

The regular meeting of the Taylor Housing Commission will be held on Thursday, June 26, 2025 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 May 22, 2025.
(Attachment A)
- 4A) Motion to approve pay vouchers from May 1, 2025 through May 31, 2025 for Maplewood Manor of Taylor, LLC
(Attachment B1)
- 4B) Motion to approve pay vouchers from May 1, 2025 through May 31, 2025 for the Taylor Housing Commission.
(Attachment B2)
- 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) Motion to approve HOTMA changes to Admin Plan Chapter 6
- 8) Montion to approve HOTMA changes to Admin Plan Chapter 7
- 9) Motion to approve HOTMA changes to Admin Plan Chapter 11
- 10) Motion to approve HOTMA changes to Admin Plan Chapter 14
- 11) Director Communications: Director to update Commissioners on the progress of the Generator project and the Window Replacement project
- 12) Old Business/New Business
- 13) Public Comment
- 14) Adjournment

Frederick D. Miller, President

A regular meeting of the Taylor Housing Commission was held on Thursday, May 22, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Laurie Trueblood called the meeting to order at 8:25 a.m.

Present: Jim Corbin, Michelle Alford and Richard Pratt
Also Present: Joe Couvreur (Corporation Counsel) and John Carter
Excused: Fred Miller

Motion by Alford supported by Pratt
Resolved: Acceptance of agenda
Unanimously carried
5.32-25

Motion by Alford supported by Pratt
Resolved: Acceptance of the minutes of the Meeting held April 24, 2025
Unanimously carried
5.33-25

Motion by Pratt supported by Alford
Resolved: Approve pay vouchers from April 1, 2025 through April 30, 2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
5.34-25

Motion by Alford supported by Pratt
Resolved: Approve pay vouchers from April 1, 2025 through April 30, 2025 for the Taylor Housing Commission
Unanimously carried
5.35-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
5.36-25

Motion by Alford supported by Pratt
Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization
5.37-25

Motion by Alford supported by Pratt

Resolved: Approve Agreement with APHC, for Management Services

5.38-25

Motion by Alford supported by Pratt

Resolved: Approve E.D. to enter into a One year, part-time employment agreement with APHC

5.39-25

Motion by Alford supported by Pratt

Resolved: Approve a one year renewal of BC/BS Health Insurance for full-time staff

Motion by Alford supported by Pratt

Receive and file: FYE 2025 SEMAP score

Motion by Pratt supported by Corbin

Resolved: Approve E.D. to engage Hanna Bond for the 2025 FYE Audit

Old Business: Commissioner Corbin asked for an update on the new window progress

Director Communications: E.D. updated the Commissioners on the status of the Generator project and progress with APHC

