

The regular meeting of the Taylor Housing Commission will be held on Thursday, January 22, 2026 at 8:15 a.m., at Maplewood Manor 15270 Plaza South Drive Taylor, MI 48180.

Regular Meeting of the Taylor Housing Commission

A G E N D A

- 1) Call to order – roll call: Fred Miller, Laurie Trueblood, Michelle Alford, Jim Corbin and Rich Pratt
- 2) Acceptance of the Agenda.
- 3) Acceptance of the minutes of the meeting held December 18, 2025.
(Attachment A)
- 4A) Motion to approve pay vouchers from December 1, 2025 through December 31, 2025 for Maplewood Manor of Taylor, LLC
(Attachment B1-B2)
- 4B) Motion to approve pay vouchers from December 1, 2025 through December 31, 2025 for the Taylor Housing Commission.
(Attachment B3-B4)
- 5) Motion to receive and file written report from the Manager, regarding current level of occupancy.
(Attachment C)
- 6) Motion to receive and file written report from the Manager of Section 8 Housing Choice Voucher. (Attachment D)
- 7) Director Communications: Director to update the Commissioners on A.P.H.C. and our progress towards Project Based Vouchers
- 8) Old Business/New Business: Windows ordered for 3 occupied units on West side of building
- 9) Public Comment
- 10) Adjournment

Frederick D. Miller, President

A regular meeting of the Taylor Housing Commission was held on Thursday, December 18, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Fred Miller called the meeting to order at 8:20 a.m.

Present: Fred Miller, Michelle Alford and Jim Corbin

Also Present: Joe Couvreur (Corporation Counsel) and John Carter

Excused: Laurie Trueblood and Rich Pratt

Motion by Alford supported by Corbin

Resolved: Acceptance of agenda

Unanimously carried

12.79-25

Motion by Alford supported by Corbin

Resolved: Acceptance of the minutes of the Meeting held September 25, 2025

Unanimously carried

12.80-25

Motion by Alford supported by Corbin

Resolved: Approve pay vouchers from September 1,2025 through October 31,2025 for the Maplewood Manor of Taylor, LLC.

Unanimously carried

12.81-25

Motion by Alford supported by Corbin

Resolved: Approve pay vouchers from September 1,2025 through October 31,2025 for the Taylor Housing Commission

Unanimously carried

12.82-25

Motion by Alford supported by Corbin

Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.

Unanimously carried

12.83-25

Motion by Alford supported by Corbin

Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization

12.84-25

Director Communications: E.D. informed the Commissioners that the THC is on schedule for filing the 2026 5 year plan/Annual plan with HUD

Old Business: Discussed the next steps in the window replacement project

Public Comment: Darlene (Tenant Council President) raised a concern about the pricing increase of the resident laundry facilities

Adjournment at 8:49 am

Frederick D. Miller, President

Cindy Bower, City Clerk

Taylor Housing Commission
Vendor Accounting Cash Payment/Receipt Register
Maplewood Manor LLC

Attachment B-2

Filter Criteria Includes: 1) Program: Maplewood Manor LLC 2) Project: All Projects 3) Payment Date: 12/1/2025 to 12/31/2025 4) Financial Period: All 5) Payments Over: All
6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: Citizens Bank, Bank Account: 12345, GL Account: 1111

