owned			Multifamily Managed
					Maloney Manor	Pine Towers	Smith Manor	
Assets								
Current Assets								
Cash	1,746,100	200,788	120,447	377,551	198,140	95,583	226,991	526,599
Accounts Receivable	181,501	133,478	2,051	17,485	4,345	5,318	4,224	14,600
Deposits & Escrows	3,999,438	125	0	58,200	985,234	995,580	1,199,113	761,186
Other Current Assets	5,655,906	1,981,636	1,900	3,098,907	46,517	52,088	55,123	419,734
Total Current Assets	11,582,946	2,316,028	124,398	3,552,144	1,234,235	1,148,569	1,485,452	1,722,120
Fixed Assets	14,183,007	427,235	2,945	1,648,235	1,097,249	976,959	1,268,287	8,762,097
Other Assets	1,034,458	907,108	0	127,350	0	0	0	0
Total Assets	26,800,411	3,650,371	127,343	5,327,729	2,331,485	2,125,528	2,753,739	10,484,217
Liabilities & Equity								
Liabilities								
Current Liabilities	182,875	15,104	1,452	51,802	26,281	30,095	21,302	36,839
Other Current Liabilities	778,438	127,036	700	199,234	117,859	109,409	82,581	141,620
Long Term Liabilities	33,825	(2,280,283)	0	(803,003)	0	0	0	3,117,111
Total Liabilities	995,139	(2,138,143)	2,152	(551,967)	144,140	139,504	103,884	3,295,570
Equity								
Retained Earnings	25,343,128	5,768,711	129,306	5,896,948	2,178,439	1,989,263	2,640,980	6,739,480
Current Net Income	462,144	19,803	(4,115)	(17,252)	8,906	(3,239)	8,875	449,167
Total Equity	25,805,272	5,788,514	125,191	5,879,696	2,187,345	1,986,024	2,649,855	7,188,647
Total Liabilities & Equity	26,800,411	3,650,371	127,343	5,327,729	2,331,485	2,125,528	2,753,739	10,484,217

BAY CITY HOUSING COMMISSION

Income Statement

12/31/2024

	All Program Lines of Business	Central Office	Market	Public Housing		Multifamily Owned			Multifamily Managed
				Scattered Sites		Maloney Manor	Pine Towers	Smith Manor	
Income									
Rental Income	2,840,538	0	8,955	353,040	222,261	234,969	280,948	1,740,365	
Vacancy, Losses & Concessions	(27,842)	0	(2,304)	(1,243)	(4,185)	(3,833)	(2,962)	(13,315)	
Net Rental Income	2,812,696	0	6,651	351,797	218,076	231,136	277,986	1,727,050	
Service Related Income	121,807	121,807	0	0	0	0	0	0	
Other Income	167,569	16,907	525	20,356	7,622	17,370	7,711	97,078	
Total Income	3,102,072	138,715	7,176	372,153	225,697	248,506	285,697	1,824,127	
Expenses									
Administrative Expenses	679,499	139,168	594	89,341	52,079	53,586	60,574	284,156	
Utilities	340,977	1,276	260	2,103	40,201	37,347	42,599	217,190	
Operating & Maintenance Expenses	503,571	15,720	1,546	94,073	42,443	44,275	44,144	261,370	
Maintenance & Repairs	1,700	1,700	0	0	0	0	0	0	
Taxes & Insurance	494,720	44,248	280	94,916	43,115	42,587	48,264	221,311	
Service Related Expenses	21,176	1,152	120	5,240	3,052	1,029	2,083	8,500	
Total Operating Expenses	2,041,644	203,264	2,800	285,673	180,890	178,825	197,665	992,527	
Net Operating Income (Loss)	1,060,429	(64,549)	4,376	86,480	44,807	69,682	88,032	831,601	
Non-Operating Expenses									
Non-Operating Income	120,000	120,000	0	0	0	0	0	0	
Capital Expenditures	332,372	0	8,491	90,616	35,901	72,921	79,158	45,286	
Debt Services	130,916	0	0	0	0	0	0	130,916	
Other Non-Operating Expenses	254,996	35,648	0	13,116	0	0	0	206,232	
Total Non-Operating Expenses	718,284	35,648	8,491	103,731	35,901	72,921	79,158	382,434	
Net Income (Loss)	462,144	19,803	(4,115)	(17,252)	8,906	(3,239)	8,875	449,167	

Bay City Housing Management Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Income						
Service Related Income						
5300.000 - Public Housing Management Fees	10,768.58	10,609.31	159.27 (1.50)	32,418.50	31,827.93	590.57 (1.85)
5300.101 - Section 8 Housing Management Fee	27,552.21	29,150.08	(1,597.87) (5.48)	85,076.45	87,450.24	(2,373.79) (2.71)
5300.102 - Section 8 Housing IMF	0.00	17,916.67	(17,916.67) (100.00)	0.00	53,750.01	(53,750.01) (100.00)
5300.200 - Public Housing Bookkeeping Fees	1,432.50	1,411.31	21.19 (1.50)	4,312.50	4,233.93	78.57 (1.85)
5300.700 - Capital Fund Administrative Fees	0.00	6,129.25	(6,129.25) (100.00)	0.00	18,387.75	(18,387.75) (100.00)
Total Service Related Income	39,753.29	65,216.62	(25,463.33) (39.04)	121,807.45	195,649.86	(73,842.41) (37.74)
Other Income						
5410.000 - Interest Revenue-Project Operations	7,278.49	3,750.00	3,528.49 (94.09)	16,907.19	11,250.00	5,657.19 (50.28)
5490.000 - Revenue from Investments -- Miscellaneous	0.00	1,359.28	(1,359.28) (100.00)	0.00	4,077.84	(4,077.84) (100.00)
5990.000 - Miscellaneous Revenue	0.00	5.35	(5.35) (100.00)	0.00	16.05	(16.05) (100.00)
Total Other Income	7,278.49	5,114.63	2,163.86 (42.30)	16,907.19	15,343.89	1,563.30 (10.18)
Total Income	47,031.78	70,331.25	(23,299.47) (33.12)	138,714.64	210,993.75	(72,279.11) (34.25)
Expenses						
Administrative Expenses						
6203.000 - Conventions and Meeting	1,341.10	842.79	(498.31) (59.12)	2,802.35	2,528.37	(273.98) (10.83)
6210.000 - Advertising and Marketing	0.00	302.72	(302.72) (100.00)	0.00	908.16	(908.16) (100.00)
6300.000 - Suspense	694.27	0.00	(694.27) (100.00)	694.27	0.00	(694.27) (100.00)
6310.000 - Office Salaries	56,866.36	40,931.71	(15,934.65) (38.92)	127,348.10	122,795.13	(4,552.97) (3.70)
6310.400 - Office Other Employee Benefits	0.00	28.11	(28.11) (100.00)	0.00	84.33	(84.33) (100.00)
6311.000 - Office Supplies and Misc Contracts	74.54	159.37	(84.83) (53.22)	460.57	478.11	(17.54) (3.66)
6311.100 - Office Computer Hardware and Maintenance	0.00	340.79	(340.79) (100.00)	0.00	1,022.37	(1,022.37) (100.00)
6311.200 - Office Computer Software	1,410.44	595.55	(814.89) (136.82)	3,451.70	1,786.65	(1,665.05) (93.19)
6311.300 - Office Telephone Expenses	438.12	445.96	(7.84) (1.75)	1,314.36	1,337.88	(23.52) (1.75)
6311.400 - Office Printing Expenses	0.00	111.83	(111.83) (100.00)	0.00	335.49	(335.49) (100.00)
6350.000 - Audit Expense	0.00	404.88	(404.88) (100.00)	0.00	1,214.64	(1,214.64) (100.00)
6390.000 - Miscellaneous Administrative Expenses	256.30	683.05	(426.75) (62.47)	832.63	2,049.15	(1,216.52) (59.36)
7120.000 - Legal Expenses	0.00	731.63	(731.63) (100.00)	2,264.00	2,194.89	(69.11) (3.14)
Total Administrative Expenses	61,081.13	45,578.39	(15,502.74) (34.01)	139,167.98	136,735.17	(2,432.81) (1.77)
Utilities						
6450.000 - Electricity	265.59	326.33	(60.74) (18.61)	950.26	978.99	(28.73) (2.93)
6451.000 - Water	77.38	247.69	(170.31) (68.75)	249.10	743.07	(493.97) (66.47)
6452.000 - Gas	0.00	5.33	(5.33) (100.00)	77.03	15.99	(61.04) (381.73)
Total Utilities	342.97	579.35	(236.38) (40.80)	1,276.39	1,738.05	(461.66) (26.56)

Bay City Housing Management Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Operating & Maintenance Expenses						
6510.000 - Payroll	0.00	37.79	100.00	2,164.50	113.37	(2,051.13) (1,809.23)
6515.000 - Supplies General Maintenance and Tools	287.06	24.41	(262.65) (1,075.99)	344.26	73.23	(271.03) (370.10)
6515.100 - Supplies Electrical and Lighting	0.00	0.00	0.00	75.96	0.00	(75.96) (100.00)
6515.200 - Supplies Mechanical and HVAC	0.00	0.00	0.00	41.85	0.00	(41.85) (100.00)
6515.300 - Supplies Plumbing	0.00	0.00	0.00	234.65	0.00	(234.65) (100.00)
6515.400 - Supplies Janitorial	149.99	46.79	(103.20) (220.55)	149.99	140.37	(9.62) (6.85)
6515.600 - Supplies Painting	0.00	0.00	0.00	171.36	0.00	(171.36) (100.00)
6520.000 - Contracts General Maintenance	195.00	174.19	(20.81) (11.94)	828.56	522.57	(305.99) (58.55)
6520.100 - Contracts Electrical and Lighting	0.00	7.92	7.92	0.00	23.76	23.76
6520.200 - Contracts Mechanical and HVAC	0.00	31.32	31.32	0.00	93.96	93.96
6520.300 - Contracts Plumbing	0.00	134.17	134.17	0.00	402.51	402.51
6520.400 - Contracts Janitorial	108.33	111.58	3.25	1,094.99	334.74	(760.25) (227.11)
6520.500 - Contracts Landscaping	525.00	3,524.23	2,999.23	8,265.00	10,572.69	2,307.69
6525.000 - Garbage & Trash Removal	28.55	62.02	33.47	85.65	186.06	100.41
6548.000 - Snow Removal	2,155.00	0.00	(2,155.00)	2,155.00	0.00	(2,155.00) (100.00)
6570.000 - Vehicle and Maintenance Equipment Operation and Repairs	39.92	82.82	42.90	107.92	248.46	140.54
Total Operating & Maintenance Expenses	3,488.85	4,237.24	748.39	15,719.69	12,711.72	(3,007.97)
Maintenance & Repairs						
6520.501 - Contracts Tree Removal/Trimming	0.00	0.00	0.00	1,700.00	0.00	(1,700.00) (100.00)
Total Maintenance & Repairs	0.00	0.00	0.00	1,700.00	0.00	(1,700.00)
Taxes & Insurance						
6710.000 - Real Estate Taxes	264.43	41.67	(222.76) (534.58)	264.43	125.01	(139.42) (111.52)
6711.000 - Payroll Taxes (Project's Share)	4,260.14	3,144.26	(1,115.88) (35.48)	12,003.57	9,432.78	(2,570.79) (27.25)
6720.000 - Property & Liability Insurance (Hazard)	871.50	910.24	38.74	2,614.50	2,730.72	116.22
6720.200 - Vehicle & Misc Insurance	1,089.01	88.14	(1,000.87) (1,135.54)	1,247.25	264.42	(982.83) (371.69)
6723.000 - Health Insurance and Other Employee Benefits	5,593.69	5,644.34	50.65	15,860.28	16,933.02	1,072.74
6723.100 - Retirement Expenses	3,589.36	2,904.98	(684.38) (23.55)	10,597.42	8,714.94	(1,882.48) (21.60)
6723.200 - Other Employee Benefits	211.65	156.96	(54.69) (34.84)	741.69	470.88	(270.81) (57.51)
6723.400 - Life Insurance	0.00	242.36	242.36	515.50	727.08	211.58
6723.500 - Disability Insurance	0.00	207.74	207.74	403.02	623.22	220.20
Total Taxes & Insurance	15,879.78	13,340.69	(2,539.09)	44,247.66	40,022.07	(4,225.59)
Service Related Expenses						
6990.000 - Other Services Expenses	0.00	94.80	94.80	1,152.00	284.40	(867.60) (305.06)
Total Service Related Expenses	0.00	94.80	94.80	1,152.00	284.40	(867.60)
Total Operating Expenses	80,792.73	63,830.47	(16,962.26)	203,263.72	191,491.41	(11,772.31)

Bay City Housing Management Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024			
	Actual	Budget	Variance %	Actual	Budget	Variance %	
Net Operating Income (Loss)	(33,760.95)	6,500.78	(619.33)	(64,549.08)	19,502.34	(84,051.42)	(430.98)
Non-Operating Income	120,000.00	10,000.00	1,100.00	120,000.00	30,000.00	90,000.00	300.00
5991.000 - OPEB Trust Draws							
Total Non-Operating Income	120,000.00	10,000.00	1,100.00	120,000.00	30,000.00	90,000.00	300.00
Non-Operating Expenses							
Other Non-Operating Expenses							
6723.300 - Retiree Benefits - Health Care	8,349.53	8,534.59	185.06	25,527.93	25,603.77	75.84	0.29
6723.310 - Retiree Benefits - Pension	3,373.33	3,382.32	8.99	10,119.99	10,146.96	26.97	0.26
Total Other Non-Operating Expenses	11,722.86	11,916.91	194.05	35,647.92	35,750.73	102.81	0.28
Total Non-Operating Expenses	11,722.86	11,916.91	194.05	35,647.92	35,750.73	102.81	0.28
Net Income (Loss)	74,516.19	4,583.87	69,932.32	19,803.00	13,751.61	6,051.39	44.00

Bay City Housing Commission Conventional Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024				
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Income								
Rental Income								
5120.000 - Rent Revenue -- Gross Potential	2,985.00	2,770.00	215.00	7.76	8,955.00	8,310.00	645.00	7.76
Total Rental Income	2,985.00	2,770.00	215.00	7.76	8,955.00	8,310.00	645.00	7.76
Vacancy, Losses & Concessions								
5220.000 - Apartments	(785.00)	(138.50)	(646.50)	(466.78)	(2,304.00)	(415.50)	(1,888.50)	(454.51)
Total Vacancy, Losses & Concessions	(785.00)	(138.50)	(646.50)	(466.78)	(2,304.00)	(415.50)	(1,888.50)	(454.51)
Net Rental Income	2,200.00	2,631.50	(431.50)	(16.39)	6,651.00	7,894.50	(1,243.50)	(15.75)
Other Income								
5410.000 - Interest Revenue-Project Operations	17.11	35.81	(18.70)	(52.22)	53.40	107.43	(54.03)	(50.29)
5920.000 - Tenant Charges	107.96	(76.79)	184.75	240.59	471.73	(230.37)	702.10	304.77
Total Other Income	125.07	(40.98)	166.05	405.19	525.13	(122.94)	648.07	527.14
Total Income	2,325.07	2,590.52	(265.45)	(10.24)	7,176.13	7,771.56	(595.43)	(7.66)
Expenses								
Administrative Expenses								
6311.200 - Office Computer Software	13.04	11.43	(1.61)	(14.08)	38.55	34.29	(4.26)	(12.42)
6390.000 - Miscellaneous Administrative Expenses	395.82	45.39	(350.43)	(772.04)	487.46	136.17	(351.29)	(257.97)
7120.000 - Legal Expenses	0.00	0.00	0.00	0.00	68.25	0.00	(68.25)	(100.00)
Total Administrative Expenses	408.86	56.82	(352.04)	(619.57)	594.26	170.46	(423.80)	(248.62)
Utilities								
6450.000 - Electricity	32.93	0.00	(32.93)	(100.00)	100.51	0.00	(100.51)	(100.00)
6451.000 - Water	49.34	0.00	(49.34)	(100.00)	159.98	0.00	(159.98)	(100.00)
Total Utilities	82.27	0.00	(82.27)	(100.00)	260.49	0.00	(260.49)	(100.00)
Operating & Maintenance Expenses								
6515.600 - Supplies Painting	0.00	0.00	0.00	0.00	301.05	0.00	(301.05)	(100.00)
6520.000 - Contracts General Maintenance	505.00	0.00	(505.00)	(100.00)	531.00	0.00	(531.00)	(100.00)
6520.200 - Contracts Mechanical and HVAC	0.00	80.00	80.00	100.00	0.00	240.00	240.00	100.00
6520.300 - Contracts Plumbing	0.00	0.00	0.00	0.00	140.00	0.00	(140.00)	(100.00)
6520.500 - Contracts Landscaping	100.00	0.00	(100.00)	(100.00)	100.00	0.00	(100.00)	(100.00)
6525.000 - Garbage & Trash Removal	37.10	0.00	(37.10)	(100.00)	80.18	0.00	(80.18)	(100.00)
6599.000 - Causality-Insurance Deductible	0.00	0.00	0.00	0.00	393.60	0.00	(393.60)	(100.00)
Total Operating & Maintenance Expenses	642.10	80.00	(562.10)	(702.62)	1,545.83	240.00	(1,305.83)	(544.09)
Taxes & Insurance								
6720.000 - Property & Liability Insurance	93.17	111.65	18.48	16.55	279.51	334.95	55.44	16.55