Adjournment at 9:24 am

Frederick D. Miller, President

Cindy Bower, City Clerk

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

Attachment B1

Filter Criteria Includes: 1) Program: Maplewood Manor LLC 2) Project: RAD Maplewood Senior Apartments 3) Payment Date: 5/1/2025 to 5/31/2025 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>
3105	05/14/2025	No	CHK	A.M. Contractors Supply	Unit 608: New Carpet&Other Labor	No	\$2,149.24
3106	05/14/2025	No	CHK	Advantage Property Maintenance,	4/25 Lawn Maintenance	No	\$88.00
3107	05/14/2025	No	CHK	Comcast	5/15-6/14/25 Business Phone&Inter	No	\$230.70
3108	05/14/2025	No	CHK	DTE Energy (Gas)	4/3-5/2/25 Gas Usage	No	\$3,312.87
3109	05/14/2025	No	CHK	HD Supply Facilities Maintenance	Order#:W230902508	No	\$267.58
3110	05/14/2025	No	CHK	Midwest Alarm Services	6/1-11/30/25 Fire Alarm Mon. Contra	No	\$276.00
3111	05/14/2025	No	CHK	Pest Genie	03-05/25 Flat Rates (3 mo)	No	\$357.00
3112	05/14/2025	No	CHK	Sewer & Water Specialist Inc	Community RM: Water SupplyLine	No	\$2,260.00
3113	05/14/2025	No	CHK	PNC Bank Visa	Maintenance Supplies	No	\$2,479.78
3114	05/29/2025	No	CHK	City Of Taylor - Water Dept	3/10-5/10/25 Water Use	No	\$4,506.57
3115	05/29/2025	No	CHK	DTE	4/15-5/14/25 Electricity Use	No	\$5,724.83
3116	05/29/2025	No	CHK	Grainger	Toilet Parts	No	\$134.86
3117	05/29/2025	No	CHK	HD Supply Facilities Maintenance	Order#: W231092389	No	\$674.24
3118	05/29/2025	No	CHK	PNC Bank Visa	4/19-5/16/25 Maintenance Suppls	No	\$2,231.68
3119	05/29/2025	No	CHK	Port City Communications, Inc.	5/25 Answering Services	No	\$212.71
3120	05/29/2025	No	CHK	Prestige Painting Inc.	Unit 504: Repaint/Repairs	No	\$1,250.00
3121	05/29/2025	No	CHK	WOW! BUSINESS	5/16-6/15/25 Business Phone & Inte	No	\$206.90
3122	05/30/2025	No	CHK	Capital One	Maintenance Supplies/Equipment	No	\$1,435.41
Cleared: 0							\$0.00
Uncleared: 18							\$27,798.37
Total Payments: 18							\$27,798.37

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	\$27,798.37	\$0.00
Total:	\$27,798.37	\$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	\$27,798.37
Total:	18	\$27,798.37

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	\$27,798.37
Vendor Accounting Total	18	\$27,798.37
Total:	18	\$27,798.37

End of Report

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

Attachment B2

Filter Criteria Includes: 1) Program: THC Admin 2) Project: THC Admin 3) Payment Date: 5/1/2025 to 5/31/2025 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>
66313	05/12/2025	No	CHK	Mary Frances Rademacher	5/25 Offc. Supply Reimbursement	No	\$29.99
66314	05/14/2025	No	CHK	Alerus Financial	4/25 457 Plan (Supplement)	No	\$3,199.77
66315	05/14/2025	No	CHK	Blue Cross Blue Shield Of MI	6/25 Employee Health Insurance	No	\$8,451.90
66316	05/14/2025	No	CHK	Cygnus Systems , Inc.	Data Transfer&New Worker Log-In	No	\$1,603.00
66317	05/14/2025	No	CHK	Maplewood Manor of Taylor, LLC	5/25 ACH PaymentB(Reconciliation)	No	\$541.00
66318	05/14/2025	No	CHK	Pentiuk,Couvreur & Kobiljak, P. C.	4/25 Legal Work	No	\$2,316.00
66319	05/14/2025	No	CHK	PNC Bank Visa	4/25 Offc. Contract	No	\$13.25
66320	05/14/2025	No	CHK	ShredHub LLC	4/8/25 Console Bins Svc. (2)	No	\$60.00
66321	05/14/2025	No	CHK	Verizon Wireless	3/24-4/23/25 John's Phone&Tablet	No	\$64.71
66322	05/14/2025	No	CHK	PNC Bank Visa	Admin Offc. Contract	No	\$16.95
66323	05/16/2025	No	CHK	Advanced Benefit Solutions, Inc	5/25 HRA Admin Fees (Monthly)	No	\$179.60
66324	05/16/2025	No	CHK	Cygnus Systems , Inc.	Software&E-Mail Transfer	No	\$545.00
66325	05/29/2025	No	CHK	Applied Innovation	5/19-6/18/25 Contract Rate&Toner	No	\$659.14
66326	05/29/2025	No	CHK	Cygnus Systems , Inc.	Email Spam Issue	No	\$127.50
66327	05/29/2025	No	CHK	PLIC - SBD GRAND ISLAND	6/25 Employee Life Insurance	No	\$91.09
66328	05/29/2025	No	CHK	Purchase Power	5/25 Postage&Overage Fee	No	\$502.25
66329	05/29/2025	No	CHK	The Nelrod Company	2025 Consortium Partner Membersh	No	\$799.00
00167147-2	05/12/2025	No	INV	MERS	4/25 Defined Benefits	No	\$3,147.32
Cleared: 0							\$0.00
Uncleared: 18							\$22,347.47
Total Payments: 18							\$22,347.47