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3224	12/08/2025	No	CHK	Edward Alkevicz	10/1-11/30/25 Supply Pickup	No	\$119.74
3225	12/10/2025	No	CHK	Fiber-Brite Carpet & Upholstery	Carpet:Cmmn Areas/offcs.&All Tile	No	\$7,298.00
3226	12/18/2025	No	CHK	Advantage Property Maintenance,	10/25 Lawn Maintenance	No	\$132.00
3227	12/18/2025	No	CHK	Comcast	12/15/25-1/14/26 Business Ph./Inter	No	\$235.43
3228	12/18/2025	No	CHK	Corrigan Environmental Solutions	Salt & Tote Purchase	No	\$961.65
3229	12/18/2025	No	CHK	DTE Energy (Gas)	11/1-12/3/25 Gas Use	No	\$5,668.44
3230	12/18/2025	No	CHK	HD Supply Facilities Maintenance	Order #: W234062367	No	\$727.38
3231	12/18/2025	No	CHK	Kone Chicago	12/1/25-2/28/26 Maintenance Period	No	\$1,448.40
3232	12/18/2025	No	CHK	Lawson Baler Sales & Service, In	Garb. Compactor Maintenance	No	\$552.70
3233	12/18/2025	No	CHK	Pest Genie	12/25 Flat Rate	No	\$119.00
3234	12/18/2025	No	CHK	PNC Bank Visa	Maintenance Supplies&Late Fee	No	\$1,723.87
3235	12/18/2025	No	CHK	Stefflins Irrigation & Landscaping	Spring 2025 Sprinkler Startup	No	\$730.00
3236	12/18/2025	No	CHK	The Sherwin Williams Co. VB	Acrylic Latex Paint	No	\$1,032.18
3237	12/18/2025	No	CHK	Treasurer, City Of Taylor	Winter 2025: Taxes	No	\$399.22
3238	12/18/2025	No	CHK	WOW! BUSINESS	11/16-12/15/25 Business Phone/Inte	No	\$221.89
3239	12/18/2025	No	CHK	Port City Communications, Inc.	12/25 Answering Svcs & Holiday Fe	No	\$219.17
3240	12/30/2025	No	CHK	DTE	11/14-12/14/25 Electricity Use	No	\$5,923.22
3241	12/30/2025	No	CHK	WOW! BUSINESS	12/16/25-1/15/26 Business Phone&I	No	\$231.89
					Cleared: 0		\$0.00
					Uncleared: 18		\$27,744.18
					Total Payments: 18		\$27,744.18

Project Summary
Bank: Citizens Bank, Bank Account: 12345, GL Account: 1111

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Maplewood Manor LLC - RAD Maplewood Senior Apartments	\$27,744.18	\$0.00
Total:	\$27,744.18	\$0.00

Document Type Summary
Bank: Citizens Bank, Bank Account: 12345, GL Account: 1111

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	18	\$27,744.18
Total:	18	\$27,744.18

Transaction Type Summary
Bank: Citizens Bank, Bank Account: 12345, GL Account: 1111

<u>Transaction Type</u>	<u>Count</u>	<u>Amount</u>
Vendor Accounting - Payment	18	\$27,744.18
<i>Vendor Accounting Total</i>	<i>18</i>	<i>\$27,744.18</i>
Total:	18	\$27,744.18

End of Report

Taylor Housing Commission
Vendor Accounting Cash Payment/Receipt Register
THC Admin

Hachmen BZ

Filter Criteria Includes: 1) Program: THC Admin 2) Project: All Projects 3) Payment Date: 12/1/2025 to 12/31/2025 4) Financial Period: All 5) Payments Over: All
6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: PNC Bank (THC Admin), Bank Account: 4255055984, GL Account: 1111