Bay City Housing Commission Conventional Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024			
	Actual	Budget	Variance	%	Actual	Budget	Variance
(Hazard)							
Total Taxes & Insurance	93.17	111.65	18.48	16.55	279.51	334.95	55.44
Service Related Expenses							
6990.000 - Other Services Expenses	40.00	0.00	(40.00)	(100.00)	120.00	0.00	(120.00)
Total Service Related Expenses	40.00	0.00	(40.00)	(100.00)	120.00	0.00	(120.00)
Total Operating Expenses	1,266.40	248.47	(1,017.93)	(409.67)	2,800.09	745.41	(2,054.68)
Net Operating Income (Loss)	1,058.67	2,342.05	(1,283.38)	(54.79)	4,376.04	7,026.15	(2,650.11)
Non-Operating Expenses							
Capital Expenditures							
8400.300 - Plumbing Improvements	1,338.18	0.00	(1,338.18)	(100.00)	1,338.18	0.00	(1,338.18)
8400.600 - Flooring Replacements	7,153.00	0.00	(7,153.00)	(100.00)	7,153.00	0.00	(7,153.00)
Total Capital Expenditures	8,491.18	0.00	(8,491.18)	(100.00)	8,491.18	0.00	(8,491.18)
Total Non-Operating Expenses	8,491.18	0.00	(8,491.18)	(100.00)	8,491.18	0.00	(8,491.18)
Net Income (Loss)	(7,432.51)	2,342.05	(9,774.56)	(417.35)	(4,115.14)	7,026.15	(11,141.29)

Bay City Housing Commission Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Income						
Rental Income						
5100.000 - Public Housing Rental Income	0.00	45,146.39	(100.00)	0.00	135,439.17	(135,439.17)
5100.100 - Public Housing Operating Fund	99,124.67	61,354.91	61.55	173,402.00	184,064.73	(10,662.73)
5120.000 - Rent Revenue -- Gross Potential	65,751.00	0.00	100.00	195,106.00	0.00	195,106.00
5195.000 - Leases Less than Market	(6,818.00)	0.00	(100.00)	(19,859.00)	0.00	(19,859.00)
5196.000 - Leases in Excess of Market	1,029.00	0.00	100.00	4,391.00	0.00	4,391.00
Total Rental Income	159,086.67	106,501.30	49.37	353,040.00	319,503.90	33,536.10
Vacancy, Losses & Concessions						
5220.000 - Apartments	(595.00)	0.00	(100.00)	(1,243.00)	0.00	(1,243.00)
Total Vacancy, Losses & Concessions	(595.00)	0.00	(100.00)	(1,243.00)	0.00	(1,243.00)
Net Rental Income	158,491.67	106,501.30	48.81	351,797.00	319,503.90	32,293.10
Other Income						
5410.000 - Interest Revenue-Project Operations	100.01	3,373.38	(97.03)	321.51	10,120.14	(9,798.63)
5490.000 - Revenue from Investments -- Miscellaneous	4,473.59	0.00	100.00	15,012.82	0.00	15,012.82
5920.000 - Tenant Charges	(182.17)	1,750.05	(110.40)	5,023.70	5,250.15	(226.45)
5990.000 - Miscellaneous Revenue	0.00	325.00	(100.00)	(2.06)	975.00	(977.06)
Total Other Income	4,391.43	5,448.43	(19.40)	20,355.97	16,345.29	4,010.68
Total Income	162,883.10	111,949.73	45.49	372,152.97	335,849.19	36,303.78
Expenses						
Administrative Expenses						
6203.000 - Conventions and Meeting	0.00	139.83	100.00	15.00	419.49	404.49
6210.000 - Advertising and Marketing	65.00	160.13	59.40	195.00	480.39	285.39
6251.000 - Applicant Screening/Lease Compliance	1,827.29	375.00	(387.27)	4,476.11	1,125.00	(3,351.11)
6252.000 - Compliance Services	343.00	723.75	52.60	343.00	2,171.25	1,828.25
6310.000 - Office Salaries	14,385.43	14,037.29	(2.48)	36,817.47	42,111.87	5,294.40
6311.000 - Office Supplies and Misc Contracts	83.27	194.75	57.24	489.86	584.25	94.39
6311.100 - Office Computer Hardware and Maintenance	0.00	329.40	100.00	0.00	988.20	988.20
6311.200 - Office Computer Software	1,186.46	590.06	(101.07)	2,510.89	1,770.18	(740.71)
6311.300 - Office Telephone Expenses	446.64	517.78	13.73	1,345.15	1,553.34	208.19
6311.400 - Office Printing Expenses	165.60	218.33	24.15	685.02	654.99	(30.03)
6311.500 - Office Postage and Fees	984.14	342.66	(187.20)	1,407.96	1,027.98	(379.98)
6320.000 - Management Fee	10,768.58	10,609.31	(1.50)	32,418.50	31,827.93	(590.57)
6320.100 - Bookkeeping Fees	1,432.50	1,411.31	(1.50)	4,312.50	4,233.93	(78.57)
6320.300 - Capital Fund Management Fees	0.00	6,129.25	100.00	0.00	18,387.75	18,387.75

Bay City Housing Commission Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024				
	Actual	Budget	Variance %	Actual	Budget	Variance %		
6350.000 - Audit Expense	0.00	338.83	338.83	100.00	1,016.49	1,016.49	100.00	
6370.000 - Bad Debts Expense	0.00	2,553.41	2,553.41	100.00	7,660.23	7,761.17	101.31	
6390.000 - Miscellaneous Administrative Expenses	170.16	571.53	401.37	70.22	1,714.59	973.32	56.76	
7120.000 - Legal Expenses	0.00	856.96	856.96	100.00	2,570.88	(1,113.62)	(43.31)	
Total Administrative Expenses	31,858.07	40,099.58	8,241.51	20.55	120,298.74	30,957.45	25.73	
Utilities								
6450.000 - Electricity	170.13	247.74	77.61	31.32	743.22	(5.85)	(0.78)	
6451.000 - Water	72.88	182.37	109.49	60.03	547.11	(59.12)	(10.80)	
6452.000 - Gas	614.10	458.22	(155.88)	(34.01)	1,374.66	626.65	45.58	
Total Utilities	857.11	888.33	31.22	3.51	2,664.99	561.68	21.07	
Operating & Maintenance Expenses								
6510.000 - Payroll	18,142.71	17,729.86	(412.85)	(2.32)	43,874.39	9,315.19	17.51	
6510.050 - Payroll - Overtime	1,140.17	1,269.32	129.15	10.17	1,721.26	2,086.70	54.79	
6515.000 - Supplies General Maintenance and Tools	4,069.99	2,106.05	(1,963.94)	(93.25)	8,940.58	(2,622.43)	(41.50)	
6515.100 - Supplies Electrical and Lighting	338.24	332.11	(6.13)	(1.84)	908.89	87.44	8.77	
6515.200 - Supplies Mechanical and HVAC	1,399.80	649.42	(750.38)	(115.54)	2,354.95	(406.69)	(20.87)	
6515.300 - Supplies Plumbing	195.00	1,922.83	1,727.83	89.85	5,768.49	1,197.66	20.76	
6515.400 - Supplies Janitorial	206.81	121.62	(85.19)	(70.04)	570.61	(205.75)	(56.39)	
6515.500 - Supplies Landscaping	0.00	40.03	40.03	100.00	120.09	120.09	100.00	
6515.600 - Supplies Painting	0.00	390.63	390.63	100.00	1,171.89	(430.51)	(36.73)	
6520.000 - Contracts General Maintenance	1,925.00	1,848.08	(76.92)	(4.16)	9,950.00	5,544.24	(79.46)	
6520.100 - Contracts Electrical and Lighting	3,759.08	2,406.05	(1,353.03)	(56.23)	3,759.08	7,218.15	3,459.07	47.92
6520.200 - Contracts Mechanical and HVAC	0.00	678.02	678.02	100.00	1,619.00	2,034.06	415.06	20.40
6520.300 - Contracts Plumbing	120.00	1,087.92	967.92	88.96	1,015.00	3,263.76	2,248.76	68.90
6520.400 - Contracts Janitorial	611.67	223.17	(388.50)	(174.08)	1,045.01	669.51	(375.50)	(56.08)
6520.500 - Contracts Landscaping	1,525.00	1,401.96	(123.04)	(8.77)	8,670.00	4,205.88	(4,464.12)	(106.13)
6520.800 - Contracts Pest Control	0.00	307.40	307.40	100.00	356.26	922.20	565.94	61.36
6525.000 - Garbage & Trash Removal	678.85	310.70	(368.15)	(118.49)	1,312.94	932.10	(380.84)	(40.85)
6570.000 - Vehicle and Maintenance Equipment Operation and Repairs	520.92	797.27	276.35	34.66	1,776.78	2,391.81	615.03	25.71
6590.000 - Miscellaneous Operating & Maintenance Expenses	0.00	0.00	0.00	0.00	25.15	(25.15)	(100.00)	
Total Operating & Maintenance Expenses	34,633.24	33,622.44	(1,010.80)	(3.00)	94,073.13	100,867.32	6,794.19	6.73
Maintenance & Repairs								
6520.501 - Contracts Tree Removal/Trimming	0.00	2,916.67	2,916.67	100.00	0.00	8,750.01	100.00	
Total Maintenance & Repairs	0.00	2,916.67	2,916.67	100.00	0.00	8,750.01	100.00	
Taxes & Insurance								
6710.000 - Real Estate Taxes	5,011.97	4,780.10	(231.87)	(4.85)	15,070.65	14,340.30	(730.35)	(5.09)
6711.000 - Payroll Taxes (Project's Share)	2,464.71	2,527.29	62.58	2.47	9,217.55	7,581.87	(1,635.68)	(21.57)
6720.000 - Property & Liability Insurance	6,825.41	6,971.70	146.29	2.09	20,476.23	20,915.10	438.87	2.09

Bay City Housing Commission Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
(Hazard)						
6720.100 - Flood Insurance	281.67	292.43	10.76	845.01	877.29	32.28
6720.200 - Vehicle & Misc Insurance	6,879.07	601.83	(6,277.24)	7,959.55	1,805.49	(6,154.06)
6722.000 - Workman's Compensation	292.68	322.73	30.05	878.04	968.19	90.15
6723.000 - Health Insurance and Other Employee Benefits	10,338.72	10,893.26	554.54	31,139.59	32,679.78	1,540.19
6723.100 - Retirement Expenses	1,964.72	2,357.48	392.76	8,376.40	7,072.44	(1,303.96)
6723.200 - Other Employee Benefits	70.31	302.65	232.34	70.31	907.95	837.64
6723.400 - Life Insurance	0.00	156.52	156.52	351.40	469.56	118.16
6723.500 - Disability Insurance	0.00	288.10	288.10	531.34	864.30	332.96
Total Taxes & Insurance	34,129.26	29,494.09	(4,635.17)	94,916.07	88,482.27	(6,433.80)
Service Related Expenses						
6990.000 - Other Services Expenses	1,455.42	1,983.70	528.28	5,239.60	5,951.10	711.50
Total Service Related Expenses	1,455.42	1,983.70	528.28	5,239.60	5,951.10	711.50
Total Operating Expenses	102,933.10	109,004.81	6,071.71	285,673.40	327,014.43	41,341.03
Net Operating Income (Loss)	59,950.00	2,944.92	57,005.08	86,479.57	8,834.76	77,644.81
Non-Operating Expenses						
Capital Expenditures						
5100.200 - Public Housing Capital Fund	0.00	(61,292.52)	(61,292.52)	0.00	(183,877.56)	(183,877.56)
8400.100 - Electrical Improvements	0.00	3,333.33	3,333.33	8,735.00	9,999.99	1,264.99
8400.200 - Mechanical and HVAC Improvements	0.00	4,149.17	4,149.17	0.00	12,447.51	12,447.51
8400.300 - Plumbing Improvements	0.00	42.25	42.25	0.00	126.75	126.75
8400.400 - Appliances and Furniture - Units	0.00	0.00	0.00	2,120.00	0.00	(2,120.00)
8400.600 - Flooring Replacements	5,639.76	8,681.25	3,041.49	6,467.76	26,043.75	19,575.99
8400.800 - Appliances, Furniture, and Tools - Operations	0.00	4,455.83	4,455.83	0.00	13,367.49	13,367.49
8400.900 - General Building Improvements	15,400.00	0.00	(15,400.00)	73,293.00	0.00	(73,293.00)
Total Capital Expenditures	21,039.76	(40,630.69)	(61,670.45)	90,615.76	(121,892.07)	(212,507.83)
Other Non-Operating Expenses						
6723.300 - Retiree Benefits - Health Care	3,061.51	3,125.57	64.06	9,372.72	9,376.71	3.99
6723.310 - Retiree Benefits - Pension	1,247.67	1,238.68	(8.99)	3,743.01	3,716.04	(26.97)
Total Other Non-Operating Expenses	4,309.18	4,364.25	55.07	13,115.73	13,092.75	(22.98)
Total Non-Operating Expenses	25,348.94	(36,266.44)	(61,615.38)	103,731.49	(108,799.32)	(212,530.81)
Net Income (Loss)	34,601.06	39,211.36	(4,610.30)	(17,251.92)	117,634.08	(134,886.00)