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	\$22,347.47	\$0.00
Total:	\$22,347.47	\$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	\$19,200.15
Invoice (INV)	1	\$3,147.32
Total:	18	\$22,347.47

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 - Invoice	1	\$3,147.32
Vendor Accounting - Payment	17	\$19,200.15
Vendor Accounting Total	18	\$22,347.47
Total:	18	\$22,347.47

End of Report

ATTACHMENT: C

Written Report to the commissioners
From Laura Liedel, MMT Property Manager

June 23, 2025

Occupancy at Maplewood:

We currently have 96 units occupied out of 102.

We have 6 unit(s) vacant/available currently, 0 projected move outs.

18 applications to all seniors 62+ on the list were sent on 5/22/25.

All entered the list within 30 days of the application being sent.

3 returned incomplete, 1 returned as undeliverable/unable to forward, 2 have requested an extension which were granted.

Intake specialist is assisting in obtaining the required documentation for the incomplete applications.

Another pull of the first 25 applicants will go out this week.

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

**May-25
Section 8 HCV**

1-May

Attachment D

Currently we have 218 applicants on the waiting list.

RAD 0

Section 8 Lottery 218

Dearborn Ned

Housing Choice Voucher Statistics Housing Choice Voucher Statistics

Leased 863

Issued 7

Portable Billing 5

Total 1093

	<u>Total</u>
Income	
Housing Payments 05/1/2025	577,996.00
Admin Fee 05/2025	\$ 64,149.00
Admin Fee	
Admin Fee	
Admin Portable Receiving	
Portable Receiving (HAP)	\$ 574.00
Portable Receiving (URP)	
Cares Act	
Total Income	\$ 642,719.00
Expenses	
HAP payments	\$ 617,293.00
URP payments	\$ 13,632.00
HAP Portable Paying	\$ 10,812.00
Portable Receiving (HAP)	
Total Expense	\$ 641,737.00
Other income (Fraud recovery	
Landlord repayment	
Interest	\$ -
Total other income	
Average HAP Payment	783

ATTACHMENT E

HOTMA 102/104 Appendix to the Administrative Plan

Purpose of the Appendix

HUD published a final rule on February 14, 2023, revising regulations related to income, assets, adjusted income, verification, and reexams (among others) to implement Sections 102 and 104 of HOTMA. While the new regulations were effective January 1, 2024, HUD has delayed the full compliance date for HOTMA 102/104. Initially, *Compliance* with Sections 102 and 104 of HOTMA means not only applying HOTMA 102/104 regulations to affected programs but also reporting in HUD's new Housing Information Portal (HIP) system. Currently, PHAs remain unable to fully comply with HOTMA 102/104 because compliance depends on transitioning from HUD's IMS/PIC system (which is unable to accept HOTMA-compliant Form HUD-50058) to HUD's new HIP system (which will be the only system that accepts HOTMA-compliant Form HUD-50058). PHAs cannot transition to HOTMA until HIP is in place, HOTMA-compliant, and accessible.

On December 18, 2024, HUD published Notice PIH 2024-38, which identifies provisions in HOTMA 102/104 that PHAs must comply with no later than July 1, 2025. The notice states that all transactions with an effective date on or after July 1, 2025, must be processed using requirements in the notice. The July 1, 2025, compliance deadline does not apply to other HOTMA 102/104 provisions not listed in the notice. Other provisions are still dependent on HIP implementation and may not be implemented yet.

The PHA must:

- Have stopped enrolling families into the EID as of 12/31/23;
- Transition to the new Form HUD-9886-A no later than 2/1/25;
- Apply HOTMA 102/104 income exclusions listed in 24 CFR 5.609(b) (including new requirements for student financial assistance) for all income examinations effective on or after 7/1/25;
- Apply provisions related to de minimis errors; and
- Use these new HOTMA 102/104 definitions listed in the regulations for all transactions effective on or after 7/1/25.