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
66432	12/08/2025	No	CHK	John Carter	Fuel Reimbursement (HQS Ins.)	No	\$62.12
66433	12/18/2025	No	CHK	Advanced Benefit Solutions, Inc	12/25 HRA Admin Fees	No	\$179.60
66434	12/18/2025	No	CHK	Capital One	Admin: Offc. Expenses	No	\$1,162.25
66435	12/18/2025	No	CHK	Cygnus Systems , Inc.	12/25 M365 Software	No	\$770.40
66436	12/18/2025	No	CHK	PLIC - SBD GRAND ISLAND	12/25 Employee Life Insurance	No	\$100.53
66437	12/18/2025	No	CHK	PNC Bank Visa	Admin: Offc. Contract	No	\$30.42
66438	12/18/2025	No	CHK	Purchase Power	10-11/25 Postage&Overage Fee	No	\$1,009.75
66439	12/18/2025	No	CHK	ShredHub LLC	11/20/25 Console Bin Svcs. (2 qty)	No	\$60.00
66440	12/18/2025	No	CHK	Verizon Wireless	10/24-11/23/25 John's Phone&Table	No	\$64.74
66441	12/18/2025	No	CHK	Aflac Traditional and Direct	11/25 Employee Medical Policies	No	\$1,126.52
66442	12/30/2025	No	CHK	Aflac Traditional and Direct	12/25 Employee Medical Policies	No	\$1,126.52
66443	12/30/2025	No	CHK	Applied Innovation	12/19/25-1/18/26 Contract Rate&To	No	\$650.09
66444	12/30/2025	No	CHK	Blue Cross Blue Shield Of MI	1/26 Employee Health Insurance	No	\$9,651.10
66445	12/30/2025	No	CHK	PLIC - SBD GRAND ISLAND	1/26 Employee Life Insurance	No	\$100.53
66446	12/30/2025	No	CHK	PNC Bank Visa	Admin: Offc. Contracts	No	\$402.07
66447	12/30/2025	No	CHK	Purchase Power	12/25 Postage &Overage Fee	No	\$1,083.20
66448	12/30/2025	No	CHK	Toshiba America Business Solutio	HCV Toner (2 qty)	No	\$539.78
					Cleared: 0		\$0.00
					Uncleared: 17		\$18,119.62
					Total Payments: 17		\$18,119.62

Project Summary
Bank: PNC Bank (THC Admin), Bank Account: 4255055984, GL Account: 1111

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
THC Admin - THC Admin	\$18,119.62	\$0.00
Total:	\$18,119.62	\$0.00

Document Type Summary
Bank: PNC Bank (THC Admin), Bank Account: 4255055984, GL Account: 1111

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	17	\$18,119.62
Total:	17	\$18,119.62

Transaction Type Summary
Bank: PNC Bank (THC Admin), Bank Account: 4255055984, GL Account: 1111

<u>Transaction Type</u>	<u>Count</u>	<u>Amount</u>
Vendor Accounting - Payment	17	\$18,119.62
<i>Vendor Accounting Total</i>	17	\$18,119.62
Total:	17	\$18,119.62

End of Report

Attachment D

Dec-25

Section 8 HCV

12/01/2024-12/31/2024

Currently we have 400 applicants on the waiting list.

RAD

Section 8 Lottery 400

Dearborn Ned

Housing Choice Voucher Statistics

Housing Choice Voucher Statistics

Leased 864

Issued 36

Total 1300

	<u>Total</u>
Income	
Housing Payments 12/25	\$ 709,611.00
Admin Fee 12/25	\$ 50,657.00
Admin Fee	
Admin Portable Receiving	
Portable Receiving (HAP)	
Portable Receiving (URP)	
Cares Act	153,964
Total Income	\$ 914,232.00
Expenses	
HAP payments	\$ 641,635.00
URP payments	\$ 11,871.00
HAP Portable Paying	<u>\$ 17,186.00</u>
Portable Receiving (HAP)	
Total Expense	\$ 670,692.00

Other income (Fraud recovery

Landlord repayment

Interest

Total other income	\$ -
Average HAP Payment	799

ATTACHMENT: C

Written Report to the Board of Commissioners

Date: January 19, 2026

From: Laura Liedel, Property Manager, Maplewood Manor Taylor, LLC

Occupancy Summary

- **Current Occupancy:** 97 of 102 units occupied.
- **Vacancies:**
 - 4 units vacant due to a resident's passing.
 - 1 unit vacant as the tenant is no longer able to live independently.
- **Projected Move-Outs:**
 - 1 expected due to tenant's inability to live alone.

Upcoming Activity

- 50 pulled from the waiting list, awaiting applications and documentation.
- 1 potential move-in, awaiting scheduling.

Compliance:

- All annual re-certifications for Maplewood Manor Taylor, LLC are up to date and complete.