Maloney Manor Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Income						
Rental Income						
5120.000 - Rent Revenue -- Gross Potential	38,016.00	74,087.00	(36,071.00) (48.68)	116,370.00	222,261.00	(105,891.00) (47.64)
5121.000 - Tenant Assistance Payments	36,071.00	0.00	36,071.00 100.00	105,891.00	0.00	105,891.00 100.00
5195.000 - Leases Less than Market	0.00	(1.08)	1.08 100.00	(1.00)	(3.24)	2.24 69.13
5196.000 - Leases in Excess of Market	0.00	23.83	(23.83) (100.00)	1.00	71.49	(70.49) (98.60)
5921.100 - Management Rent Adjustment	0.00	(36.08)	36.08 100.00	0.00	(108.24)	108.24 100.00
Total Rental Income	74,087.00	74,073.67	13.33 0.01	222,261.00	222,221.01	39.99 0.01
Vacancy, Losses & Concessions						
5220.000 - Apartments	(253.00)	(1,852.18)	1,599.18 86.34	(4,661.00)	(5,556.54)	895.54 16.11
5290.000 - Miscellaneous	0.00	106.61	(106.61) (100.00)	475.88	319.83	156.05 48.79
Total Vacancy, Losses & Concessions	(253.00)	(1,745.57)	1,492.57 85.50	(4,185.12)	(5,236.71)	1,051.59 20.08
Net Rental Income	73,834.00	72,328.10	1,505.90 2.08	218,075.88	216,984.30	1,091.58 0.50
Other Income						
5410.000 - Interest Revenue-Project Operations	6.91	7.45	(0.54) (7.24)	22.04	22.35	(0.31) (1.38)
5910.000 - Laundry and Vending Revenue	0.00	811.58	(811.58) (100.00)	1,068.66	2,434.74	(1,366.08) (56.10)
5915.000 - Rooftop Revenue	1,890.68	1,868.85	21.83 1.16	5,770.38	5,606.55	163.83 2.92
5920.000 - Tenant Charges	1,088.99	2,196.70	(1,107.71) (50.42)	760.49	6,590.10	(5,829.61) (88.46)
Total Other Income	2,986.58	4,884.58	(1,898.00) (38.85)	7,621.57	14,653.74	(7,032.17) (47.98)
Total Income	76,820.58	77,212.68	(392.10) (0.50)	225,697.45	231,638.04	(5,940.59) (2.56)
Expenses						
Administrative Expenses						
6203.000 - Conventions and Meeting	0.00	165.83	165.83 100.00	15.00	497.49	482.49 96.98
6210.000 - Advertising and Marketing	65.00	139.13	74.13 53.28	195.00	417.39	222.39 53.28
6251.000 - Applicant Screening/Lease Compliance	0.00	250.00	250.00 100.00	3,814.70	750.00	(3,064.70) (408.62)
6252.000 - Compliance Services	263.00	423.75	160.75 37.93	1,004.28	1,271.25	266.97 21.00
6310.000 - Office Salaries	9,808.32	8,187.90	(1,620.42) (19.79)	22,927.99	24,563.70	1,635.71 6.65
6310.400 - Office Other Employee Benefits	0.00	(2.78)	(2.78) (100.00)	0.00	(8.34)	(8.34) (100.00)
6311.000 - Office Supplies and Misc Contracts	474.31	179.22	(295.09) (164.65)	474.31	537.66	63.35 11.78
6311.100 - Office Computer Hardware and Maintenance	0.00	587.51	587.51 100.00	0.00	1,762.53	1,762.53 100.00
6311.200 - Office Computer Software	703.12	365.53	(337.59) (92.35)	2,439.54	1,096.59	(1,342.95) (122.46)
6311.300 - Office Telephone Expenses	461.65	473.74	12.09 2.55	1,388.00	1,421.22	33.22 2.33
6311.400 - Office Printing Expenses	165.60	218.33	52.73 24.15	499.46	654.99	155.53 23.74
6311.500 - Office Postage and Fees	(15.86)	71.00	86.86 122.33	43.19	213.00	169.81 79.72
6320.000 - Management Fee	6,035.70	6,880.09	844.39 12.27	17,964.73	20,640.27	2,675.54 12.96
6340.000 - Legal Expense - Project	0.00	7.59	7.59 100.00	0.00	22.77	22.77 100.00

Maloney Manor Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024			
	Actual	Budget	Variance %	Actual	Budget	Variance %	
6350.000 - Audit Expense	0.00	239.58	239.58	0.00	718.74	718.74	100.00
6370.000 - Bad Debts Expense	0.00	500.00	500.00	0.00	1,500.00	1,500.00	100.00
6390.000 - Miscellaneous Administrative Expenses	136.48	292.78	156.30	932.89	878.34	(54.55)	(6.21)
7120.000 - Legal Expenses	0.00	510.72	510.72	380.25	1,532.16	1,151.91	75.18
Total Administrative Expenses	18,097.32	19,489.92	1,392.60	52,079.34	58,469.76	6,390.42	10.92
Utilities							
6450.000 - Electricity	5,029.05	5,774.15	745.10	16,515.44	17,322.45	807.01	4.65
6451.000 - Water	6,462.76	4,831.61	(1,631.15)	19,363.36	14,494.83	(4,868.53)	(33.58)
6452.000 - Gas	2,942.65	2,428.77	(513.88)	4,321.95	7,286.31	2,964.36	40.68
Total Utilities	14,434.46	13,034.53	(1,399.93)	40,200.75	39,103.59	(1,097.16)	(2.80)
Operating & Maintenance Expenses							
6510.000 - Payroll	7,118.37	7,764.27	645.90	21,314.17	23,292.81	1,978.64	8.49
6510.050 - Payroll - Overtime	1,018.98	545.34	(473.64)	1,218.04	1,636.02	417.98	25.54
6510.400 - Maintenance Other Employee Benefits	0.00	0.00	0.00	232.00	0.00	(232.00)	(100.00)
6515.000 - Supplies General Maintenance and Tools	1,544.41	668.31	(876.10)	1,772.49	2,004.93	232.44	11.59
6515.100 - Supplies Electrical and Lighting	108.93	91.93	(17.00)	319.10	275.79	(43.31)	(15.70)
6515.200 - Supplies Mechanical and HVAC	0.00	113.92	113.92	0.00	341.76	341.76	100.00
6515.300 - Supplies Plumbing	0.00	473.78	473.78	231.90	1,421.34	1,189.44	83.68
6515.400 - Supplies Janitorial	68.23	214.00	145.77	1,326.16	642.00	(684.16)	(106.56)
6515.500 - Supplies Landscaping	0.00	111.48	111.48	0.00	334.44	334.44	100.00
6515.600 - Supplies Painting	0.00	254.74	254.74	0.00	764.22	764.22	100.00
6520.000 - Contracts General Maintenance	374.92	567.11	192.19	692.57	1,701.33	1,008.76	59.29
6520.100 - Contracts Electrical and Lighting	0.00	551.81	551.81	10.90	1,655.43	1,644.53	99.34
6520.200 - Contracts Mechanical and HVAC	110.00	695.11	585.11	810.00	2,085.33	1,275.33	61.15
6520.300 - Contracts Plumbing	0.00	278.84	278.84	34.80	836.52	801.72	95.83
6520.400 - Contracts Janitorial	1,280.00	1,318.40	38.40	3,840.00	3,955.20	115.20	2.91
6520.500 - Contracts Landscaping	150.00	697.08	547.08	1,375.00	2,091.24	716.24	34.24
6520.700 - Contracts Elevator	0.00	841.96	841.96	0.00	2,525.88	2,525.88	100.00
6520.800 - Contracts Pest Control	1,662.50	927.53	(734.97)	5,707.50	2,782.59	(2,924.91)	(105.11)
6525.000 - Garbage & Trash Removal	763.70	739.72	(23.98)	2,518.60	2,219.16	(299.44)	(13.49)
6570.000 - Vehicle and Maintenance Equipment Operation and Repairs	68.06	221.58	153.52	1,040.25	664.74	(375.51)	(56.48)
Total Operating & Maintenance Expenses	14,268.10	17,076.91	2,808.81	42,443.48	51,230.73	8,787.25	17.15
Taxes & Insurance							
6710.000 - Real Estate Taxes	1,991.23	2,102.47	111.24	6,103.66	6,307.41	203.75	3.23
6711.000 - Payroll Taxes (Project's Share)	1,281.86	1,262.06	(19.80)	4,158.80	3,786.18	(372.62)	(9.84)
6720.000 - Property & Liability Insurance (Hazard)	2,771.75	2,855.18	83.43	8,315.25	8,565.54	250.29	2.92
6720.200 - Vehicle & Misc Insurance	1,246.08	50.23	(1,195.85)	1,336.26	150.69	(1,185.57)	(786.76)
6722.000 - Workman's Compensation	171.36	189.12	17.76	514.08	567.36	53.28	9.39

Maloney Manor Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
6723.000 - Health Insurance and Other Employee Benefits	5,383.73	5,177.87	(205.86) (3.97)	17,448.33	15,533.61	(1,914.72) (12.32)
6723.100 - Retirement Expenses	1,033.82	1,402.29	368.47 26.27	4,140.84	4,206.87	66.03 1.56
6723.200 - Other Employee Benefits	41.01	128.29	87.28 68.03	638.25	384.87	(253.38) (65.83)
6723.400 - Life Insurance	0.00	87.00	87.00 100.00	161.78	261.00	99.22 38.01
6723.500 - Disability Insurance	0.00	134.80	134.80 100.00	297.25	404.40	107.15 26.49
Total Taxes & Insurance	13,920.84	13,389.31	(531.53) (3.96)	43,114.50	40,167.93	(2,946.57) (7.33)
Service Related Expenses						
6990.000 - Other Services Expenses	1,201.32	480.45	(720.87) (150.04)	3,052.36	1,441.35	(1,611.01) (111.77)
Total Service Related Expenses	1,201.32	480.45	(720.87) (150.04)	3,052.36	1,441.35	(1,611.01) (111.77)
Total Operating Expenses	61,922.04	63,471.12	1,549.08 2.44	180,890.43	190,413.36	9,522.93 5.00
Net Operating Income (Loss)	14,898.54	13,741.56	1,156.98 8.41	44,807.02	41,224.68	3,582.34 8.68
Non-Operating Expenses						
Capital Expenditures						
5440.000 - Revenue from Investments -- Replacement Reserve	(2,406.94)	(1,553.80)	853.14 54.90	(6,516.14)	(4,661.40)	1,854.74 39.78
8000.000 - Replacement Reserve Deposits	11,453.47	11,453.47	0.00 0.00	34,360.41	34,360.41	0.00 0.00
8100.000 - Replacement Reserve Withdrawals	0.00	(7,632.23)	(7,632.23) (100.00)	0.00	(22,896.69)	(22,896.69) (100.00)
8400.500 - Landscaping Improvements	0.00	282.22	282.22 100.00	0.00	846.66	846.66 100.00
8400.600 - Flooring Replacements	0.00	5,266.67	5,266.67 100.00	7,762.00	15,800.01	8,038.01 50.87
8400.700 - Elevator Upgrades and Improvements	0.00	1,250.00	1,250.00 100.00	0.00	3,750.00	3,750.00 100.00
8400.900 - General Building Improvements	0.00	833.33	833.33 100.00	295.00	2,499.99	2,204.99 88.19
Total Capital Expenditures	9,046.53	9,899.66	853.13 8.61	35,901.27	29,698.98	(6,202.29) (20.88)
Total Non-Operating Expenses	9,046.53	9,899.66	853.13 8.61	35,901.27	29,698.98	(6,202.29) (20.88)
Net Income (Loss)	5,852.01	3,841.90	2,010.11 52.32	8,905.75	11,525.70	(2,619.95) (22.73)

Pine Towers Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Income						
Rental Income						
5120.000 - Rent Revenue -- Gross Potential	41,652.00	78,391.00	(36,739.00) (46.86)	123,876.00	235,173.00	(111,297.00) (47.32)
5121.000 - Tenant Assistance Payments	36,739.00	0.00	36,739.00 100.00	111,297.00	0.00	111,297.00 100.00
5195.000 - Leases Less than Market	(68.00)	(0.42)	(67.58) (16,090.47)	(204.00)	(1.26)	(202.74) (16,090.47)
5196.000 - Leases in Excess of Market	0.00	21.17	(21.17) (100.00)	0.00	63.51	(63.51) (100.00)
Total Rental Income	78,323.00	78,411.75	(88.75) (0.11)	234,969.00	235,235.25	(266.25) (0.11)
Vacancy, Losses & Concessions						
5220.000 - Apartments	(2,544.00)	(1,959.78)	(584.22) (29.81)	(4,325.00)	(5,879.34)	1,554.34 26.43
5290.000 - Miscellaneous	0.00	70.68	(70.68) (100.00)	492.32	212.04	280.28 132.18
Total Vacancy, Losses & Concessions	(2,544.00)	(1,889.10)	(654.90) (34.66)	(3,832.68)	(5,667.30)	1,834.62 32.37
Net Rental Income	75,779.00	76,522.65	(743.65) (0.97)	231,136.32	229,567.95	1,568.37 0.68
Other Income						
5410.000 - Interest Revenue-Project Operations	8.17	9.52	(1.35) (14.18)	26.15	28.56	(2.41) (8.43)
5910.000 - Laundry and Vending Revenue	894.08	835.56	58.52 7.00	1,984.33	2,506.68	(522.35) (20.83)
5915.000 - Rooftop Revenue	3,854.80	3,117.51	737.29 23.64	12,536.58	9,352.53	3,184.05 34.04
5920.000 - Tenant Charges	915.00	1,038.40	(123.40) (11.88)	2,823.00	3,115.20	(292.20) (9.37)
Total Other Income	5,672.05	5,000.99	671.06 13.41	17,370.06	15,002.97	2,367.09 15.77
Total Income	81,451.05	81,523.64	(72.59) (0.08)	248,506.38	244,570.92	3,935.46 1.60
Expenses						
Administrative Expenses						
6203.000 - Conventions and Meeting	0.00	168.93	168.93 100.00	15.00	506.79	491.79 97.04
6210.000 - Advertising and Marketing	65.00	139.13	74.13 53.28	195.00	417.39	222.39 53.28
6251.000 - Applicant Screening/Lease Compliance	0.00	250.00	250.00 100.00	4,513.15	750.00	(3,763.15) (501.75)
6252.000 - Compliance Services	265.00	431.25	166.25 38.55	265.00	1,293.75	1,028.75 79.51
6310.000 - Office Salaries	8,878.61	8,641.38	(237.23) (2.74)	22,499.92	25,924.14	3,424.22 13.20
6311.000 - Office Supplies and Misc Contracts	173.27	100.63	(72.64) (72.18)	173.27	301.89	128.62 42.60
6311.100 - Office Computer Hardware and Maintenance	0.00	295.86	295.86 100.00	0.00	887.58	887.58 100.00
6311.200 - Office Computer Software	681.52	370.03	(311.49) (84.17)	1,527.70	1,110.09	(417.61) (37.61)
6311.300 - Office Telephone Expenses	507.79	510.08	2.29 0.44	1,501.49	1,530.24	28.75 1.87
6311.400 - Office Printing Expenses	165.60	218.33	52.73 24.15	458.23	654.99	196.76 30.04
6311.500 - Office Postage and Fees	(15.86)	79.40	95.26 119.97	43.19	238.20	195.01 81.86
6320.000 - Management Fee	6,675.15	7,014.62	339.47 4.83	21,057.74	21,043.86	(13.88) (0.06)
6350.000 - Audit Expense	0.00	239.58	239.58 100.00	0.00	718.74	718.74 100.00
6370.000 - Bad Debts Expense	0.00	455.77	455.77 100.00	0.00	1,367.31	1,367.31 100.00
6390.000 - Miscellaneous Administrative Expenses	798.95	212.95	(586.00) (275.18)	1,043.44	638.85	(404.59) (63.33)