These definitions include:

- Earned income
- Unearned income
- Family
- Day laborer
- Independent contractor
- Dependent
- Foster child and foster adults
- Health and medical care expenses
- Minor

Further, PHAs **may**, but are not required to:

- Stop using the EIV Income Report during interim reexams.
- Use Safe Harbor income determinations from means-tested federal assistance programs to verify a family's income and assets.

Finally, in FAQs dated 2/22/24, HUD also stated PHAs **may**, but are not required to:

- Accept third-party verification dated within 120 days of the date received by the PHA (rather than 60 days of the reexam/PHA request date);
- Accept a statement dated within the appropriate benefit year for fixed income sources like Social Security; and
- Accept a self-certification of SSNs along with a third-party document as a last resort if an individual is not able to provide documentation of SSN.

More details about each of the above provisions can be found in Notice [PIH 2023-27](#).

Other than what's listed above, all other provisions of HOTMA 102/104 are on hold still. This means **PHAs may not implement certain provisions of HOTMA yet**. These include:

- All asset provisions, including the asset limitation;
- All adjusted income provisions, with the exception of the definition of health and medical care expenses;
- Inflationary adjustments (although PHA may use the HUD-determined passbook rate);
- The new verification hierarchy, which allows for EIV + self-certification;
- Annuals using the previous 12-month period income;
- Interim reexam requirements; and
- Non-interim reexam transactions.

PHAs may not implement the above provisions because HUD has determined they depend on HIP implementation. PHAs should await further guidance from HUD on when these will be applicable.

HOTMA 102/104 Policies Not Yet Implemented

Chapter 00

No HOTMA 102/104 policies apply.

Chapter 1

No HOTMA 102/104 policies apply.

Chapter 2

No HOTMA 102/104 policies apply.

Chapter 3

Model policy section 3- II.D. FAMILY CONSENT TO RELEASE OF INFORMATION is amended to comply with section J.2 of Notice PIH 2023-27, Revocation of Consent
Model Policy section III.C. RESTRICTION ON ASSISTANCE BASED ON ASSETS is added to comply with section A.1 of Notice PIH 2023-27, Asset Limitation
HOTMA 102/104 policies related to the definition of family, foster children, and foster adults are applicable no later than July 1, 2025.

Chapter 4

No HOTMA 102/104 policies apply.

Chapter 5

No HOTMA 102/104 policies apply.

Chapter 6

Prior to the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 6.A (as updated for Notice PIH 2024-38).

Upon the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 6.B.

Chapter 7

Prior to the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 7.A (as updated for Notice PIH 2024-38).

Upon the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 7.B.

Chapter 8

No HOTMA 102/104 policies apply. However, prior to the NSPIRE compliance date, the PHA will follow policies in Chapter 8.A. Upon the NSPIRE compliance date, the PHA will follow policies in Chapter 8.B.

Chapter 9

No HOTMA 102/104 policies apply.

Chapter 10

No HOTMA 102/104 policies apply.

Chapter 11

Prior to the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 11.A.

Upon the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 11.B.

Chapter 12

Model policy section 12-I.D. MANDATORY TERMINATION OF ASSISTANCE is amended to comply with section J.2 of Notice PIH 2023-27, Revocation of Consent

Model Policy section 12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS is added to comply with section A.1 of Notice PIH 2023-27, Asset Limitation

Chapter 13

No HOTMA 102/104 policies apply.

Chapter 14

HOTMA 102/104 policies related to de minimis errors are applicable no later than July 1, 2025.
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Chapter 15

No HOTMA 102/104 policies apply.

Chapter 16

No HOTMA 102/104 policies apply.

Chapter 17

No HOTMA 102/104 policies apply.

Chapter 18

No HOTMA 102/104 policies apply.

Chapter 19

No HOTMA 102/104 policies apply.

Glossary

The following definitions are applicable no later than July 1, 2025:

- Annual income (revised)
- Day laborer
- De minimis error
- Earned income
- Family (revised)
- Foster child
- Foster adult
- Independent contractor
- Inflationary index
- Net family assets (revised)
- Real property
- Seasonal worker
- Unearned income