Pine Towers Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024			
	Actual	Budget	Variance %	Actual	Budget	Variance %	
penses	0.00	266.02	266.02	292.50	798.06	505.56	63.34
Total Administrative Expenses	18,195.03	19,393.96	1,198.93	53,585.63	58,181.88	4,596.25	7.89
Utilities							
6450.000 - Electricity	6,160.87	6,710.89	550.02	19,234.70	20,132.67	897.97	4.46
6451.000 - Water	4,593.76	4,973.32	379.56	14,018.02	14,919.96	901.94	6.04
6452.000 - Gas	2,888.13	2,195.89	(692.24)	4,094.74	6,587.67	2,492.93	37.84
Total Utilities	13,642.76	13,880.10	237.34	37,347.46	41,640.30	4,292.84	10.30
Operating & Maintenance Expenses							
6510.000 - Payroll	9,610.53	8,538.42	(1,072.11)	21,040.12	25,615.26	4,575.14	17.86
6510.050 - Payroll - Overtime	978.51	606.89	(371.62)	1,273.13	1,820.67	547.54	30.07
6515.000 - Supplies General Maintenance and Tools	1,626.14	757.58	(868.56)	3,664.63	2,272.74	(1,391.89)	(61.24)
6515.100 - Supplies Electrical and Lighting	320.64	350.47	29.83	444.92	1,051.41	606.49	57.68
6515.200 - Supplies Mechanical and HVAC	0.00	286.14	286.14	0.00	858.42	858.42	100.00
6515.300 - Supplies Plumbing	188.53	456.74	268.21	1,521.69	1,370.22	(151.47)	(11.05)
6515.400 - Supplies Janitorial	637.52	336.93	(300.59)	772.39	1,010.79	238.40	23.58
6515.500 - Supplies Landscaping	464.50	107.92	(356.58)	464.50	323.76	(140.74)	(43.47)
6515.600 - Supplies Painting	0.00	136.82	136.82	1,273.53	410.46	(863.07)	(210.26)
6520.000 - Contracts General Maintenance	236.49	415.16	178.67	443.49	1,245.48	801.99	64.39
6520.100 - Contracts Electrical and Lighting	0.00	628.97	628.97	0.00	1,886.91	1,886.91	100.00
6520.200 - Contracts Mechanical and HVAC	733.00	429.52	(303.48)	1,233.00	1,288.56	55.56	4.31
6520.300 - Contracts Plumbing	120.00	228.75	108.75	120.00	686.25	566.25	82.51
6520.400 - Contracts Janitorial	1,494.00	1,538.82	44.82	4,592.00	4,616.46	24.46	0.52
6520.500 - Contracts Landscaping	150.00	55.64	(94.36)	150.00	166.92	16.92	10.13
6520.700 - Contracts Elevator	0.00	568.42	568.42	0.00	1,705.26	1,705.26	100.00
6520.800 - Contracts Pest Control	1,122.00	1,002.53	(119.47)	2,466.00	3,007.59	541.59	18.00
6525.000 - Garbage & Trash Removal	696.31	665.62	(30.69)	2,316.43	1,996.86	(319.57)	(16.00)
6570.000 - Vehicle and Maintenance Equipment Operation and Repairs	1,238.35	158.88	(1,079.47)	1,999.55	476.64	(1,522.91)	(319.50)
6590.000 - Miscellaneous Operating & Maintenance Expenses	500.00	0.00	(500.00)	500.00	0.00	(500.00)	(100.00)
Total Operating & Maintenance Expenses	20,116.52	17,270.22	(2,846.30)	44,275.38	51,810.66	7,535.28	14.54
Taxes & Insurance							
6710.000 - Real Estate Taxes	2,167.81	2,140.18	(27.63)	6,999.16	6,420.54	(578.62)	(9.01)
6711.000 - Payroll Taxes (Project's Share)	1,406.12	1,360.68	(45.44)	5,050.67	4,082.04	(968.63)	(23.72)
6720.000 - Property & Liability Insurance (Hazard)	3,286.08	3,378.75	92.67	9,858.24	10,136.25	278.01	2.74
6720.200 - Vehicle & Misc Insurance	883.83	59.71	(824.12)	991.03	179.13	(811.90)	(453.24)
6722.000 - Workman's Compensation	174.40	192.23	17.83	523.20	576.69	53.49	9.27
6723.000 - Health Insurance and Other Employee Benefits	4,711.32	4,738.97	27.65	13,297.67	14,216.91	919.24	6.46
6723.100 - Retirement Expenses	1,229.40	1,511.87	282.47	5,324.91	4,535.61	(789.30)	(17.40)

Pine Towers Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024				
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
6723.200 - Other Employee Benefits	41.01	169.77	128.76	75.84	41.01	509.31	468.30	91.94
6723.400 - Life Insurance	0.00	88.53	88.53	100.00	201.84	265.59	63.75	24.00
6723.500 - Disability Insurance	0.00	145.05	145.05	100.00	299.62	435.15	135.53	31.14
Total Taxes & Insurance	13,899.97	13,785.74	(114.23)	(0.82)	42,587.35	41,357.22	(1,230.13)	(2.97)
Service Related Expenses								
6990.000 - Other Services Expenses	342.92	362.17	19.25	5.31	1,028.76	1,086.51	57.75	5.31
Total Service Related Expenses	342.92	362.17	19.25	5.31	1,028.76	1,086.51	57.75	5.31
Total Operating Expenses	66,197.20	64,692.19	(1,505.01)	(2.32)	178,824.58	194,076.57	15,251.99	7.85
Net Operating Income (Loss)	15,253.85	16,831.45	(1,577.60)	(9.37)	69,681.80	50,494.35	19,187.45	37.99
Non-Operating Expenses								
Capital Expenditures								
5440.000 - Revenue from Investments -- Re- placement Reserve	(2,335.43)	(1,361.78)	973.65	71.49	(8,595.79)	(4,085.34)	4,510.45	110.40
8000.000 - Replacement Reserve Deposits	11,656.17	11,656.17	0.00	0.00	34,968.51	34,968.51	0.00	0.00
8100.000 - Replacement Reserve Withdrawals	0.00	(36,684.59)	(36,684.59)	(100.00)	0.00	(110,053.77)	(110,053.77)	(100.00)
8400.300 - Plumbing Improvements	0.00	117.92	117.92	100.00	0.00	353.76	353.76	100.00
8400.600 - Flooring Replacements	2,970.00	1,100.00	(1,870.00)	(170.00)	6,278.00	3,300.00	(2,978.00)	(90.24)
8400.700 - Elevator Upgrades and Improve- ments	0.00	33,333.33	33,333.33	100.00	0.00	99,999.99	99,999.99	100.00
8400.800 - Appliances, Furniture, and Tools - Operations	0.00	466.67	466.67	100.00	0.00	1,400.01	1,400.01	100.00
8400.900 - General Building Improvements	5,350.00	1,666.67	(3,683.33)	(220.99)	40,270.00	5,000.01	(35,269.99)	(705.39)
Total Capital Expenditures	17,640.74	10,294.39	(7,346.35)	(71.36)	72,920.72	30,883.17	(42,037.55)	(136.11)
Other Non-Operating Expenses								
6723.300 - Retiree Benefits - Health Care	0.00	125.00	125.00	100.00	0.00	375.00	375.00	100.00
Total Other Non-Operating Expenses	0.00	125.00	125.00	100.00	0.00	375.00	375.00	100.00
Total Non-Operating Expenses	17,640.74	10,419.39	(7,221.35)	(69.30)	72,920.72	31,258.17	(41,662.55)	(133.28)
Net Income (Loss)	(2,386.89)	6,412.06	(8,798.95)	(137.22)	(3,238.92)	19,236.18	(22,475.10)	(116.83)

Smith Manor Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Income						
Rental Income						
5120.000 - Rent Revenue -- Gross Potential	47,237.00	93,500.00	(46,263.00) (49.47)	139,765.00	280,500.00	(140,735.00) (50.17)
5121.000 - Tenant Assistance Payments	46,263.00	0.00	46,263.00 100.00	140,735.00	0.00	140,735.00 100.00
5195.000 - Leases Less than Market	(1.00)	(2.42)	1.42 58.67	(35.00)	(7.26)	(27.74) (382.09)
5196.000 - Leases in Excess of Market	1.00	6.33	(5.33) (84.20)	332.00	18.99	313.01 1,648.28
5921.100 - Management Rent Adjustment	0.00	(56.67)	56.67 100.00	151.00	(170.01)	321.01 188.81
Total Rental Income	93,500.00	93,447.24	52.76 0.05	280,948.00	280,341.72	606.28 0.21
Vacancy, Losses & Concessions						
5220.000 - Apartments	(2,115.00)	(2,337.50)	222.50 9.51	(3,719.00)	(7,012.50)	3,293.50 46.96
5290.000 - Miscellaneous	0.00	127.88	(127.88) (100.00)	756.90	383.64	373.26 97.29
Total Vacancy, Losses & Concessions	(2,115.00)	(2,209.62)	94.62 4.28	(2,962.10)	(6,628.86)	3,666.76 55.31
Net Rental Income	91,385.00	91,237.62	147.38 0.16	277,985.90	273,712.86	4,273.04 1.56
Other Income						
5410.000 - Interest Revenue-Project Operations	7.84	8.73	(0.89) (10.19)	25.17	26.19	(1.02) (3.89)
5910.000 - Laundry and Vending Revenue	1,251.20	1,077.00	174.20 16.17	3,109.51	3,231.00	(121.49) (3.76)
5920.000 - Tenant Charges	1,734.00	1,747.57	(13.57) (0.77)	4,577.50	5,242.71	(665.21) (12.68)
5990.000 - Miscellaneous Revenue	0.00	0.58	(0.58) (100.00)	(1.00)	1.74	(2.74) (157.47)
Total Other Income	2,993.04	2,833.88	159.16 5.61	7,711.18	8,501.64	(790.46) (9.29)
Total Income	94,378.04	94,071.50	306.54 0.32	285,697.08	282,214.50	3,482.58 1.23
Expenses						
Administrative Expenses						
6203.000 - Conventions and Meeting	0.00	172.08	172.08 100.00	15.00	516.24	501.24 97.09
6210.000 - Advertising and Marketing	65.00	139.13	74.13 53.28	195.00	417.39	222.39 53.28
6251.000 - Applicant Screening/Lease Compliance	0.00	250.00	250.00 100.00	4,077.50	750.00	(3,327.50) (443.66)
6252.000 - Compliance Services	291.00	528.75	237.75 44.96	1,215.96	1,586.25	370.29 23.34
6310.000 - Office Salaries	9,120.50	8,894.23	226.27 (2.54)	23,103.88	26,682.69	3,578.81 13.41
6310.400 - Office Other Employee Benefits	0.00	50.00	50.00 100.00	0.00	150.00	150.00 100.00
6311.000 - Office Supplies and Misc Contracts	0.00	244.41	244.41 100.00	205.53	733.23	527.70 71.96
6311.100 - Office Computer Hardware and Maintenance	333.98	587.66	253.68 43.16	333.98	1,762.98	1,429.00 81.05
6311.200 - Office Computer Software	1,055.77	431.50	(624.27) (144.67)	2,913.89	1,294.50	(1,619.39) (125.09)
6311.300 - Office Telephone Expenses	476.93	283.39	(193.54) (68.29)	1,434.62	850.17	(584.45) (68.74)
6311.400 - Office Printing Expenses	165.60	218.33	52.73 24.15	447.92	654.99	207.07 31.61
6311.500 - Office Postage and Fees	(15.86)	63.42	79.28 125.00	43.19	190.26	147.07 77.29
6320.000 - Management Fee	8,192.20	8,606.21	414.01 4.81	26,106.50	25,818.63	(287.87) (1.11)
6350.000 - Audit Expense	0.00	239.58	239.58 100.00	0.00	718.74	718.74 100.00

Smith Manor Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024			
	Actual	Budget	Variance %	Actual	Budget	Variance %	
6370.000 - Bad Debts Expense	0.00	578.05	578.05	0.00	1,734.15	1,734.15	100.00
6390.000 - Miscellaneous Administrative Expenses	155.06	286.62	131.56	403.12	859.86	456.74	53.11
7120.000 - Legal Expenses	0.00	127.13	127.13	78.00	381.39	303.39	79.54
Total Administrative Expenses	19,840.18	21,700.49	1,860.31	60,574.09	65,101.47	4,527.38	6.95
Utilities							
6450.000 - Electricity	6,198.46	6,923.03	724.57	20,173.77	20,769.09	595.32	2.86
6451.000 - Water	5,342.74	5,646.23	303.49	15,704.26	16,938.69	1,234.43	7.28
6452.000 - Gas	4,266.54	3,569.09	(697.45)	6,721.24	10,707.27	3,986.03	37.22
Total Utilities	15,807.74	16,138.35	330.61	42,599.27	48,415.05	5,815.78	12.01
Operating & Maintenance Expenses							
6510.000 - Payroll	9,498.01	8,313.18	(1,184.83)	19,993.69	24,939.54	4,945.85	19.83
6510.050 - Payroll - Overtime	505.30	605.54	100.24	922.92	1,816.62	893.70	49.19
6515.000 - Supplies General Maintenance and Tools	1,139.90	467.60	(672.30)	2,140.24	1,402.80	(737.44)	(52.56)
6515.100 - Supplies Electrical and Lighting	85.57	205.05	119.48	637.78	615.15	(22.63)	(3.67)
6515.200 - Supplies Mechanical and HVAC	242.07	256.99	14.92	551.27	770.97	219.70	28.49
6515.300 - Supplies Plumbing	0.00	374.28	374.28	307.32	1,122.84	815.52	72.63
6515.400 - Supplies Janitorial	459.57	272.16	(187.41)	1,125.15	816.48	(308.67)	(37.80)
6515.500 - Supplies Landscaping	0.00	225.93	225.93	636.50	677.79	41.29	6.09
6515.600 - Supplies Painting	63.95	514.07	450.12	1,044.23	1,542.21	497.98	32.29
6520.000 - Contracts General Maintenance	351.69	339.06	(12.63)	351.69	1,017.18	665.49	65.42
6520.100 - Contracts Electrical and Lighting	0.00	411.53	411.53	38.58	1,234.59	1,196.01	96.87
6520.200 - Contracts Mechanical and HVAC	110.00	889.37	779.37	809.20	2,668.11	1,858.91	69.67
6520.300 - Contracts Plumbing	0.00	442.45	442.45	685.00	1,327.35	642.35	48.39
6520.400 - Contracts Janitorial	1,457.00	1,545.73	88.73	2,914.00	4,637.19	1,723.19	37.16
6520.500 - Contracts Landscaping	150.00	614.58	464.58	2,250.00	1,843.74	(406.26)	(22.03)
6520.700 - Contracts Elevator	3,360.00	674.92	(2,685.08)	3,360.00	2,024.76	(1,335.24)	(65.94)
6520.800 - Contracts Pest Control	947.50	1,056.79	109.29	2,842.50	3,170.37	327.87	10.34
6525.000 - Garbage & Trash Removal	1,068.43	1,107.39	38.96	3,432.79	3,322.17	(110.62)	(3.32)
6570.000 - Vehicle and Maintenance Equipment Operation and Repairs	12.00	292.41	280.41	101.39	877.23	775.84	88.44
Total Operating & Maintenance Expenses	19,450.99	18,609.03	(841.96)	44,144.25	55,827.09	11,682.84	20.92
Taxes & Insurance							
6710.000 - Real Estate Taxes	2,502.15	2,452.33	(49.82)	8,001.60	7,356.99	(644.61)	(8.76)
6711.000 - Payroll Taxes (Project's Share)	1,314.75	1,362.69	47.94	4,993.62	4,088.07	(905.55)	(22.15)
6720.000 - Property & Liability Insurance (Hazard)	3,440.42	3,545.27	104.85	10,321.26	10,635.81	314.55	2.95
6720.200 - Vehicle & Misc Insurance	1,175.45	69.18	(1,106.27)	1,299.65	207.54	(1,092.11)	(526.21)
6722.000 - Workman's Compensation	210.79	232.05	21.26	632.37	696.15	63.78	9.16
6723.000 - Health Insurance and Other Employee Benefits	5,835.47	6,300.44	464.97	16,502.05	18,901.32	2,399.27	12.69
6723.100 - Retirement Expenses	1,246.27	1,514.10	267.83	5,373.98	4,542.30	(831.68)	(18.30)

Smith Manor Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024				
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
6723.200 - Other Employee Benefits	52.73	163.67	110.94	67.78	635.80	491.01	(144.79)	(29.48)
6723.400 - Life Insurance	0.00	91.10	91.10	100.00	206.22	273.30	67.08	24.54
6723.500 - Disability Insurance	0.00	136.74	136.74	100.00	297.84	410.22	112.38	27.39
Total Taxes & Insurance	15,778.03	15,867.57	89.54	0.56	48,264.39	47,602.71	(661.68)	(1.39)
Service Related Expenses								
6990.000 - Other Services Expenses	485.21	483.01	(2.20)	(0.45)	2,082.71	1,449.03	(633.68)	(43.73)
Total Service Related Expenses	485.21	483.01	(2.20)	(0.45)	2,082.71	1,449.03	(633.68)	(43.73)
Total Operating Expenses	71,362.15	72,798.45	1,436.30	1.97	197,664.71	218,395.35	20,730.64	9.49
Net Operating Income (Loss)	23,015.89	21,273.05	1,742.84	8.19	88,032.37	63,819.15	24,213.22	37.94
Non-Operating Expenses								
Capital Expenditures								
5440.000 - Revenue from Investments -- Re- placement Reserve	(3,165.22)	(1,441.02)	1,724.20	119.65	(12,219.76)	(4,323.06)	7,896.70	182.66
8000.000 - Replacement Reserve Deposits	14,291.49	14,291.49	0.00	0.00	42,874.47	42,874.47	0.00	0.00
8100.000 - Replacement Reserve Withdrawals	0.00	(5,601.75)	(5,601.75)	(100.00)	0.00	(16,805.25)	(16,805.25)	(100.00)
8400.300 - Plumbing Improvements	0.00	25.00	25.00	100.00	0.00	75.00	75.00	100.00
8400.400 - Appliances and Furniture - Units	0.00	160.08	160.08	100.00	0.00	480.24	480.24	100.00
8400.600 - Flooring Replacements	12,732.00	2,500.00	(10,232.00)	(409.28)	18,456.00	7,500.00	(10,956.00)	(146.08)
8400.700 - Elevator Upgrades and Improve- ments	0.00	1,250.00	1,250.00	100.00	0.00	3,750.00	3,750.00	100.00
8400.900 - General Building Improvements	700.00	1,666.67	966.67	58.00	29,697.00	5,000.01	(24,696.99)	(493.93)
8400.901 - General Building Improvements - YE to Income Statement	0.00	0.00	0.00	0.00	350.00	0.00	(350.00)	(100.00)
Total Capital Expenditures	24,558.27	12,850.47	(11,707.80)	(91.10)	79,157.71	38,551.41	(40,606.30)	(105.33)
Total Non-Operating Expenses	24,558.27	12,850.47	(11,707.80)	(91.10)	79,157.71	38,551.41	(40,606.30)	(105.33)
Net Income (Loss)	(1,542.38)	8,422.58	(9,964.96)	(118.31)	8,874.66	25,267.74	(16,393.08)	(64.87)

Maplewood Manor (LIHTC) Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Income						
Rental Income						
5120.000 - Rent Revenue -- Gross Potential	56,062.00	145,021.00	(88,959.00) (61.34)	669,589.00	1,740,252.00	(1,070,663.00) (61.52)
5121.000 - Tenant Assistance Payments	91,173.00	0.00	91,173.00 100.00	1,070,663.00	0.00	1,070,663.00 100.00
5195.000 - Leases Less than Market	(1.00)	(117.17)	116.17 99.14	(4.00)	(1,406.04)	1,402.04 99.71
5196.000 - Leases in Excess of Market	31.00	0.33	30.67 9,293.93	307.00	3.96	303.04 7,652.52
5921.100 - Management Rent Adjustment	0.00	0.00	0.00 0.00	(190.00)	0.00	(190.00) (100.00)
Total Rental Income	147,265.00	144,904.16	2,360.84 1.62	1,740,365.00	1,738,849.92	1,515.08 0.08
Vacancy, Losses & Concessions						
5220.000 - Apartments	(1,262.00)	(3,625.53)	2,363.53 65.19	(14,756.00)	(43,506.36)	28,750.36 66.08
5290.000 - Miscellaneous	0.00	13.82	(13.82) (100.00)	1,440.70	165.84	1,274.86 768.72
Total Vacancy, Losses & Concessions	(1,262.00)	(3,611.71)	2,349.71 65.05	(13,315.30)	(43,340.52)	30,025.22 69.27
Net Rental Income	146,003.00	141,292.45	4,710.55 3.33	1,727,049.70	1,695,509.40	31,540.30 1.86
Other Income						
5410.000 - Interest Revenue-Project Operations	0.00	0.00	0.00 0.00	8,502.30	0.00	8,502.30 100.00
5910.000 - Laundry and Vending Revenue	1,157.78	1,081.19	76.59 7.08	12,111.86	12,974.28	(862.42) (6.64)
5915.000 - Rooftop Revenue	6,643.82	4,166.67	2,477.15 59.45	66,565.62	50,000.04	16,565.58 33.13
5920.000 - Tenant Charges	1,375.55	781.51	594.04 76.01	9,897.95	9,378.12	519.83 5.54
Total Other Income	9,177.15	6,029.37	3,147.78 52.20	97,077.73	72,352.44	24,725.29 34.17
Total Income	155,180.15	147,321.82	7,858.33 5.33	1,824,127.43	1,767,861.84	56,265.59 3.18
Expenses						
Administrative Expenses						
6203.000 - Conventions and Meeting	0.00	80.97	80.97 100.00	2,747.78	971.64	(1,776.14) (182.79)
6210.000 - Advertising and Marketing	65.00	113.65	48.65 42.80	1,536.90	1,363.80	(173.10) (12.69)
6251.000 - Applicant Screening/Lease Compliance	0.00	0.00	0.00 0.00	1,036.48	0.00	(1,036.48) (100.00)
6252.000 - Compliance Services	308.00	0.00	(308.00) (100.00)	308.00	0.00	(308.00) (100.00)
6310.000 - Office Salaries	9,480.53	9,017.60	(462.93) (5.13)	110,009.08	108,211.20	(1,797.88) (1.66)
6310.400 - Office Other Employee Benefits	0.00	0.00	0.00 0.00	304.00	0.00	(304.00) (100.00)
6311.000 - Office Supplies and Misc Contracts	247.92	276.10	28.18 10.20	2,428.31	3,313.20	884.89 26.70
6311.100 - Office Computer Hardware and Maintenance	0.00	136.67	136.67 100.00	815.21	1,640.04	824.83 50.29
6311.200 - Office Computer Software	779.51	2,053.86	1,274.35 62.04	16,605.09	24,646.32	8,041.23 32.62
6311.300 - Office Telephone Expenses	533.83	595.92	62.09 10.41	6,689.72	7,151.04	461.32 6.45
6311.400 - Office Printing Expenses	165.60	218.33	52.73 24.15	1,926.35	2,619.96	693.61 26.47
6311.500 - Office Postage and Fees	(15.86)	65.76	81.62 124.11	646.70	789.12	142.42 18.04
6320.000 - Management Fee	7,439.17	7,439.17	0.00 0.00	89,270.04	89,270.04	0.00 0.00
6320.200 - Asset Management Fees	10,007.48	858.97	(9,148.51) (1,065.05)	10,007.48	10,307.64	300.16 2.91

Maplewood Manor (LIHTC) Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024		
	Actual	Budget	Variance %	Actual	Budget	Variance %
6320.500 - Company Management Fees	19,001.55	1,537.38	(17,464.17) (1,135.96)	19,001.55	18,448.56	(552.99) (2.99)
6340.000 - Legal Expense - Project	0.00	208.33	208.33 100.00	0.00	2,499.96	2,499.96 100.00
6350.000 - Audit Expense	0.00	1,110.42	1,110.42 100.00	9,450.00	13,325.04	3,875.04 29.08
6370.000 - Bad Debts Expense	3,028.55	332.46	(2,696.09) (810.95)	3,014.55	3,989.52	974.97 24.43
6390.000 - Miscellaneous Administrative Expenses	138.48	171.95	33.47 19.46	5,422.50	2,063.40	(3,359.10) (162.79)
7120.000 - Legal Expenses	0.00	142.91	142.91 100.00	2,936.70	1,714.92	(1,221.78) (71.24)
Total Administrative Expenses	51,179.76	24,360.45	(26,819.31) (110.09)	284,156.44	292,325.40	8,168.96 2.79
Utilities						
6420.000 - Fuel Oil/Coal	0.00	0.00	0.00 0.00	240.24	0.00	(240.24) (100.00)
6450.000 - Electricity	9,270.69	11,183.17	1,912.48 17.10	118,071.16	134,198.04	16,126.88 12.01
6451.000 - Water	5,107.62	5,835.57	727.95 12.47	66,318.28	70,026.84	3,708.56 5.29
6452.000 - Gas	4,046.31	3,039.00	(1,007.31) (33.14)	32,559.95	36,468.00	3,908.05 10.71
Total Utilities	18,424.62	20,057.74	1,633.12 8.14	217,189.63	240,692.88	23,503.25 9.76
Operating & Maintenance Expenses						
6510.000 - Payroll	9,633.93	8,206.29	(1,427.64) (17.39)	109,185.07	98,475.48	(10,709.59) (10.87)
6510.050 - Payroll - Overtime	1,884.92	752.97	(1,131.95) (150.33)	5,426.55	9,035.64	3,609.09 39.94
6510.400 - Maintenance Other Employee Benefits	0.00	108.33	108.33 100.00	0.00	1,299.96	1,299.96 100.00
6515.000 - Supplies General Maintenance and Tools	632.36	677.32	44.96 6.63	9,092.76	8,127.84	(964.92) (11.87)
6515.100 - Supplies Electrical and Lighting	0.00	168.89	168.89 100.00	5,566.13	2,026.68	(3,539.45) (174.64)
6515.200 - Supplies Mechanical and HVAC	102.90	217.16	114.26 52.61	4,174.90	2,605.92	(1,568.98) (60.20)
6515.300 - Supplies Plumbing	1,661.81	200.93	(1,460.88) (727.05)	7,528.00	2,411.16	(5,116.84) (212.21)
6515.400 - Supplies Janitorial	0.00	159.87	159.87 100.00	171.42	1,918.44	1,747.02 91.06
6515.500 - Supplies Landscaping	0.00	99.86	99.86 100.00	387.14	1,198.32	811.18 67.69
6515.600 - Supplies Painting	66.62	263.68	197.06 74.73	2,645.70	3,164.16	518.46 16.38
6520.000 - Contracts General Maintenance	2,553.36	747.45	(1,805.91) (241.60)	10,999.71	8,969.40	(2,030.31) (22.63)
6520.100 - Contracts Electrical and Lighting	476.51	225.30	(251.21) (111.50)	3,146.58	2,703.60	(442.98) (16.38)
6520.200 - Contracts Mechanical and HVAC	110.00	1,884.83	1,774.83 94.16	15,064.98	22,617.96	7,552.98 33.39
6520.300 - Contracts Plumbing	381.00	429.59	48.59 11.31	8,642.68	5,155.08	(3,487.60) (67.65)
6520.400 - Contracts Janitorial	1,618.00	1,618.00	0.00 0.00	19,416.00	19,416.00	0.00 0.00
6520.500 - Contracts Landscaping	150.00	1,004.54	854.54 85.06	7,370.18	12,054.48	4,684.30 38.85
6520.600 - Contracts Flooring	0.00	45.12	45.12 100.00	285.00	541.44	256.44 47.36
6520.700 - Contracts Elevator	560.00	1,363.04	803.04 58.91	25,256.00	16,356.48	(8,899.52) (54.40)
6520.800 - Contracts Pest Control	1,435.00	1,036.88	(398.12) (38.39)	17,210.00	12,442.56	(4,767.44) (38.31)
6525.000 - Garbage & Trash Removal	667.70	654.57	(13.13) (2.00)	8,013.66	7,854.84	(158.82) (2.02)
6548.000 - Snow Removal	0.00	0.00	0.00 0.00	180.00	0.00	(180.00) (100.00)
6570.000 - Vehicle and Maintenance Equipment Operation and Repairs	47.55	841.67	794.12 94.35	1,055.81	10,100.04	9,044.23 89.54
6590.000 - Miscellaneous Operating & Maintenance Expenses	0.00	0.00	0.00 0.00	551.25	0.00	(551.25) (100.00)
Total Operating & Maintenance Expenses	21,981.66	20,706.29	(1,275.37) (6.15)	261,369.52	248,475.48	(12,894.04) (5.18)

Maplewood Manor (LIHTC) Budget Comparison December 31, 2024

	Month Ending 12/31/2024			Year to Date 12/31/2024				
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Taxes & Insurance								
6710.000 - Real Estate Taxes	5,139.74	5,651.15	511.41	9.04	60,753.30	67,813.80	7,060.50	10.41
6711.000 - Payroll Taxes (Project's Share)	1,545.26	1,375.23	(170.03)	(12.36)	15,965.91	16,502.76	536.85	3.25
6720.000 - Property & Liability Insurance (Hazard)	4,528.83	4,528.33	(0.50)	(0.01)	54,564.94	54,339.96	(224.98)	(0.41)
6720.200 - Vehicle & Misc Insurance	1,748.31	70.61	(1,677.70)	(2,376.00)	2,606.18	847.32	(1,758.86)	(207.57)
6722.000 - Workman's Compensation	239.60	239.60	0.00	0.00	3,098.50	2,875.20	(223.30)	(7.76)
6723.000 - Health Insurance and Other Employee Benefits	5,848.74	4,336.35	(1,512.39)	(34.87)	61,636.51	52,036.20	(9,600.31)	(18.44)
6723.100 - Retirement Expenses	1,467.35	1,528.03	60.68	3.97	18,367.41	18,336.36	(31.05)	(0.16)
6723.200 - Other Employee Benefits	58.59	11.38	(47.21)	(414.85)	1,657.39	136.56	(1,520.83)	(1,113.67)
6723.400 - Life Insurance	0.00	90.56	90.56	100.00	995.58	1,086.72	91.14	8.38
6723.500 - Disability Insurance	0.00	143.87	143.87	100.00	1,665.10	1,726.44	61.34	3.55
6723.600 - Compensated Absences Adjustment	0.00	(666.67)	(666.67)	(100.00)	0.00	(8,000.04)	(8,000.04)	(100.00)
Total Taxes & Insurance	20,576.42	17,308.44	(3,267.98)	(18.88)	221,310.82	207,701.28	(13,609.54)	(6.55)
Service Related Expenses								
6990.000 - Other Services Expenses	1,425.24	317.17	(1,108.07)	(349.36)	8,500.21	3,806.04	(4,694.17)	(123.33)
Total Service Related Expenses	1,425.24	317.17	(1,108.07)	(349.36)	8,500.21	3,806.04	(4,694.17)	(123.33)
Total Operating Expenses	113,587.70	82,750.09	(30,837.61)	(37.26)	992,526.62	993,001.08	474.46	0.04
Net Operating Income (Loss)	41,592.45	64,571.73	(22,979.28)	(35.58)	831,600.81	774,860.76	56,740.05	7.32
Non-Operating Expenses								
Capital Expenditures								
5440.000 - Revenue from Investments -- Replacement Reserve	(5.68)	(28.28)	(22.60)	(79.91)	(520.68)	(339.36)	181.32	53.42
8100.000 - Replacement Reserve Withdrawals	0.00	(3,000.00)	(3,000.00)	(100.00)	(48,432.55)	(36,000.00)	12,432.55	34.53
8400.100 - Electrical Improvements	0.00	0.00	0.00	0.00	5,746.45	0.00	(5,746.45)	(100.00)
8400.400 - Appliances and Furniture - Units	0.00	250.00	250.00	100.00	0.00	3,000.00	3,000.00	100.00
8400.500 - Landscaping Improvements	0.00	666.67	666.67	100.00	6,800.00	8,000.04	1,200.04	15.00
8400.600 - Flooring Replacements	2,797.00	1,666.67	(1,130.33)	(67.81)	24,348.00	20,000.04	(4,347.96)	(21.73)
8400.900 - General Building Improvements	14,871.00	416.67	(14,454.33)	(3,469.01)	57,344.42	5,000.04	(52,344.38)	(1,046.87)
Total Capital Expenditures	17,662.32	(28.27)	(17,690.59)	(62,577.25)	45,285.64	(339.24)	(45,624.88)	(13,449.14)
Depreciation & Amortization								
6600.000 - Depreciation Expenses	0.00	35,833.33	35,833.33	100.00	0.00	429,999.96	429,999.96	100.00
6610.000 - Amortization Expense	0.00	758.33	758.33	100.00	0.00	9,099.96	9,099.96	100.00
Total Depreciation & Amortization	0.00	36,591.66	36,591.66	100.00	0.00	439,099.92	439,099.92	100.00
Debt Services								
6820.000 - Interest on Mortgage Payable	8,896.95	8,981.50	84.55	0.94	116,674.77	107,778.00	(8,896.77)	(8.25)
6850.000 - Mortgage Insurance Premium/Ser-		1,171.49	1,182.54	11.05	0.93	14,241.48	14,190.48	(51.00)

**Maplewood Manor (LIHTC)
Budget Comparison
December 31, 2024**

	Month Ending 12/31/2024			Year to Date 12/31/2024				
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
vice Charge								
Total Debt Services	10,068.44	10,164.04	95.60	0.94	130,916.25	121,968.48	(8,947.77)	(7.33)
Other Non-Operating Expenses	0.00	17,682.01	17,682.01	100.00	206,231.99	212,184.12	5,952.13	2.80
6320.400 - Incentive Management Fees								
Total Other Non-Operating Expenses	0.00	17,682.01	17,682.01	100.00	206,231.99	212,184.12	5,952.13	2.80
Total Non-Operating Expenses	27,730.76	64,409.44	36,678.68	56.94	382,433.88	772,913.28	390,479.40	50.52
Net Income (Loss)	13,861.69	162.29	13,699.40	8,441.30	449,166.93	1,947.48	447,219.45	22,964.00

Bay City Housing Commission
Cash Transactions
12/1/2024 to 12/31/2024

Total of Checks, Payments, Credit Cards and ACH Transactions \$ 545,643.30

Payroll Transactions

		Management Wages	51,097.37
		Administrative Wages	-
		Maintenance Wages	23,483.69
		Employer Taxes	5,497.67
		Total Transfer	80,078.73
		Management Wages	39,008.61
		Administrative Wages	-
		Maintenance Wages	25,498.89
		Employer Taxes	4,666.75
		Total Transfer	69,174.25
		Management Wages	-
		Administrative Wages	-
		Maintenance Wages	-
		Employer Taxes	-
		Total Transfer	-

Pay Date 12/18/2024

Pay Date 1/2/2025

Pay Date 1/0/1900

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/2/2024	COCC	Capital One Bank (USA), N.A.	Billcom subscription	79.00
12/2/2024	COCC	Clean Team, Inc.	Office Cleaning for SS and COCC	108.33
12/2/2024	COCC	Richs Lawn & Garden	Vacant lots, YMCA, market	2,200.00
12/2/2024	COCC	Richs Lawn & Garden	315 14th	100.00
12/2/2024	COCC	Ace American Alarm Company	Yearly monitoring for 315 14th for 2025	420.00
12/2/2024	MM	Arnold Sales	Janitorial Supplies	965.71
12/2/2024	MM	Clean Team, Inc.	Janitorial Services for November 2-24 - MM	1,280.00
12/2/2024	MM	Menards	Electrical supplies for installation of an electric hand dryer for the public restroom - MM	113.71
12/2/2024	MM	Richs Lawn & Garden	Lawn care services	580.00
12/2/2024	MM	SAMSA, Inc.	FortiGate Firewall Subscription invoice dated 12/01/23	899.00
12/2/2024	MM	Standard Electric Company	Wall Plates	8.00
12/2/2024	MM	Standard Electric Company	Maintenance Supplies - MM Tub Spouts	34.80
12/2/2024	MM	Standard Electric Company	Maintenance Supplies - MM	10.90
12/2/2024	MM	Standard Electric Company	Maintenance Supplies - MM Screws and fire block foam gun	26.93
12/2/2024	MM	Standard Electric Company	Electric hand dryer for public restroom - MM	251.84
12/2/2024	MM	Equiparts	Spring hinge-full mortise w/SQ corners	59.13
12/2/2024	MWMM	Arnold Sales	Janitorial Supplies	371.28
12/2/2024	MWMM	Clean Team, Inc.	November cleaning contract	1,618.00
12/2/2024	MWMM	Richs Lawn & Garden	Lawn care services	580.00
12/2/2024	MWMM	SAMSA, Inc.	FortiGate Firewall Subscription invoice dated 12/01/23	899.00
12/2/2024	MWMM	Kokaly Lawn Sprinklers, Inc	winterize sprinkler system	90.00
12/2/2024	MWMM	Great Lakes Elevator	Small car - Replaced and install rope grippers and brake sleeve; Replace door rollers; Large car - replaced and installed broken handrail and laminate in cab.	11,500.00
12/2/2024	MWMM	Standard Electric Company	Electrical Supplies	101.35
12/2/2024	MWMM	Standard Electric Company	Thermostat	111.02
12/2/2024	MWMM	Standard Electric Company	2x4x8 Treated ground contact	5.42
12/2/2024	MWMM	Bay United Motors Inc	Hydromatic 1/3 HP Pump	199.00
12/2/2024	MWMM	Equiparts	Hand held shower head/stainless steel shower hose	105.29
12/2/2024	MWMM	Equiparts	Exit light/3 light vanity fixture	273.27
12/2/2024	PT	Clean Team, Inc.	Weekly janitorial services	1,494.00

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/2/2024	PT	Valley Roofing Co. Inc.	Patched Leaks	207.00
12/2/2024	PT	Standard Electric Company	Wall Plates	7.60
12/2/2024	PT	Standard Electric Company	Straight blade receptacle/grounding toggle switch/face plates	103.19
12/2/2024	PT	Sequin Lumber Company	4x4x8 White Wood/2x4x8 Stud	91.63
12/2/2024	PT	Equiparts	Water Sentry PFAS Replacement Filter/Over Hinge - Door Stop	140.00
12/2/2024	SM	Abell Pest Control	Flea treatment for unit 428	150.00
12/2/2024	SM	Arnold Sales	Janitorial Supplies	219.78
12/2/2024	SM	Arnold Sales	Ice Melt	636.50
12/2/2024	SM	Clean Team, Inc.	November Hallway Cleaning	1,457.00
12/2/2024	SM	Richs Lawn & Garden	Lawn care services	680.00
12/2/2024	SM	SAMSA, Inc.	FortGate Firewall Subscription invoice dated 12/01/23	899.00
12/2/2024	SM	Standard Electric Company	GE Light Bulbs	220.25
12/2/2024	SS	Ackerman Brothers Inc	Hand railing posts	250.00
12/2/2024	SS	Arnold Sales	Janitorial Supplies	177.06
12/2/2024	SS	Clean Team, Inc.	Office Cleaning for SS and COCC	216.67
12/2/2024	SS	Richs Lawn & Garden	701 1st	450.00
12/2/2024	SS	Hugos Key & Lock Service	Commercial Knobs and 50 LALGI keys	269.90
12/2/2024	SS	Standard Electric Company	Hot water heaters/GFN outlets	1,576.32
12/2/2024	SS	Dependable Sewer Cleaners	2119 2nd - Water Heater Permit	140.00
12/2/2024	SS	Arrow Heating & Plumbing Supply	Delta 1400 series Pressure cartridges	138.00
12/2/2024	SS	Ace American Alarm Company	Yearly monitoring fee for 701 1st for 2025	420.00
12/2/2024	SS	Bay City Treasurer - Utility Payments	Utility Deposit - Chelsea Nowak - 803 Germania MI 11/26/2024	300.00
12/2/2024	SS	Bay City Treasurer - Utility Payments	Utility Usage - 1312 Webster - 10/01/2024 - 10/10/2024 and 09/01/2024 - 10/01/2024	222.38
12/2/2024	SS	Consumer's Energy - SS Vacant	Tenant Charge - 608 W. Fisher - A. Sian 10/02/2024-10/31/24	41.51
12/2/2024	SS	Consumer's Energy - SS Vacant	Tenant Charge - 608 W. Fisher - A. Sian 10/31/2024-11/07/2024	12.83
12/2/2024	BCHC	Bay City Treasurer - Misc - Other	112 Spruce St - Utilities 10/10/2024-11/15/2024	153.17
12/3/2024	COCC	Alerus Financial	DC Payment - Admin	1,165.49
12/3/2024	COCC	Alerus Financial	DC Payment - Emp Withholding	1,398.30
12/3/2024	COCC	Alerus Financial	DC Payment - Loan Repay	680.73
12/3/2024	COCC	Clean Team, Inc.	Office Cleaning for SS and COCC	108.33
12/3/2024	COCC	Vantagepoint Transfer Agents-457	457 WH	1,764.95
12/3/2024	MM	Alerus Financial	DC Payment - Admin	253.20
12/3/2024	MM	Alerus Financial	DC Payment - Maint	1,280.00
12/3/2024	MM	Clean Team, Inc.	Janitorial Services for December 2024 - MM	288.36
12/3/2024	MWM	Alerus Financial	DC Payment - Admin	270.54
12/3/2024	MWM	Alerus Financial	DC Payment - Maint	1,618.00
12/3/2024	MWM	Clean Team, Inc.	December cleaning contract	271.73
12/3/2024	PT	Alerus Financial	DC Payment - Admin	270.66
12/3/2024	PT	Alerus Financial	DC Payment - Maint	1,494.00
12/3/2024	PT	Standard Electric Company	Wall plate covers	2.00
12/3/2024	SM	Alerus Financial	DC Payment - Admin	279.24
12/3/2024	SM	Alerus Financial	DC Payment - Maint	266.52
12/3/2024	SM	Clean Team, Inc.	Hallway Cleaning	1,457.00
12/3/2024	SS	Alerus Financial	DC Payment - Admin	309.76
12/3/2024	SS	Alerus Financial	DC Payment - Maint	562.02
12/3/2024	SS	Clean Team, Inc.	Office Cleaning for SS and COCC	216.67
12/4/2024	COCC	Alerus HCSP	HSCP Payment - Admin	82.76
12/4/2024	COCC	Alerus HCSP	HSCP Payment - Withholding	444.68
12/4/2024	COCC	Amazon	Vacuum - COCC	149.99
12/4/2024	MM	Alerus HCSP	HSCP Payment - Admin	34.30
12/4/2024	MM	Alerus HCSP	HSCP Payment - Maint	33.76
12/4/2024	MM	Amazon	2 lpad's & screen protectors for SM & MM	333.98
12/4/2024	MWM	Alerus HCSP	HSCP Payment - Admin	38.44
12/4/2024	MWM	Alerus HCSP	HSCP Payment - Maint	36.07
12/4/2024	PT	Alerus HCSP	HSCP Payment - Admin	36.23
12/4/2024	PT	Alerus HCSP	HSCP Payment - Maint	36.08
12/4/2024	SM	Alerus HCSP	HSCP Payment - Admin	37.21
12/4/2024	SM	Alerus HCSP	HSCP Payment - Maint	35.52
12/4/2024	SM	Amazon	2 lpad's & screen protectors for SM & MM	333.98

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/4/2024	SS	Alerus HCSP	HSCP Payment - Admin	41.29
12/4/2024	SS	Alerus HCSP	HSCP Payment - Maint	33.02
12/5/2024	COCC	Capital One Bank (USA), N.A.	HAI Meeting - K. Opheim	493.03
12/5/2024	COCC	Ring Central	Digital fax lines	21.23
12/5/2024	MM	Ring Central	Digital fax lines	21.64
12/5/2024	MWM	Capital One Bank (USA), N.A.	Christmas decorations	163.92
12/5/2024	MWM	Ring Central	Digital fax lines	22.24
12/5/2024	PT	Capital One Bank (USA), N.A.	Resident annual meeting	376.97
12/5/2024	PT	Ring Central	Digital fax lines	21.64
12/5/2024	SM	Ring Central	Digital fax lines	22.06
12/5/2024	SS	Ring Central	Digital fax lines	32.79
12/6/2024	COCC	Capital One Bank (USA), N.A.	HAI Convention - Airport Parking - Karl Opheim	36.00
12/6/2024	SS	Amazon	Stage control board for G7 furnaces	797.94
12/6/2024	SS	Amazon	Furnace vent air pressure switch-OEM replacement	494.70
12/6/2024	SS	Amazon	Furnace flame sensor rod	107.16
12/6/2024	SS	Amazon	Vertical file folder holder	24.50
12/9/2024	COCC	Bay City Treasurer - Misc - Other	Water 9/22/2024-10/22/2024	4.50
12/9/2024	COCC	Bay City Treasurer - Misc - Other	Water 7/22/2024-10/22/2024	0.27
12/9/2024	COCC	Bay City Treasurer - Misc - Other	Water 7/22/2024-8/22/2024	4.50
12/9/2024	COCC	Bay City Treasurer - Misc - Other	Water 8/22/2024-9/22/2024	4.50
12/9/2024	MM	Capital One Bank (USA), N.A.	Year end tenant meeting supplies - MM	59.47
12/9/2024	MM	Spectrum Enterprise	Community Room Internet	119.34
12/9/2024	PT	Capital One Bank (USA), N.A.	Resident annual meeting	314.00
12/9/2024	SM	Capital One Bank (USA), N.A.	Paper Plates and cutlery for informational update for residents	41.48
12/9/2024	SM	Capital One Bank (USA), N.A.	Bowls and small plates for informational update for residents	24.98
12/11/2024	MM	Capital One Bank (USA), N.A.	MM year end tenant meeting - bowls and plates	15.43
12/11/2024	MM	Capital One Bank (USA), N.A.	MM year end tenant meeting	670.00
12/11/2024	MWM	Cintas Corp #346	lobby rugs	336.46
12/12/2024	MM	King Communications	After hours answering services	42.27
12/12/2024	MWM	King Communications	After hours answering services	59.10
12/12/2024	PT	King Communications	After hours answering services	43.01
12/12/2024	SM	King Communications	After hours answering services	52.73
12/12/2024	SS	King Communications	After hours answering services	72.19
12/13/2024	COCC	Amazon	Office Supplies	14.54
12/13/2024	COCC	Verizon Wireless	Cell phones	97.88
12/13/2024	COCC	ADP, Inc.	Payroll Processing Fee	201.67
12/13/2024	MM	Verizon Wireless	Cell phones	146.26
12/13/2024	MWM	Capital One Bank (USA), N.A.	informational update	588.23
12/13/2024	MWM	Capital One Bank (USA), N.A.	resident meeting supplies	53.47
12/13/2024	PT	Verizon Wireless	Cell phones	148.77
12/13/2024	SM	Verizon Wireless	Cell phones	146.66
12/13/2024	SS	Verizon Wireless	Cell phones	148.42
12/16/2024	COCC	SAMSA, Inc.	Office 365 subscriptions for 11/24	166.50
12/16/2024	COCC	Shred Experts LLC	Shredding services	60.00
12/16/2024	COCC	Birchler, Fitzhugh, Purtell & Brissette	Legal fees	39.00
12/16/2024	COCC	The Workwear Store	Uniforms-J. Robishaw	663.50
12/16/2024	COCC	Jeffrey D. Lambert	2025 BCBS Reimbursement	1,098.89
12/16/2024	COCC	Alliance Contracting & Design, Inc.	Snow Removal - Clear Walks - Vacant Lots	755.00
12/16/2024	COCC	Karl Opheim	Per Diem and mileage to/from Bishop Airport - HAIG Mtg, Tucson, AZ 12/4/24 to 12/06/24	262.72
12/16/2024	COCC	Bay City Treasurer - Utility Payments	Water 9/22/2024-10/22/2024	4.50
12/16/2024	COCC	Bay City Treasurer - Utility Payments	Water 7/22/2024-10/22/2024	0.27
12/16/2024	COCC	Bay City Treasurer - Misc Other	Payroll 109 N Jefferson 2024 winter tax	14.43
12/16/2024	COCC	Bay City Treasurer - Misc Other	Payroll 108 Adams St 2024 winter tax	250.00
12/16/2024	COCC	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 10/22/2024-11/22/2024	367.02
12/16/2024	MM	Abell Pest Control	Monthly Bed Bug & Roach Inspections - MM	462.50
12/16/2024	MM	Abell Pest Control	Preventative Apprehend bed bug treatment for MM Community Room	300.00
12/16/2024	MM	Abell Pest Control	Pest control contract for Dec. 2024 - MM	60.00
12/16/2024	MM	Abell Pest Control	Apprehend Treatment for units #612, #613, #614, #618, #307	1,200.00
12/16/2024	MM	Diamond Consulting, LLC	Compliance Training	263.00

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/16/2024	MM	RealPage, Inc.	Vendor Payment Fees	12.60
12/16/2024	MM	SAMSA, Inc.	Office 365 subscriptions for 11/24	54.00
12/16/2024	MM	Staples	Office Supplies	140.33
12/16/2024	MM	US Bank Equipment Finance	Copier Usage & Rental	165.60
12/16/2024	MM	Bay City Housing Commission	Management Fee - Maloney Manor-MM-11/20241734012877	5,967.52
12/16/2024	MM	Birchler, Fitzhugh, Purtell & Brissette	Legal fees	136.50
12/16/2024	MM	Birchler, Fitzhugh, Purtell & Brissette	Legal fees - Rooftop Lease	243.75
12/16/2024	MM	Enerc Corporation	Annual Boiler Testing & Service	110.00
12/16/2024	MM	Grainger	Universal AC Cover	216.97
12/16/2024	MM	Consumers Energy - Routine	11/02/2024-12/05/2024	2,106.88
12/16/2024	MM	Equiparts	Satin nickel spring hinge/rubber squeegee blades	68.23
12/16/2024	MM	Smoketech Holdings, LLC	Smoking test kits	3,758.75
12/16/2024	MM	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 10/22/2024-11/22/2024	11,520.36
12/16/2024	MWM	Abell Pest Control	311 bed bug treatment	300.00
12/16/2024	MWM	Abell Pest Control	December general pest contract	60.00
12/16/2024	MWM	Abell Pest Control	December bait stations	100.00
12/16/2024	MWM	Abell Pest Control	December monthly inspections	675.00
12/16/2024	MWM	Abell Pest Control	508 bed bug treatment	300.00
12/16/2024	MWM	Amazon	wall heater	102.90
12/16/2024	MWM	Amazon	wall shelves	19.99
12/16/2024	MWM	Amazon	paint trays	66.62
12/16/2024	MWM	Continental Management, LLC	Management Fee - Maplewood Manor-MWM-12/20241733821697	7,439.17
12/16/2024	MWM	Diamond Consulting, LLC	Compliance Training	308.00
12/16/2024	MWM	RealPage, Inc.	Vendor Payment Fees	12.60
12/16/2024	MWM	SAMSA, Inc.	Office 365 subscriptions for 11/24	54.00
12/16/2024	MWM	Staples	Office supplies-copy paper, batteries, sharpies	138.96
12/16/2024	MWM	Universal Air, Inc.	low cooling MAC for halls	381.00
12/16/2024	MWM	Universal Air, Inc.	starter motor for pump	500.00
12/16/2024	MWM	US Bank Equipment Finance	Copier Usage & Rental	165.60
12/16/2024	MWM	HD Supply Facilities Maintenance	Surface Mnt Mirror/Janitorial Supplies/Door Hinges	562.72
12/16/2024	MWM	Sherwin Williams Company	Apartment Paint	324.93
12/16/2024	MWM	Enerc Corporation	Annual Boiler Testing & Service	110.00
12/16/2024	MWM	Medler Electric Company	dual fan control switch	344.15
12/16/2024	MWM	Allen Supply	Spring hinges	132.00
12/16/2024	MWM	Bond 1 Carpet Cleaning, LLC	common hallway carpet cleaning	110.00
12/16/2024	MWM	Bond 1 Carpet Cleaning, LLC	clean and scotch guard community room furniture	160.00
12/16/2024	MWM	Equiparts	Collapsible water dam w/radius end caps	133.67
12/16/2024	MWM	Equiparts	Toilet bowl & tank	285.28
12/16/2024	MWM	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 10/22/2024-11/22/2024	14,456.86
12/16/2024	MWM	Gelpke Jr, George E	Deposit Refund	207.00
12/16/2024	MWM	Evans, Ronda K	Deposit Refund	149.00
12/16/2024	PT	Abell Pest Control	General pest control inspection	60.00
12/16/2024	PT	Abell Pest Control	Monthly Inspection for Bedbugs	462.00
12/16/2024	PT	Abell Pest Control	Quarterly Apprehend Treatment apt 703 (3/4)	300.00
12/16/2024	PT	Abell Pest Control	General Pest Control and Treatments	60.00
12/16/2024	PT	Diamond Consulting, LLC	Compliance Training	265.00
12/16/2024	PT	RealPage, Inc.	Vendor Payment Fees	12.60
12/16/2024	PT	SAMSA, Inc.	Office 365 subscriptions for 11/24	54.00
12/16/2024	PT	Staples	Copy paper/fasteners	128.27
12/16/2024	PT	Unclaimed Freight Ace Hardware	Carpet fresh potpri	3.59
12/16/2024	PT	US Bank Equipment Finance	Copier Usage & Rental	165.60
12/16/2024	PT	Karens Carpetmax	Flooring-Unit 805	2,970.00
12/16/2024	PT	Shred Experts LLC	Shredding services	45.00
12/16/2024	PT	Bay City Housing Commission	Management Fee - Pine Towers-PT-11/20241734012965	7,176.71
12/16/2024	PT	Sherwin Williams Company	Apartment Paint	1,273.53
12/16/2024	PT	Birchler, Fitzhugh, Purtell & Brissette	Legal fees	292.50
12/16/2024	PT	Home Depot Credit Services	Maintenance supplies	-
12/16/2024	PT	Home Depot Credit Services	Janitorial Supplies/Ortho indoor insect spray	-
12/16/2024	PT	Clements Electric Inc	Run M/C through wall to emergency power. Set box for door opener.	245.00
12/16/2024	PT	Enerc Corporation	Annual Boiler Testing & Service	110.00

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/16/2024	PT	Consumers Energy - Routine	11/01/2024-12/04/2024	2,184.93
12/16/2024	PT	Michael Barrowman	Uniforms - M. Barrowman	59.97
12/16/2024	PT	TOMMARK, Inc (Munch's Supply LLC)	Liquid flow switch	188.53
12/16/2024	PT	Bond 1 Carpet Cleaning, LLC	Area Rugs and entry carpet deep cleaned and scotch guarded	110.00
12/16/2024	PT	Equiparts	Appliance Bulbs	73.64
12/16/2024	PT	Equiparts	HD "V" Belt	274.37
12/16/2024	PT	Equiparts	Full mortise spring hinge	93.06
12/16/2024	PT	Smoketech Holdings, LLC	Smoking test kits	3,758.75
12/16/2024	PT	Huntley, Ronald K	Deposit Refund	497.00
12/16/2024	PT	Cole, Sylvia E	Deposit Refund	421.00
12/16/2024	SM	Abell Pest Control	Pest Control Contract for Dec 2024	60.00
12/16/2024	SM	Abell Pest Control	Dec Monthly BB & Roach inspection program	587.50
12/16/2024	SM	Diamond Consulting, LLC	Compliance Training	291.00
12/16/2024	SM	Menards	Paint brush, Pall liners, roller covers, Mop etc	300.83
12/16/2024	SM	RealPage, Inc.	Vendor Payment Fees	12.60
12/16/2024	SM	SAMSA, Inc.	Office 365 subscriptions for 11/24	54.00
12/16/2024	SM	US Bank Equipment Finance	Copier Usage & Rental	165.60
12/16/2024	SM	Bay City Housing Commission	Management Fee - Smith Manor-SM-11/20241734012897	9,152.67
12/16/2024	SM	HD Supply Facilities Maintenance	Plastic Toilet Seats/Activd Carbon Rng Filter/Com Self-Test LED/Fiberglass screen	510.97
12/16/2024	SM	HD Supply Facilities Maintenance	Janitorial Supplies/Time Delay Fuse	431.24
12/16/2024	SM	Birchler, Fitzhugh, Purtell & Brissette	Legal fees	78.00
12/16/2024	SM	Home Depot Credit Services	Grill Cover for outdoor gas grill	-
12/16/2024	SM	Scott Chesney	New Countertop for unit 319	350.00
12/16/2024	SM	Enerco Corporation	Annual Boiler Testing & Service	110.00
12/16/2024	SM	Rightway Remediation, LLC	Removal & Disposal of suspect ACM Materials	900.00
12/16/2024	SM	Bay United Motors Inc	Motor for rooftop exhaust fan	242.07
12/16/2024	SM	Consumers Energy - Routine	11/02/24-12/05/24	2,950.56
12/16/2024	SM	Smoketech Holdings, LLC	Smoking test kits	4,077.50
12/16/2024	SM	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 10/22/2024-11/22/2024	11,606.85
12/16/2024	SM	Knoll, Barbara J	Deposit Refund	225.00
12/16/2024	SM	Doyle, AlexT	Deposit Refund	58.00
12/16/2024	SM	Kraska, Jodi L	Deposit Refund	203.00
12/16/2024	SM	Traver, Sidney E	Deposit Refund	257.50
12/16/2024	SS	Diamond Consulting, LLC	Compliance Training	343.00
12/16/2024	SS	Menards	Vanity/Leaf Bags/Janitorial Supplies/Pleated Filter/Silicon	558.50
12/16/2024	SS	RealPage, Inc.	Vendor Payment Fees	12.60
12/16/2024	SS	SAMSA, Inc.	Office 365 subscriptions for 11/24	87.00
12/16/2024	SS	US Bank Equipment Finance	Copier Usage & Rental	165.60
12/16/2024	SS	Bay Glass Company	12X14 DS Mirrors	240.92
12/16/2024	SS	Dependable Sewer Cleaners	1202 Marchand - Sewer line plugged	120.00
12/16/2024	SS	Bay City Housing Commission	Management Fee - Scattered Sites-SS-11/20241734014650	10,768.58
12/16/2024	SS	Bay City Housing Commission	Bookkeeping Fee - Scattered Site-SS-11/20241734014770	1,432.50
12/16/2024	SS	HD Supply Facilities Maintenance	Toilet	175.28
12/16/2024	SS	HD Supply Facilities Maintenance	Faucet supplies/toilet tank	606.75
12/16/2024	SS	Birchler, Fitzhugh, Purtell & Brissette	Legal fees	2,442.25
12/16/2024	SS	Home Depot Credit Services	Handel II Tub and Shower Trim Kit	-
12/16/2024	SS	Jeffrey D. Lambert	White Magna Flush Round Toilet	195.00
12/16/2024	SS	Modernistic	2025 BCBS Reimbursement	401.11
12/16/2024	SS	Bay City Treasurer - Negative Rents	Clean HVAC System/Air Ducts 803 Germania Street	395.00
12/16/2024	SS	Consumers Energy - Routine	Negative rent payment	4,664.75
12/16/2024	SS	Bay City Treasurer - Utility Payments	11/02/2024-12/05/2024	372.82
12/16/2024	SS	Billy Goat Lawn Care LLC	Utility Deposit - 1016 Jennison - Jodi Kraska - M1 12/06/2024	300.00
12/16/2024	SS	Bay City Treasurer - Utility Payments	Vacant lawn cutting - Fall Clean Up - 803 Germania St;203 21st; 1016 Jennison St; 112 Spruce St	225.00
12/16/2024	SS	Midland Fence Company, Inc.	Utility Usage - Vacant - 1271 Harrison - 10/04/2024 - 10/18/2024	72.87
12/16/2024	SS	Bay City Treasurer - Misc - Other	1015 N. Farragut St-Install 30' of existing fence/305 38th St-Install 10' of 4'H chain link fence/1271 Harrison St-Install 35' of 4'H chain link fence	1,300.00
12/16/2024	SS	Bay City Treasurer - Misc - Other	Tenant Charge - C. Walraven - 06/08/2023 - 07/08/2023	5.00
12/16/2024	SS	Skimson, Anthony A	Water/sewer/elec/trash from 10/22/2024-11/22/2024	280.11
12/16/2024	SS	Ronnie Allen Dixon	Tenant Refund	35.23
12/16/2024	BCHC	Karens Carpetmax	Tenant Refund Due	16.91
12/16/2024	BCHC		Flooring-112 Spruce	7,153.00

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/16/2024	BCHC	Birchler, Fitzhugh, Purtell & Brissette	Legal fees	68.25
12/16/2024	BCHC	Nielson Construction LLC	112 Spruce St - Roof Repair	225.00
12/16/2024	BCHC	Billy Goat Lawn Care LLC	Vacant lawn cutting - Fall Clean Up - 803 Germania St; 203 21st; 1016 Jemison St; 112 Spruce St	100.00
12/17/2024	MM	Capital One Bank (USA), N.A.	The Fire Alarm Supplier-Smoke Detector	246.45
12/17/2024	MM	Smoketech Holdings, LLC	7 cases of knowsmoke test kits - MM	(3,758.75)
12/17/2024	MWM	Menards	headlamps, silicon, caulk,	(261.89)
12/17/2024	PT	Capital One Bank (USA), N.A.	The Fire Alarm Supplier-Smoke Detector	246.45
12/17/2024	PT	Home Depot Credit Services	Maintenance supplies	105.92
12/17/2024	PT	Home Depot Credit Services	Janitorial Supplies/Ortho indoor insect spray	229.76
12/17/2024	PT	Smoketech Holdings, LLC	Smoking test kits	(3,758.75)
12/17/2024	SM	Home Depot Credit Services	Grill Cover for outdoor gas grill	29.98
12/17/2024	SM	Smoketech Holdings, LLC	Tests to confirm smoking	(4,077.50)
12/17/2024	SS	Menards	Leaf bags/Mailbox mounting bracket/Mailbox/Janitorial Supplies	(435.74)
12/17/2024	SS	Menards	Kennedy 28"-48"/48"-86" White Standard Curtain Rods	(226.70)
12/17/2024	SS	Menards	Handel II Tub and Shower Trim Kit	27.00
12/18/2024	COCC	Alerus HCSP	HSCP Payment - Admin	211.33
12/18/2024	COCC	Alerus HCSP	HSCP Payment - Withholding	584.07
12/18/2024	COCC	Capital One Bank (USA), N.A.	Monthly Zoom Subscription	16.95
12/18/2024	COCC	Auto-Owners Insurance	Vehicle insurance	1,009.89
12/18/2024	MM	Alerus HCSP	HSCP Payment - Admin	34.30
12/18/2024	MM	Alerus HCSP	HSCP Payment - Maint	19.23
12/18/2024	MM	Auto-Owners Insurance	Vehicle insurance	1,200.99
12/18/2024	MWM	Alerus HCSP	HSCP Payment - Admin	38.44
12/18/2024	MWM	Alerus HCSP	HSCP Payment - Maint	59.66
12/18/2024	MWM	Auto-Owners Insurance	Vehicle insurance	1,677.70
12/18/2024	PT	Alerus HCSP	HSCP Payment - Admin	36.23
12/18/2024	PT	Alerus HCSP	HSCP Payment - Maint	36.08
12/18/2024	PT	Auto-Owners Insurance	Vehicle insurance	830.23
12/18/2024	SM	Alerus HCSP	HSCP Payment - Admin	37.21
12/18/2024	SM	Alerus HCSP	HSCP Payment - Maint	36.62
12/18/2024	SM	Auto-Owners Insurance	Vehicle insurance	1,113.35
12/18/2024	SS	Alerus HCSP	HSCP Payment - Admin	41.95
12/18/2024	SS	Alerus HCSP	HSCP Payment - Maint	33.02
12/18/2024	SS	Auto-Owners Insurance	Vehicle insurance	6,338.83
12/20/2024	COCC	Wex Bank	Fuel charges for BCHC vehicle fleet	37.92
12/20/2024	COCC	Spectrum Enterprise	Telephone	159.97
12/20/2024	MM	Wex Bank	Fuel charges for BCHC vehicle fleet	68.06
12/20/2024	MM	Spectrum Enterprise	Telephone & Internet	199.96
12/20/2024	MWM	Wex Bank	Fuel charges for BCHC vehicle fleet	41.55
12/20/2024	MWM	Spectrum Enterprise	Community Room Internet	151.29
12/20/2024	MWM	Spectrum Enterprise	Internet & Phone	249.96
12/20/2024	PT	Spectrum Enterprise	Telephone & Internet	244.96
12/20/2024	SM	Spectrum Enterprise	Telephone & Internet	199.96
12/20/2024	SS	Wex Bank	Fuel charges for BCHC vehicle fleet	328.92
12/27/2024	COCC	ADP, Inc.	Payroll Processing Fee	206.41
12/27/2024	PT	Standard Electric Company	Wall plate covers	-
12/30/2024	COCC	Alerus Financial	DC Payment - Admin	2,129.78
12/30/2024	COCC	Alerus Financial	DC Payment - Emp Withholding	1,769.09
12/30/2024	COCC	Alerus Financial	DC Payment - Loan Repay	680.73
12/30/2024	COCC	Begick Nursery & Garden Center	Container plants for winter	525.00
12/30/2024	COCC	Blue Cross & Blue Shield Of MI	Health insurance premiums	16,655.15
12/30/2024	COCC	Bay Glass Company	32x26 Block D.S. Mirror with PE	115.06
12/30/2024	COCC	Vantagepoint Transfer Agents-457	457 WH	1,764.95
12/30/2024	COCC	UUUA Local 542	Union Dues	432.00
12/30/2024	COCC	American Family Life Assurance Co	Record Payment of AFLAC Invoices Paid	1,042.62
12/30/2024	COCC	MERS Defined Benefit	Defined benefit	3,525.89
12/30/2024	COCC	Michigan NAHRO	2025 Agency Membership Dues	45.00
12/30/2024	COCC	Karl Opheim	Vehicle Rental HAIG Mtg, Tucson, AZ 12/04/24 to 12/06/24	56.32
12/30/2024	COCC	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	2.00
12/30/2024	COCC	Bond 1 Carpet Cleaning, LLC	Carpet Cleaning & Treatment	195.00

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/30/2024	COCC	Vanguard Fire & Security Systems	Complete annual inspection, service & maintenance of fire extinguishers.	172.00
12/30/2024	COCC	Minted, LLC	Employee Clothing-T. Blair	29.29
12/30/2024	COCC	Minted, LLC	Employee Clothing-K. Opheim	182.36
12/30/2024	MM	Abell Pest Control	Apprehend treatment unit # 504	300.00
12/30/2024	MM	Abell Pest Control	Apprehend treatment for unit #400 - MM	300.00
12/30/2024	MM	Abell Pest Control	Apprehend Treat for BB - 203	300.00
12/30/2024	MM	Alerus Financial	DC Payment - Admin	257.38
12/30/2024	MM	Alerus Financial	DC Payment - Maint	144.27
12/30/2024	MM	Begick Nursery & Garden Center	Container plants for winter	150.00
12/30/2024	MM	Blue Cross & Blue Shield Of MI	Health insurance premiums	5,383.73
12/30/2024	MM	GFL Environmental	Dumpster rental	113.75
12/30/2024	MM	RealPage, Inc.	PM Software	245.55
12/30/2024	MM	Waste Management	Dumpster rentals	621.40
12/30/2024	MM	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
12/30/2024	MM	Standard Electric Company	Breaker for hand dryer in public bathroom, and fire block foam for wiring.	-
12/30/2024	MM	Standard Electric Company	Wall Plates/Hand Dryer	-
12/30/2024	MM	Standard Electric Company	Electrical wiring supplies - MM	-
12/30/2024	MM	Standard Electric Company	Hardware supplies - MM	236.49
12/30/2024	MM	Solucient Security Systems	Monthly Service 01/01/2025-03/31/2025	2,272.71
12/30/2024	MM	Accident Fund Company	Workmen's comp policy premium	78.43
12/30/2024	MM	Gill-Roy's Hardware	Spray Paint, white and almond, nuts and bolts, rubbing alcohol	153.95
12/30/2024	MM	Single Source Lighting&Cleaning Supl	ProWorks Disposable Gloves	835.77
12/30/2024	MM	Bay City Treasurer - Constellation En	Constellation Energy billing - natural gas	324.00
12/30/2024	MM	Vanguard Fire & Security Systems	Complete annual inspection, service & maintenance of fire extinguishers.	41.01
12/30/2024	MM	Minted, LLC	Employee Clothing-T. Blair	300.00
12/30/2024	MWM	Abell Pest Control	606 bed bug treatment	60.00
12/30/2024	MWM	Abell Pest Control	October general pest contract	100.00
12/30/2024	MWM	Abell Pest Control	November bait stations	675.00
12/30/2024	MWM	Abell Pest Control	November pest inspections	60.00
12/30/2024	MWM	Abell Pest Control	November pest contract	288.36
12/30/2024	MWM	Alerus Financial	DC Payment - Admin	447.48
12/30/2024	MWM	Alerus Financial	DC Payment - Maint	150.00
12/30/2024	MWM	Begick Nursery & Garden Center	Container plants for winter	5,848.74
12/30/2024	MWM	Blue Cross & Blue Shield Of MI	Health insurance premiums	29,189.05
12/30/2024	MWM	Churchill Mortgage Investment LLC	Mortgage	113.75
12/30/2024	MWM	GFL Environmental	Dumpster rental	261.89
12/30/2024	MWM	Menards	headlamps, silicon, caulk,	343.33
12/30/2024	MWM	RealPage, Inc.	PM Software	88.97
12/30/2024	MWM	Staples	Paper/2-Hole Punch/Binder	850.00
12/30/2024	MWM	Universal Air, Inc.	preventative maintenance MUA RTU	2,352.00
12/30/2024	MWM	Universal Air, Inc.	MUA repair, not cooling	1,160.00
12/30/2024	MWM	Great Lakes Elevator	boiler leak repair	560.00
12/30/2024	MWM	Karens Carpetmax	Trouble Call-Screw stuck in hoistway track	2,797.00
12/30/2024	MWM	Waste Management	Flooring Replacement Unit 817	475.40
12/30/2024	MWM	Wade Promotions, LLC.	Dumpster rentals	65.00
12/30/2024	MWM	Accident Security Systems	Bay Metro Transit bus ad	241.65
12/30/2024	MWM	Accident Fund Company	Monthly Service 01/01/2025-03/31/2025	3,177.78
12/30/2024	MWM	Bay City Treasurer - Constellation En	Workmen's comp policy premium	1,510.90
12/30/2024	MWM	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	6.00
12/30/2024	MWM	Bond 1 Carpet Cleaning, LLC	Hallway cleaning 2-9/scotch guard/pet treatment	1,795.00
12/30/2024	MWM	State of Michigan - Dept. of Licensing	Elevator Cert of Operation Renewal, serial #017645, Small Car	180.25
12/30/2024	MWM	Vanguard Fire & Security Systems	Complete annual inspection, service & maintenance of fire extinguishers.	372.00
12/30/2024	MWM	Equiparts	Elongated Toilet Bowl/Tank	246.86
12/30/2024	MWM	Equiparts	LED MED BI-PIN Base White Bulbs	476.51
12/30/2024	MWM	Minted, LLC	Combo white/red exit sign/duel head emergency light	128.36
12/30/2024	MWM	Marci Walker	Employee Clothing-T. Blair	58.59
12/30/2024	MWM	Sandra Fry	Deposit Refund	408.00
12/30/2024	MWM	Abell Pest Control	Reissue Deposit Refund for Frances Houck	300.00
12/30/2024	PT	Abell Pest Control	Apprehend treatment 603	300.00

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/30/2024	PT	Abell Pest Control	Aprehend treatment for lounge-preventative	300.00
12/30/2024	PT	Alerus Financial	DC Payment - Admin	271.73
12/30/2024	PT	Alerus Financial	DC Payment - Maint	270.66
12/30/2024	PT	Arnold Sales	Janitorial Supplies	598.99
12/30/2024	PT	Arnold Sales	Ice Melt	464.50
12/30/2024	PT	Begick Nursery & Garden Center	Container plants for winter	150.00
12/30/2024	PT	Blue Cross & Blue Shield Of MI	Health insurance premiums	4,711.32
12/30/2024	PT	GFL Environmental	Dumpster rental	113.75
12/30/2024	PT	RealPage, Inc.	PM Software	249.88
12/30/2024	PT	Universal Air, Inc.	Roof top unit not getting flow-Replaced igniter	375.00
12/30/2024	PT	Universal Air, Inc.	Replaced pump for domestic boiler	500.00
12/30/2024	PT	PDQ Supply Company	Oven Parts	84.68
12/30/2024	PT	Waste Management	Dumpster rentals	65.00
12/30/2024	PT	Wade Promotions, LLC.	Bay Metro Transit bus ad	-
12/30/2024	PT	Standard Electric Company	Cable Connectors	-
12/30/2024	PT	Standard Electric Company	Wall Plates/Hand Dryer	-
12/30/2024	PT	Solucient Security Systems	Monthly Service 01/01/2025-03/31/2025	236.49
12/30/2024	PT	Dependable Sewer Cleaners	PT - 1st floor bathroom floor drain backing up	120.00
12/30/2024	PT	Accident Fund Company	Workmen's comp policy premium	2,312.94
12/30/2024	PT	Scott Chesney	Replacement countertop for vacant unit 411	495.00
12/30/2024	PT	Enero Corporation	Closed loop treatment	248.00
12/30/2024	PT	Laforce, Inc.	Installation of new operator and accessories to picnic pavilion	4,430.00
12/30/2024	PT	Bay City Treasurer - Constellation En	Constellation Energy billing - natural gas	703.20
12/30/2024	PT	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	2.00
12/30/2024	PT	Vanguard Fire & Security Systems	Complete annual inspection, service & maintenance of fire extinguishers.	402.70
12/30/2024	PT	Estate of Susan Reutter	Deposit Refund	492.00
12/30/2024	PT	Minted, LLC	Employee Clothing-T. Blair	41.01
12/30/2024	PT	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 07/08/2024-08/08/2024	10,793.18
12/30/2024	SM	Abell Pest Control	Monthly BB & Roach Inspection Program	587.50
12/30/2024	SM	Abell Pest Control	Aprehend BB Treatment for unit 209	300.00
12/30/2024	SM	Alerus Financial	DC Payment - Admin	274.71
12/30/2024	SM	Alerus Financial	DC Payment - Maint	279.24
12/30/2024	SM	Arnold Sales	Janitorial Supplies	451.58
12/30/2024	SM	Begick Nursery & Garden Center	Container plants for winter	150.00
12/30/2024	SM	Blue Cross & Blue Shield Of MI	Health insurance premiums	5,835.47
12/30/2024	SM	GFL Environmental	Dumpster rental	113.75
12/30/2024	SM	RealPage, Inc.	PM Software	306.39
12/30/2024	SM	Great Lakes Elevator	Large Car-Trouble Call-Changed slave to master + general functions	2,240.00
12/30/2024	SM	Karens Carpetmax	Floor Replacement Unit 305	1,120.00
12/30/2024	SM	Karens Carpetmax	Floor Replacement Unit 408	2,508.00
12/30/2024	SM	Karens Carpetmax	Flooring Replacement Unit 319	2,508.00
12/30/2024	SM	Karens Carpetmax	Flooring Replacement Unit 115	2,508.00
12/30/2024	SM	Waste Management	Dumpster rentals	889.03
12/30/2024	SM	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
12/30/2024	SM	Solucient Security Systems	Monthly Service 01/01/2025-03/31/2025	351.69
12/30/2024	SM	Accident Fund Company	Workmen's comp policy premium	2,835.86
12/30/2024	SM	Scott Chesney	New countertop for Apt 115	350.00
12/30/2024	SM	Rightway Remediation, LLC	Removal and Disposal of Suspect ACM Material in apt 408	900.00
12/30/2024	SM	Rightway Remediation, LLC	Removal and Disposal of suspect ACM Material in apt 305	900.00
12/30/2024	SM	Bay City Treasurer - Constellation En	Constellation Energy billing - natural gas	1,315.98
12/30/2024	SM	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	12.00
12/30/2024	SM	Vanguard Fire & Security Systems	Complete annual inspection, service & maintenance of fire extinguishers.	417.84
12/30/2024	SM	Minted, LLC	Employee Clothing-T. Blair	52.73
12/30/2024	SS	Alerus Financial	DC Payment - Admin	314.74
12/30/2024	SS	Alerus Financial	DC Payment - Maint	628.92
12/30/2024	SS	Blue Cross & Blue Shield Of MI	Health insurance premiums	12,999.12
12/30/2024	SS	GFL Environmental	Dumpster rental	113.75
12/30/2024	SS	GFL Environmental	12/10/24 - Dumpster - 244 Adams St	528.00
12/30/2024	SS	Menards	Leaf bags/Mailbox mounting bracket/Mailbox/Janitorial Supplies	435.74

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
12/30/2024	SS	Menards	Vanity Combo/Circ Saw Blade/Door Sweep/Magnetic Door Stop	470.70
12/30/2024	SS	Menards	Vanity Combo/Spray Paint/Baseboard Diffuser	204.84
12/30/2024	SS	RealPage, Inc.	PM Software	419.39
12/30/2024	SS	Staples	Paper/Sheet Protectors	58.77
12/30/2024	SS	PQD Supply Company	Stove/Oven Replacement Parts	755.94
12/30/2024	SS	Karens Carpetmax	707 Harrison St - Flooring	5,639.76
12/30/2024	SS	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
12/30/2024	SS	Accident Fund Company	Workmen's comp policy premium	3,881.71
12/30/2024	SS	Sequin Lumber Company	HC Birch Slab Doors	1,067.55
12/30/2024	SS	HD Supply Facilities Maintenance	Slip joint nut; PVC J-BND nut bag	127.50
12/30/2024	SS	HD Supply Facilities Maintenance	Slip joint nut	37.50
12/30/2024	SS	MERS Defined Benefit	Defined benefit	1,247.67
12/30/2024	SS	Medler Electric Company	20A GFCI Receptacle	338.24
12/30/2024	SS	Carahsoft Technology Corporation	The Work Number usage fees	1,827.29
12/30/2024	SS	Let Ed Fix It	Repair vinyl siding on upper gables: 106.5 Spruce, 103.5 Polk, 1412 Bradford	135.00
12/30/2024	SS	Let Ed Fix It	Roof and Gutter Cleaning - SS	1,790.00
12/30/2024	SS	Pitney Bowes Inc Reserve Account	Postage	1,000.00
12/30/2024	SS	Plumbmaster	Finale single handle centerset bathroom faucet;simplicity single handle kitchen faucet	580.86
12/30/2024	SS	Bay City Treasurer - Utility Payments	Utility Deposit for Katie Hendricks - 203 21st - MI 12272024	300.00
12/30/2024	SS	Bay City Treasurer - Utility Payments	803 Germania Ave. - Caitlin Walraven	561.55
12/30/2024	SS	Bay City Treasurer - Constellation En	Constellation Energy billing - natural gas	32.74
12/30/2024	SS	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	192.00
12/30/2024	SS	Bay City Treasurer - Misc Other Payrr	803 Germania Ave-Special Assessment	295.62
12/30/2024	SS	Vanguard Fire & Security Systems	Complete annual inspection, service & maintenance of fire extinguishers.	228.00
12/30/2024	SS	Minted, LLC	Employee Clothing-T. Blair	70.31
12/30/2024	BCHC	RealPage, Inc.	PM Software	13.04
12/30/2024	BCHC	Standard Electric Company	112 Spruce - 40 Gallon Power Vent Water Heater	-
12/30/2024	BCHC	Let Ed Fix It	Roof and Gutter Cleaning-112 Spruce	280.00
12/30/2024	BCHC	Bay City Treasurer - Misc Other Payrr	2nd Offense Nuisance Charge, 112 Spruce	350.00
(blank)	(blank)	(blank)	(blank)	
Grand Total				396,390.32

**MEMORANDUM TO THE BOARD OF COMMISSIONERS
IN SUPPORT OF BOARD RESOLUTION #446**

REQUESTED BOARD ACTION:

Board Resolution Ratifying CEO Authorization for Replacement of Alarm Panels at Maloney Manor and Pine Towers

REQUESTED BY:

William G. Phillips
Chief Executive Officer

PURPOSE OF THE RESOLUTION:

Ratification of the CEO’s authorization of two purchases for Replacement Fire Alarm Panels from Johnson Controls at Maloney Manor and Pine Towers.

BACKGROUND:

The fire alarm panels at Maloney Manor and Pine Towers were inspected by Johnson Controls following a series of “tripped” alarms. The inspection revealed that the panels at both properties were no longer supported by the manufacturers due to their age and discontinued availability.

FINANCIAL IMPACT:

The impact of these two purchases is a net zero due to the reimbursement availability from the replacement reserve accounts of both properties.

SUMMARY:

The action to approve the purchase and installation of new fire alarm panels was made by the CEO to avoid delays in replacing the equipment and/or the potential of encountering fire hazards that may not be reported correctly and thereby cause risk to tenants and the property.

ATTACHMENTS:

Resolution #446

**CORPORATE RESOLUTION #446
BOARD RESOLUTION**

WHEREAS, the Bay City Housing Commission, hereinafter (BCHC), desires to ratify the actions taken by William Phillips, its CEO, to authorize the service contract with Johnson Controls for the purchase and replacement of the Fire Alarm Panels at Maloney Manor and Pine Towers.

WHEREAS, because the vendor (Johnson Controls) maintains and fire alarm equipment of each building, they are considered an essential vendor and no competitive bids were obtained prior to the authorization to commence the scope of work was provided.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Bay City Housing Commission, do hereby ratify the actions taken by the Chief Executive Officer to authorize the replacement of two Fire Alarm Panels at Maloney Manor (\$96,669.29) and Pine Towers (\$99,433.00) in the total amount of \$196,102.29.

CERTIFICATE

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary and the custodian of the books and records and seal of Bay City Housing Commission, a public body corporate and politic, duly created and formed pursuant to the laws of the state of Michigan and that the foregoing is a true record of a resolution duly adopted at a meeting of the and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation December 4, 2024, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, the BCHC, by its officers thereunto duly authorized has caused these presents to be signed in its name and its corporate seal to be hereunto affixed and attested on this 4th day of December 2024.

Secretary

Date

Witness

Date